



ALAMEDA COUNTY COMMUNITY DEVELOPMENT AGENCY

PLANNING DEPARTMENT

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MEMORANDUM

To: Board of Supervisors, Transportation & Planning Committee

From: Chris Bazar, Director, Community Development Agency

Re: Community Choice Aggregation: Proposed Steering Committee Composition and Public Participation Model

Date: March 12, 2015

The Board of Supervisors has directed the Community Development Agency (CDA) to determine if a Community Choice Aggregation (CCA) program is feasible for Alameda County. A CCA program would allow for competition in electricity generation services and accelerate investments in clean energy resources and local energy projects. Central to this initiative is the creation of a CCA Steering Committee that will advise the Board on key aspects of the program's development and provide a forum through which key stakeholders and the public can express their views. This Memorandum outlines CDA recommendations on how to structure the committee and select its members. The memorandum also briefly discusses other items related to the CCA process.

Steering Committee. At the last Transportation and Planning Committee (T&P) meeting on February 2, 2015, two separate committees were discussed – a technical committee and a citizen's advisory committee, the latter providing a forum in which CCA advocates and other stakeholders could participate. Based on feedback from the T&P meeting, input from stakeholders, and CDA internal discussions, the general consensus is that a single steering committee with the composition outlined below would be the most productive, streamlined, and inclusive approach for all concerned.

The single CCA Steering Committee would consist of the following groups:

1. Two to three appointees from each of the five Supervisorial Districts. These appointees would represent both geographical diversity across the county and diversity in stakeholder interests and expertise (see more detail below).
2. One representative from each of the County's 13 cities¹. These participants would be selected by city officials and may or may not be city staff or councilmembers. Whoever is designated will, by proxy, be participating on behalf of their jurisdiction and should have decision-making authority.
3. A small number of "at large" representatives (we would suggest three to five) that have either: (a) particular energy expertise (e.g., distributed generation/clean power technology); or (b) county-wide or regional interests, such as ABAG, BART, Lawrence Berkeley/Livermore Labs, UC Berkeley, etc. Staff recommends that these committee members be appointed by their respective organizations, and staff would report these appointments to the Board.

¹The City of Alameda would not be able to participate in a CCA program because it already has its own municipal utility. However, we recommend extending an invitation and giving them the option to participate on the Steering Committee.

This composition would mean the Committee would have a minimum of 26 and maximum of 33 members, (we feel it would be difficult for the body to be effective if it is larger than this). For Categories 1 and 3 described above, we are proposing a simple application process to fairly solicit and qualify interested participants. Attached is a sample application form, which would be posted on the CDA website, distributed through the County's CCA list serve, and also be made available to a wide array of stakeholders through traditional means.

Per the timeline below, once the application is released, applicants will have three weeks to respond. CDA will work with BOS offices to review and score applicants based on District representation, stakeholder group representation and relevant qualifications. A final slate of recommendations will be presented to the Board for final approval. As mentioned above, it will be important to have a diverse set of interests represented, including end users, labor unions, environmental organizations, civic and business groups, community organizations, social justice groups, etc. Given size limitations intrinsic to any committee of this type, there may be some interested parties who are not formally appointed; however, all meetings will be open to the public, and sub-committees may be formed as appropriate. The Committee will be subject to the Brown Act and will meet on a monthly or bi-monthly basis throughout the CCA formation process.

CDA will prepare all materials for the Committee meetings and will serve as committee staff. One of the first tasks of the Committee will be to finalize the scope of the CCA technical study, which will be required to size the CCA program and determine its overall feasibility. Staff proposes a Technical Consultant contract process slightly different from the normal contractual process – CDA staff has prepared a draft RFP which, when finalized, would contain the necessary basic information about scope of work and program objectives to inform prospective consultants of the job to be done; in the meantime, the Committee would be able to examine the scope of work and program objectives, and make recommendations to Staff and the Board to ensure broad community input. These recommendations, as appropriate, would then be presented to the prospective technical consultants as the final scope of work, hiring would occur, and the CCA feasibility analysis would then commence.

Once the analysis is completed, the Committee will provide preliminary review and make recommendations to the Board regarding next steps in the CCA formation process. Our current timeline has a potential CCA launch in early-2017, so we are planning to have the technical study completed by this fall for a determination about whether to proceed into Phase II.

Proposed Timeline: With regard to the CCA Steering Committee, CDA proposes the following timeline for the Board's consideration:

- Application form posted and sent: March 12, 2015
- Application Deadline: March 31, 2015
- CDA review and preliminary recommendations completed: April 20, 2015
- Board of Supervisors Approval: Week of May 5, 2015
- Notification to Steering Committee Participants: Week of May 5, 2015
- First Meeting of Steering Committee: Week of May 18 or May 25, 2015

Other Items Related to CCA.

- a. Website – The Alameda County CCA website is online and available for viewing. It includes a program and process description, a list of public meetings related to CCA along with pertinent documentation, and a page for Frequently Asked Questions (FAQ) that should answer most basic questions about CCA formation and function. The website may be found at the web address <http://www.acgov.org/cda/planning/cca/index.htm>.

- b. CCA Logo Survey – Also online is a CCA Logo Survey, to allow interested citizens to rank a set of six potential logos in order to help determine a favorite. The Survey is found at URL <http://www.acgov.org/cda/planning/cca/survey.htm>, and is also linked directly from the webpage. The Survey is tentatively set to continue through April 4, after which rankings will be tallied and announced.
- c. Request for Proposals (RFP) for Technical Consultant – the RFP for a technical consultant to prepare a feasibility study is nearly complete, and Staff intends to issue this RFP by April 1. Although the RFP is to be issued soon, the precise scope of work will be considered by the new Steering Committee, and its input reflected in the scope.
- d. Invitation Letter to Municipalities for Steering Committee Participation – Staff has drafted an Invitation Letter to the various municipalities in the County, requesting their participation in and appointment of members to the Steering Committee, which we are ready to distribute as soon as we receive direction from the T&P Committee to do so.

Attachment: Draft Steering Committee Application

cc: Susan Muranishi, CAO
Each Member, Board of Supervisors