DATE: March 18, 2015

TO: The Energy Council

FROM: Gary Wolff, Executive Director
       Wendy Sommer, Deputy Executive Director

BY: Karen Kho, Senior Program Manager

SUBJECT: Community Choice Aggregation (CCA) Steering Committee

BACKGROUND
In June 2014 the Alameda County Board of Supervisors approved the exploration of a potential Community Choice Aggregation (CCA) program for Alameda County. A CCA Steering Committee is being formed to advise the Board on the program development and provide opportunities for stakeholder input.

DISCUSSION
On March 12, the Alameda County Transportation and Planning Committee approved a Steering Committee structure and public participation model. In summary, the composition of the Committee is as follows:

1. Three appointees from each of the five Supervisorial Districts.
2. One representative from each of the County’s 14 cities and one from the unincorporated area.
3. Three to five “at large” representatives with either energy expertise or countywide/regional interests.

The complete outline of the Committee structure, timeline and application are included as Attachment A. The CCA Steering Committee will include up to 35 members. The County will be issuing invitation letters to each municipality requesting participation in the steering committee and appointment of members. To facilitate coordination and communication between the CCA Steering Committee and the Energy Council, it might be helpful to have a few Council members participate in the Committee. Applications are due on April 7th and the Committee is anticipated to have its first meeting in May.

RECOMMENDATION
This is an information item.

Attachment A: CCA Steering Committee Notes from Alameda County Community Development Agency and Application Form.
At the last Transportation and Planning Committee (T&P) meeting in February, the Board members and staff discussed the steering committee.

Based on feedback from the T&P meeting, input from stakeholders, and CDA internal discussions, the general consensus was that a single steering committee would be the most productive and inclusive approach.

The T&P Committee approved the following membership consist:

1. 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. They would include candidates from the environmental, social justice, labor and business communities.

2. One representative from each of the County’s 14 cities and one from the Unincorporated Area. These participants should be selected by their respective municipalities, may or may not be city staff or councilmembers, would participate on behalf of their jurisdictions and should have decision-making authority.

3. Three to five “at large” representatives 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, Port of Oakland, Lawrence Berkeley/Livermore Labs, UC Berkeley, etc. These committee members be appointed by their respective organizations, and staff would report these appointments to the Board.

This composition means that the Committee will have up to 34 members.

The T&P also approved a standard application form for use by the County, which I have brought here today. This would be for County appointees specifically — each City can use its own application process.

Apart from the City appointments, *Anybody* is welcome to apply for Committee membership. No limitations other than interest and what is written on the application form.

County Applicants have until April 7 to respond. CDA will work with Board 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 in May.

Although some interested parties may not be formally appointed, 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. We anticipate the first meeting of this Committee in late May.

One of the first tasks of the Committee will be to help finalize the scope of the CCA technical study. As we normally do, CDA staff has prepared a draft RFP which contains the basic information about scope of work and program objectives to inform prospective consultants; we will send this out to a group of prospective consultants, hopefully by April 1.
In the meantime, the new Committee will examine the scope of work and program objectives, and make recommendations about precise adjustments to emphasis and details in the scope in order to ensure the broadest reasonable level of community representation. 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 as to next steps in the CCA formation process. Our current formation 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.

**Timeline:**
- Application form was posted online and sent on March 13, 2015
- Application Deadline: April 7
- The CDA review and preliminary recommendations will be completed about April 20, 2015
- Board of Supervisors Approval of Committee slate: 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. The Aameda County CCA website is online and available for viewing. It is very simple so far — it includes a program and process description, a list of public meetings related to CCA including T&P Committee Meetings along with pertinent documentation, a new Steering Committee Page with application form (which will hopefully become a go-to page for the Steering Committee issues), 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/cca/index.htm](http://www.acgov.org/cca/index.htm).

b. 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/cca/survey.htm](http://www.acgov.org/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. We only have 66 responses so far, so we encourage everyone to weigh in on the logo matter.

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. As we discussed earlier, the precise scope of work will be considered by the new Steering Committee, and its input reflected in the scope.

d. Staff drafted an Invitation Letter from the Board President Scott Haggerty to the various municipalities in the County, requesting their participation in and appointment of members to the Steering Committee. That letter was on Supervisor Haggerty’s desk yesterday, so hopefully it will be arriving at the offices of your Mayors and City Managers this week.

Attachment: Draft Steering Committee Application

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Application for Community Choice Aggregation (CCA) Steering Committee

In June 2014, the Alameda County Board of Supervisors passed a resolution to explore the possibility of creating a Community Choice Aggregation (CCA) program in the County. A CCA program would allow for competition in electricity generation services with the additional aim of accelerating investments in clean energy resources and local energy projects. The Board also directed the staff of the Community Development Agency (CDA) to lead this process. Central to this initiative is the creation of a CCA Steering Committee, made of up experts and stakeholders from across Alameda County, which will advise CDA staff and the Board on key aspects of the program’s development and provide a forum through which interested parties and the public can express their views.

The County is currently taking applications for membership on the Steering Committee. **CDA asks that anyone wishing to apply complete this form and submit to cca@acgov.org no later than 5 pm on April 7, 2015.** Applications may also be sent by mail to the following address but must arrive to CDA no later than the above-mentioned deadline.

Alameda County Planning Department
Attn: Bruce Jensen
224 West Winton Avenue, Room 111
Hayward, CA 94544
bruce.jensen@acgov.org

It is important to note that this application is a public document and will be available for review upon request. CDA staff may choose to interview final candidates.

**APPLICANT CRITERIA:**

1. Preference will be given to a resident, business owner, employee or representative of a community-based organization in the County of Alameda.

2. Applicants should be committed to serving on the Steering Committee through February 2017 and attending regular meetings. Meetings will be no more frequent than once per month and will take place in the early evening hours. CDA's goal is to hold the first meeting of the Steering Committee in May, 2015.

3. Committee members will come from all areas of Alameda County, and members may be asked to travel several miles to attend meetings. After formation, the Committee may select the site or sites where it will choose to meet.

**QUESTIONS:** Please call or email Bruce Jensen at 510-670-5400 or bruce.jensen@acgov.org for more information.
Attachment A

Alameda County CCA Steering Committee Application

**APPLICANT INFORMATION**

Name

Address

Organization represented
and title (if applicable)

Phone/Email Address

Name of Your District Supervisor (if known and if applicable)

<table>
<thead>
<tr>
<th>I am Applying Under the Following Stakeholder Category (please check top 2)</th>
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<tbody>
<tr>
<td>☐ Environmental/Clean Energy</td>
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<tr>
<td>☐ Business Owner/Association</td>
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<tr>
<td>☐ Education/Research Center</td>
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<tr>
<td>☐ Social Justice</td>
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| Are you a resident of Alameda County? | Yes | No | Number of Years Living in Alameda County: |
| Are you a business owner in Alameda County? | Yes | No | Number of Years Business/Organization Operating in Alameda County: |
| Is your business or organization involved in the energy sector? | Yes | No |
| If you answered yes to the question above, please describe Is your organization an energy producer or large energy user? | Yes | No |
|  | Circle One:  | Male | Female |

**Current Employment Information (optional):**

Organization

Address

Position ___________________________ Dates ___________________________

Responsibilities ____________________________________________
Please explain why you want to be appointed to the CCA Steering Committee and briefly describe your qualifications including any applicable experience. Please indicate if you are a representative of an organization with expertise in energy issues generally and/or CCA specifically. Please attach a resume if you wish.
As a member of the CCA Steering Committee, you are making a time commitment to attend two-hour meetings, estimated to be approximately monthly or bi-monthly, through February 2017. Please sign the statement below indicating you have the time to prepare for and attend meetings.

I have sufficient time to devote to this responsibility and will attend scheduled meetings if I am appointed to the Steering Committee. I am also aware that this application is a public document.

Signature

Date