

Revised March 28, 2016

Monterey Bay Community Power Formation Timeline, Key Tasks and Staff Leads

Key: Description of task (Who Leads) Tasks already completed by the project team in green. Tasks in progress or to be done by project team in blue. Tasks to be done by lead staff, consultants, PDAC in red.	2013-2015	Q1 2016	Q2 2016	Q3 2016	Q4 2016
Phase I/Task 1: Internal Affairs (Who Leads)					
Form a core Project Team and develop a workplan with timelines and goals for initial partner engagement, formation of working groups, website development, scoping of the technical study, fundraising and support for the regional Project Development Advisory Committee- PDAC. (Project Team)	2012-2013				
Manage implementation of all aspects of the project formation work plan.	2013-2015	Current Project Team manages through Q1-2016	Nancy Gordon, Director SCC General Services	Nancy Gordon, Director SCC General Services	Nancy Gordon, Director SCC General Services
Phase I/Task 2: External Affairs (Who Leads)					
Coordinate County & City Partner engagement & raise \$400K to fund tech study without impacts to local general budgets. (Project Team)	2012-2014				
Deliver local government briefings toward executed partnership resolutions from all 21 County & City partners. (Project Team)	2013				
Form the Project Development Advisory Committee and coordinate regular public meetings. (Project Team & PDAC)	2013-2015+	Current Project Team manages through Q1-2016	PDAC Hosts Special Study Sessions for county/city partners	PDAC Continues to meet until JPA Board is formed	CCE Board Formed
Develop informational website and educational slide deck.(Project Team & PDAC)	2013				
Develop and deliver "investigative phase" presentations to county and city partners and community groups as requested. (Project Team manages Ambassadors through Q1-2016, then transitions to professional outreach consultant.)	2013-2015	Current Project Team manages through Q1-2016	Professional outreach consultant hired in March 2016-Miller/Maxfield	Professional outreach consultant hired in March 2016-Miller/Maxfield	Professional outreach consultant hired in March 2016-Miller/Maxfield
Prepare and issue RFP to hire a consulting firm to develop and implement a comprehensive outreach plan with the PDAC. (SCC Purchasing, Planning with input from PDAC & Project Team)		RFP issued 1/26/16 Selection 3/4/16			
Outreach consultant develops the comprehensive outreach plan with an ad hoc subcommittee appointed by the PDAC. (PDAC & Project Team & Consultant)		Pre-meetings 3/7 through 3/9 - 3/10/16 - 4/14/16 PDAC meetings			
PDAC review and approval of outreach plan. (PDAC & Project Team & Consultant)		4/14/2016			
Consultant implements the outreach plan. (SCC Exec Staff & SCC Plannind Dept. manages contract with feedback from PDAC.)		Starts 4/15/16	Professional outreach consultant hired in March 2016-Miller/Maxfield	Professional outreach consultant hired in March 2016-Miller/Maxfield	Professional outreach consultant hired in March 2016-Miller/Maxfield

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Phase I/Task 3: Technical Support (Who Leads)					
Scope work, prepare and issue Technical Study RFP. (SCC Purchasing with SCC Planning)	2015				
Hire technical consultants. (SCC Purchasing with SCC Planning)	2015				
Prepare/submit load data request for PG&E. (SCC Planning Staff)	2015				
Conduct Technical Study to be due 100 days after load data is provided by PG&E (SCC Planning Staff with consultants)	4-Mar-16				
Prepare and issue Peer Review RFP. (SCC Planning Staff)	2015				
Hire technical consultants to conduct peer review. (SCC Planning Staff)	2015				
Conduct Peer Review due 30 days after the draft study is complete and PDAC feedback received. (SCC Planning Staff with consultants)		By April 14 PDAC meeting			
Scope the contents of the information packet to provide to County & City partners. (Project Team & PDAC)	2015				
Research and assemble contents of the information packet, final review by PDAC on 4/14/16, then distribution to project partners. (Project Team, consultants & PDAC)	2015	By April 14 PDAC meeting			
Phase I/Task 4: Conduct a deeper analysis of financing, governance & JPA formation options to inform Task 5 decision making process. (Who Leads)					
Research CCA start-up options for financing, governance and JPA formation to be part of the "Go Now or Go Later" info packet. Review/discuss information with the PDAC. (Project Team, consultants & PDAC)	2014-2015	Final PDAC Review at April 14 meeting			
PDAC hosts special study sessions for County/City partners executive, finance and legal staff regarding finance, governance and JPA formation options and process. Peers from other Counties and Cities who have formed or are in the process will be engaged for these workshops. (PDAC hosts. Consultants, peers and other lead staff to be determined to inform content and process.)			PDAC Hosts Special Study Sessions for County & City partners		
Phase I/Task 5: County & City Partners Decision Making Process & JPA Formation (Who Leads)					
Analysis & deliberations take 3-4 months after each County & City partner has received the information packet on 4/14/16 PDAC approval. (Partners lead their own process and request assistance from PDAC, SCC Planning staff and Project Team as needed.)		After the 4/14/16 PDAC meeting - Lead SCC Exec Staff, Nancy Gordon, to facilitate the County's internal process & discussion with external partners	Lead SCC Exec Staff, Nancy Gordon, to facilitate the County's internal process & discussion with external partners	Tentative Deadline for County & City partners to decide 10/31/16	

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Provide formal presentations to County & City Boards as needed upon request. Note that this is in addition to the major communications and outreach effort to be implemented by a consultant and the study sessions hosted by the PDAC. (SCC Planning Staff, consultants, Project Team with Political Leaders and Executive Staff)		Coordinated by current Project Team with others to be determined	Coordinated by current Project Team with others to be determined	Coordinated by current Project Team with others to be determined	Coordinated by current Project Team with others to be determined
Conduct smaller ad hoc political meetings with County and City leaders identified as probable "early adopters" . (Project Team with Political Leaders and Executive Staff)		Coordinated by current Project Team with others to be determined	Coordinated by current Project Team with others to be determined	Coordinated by current Project Team with others to be determined	Coordinated by current Project Team with others to be determined
All tasks associated w/ JPA Formation: legal requirements, organizing docs/bylaws, governance issues, budget, staffing plan, etc. (Staff and funding to be determined as part of start up analysis options and decision making process.)			Exec Staff from County & City partners to be determined	Exec Staff from County & City partners to be determined	JPA Board sits by 10/30/16
Phase 1/Task 6: Conduct a recruitment process to hire a CEO and present the CCE governing board with final candidates. (Who Leads)					
An initial HR recruitment process on behalf of the partnership pending final governance board formation in September/October could ensue to present the CCE Board with final candidates to interview. Hiring a CEO to manage Phase II Tasks listed on page 4 of this formation work plan is the first most important decision the Board makes once formed.				After decisions are made by early adoptive partners to move forward, they agree on a process.	Final hiring process to be determined at the 1st JPA Board meeting and implemented shortly thereafter.

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Lead staff for all Phase II tasks is the full time CEO to be hired by the JPA Board with additional CCE agency staff and consultants brought on board by the CEO.	October 2016 through September 2017	Q4 2016	Q1 2017	Q2 2017	Q3 2017
Phase II/Task 1: Internal Planning & Development (Lead- New CEO with transition assistance from key SCC staff)					
Transition JPA to independent Agency: Coordinate Board meetings, hire initial staff, office space, set rates toward Sept 2017 launch.					
Confirm data service/customer management and other JPA vendor contracts					
Post CCA bond; establish reserve accounts					
Gain party status/register at CPUC; legislative participation					
Phase II/Task 2: External Affairs					
Select firm for marketing/communications -- branding, messaging, website build out, social and print media, collateral design, customer enrollment/opt-out notification.					
Continue local gov't and community outreach -- workshops, public meetings, local events, etc.					
Work with community advocates-- social media, endorsements, et al					
Media relations -- editorial boards, op-eds, etc.					
Establish Call Center					
Opt-Out/Customer Enrollment Process					
Phase II/Task 3: Technical Support					
Determine initial portfolio composition, service area, customer base					
Draft CCA Implementation Plan (90 day CPUC review)					
Identify/select data management services provider and complete related contract negotiations.					
Prepare solicitation document for energy supply and scheduling coordinator services					
Begin work on utility service agreement					
Negotiate terms, indicative pricing, and select energy services provider					
Execute contract(s) with third party energy supplier(s); final pricing					
Pre-start up registrations/reporting (resource adequacy, RPS, WREGIS account setup, CRR holder registration, etc)					
Phase II/Task 4: Financing					
Begin bank/funder meetings for JPA working capital					
Finalize terms of initial working cap/bridge loan; secure guarantees as needed					
Draw down initial working capital					
Begin start-up cost repayments					

Launch-- by Sept/Oct 2017