

AGENDA

Community Advisory Committee San Diego Community Power (SDCP)

May 22, 2020

9:00 a.m.

Due to the Stay at Home Order in California and in according with the Governor's Executive Orders N-25-20 and N-29-20, members of the Community Advisory Committee will be participating remotely for this meeting and there will be no location for in-person attendance. SDCP is providing alternatives to in-person attendance for viewing and participating in the meeting. Further details are below.

Note: Any member of the public may provide comments to the San Diego Community Power (SDCP) Community Advisory Committee on any agenda item or on a matter not appearing on the agenda, but within the jurisdiction of the Committee. Public comments must be submitted using this ([web form](#)). Please indicate whether your comment is on a specific agenda item or a non-agenda item. When providing comments to the Committee, it is requested that you provide your name and city of residence for the record. Commenters are requested to address their comments to the Committee as a whole through the Chair. Comments are limited to four hundred (400) words on the form. If you have anything that you wish to be distributed to the Committee, please provide it via info@sdcommunitypower.org, who will distribute the information to the Members. It is requested that comments and other information be provided at least two (2) hours before the start of the Committee meeting. All comments received by such time will be provided to the Committee members in writing. In the discretion of the Chair, the first ten (10) comments received on each agenda item, or on non-agenda matters, may be read into the record at the meeting. Comments received after the two (2) hour limit will be collected, sent to the Committee members in writing, and be part of the public record.

The public may participate using the following remote options:

Teleconference Meeting Webinar

<https://zoom.us/j/92781660527>

Telephone (Audio Only)

(669) 900-6833 or (346) 248-7799 | Webinar ID: 927 8166 0527

- 1. Welcome**
- 2. Roll Call**
- 3. Election of Interim Committee Chair**
- 4. Public Comment for Items Not on the Agenda**

5. Items to be Added, Withdrawn, or Reordered on the Agenda

REGULAR AGENDA

6. Swearing in of Community Advisory Committee Members

7. Welcome from SDCP Interim CEO and Board Chair

8. Committee Member Introductions

9. Introduction to San Diego Community Power

10. Review of Scope of Work

11. Discussion of Operations and Logistics

- Draft Standard Operating Procedures

12. Election of CAC Representative to the CEO Search Committee

13. Next Steps

- Development of a Work Plan
- Discussion on Meeting Frequency
- Presentations Moving Forward
 - Brown Act from BB&K Attorney
 - Suggestions from Committee

14. Announcements

15. Adjournment

Availability of Committee Documents

Copies of the agenda and agenda packet are available at www.sdcommunitypower.org/committees. Late-arriving documents related to a Committee meeting item which are distributed to a majority of the Members prior to or during the Committee meeting are available for public review as required by law. Until SDCP obtains offices, those public records are available for inspection at the City of San Diego Sustainability Department, located at 1200 Third Ave., Suite 1800, San Diego, CA 92101. However, due to the Governor's Executive Orders N-25-20 and N-29-20 and the need for social distancing, that is now suspended and can instead be made available electronically at info@sdcommunitypower.org. The documents may also be posted at the above website. Late-arriving documents received during the meeting are available for review by making an electronic request via info@sdcommunitypower.org.

San Diego Community Power

Sebastian Sarria
City of San Diego &
San Diego Community Power
May 2020



Introduction to SDCP

San Diego Community Power (SDCP) is a CCA program established by the cities of Chula Vista, Encinitas, Imperial Beach, La Mesa, and San Diego, in order to source clean, carbon-free electricity for our communities.

What are the agreements and goals of SDCP?



- 100% renewable energy by 2035
- Offer competitive rates
- Achieve GHG reduction goals
- Prioritize local renewable and distributed energy resources
- Demonstrate local economic benefits, local workforce development, and innovative energy programs
- Promote investment in communities of concern and programs centered on economic, environmental, and social equity
- Be financially sound



Founding Members

City of Chula Vista

Steve Padilla, Councilmember

John McCann, Councilmember
(alternate)

City of Encinitas

Joe Mosca, Councilmember

Kellie Hinze,
Deputy Mayor (alternate)

City of Imperial Beach

Mark West, Councilmember

Paloma Aguirre,
Mayor Pro Tem (alternate)

City of La Mesa

Bill Baber,
Vice Mayor

Greg Humora,
Assistant City Manager (alternate)

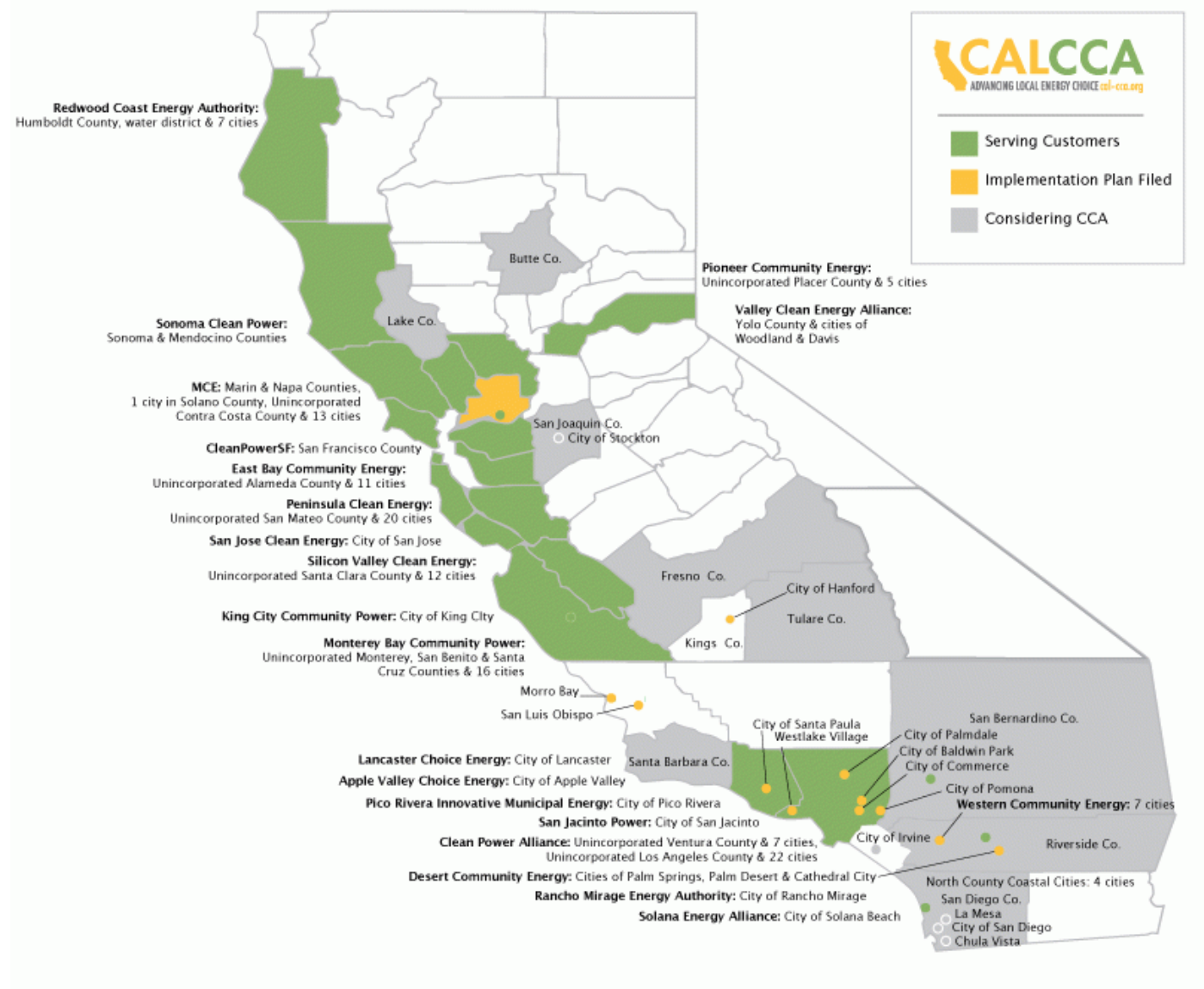
City of San Diego

Monica Montgomery,
Councilmember

Jennifer Campbell,
Councilmember (alternate)



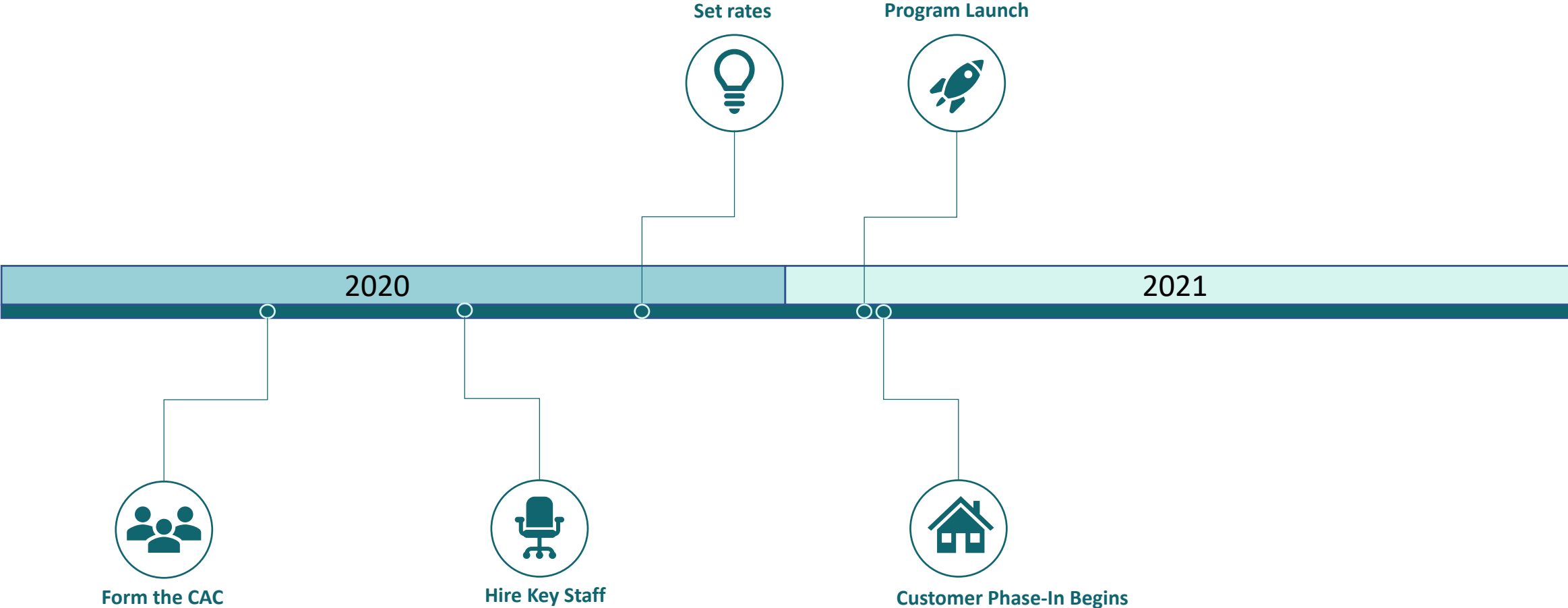
Community Choice throughout California



Key Statistics

Type	Number
Customer accounts	937,428
Energy load	7,221 GWh
Revenue requirement	\$500M+
Start up capital requirement	\$35M

Timeline



Website



www.sdcommunitypower.org

Existing Meetings

Board of Directors meet every fourth Thursday of the month at 5 pm.



Finance and Risk Management Committee will meet again next month, with a time and date to be determined.

San Diego Community Power

Sebastian Sarria
City of San Diego &
San Diego Community Power
May 2020



SAN DIEGO COMMUNITY POWER

Community Advisory Committee

Committee Purpose and Scope

The purpose of the San Diego Community Power (SDCP) Community Advisory Committee (CAC) is to advise the SDCP Board of Directors on the operation of its Community Choice Aggregation program, as stated in section 5.10.3 of the SDCP Joint Powers Authority (JPA) Agreement. This Scope will be adopted by the Board of Directors and may be updated or changed at the Board's discretion.

The Community Advisory Committee will, under the direction of the SDCP Board of Directors and authorized SDCP staff:

1. To provide a venue for ongoing citizen support and engagement in the strategic direction, goals, and programs of SDCP;
2. Elect CAC officers and define priorities and duties within its Scope to ensure the Committee can operate independently and collaboratively, with limited support from SDCP staff;
3. Adopt an annual work plan that aligns with the CAC Scope provided by the Board;
4. Work on defined objectives as approved by the Board, to produce materials or advice that will assist the Board in decision-making;
5. Help the Board to identify issues of concern and opportunities to educate community members about SDCP;
6. Draft reports to the SDCP Board of Directors with findings and recommendations as may be needed;
7. Represent the views of Committee's constituencies in comments and recommendations;
8. Incorporate language around inclusion and diversity in discussions as they relate to SDCP operations;
9. Plan for and engage in community events and special projects as appropriate; and
10. Serve as an information-channel back to their communities.

Community Advisory Committee

Standard Operating Procedures

The purpose of the San Diego Community Power (SDCP) Community Advisory Committee is to advise the SDCP Board of Directors on the operation of its Community Choice Aggregation program, as stated in section 5.10.3 of the SDCP Joint Powers Authority (JPA) Agreement.

This document serves as a guide to the Community Advisory Committee (CAC) on how the CAC operates and interacts with SDCP staff and the Board. The following procedures are included:

- Running CAC meetings
- Interacting with SDCP Staff
- Interacting with SCDP Board of Directors
- Interacting with the Media
- Adding Agenda Items to Board of Directors Meetings
- Creating Ad-Hoc or Subcommittees
- Updating the CAC Work Plan

Running CAC Meetings

Once the Chula Vista nominees are approved at the May 28th Board of Directors meeting, a regular meeting schedule will be established for the remainder of 2020. Due to the stay-at-home order, meetings will be via Zoom until further notice.

Responsibilities:

- Chair:
 - Serve as the primary liaison and spokesperson for the CAC
 - Support SDCP Staff with setting the CAC agenda
 - Guide the CAC in developing an annual workplan consistent with the CAC Scope and supported by the Board of Directors
 - Determine if meetings are required or if a meeting should be canceled
 - Run CAC meetings (ensure that all CAC members and community are heard, work to keep meetings to allotted time, as well as manage public comment submissions)
 - Determine which specific agenda items from the upcoming Board of Directors meeting will be prioritized during the CAC meeting
 - Work with staff to gain access to Zoom in hosting the CAC meetings. In the event that stay-at-home orders are lifted and an in-person meeting is necessary, the Chair will work with staff to determine a suitable meeting location
 - Represent the CAC to the Board to provide updates, submit information, or respond to Board requests

- Represent the CAC to other organizations or at events, as appropriate
- Vice-Chair: Take over the CAC Chair responsibilities in the even the Chair is not available
- Secretary:
 - Take attendance and meeting notes
 - Work with SDCP staff to ensure meeting agendas are finalized and posted online
- Members:
 - Attend each meeting or inform SDCP staff and the CAC Chair if they will be late or absent
 - Review any information provided in advance and come to the meeting prepared
 - If requested and where feasible, participate in sub- or ad-hoc work groups that may be established to cover specific topics
 - Represent the interests of their communities at the CAC and share information about the CAC with their communities
- SDCP Staff:
 - Create a draft agenda for each meeting and finalize with CAC Chair
 - Notice CAC meeting according to Brown Act requirements
 - Support Secretary in posting the CAC meeting agenda at least 72 hours before a regular CAC meeting or 24 hours before a special meeting
 - Provide general support and respond to questions during CAC meetings as needed
 - Communicate any CAC recommendations to the Board so they have a chance to review prior to Board of Directors meetings

The CAC will seek consensus where possible. Where consensus is not reached, the Chair will seek to communicate diverging views in delivery of the recommendation to the Board.

Election of Officers

Officers may be nominated or self-nominated and elected at the first meeting of a calendar year by a simple majority vote of the CAC. The terms will be for each calendar year, with the option for officers to be re-elected for up to three terms.

Interacting with SDCP Staff

The CAC Chair is the primary liaison to SDCP staff for all matters related to the CAC.

Interacting with SDCP Board of Directors

The CAC Chair is the primary liaison to SDCP staff and the Board for all matters related to the CAC. It should also be noted that the CAC Chair may also be called upon by the Board Chair to speak on various matters.

Interacting with the Media

Any media inquiries that CAC members receive shall be redirected to SDCP Staff.

Adding Agenda Items to Board of Directors Meetings

There are two ways that the CAC may bring items forward to the Board meeting:

1. **Standing Board Agenda Item:** CAC Report. The CAC report may be a standing item on the Board agenda, in which the CAC Chair or CEO reports on updates related to a recent CAC meeting.
2. **Suggesting Board Agenda Items:** The CAC may suggest agenda items for a Board of Directors meeting agenda. These must have prior approval of SDCP staff and the Chair of the Board of Directors to be added onto the agenda. If approval is provided, staff must be given at least 5 days before the date of the Board meeting to work with the CAC to draft any memos and materials necessary.

Creating Ad-Hoc or Subcommittees

The CAC may create ad-hoc committees or subcommittees to address issues more in depth outside of CAC meetings and bring findings or recommendations back to the full CAC.

Ad-Hoc committees are temporary committees appointed for a specific purpose, such as updating the work plan. Ad-hoc committee meetings do not require public notice and thus must have fewer than a majority of members of the CAC to avoid violations of the Brown Act. Ad-hoc committees and committee meetings can include non-CAC community members.

The CAC Chair will seek volunteers during a CAC meeting to form an ad-hoc or subcommittee. The CAC Chair will work to ensure all CAC members have a chance to participate on various groups as formed throughout the year.

Standing subcommittees are permanent subcommittees created to review long-term issues, such as rates or budget. These meetings must be publicly noticed and agendaized consistent with the Brown Act.

Creating and Updating the Work Plan

The CAC will adopt a work that aligns with the CAC scope provided by the Board of Directors. This shall be updated annually from the date that the first version is adopted.