



# Regular Board Meeting

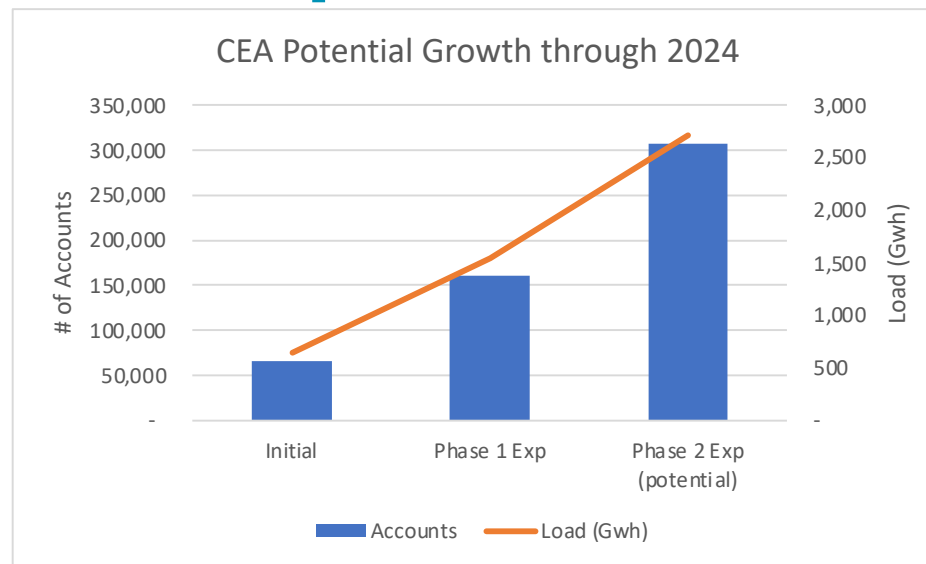
March 31, 2022

# Item 2: CEO Report

# Item 2: CEO Report

- CEA Expansion
  - Oceanside, Vista, San Clemente Assessment Underway – 2024 service
  - Timeline:
    - April 2022 – Results to CEA Board and cities
      - Meeting with cities scheduled
      - Results to CEA Board April Board Meeting
    - May/June 2022 – Cities consider resolution to join CEA and Ordinance establishing CCA
    - July 2022 – CEA approve cities joining; direct preparation of Implementation Plan Amendment
    - October 2022 – Draft Implementation Plan Amendment to CEA Board for approval
    - December 2022 – File Implementation Plan Amendment with CPUC

# Item 2: CEO Report



Phase 1  
142% increase # Accts  
137% Increase Load

Phase 2  
92% increase # Accts  
76% increase Load

Initial – 2021 - Carlsbad, Del Mar, Solana Beach  
Phase 1 Exp – 2023 - Escondido, San Marcos  
Phase 2 Exp – 2024 - Oceanside, San Clemente, Vista



# Item 3: CEO Report

- Outreach Activities
  - April 13 – Cleantech San Diego Procurement Webinar
    - CEA/SDCP/SDG&E
    - For Cleantech San Diego Membership
    - Local renewable developers
    - Doing business with the local load serving entities
  - April 20 – Carlsbad Chamber Green Business Expo
    - Carlsbad Flower Fields

## Item 3: CEO Report

- CEO/Chair meeting with SDG&E Executive Team
  - CEA Planned Expansions
  - Opportunities to improve working relationship
  - Recurring Quarterly

# Questions/Discussion

# Item 3: Budget Planning – Contracts Review



# Item 3: Budget Planning – Contracts Review

- Recommendation:
  - Review current professional services contracts and provide direction regarding extensions for fiscal year 2022/2023
  - Direct staff to engage a Human Resources consultant to develop a staffing plan including related policies/job descriptions/salary surveys for fiscal year 2022/2023 implementation and incorporation into draft budget.

# Item 3: Budget Planning

- Services provided by Member Agencies

SERVICE	CITY	FY 2021/22 Services	FY 22/23
Interim Board Secretary	Carlsbad	Interim Board Secretary; CEA contracts for Board Clerk services for meetings and records management	Carlsbad has indicated a desire for CEA to find another option for Board Secretary – position recommended for consideration FY 2022/23
Accounting Services	Solana Beach	Solana Beach staff provides accounting assistance with processing payments	CEA has engaged Maher Accountancy. Solana Beach services no longer needed.
Hosting of Board Meetings	Carlsbad Del Mar Solana Beach	No in-person meetings were held	Posting of agendas was required. FY 22/23 will depend on whether meetings continue virtual or Board selects an in-person site.

# Item 3: Budget Planning

- Contracts – Administrative Services & Marketing

CONSULTANT	SERVICE	FY 21/22 NOT TO EXCEED \$	TERM	FY 2022/23 Board Direction
<b>Administrative Support Services</b>				
Bayshore Consulting Group, Inc.	Chief Executive Officer	\$150,000	Through June 30, 2022; may be extended through mutual agreement	
Bayshore Consulting Group	Interim Board Clerk	\$35,700	Through June 30, 2022; may be extended through mutual agreement	
Marie Marron Berkuti	Interim Chief Financial Officer/Treasurer	\$50,000	Through June 30, 2022; may be extended through mutual agreement	
<b>Total Administrative Support Services</b>		<b>\$235,700</b>		
<b>Marketing &amp; Communications</b>				
Tripepi Smith	Marketing & Communications	\$94,699	Through June 30, 2022; may be extended through mutual agreement	

# Item 3: Budget Planning

- Contracts – Legal Services

CONSULTANT	SERVICE	FY 21/22 NOT TO EXCEED \$	TERM	FY 2022/23 Board Direction
<b>Legal Services</b>				
Richards, Watson & Gershon	General Counsel	\$120,000	Through June 30, 2022; may be extended through mutual agreement	
Tosdal, APC	Special Counsel – Regulatory Affairs	\$100,000	Through June 30, 2022; may be extended through mutual agreement	
Hall Energy Law	Special Counsel – Transactions	\$120,000	Through June 30, 2022; may be extended through mutual agreement	
Keyes & Fox	Special Counsel – CPUC Proceedings	\$120,000	Through June 30, 2022; may be extended through mutual agreement	
<b>Total Legal Services</b>		<b>\$460,000</b>		

# Item 3: Budget Planning

- Proposed Positions – FY 2022/23
  - Board Secretary
    - Position pursuant to Section 5.3 of JPA
    - Current Interim Sheila Cobian, City of Carlsbad
    - May not be a Board Member
    - Responsible for keeping minutes of Board meetings and all other records of CEA including Form 700 filings.
      - Day to day duties currently being performed by Interim Board Clerk
  - Key Accounts & Program Manager
    - Manage outreach and marketing related to expansions
    - Account Manager for large businesses
    - Develop Programs & seek grant funds

# Item 3: Budget Planning

- Proposed Positions – FY 2022/23
  - Regulatory & Legislative Affairs Manager
    - Monitor regulatory & legislative activity in coordination with Regulatory Counsel
    - Develop positions on key issues
    - Relationships with local officials
    - Manager regulatory compliance activities to ensure compliance
  - Procurement & Contracts Administrator
    - Manage energy procurements in coordination with Technical consultant
    - Establish and maintain contracts tracking & compliance
    - Implement Supplier Diversity Program pursuant to CPUC directive

# Item 3: Budget Planning

- Human Resources Consultant
  - Develop Staffing Plan
    - Personnel Policies
    - Job Descriptions
    - Salary Surveys
    - Recruitment Process

## Item 3: Budget Planning

- Anticipate continuing virtual office
  - Analyze need for office space during FY 2022/23
- Fiscal Impact
  - Funds available in FY 21/22 Budget for HR Consultant
  - Positions anticipated in Pro Forma used in Rate Setting
    - Sufficient revenue generated to cover costs of added positions



# Questions/Discussion

# Item 5: In-Person Meeting Location & Reschedule of April 28, 2022 Regular Board Meeting

# Item 5: In-Person Location and Reschedule of April 28, 2022 Meeting

- Recommendation:
  - Consider options and provide direction related to in-person meeting location for CEA Board and Community Advisory Committee Meetings (should in-person be required or preferred by Board)
  - Consider rescheduling of April 28, 2022 Regular CEA Board Meeting; Direct staff to post notice of Cancellation of April 28, 2022 meeting and Notice of Special meeting pursuant to Brown Act

# Item 5: In-Person Location and Reschedule of April 28, 2022 Meeting

- Background:
  - Board provided direction for staff to evaluate option of in-person meetings hosted at Carlsbad and San Marcos
  - Staff met with both cities and determined actions needed to ensure minimized impact to host city and meeting CEA needs

# Item 5: In-Person Location and Reschedule of April 28, 2022 Meeting

- CEA Priorities:
  - Geographic location
  - Broadcast capabilities to CEA's YouTube channel
  - Appropriate meeting space
  - Cost to CEA and impact to host city staff

# Item 5: In-Person Location and Reschedule of April 28, 2022 Meeting

- Summary – City of Carlsbad

	COST	EST. COST PER MEETING	NOTES
Carlsbad AVI Support provided through Carlsbad’s consultant	\$125/hour	\$500	CEA to reimburse Carlsbad at their costs
TS Support – LiveStreaming and Camera Operationa		\$825	
Equipment to enable LiveStreaming to YouTube	No Charge		Tripepi Smith to provide Equipment
<b>TOTAL EST. COST PER MEETING</b>		<b>\$1,325</b>	
<b>EST ANNUAL COST – BOARD &amp; CAC MEETINGS</b>		<b>\$23,850</b>	

# Item 5: In-Person Location and Reschedule of April 28, 2022 Meeting

- Summary – City of San Marcos

PROCEDURE	COST	EST. COST PER MEETING	NOTES
San Marcos support would be provided through San Marcos' consultant	\$40/hour	\$160	CEA to reimburse San Marcos at their costs
Camera Operation	Included above		To be provided by San Marcos consultant
Equipment to enable LiveStreaming to YouTube	N/A		Already in place at San Marcos
<b>TOTAL EST COST</b>	\$40/hour/meeting	\$160	
<b>EST ANNUAL COST – BOARD &amp; CAC MEETINGS</b>		<b>\$2,880</b>	

# Item 5: In-Person Location and Reschedule of April 28, 2022 Meeting

- Both cities willing to host
- Both Options Viable
- Carlsbad Requires Minimal Set Up
- San Marcos most cost effective – Turn Key
  - San Marcos currently broadcasting meetings via YouTube
- No date set for return to in-person
  - Planning to be ready for possible return to in-person



# Item 5: In-Person Location and Reschedule of April 28, 2022 Meeting

- Scheduling Conflict – Request to Reschedule April 28, 2022 Board Meeting
  - Options for consideration:
    - Thursday April 21, 2022; 2pm
    - Tuesday April 26, 2022; 2pm
    - Wednesday April 27, 2022; 20m
    - Other date as determined by CEA Board

# Questions/Discussion