

MEETING of the Executive Committee of the  
Clean Power Alliance of Southern California  
Wednesday, March 18, 2020 1:30 p.m.

**MINUTES**

Conference Center at Cathedral Plaza  
Conference Room 6  
555 W. Temple Street  
Los Angeles, CA 90012

*The Executive Committee conducted this meeting in accordance with California Governor Newsom's Executive Order N-29-20 and COVID-19 pandemic protocols.*

**I. WELCOME AND ROLL CALL**

Chair Diana Mahmud called the meeting to order at 1:31 p.m. and Clerk of the Board Gabriela Monzon conducted roll call.

Roll Call			
<b>Beverly Hills</b>	Julian Gold	Committee Member	Remote
<b>Los Angeles County</b>	Sheila Kuehl	Vice Chair	Remote
<b>Oxnard</b>	Carmen Ramirez	Committee Member	Remote
<b>Rolling Hills Estates</b>	Steve Zuckerman	Committee Member	Remote
<b>Santa Monica</b>	Kevin McKeown	Committee Member	Remote
<b>South Pasadena</b>	Diana Mahmud	Chair	Present
<b>Ventura County</b>	Linda Parks	Vice Chair	Remote
<b>West Hollywood</b>	Linsey Horvath	Committee Member	Remote

**II. GENERAL PUBLIC COMMENT**

There were no public comments.

**III. CONSENT AGENDA**

1. Approve Minutes from February 19, 2020 Executive Committee Meeting

**Motion:** Committee Member McKeown, Los Angeles County  
**Second:** Committee Member Zuckerman, Beverly Hills  
**Vote:** Item 1 was approved by a roll call vote, with 7 ayes and 1 abstain by Committee Member Ramirez.

**IV. REGULAR AGENDA**

2. Oral Update from Executive Director on CPA Operations

Ted Bardacke, Executive Director, provided an oral update, inclusive of the following topics: Covid-19 response, CPA's actions to secure temporary office space; the transition of billing and customer service to remote operations; and implementation of a business continuity plan. Mr. Bardacke also provided updates on CPA's outreach to customers to raise awareness of SCE's suspension of disconnections and other customer protections. Lastly, Mr. Bardacke elaborated on CPA's analysis of load shifts, load declines and trends from past recessions, which will assist in predicting cash flow and budget forecasting.

Vice Chair Kuehl asked for clarification on CPA's need to share information that Edison is responsible for; Director Gold asked staff about the options to offload power CPA has committed to purchasing and reaffirming plans and contingencies with the bank; and Director Ramirez inquired about guidelines and protective measures received from the California Public Utilities Commission (CPUC).

In response to questions and comments, Mr. Bardacke clarified that: CPA has informed customers about a hold in disconnections, but that CPA does not control disconnections; more detailed updates can be made available to the Finance Committee relating to financial impacts; staff is in constant contact with its financial institution; and indicated that most activity and guidance has occurred in the legislature rather than the CPUC, which staff is consistently monitoring.

Vice Chair Parks asked for a time table on the use of temporary office space; Director Horvath expressed concern with planned power outages and asked staff to confirm if those have been delayed; and Director McKeown indicated that staff should inform the Energy Committee of any delays from power providers, to plan for alternate purchases to cover loads.

Vice Chair Kuehl expressed concern over staff having to meet in person and encouraged the executive team to facilitate remote meetings for staff and elected officials.

Mr. Bardacke clarified that the temporary office space is only half functional, there is no furniture, and would need a full cleaning, but that it could, however, be used as a physical location for board and committee meetings if needed. Matt Langer, Chief Operating Officer, added that SCE has spoken with CPA about power outages and service interruptions. Natasha Keefer, Director of Power Planning & Procurement, indicated that staff is not aware of any project delays but is closely monitoring activity and will provide updates as needed. Mr. Bardacke indicated that all staff has been informed of the possibilities of working remotely for an extended period.

In response to Director Zuckerman's questions relating to default rate changes and permanent office space, Mr. Bardacke explained that the default rate change deadline has been informally extended to May 1 for jurisdictions that have previously agendized the default change; added that the City of Manhattan Beach decided to delay consideration of the default change until later this year; and that staff is working on keeping CPA's office move project on track and that may impact budget amendments and emergency delegation of authority.

3. Review Draft Agenda for April 2, 2020 Board of Directors Meeting

Mr. Bardacke provided an overview of the items on the April 2 Board of Directors meeting agenda, including numerous updates to the Board, budget amendments, and the election of At-Large positions on the Executive Committee.

Mr. Bardacke discussed the need for a delegation of authority to the Executive Committee, indicating it would be in effect only under emergency declarations delineated in a resolution, and that the authority would relate to non-energy contracts, workforce, long-term PPA's, banking agreements, and the continuity of business operations.

Chair Mahmud thanked staff for the prompt drafting of a resolution and expressed concern for the lack of delegation of authority in situations where it may be needed, hoping to present a resolution to the full board.

Discussion ensued amongst Committee Members relating to limitations of a resolution as it pertains to a delegation of authority. Committee members expressed interest in holding a special meeting of the Board where a broad resolution may be introduced and based on feedback, can be narrowed down to the liking of the full Board of Directors.

The Committee discussed the impact of a delay to the Local Programs Strategic Plan. Mr. Bardacke indicated that the Plan would not be negatively impacted, as many of the local programs are already in the works and others are already in the budget. Mr. Bardacke added that the signing authority for the Executive Director would also be introduced for Board consideration, explaining that this request for the increase would be limited to office move expenses.

In response to Committee Member questions, Mr. Bardacke clarified that the signing authority increase has been common amongst other CCAs and that it is needed primarily to maintain the move on schedule, including use of a temporary workspace, as staff does not plan to continue the use of WeWork facilities.

The Committee suggested staff hold a special meeting of the Board of Directors for the purposes of discussing emergency delegations of authority and continue to plan for an April 2 board meeting that would include the election of At-Large positions of the Executive Committee.

Mr. Bardacke provided further details on the April 2 agenda, indicating that an amendment to the FY 2019/20 budget would be necessary to increase the capital expenditure budget.

Committee members discussed the Local Programs Strategic Plan, with Director Zuckerman asking about the role of the Community Advisory Committee in providing feedback on the development of the local programs; Vice Chair Kuehl emphasized the importance for the inclusion of tools to support low-income communities to receive incentives and Director Gold stated that it is unknown how the financial climate will affect CPA's general financial position of CPA and how that will affect commitment to local programs.

In response to Committee member discussions, Mr. Bardacke explained that the Community Advisory Committee provided input early in the development of the local programs strategies and based on that feedback, staff made numerous improvements to the Plan to better show how certain local program strategies impact specific customer segments and markets. Lastly, Mr. Bardacke stated that most programs will be budget dependent, particularly those that are still in planning stages, and the focus will be to maintain programs that are initially at zero or low cost.

There were no public comments on this item.

**V. CLOSED SESSION**

**PUBLIC EMPLOYEE PERFORMANCE EVALUATION:**

Title: Executive Director  
Government Code Section 54957

There was no reportable action from Closed Session.

**VI. COMMITTEE MEMBER COMMENTS**

Committee members provided feedback on a date and time for a special meeting of the Board of Directors.

**VII. ADJOURN**

Chair Mahmud adjourned the meeting at 3:48 p.m.