

VALLEY CLEAN ENERGY ALLIANCE

Staff Report – Item 8

TO: Board of Directors

FROM: Edward Burnham, Chief Financial Officer
Alisa Lembke, Board Clerk / Administrative Analyst

SUBJECT: Contract Renewals for calendar year 2026 (Information)

DATE: November 13, 2025

RECOMMENDATION

Informational. No action requested.

OVERVIEW

This update provides a summary of contractual agreements between VCE and various consultants that will expire on December 31, 2025. Based on Staff's review of the performance and contractual terms, Staff plans to execute contractual options to amend agreements mutually agreed in writing and to extend the term of the Agreements additional year(s).

BACKGROUND

This summary replaces VCE's past approach of providing individual staff reports and copies of the amendment letter(s) to the Board for information to streamline the process. Prior to sending the amendment letter to the consultant, VCE's CEO and legal counsel reviews each amendment letter. All contract amounts will be included in the proposed 2026 Budget based on the forecasted needed level of support. Table 1 below summarizes the Amendments to the Agreements contract duration and total contract not to exceed amounts.

Table 1 – Annual Contract Renewal Summary

Consultant	Current Expiration Date	Amendment #	New Expiration Date	Not to Exceed (NTE)	Other Updates
Automate Mailing	12/31/2025	Fifth	12/31/2026	No increase to NTE	Updated Exhibit D
Don Dame	12/31/2025	Second	12/31/2026	Increase NTE of \$15,000/ year by \$15,000 = \$30,000 for 2025 and 2026	None
Jim Parks	12/31/2025	Fifth	12/31/2026	No increase to NTE	None
NewGen Strategies	12/31/2025	One	12/31/2026	No increase to NTE	None

Consultant	Current Expiration Date	Amendment #	New Expiration Date	Not to Exceed (NTE)	Other Updates
Pacific Policy Group	12/31/2025	Two	12/31/2026	Increase NTE by \$66,000 (\$5,500/month)	None
PFM Financial Services	12/31/2025	One	12/31/2026	No increase to NTE	None

Fiscal Impact: The not to exceed amounts will be included in the proposed 2026 Operating Budget.