



**MEETING of the Executive Committee of the
Clean Power Alliance of Southern California
Wednesday, July 10, 2019
1:30 p.m.**

555 West 5th Street, 35th Floor
Los Angeles, CA 90013

Meetings are accessible to people with disabilities. Individuals who need special assistance or a disability-related modification or accommodation to participate in this meeting, or who have a disability and wish to request an alternative format for the meeting materials, should contact Christian Cruz at ccruz@cleanpoweralliance.org or (213) 269-5870. Notification in advance of the meeting will enable us to make reasonable arrangements to ensure accessibility to this meeting and the materials related to it.

PUBLIC COMMENT POLICY: *The General Public Comment item is reserved for persons wishing to address the Committee on any Clean Power Alliance-related matters not on today's agenda. Public comments on matters on today's Consent Agenda and Regular Agenda shall be heard at the time the matter is called. Comments on items on the Consent Agenda are consolidated into one public comment period. As with all public comment, members of the public who wish to address the Committee are requested to complete a speaker's slip and provide it to Clean Power Alliance staff at the beginning of the meeting but no later than immediately prior to the time an agenda item is called.*

Each speaker is customarily limited to two (2) minutes (in whole minute increments) per agenda item with a cumulative total of five (5) minutes to be allocated between the General Public Comment, the entire Consent Agenda, or individual items in the Regular Agenda. Please refer to Clean Power Alliance Policy No. 8 – Public Comments for more information.

In addition, members of the Public are encouraged to submit written comments on any agenda item to PublicComment@cleanpoweralliance.org. To enable an opportunity for review, written comments should be submitted at least 72 hours but no later than 24 hours in advance of the noticed Committee meeting date. Any written materials submitted thereafter will be distributed to the Committee at the Committee meeting. Any written submissions must specify the Agenda Item by number, otherwise they will be considered General Public Comment.

Clean Power Alliance Executive Committee Meeting
July 10, 2019

Members of the public may also participate in this meeting remotely at the following addresses:

Beverly Hills City Hall
4th 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

II. GENERAL PUBLIC COMMENT

III. CONSENT AGENDA

1. Approve Minutes from June 19, 2019 Executive Committee Meeting

IV. REGULAR AGENDA

2. Receive Report from the Executive Director
3. Review Draft Agenda for July 18, 2019 Board of Directors Meeting

V. COMMITTEE MEMBER COMMENTS

VI. ADJOURN

***Public Records:** Public records that relate to any item on the open session agenda for a Committee Meeting are available for public inspection. Those records that are distributed less than 72 hours prior to the meeting are available for public inspection at the same time they are distributed to all, or a majority of, the members of the Committee. The Board has designated Clean Power Alliance, 555 W. 5th Street, 35th Floor, Los Angeles, CA 90013, as the location where those public records will be available for inspection. The documents are also available online at www.cleanpoweralliance.org.*

MEETING of the Executive Committee of the
 Clean Power Alliance of Southern California
 Wednesday, June 19, 2019, 1:30 p.m.

MINUTES

555 West 5th Street, 35th Floor
 Los Angeles, CA 90013

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 4th Floor, Conference Room 4B
 455 N. Rexford Drive, Beverly Hills, CA 90210*

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 800 South Victoria Avenue, Ventura, CA 93009*

I. WELCOME AND ROLL CALL

Chair Diana Mahmud called the meeting to order.

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

II. GENERAL PUBLIC COMMENT

There were no public comments.

III. CONSENT AGENDA

1. Approved Minutes from May 15, 2019 Executive Committee Meeting

Chair Mahmud noted a revision on Item 2 of the May 15 meeting minutes.

Motion: Vice Chair Kuehl, Los Angeles County

Second: Committee Member McKeown, Santa Monica

Vote: Item 1 was approved, as amended, by a unanimous roll call vote.

IV. REGULAR AGENDA

2. Received Report from the Executive Director

Ted Bardacke, Executive Director, provide an update on current operational activities at CPA. Mr. Bardacke indicated that there will be a Board business meeting during the Board retreat during which the Board will take action on at least two Power Purchase Agreements (PPAs) for long-term clean energy, possibly three. Regarding the subset of customers whose rates will be out of the designated CPA rate ranges, these customers were recently sent another letter to notify them in advance of the higher rates taking effect.

Chair Mahmud asked whether there was any further information on the reported losses by SCE this year. Matt Langer, Chief Operating Officer, stated there was undercollection by SCE in February. Currently, SCE has not raised this issue at the PUC. Chair Mahmud requested that the General Counsel provide a brief status report on current regulatory proceedings at the July Board of Directors meeting.

This item was for discussion purposes only.

3. Discussed Energy Risk Management Policy (ERMP) Amendment

Matt Langer, Chief Operating Officer, provided an overview of the proposed ERMP amendment. He notified the Committee that at this time, an amendment is needed due to a few factors. Mr. Langer highlighted the need for authorized transactions for PCC3 Renewable Energy Credit (REC) purchases. Committee Member Zuckerman asked, if substitute energy from PCC2 is another class of renewables. Mr. Langer clarified that it is not

another class of renewables. Mr. Langer further clarified for the Committee that PCC2 is considered bundled renewable energy under the law, while PCC3 is otherwise known as unbundled RECs.

With PCC3, there is a certified facility that generates renewable energy; however, PCC3 generation must have happened within the last year and it could be that the PCC3 energy generated may or may not be delivered to California. PCC3 still has a renewable energy credit associated with it, since renewable energy was generated, and someone did use that energy. Mr. Langer did note that only PCC1 will be used for 100% customers and they will not be affected by PCC3 procurement. Vice Chair Parks requested that, that language be emphasized in the staff report to the Board of Directors.

Vice Chair Parks requested that staff provide a tutorial on energy markets and the different types of renewable energy purchases. Chair Mahmud asked staff to include this information at the time the Board takes action on updating CPA's Energy Risk Management Policy. Mr. Bardacke indicated this could be done for the July meeting.

Mr. Zuckerman asked whether PCC3 would affect hedging activities, and Mr. Langer responded it would not. However, separately, the RMT will be seeking approval to amend the fixed price energy hedge targets within a prompt four-quarter period. Chair Mahmud asked what gave rise to this need. Mr. Langer clarified that there is volatility in the markets which would call for a larger hedge percentage, but staff has been reviewing this for the last 6 months and with the changes to the ERMP it would be prudent to make the revisions to both the Fixed-Price Energy Targets and the New Transaction Type Approval at the same time.

This item was for discussion purposes only.

4. Staff Update on 2019 Board Retreat Planning

Ted Bardacke, Executive Director, reviewed the Board retreat format and scheduled speakers. Jennifer Ward, Director of External Affairs, specified that for the retreat there will be a local programs workshop, and staff received feedback from the previous community workshop, which will be used to better format the retreat local programs workshop portion. Vice Chair Kuehl requested that the Energy Market Restructuring breakout should also include a discussion on how to handle risk on regulatory and legislative issues.

This item was for discussion purposes only.

V. COMMITTEE MEMBER COMMENTS

Committee Member Ramirez commented on the power outages in South America and how they possibly could affect our region.

Vice Chair Kuehl commented on the regional fire threat and what the power delivery companies can do about it.

Chair Mahmud asked about SCE declaration of an emergency, and why customers may not be able to receive energy for up to two days. Mr. Langer did say, if there is an emergency energy shut off it does take a while for SCE to physically patrol the lines in the affected area before they reenergize the lines, which could be the reason for the two-day delay.

Committee Member McKeown commented on keeping the City of Santa Monica streetlights opted in to CPA, and he and City staff can be of assistance in providing support to other member agencies, as they make their decisions.

VI. ADJOURN

Chair Mahmud adjourned the meeting.



Staff Report – Agenda Item 2

To: Clean Power Alliance (CPA) Executive Committee
From: Ted Bardacke, Executive Director
Subject: Report from the Executive Director
Date: July 10, 2019

The Executive Director will provide an oral report on current CPA operations.



Staff Report – Agenda Item 3

To: Clean Power Alliance (CPA) Executive Committee
From: Ted Bardacke, Executive Director
Subject: Review Draft Agenda for July 18, 2019 Board of Directors Meeting
Date: July 10, 2019

Staff will provide an overview of the proposed agenda items for the July 18, 2019 Board of Directors meeting for review and feedback from the Executive Committee. The Draft Board agenda is attached to this staff report, and a discussion of pertinent items for Board consideration is provided below.

RECORDS RETENTION AND DISPOSAL POLICY

CPUC Decision 12-08-045 sets forth rules governing CPA's obligations to protect customer data privacy and security. The rules also include a data retention obligation. CPA has existing policies governing privacy and security of customer data but a policy for customer data/document retention is necessary. In thinking through this policy, CPA staff determined that a more-comprehensive approach, rather than one or more stand-alone policies, would be beneficial.

CPA staff reviewed similar policies from the Southern California Public Power Authority, Marin Clean Energy, Los Angeles Metro, and Sonoma Clean Power. CPA staff were also surveyed to evaluate internal business needs. This Policy is a result of this process and is designed to be user-friendly and functional while allowing for flexibility when there are changes to legal or regulatory requirements.

CPA EXPANSION PRIORITIES

During the CPA 2019 Board Retreat, one of the breakout discussions was focused on identifying priorities and challenges for CPA to consider in expanding its service to additional jurisdictions in Southern California. The participants discussed that, since CPA is just now approaching a steady state and focused on organizational stability, CPA may want to consider waiting to launch a robust outreach campaign for new members until 2020, which means those new members would begin service in 2022.

It was also recommended at the retreat that over the next six months staff develop criteria for a proactive expansion strategy to expand that would include geographic diversity, filling service territory gaps, and financial impacts. In the interim, communities who approach CPA to would be told that CPA is open for expansion in 2020. The Retreat breakout participants advised staff to bring this item to the full Board for discussion amongst all the members.

Staff is seeking feedback from the Executive Committee on whether this item should be voted on and if so, what the recommended action should be.

AMENDMENT TO ENERGY RISK MANAGEMENT POLICY (ERMP)

This item was discussed previously at the June 19 Executive Committee meeting. Staff will be seeking approval to revise CPA's Energy Risk Management Policy to authorize a new transaction type (Portfolio Content Category 3 renewable energy), modify prompt and calendar year hedge targets, and incorporate minor revisions to reflect CPA's operating history.

As described in the June 6 Board staff report on rates, for the purposes of meeting CPA's renewable energy position target, the Fiscal Year 2019-2020 budget assumes a small proportion of CPA's overall 2019 REC purchases are met with PCC3 procurement. Given the unique circumstances of CPA's 2019 rate-setting and financial needs, the intention is to purchase PCC3 RECs for 2019 only.

Based on Executive Committee feedback, staff will emphasize that PCC3 RECs will not be used to meet the energy and environmental targets of the 100% Green rate product and that all state RPS compliance obligations will be met with PCC1 purchases. Voluntary purchases for above compliance needs in 2019 will be met with a combination of PCC1, PCC2, and PCC3.

The alternative to buying PCC3 RECs in 2019 while still meeting CPA's financial requirements would be to buy fewer RECs overall, thereby falling short of the 36% and 50% renewable energy targets for the Lean and Clean rates respectively.

Also based on Executive Committee feedback, this item will be preceded by a detailed presentation on both how different forms of renewable energy is integrated into the grid and how the risk management team mitigates energy market risk through the use of hedging transactions.

Attachment: 1) Draft July 18, 2019 Board Agenda

2) Draft Records & Disposal Retention Policy



**REGULAR MEETING of the Board of Directors of the
Clean Power Alliance of Southern California**

Thursday, July 18, 2019

2:00 p.m.

DRAFT

Southern California Association of Governments

900 Wilshire Blvd., Ste. 1700

Los Angeles, CA 90017

I. WELCOME AND ROLL CALL

II. GENERAL PUBLIC COMMENT

III. CONSENT AGENDA

1. Approve Minutes from June 6, 2019 Board of Directors Meeting
2. Approve Minutes from June 28, 2019 Board of Directors Special Meeting
3. Approve Policy No. 11 – Records Retention & Disposal Schedule
4. Receive and File Report from the June 11, 2019 Community Advisory Committee Meeting
5. Receive and File Quarterly Risk Management Team (RMT) Report

IV. REGULAR AGENDA

Action Items

6. Discuss CPA Expansion Priorities
7. Approve Amendment No. 1 to the Energy Risk Management Policy

Clean Power Alliance Board of Directors
July 18, 2019

V. MANAGEMENT UPDATE

VI. LEGISLATIVE & REGULATORY UPDATE

VII. COMMITTEE CHAIR UPDATES

Director Lindsey Horvath, Chair Legislative & Regulatory Committee

Director Julian Gold, Chair, Finance Committee

Director Carmen Ramirez, Chair, Energy Planning & Resources Committee

VIII. BOARD MEMBER COMMENTS

IX. REPORT FROM THE CHAIR

X. ADJOURN – TO REGULAR MEETING ON SEPTEMBER 5, 2019

DRAFT

Policy No. xx - Records Retention and Disposal

1. Purpose

The purpose of this Records Retention and Disposal Policy is to ensure that necessary records and documents of the Clean Power Alliance of Southern California (CPA) are adequately protected and maintained and to ensure that records that are no longer needed by CPA or are of no value are discarded at the appropriate time. This policy is also for the purpose of aiding employees of CPA in understanding their obligations in retaining electronic documents - including e-mail, web files, text files, draft documents, PDF documents and all Microsoft Office or other formatted files.

2. Policy

This Policy represents the CPA policy regarding the retention and disposal of records and the retention and disposal of electronic documents.

3. Administration

Attached as Appendix A is a Records Retention Schedule that is approved as the initial maintenance, retention and disposal schedule for physical records of CPA and the retention and disposal of electronic documents. The Executive Director is the officer in charge of the administration of this Policy and the implementation of processes and procedures to ensure the Records Retention Schedule is followed. The Executive Director is authorized to: make modifications to the Records Retention Schedule when required to ensure that it is in compliance with local, state and federal laws and includes the appropriate document and record categories for CPA; monitor local, state and federal laws affecting record retention; conduct an annual review of the record retention and disposal program; and monitor compliance with this Policy.

Unless an original is required pursuant to this Policy, to a contract provision, or required by law, CPA may destroy physical copies of records or duplicate electronic copies of records and keep an electronic copy as a permanent record, provided the retained electronic record accurately and legibly reproduces the original thereof in all details and the electronic copy does not permit additions, deletions or changes to the original document images.

4. Suspension of Records Disposal in Event of Litigation or Claims

In the event CPA is served with any subpoena or request for documents or any employee becomes aware of a governmental investigation or audit concerning CPA or the commencement of any litigation against or concerning CPA, such employee shall inform the Executive Director and the General Counsel and any further disposal of

documents shall be suspended until such time as the General Counsel determines otherwise. The General Counsel shall take such steps as is necessary to promptly inform all staff of any suspension in the further disposal of documents.

5. Applicability

This policy applies to all physical records generated in the course of CPA's operation, including both original documents and reproductions. It also applies to the electronic documents described above.

This policy was approved by the Board of Directors of CPA on July __, 2019.

Appendix A
Records Retention Schedule

Record Type	Required Retention	Descriptions (if applicable)
Board Documents		
Final Board Agenda and Agenda Packets	Permanent	
Board Approved Documents	Permanent	Resolutions, policies, meeting minutes approved by the Board
Board Approved Budgets	Permanent	Final, approved budgets
Board and Committee Meeting Materials	Permanent	Agendas, staff reports, and any other materials provided to Board members for Board meetings
Board Form 700s	4 years after submission to FPPC	
Board Presentations	2 years after Board meeting	Any presentations or handouts given to the Board during a Board meeting
Elections	Permanent	Signed ballots and any correspondence transmitted with ballots.
Joint Powers Agreement and Bylaws	Permanent	Includes all versions approved by the Board
Contracts and Related Documents		
Executed contracts, including any amendments, change orders, task orders	10 years after termination or expiration of contract	Energy agreements and related documents or ancillary agreements, contracts with vendors or consultants.
Drafts of non-energy contracts	4 years after execution of contract	
Emails relating to non-energy contracts	5 years from date of email	Specifically relating to contracts, task orders, amendments, RFPs.
Non-disclosure agreements	2 years after the expiration of the term of the agreement, if term specified; otherwise, permanent	All non-disclosure agreements
Completed vendor forms	4.5 years after effective date of Contract	Vendor Campaign Contribution Forms or any forms that the Board may require.

Electronic signature of signed contract or amendment, unless wet signature required by counterparty	Consistent with the required retention period of the signed document.	Electronic signatures are sufficient unless a counterparty requires a wet signature.
Customers		
Ad Hoc Customer Reports and Lists	Destruction after staff use is complete	Mailing lists, analysis reports
Customer Data Requests	2 years	Cost comparison, bill analyses, usage history, billing history, rate comparisons, customer service emails
Customer Database Information	5 years	Customer database reports, usage history, billing data, account balances, program participation, opt-out data
AMI Data Lists and Report	Destruction after staff use is complete	Non-aggregated customer AMI data
Human Resources		
Employee personnel records	7 years after employee leaves CPA	Resumes, offer letters, change of status, benefits, performance reviews, terminations, new hire forms, and leave requests
Employee benefit information	6 years after plan year	Benefit plans (such as insurance)
Benefit Plan Claims	Permanent	
California Family Rights Act or Family Medical Leave (if applicable) records	3 years	Request/claim for benefit; basic employee data, including name, address, occupation, rate of pay, terms of compensation, daily and weekly hours worked per pay period, additions to/deductions from wages and total compensation. Dates of leave taken by eligible employees, etc.
COBRA records	6 years from the date of the record	Written notices, forms, etc.
Miscellaneous personnel information	1 year after date of termination	I-9 form, background checks, confidential medical records
Payroll Records	5 years	Timecards and employee wage records
Payroll tax records	5 years from date tax paid	Amounts of wages subject to withholding. Agreements with employee to withhold additional tax. Actual taxes withheld and

		dates withheld. Reason for any difference between total tax payments and actual tax payments. Withholding forms (W-4, W4-E).
Recruitment files	2 years after hiring decision	Job announcements, interview notes, recruitment materials, correspondence
Retirement plan records	Permanent	
Safety Data	5 years from date of the record	Logs, records, or summaries of occupational injuries and illnesses.
W-2 or 1099 forms	7 years after employee leaves CPA	
Workers' comp documents	Permanent	
Financial Documents		
Accounts payable or receivable ledgers, schedules, and trial balances	5 years	
Audit reports	Permanent	
Bank statements, cancelled checks, deposit slips, and related documents	5 years	Includes bank reconciliations
Cash books	Permanent	
Cash receipts and disbursements	5 years	
Chart of accounts	Permanent	
Checks (cancelled, all other)	5 years	
Checks (cancelled, for important payments, i.e. taxes, property purchases, special contracts, etc. File checks with the transaction papers)	Permanent	
Credit Applications (Business)	1 year (after notification)	
Electronic fund transfer documents	5 years	
Equipment records & invoices	5 years (after disposition)	
Expense reports, analyses and distribution schedules	5 years	

Federal, state and local tax returns	Permanent	
Financial statements (end-of-year trial balances)	Permanent	
Fixed asset records and appraisals	Permanent	
Forecasts & projections	5 years	
Garnishments	3 years	
General Ledgers (end-of-year trial balances)	Permanent	
Interim and year-end financial statements and trial balances	Permanent	
Invoices from contractors or vendors	2 years after completion of contract	Invoices submitted by Vendors seeking payment from CPA
Original Letters of Credit or Guarantees	Term of Letter of Credit or Guarantee	Copies of a Letter of Credit or Guarantee shall be considered a "Loan document"
Licenses	Permanent	
Loan documents, notes	Permanent	Original signatures may be maintained for these types of documents.
Monthly trial balances	Permanent	
Tax exemption documents, including application for exemptions	Permanent	
Reimbursement requests	5 years	Director, CAC member, or CPA employee
Internal Documents		
General E-mails	12 months unless vital to performance of job or otherwise required by this Policy	Email correspondence deemed vital to the performance of their job or that applies specifically to a document that has a prescribed retention plan should be copied to the staff's folder or filed with the documents it relates to
Drafts of internal/business documents	30 days after final version is approved	Drafts of program documents, marketing materials, etc.
Marketing, General Educational, or Informational Material	2 years after public distribution	Flyers, brochures, electronic advertisements, reports, electronic information
Legal Files and Papers		
Court Orders	Permanent	

Legal Memoranda and Opinions	Permanent	
Claims / Litigation Files	5 years after the conclusion of litigation	Claim, complaint, discovery, pleadings, correspondence, etc.
Claims / Litigation Final Settlement	Permanent	Settlement Agreements, Release, Memorandum of Understanding, and other ancillary documents related to settlements.
Property Records		
Lease agreements	7 years	Includes any sub-lease, rental agreements.
Permits	Permanent	Tenant improvements, etc.
Solicitations (RFP, RFQ, Bids)		
Bids & Proposals (Awarded)	7 years after close of solicitation	Including Q&A
Bids & Proposals (Unsuccessful)	2 years after close of solicitation	Including Q&A
Correspondence with bidders	3 years after close of solicitation	
Published Solicitations	2 years after close of solicitation	
Drafts of Solicitations	30 days after final version is approved	Drafts of program documents, marketing materials, etc.
Training Records		
Attendance Records	7 years after training	