



# Community Advisory Committee

Regular Meeting

October 13<sup>th</sup>, 2022

# Regular Meeting Agenda

1. Welcome
2. Roll Call
3. Public Comment for Items Not on the Agenda
4. Items to be Withdrawn, or Reordered on the Agenda
5. Review and Provide Recommendation to the Board on the Amended CAC Operating Guidelines
6. Receive Update from the Fiscal Year 2022-2023 Work Plan Ad-Hoc Committee
7. Provide Community-Based Guidance into the California Public Utilities Commission (CPUC) High Distributed Energy Resources (DER) Proceeding
8. Receive Update on Public Relations and Back-Office Operations
9. Receive Update on the Community Power Plan
10. Standing Item: Discussion of Potential Agenda Items for Board of Directors Meetings
11. Committee Member Announcements
12. Adjournment

# Item 5

## **Review and Provide Recommendation to the Board on the Amended CAC Operating Guidelines**

# Background

- At the July CAC meeting, staff brought forward an update to the current draft.
- CAC members proposed changes which included clarifying the role of the Vice Chair, moving outreach and representing SDCP to the community higher up in the document.
- Staff also included new changes including:
  - Powers of the CAC
  - Suggesting Board Agenda Items

The screenshot shows a video player interface. The main content area displays a slide titled "Analysis" with a bulleted list of updates to the CAC's role. To the right, a smaller inset window shows a document titled "Community Advisory Committee Standard Operating Procedures". The document text describes the purpose of the CAC and lists specific procedures. The video player controls at the bottom show a progress bar at 9:33 / 1:57:21.

## Analysis

- Since its founding, SDCP's CAC has grown, and lessons learned acknowledged along the way.
- The update incorporates new and refined sections on:
  - Running CAC meetings
  - Interacting with SDCP Staff
  - Communications with External Agencies
  - Adding Agenda Items to Board of Directors Meetings
  - Conducting Outreach and Representing SDCP to the Community
  - Resignation or Removal

### Community Advisory Committee Standard Operating Procedures

The primary purpose of the San Diego Community Power (SDCP) Community Advisory Committee is to advise the Board of Directors and provide for a venue for ongoing citizen support and engagement in the strategic direction, goals, and programs of SDCP, as stated in section 5.10.3 of the SDCP Joint Powers Authority (JPA) Agreement.

This document provides policies and procedures for the Community Advisory Committee (CAC) on how the CAC operates and interacts with SDCP staff and the Board. The following procedures are included:

- Running CAC meetings
- Interacting with SDCP Staff
- Interacting with SDCP Board of Directors
- Interacting with the Media
- Communications with External Agencies
- Adding Agenda Items to Board of Directors Meetings
- Adding Agenda Items to Community Advisory Committee Meetings
- Requesting Information to Support CAC Work
- Creating Ad-Hoc or Subcommittees
- Creating and Updating the Work Plan
- Conducting Outreach and Representing SDCP to the Community
- Resignation or Removal

# Community Advisory Committee

## Operating Guidelines

Consistent with section 5.10.3 of the San Diego Community Power (SDCP) Joint Powers Agreement, the purpose of the Community Advisory Committee (CAC) is to “advise the Board of Directors and provide for a venue for ongoing citizen support and engagement in the strategic direction, goals, and programs” of SDCP.

This document provides policies and procedures for the CAC on how the committee operates and interacts with SDCP staff and the Board. The following powers and procedures are included:

- Powers of the CAC
- Conducting Outreach and Representing SDCP to the Community
- Running CAC meetings
- Interacting with SDCP Staff
- Interacting with SDCP Board of Directors
- Interacting with the Media
- Communications with External Agencies
- Adding Agenda Items to Board of Directors Meetings
- Adding Agenda Items to Community Advisory Committee Meetings
- Requesting Information to Support CAC Work
- Creating Ad-Hoc or Subcommittees
- Creating and Updating the Work Plan
- Resignation or Removal

To view the tasks that the CAC is responsible for, please view their [Scope of Work](#) and [Work Plan](#).

### Powers of the CAC

The CAC is an advisory committee to the SDCP Board of Directors. The committee advises on the strategic direction, goals, and programs of SDCO. The committee is advisory only, and does not have decision-making authority and does not receive any delegation of authority from the Board.

### Conducting Outreach and Representing SDCP to the Community

The CAC Scope of Work states that Community Advisory Committee will, under the direction of the SDCP Board of Directors and authorized SDCP staff: “plan for and engage in community events and special projects as appropriate; and serve as an information-channel back to their communities.”

The CAC Chair may speak on SDCP matters to local community organizations with prior approval of the Director of External Affairs or their designee. This includes the approval of talking points and presentation slides (if to be used). For other CAC members, they may speak as individual members of the CAC, but may not represent themselves as speaking on behalf of the CAC as a body or on behalf of SDCP as an entity.



The following are communications guidelines for the CAC members to adhere to:

#### **Approved Messaging and Talking Points**

The Director of External Affairs and/or their designee will provide talking points that are periodically updated as information evolves. These talking points are intended to guide your conversations in the community so we may speak from the same facts, while encouraging that you make these your very own.

#### **Media Inquiries**

In alignment with the adopted CAC Operating Procedures, please forward media inquiries to [SDCP](#) Director of External Affairs or such designee for vetting and confirmation of next steps.

#### **Speaker Requests**

CAC members are encouraged to invite SDCP staff to present at community events, alert staff of opportunities to participate in community events or to request for a CAC member to speak on behalf of SDCP in the community.

#### **Conducting Outreach**

To ensure a common and cohesive communications approach, CAC members shall serve as informational channels with the communities they represent while SDCP staff serves the primary function of outreach to various groups, with the support of the CAC. It is highly important and appreciated for the CAC to report information they receive from their communities so that staff can respond with the most correct information given the technical nature of the energy industry.

#### **Social Media**

CAC members are encouraged to utilize their own social media accounts to reshare, repost, and comment on SDCP matters so the content is shared throughout their communities.

#### **Email Addresses**

CAC members may utilize non-SDCP issued email addresses when responding to external questions. To protect the CAC members' privacy, SDCP will not publicly share these email addresses unless consent is given.

### **Running CAC Meetings**

Meetings of the CAC will comply with the Ralph M. Brown Act (Government Code § 54950, et seq.) and the CAC will only conduct business when a quorum consisting of more than 50% of the appointed CAC members are present. Due to the stay-at-home order, meetings will be via Zoom until further notice. The CAC may act by motions approved by a majority of the quorum present at a meeting. Motions resulting in a tie vote or less than a majority will represent a failed motion.

#### **Responsibilities:**

- Chair:
  - Serve as the primary liaison with the CEO
  - Serve as spokesperson for the CAC
  - Support SDCP Staff with setting the CAC agenda
  - Guide the CAC in developing an annual workplan consistent with the CAC scope and supported by the Board of Directors



- Determine if meetings are required or if a meeting should be canceled
  - Run CAC meetings (ensure that all CAC members and community are heard, work to keep meetings to allotted time, as well as manage public comment submissions)
  - Determine which specific agenda items from the upcoming Board of Directors meeting will be prioritized during the CAC meeting
  - Represent the CAC to the Board to provide updates, submit information, or respond to Board requests
  - Represent the CAC to other organizations or at events, as appropriate
- Vice-Chair: Take over the CAC Chair responsibilities in the event the Chair is not available
  - Work with staff and the ad hoc work plan committee to deliver the annual work plan
  - Collaborate with staff to develop the monthly and quarterly staff reports
- Secretary:
  - Take attendance and meeting notes
  - Work with SDCP staff to ensure meeting agendas are finalized and posted online
- Members:
  - Attend each meeting or inform SDCP staff and the CAC Chair if they will be late or absent
  - Review any information provided in advance and come to the meeting prepared
  - If requested and where feasible, participate in sub- or ad-hoc working groups that may be established to cover specific topics
  - Represent the interests of their communities at the CAC and share information about the CAC with their communities
- Public Comment:
  - The public may provide written public comment or participate live via a virtual meeting format or in person, as designated by the Brown Act.
  - To ensure public comment is heard in a timely manner, the Chair will call on staff to acknowledge any submitted public comment after presentations or staff discussion are concluded in a particular agenda item.
- SDCP CAC Liaison:
  - Create a draft agenda for each meeting and finalize with CAC Chair
  - Notice CAC meeting according to Brown Act requirements
  - Support Secretary in posting the CAC meeting agenda at least 72 hours before a regular CAC meeting or 24 hours before a special meeting
  - Provide general support and respond to questions during CAC meetings as needed
  - Communicate any CAC recommendations to the Board so they have a chance to review prior to Board of Directors meetings

The CAC will seek consensus where possible. Where consensus is not reached, the Chair will seek to communicate diverging views in delivery of the recommendation to the Board.

### Election of Officers

Officers may be nominated or self-nominated and elected every July meeting by a simple majority vote of the CAC. The terms will be for each fiscal year of July 1 to June 30, with the option for officers to be re-elected for up to three terms. Representatives required for a singular function or service may be nominated or self-nominated and elected by a simple majority vote of the CAC when the need arises, for a term defined by the singular function or service.



### Interacting with SDCP Staff

The CAC Chair is the primary liaison to SDCP staff for all matters related to the CAC.

### Interacting with SDCP Board of Directors

The CAC Chair is the primary liaison to the SDCP CEO and the CAC Liaison as well as the Board for all matters related to the CAC. It should also be noted that the CAC Chair may also be called upon by the Board Chair to speak on various matters.

### Interacting with the Media

Any media inquiries that CAC members receive shall be redirected to the SDCP Director of External Affairs or other designated staff representative.

### Communications with External Agencies

Section 5.10.3 of the SDCP JPA Agreement states that the CAC is an advisory body to the SDCP Board of Directors. Accordingly, the CAC shall not provide comments or similar communications on behalf of SDCP or the CAC to external agencies on its own. However, the CAC may provide recommendations on external matters for the Board to consider.

This provision does not limit or affect the right of individual members of the CAC to communicate with external agencies in their personal, non-CAC capacities as found outside of the [CAC Scope of Work](#).

### Adding Agenda Items to Board of Directors Meetings

There are two ways that the CAC may bring items to the attention of the Board at a Board meeting:

1. **Standing Board Agenda Item:** The CAC shall report to the Board of Directors during every regular meeting as a consent item. The staff report will cover the previous meeting's operations and noteworthy conversation held by the group. On a quarterly basis, the CAC shall have an item on the Board of Directors regular agenda. The staff report shall cover major updates from the Committee as well as a verbal report from the Chair, or designee.
2. **Suggesting Board Agenda Items:** The CAC may suggest agenda items for a regularly scheduled Board of Directors meeting. A CAC agenda item would allow for extended discussion or action by the Board of Directors. The following procedure applies to CAC suggested Board agenda items:
  - a) The suggested Board agenda item is agendized for a CAC meeting and is discussed and voted on by the committee.
  - b) A request for an agenda item for the Board's next regularly scheduled meeting must be provided no later than ten (10) days prior to the meeting to ensure there is adequate SDCP staff time to prepare the item, if approved.
  - c) The CAC Chair discusses the proposed agenda item with the SDCP Chief Executive Officer, or designee.
  - d) An agenda item must be approved by the Chief Executive Officer in consultation with the Chair of the Board of Directors prior to being added to a Board agenda.

### Adding Agenda Items to Community Advisory Committee Meetings

CAC members shall suggest agenda items be added to CAC meetings by sending them to the Chair and the Chief Executive Officer (or other designated staff member assisting the CAC). This will create a





streamlined process where the Chair and SDCP staff can collect these requests and discuss them for final inclusion on the CAC agenda.

### **Requesting Information to Support CAC Work**

The CAC may make formal requests for information from SDCP staff through the CEO or their designee (i.e. the CAC liaison) in support of the CAC's annual workplan and agenda items, and SDCP staff shall make every reasonable effort to provide requested information in a timely fashion in order to allow the CAC to make the most informed decision possible. Formal requests are defined as those coming from the CAC through the Chair of the CAC or their designee.

All requests by the CAC for information and/or research will be channeled through the Chief Executive Officer or their designee, and any requests for information and/or research that entail substantial staff time or cost will be channeled through the Chief Executive Officer for their consideration and formal direction.

Independent of a formal request for information from the CAC, individual CAC members may request information, which will be provided in accordance with the California Public Records Act.

### **Creating Ad-Hoc or Subcommittees**

The CAC may create ad-hoc committees or subcommittees to address issues more in depth outside of CAC meetings and bring findings or recommendations back to the full CAC.

Ad-Hoc committees are temporary committees appointed for a specific purpose, such as updating the work plan. The CAC may establish temporary ad hoc advisory committees that: (a) are composed of less than a quorum of the CAC, (b) have no continuing subject matter jurisdiction, and (c) have no meeting schedule fixed by motion or other formal action of the CAC. Such temporary ad-hoc committees are not subject to Brown Act noticing and meeting requirements.

Standing subcommittees are permanent subcommittees created to review long-term issues, such as rates or budget. Because meetings of such subcommittees must be publicly noticed and agendaized consistent with the Brown Act (and therefore require SDCP staff time), CAC requests to establish subcommittees are subject to Board approval and direction.

The CAC Chair will seek volunteers during a CAC meeting to form an ad-hoc or subcommittee. The CAC Chair will work to ensure all CAC members have a chance to participate on various groups as formed throughout the year.

### **Creating and Updating the Work Plan**

The CAC will adopt a Work Plan that aligns with the CAC scope provided by the Board of Directors. This shall be updated annually from the date that the first version is adopted. The Work Plan shall be approved the Board.

### **Resignation and Removal**

CAC members may resign their position by sending a written resignation letter addressed to the Board of Directors.

CAC members may be removed by a majority vote of the Board of Directors, or as indicated below. If a CAC member is absent for three (3) consecutive meetings, unless excused for good cause by the Chair of the Board, SDCP staff will contact the Member by phone or in writing and inform them of this



provision. If the member misses a fourth (4th) consecutive meeting, they may be removed through a written notification from the Chair of the Board. If a CAC member ceases to reside within the Member Agency service area from which they were appointed, the member is deemed to have resigned their CAC membership unless they are allowed, in writing, to complete their term on the CAC by their respective Director representing their jurisdiction.

# Item 6

**Receive Update from the Fiscal Year 2022-2023  
Work Plan Ad-Hoc Committee**

# Background & Analysis

- The Ad-Hoc Committee has met several times in the past few months.
- The document has been updated and is currently being drafted in a SMART goals format. SMART stands for Specific, Measurable, Achievable, Relevant, and Time-Bound.
- Staff anticipates bringing a draft for CAC approval at the November meeting.



**Community Advisory Committee (CAC)**  
Work Plan for Fiscal Year 2021 - 2022

[Committee Purpose and Scope of Work](#)  
[Standard Operating Procedures](#)

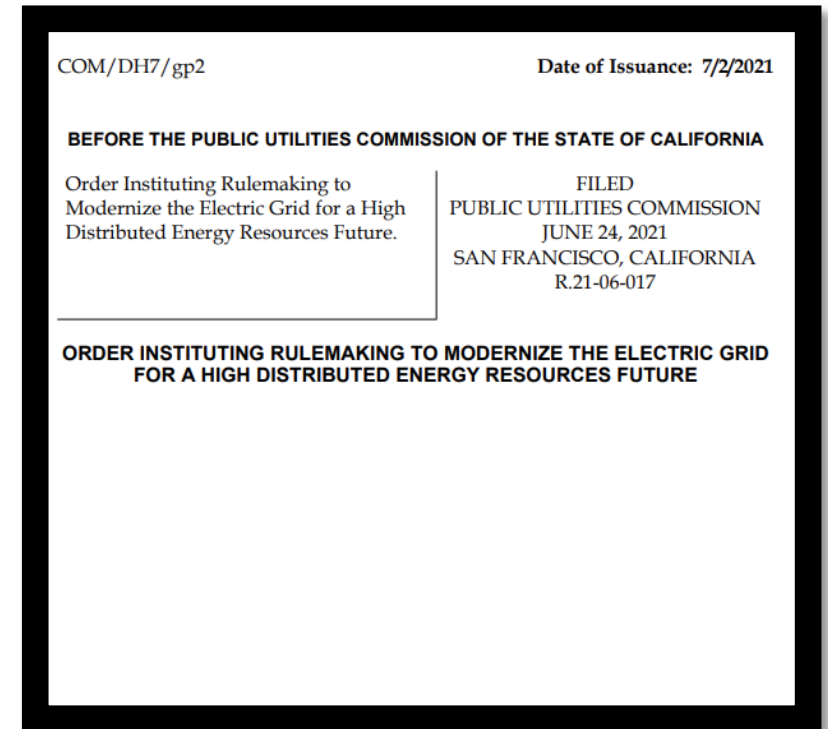
# Item 7

**Provide Community-Based Guidance into the California Public Utilities Commission (CPUC) High Distributed Energy Resources (DER) Proceeding**

# Background

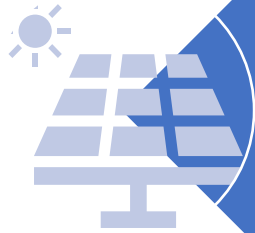
The CPUC opened a new proceeding in July 2021 in anticipation of “a high-penetration DER future and seeks to determine how to optimize the integration of millions of DERs within the distribution grid while ensuring affordable rates.”

**Distributed Energy Resources** means distributed renewable generation resources, energy efficiency, energy storage, electric vehicles, and demand response technologies





# Proceeding Goals



Enabling swift **evolution of electric grid capabilities** and operations **to integrate solar, storage, electric vehicles/charging** equipment and other Distributed Energy Resources (DERs) to meet the State's 100 percent clean energy goals;



Improving electric distribution grid planning, including vehicle charging infrastructure forecasting to support cost effective and widespread transportation electrification; and



Optimizing electric grid infrastructure investments by **facilitating community input about planned developments, DER siting plans, and resiliency** needs.

# Proceeding Tracks and Topics

1 Distribution Planning Process and Data Improvements	2 Distribution System Operator (DSO) Roles and Responsibilities	3 Smart Inverter Operationalization and Grid Modernization Planning
<ul style="list-style-type: none"><li>• IOU Distribution Planning Processes</li><li>• Electrification Impacts</li><li>• Data Sharing and Transparency</li><li>• Community engagement</li></ul>	<ul style="list-style-type: none"><li>• Long-term grid vision</li><li>• Investigation of DSO models</li><li>• Consideration of IOU performance/ incentive mechanisms</li></ul>	<ul style="list-style-type: none"><li>• Business Use Cases for Smart Inverters</li><li>• DER Dispatchability</li><li>• Smart Grid Investment Planning</li></ul>

# What do communities want and need from electric utility distribution planning processes?

## Questions on community engagement framework

How can the CPUC can improve their processes to achieve meaningful community outreach, engagement, and ongoing partnerships with respect to electric grid planning?

What additional information or education would be helpful to facilitate participation in a CPUC workshop to develop a Scope of Work for a Community Engagement Needs Assessment?



## Community input requested

- Community energy needs and priorities (electric and natural gas)
- Community challenges and barriers to adopting clean energy technologies and DERs including energy efficiency measures, programmable thermostats, battery storage systems, electric vehicles, charging stations, and rooftop or community solar systems;
- Community long-term visions over the next 10 to 20 years and role of electric utilities and DERs in achieving that vision

# Opportunities to get involved!

- Preliminary input call
  - SDCP is meeting with CPUC staff in late October
  - Extending invitation to up to 3 CAC members
  - Please contact [sgunther@sdcommunitypower.org](mailto:sgunther@sdcommunitypower.org)
- CPUC workshop in Q4 2022
  - Public workshop to inform community engagement activities in proceeding
  - Gather input to develop scope of work for community needs assessment
  - Stay tuned for date and details

## **Item 8**

### **Receive Update on Public Relations and Back-Office Operations**

# Public Relations

- San Diego Wave Futbol Club became the latest Power100 champions





# Community Outreach

- SDCP has been out and about more than ever.
- Record 15 community events attended in September with about a dozen booked for October so far.



# Account Services Updates

## ❑ CAPP 2022 updates

- The 2022 California Arrearage Payment Program (CAPP) offers financial assistance for California residential energy utility customers to help reduce past due energy bill balances that increased during the COVID-19 pandemic.
- Established by Governor Newsom and the California Legislature in the 2022 State Budget and administered by the Department of Community Services and Development (CSD), 2022 CAPP dedicates \$1.2 billion to address Californian's energy debts.
- If a residential customer account is eligible, a credit will be automatically applied to the customer's bill. Energy utilities apply for CAPP assistance on behalf of customers who incurred a past due balance on their energy bill during the COVID-19 pandemic relief period covering March 4, 2020 through December 31, 2021.
- CAPP benefits are credited to customer accounts on a rolling basis as energy utilities apply and are approved for CAPP funding. 2022 CAPP funding will be released to energy utilities by January 31, 2023.

## ❑ Phase 4 planning updates

# Stats

10/3/2022

Refreshed

## Participation - by Accounts



### Total Participation Rate (All Phases)

96.8%

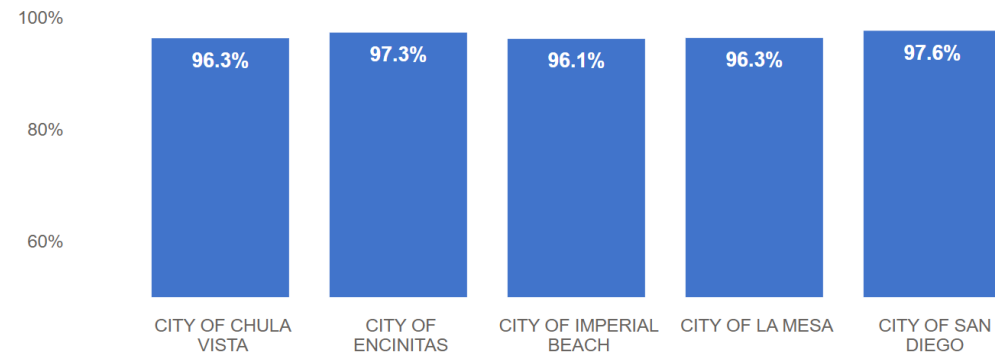
#### Phase 1/2

Territory	Eligible	Active	Opt Outs	Opt Out %	Participation %
CITY OF CHULA VISTA	7,807	7,515	292	3.7%	96.3%
CITY OF ENCINITAS	3,182	3,095	87	2.7%	97.3%
CITY OF IMPERIAL BEACH	545	524	21	3.9%	96.1%
CITY OF LA MESA	2,709	2,609	100	3.7%	96.3%
CITY OF SAN DIEGO	57,470	56,089	1,381	2.4%	97.6%
<b>Total</b>	<b>71,713</b>	<b>69,832</b>	<b>1,881</b>	<b>2.6%</b>	<b>97.4%</b>

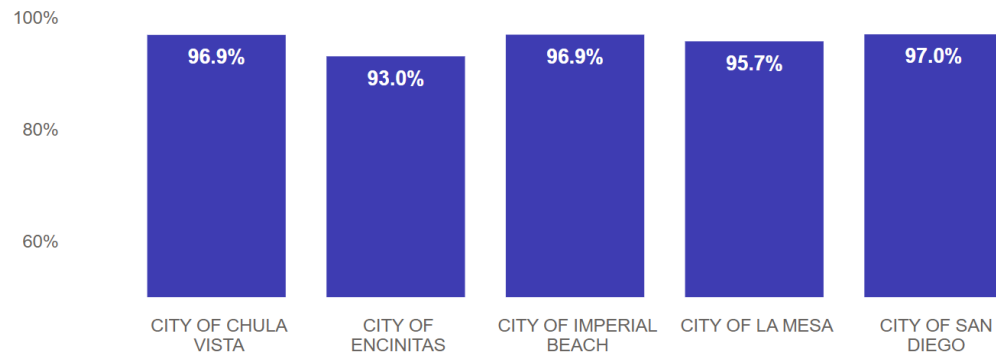
#### Phase 3

Territory	Eligible (Noticed)	Active	Opt Outs	Opt Out %	Participation %
CITY OF CHULA VISTA	85,120	79,651	2,676	3.1%	96.9%
CITY OF ENCINITAS	24,253	21,752	1,691	7.0%	93.0%
CITY OF IMPERIAL BEACH	10,256	9,828	318	3.1%	96.9%
CITY OF LA MESA	26,008	24,216	1,117	4.3%	95.7%
CITY OF SAN DIEGO	544,716	514,682	16,562	3.0%	97.0%
<b>Total</b>	<b>690,353</b>	<b>650,129</b>	<b>22,364</b>	<b>3.2%</b>	<b>96.8%</b>

#### Phase 1&2 Participation Rates



#### Phase 3 (Noticed Phases) Participation Rates



# Item 9

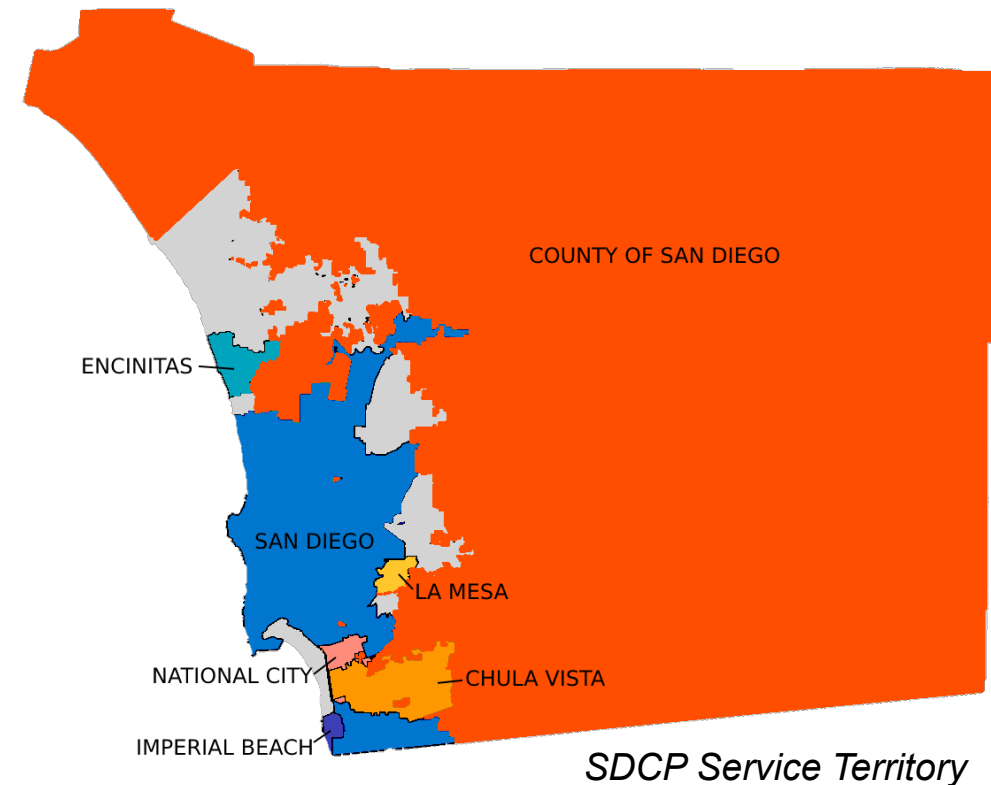
## Receive Update on the Community Power Plan



# Community Engagement

# Community Engagement Strategy

- Informed by best practices learned from community leaders and member agency staff
- Key focus was on facilitating participation from Communities of Concern, and equitable and inclusive engagement
- Partnership with local community-based organizations and stakeholders who work directly with community members
- Aimed to foster open and transparent communication about how community member input will be used to inform the Community Power Plan





# Community Engagement Methods

Initial engagement serves two purposes:

1. Inform community needs assessment
2. Inform community needs survey questions

## Community-Based Organization Partnerships

- Six listening sessions with nearly 200 community members with compensation to organizations and participants
- Trusted source for survey distribution and event partnership
- Reporting back community needs assessment results

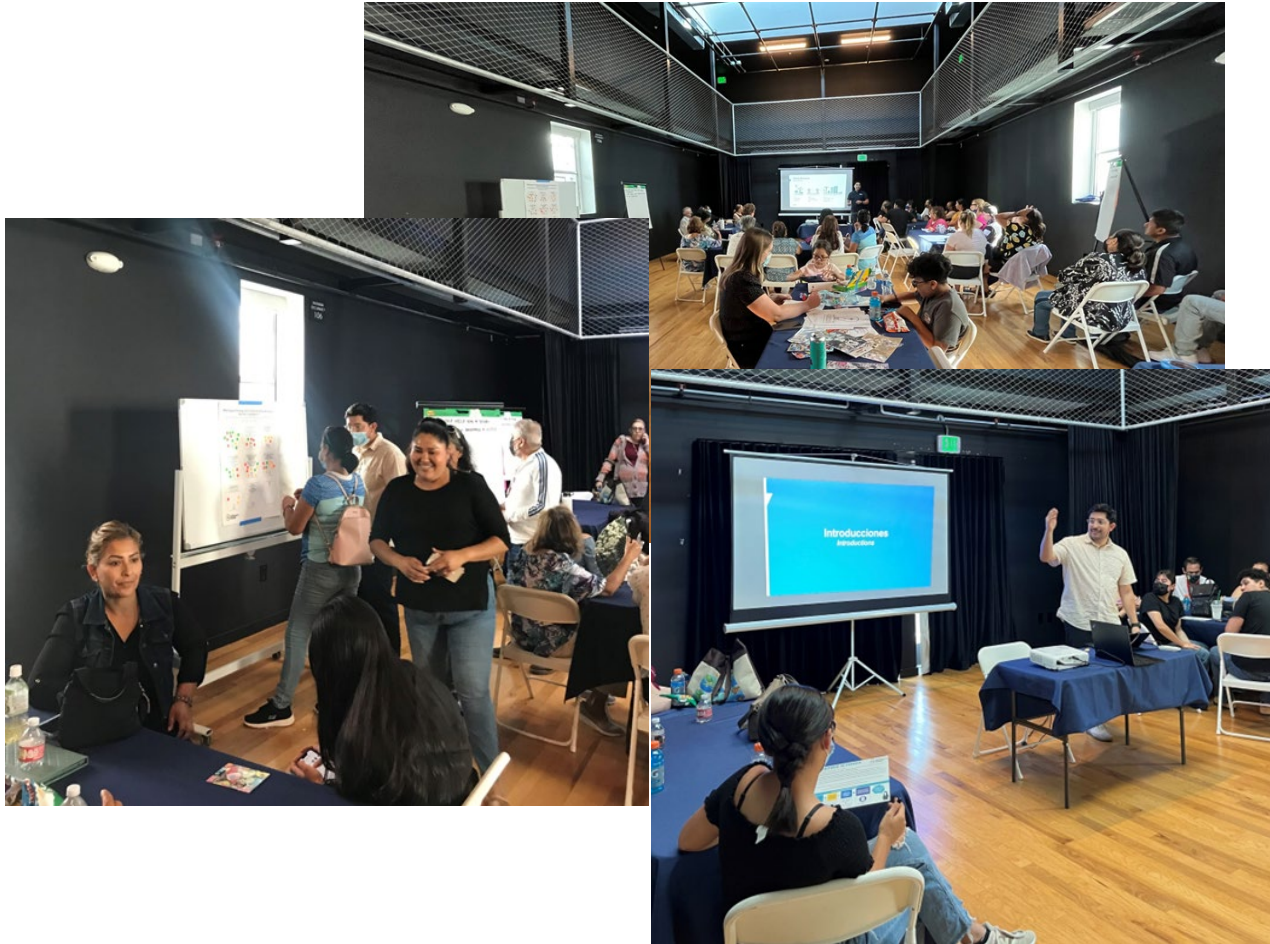


The Chicano  
Federation



PROJECT  
NEW VILLAGE  
COMMUNITY • EQUITY • CHANGE

# Community-Based Organization Partnerships



*Project New Village Co-Hosted Listening Session*



# Community Engagement Methods (cont'd)

## Unincorporated San Diego County Pop-Up Events

- Engaged over 100 community members at six pop-up events in partnership with County of San Diego Libraries

## Interest Group Interviews

- Focused conversations with stakeholders from six interest groups working with/serving community members

## Business, Key Account, and Public Listening Workshops

- Five listening workshops with over 40 participants from local businesses, key accounts, and the general public

*Borrego Springs*



*Lakeside*



*Dulzura*

# Community Engagement Initial Findings



Cost



Heat Impacts



Energy Education



Rooftop Solar



Clean Transportation



Inadequate or Failing Infrastructure

# Internal Organizational Engagement

# Internal Organizational Engagement Methods

## Board Member Interviews

- Individual conversations with Board members

## SDCP Staff Workshop

- Two-hour workshop with SDCP Executive Team and Directors/Managers from all departments

## SDCP Community Advisory Committee Workshop

- One-hour workshop with 13 CAC members during regularly scheduled meeting



# Internal Engagement Initial Findings



Fiscally Responsible



Equity



Energy Education



Community Presence



Transparency and Trust



Distributed Energy Resources

# Next Steps

# Next Steps

## Community Needs Survey

- Community-wide needs assessment survey
- Over 2,900 responses as of 10/06/22

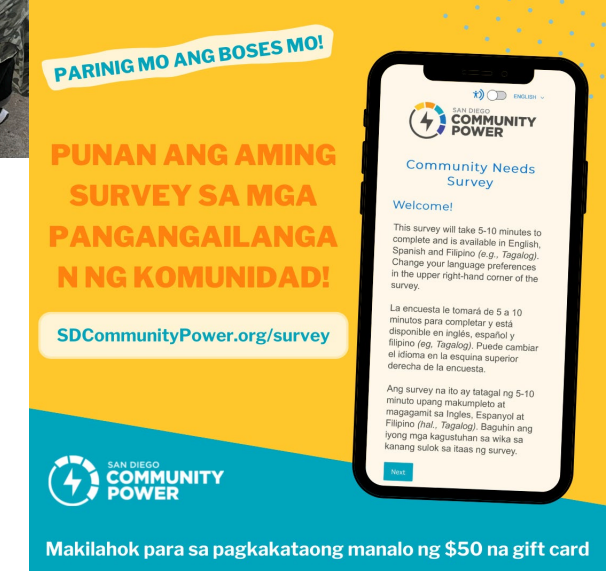
## Survey Promotion

- Power Content Label mailer sent to over 600,000 customers
- Email to over 160,000 Padres subscribers
- Email campaigns to Board, CAC, community-based organizations, business organizations with media kit
- Targeted paid social media campaign with multilingual ads
- Tabling events with multilingual informational flyers

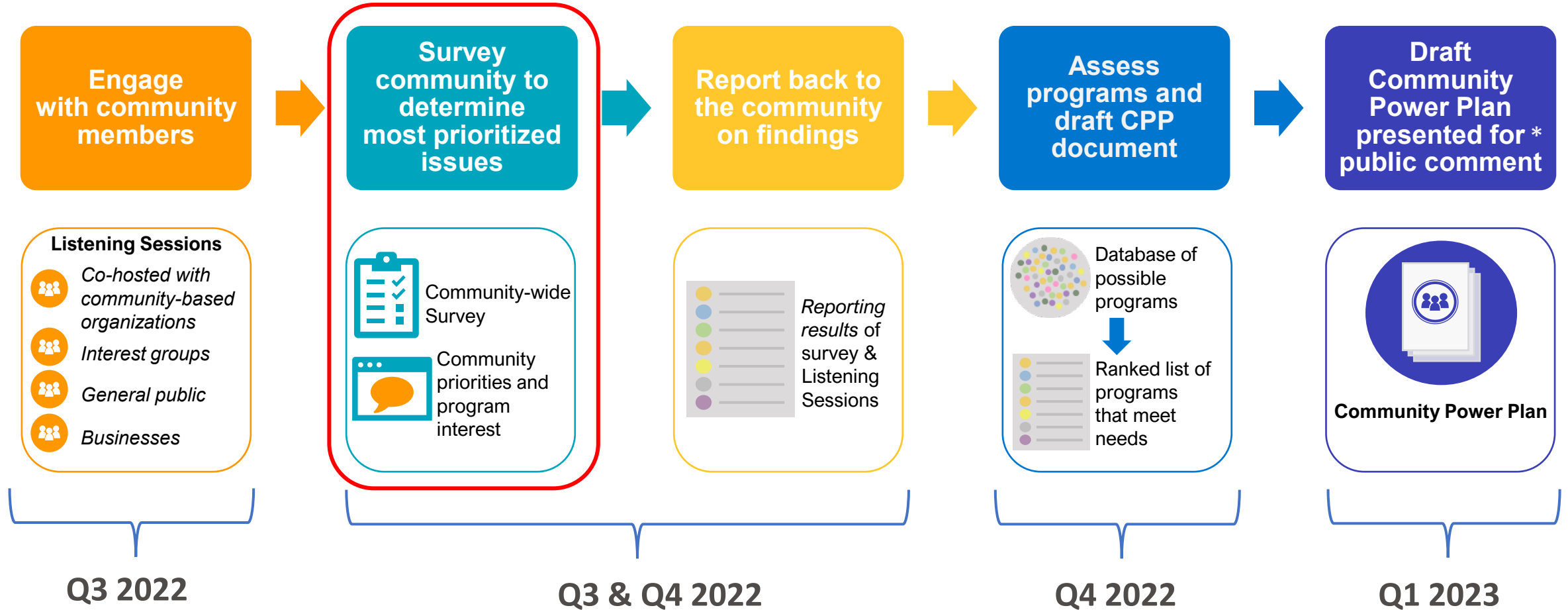


# Next Steps – Last Call!

- Community needs survey is now live at:  
**[SDCommunityPower.org/survey](https://SDCommunityPower.org/survey)**
- Available in three languages:
  - English
  - Spanish
  - Filipino (*Tagalog*)
- Survey will close on October 15, 2022



# Timeline



# Item 10

## **Standing Item: Discussion of Potential Agenda Items for Board of Directors Meetings**

# **Regular Meeting Agenda**

**Committee Member  
Announcements**

**Adjournment**





# Community Advisory Committee

**Next Meeting**

November 10, 2022