

MEETING of the Executive Committee of the  
Clean Power Alliance of Southern California  
Wednesday, April 17, 2019, 1:30 p.m.

**MINUTES**

555 West 5<sup>th</sup> Street, 35<sup>th</sup> Floor  
Los Angeles, CA 90013

*Beverly Hills City Hall  
4<sup>th</sup> Floor, Conference Room 4B  
455 N. Rexford Drive, Beverly Hills, CA 90210*

*Ventura County Government Center  
Channel Islands Conference Room  
4th Floor Hall of Administration  
800 South Victoria Avenue, Ventura, CA 93009*

**I. WELCOME AND ROLL CALL**

Chair Diana Mahmud called the meeting to order.

<b>Roll Call</b>				
1	<b>Beverly Hills</b>	Julian Gold	Director	Remote
2	<b>Los Angeles County</b>	Sheila Kuehl	Vice Chair	Present
3	<b>Oxnard</b>	Carmen Ramirez	Committee Member	Remote
4	<b>Rolling Hills Estates</b>	Steve Zuckerman	Committee Member	Present
5	<b>Santa Monica</b>	Kevin McKeown	Committee Member	Present
6	<b>South Pasadena</b>	Diana Mahmud	Chair	Present
7	<b>Ventura County</b>	Linda Parks	Vice Chair	Remote
8	<b>West Hollywood</b>	Lindsey Horvath	Committee Member	Remote

**II. GENERAL PUBLIC COMMENT**

There were no public comments.

**III. CONSENT AGENDA**

1. Approved Minutes from April 17, 2019 Executive Committee Meeting

Motion: West Hollywood, Committee Member Horvath

Second: Los Angeles County, Vice Chair Kuehl

Vote: Item 1 was approved by unanimous roll call vote.

#### **IV. REGULAR AGENDA**

##### **2. Reviewed Draft Agenda for May 2, 2019 Board of Directors Meeting**

Ted Bardacke, Executive Director, introduced this item. Vice Chair Kuehl asked staff about Item 3 on the Draft Board Agenda, the solar referral service. Specifically, who would be making the decisions as they pertain to approved solar vendors, and what liability will CPA have if a customer experiences performance or other issues with a vendor. Nancy Whang, General Counsel, advised that there could be terms and conditions that a customer must first sign that would remove liability from CPA. Mr. Bardacke indicated this item would be postponed to a future Board meeting.

Mr. Bardacke provided brief remarks in reference to vendor communications. Nancy Whang, General Counsel, clarified that vendors would be given notice of remedies if it is determined the policy has been violated. Chair Mahmud asked Counsel to include recognized exceptions for Directors who are designated or identified as representing CPA at an arbitration or mediation. Chair Mahmud requested that this item be moved to the June Board meeting to allow for discussion, considering many of the Board members are to be in remote location during the May meeting. Additionally, Committee member Ramirez requested that a code of conduct for the Community Advisory Committee be considered. Vice Chair Parks also suggested that a Board member who has had contact with a vendor must not only recuse themselves from relevant votes but also be precluded from lobbying on behalf of that vendor.

Mr. Bardacke introduced Item 5 of the Draft Board Agenda regarding the Executive Director's Expenditure Authority. The Committee discussed that only a one-time 10% per contract increase in expenditure reimbursement

will be allowed, under this authority, so as to not incur large amount of reimbursement costs that go far beyond a contracted amount. Vice Chair Parks indicated that there should be a step before increasing the expenditure authority to \$250,000 and that it was preferred to increase authority to \$125,000 before considering an additional increase. The Committee arrived at a consensus on this request.

For Item 6 regarding the bill positions, the Committee also requested that this item be placed on the Regular Agenda at the Board meeting, not on Consent, and staff concurred.

Regarding the Voyager Scholarship Program item, Chair Mahmud asked whether IBEW was consulted during this process. Staff reported that IBEW was consulted and the Committee requested that information be included in the Board staff report. In addition, staff should include in the recommendation that all unused funds should be rolled over to the following academic year for future scholarships.

This item was for discussion purposes only.

3. Discussed 2019/20 Budget Priorities and Organizational Development

Ted Bardacke, Executive Director, provided a presentation on this item, and indicated that the Finance Committee will be receiving the Budget Priorities with monetary numbers at their next meeting. The Executive Committee will then see a draft for feedback, prior to final approval by the Board.

Mr. Bardacke highlighted the local programs budget, which includes some funds for the Distributed Energy Resources (DER) pilot project. He indicated, if need be, staff could seek a budget amendment should more funds be necessary for implementation of broader customer programs. In addition, Mr. Bardacke highlighted the expansion of CPA's staff, which will lessen the need for costly external consultants and allow more work to be done in house. Vice Chair Kuehl indicated that with a growing staff, the

consideration for a dedicated HR person is important and asked if that was taken into account. Mr. Bardacke indicated the Monique Edwards has recently taken on that title and will formally designated as CPA's Manager in addition to her current duties. Chair Mahmud asked that support staff should be a focal point of expansion, as the need for such staff will help with the day to day operations. Staff clarified that the organizational chart does allow for the addition of some administrative staff that will be shared among departments. Staff also indicated that the organizational chart will gradually be filled out over the next fiscal year, not all in the first month. Finally, Mr. Bardacke highlighted that there will be a budget item for CPA to locate to its own office space and staff is prioritizing a building within Downtown Los Angeles that is transit accessible.

This item was for discussion purposes only.

**V. COMMITTEE MEMBER COMMENTS**

There were no additional Committee Member comments.

**VI. ADJOURN**

Chair Mahmud adjourned the meeting.