



Community Advisory Committee – Meeting Agenda

Monday, September 18, 2017

7:00 pm

Public Hearing Room

224 W. Winton Avenue, Hayward, CA

Meetings are accessible to people with disabilities. Individuals who need special assistance or a disability-related modification or accommodation to participate in this meeting, or who have a disability and wish to request an alternative format for the meeting materials, should contact Stephanie Cabrera, Interim Board Secretary, at least 2 working days before the meeting at (510) 670-5400 or SCabrera@ebce.org.

If you have anything that you wish to be distributed to the Committee, please hand it to a member of EBCE staff who will distribute the information to the Committee members and other staff.

1. Roll Call

2. Public Comment

This item is reserved for persons wishing to address the Committee on any EBCE-related matters that are not otherwise on this meeting agenda. Public comments on matters listed on the agenda shall be heard at the time the matter is called. As with all public comment, members of the public who wish to address the Committee are customarily limited to two minutes per speaker, but an extension can be provided at the discretion of the Chair.

CONSENT AGENDA

3. Approval of Minutes

- July 6, 2017
- July 18, 2018

REGULAR AGENDA

4. Chair's Report

- Report on 8/2/17 Board of Directors Meeting
- Implementation Plan
- Local Development Business Plan
- Meeting structure

5. Monthly Meeting Schedule (Action item)

6. Approval of EBCE Executive Committee (Discussion item)

Recommendation:

1. Establish an Executive Committee of the Board of Directors to provide administrative and operational support to the CEO and oversight of the East Bay Community Energy Authority
2. Appointment by Chair of five voting members of the Board of Directors to serve on the Executive Committee, for a one-year term. The Executive Committee should have an odd number of Directors. Positions may be renewed without term limits

7. Update on Billing/Data Management/Call Center Selection and Authorization for CEO to Execute Contract (Action Item)

Recommendation:

Delegate authority to Chief Executive Officer to execute a final contract with GridX/Concentrix that includes each of the key terms outlined in the background and discussion section and present final contract to EBCE Executive Committee for final approval.

8. Update on Credit and Banking services (Discussion item)

Recommendation:

1. Receive report and provide feedback or direction
2. Select one member of the Board of Directors and one member of the Community Advisory Committee to participate in interviews with credit/banking services finalists.

9. Update on Marketing and Community Outreach (Discussion item)

10. Overview of EBCE Staffing Plan and Hiring Progress (Discussion Item)

11. Overview of Contracts Entered into by EBCE (Informational Item)

12. Committee Member and Staff Announcements

13. Adjournment- to TBD



Summary Minutes
Community Advisory Committee – Inaugural Meeting
Thursday, July 6, 2017
6:00 pm
Castro Valley Library
3600 Norbridge Ave, Castro Valley, CA

Meetings are accessible to people with disabilities. Individuals who need special assistance or a disability-related modification or accommodation to participate in this meeting, or who have a disability and wish to request an alternative format for the meeting materials, should contact Bruce Jensen, Senior Planner at the County of Alameda, at least 2 working days before the meeting at (510) 670-5400 or Bruce.jensen@acgov.org.

If you have anything that you wish to be distributed to the Committee, please hand it to a member of EBCE staff who will distribute the information to the Committee members and other staff.

- 1. Welcome and Oath of Office (Stephanie Cabrera, CDA)**
- 2. Roll Call (Bruce Jensen, CDA)**
- 3. Approval of Interim Chair**

Member Nick Gigliotti volunteered to be interim chair.

- 4. Introduction of EBCE Implementation Team**
- 5. Overview of Conflict Code, Form 700s, Brown Act (Staff)**
- 6. Public Comment on Items Not on Agenda (Interim Chair)**

There were no speakers under public comment.

CONSENT AGENDA

There were no items on the Consent Calendar.

REGULAR AGENDA

- 7. Election of Officers**
 - Chair and Vice Chair to be nominated/elected at this meeting
 - Reminder that Chair and Vice Chair will become a non-voting, ex-officio member of the Board

Jessica Tovar – Spoke in support of Anne Olivia Eldred becoming th CAC Chair.

Barbara Stebbins – Reminded the group that they are representing the community and spoke in support of Anne Olivia Eldred for the chair position.

Josie Camacho - Spoke in support of Nick Gigliotti becoming th CAC Chair.

Colin Miller – Spoke to Nick Gigliotti’s expertise and in support of Anne Olivia Eldred becoming th CAC Chair.

The Committee appointed Anne Olivia Eldred as the Chair and Nick Gigliotti as the Vice-Chair.

8. Determine 2-Year Term Seats

Members self-nominated for a 2-Year term:

- a) Anne Olivia Eldred, Chair;
- b) Cynthia Landry; and
- c) Subin Varghese

9. Policy Discussion re: Implementation Plan Elements (Action Item)

Recommendation:

Provide Feedback and direction on core items as follows:

- a. Governance
- b. Administration and Finance
- c. Financing Plan
- d. Rate Design and Process
- e. Customer Enrollment/Phase in Strategy
- f. Power Products Offerings and Clean Power Targets
- g. Complementary Energy Programs

CAC Recommendations to the Board of Directors:

Governance:

- a) No change to Board recommendation

Administration and Finance:

- a) Include a more general listing of departments or deputy/hired positions to keep the Implementation plan general.
- b) Exit fees should be described as cost based

Financing Plan:

- a) No recommendation at this time

Rate Design and Process:

- a) Approve language that allows EBCE to be flexible when adopting tariffs and structures, to allow EBCE to follow current industry model or fit local conditions. The CAC also requested to receive and review budget scenarios prior to the Board deciding on the IP formal language.
- b) Will wait to receive budget information before making a recommendation on Rate discounts and the rate setting process.

Customer Enrollment/Phase in Strategy:

- a) The CAC will wait for budget and load data, and the opportunity to meet with the consultants working on the Local Business Development Plan to discuss the effects of a conservative versus a progressive roll-out phase. The CAC would also like the opportunity to provide input prior to the Board decision.

Power Product Offerings and Clean Power Targets

- a) Requested more information on how PG&E CARE customers will be phased in and costs associated with the program and more information on options for communities that want to opt-in 100% at start-up.
- b) Would like more explanation of carbon free resources versus renewables.

Energy Programs

- a) Will wait to receive budget and load data to make a recommendation.

Risk Management

- a) No recommendation at this time

Proposed Timing and Approach:

- a) Take CAC meeting schedule in consideration to allow proper time to provide input to the Board.

10. Discussion of Regular Meeting Location, Time and Schedule

The CAC recommended that meetings be held the Monday or Tuesday prior to the Board of Director's meeting. The time and location will be set at a future date.

11. Board Member and Staff Announcements

The Chair requested information on the possibility of alternates for the CAC. The CAC would like to agendize a discussion on the roles of the Chair and Vice-chair.

12. Adjourned to - *Date to be determined.*



Summary Minutes
Community Advisory Committee – Inaugural Meeting
Tuesday, July 18, 2017
6:00 pm
Castro Valley Library
3600 Norbridge Ave, Castro Valley, CA

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1. Roll Call (Bruce Jensen, CDA)

Present: Anne Olivia Eldred, Chair; Nick Gigliotti, Vice-chair; Members: Rev. Ken Chambers, Cynthia Landry, Megan O’Neil, Monica Padilla and Chuck Rames and Subin Varghese

Excused: Member Ken Platt

2. Chair’s Introductory Statement

3. Public Comment on Items Not on Agenda (Chair)

CONSENT AGENDA

There were no items on the Consent Agenda

REGULAR AGENDA

4. Policy Discussion re: Implementation Plan Elements (Action Item) -

This is a follow-up discussion to the July 6, 2017, meeting item of the same name, in which CAC members were able to provide recommendations for certain Implementation Plan elements, while others required more information, specifically the financial values contained in an upcoming Draft Budget. That Budget is available as part of the Staff report.

[Attachment](#)

Recommendation(s):

- a) **Governance**
- b) **Administration and Finance**

- c) **Financing Plan**
- d) **Rate Design and Process**
- e) **Customer Enrollment/Phase In Strategy**
- f) **Power Products Offering and Clean Power Targets**
- g) **Complementary Energy Programs**

3) Tariff Structure and Rate Design

3 a.

Member Varghese motioned to:

Add “or other categories of residential customers such as low-income.”

Member O’Neil seconded the motion which failed 4/3/0; Ayes: Members:

Chambers, Varghese, O’Neil, and Padilla; Noes: Members: Gigliotti, Landry, and Rames;

Abstained: Chair Eldred; Excused: Member Platt.

Chair Eldred made a substitute motion to:

Add “and to better serve customers based on their needs”.

Member Varghese seconded the motion which carried 8/0; Excused: Member Platt

Member Padilla motioned to recommend that rates be set to be competitive with PG&E.

Member Rames seconded the motion which carried 6/1/0; Ayes: Vice-chair Gigliotti,

Members: Landry, O’Neil, Padilla, Rames, and Varghese; Noes: Member Chambers;

Abstained: Chair Eldred; Excused: Member Platt.

3 c.

Member Padilla motioned to recommend:

The EBCE Board at a minimum, on an annual basis, will hold a public meeting and written public comment process to review and update its basic rate structure and review the special need, for example, NET Energy Meetings, Feed-in Tariffs, time of use rates and other appropriate rate forms.

Member Landry seconded the motion which carried 7/0; Abstained: Chair Eldred;

Excused: Member Platt.

4) Customer Enrollment/Customer Phase-in Strategy

4 a.

Victor Uno - Thanked the CAC and made recommendations for customer phase-in.

Al Weinrub - Spoke to the importance of generating revenue early in the program and the need for more budget information to make informed decisions.

The committee request more budget information/difference scenarios from EES in order to make informed decisions.

The committee recommended phasing in customers with the highest margins and the lowest risk of dissatisfaction, working with the Local Business Development Plan team and CEO to refine as necessary, as more granular Budget and Load Data becomes available and balancing the need for revenue generation and sustainable roll out.

Member Padilla motioned to recommend a three phase roll out. Member Chambers seconded the motion which carried 6/2; Ayes: Members: Padilla, Chambers, Landry, Rames, Vice-chair Gigliotti, and Chair Eldred Noes; Members: Varghese and O'Neil; Excused: Member Platt.

The committee did not recommend a phase-in end date.

5) Power Product Offerings and Clean Power Targets

5 a.

The committee recommended not to charge CARE customers a premium if they opt-up to 100% renewable products.

Members of the public spoke against recommending communities enroll at 100% renewable to allow for more community choices.

Chair Eldred motioned to recommend not including option for communities to enroll in 100% renewable product as the default product. Member Varghese seconded the motion which carried 4/3; Ayes: Members: O'Neil, Chambers, Rames, Varghese; Noes: Members: Padilla, Landry and Vice-chair Gigliotti; Abstained: Chair Eldred; Excused: Member Platt.

Member Varghese motioned to recommend “if a voluntary opt-up product is included that it be offered to CARE customers without a premium above the default product.” Member Landry seconded the motion which carried 8/0; Excused: Member Platt.

Al Weintraub – Provided clarification on premium products.

6) Energy Programs

Victor Uno – Spoke regarding the importance of providing and requiring strong language stating EBCE will provide programs.

Chair Eldred motioned to add “as is consistent with recommendations from the LBDP”. Member O'Neil seconded the motion which carried 8/0

5. **Role of Chair and Vice-Chair** – Discussion item
Attachment
Continued to next meeting

6. **Formal Request for Appointment of Alternates for CAC members** – request by CAC that the Board allow CAC members to select alternates, for appointment by the Board, to serve in their absence.
Attachment
Continued to next meeting

7. **Formal Request that CAC Chair, as Board Member, be able to call other CAC members as Committee Representatives** – request by CAC that Chair be able to call other CAC membership at Board meetings as topic experts to represent the CAC as extensions of the Chair’s Board seat.
Continued to next meeting

8. **Board Member and Staff Announcements**
Staff reminded the committee of the Board of Directors meeting on Wednesday, 7/19/17

9. **Adjournment to Date TBD**



Staff Report Item 4

TO: East Bay Community Energy Board of Directors

FROM: Inder Khalsa, Interim General Counsel

SUBJECT: Approval of the EBCE Executive Committee

DATE: September 20, 2017

Recommendations

1. Establish an Executive Committee of the Board of Directors to provide administrative and operational support to the CEO and oversight of the East Bay Community Energy Authority.
2. Appointment by Chair of five voting members of the Board of Directors to serve on the Executive Committee, for a one-year term. The Executive Committee should have an odd number of Directors. Positions may be renewed without term limits.

Background & Analysis

Section 4.6 of the EBCE Joint Powers Agreement provides that “The Board of Directors shall establish an Executive Committee consisting of a smaller number of Directors.” The EBCE Board of Directors is comprised of 12 voting members (“Directors”) who represent unincorporated Alameda County and 11 cities in the County and one non-voting member (“Ex Officio Member”) who is the Chair of the Community Advisory Committee. The Board meets monthly to set policy and direction on a variety of matters including EBCE operations and administration.

The purpose of the Executive Committee is to provide input and support to the CEO on operational and administrative matters that need more focused discussion and vetting prior to

coming before the full Board for action. Topics discussed by the Executive Committee would include administrative matters such as staffing plans and personnel matters, legal issues, Agency finances and budgeting, and other matters related to the overall operation of the Agency.

The Executive Committee (“Committee”) will be comprised of EBCE’s Chair and up to four additional Directors, defined in the Joint Powers Agreement as voting Board members, for a total of five members. It is anticipated that the Committee will meet every month on a set schedule with additional meetings as needed. The Committee will be a standing committee of the Board of Directors and is thus subject to the Brown Act; all meetings will be noticed and open to the public. Executive Committee members should have the time flexibility to meet during the day if necessary. Committee participation may rotate over time; however, there is no set term limit for participation on the Executive Committee.

Topics that may be discussed by the Committee include, but are not limited to:

- Staffing and personnel matters
- Budgeting and agency finances
- Agency procedures and committees of the board
- Legal matters not required for closed session
- Agency contracts
- Agency planning re: operational issues as may be necessary

The Executive Committee will make recommendations to the Board of Directors. A Committee member will make a report to the Board on a regular basis to keep the Board apprised of its activities.

Fiscal Impact:

There may be costs associated with Committee administration, but these costs are expected to be minimal.



Staff Report – Item 5

TO: East Bay Community Energy Board of Directors

FROM: Nick Chaset, Chief Executive Officer

SUBJECT: Update on Billing/Data Management/Call Center Selection and Authorization for CEO to Execute Contract

DATE: September 20, 2017

Recommendation

Delegate authority to Chief Executive Officer to execute a final contract with GridX/Concentrix that includes each of the key terms outlined in the background and discussion section and present final contract to EBCE Executive Committee for final approval.

Background and Discussion

At the August 2, 2017, Board Meeting, Nick Chaset briefed the Board on the status of the selection process of a billing, data management and call center vendor for EBCE. At the meeting, the Board authorized Nick Chaset to finalize the selection of a vendor and commence contract negotiations with the goal of bringing a contract to the Board at the Sept 20, 2017, Board Meeting for final approval.

The following is a description of the vendor selection process to date:

In June 2017, EBCE released a Request for Proposals for Data Management and Call Center Services for Community Choice Aggregation Initialization and Service Delivery. Two providers responded to the RFP, Calpine Energy Services and Grid X/Concentrix.

In July, a three person selection committee was empaneled to interview the two vendors and provide input into the ultimate selection process. The panel included Nick Gigliotti, vice-chair of the Community Advisory Committee and member of IBEW local 595, Nick Pilch, EBCE Board Member and City of Albany Councilmember, and Nick Chaset, private citizen and soon to be CEO of EBCE. Bruce Jensen, with the Alameda County Planning Department, facilitated the interviews.

Both vendors were given 30 minutes to make general presentations on their proposals and were asked the same set of questions during a 30 minute question and answer period.

GridX/Concentrix went first and described how their software based billing system, currently in use at Pacific Gas and Electric and Sacramento Municipal Utility District, was very well suited to meet EBCE's needs. Additionally, GridX highlighted their capabilities to provide advanced value-added services focused on customer energy usage analysis for energy efficiency, net metering and demand response needs assessments. GridX also described their customer engagement platform where customers can easily access their energy usage, opt-into EBCE's customer energy programs and share their energy data with third-party distributed resource providers. Concentrix, GridX's call center partner, described their approach to customer service and engagement, including their ranking as one to the top call-center operators by industry press. Concentrix also highlighted the fact that they are headquartered in Fremont and employ over 1,000 in Alameda County.

In discussions with Concentrix, concerns were raised over the proposed location of Concentrix call center, which was proposed to be in Michigan. Concentrix responded that they would be open to having elements of their call center based in Alameda County if awarded the contract. All three panelists were very impressed by GridX technical capabilities and ability to provide a solution that would provide the flexibility to support local energy solutions through integration with data management, billing systems, and customer relationship management system. The primary area of concern among the three panelists was the fact that the call center would not be located in Alameda County from the very outset.

Calpine went second. Calpine is the market incumbent in the CCA data management and call center space. Calpine's presentation focused on their demonstrated capabilities to deliver data management and call center services to CCAs. Calpine highlighted their successes bringing each active CCAs customers online and focused on their well-defined internal processes for ensuring customer success. Calpine did not have a call center subcontractor present but committed to site their call center in Alameda County. All three panelists agreed that Calpine's product offering was clearly defined and met all the requirements. All three panelists did express concern that Calpine's product offering seemed inflexible and wanted to know more about how Calpine would modify its systems to support EBCE's local energy focus. An additional area of concern for the panelists was the fact that Calpine has many other CCA customers and may not be able to give EBCE the level of attention needed when it is also trying to support other major CCAs like LA County as they prepare to launch.

On balance, the three panelists agreed that GridX /Concentrix and Calpine were both highly qualified vendors with different benefits and drawbacks, but that GridX/Concentrix offered the most upside for EBCE. The three panelists agreed to give Nick Chaset, upon formally taking the CEO position, the opportunity to do follow up with both vendors and to check their references and to select GridX/Concentrix if concerns about call center location could be addressed and references check out.

Through early August, Alameda County staff performed reference checks for both GridX/Concentrix and Calpine, while Nick Chaset followed up with Calpine and GridX/Concentrix to address the areas of perceived concern. In Nick Chaset's discussion with Calpine, he highlighted questions about Calpine's ability to provide value-added services, like

integrating local, distributed into their systems. In response, Calpine agreed to provide an update to their proposal with more clearly defined outline of how these services would be brought online. In Nick Chaset's discussion with GridX, he highlighted concerns about the location of their call center and sought greater clarity around the integration of GridX's billing engine and Concentrix Customer Relationship Management system. In both cases, Mr. Chaset also asked for best and final pricing terms.

In mid-August 2017, GridX/Concentrix and Calpine submitted best and final offers. In Calpine's update, they highlighted a partnership with an Alameda County based software company that would enhance their ability to support the development and integration of local distributed resources. Calpine also lowered their bid price. In GridX/Concentrix's update, GridX highlighted a number of efforts to maximize local benefits. First, GridX stated their intention to move their headquarters to Fremont from Milpitas. Second, GridX committed to hire customer service representatives to manage day to day call center operations within 9 months of launch, with some on-going support from Concentrix's Michigan based call center. After further negotiations with Mr. Chaset, GridX committed to signing a labor neutrality agreement for their Fremont-based customer service representatives. Finally, GridX also lowered their bid price.

After reviewing both Calpine and GridX/Concentrix's supplemental proposals and the responses of each of their references, Nick Chaset had follow up meetings with Nick Gigliotti and Nick Pilch to confirm that all were comfortable with a final selection of GridX/Concentrix for EBCE's Data Management and Call Center services. Both affirmed their support for the selection of GridX/Concentrix.

With the selection of GridX/Concentrix made, Nick Chaset took the additional step of contracting with a former Senior Director at Oracle in their Utility Services Business Unit to support the development of GridX/Concentrix's scope of work and the negotiation of GridX/Concentrix's contract.

Status of EBCE -- GridX Contract

EBCE is currently in the process of drafting a contract to bring to GridX/Concentrix to commence negotiations. Some of the key terms that EBCE will require in the contract are:

- Defined price per meter (below \$1/per meter/per month with final terms to be negotiated) for full data management, billing and call center services for two years, with ability for EBCE to extend for additional years.
- Detailed scope of work and implementation that includes contractual performance obligations for GridX/Concentrix
- Clear timeline for transition of specific call center services from Concentrix' Michigan call center to GridX Fremont headquarters
- GridX labor neutrality agreement for Fremont call center employees



Staff Report Item 6

TO: East Bay Community Energy Board of Directors

FROM: Nick Chaset, Chief Executive Officer

SUBJECT: Update on Credit and Banking Services

DATE: September 20, 2017

Recommendations

1. Receive report and provide any feedback or direction.
2. Select one member of the Board of Directors and one member of the Community Advisory Committee to participate in interviews with credit/banking services finalists.

Background & Discussion

When EBCE was formed, it was seeded with an initial \$2.5 million from the County of Alameda to cover the cost of start-up, with the understanding that as EBCE neared launch additional funds would be needed to cover remaining start-up costs including overhead for staff, professional services, and essential activities like power procurement, regulatory engagement and marketing. Through a thorough review of EBCE's pro-forma, two distinct capital needs were identified and EBCE released a Credit and Banking Services Request for Offers (RFO) on September 19th. The RFO seeks three distinct services:

- 1) Up to \$5 million revolving line of credit (RLOC) to be used to cover remaining EBCE's start-up costs and early working capital expenses; this line is pre-revenue and is likely to require credit backing;

- 2) Commercial banking services including account, deposit and treasury services for utility billing and energy market operations; and,
- 3) Up to \$60 million (but potentially as little as \$20 million) non-revolving line of credit (NRLOC), secured by billing receivables, to support EBCE energy market activities and longer term working capital needs.

The CEO and consulting team have conducted several informational meetings over the past month with a range of local, regional and national banks that may be interested in providing credit to EBCE. The Credit and Banking Services RFO was distributed to a large number of financial institutions, with a particular focus on trying to engage with local and mission-oriented banks. Among the banks we hope will respond to our RFO are: Amalgamated Bank, Beneficial State Bank, Fremont Bank, River City Bank, JP Morgan, Barclays, Bank of the West and others.

EBCE expects responses to the RFO no later than October 10, 2017. Initial bid review will be conducted by staff and the team from Public Finance Management (PFM) that is helping with this effort. It is our intention to form an interview committee for up to three bank finalists comprised of EBCE Staff, PFM, LEAN Energy, one representative from the Board of Directors (if there is interest), one representative from the Community Advisory Committee, and potentially one or more subject-matter experts from other CCAs. After the interview committee has met with the finalists, staff and PFM will complete the review and interview results and make a final recommendation for Board consideration and approval at its November meeting.

Proposed Timing and Next Steps:

September 19 – RFO Released

October 10 – Bids Due; Initial screening

End October/Early November – Finalist Interviews

November 15 Board Meeting – Recommendation for Board Action and Authorization to Conduct Final Negotiations

Communications Update



Focus Groups

- **Who:**
 - Members of the CAC, public, and key stakeholders
 - Members of the Board or their City staff surrogates
- **Why:**
 - Review draft energy product logo options
 - Gather Board and CAC member opinions and insights
 - Use input to inform final design selections
- **When:** Week of October 9, 2017
- **Where:** Alameda County offices

Communications Update



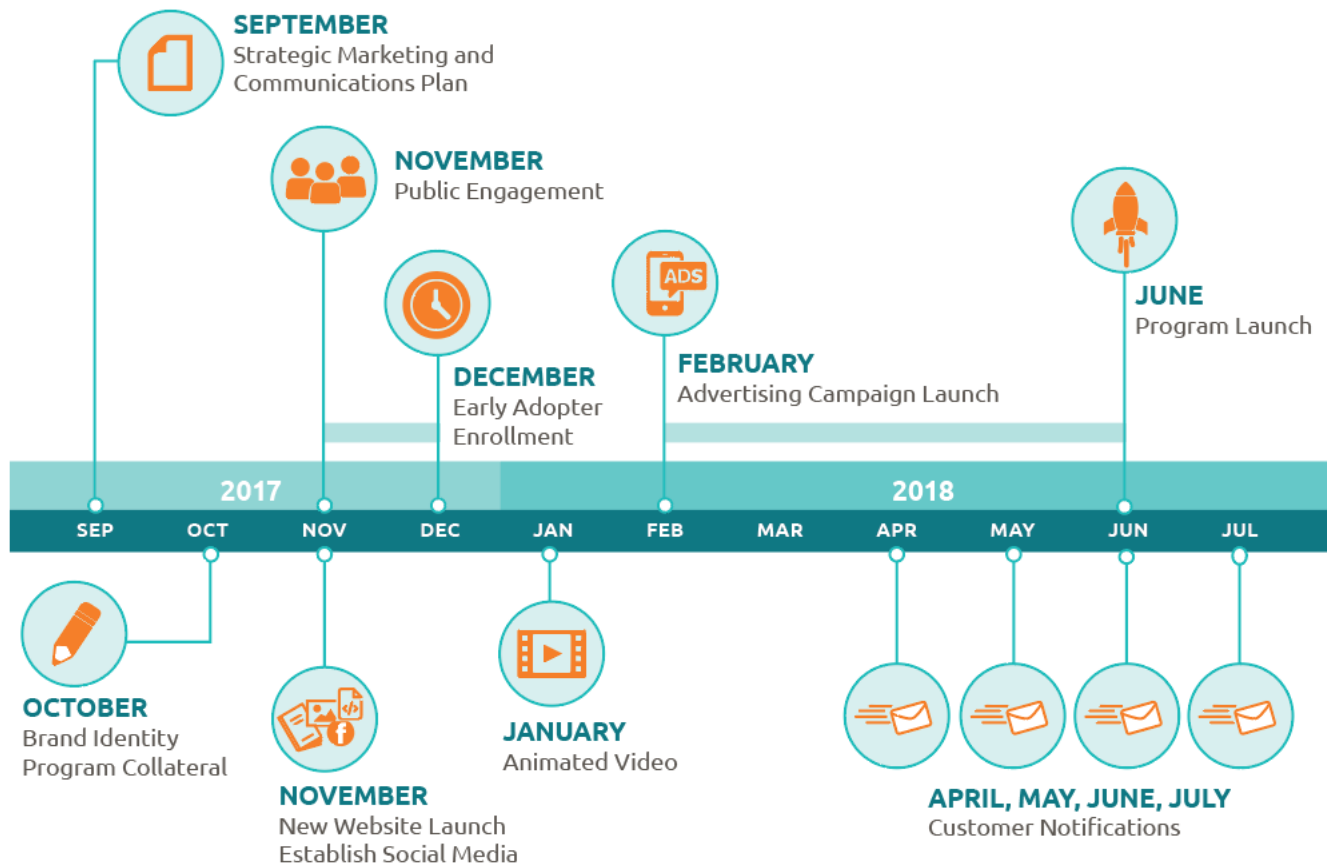
Completed Activities

- Communications & Outreach Plan
- Branding Guidelines
- Draft messaging framework and product branding options

Current Activities

- Email blasts
- Website content and design enhancements
- Advertising campaign concept development
- Media planning
- Program collateral
- Customer notification planning

Communications Update





Staff Report Item 8

TO: East Bay Community Energy Board of Directors

FROM: Nick Chaset, Chief Executive Officer

SUBJECT: Overview of EBCE Staffing Plan and Hiring Progress

DATE: September 20, 2017

Recommendation

Receive update and provide feedback and direction as needed.

Background & Discussion

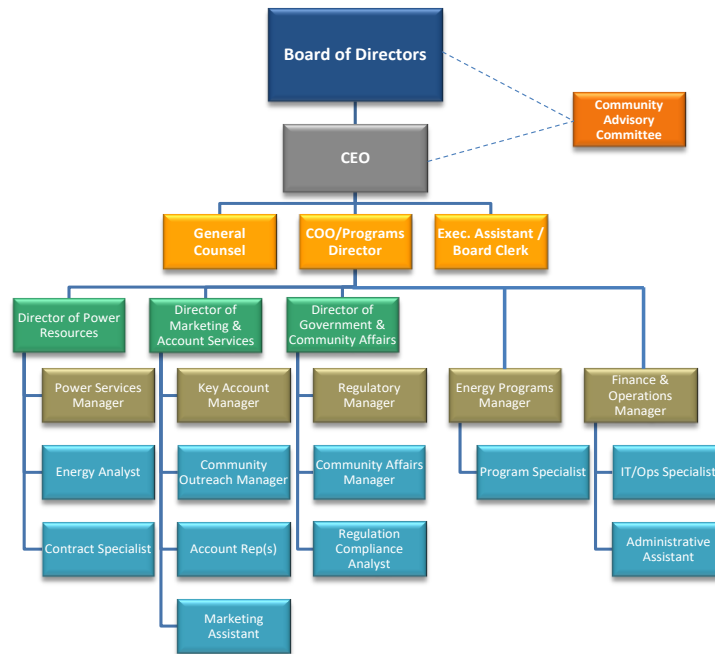
When EBCE reaches full operations by the end of 2018, it will be the largest CCA in the State of California serving approximately 600,000 customers representing over 1.5M people in the County of Alameda and its cities. EBCE has been and is still supported by staff from Alameda County Community Development Agency and consultants with expertise in various areas of expertise. However, now that EBCE has hired its Chief Executive, significant planning and progress has been made with respect to initial staffing design for the Agency, development of job descriptions, salary surveys of similarly situated utilities and CCAs, and initial recruitment efforts for key positions.

The following is a proposed/DRAFT organizational framework for MBCP's *initial* staffing and functional roles. It is anticipated that this organization chart will change and grow significantly as the Agency gets its bearings, brings more functions "in-house," obtains a permanent office location, and matures into operations. This chart and supporting job descriptions (many of which are still in process) were developed through examination of operating CCA staff structures as well as the experience and preferences of the CEO. The following near-term needs include:

- 1) Efficient initial staffing that can evolve and grow as the Agency finalizes credit availability and ascertains available skill sets of qualified candidates.
- 2) Initial emphasis on hiring core leadership team and administrative support
- 3) Emphasis on attracting an array of high quality talent with diverse skill sets, ethnicities, and professional backgrounds.
- 4) Flexible timing of staff hires to augment existing consulting support, current and near-term financial capacity, and available office space.

Initial/Draft Organization Chart

EBCE Organization Chart V.1



Progress and Next Steps

To date, EBCE has hired its second staff person, Stephanie Cabrera, in the role of Executive Assistant/Board Clerk. The following positions have been posted through a variety of channels and are currently still open. The level of interest and number of applications received thus far has been very high and bodes well for creating a first-rate team of qualified, committed professionals. The COO position has now closed and preliminary interviews have begun. Others remain open until filled.

- 1) Chief Operating Officer/Director of Programs

- 2) General Counsel
- 3) Director of Marketing and Account Services
- 4) Director of Government and Community Affairs (will post on Monday, 9/18)

The next positions to be filled will be COO/Director of Programs and General Counsel. Additional job postings will follow these four in the coming weeks with the goal of having 10-12 staff members on board by year-end and expanding out to 15-20 by the time of program launch.

Employee policies, benefits and an employee handbook will soon be developed and a workman's compensation policy is in place for existing hires.

Attachments: Job Descriptions



East Bay Community Energy
Director of Programs and
Chief Operating Officer



The Agency

East Bay Community Energy (EBCE) is the community choice aggregator serving Alameda County and eleven of its cities. Once EBCE reaches full scale, it will serve 600,000 customer accounts and over 1.5 million Alameda County residents. EBCE's charter is to provide its customers with low carbon, cost effective electricity that integrates innovative energy products and maximizes local benefits through the development of local solutions, ranging from increasing access to rooftop solar to supporting the adoption of electric vehicles.

The Position

The Director of Programs/Chief Operating Officer (herein COO) works under direction of the Chief Executive Officer and has responsibility for a wide range of matters to support the internal functions of EBCE, including strategic planning, budget oversight, contract management, information technology security, property and office management, human resources, and Board/Committee support. In addition, the incumbent maintains a high level of responsibility for implementation of innovative customer energy programs and services that are aligned with EBCE's mission of greenhouse gas reduction, rate stability, and providing value to customers.

The COO coordinates with the CEO on multiple activities and programs involving Authority staff and coordinates and manages relations with the Authority Board, related committees, other local jurisdictions and groups, consultants, and the public. The COO performs professional administrative tasks, manages day-to-day operations of the Authority, provides analysis and prepares reports and recommendations to the CEO and Board, and provides highly responsible and complex professional advice and strategic assistance to the CEO.

Energy Programs: Manages the development and oversees implementation of the Local Development Business Plan. Envisions, proposes, implements and manages customer energy programs, including energy efficiency, net energy metering and other demand-side management programs.

Operations: Manages the day-to-day operations of the Authority, including implementation and on-going oversight of data management, billing and call center operations.

Budgeting and Forecasting: Working with the CEO, develops the administrative and operations portions of the strategic plan. Identifies initiatives to support EBCE's mission and vision. Monitors the EBCE budget.

Contracts: Has overall responsibility for the Request for Proposal (RFP) process as well as vendor selection and contract negotiation and administration.

IT: Creates the Authority's IT roadmap. Identifies and implements the necessary steps to meet the Authority's needs.

Public: Attends public meetings and give presentations about EBCE to community and business groups. Creates and maintains productive relationships with the community, business groups, industry participants, and regulatory agencies.

H.R./Talent: Determines appropriate staffing levels for, and hires and manages, the administrative and operations staff.

Key Responsibilities

In the role of Director of Programs and Chief Operating Officer, in the area of Operations, the individual:

- Ensures the effective implementation and evaluation of EBCE's Strategic Plan.
- Organizes, plans, and prioritizes work, developing specific goals and ensuring implementation of action plans to meet internal organizational needs.
- Implements and monitors operational plans, programs, and projects to meet objectives and established timelines.
- Manages requirements for continual operation of the Authority including facility and capital needs, permits, insurance filings, and other activities. Anticipates Authority needs and plans for the future.
- Collects and manages information related to internal functioning of the organization to guide operational design and management.

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- In collaboration with General Counsel, ensures storage and management of EBCE records and information as required by applicable policies and regulations.
- Manages IT services and security for employees and outside consultants.
- Ensures effective internal communications across the organization.
- Assists in the development and administration of fiscally responsible Programs and Operations department budgets.
- Assists with performance auditing and monitoring for existing EBCE contracts.
- Reviews, approves, and/or mitigates problematic invoices with management staff and external vendors.
- Communicates with persons outside the organization (as needed in support of the Chief Executive Officer), representing the organization to customers, the public, government, and other external sources in person, in writing, or by telephone or e-mail.
- Manages, monitors, and evaluates workflow and reporting within the Programs and Operations teams.
- Provides consistent support and feedback to members of the teams and assists with the creation of professional development plans.
- Provides coordinating support for the work and activities related to office administration.
- Provides oversight for Human Resources staff and functions.
- Provides Board and Committee support, working directly with the Board Clerk/Executive Assistant to the CEO and other members of the Programs and Operations teams.
- Coordinates material for EBCE Board and Committees as well as EBCE staff to facilitate operational management discussions.
- Oversees the creation and maintenance of in-house manuals to outline and guide new staff through duties and expectations as needed.
- Supervises office management as needed including supplies, office equipment, maintenance, and conference rooms.
- Manages office workstation and storage configuration.
- Oversees office construction projects and expansion of office space as needed.
- Assists with Board/Committee and Human Resources-related website maintenance.
- Ensures high quality customer service for EBCE visitors.
- Collaborates with other EBCE teams and facilitates the planning and execution of company-wide events.

In the Programs area, the individual:

- Manages and implements energy efficiency or other demand-side management programs.
- Works with the Chief Executive Officer to set appropriate goals and tracks progress towards their achievement.
- Supervises the formulation and implementation of program policies and procedures.
- Maintains an understanding of industry trends and innovations around energy efficiency and demand-side management programs and incorporates new ideas when appropriate.
- Represents the Authority at meetings and hearings of the Board and other groups, agencies, committees, and public meetings; participates in public hearings in order to present the Authority's position, provide information and clarification, and receive input from interested parties; serves on various committees and groups representing the Authority and makes public presentations on behalf of the Authority as well as presentations to the Board.
- Assists in the dissemination of information to promote general knowledge and services about the Authority to the community.
- Tracks program metrics to understand program performance, including customer satisfaction, and makes recommendations for program improvements.
- Validates program policies, procedures, and technologies with industry stakeholders and communicates necessary changes to the Chief Executive Officer.



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- Oversees development of high-quality written material to communicate program objectives and outcomes, and to interface with stakeholders, partners, the media and the public.
- Makes verbal presentations to EBCE's Board of Directors, Committees, and stakeholders on program elements and outcomes.
- Maintains professional and productive relationships with local industry groups and community organizations.
- Negotiates and drafts contracts for review by the Chief Executive Officer and the Board of Directors.
- Supervises assigned staff.

Minimum Qualifications

Any combination of education and experience that would provide the knowledge and skills required to perform the duties of the position qualify. Typically, this would include education and experience equal to a Bachelor's degree in public administration, business, communications, accounting, green building, environmental science, planning or a related field supplemented by a minimum of five (5) years of progressively responsible management and supervisory experience in a corporate environment, public agency/municipality, or in a closely related field. Management experience in the coordination and implementation of energy efficiency programs, including management of staff, and experience in negotiating contracts is desirable. A master's degree is desirable.

Compensation and Benefits

Competitive compensation package offered, based on candidate experience. The Authority is developing its benefits package. Details will be available at the interview.

The Ideal Candidate

The Authority needs a strong leader who is passionate about community choice and can provide the structure and processes for internal and external engagement. The ideal candidate will have deep technical knowledge, experience with all aspects of sustainable energy, energy efficiency, organizational administration and program management, and the ability to explain relevant concepts in terms appropriate to the audience. The COO will be committed to public service, the Authority and community, and ensure the highest level of service. In addition, the ideal candidate will increase communication with the community, enhance professionalism, evaluate alternatives and create policies as needed, and develop systems and procedures. While acting as partner to the CEO and bridge to members of the Board, the COO will serve to balance the needs to the Authority with the needs of its customers. The COO will be visible and interested, capable of representing the Authority, politically and environmentally savvy, and able to foster a friendly environment for community choice.

Important Application Information

Please visit Koff & Associates at www.koffassociates.com to apply. This position will be based in EBCE headquarters – initially in Hayward and thereafter in a to-be-determined location in Alameda County. We are an equal opportunity employer and strongly encourage people of color, women and those who identify as LGBTQ to apply. Start date: ASAP. **The deadline to apply is Friday, September 8, 2017.**

The information contained herein does not constitute either an expressed or implied contract, and these provisions are subject to change.



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Executive Assistant

Filing Deadline: September 8, 2017

EBCE Executive Assistant Announcement

THE AGENCY

The East Bay Community Energy Authority is a new public agency formed in 2016 to bring cleaner energy to residents and businesses in participating East Bay communities. EBCE will implement a Community Choice Energy (CCE) program for its member communities. EBCE will procure a high percentage of electricity from renewable sources such as solar, wind and geothermal which do not pollute or produce greenhouse gases and deliver it through the existing electric utility. EBCE is scheduled to begin providing energy in April 2018.

POSITION SUMMARY

Under administrative direction, the Executive Assistant provides highly responsible and confidential administrative assistance to the Chief Executive Officer and the Board of Directors, and performs a variety of tasks including assisting in the management of official EBCE records and minutes. The EA serves as a first point of public contact on related issues for community members, vendors and EBCE officials. The Executive Assistant will serve in a variety of functions:

Operations: Serves as Clerk of the Board Secretary, providing general administrative support for board meetings. Develops, administers and monitors EBCEs budget. Sets up and oversee internal operations of EBCE (from IT to HR to public engagement). Manages EBCEs office, including oversight of office search and lease negotiations.

IT: Provides basic troubleshooting for staff, researches solutions such as videoconferencing, oversees on-boarding of new staff as it relates to IT requirements (email, devices, etc.).

Public: Attends public meetings and gives presentations about EBCE to community and business groups.

CEO Support: Supports CEO day to day needs, including scheduling, correspondence, presentations, and expenses. Provides strategic counsel to CEO on critical matters like budget, hiring, and other matters as identified.

H.R./Talent: Coordinates on-boarding of new hires, manages job postings and supports development of H.R. policies.

KEY RESPONSIBILITIES

Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Provides confidential secretarial, administrative and project support for the CEO and Board of Directors; acts as a liaison between the CEO, other staff, outside agencies, and the public, coordinating resolutions when appropriate.
- Serves as Clerk of the Board and provides administrative support for a variety of Board meetings; schedules meetings, prepares agendas, issues public notices, assembles and distributes packets, attends meetings, takes and transcribes meeting minutes, and records official action taken at Board meetings; maintains official meeting records, such as resolutions, ordinances, contracts, bonds, and other official files and documents; ensures that records with the State or other governing agencies are kept up-to-date; follows-up on outstanding action items from each Board meeting where necessary.
- Coordinates the processing of public records requests; ensures compliance with the Public Records Act and the Brown Act; reviews and monitors legal requests for records; ensures that all public records are open to inspection at all times during office hours and that every person's right to inspect any public record of the Authority is upheld.
- Oversees the Statement of Economic Interest Form 700 process for Board members.
- Administers projects and/or programs as assigned by CEO; provides assistance in various research projects, including contract agreements, subpoenas and public information requests, and grant applications.
- Develops and administers the CEO and Board budgets; reviews and gathers data for development of variance reports; and, monitors revenues and expenditures.
- Organizes and carries out administrative assignments; researches, compiles, and organizes information and data from various sources on a variety of specialized topics related to programs in assigned area; checks and tabulates standard mathematical or statistical data; prepares and assembles reports and other informational materials.
- Composes, types, edits, and proofreads a variety of complex documents, including forms, memos, administrative, statistical, financial, and staff reports, and legal and general correspondence for the CEO; inputs and retrieves data; checks draft documents for punctuation, spelling, and grammar; makes or suggests corrections; redacts confidential information as needed.
- Prepares and processes reports, forms, and records, such as subpoenas, requests for payments, purchase orders, invoices, legal documents, notices, draft resolutions, and mailing lists for public hearing items.
- Schedules appointments and maintains the CEO's calendar; coordinates meetings between the CEO and both internal staff and representatives of outside agencies and oversees meeting logistics; serves as liaison person for CEO's office and responds to various requests for information from the public and the Board.
- Makes all travel arrangements, including, transportation, and lodging, conference/training registrations for the CEO and Board members and prepares and submits expense reports and travel reimbursements requests as needed.

- Screens calls, visitors, and incoming mail and emails; assists and directs the public, tenants, property managers, property owners, and other agencies to appropriate locations and/or staff; responds to complaints and requests for information; interprets and applies regulations, policies, procedures, systems, rules, and precedents in response to inquiries and complaints from the public.
- Coordinates on-boarding requests and office/cubicle moves for new hires and existing staff.
- Monitors and orders office and other related supplies; prepares, processes, and tracks purchase requisitions for services and materials; receives vendor invoices; prepares request for payment for management approval.
- Establishes and maintains contact and working relationships with all Authority member agencies, local, state, and federal agencies for acquisition of necessary information, and/or for the implementation of cooperative programs and activities.
- Performs other duties as assigned.

REQUIREMENTS

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be an associate degree in office management, finance, business studies, secretarial science, or related field, or completion of a formal program of instruction in Business Administration or Business Technology from an accredited school or an equivalent program of academic preparation acceptable to the Authority, or possession of a certificate from the International Association of Administrative Professionals (IAAP) or similar certifying agency AND five (5) years of experience performing increasingly responsible and confidential clerical and administrative tasks with reporting responsibility to a department director, including two (2) years of experience providing administrative support to a committee, board, and/or commission. Possession of, or ability to obtain, a valid California Driver's License by time of appointment and a satisfactory driving record.

COMPENSATION

\$80,000 – \$105,000 annually

APPLICATION PROCEDURE

Please visit Koff & Associates at www.koffassociates.com. to apply. This position will be based in EBCE headquarters – initially in Hayward and thereafter in a to-be-determined location in Alameda County. We are an equal opportunity employer and strongly encourage people of color, women and those who identify as LGBTQ to apply. Start date: ASAP. **The deadline to apply is Friday, September 8, 2017.**

Director of Marketing & Account Services

Filing Deadline: September 15, 2017

Summary

The Director of Marketing & Account Services works under the general direction of the Chief Operations Officer/Programs Director to oversee development, management and implementation of programs that communicate, promote and market East Bay Community Energy (EBCE). The Director of Marketing & Account Services directs, manages, and supervises EBCE's Key Account Manager, Community Outreach Manager, Account Representatives and Marketing Assistants, who are responsible for customer relations, account and billing services; business and community development; and marketing and communications to EBCE customers and the public.

Marketing: leads the development, execution and measurement of all EBCE customer marketing and outreach to all EBCE customer segments.

Account Management: leads all aspects of EBCE account management from community outreach to defining and managing key account outreach to resolution of billing issues and customer complaints. Supports development of innovative energy solutions and programs targeting unique energy needs of key accounts.

Branding: leads the development of all facets of EBCEs brand to all customer segments and through all communications channels.

Public Outreach: leads the development and execution of EBCEs public engagement strategy leading up to program launch. Works closely with Director of Public Affairs to engage with key EBCE stakeholders.

Communications: manages all facets of EBCE internal and external communications.

Location/Employment: This position will be based in EBCE headquarters — initially in Hayward and thereafter in a to be determined location in Alameda County. We are an equal opportunity employer and strongly encourage people of color, women and those who identify as LGBTQ to apply.

Compensation and Benefits: Competitive compensation package offered, based on candidate experience. The Authority is developing its benefits package. Details will be available at the interview.

Application Deadline: September 15, 2017. Candidates are encouraged to apply sooner.

Submission Requirements: Applicants must submit a cover letter outlining key qualifications and reasons for your interest, current resume including education, writing sample if applicable, and 3 professional references. Please email these documents and any questions to: jobs@ebce.org.

Start date: ASAP. Position open until filled.

Position Details

About East Bay Community Energy

East Bay Community Energy (EBCE) is the community choice aggregator serving Alameda County and eleven of its cities. Once EBCE reaches full scale, it will serve 600,000 customer accounts and over 1.5 million Alameda County residents. EBCE's charter is to provide its customers with low carbon, cost effective electricity that integrates innovative energy products and maximizes local benefits through the development of local solutions, ranging from increasing access to rooftop solar to supporting the adoption of electric vehicles.

Detailed Job Description

The Director of Marketing & Account Services is responsible for directing and working collaboratively with internal staff and external consultants to guide, support and implement EBCE's brand strategy in customer service, business and community development, and marketing and communications, as well as across all EBCE internal departments. The Director of Marketing & Account Services identifies strategies to increase overall engagement and participation in community and is responsible for reputation management. The Director of Marketing & Account Services oversees and provides guidance for service area expansion, customer enrollments, sales, earned, owned, and paid media, community outreach, account management, billing resolution, publicity and media relations. The Director of Marketing & Account Services ensures that key, strategic messages are communicated effectively to target audiences and directs customer account management, customer relations and customer retention strategies. The Director of Marketing & Account Services manages and coordinates outside consultants retained to provide call center and billing services, website services, graphics, writing, advertising, and other related work and is also responsible for communications-related budget preparation and tracking. The Director of Marketing & Account Services makes presentations to community, elected and professional groups, Board of Directors, and staff.

Supervisory Responsibilities

The Director of Marketing & Account Services supervises or manages the supervision of internal marketing and public affairs staff, including but not limited to Community Outreach Manager, Key Accounts Manager, Account Representative(s) and Marketing Assistant. The incumbent also provides oversight for external marketing communications and other external professional service providers.

Essential Duties and Responsibilities (Illustrative Only)

Supervisory Duties

- Plans and prepares for Marketing and Account Services staffing, hiring and middle management needs
- Plans, directs, and coordinates the goals and work plan for, and in collaboration with, the Marketing and Account Services team
- Assigns work activities, projects and programs; reviews and evaluates work products, methods, and procedures; meets with staff to discuss and resolve related issues
- Conducts performance evaluations, implements performance correction as needed, trains and coaches staff in work procedures as needed
- Evaluates data to determine success of Marketing and Account Services team towards reaching agency goals

Internal Communications

- Updates EBCE Board of Directors on customer service, marketing, communications, and public relations progress, projects and programs
- Provides talking points and information to Board of Directors and staff to utilize for external and internal meetings and presentations

Publicity

- Writes and reviews press releases, feature articles and other materials for newspaper, magazines and related venues
- Develops and maintains relationships with print, radio and television media, community groups and organizations, business leaders, and other public agencies and governmental representatives
- Oversees e-newsletter distribution, event and sponsorship opportunities and EBCE sponsored press conferences and events
- Develops strategies and implementation plans to respond to media inquiries and publicity, including misinformation campaigns

Business & Community Development

- Provides direction, guidance and review of community outreach plans and implementation for the enrollment of new communities during service area expansion, including meeting state legal requirements
- Provides direction, guidance and review of business development plans and implementation to increase customer acquisition and retention

Customer Account & Billing Services

- Oversees resolution of billing issues, customer complaints, and technical issues that impact customers
- Acts as an agency liaison to local government and community agencies

Marketing Communications

- Provides direction, guidance and review, in collaboration with staff and consultants, to plan and execute strategic marketing campaigns, collateral and promotional material that support business and community development goals
- Collaborates with staff and consultants to improve website design, capabilities, and content

Minimum Qualifications

Experience/Education

Education and experience equivalent to a Bachelor's Degree in communications, public administration, environmental planning, business, marketing or a related field and at least six (6) years of progressively responsible experience in a supervisory or management role in the field of public affairs. Experience working for a public utility or a Community Choice Aggregation (CCA) program is desirable.

Knowledge of:

- The organization of local government and concepts of public administration.
- The history of Community Choice Aggregation legislation and implementation in California.
- Administration of a proactive marketing and public affairs program.
- Principles, techniques and methods of public information, integrated marketing communication, community and media relations and public education.
- Methods, operational characteristics, services, and activities necessary for effective community outreach.
- Public policy process, local and regional government and environmental issues.
- Principles and practices of public speaking, public presentations and event planning.
- Principles of management, supervision, training and performance evaluation.
- Techniques and methods of preparing and reviewing information, news release and information materials including graphics and written copy.
- Principles, practices and methods of writing, publishing, and disseminating a variety of informational materials; of graphic design, photography, and printing.
- Microsoft Office Suite, Adobe Illustrator, Adobe InDesign, Adobe Photoshop, and Adobe Acrobat as well as Joomla, Dreamweaver and/or HTML.
- E-mail marketing platforms such as Constant Contact.
- Research and statistical methods as applied to the collection, tabulation and analysis of data.

Ability to

- Take responsibility and work independently, as well as coordinate collaborative efforts and achieve work goals through first line supervisors.
- Convey complex information in a simple and understandable manner.
- Manage multiple priorities, meet deadlines, and quickly adapt to changing priorities in a fast paced dynamic environment.

- Achieve goals while providing accurate, timely, and meaningful progress updates.
- Work well under pressure.
- Be thorough and detail-oriented.
- Demonstrate patience, tact, and courtesy.
- Identify and solve problems effectively and expeditiously.
- Establish and maintain effective working relationships with persons encountered during the performance of duties.
- Direct, supervise and coordinate the work of assigned staff.
- Make effective and dynamic presentations to community groups, governmental bodies and the EBCE Board and staff to achieve desired results.

Language and Reasoning Skills

- Exercise sound judgment, creative problem solving, and commercial awareness
- Possess keen communication capabilities, verbally, written and graphically through presentations
- Interact effectively with administrative bodies and EBCE's Executive Officer and Board of Directors
- Possess time management, project management, dispute resolution and interpersonal relation skills
- Possess excellent customer service skills and communicate clearly and effectively with customers
- Understand, anticipate, and appreciate customer needs and concerns

Working Conditions

The physical demands described here are representative of those required for the position. Position requires sitting, walking, standing, bending, and twisting in the performance of daily activities. The position requires hand manipulation and repetitive hand movement and fine coordination in using a computer keyboard. The position requires near and far vision in reading reports and use of a computer. Acute hearing is required in supporting meetings and providing phone and in-person customer service. The position occasionally requires lifting and/or moving objects up to 20 pounds. EBCE will make reasonable accommodation of the known physical or mental limitations of a qualified application with a disability upon request.

Licenses/Certificates:

Possession and continued maintenance of a valid class C California driver's license or the ability to provide alternate transportation as approved by the CEO and a safe driving record.

The information contained herein does not constitute either an expressed or implied contract, and these provisions are subject to change.

Director of Power Resources

Filing Deadline: Until filled

Summary

The Director of Power Resources, under direction of the Chief Operating Officer/Programs Director, has responsibility for a wide range of matters to support the East Bay Community Energy (EBCE) resource planning, analysis, and management of the Utilities' energy supply portfolio and procurement efforts. The Director of Power Resources works with the public, legislative and regulatory agencies, project developers, brokers, and consultants providing direction and information on specific programs and projects. Responsibilities include research and due diligence with respect to potential power supply opportunities, negotiation and administration of power purchase agreements, contractor performance monitoring and dispute resolution, invoice validation, issue identification and compliance oversight. The Director of Power Resources is also responsible for the preparation of certain regulatory compliance reports focused on resource procurement, climate impacts, annual greenhouse gas inventory and emissions reporting, and preparation of informational material for the EBCE Board and public regarding power supply resource allocations. The Director of Power Resources Director will actively develop strategies to accelerate the deployment local distributed energy resources, with a focus on their integration into EBCE's power supply mix.

Energy Procurement: lead all in-house analysis and oversee outside consultant's review of EBCE's load forecast. Lead the development and oversee execution of EBCE's energy supply strategy, including the negotiation of energy supply agreements. Lead the development and execution of EBCE's renewable, local and zero carbon procurement efforts. Actively develop strategies to integrate local, distributed resources into EBCE's energy supply.

Finance: actively support analysis and negotiations of financings that relate to energy supply.

Regulatory: work closely with the CEO and General Counsel to provide quantitative analysis focused on EBCE's energy supply portfolio, EBCE's load forecast, and broader California energy market conditions, with a particular focus on all quantitative inputs into the Power Charge Indifference Adjustment.

Contracts: Has overall responsibility for legal review of all contracts that the Authority may enter into and is a key member of contract negotiation team.

Public: represents EBCE in key industry groups focused on energy supply and the California energy market.

Location/Employment: This position will be based in EBCE headquarters — initially in Hayward and thereafter in a to be determined location in Alameda County. We are in equal

opportunity employer and strongly encourage people of color, women and those who identify as LGBTQ to apply.

Compensation and Benefits: Competitive compensation package offered, based on candidate experience. The Authority is developing its benefits package. Details will be available at the interview.

Application Deadline: September 15, 2017. Candidates are encouraged to apply earlier.

Submission Requirements: Applicants must submit a cover letter outlining key qualifications and reasons for your interest, current resume including education, writing sample if applicable, and 3 professional references. Please email these documents and any questions to: jobs@ebce.org.

Start date: ASAP. Position open until filled.

Position Details

About East Bay Community Energy

East Bay Community Energy (EBCE) is the community choice aggregator serving Alameda County and eleven of its cities. Once EBCE reaches full scale, it will serve 600,000 customer accounts and over 1.5 million Alameda County residents. EBCE's charter is to provide its customers with low carbon, cost effective electricity that integrates innovative energy products and maximizes local benefits through the development of local solutions, ranging from increasing access to rooftop solar to supporting the adoption of electric vehicles.

Job Description

The Director of Power Resources performs assignments under direction of the Chief Operating Officer/Programs Director and works closely with EBCE's technical team including external consultants. This position interfaces with developers and brokers of power and other interested parties to assist with the identification of power supply opportunities that are appropriate for EBCE's power mix. The incumbent may be responsible for administering request for proposal (RFP) processes, EBCE's "open season" process (for renewable energy procurement), and assessing unsolicited proposals. The position will be responsible for developing staff reports, for submittal to the EBCE Board and reviewing and analyzing proposal materials from developers and brokers of conventional and renewable electricity.

Supervisory Responsibilities

The Director of Power Resources supervises positions assigned to the Power Resources team, including, but not limited to, Power Services Manager, Energy Analyst and Contract Specialist.

Essential Duties and Responsibilities (Illustrative Only)

- Oversees the development of EBCE's energy supply strategy, including energy risk management, renewable energy supply, local energy supply, zero-carbon energy supply and integration of distributed energy resources
- Leads analysis of EBCEs load forecasting and provides strategic decision support to CEO and Board on policy decisions that implicate EBCEs load, energy supply portfolio, and energy expenses
- Assists with the administration of RFP processes, the open season process and the assessment of unsolicited proposals
- Reviews and analyzes proposals for electric power supply submitted to EBCE by developers and brokers
- Assists in preparation and presentation of information and recommendations to assist EBCE staff and Board in assessing and identifying 'best fit' market opportunities for EBCE
- Assists in preparation and updates of reports of wholesale energy products and resource planning studies to yield a portfolio of supply resources to best meet the agency's needs
- Participates in interactions with power developers and brokers during pre-contract discussions, contract negotiations and Board discussion
- Assists with the administration of EBCE power contract portfolio, evaluates the EBCE resource portfolio and recommends adjustments
- Prepares materials for the EBCE Board and its Committees as well as EBCE staff to facilitate policy discussions related to procurement and resource planning
- Assists with performance auditing and monitoring for existing EBCE contracts
- Assists in the negotiation and writing of contracts for the purchase and/or sales of electric resources and Renewable Energy Credits (RECs)
- Keeps abreast of developments in resource planning processes and in energy resource technologies, seeking out new technologies from public or private sources, evaluating new supplies as appropriate
- Represents EBCE on external agencies' task forces and working groups as assigned
- Assists in managing and administering EBCE's various renewable energy certificates
- Assists with preparation of compliance reports and materials related to EBCE power supply, including those required by the California Public Utilities Commission (CPUC), California Energy Commission (CEC), The Climate Registry, and the Department of Energy (DOE).

Minimum Qualifications

Experience/Education

Education and experience equivalent to a Bachelor's degree in engineering, finance, economics or accounting, supplemented by a minimum of 5-10 years of progressively responsible experience at an electric utility, municipal utility, a Community Choice Aggregation program or in a closely related field. Technical experience in the utility industry is required. A Master's degree is desirable.

Knowledge of:

- Energy generation technologies including carbon neutral electric energy, conventional energy, and renewable energy such as wind, biomass, geothermal, solar, concentrating solar, and hydroelectric
- Procurement process and use of renewable energy certificates to support mandatory and voluntary compliance programs
- The California Independent System Operator (CAISO) settlement process
- The structure and content of standard power purchase agreements for various resource types
- California's Renewables Portfolio Standard, Power Content Label and Power Source Disclosure programs
- Power scheduling
- Power purchase agreement structures, general terms and conditions and basic requirements.
- Microsoft Office software including Excel, Word and PowerPoint.
- The Western Renewable Energy Information System (WREGIS)
- Regulatory reporting and compliance requirements of the California Public Utilities Commission (CPUC).

Ability to

- Take responsibility and work independently, as well as coordinate collaborative efforts and achieve work goals through first line supervisors.
- Convey complex information in a simple and understandable manner.
- Manage multiple priorities, meet deadlines, and quickly adapt to changing priorities in a fast paced dynamic environment.
- Achieve goals while providing accurate, timely, and meaningful progress updates.
- Work well under pressure.
- Be thorough and detail-oriented.
- Demonstrate patience, tact, and courtesy.
- Identify and solve problems effectively and expeditiously.
- Establish and maintain effective working relationships with persons encountered during the performance of duties.
- Direct, supervise and coordinate the work of assigned staff.

Language and Reasoning Skills

- Exercise sound judgment, creative problem solving, and commercial awareness
- Possess keen communication capabilities, verbally, written and graphically through presentations
- Interact effectively with administrative bodies and EBCE's Executive Officer and Board of Directors
- Possess time management, project management, dispute resolution and interpersonal relation skills
- Possess excellent customer service skills and communicate clearly and effectively with customers
- Understand, anticipate, and appreciate customer needs and concerns

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals; compute rate, ratio, and percent and to create and interpret bar graphs; calculate Levelized Cost of Electricity (LCOE). Understanding of net present value (NPV) and appropriate application of discount rates.

Working Conditions

The physical demands described here are representative of those required for the position. Position requires sitting, walking, standing, bending, and twisting in the performance of daily activities. The position requires hand manipulation and repetitive hand movement and fine coordination in using a computer keyboard. The position requires near and far vision in reading reports and use of a computer. Acute hearing is required in supporting meetings and providing phone and in-person customer service. The position occasionally requires lifting and/or moving objects up to 20 pounds. EBCE will make reasonable accommodation of the known physical or mental limitations of a qualified application with a disability upon request.

Licenses/Certificates:

Possession and continued maintenance of a valid class C California driver's license or the ability to provide alternate transportation as approved by the CEO and a safe driving record.

The information contained herein does not constitute either an expressed or implied contract, and these provisions are subject to change.

General Counsel

Filing Deadline: Until filled

Summary

As lead in-house legal officer, the General Counsel works under direction from the Chief Executive Officer and has responsibility for a wide range of East Bay Community Energy (EBCE) legal matters, with particular emphasis on contracting; municipal law; regulatory affairs; legislative affairs; finance, project finance and energy supply transactions; ethics; and oversight of and collaboration with external legal counsel, and performs related work as assigned.

Legal: lead all in-house legal work for the Authority, ranging from oversight of all legal compliance activities to developing the Authority's human resource policies and procedures to leading regulatory interventions at key state agencies.

Energy Procurement: lead all in-house legal review of energy transactions, manage outside counsel participation in energy transactions, and support development of energy risk management procedures.

Finance: lead all in-house legal review of Authority financial transactions, with a particular focus on energy-related financings including initiation and oversight of credit facilities.

Regulatory: work closely with the CEO to define regulatory strategy, oversee in-house and outside counsel participation in regulatory proceedings, represent the Authority in-front of key regulatory agencies.

Contracts: Has overall responsibility for legal review of all contracts that the Authority may enter into and is a key member of contract negotiation team.

Public: Creates and maintains productive relationships with the community, business groups, industry participants, and regulatory agencies.

Location/Employment: This position will be based in EBCE headquarters — initially in Hayward and thereafter in a to be determined location in Alameda County. We are an equal opportunity employer and strongly encourage people of color, women and those who identify as LGBTQ to apply.

Compensation and Benefits: Competitive compensation package offered, based on candidate experience. The Authority is developing its benefits package. Details will be available at the interview.

Application Deadline: September 15, 2017. Applicants are encouraged to submit prior to the deadline.

Submission Requirements: Applicants must submit a cover letter outlining key qualifications and reasons for your interest, current resume including education, writing sample if applicable, and 3 professional references. Please email these documents and any questions to: jobs@ebce.org

Start date: ASAP. Position open until filled.

Position Details

About East Bay Community Energy

East Bay Community Energy (EBCE) is the community choice aggregator serving Alameda County and eleven of its cities. Once EBCE reaches full scale, it will serve 600,000 customer accounts and over 1.5 million Alameda County residents. EBCE's charter is to provide its customers with low carbon, cost effective electricity that integrates innovative energy products and maximizes local benefits through the development of local solutions, ranging from increasing access to rooftop solar to supporting the adoption of electric vehicles.

Detailed Job Description

The General Counsel provides legal advice and guidance regarding legal matters affecting EBCE, including regulatory affairs, legislative developments, project finance, finance, municipal law and others. The General Counsel also researches and prepares written and oral advice for the Chief Executive Officer and Board of Directors on related legal issues and performs managerial and project management tasks as necessary. The General Counsel represents, and oversees the representation of, EBCE before various regulatory agencies in matters affecting community choice aggregators (CCAs) and other electric utilities, including ratemaking proceedings, investigations, rulemakings, compliance matters and proposed legislation, drafting applications, briefs, legal memoranda, and discovery requests/responses; supervises the preparation of the testimony and exhibits of expert witnesses; examines and cross-examines witnesses, and presents oral argument; participates in negotiations and settlement discussions. The General Counsel develops legislative policy and works with internal staff and external contractors to implement proposed legislative activities. The General Counsel also directs and works collaboratively with external counsel from a wide range of related specialties.

Essential Duties and Responsibilities (Illustrative Only)

- Renders legal advice, administers legal services, and directs and works collaboratively with internal staff and external counsel and contractors regarding a variety of regulatory, legislative and legal matters affecting EBCE.
- Represents, and oversees representation of, EBCE in energy-related administrative proceedings.
- Reviews and recommends policies.
- Prepares and reviews contracts for content and form.

- Updates EBCE Board of Directors on regulatory and legislative developments. Works in a team to negotiate, draft and close a range of EBCE transactions, including power purchase agreements and credit agreements.
- Participates in EBCE management activities, including assisting in strategic planning, budget and forecast analysis, contractual reporting, annual audit, and other tasks as required.

Minimum Qualifications

Experience/Education

Juris Doctor degree from a leading university; supplemented by seven (7) years of progressively responsible experience as an attorney working on complex regulatory or energy matters at a reputable law firm or as in-house counsel; or an equivalent combination of education, training, and experience. Background in accounting, economics, engineering or finance is desirable. Current active membership in the State Bar of California required.

Knowledge of:

- Transactions, municipal law, ethics, and other areas of law.
- Energy regulatory practice and legislative affairs.
- Structuring, financing, and implementing complex energy projects, including drafting and negotiating power purchase agreements and security agreements.
- Finance transactions, including bond and loan transactions

Language and Reasoning Skills

- Exercise sound judgment, creative problem solving, and commercial awareness.
- Develop high-quality writing, research and communication work products.
- Deliver clear and persuasive oral communication.
- Interact effectively with administrative bodies and EBCE's Chief Executive Officer and Board of Directors.
- Apply robust analytical and problem-solving skills.
- Utilize strong time management, project management, dispute resolution and interpersonal relations skills.

Skills and Abilities

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- Focus, direct and manage the efforts of subordinate staff members and external legal, regulatory and legislative resources.
- Manage multiple priorities and quickly adapt to changing priorities in a fast paced dynamic environment.
- Take responsibility and work independently, as well as coordinate team efforts.
- Be thorough and detail-oriented.
- Work accurately and swiftly under pressure.

- Demonstrate patience, tact, and courtesy.
- **Establish and maintain effective working relationships with those encountered during the performance of duties.**

Working Conditions

The physical demands described here are representative of those required for the position. Position requires sitting, walking, standing, bending, and twisting in the performance of daily activities. The position requires hand manipulation and repetitive hand movement and fine coordination in using a computer keyboard. The position requires near and far vision in reading reports and use of a computer. Acute hearing is required in supporting meetings and providing phone and in-person customer service. The position occasionally requires lifting and/or moving objects up to 20 pounds. EBCE will make reasonable accommodation of the known physical or mental limitations of a qualified application with a disability upon request.

Licenses/Certificates:

Possession and continued maintenance of a valid class C California driver's license or the ability to provide alternate transportation as approved by the CEO and a safe driving record.

The information contained herein does not constitute either an expressed or implied contract, and these provisions are subject to change.



Staff Report Item 9

TO: East Bay Community Energy Board of Directors

FROM: Nick Chaset, Chief Executive Officer

SUBJECT: Overview of Contracts Entered into by EBCE

DATE: September 20, 2017

Background

At EBCE's August 3rd, 2017 Board meeting, the CEO was given delegated authority to enter into contracts up to \$100,000 without prior Board of Directors authorization. At this meeting, the Board of Directors additionally requested that the CEO report monthly updates on any contracts that were entered into under this authority at the next Board meeting.

Review of EBCE Contracts entered into since August 3, 2017:

California Strategies

Scope of Contract: Retained services contract to support EBCE's review of the Local Development Business Plan (LDBP). Under California Strategies contract, EBCE will be supported by Tony Brunello and Matthew Tisdale, who will review key deliverables from the LDBP team for EBCE and provide feedback and support.

Term of Contract: 4 month contract term with \$7,000 monthly retainer

Contractor Experience: Tony Brunello and Matthew Tisdale are California energy policy experts with deep expertise in the distributed energy space. Tony Brunello is a co-author of numerous reports on distributed energy resources and has served as the main facilitator for the California Public Utility Commission's Distributed Resource Program technical working group. Matthew Tisdale oversaw numerous distributed energy resource proceedings at the California Public Utilities Commission, including authoring the State of California's Distributed Energy Resource Roadmap. Matthew Tisdale currently supports distributed energy resource policy development efforts across the United States.

PolicyDER

Scope of Contract: Retained services contract to support review and evaluation of ways for EBCE to engage with Pacific Gas and Electric in their proposed Jack London Square Non-Wires Alternatives Project

Term of Contract: \$100 per month for a minimum of three months

Contractor Experience: Jon Wellinghoff is the principle at PolicyDER consulting. Jon is a former Chair of the Federal Energy Regulatory Commission and Chief Policy Officer at SolarCity.

Keyes and Fox

Scope of Contract: Retained services contract to support development of renewable power purchase agreements

Term of Contract: Not to exceed \$3,000 initially with ability of EBCE to extend up to a total of \$30,000.

Contractor Experience: Keyes and Fox is a widely recognized renewable energy law firm who have worked for a wide range of distributed energy and renewable companies. For more information about Keyes and Fox, visit <http://www.kfwlaw.com>

Taj Ait-Laoussine

Scope of Contract: hourly professional services contract to support the development of EBCE's Data Management, Billing and Call Center implementation plan and completion of technical aspects of contract.

Term of Contract: Not to exceed \$10,000 over two months.

Contractor Experience: Taj is a former executive at Oracle in their utility business solutions group. See his LinkedIn for complete overview of his experience:
<https://www.linkedin.com/in/tajeddine/>

Public Financial Management

Scope of Contract: hourly professional services contract to support the development of EBCEs Credit and Banking Services Request for Offers.

Term of Contract: Not to exceed \$10,000

Contractor Experience: PFM has worked with multiple CCAs on a variety of financing issues. Visit <https://www.pfm.com> for more details.