

**VALLEY CLEAN ENERGY ALLIANCE  
COMMUNITY ADVISORY COMMITTEE**

**Staff Report – Item 13**

---

**TO:** Community Advisory Committee (CAC)

**FROM:** Mitch Sears, Interim General Manager  
Edward Burnham, Director of Finance and Operations  
Alisa Lembke, VCE Board Clerk/Administrative Analyst

**SUBJECT:** Discussion on the Community Advisory Committee (Members at large)

**DATE:** September 23, 2021

---

**RECOMMENDATION**

Provide feedback and direction on the categories of expertise for at large members for the Community Advisory Committee.

**BACKGROUND**

In December 2016 the Board formed a Community Advisory Committee (CAC) to advise the Board and Staff on policy matters related to the launch and operation of VCE. The CAC began meeting in Fall 2017. In September 2018, the Board approved modifications to the terms of CAC service and criteria for new member recruitment and selection. As originally structured the CAC consists of 12 members (3 seats for each jurisdiction), with three seats currently vacant (unincorporated Yolo County, cities of Woodland and Winters).

Since formation, one or more seats have remained vacant, making it more difficult to achieve quorums and maintain appropriate workloads/time commitments for Committee members. These factors prompted a recent review of the membership structure of the CAC.

Board Action

Based on discussion and action by the Board on September 9, 2021, the Board adopted a revised CAC structure with 8 members (2 each per jurisdiction), and 3 additional seats for at large members. As part of the new adopted CAC structure, the board has requested staff to present recommended categories of expertise to be defined for at large members in this process as well as recommend and/or recruit for suitable candidates.

**ANALYSIS**

Staff believes that the following can help guide how to define the subject matter expertise/experience that would be ideal in candidates for the newly created “at large” CAC seats:

- Use the goals listed in the [Strategic Plan](#) to identify subject matter expertise/experience needed by VCE. These include but are not limited to topics such as community engagement, environmental justice, agriculture, grid reliability and sustainability, and decarbonization.
- Use the CAC task group subject areas to help guide subject matter expertise/experience needed by VCE. These include Legislative/Regulatory, Community Outreach, Community Programs, Customer Rates, and the Strategic Plan (Decarbonization).

## **CONCLUSION**

Staff is seeking feedback/recommendation for subject matter expert categories that would support the newly created three at large member seats on the Community Advisory Committee.