

SAN DIEGO COMMUNITY POWER

Staff Report – Item 5

To: San Diego Community Power Board of Directors

From: Cody Hooven, San Diego Community Power Interim Executive Officer

Subject: Operations and Administration Report – Informational Only

Date: December 9, 2019

Recommendation

Receive update on various start up activities described in this report.

Background

Staff will provide regular updates to the Board of Directors regarding San Diego Community Power's (SDCP or Authority) organizational development, administration and start-up activities. The following is a brief overview of this month's discussion items, which are informational only.

A) Chair and Vice Chair Selection and Rotation

Section 5.2 of the JPA Agreement specifies "for each fiscal year, the Board shall elect a Chair and Vice Chair from among the Directors. The term of office of the Chair and Vice Chair shall continue for one year, but there shall be no limit on the number of terms held by either the Chair or Vice Chair. The Chair shall be the presiding officer of all Board meetings, and the Vice Chair shall serve in the absence of the Chair. The Chair shall perform duties as may be imposed by the Board. In the absence of the Chair, the Vice-Chair shall perform all of the Chair's duties." The first Chair (Joe Mosca – Encinitas) and Vice Chair (Steve Padilla – Chula Vista) were elected at the Board meeting on November 21, 2019. As this appointment was made in the middle of a fiscal year, this appointment will remain through the FY 2021.

In researching best practices of other community choice joint powers authorities, the Chair and Vice Chair may rotate or be reelected to serve more than a one-year term. This is at the direction of the Board and is determined by the both the performance and significant learning curve in an officer's role during program launch and early operations, amongst other factors. Should the Board choose to rotate every year once SDCP is operational, a schedule based alphabetically by city name is recommended, with each Board member cycling first to Vice Chair then to Chair. For example, the Board member from Imperial Beach would be next in line for Vice Chair, with La Mesa and San Diego following. This rotational schedule should be reaffirmed each year with the election of officers as new cities may have joined, and it is not compulsory unless the Board so desires to set a policy requiring annual Board rotation.

B) Authority Policies

Policies of the Board will need to be developed and adopted as another important activity of our new organization. SDCP policies will range from Authority operations such as personnel matters and a Code of Conduct, to fiscal policies, customer policies and procurement policies. Staff and General Counsel will develop and present policy recommendations and a schedule for adoption by the Board beginning in the first quarter of 2020.

C) Vendor RFPs

On November 27, 2019, SDCP released its wholesale energy services RFP which includes power resource planning, procurement assistance, rate design, scheduling and long-term procurement planning. Bids are due back by December 19th and staff expects to have a recommendation for Board approval at its January Board meeting. Upcoming RFPs include data management/call center and marketing services, both of which will be developed and released in Q1 2020.

D) MOUs with City of San Diego and City of La Mesa for Administrative and Support Services.

Staff from the City of San Diego and City of La Mesa are performing Interim Executive Officer and Board Secretary duties, respectively, for SDCP. In order to formalize this arrangement and establish terms and conditions for the types of services provided, the compensation of those agencies, and the number of hours that will be provided, staff and General Counsel will develop and present proposed MOUs or agreements for the Board to consider at an upcoming Board meeting in the first quarter of 2020.