

**VALLEY CLEAN ENERGY ALLIANCE
COMMUNITY ADVISORY COMMITTEE**

Staff Report – Agenda Item 13

TO: VCE Community Advisory Committee

FROM: Mitch Sears, Interim General Manager
Alisa Lembke, Board Clerk/Administrative Analyst

SUBJECT: Committee Solicitation, Selection and Appointment Policy

DATE: October 18, 2018

Staff Recommendations:

1. Approve a three-year term for VCE Community Advisory Committee members, broken into three “classes” as established in this staff report;
2. Authorize staff to “draw names” to determine the length of service for current Community Advisory Committee Members within the three-year “classes”;
3. Direct Staff to begin soliciting applicants for the Community Advisory Committee to fill the existing two vacancies.

Background:

There are two (2) vacancies available on the Community Advisory Committee (CAC): Yolo County and most recently, the City of Woodland. Historically, residents identified as having an interest in volunteering to serve on the Advisory Committee, were appointed by the Board. Now that the Advisory Committee has been active for over a year and VCE is through their launch phase, Staff and the CAC acknowledge the need to solicit new Members. How VCE solicits new members, including the application process, should be codified.

At the Board’s September 13, 2018 meeting, the following terms of service were adopted:

1. Terms of Service on Advisory Committee:

- Officer positions (Chair, Vice Chair and Secretary) are selected once a year.
- Each CAC Member will serve a three-year term, with the option to be reappointed for additional terms.
- Create three “graduation classes” of three CAC members – one from each member jurisdiction to keep consistency of knowledge on the Advisory Committee; therefore, Class 1 would be a two-year term, Class 2 would be a three-year term, and Class 3 would be a four-year term all expiring in June to coincide with VCE’s fiscal year end.

CLASS 1 – term expiring June 2019

Davis rep
Woodland rep
Yolo County rep

CLASS 2 – term expiring June 2020

Davis rep
Woodland rep
Yolo County rep

CLASS 3 – term expiring June 2021

Davis rep
Woodland rep
Yolo County rep

Terms of Service of Current CAC Members: Unless a CAC member requests to be included in Class 1, staff will draw names to determine in which Class current members will be placed. This will keep continuity and consistency of knowledge of its Members on the Advisory Committee. In addition, new Members should be appointed into the vacant City of Woodland and Yolo County positions in Class 3. Thereafter, as terms expire and/or are vacated, newly solicited Members will fill the open spots within the Classes.

Criteria for New Member Recruitment, Solicitation and Selection: Staff reviewed other Agencies' policies, procedures and/or methodologies of advertising vacancies and soliciting new committee members. Staff contacted the Cities of Davis and Woodland and Yolo County then shared their findings, examples and information with the CAC at their October 1, 2018 meeting. As a result, the following documents were prepared and are provided for your information.

1. Community Advisory Committee description, specifying the a) purpose, b) roles and responsibilities, c) membership, d) meetings and e) term; and,
2. Application for appointment to the Community Advisory Committee.

In following the other Agencies' lead on solicitation of new members for Committees, Staff recommend that the existing vacancies be noticed through VCE's e-mail list and advertised on the VCE website. Staff also encourage Board, Advisory Committee Members and Staff to continue to advertise vacant positions via word of mouth.

Applications received would be reviewed by Staff then forwarded to the Board subcommittee for review and recommendation to the full Board. Applications should also be kept on file for a minimum of two (2) years.

Attachments

1. Community Advisory Committee description
2. Application for appointment



COMMUNITY ADVISORY COMMITTEE

Purpose: The Community Advisory Committee is appointed by and acts as an advisory body to the Valley Clean Energy Alliance Board to provide recommendations on general policy and operations objectives.

Roles and Responsibilities:

- Advise the VCE Board of Directors on VCE's general policy and operational objectives, including portfolio mix and objectives, technical, market, program and policy areas, strategic objectives and strategies to reduce carbon emissions, accelerate development of local resources and promote energy resilience.
- Assist in the development of public information materials related to customer energy investments and choices offered by VCE, PG&E and third parties.
- Collaborate with VCE staff and consultants on community outreach to and liaison with member communities;
- Collaborate with VCE staff on monitoring legislative and regulatory activities related to Community Choice Energy issues.
- Make recommendations on issues, projects, and/or objectives to further VCE's fulfillment of the goals outlined in the Vision Statement.

Membership: 9 members, composed of 3 representatives from each VCE jurisdiction – the City of Woodland, the City of Davis, and Yolo County. A quorum shall consist of a majority of the current membership.

Meetings: Nine (9) days prior to, typically on a Monday, the Board's regularly scheduled meeting, which is the second Thursday of every month. Meetings start at 5:30 p.m. and alternate between the Cities of Davis and Woodland.

Term: appointed for a 3-year term, staggered.



Received on:

Return to:

Valley Clean Energy
604 Second Street
Davis, CA 95616

VALLEY CLEAN ENERGY
COMMUNITY ADVISORY COMMITTEE
APPLICATION

PERSONAL DATA SHEET

Name: _____ Are you at least 18 years old? _____
Last, First Middle

Home Address: _____
Number/Street City/State/Zip

Email Address: _____
Daytime Phone Evening/Weekend Phone

Business Title or Occupation: _____

Company/Organization: _____

Address: _____
Street Address City, State and Zip

Which Valley Clean Energy jurisdiction do you reside in?

- City of Davis City of Woodland County of Yolo (Unincorporated)

If you do not reside in Valley Clean Energy's jurisdictions, please include a separate statement to address why you are applying for this committee.

Background Information:

Why do you wish to serve as a member of the VCE Community Advisory Committee?

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What experience/perspective would you bring to the committee?

Please list your previous and present governmental and civic experience. Indicate when, position and duties:

List any special training or experience you have that you feel would benefit your committee service:

Do you have any interests or associations which might present a conflict of interest?
If yes, please explain:

What do you feel are your most important qualifications?

What do you see as some of the significant issues facing the community in the next few years that might pertain to Valley Clean Energy's Community Advisory Committee?

What do you hope to accomplish as a committee member?

I am aware of the obligations and responsibilities of this committee and am willing and able to fulfill this commitment should I be appointed: (Initial here: _____)

Please attach your resume or any additional information or statements which you feel would be helpful to the Valley Clean Energy Board of Directors in reviewing your qualifications.

AUTHORIZATION AND RELEASE

I understand that in connection with this application for appointment, the information contained herein will be made available to the general public upon request. I further understand that if appointed, I may be required to take the oath of office and may be subject to requirements for filing financial disclosure statements.

Please Sign Here

Date

NOTE: This document is a public record and may be disclosed/released pursuant to the California Public Records Act.

FOR OFFICIAL USE ONLY

Applications will be kept on file for two years. This application will expire on: _____

Date of appointment by the Valley Clean Energy Board: _____

Length of term: _____

Is this re-appointment? _____