

Before the Governing Board of Pioneer Community Energy

**In the matter of: Resolution to Establish the Pioneer
Community Energy Community Programs Advisory
Committee**

Resolution No.: 2021-23

The following Resolution was duly passed by the Governing Board of Pioneer Community Energy at a regular meeting held May 20, 2021, by the following vote on roll call:

Ayes: Dowdin Calvillo, Duncan, Hidahl, Karleskint, Holmes.

Noes: None.

Absent: Fatula, Jones, Patterson, Thomas.

Signed and approved by me after its passage.


Chair of the Governing Board

Attest:


Secretary

WHEREAS, Pioneer Community Energy Community was created to provide stable rates and ratepayer benefit programs;

WHEREAS, the Pioneer Community Energy Board (the Pioneer Board) has expressed interest in receiving observations, perspectives and recommendations from ratepayers on programs and needs;

WHEREAS, the Pioneer Board expressed interest in the development of a Community Programs Advisory Board to facilitate the development of and recommendations on programs; and

WHEREAS, the Pioneer Board had received a presentation and considered guidance documents for the Community Programs and Advisory Board; now therefore

BE IT RESOLVED, the Governing Board of Pioneer Community Energy, State of California, hereby finds, declares, and resolves as follows:

1. The above recitals are true and correct.
2. The Governing Board hereby approves the formation of the Pioneer Community Programs Advisory Committee pursuant to and as described in Exhibit A to this Resolution.
3. This Resolution shall take effect immediately upon its adoption.

Attachment: Exhibit A

Exhibit A



Pioneer Community Programs Advisory Committee

PURPOSE:

The Pioneer Community Programs Advisory Committee (Advisory Committee) serves as a conduit for community information, insights, opinions and perspectives to the Pioneer Community Energy Board (Pioneer Board) and staff regarding programs Pioneer offers or may offer in the future. The Advisory Committee consists of a diverse group of well-informed community leaders who represent various sectors of the community. The representatives serving on the Advisory Committee will advise the Pioneer Board on ratepayer benefit programs and augment public participation in Pioneer program development.

The Pioneer Community Programs Advisory Committee will serve as a steering committee for the creation of the public participation strategy for and the development of programs for a period of 18 months.

ADVISORY COMMITTEE MEMBER POSITIONS:

The Pioneer Advisory Committee will consist of 7-11 members, who are ratepayers either working or residing within the Pioneer service area. Optimally, the Advisory Committee would include two members from unincorporated Placer County, two from El Dorado County; one from each of the incorporated areas of Auburn, Colfax, Lincoln, Loomis, Placerville, and Rocklin; and one member at large appointed by the Executive Director. To achieve diversity in representation, appointments to the Advisory Committee should include the following customer segments if possible:

- Business/Economics (2)
- Residential (2)
- Rural – remote unincorporated (1)
- Agriculture (1)
- Environmental (1)
- Health Services/Social Services (1)
- Public Education (1)
- Seniors (1)
- Executive Director at large (1)

MEMBERSHIP REQUIREMENTS:

Program Advisory Committee members shall have such experience and knowledge as to provide a collective expertise to assist the Pioneer Community Energy Governing Board with its obligations to ratepayers. Such experience shall include, *but not be limited to*, the fields of agriculture, chambers of commerce, education (public, elementary, secondary, college), healthcare, small business, large business, economic development, seniors' issues, transportation, and environmental (sustainability, renewable energy, etc.).

MEMBERSHIP APPLICATION:

Members of the community interested in participating on the Programs Advisory Committee shall remit an application package consisting of a resume, cover letter, and letter(s) of endorsement. The cover letter shall note the following:

1. Name
2. Residential Address
3. Sector applying for and the reason why applicant is interested in representing the sector
4. Description of experience in the field/sector applied for
5. Service on/with non-profits in that sector as appropriate
6. Reason for wanting to participate on the Pioneer Advisory Committee

The resume will include at minimum relevant experience (both through work experience and volunteer activities) and contact information.

Applicants will also submit at least one letter of endorsement from the Committee of a non-profit associated with the relevant sector (i.e., business – letter from a Chamber of Commerce, Rotary or other business non-profit). The letter of endorsement will contain the signature of the President of the non-profit Committee and a least one other Committee member or the signature of the non-profit's executive director. The letter of endorsement should include:

- Name of the non-profit
- Constituency served
- Applicant's history/standing with the organization
- Statement of endorsement (why the individual will be a good representative)
- Signatures (minimum of two as noted)

SELECTION PROCESS:

The Pioneer Executive Director will review the applications, and then submit the applications that meet the established criteria to the Pioneer Community Energy Board for discussion and selection. Programs Advisory Committee members must commit to serve the 18-month term. The selection of Programs Advisory Committee members requires a majority vote of the Pioneer Community Energy Board. The vote is considered final and is not subject to appeal. Any vacant position shall be reopened to application at the time it becomes vacant.

PROGRAMS ADVISORY COMMITTEE OPERATIONS:

The Programs Advisory Committee will meet at a minimum quarterly and a maximum of once a month to consult with and provide input to Pioneer staff on Ratepayer Benefit Programs. The Programs Advisory Committee will attend and participate in public workshops, forums and discussions with the public for the purpose of collecting insight and information relative to Ratepayer Benefit Programs as necessary. The Programs Advisory Committee will assist staff with the preparation of presentations and recommendations for programs to the Pioneer Community Energy Board as appropriate and necessary.

The Programs Advisory Committee's task is to represent the various sectors in the development of Pioneer programs to ensure programs meet the wants and needs of the communities served by Pioneer Community Energy, and to encourage and foster public participation where appropriate.

Meetings will be held at a minimum quarterly and maximum monthly. Members are expected to attend 75% of the meetings which may last 2 – 3 hours per meeting. Meetings will take place on weekday afternoons, during lunch hours, or potentially during weeknight evenings based upon the availability of the Board members. Advisory Committee meetings will be held consistent with public

health and safety guidelines for COVID-19, and may use hybrid meetings (combination of in person and zoom) for participant convenience and health and safety compliance.

The Programs Advisory Committee may request special presentations by experts, call for panel discussions, and suggest topics for workshops for the purpose of building an understanding of the public interest in Ratepayer Benefit Programs.

The Programs Advisory Committee will create reports on proposed programs, identifying priorities and making recommendations for the Pioneer Board to consider. The Programs Advisory Committee may also identify policy needs and make recommendations to the Pioneer Board for policy development.

The Programs Advisory Committee may meet with any number of members in attendance, but for the purpose of a vote, a quorum shall be defined as 50% of the Programs Advisory Committee membership in attendance.

PARTICIPATION:

Programs Advisory Committee members have made a commitment to ratepayers of Pioneer Community Energy to represent their interests. Meetings will be set at a regular time and every effort will be made to accommodate individual member schedules. Should a Programs Advisory Committee member miss 25% of the meetings during the 18-month term, the Pioneer Community Energy Board shall have the authority to reconsider the individual's appointment.

OFFICERS:

The Programs Advisory Committee shall have a Chair and Vice Chair selected through a nomination and voting process of the Programs Advisory Committee.

The **Chair** will serve for the 18-month term of the committee. The Programs Advisory Committee shall vote in the chair by majority vote. The Chair will conduct the Programs Advisory Committee meeting consistent with California and county laws and regulations (Brown Act and Robert's Rules of Order).

In addition, the committee will vote in a **Vice Chair** to serve for the 18-month term who will conduct the Programs Advisory Committee meetings in the absence of the Chair.

COMPENSATION:

Service on the Programs Advisory Committee is uncompensated. Expenses incurred in the performances of duties (outside of travel to and from Programs Advisory Committee meetings) will be addressed on a case-by-case basis under the direction given by the Pioneer Community Energy Committee.

BUDGET:

The Programs Advisory Committee budget will include membership compensation (reimbursement only), facility rental for meetings, audio/visual equipment, and Pioneer staff time (as needed and appropriate).