



Staff Report Item 8

TO: East Bay Community Energy Board of Directors
FROM: Nick Chaset, Chief Executive Officer
SUBJECT: **Overview of EBCE Policy Development**
DATE: December 6, 2017

Recommendation

Receive policy overview presentation and provide feedback as necessary.

Background & Discussion

There are a number of Agency policies that will come before the EBCE Board throughout the first and second quarters of 2018. This report and attached policy matrix is intended to provide a summary preview of the various policies that EBCE may wish to consider as it moves toward service delivery and operations in June 2018. The policies summarized in the matrix are drawn from several operational CCAs including Sonoma Clean Power, Clean Power SF, MCE and Peninsula Clean Energy. While not required by law, these examples provide helpful insight and can serve as best practices for further discussion by the CAC, Executive Committee and, ultimately the Board of Directors.

It should be noted that the policies included in the attached matrix do not include employment and human resource policies nor a comprehensive set of Energy Risk Management policies. These policy packages will be developed in cooperation with EBCE's human resource and wholesale energy services vendors. Additional policies not included in the matrix or yet contemplated may be considered as requested or warranted to support Agency operations.

Policy Framework:

Like other operational CCAs it is anticipated that EBCE's policies will fall into the following topical categories:

1. Administrative and Operational

- Including Agency procurement processes, HR/employment, workforce and general administrative policies

2. Customer Related Policies

- Including customer privacy and program terms and conditions

3. Financial/Fiduciary

- Including revenue surplus, reserve, auditing and debt policies

4. Power Supply/Procurement

- Including guidelines for power content and energy contract authorization

5. Energy Risk Management

- Including reserves, procurement and risk mitigation policies developed as part of contract with WES provider

Timing and Next Steps:

Policies will be developed by EBCE's management team with input from the CAC and vetted through the Executive Committee throughout the first six months of 2018. It is anticipated that policies will be brought to the Board in batches starting with employment policies, customer related policies, power content and energy risk management policies. The attached matrix includes some indicative timing for various policies starting with those that are time sensitive or mission critical to initial program startup. Others will be layered in as required to support Agency operations and elements of its CCA program.

Attachment:

- A. Summary CCA Policy Matrix