

VALLEY CLEAN ENERGY ALLIANCE**Staff Report – Item 7**

To: Board of Directors

From: Rebecca Kuczynski, Director of Customer Care & Marketing

Subject: Extension of the consultant agreement with Jim Parks for energy advisory services for one (1) year to expire December 31, 2024

Date: November 14, 2024

RECOMMENDATION

Receive copy of Second Amendment Letter between Jim Parks and VCE agreeing to extend the consultant agreement one (1) year expiring December 31, 2025 and increasing the not to exceed amount to \$45,000.

BACKGROUND

Since June 2020, VCE has had an agreement with Jim Parks to provide energy advisory services, including customer care and marketing duties, SACOG grant and other program activities, and key account services. The Agreement originally expired in December 2022.

In December 2022, the Board approved a new agreement with Mr. Parks that aligns with VCE's fiscal year. This current Agreement continues with Mr. Parks providing energy advisory services focusing on key account services for designated commercial, industrial, and agricultural customer outreach; programmatic work for the SACOG grant and VCE programs; participation in grant activities; and, review and verification of PG&E rate changes to develop rate tables for the VCE website. The December 2022 Agreement included a not to exceed amount of \$30,000, an expiration date of December 31, 2023, and two (2) one-year options to extend.

In December 2023, after consultation with legal counsel and in accordance with the Agreement, both parties agreed to exercise the option to extend the term of the Agreement through December 31, 2024. The First Amendment to the Agreement was entered into on December 3, 2023. There were no changes to the not to exceed amount or to the scope of services or compensation.

In October 2024, after consultation with legal counsel and in accordance with the Agreement, both parties agreed to exercise the 2nd option to extend the term of the Agreement another year and increased the not to exceed amount by 15,000. The Second Amendment to the Agreement was entered into on October 28, 2024. There were no changes to the scope of

services. Attached is a copy of the Second Amendment to the Agreement Letter extending the Agreement for an effective date of January 1, 2025 expiring December 31, 2025 and increasing the not to exceed amount to \$45,000.

Attachment:

1. Amendment Two (2) Letter extending Consultant Agreement with Jim Parks



October 18, 2024

Via Email Only

Jim Parks
4478 G Street
Sacramento, CA 95819

**Second Amendment to Agreement Between
Valley Clean Energy Alliance and Jim Parks for Energy Advisory Services**

Dear Jim:

The Agreement Between the Valley Clean Energy Alliance (“VCE”) and Jim Parks for Energy Advisory Services (“Agreement”) was entered into on December 9, 2022 and became effective on January 1, 2023 for a term of one year with two (2) one-year options to extend. Effective January 1, 2024, the First Amendment to the Agreement extended the Agreement for one year for a new expiration date of December 31, 2024.

Section 1 of the Agreement and Exhibit B – Schedule of Performance provide two (2) one-year options to extend the term of the Agreement. Exhibit B provides that if the parties wish to exercise the option to extend the term of the Agreement, they must mutually agree to do so in writing.

Section 3 of the Agreement and Exhibit C – Compensation provide a not to exceed amount of Thirty Thousand and no/100 Dollars (\$30,000).

You and VCE agree to exercise the second option to extend the Agreement for an effective date of January 1, 2025 expiring December 31, 2025; increase the not to exceed amount by \$15,000 for a new not to exceed amount of Forty-five Thousand dollars (\$45,000); and agree that all other provisions of the Agreement will remain in effect.

If these terms are acceptable, please sign below and return the copy to me.

Thank you for all of your services.

Sincerely,
VALLEY CLEAN ENERGY

By: _____


Mitch Sears, Executive Officer

ACCEPTANCE

Jim Parks accepts this Second Amendment to the agreement.

Dated: 10/22/24

JIM PARKS

By: 

Name: Jim Parks

Its: Owner