



Central Coast Community Choice Energy Advisory Working Group (AWG)

OPERATING GUIDELINES

Meeting Dates/Times: Monthly (2nd Thursday of month unless changed), or more often as needed

Location: Santa Barbara County Administration Building (Community Services Conference Room)

Purpose of Committee: The CCE Advisory Working Group (AWG) provides a regular forum for local governments to learn about and provide feedback on matters related to a Community Choice Energy program in this region. It is an ad-hoc committee of Santa Barbara County (SBC) for the purpose of providing input and direction on CCE development and program design. It will meet until such time that a Joint Powers Agency (JPA) or other operating entity is formed and a formal Board is appointed. During the initial phase of evaluating the formation of a CCE program, the AWG will assist with the following:

- Assisting with attaining load data
- Develop the Request for Proposals for a Feasibility Study consultant
- Select a qualified consultant from the proposals submitted
- Define the objectives for the study
- Develop a communications plan
- Review and comment on the feasibility study draft
- Receive ongoing updates regarding progress

Role of Santa Barbara County (SBC) and SBC Staff: As the lead sponsor of the CCE initiatives, SBC is providing financial, staff and consulting support for CCE start-up and formation until such time that a JPA or other operating entity is formed a formal Board of Directors assumes responsibility for program operations and finances. The initiative is being staffed by SBC's Energy and Sustainability Initiatives Division, which will provide day-to-day project management and committee support.

Eligible AWG members: AWG members must be appointed as a representative of a local government that meets the following criteria:

- Are located within Santa Barbara County or within a neighboring County that has accepted an invitation to participate in SBC's feasibility study
- Have contributed at or above the minimum threshold as follows:
 - **\$7,500** for cities with population less than 20,000

- **\$15,000** for cities with population of 20,001 – 45,000
- **\$25,000** for cities with population of 45,001 and over
- **\$50,000** for neighboring Counties
- Have authorized release of electricity load data to SBC in order to participate in feasibility study

Role of AWG members: AWG members are also providing financial and staff support and are asked to perform 3 primary functions throughout the initial phase of the CCE formation process:

- 1) Represent the views of your constituency in your comments and decision-making;
- 2) Serve as an information-channel back to your colleagues and community, providing liaison reports and/or opportunities to provide status reports and briefings; and
- 3) Help us identify issues of concern and opportunities to educate about CCE in the region.

We also ask that if you have question or issues prior to a meeting that you contact staff in advance so that they can resolve the matter or be prepared to respond at the meeting.

Meeting Materials and Attendance: The meeting agenda and materials will be provided to the AWG members prior to each meeting and hard copies will also be available at the meetings. If you are unable to attend a meeting, please make sure your alternate can attend in your absence.

Voting: As an ad-hoc advisory group, the AWG will not follow parliamentary procedure nor require a formal voting process. The committee co-chairs will lead open discussions and strive for consensus-based decision making. When votes or straw polls are needed, the majority vote/recommendation will carry, and dissenting opinions will be noted in the minutes. The SBC Board of Supervisors will remain the final decision-making body on matters related to CCE formation and program development.

Media/Press Relations: Press inquiries and requests for comment/interviews can be referred to Angie Hacker at ahacker@co-santa-barbara.ca.us unless the jurisdiction would prefer to handle a local request.