

Disclaimer:

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Sonoma County Energy Independence Program Steering Committee Charter

A Background

On March 25, 2009, the Board of Supervisors established the Sonoma County Energy Independence Program (“SCEIP” or “Program”). SCEIP allows for commercial and residential property owners to finance energy and water efficiency improvements and renewable energy generation projects on their properties located within Sonoma County. The financing is made through a Property Assessed Clean Energy (PACE) financing model whereby a lien is placed on the property and the assessment is repaid through the property tax system.

The initial pool of funds for financing was derived from \$45 million of the County Treasury. Start-up costs of \$1 million were financed by a loan from tobacco funds. The Sonoma County Water Agency (SCWA) recently invested an additional \$15 million for financing. These funds will be replenished through the bonding process, which will allow the program to sustain and continue to provide financing for improvements.

In addition to the financing, SCEIP provides assistance in determining improvement plans to property owners to identify the improvement that will provide the most significant results, identify alternative funding sources, rebates offered, and other services. The goal of the program is to provide the one-stop-shop resource to consumers on the programs and services required to achieve local energy independence through their efficiency and generation projects.

B Purpose of the Steering Committee

Primary Functions

The primary function of the Steering Committee is to take responsibility for the feasibility, business case and the achievement of outcomes of the Sonoma County Energy Independence Program (SCEIP). The SCEIP Steering Committee will monitor and review the program status, as well as provide oversight and suggestions on programmatic changes.

The Steering Committee provides a stabilizing influence so organizational concepts and directions are established and maintained with a visionary view. The Steering Committee provides insight on long-term strategies in support of legislative mandates. Members of the Steering Committee ensure business objectives are being adequately addressed and the program remains under control. In practice, these responsibilities are carried out by performing the following functions:

- Monitoring and review of the program at regular Steering Committee meetings;
- Providing assistance to the program when required;
- Controlling program scope as emergent issues force changes to be considered, ensuring that scope aligns with the agreed business requirements of program sponsor and key stakeholder groups;
- Resolving program conflicts and disputes, reconciling differences of opinion and approach;
- Formal acceptance of program deliverables.

Approval Responsibilities

The Steering Committee is responsible for approving program elements such as:

- Approval of all requests for financing >\$60k, via Program Administrator designation;
- Signing all contracts >\$60k, via Program Administrator designation;
- Prioritization of program objectives and outcomes as identified in the program's *Strategic and Business Plans*;
- Deliverables as identified in the program *Scope Statement*;
- Budget review, ensuring that effort, expenditures and changes are appropriate to stakeholder expectations;
- Schedule;
- Risk management strategies, ensuring that strategies to address potential threats to the program's success have been identified, estimated and approved, and that the threats are regularly re-assessed;
- Program management and quality assurance direction

When a significant program change is recommended by the Program Administrator via the Steering Committee, the Program Administrator and County Counsel member will

meet with an Ad Hoc committee comprised of two representatives from the Sonoma County Board of Supervisors for discussion and approval of recommendation(s).

C Steering Committee

Membership

In addition to the program sponsor as *ex-officio* member, the Steering Committee will consist of the following stakeholder members:

Subject Matter Expert Areas	Organization	Resource
Program Administrator	ACTTC	David Sundstrom, ACTTC
Legal	County Counsel	Kathy Larocque, Chief Deputy County Counsel Cory O'Donnell, Deputy County Counsel IV
Finance and Real Estate	ACTTC	Jonathan Kadlec, Assistant Treasurer Dana Shern, Accountant/Auditor I/II
Operations and Energy	General Services	Liz Yager, Program Manager Diane Lesko, Assistant Program Manager Gina Lehl, Assistant Program Manager
Property Tax Collection	ACTTC	Pam Johnston, Assistant Tax-Collector Auditor Erick Roeser, Property Tax Manager
Members at large		John Haig, Redevelopment Manager Jose Obregon, Director of General Services Donna Dunk, Deputy Auditor Controller Treasurer Tax Collector Water Agency Representative - TBD

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Stakeholder members will be identified by the program director.

Role of a Steering Committee member

It is intended that the Steering Committee leverage the experiences, expertise, and insight of key individuals in key organizations positioned to provide guidance and support for management and delivery of the program. Steering Committee members are not directly responsible for managing program activities, but provide support and guidance for those who do. Thus, individually, Steering Committee members should:

- Understand the strategic implications and outcomes of initiatives being pursued through program outputs;
- Appreciate the significance of the program for some or all major stakeholders and represent their interests;
- Be genuinely interested in the initiative and be an advocate for broad support for the outcomes being pursued in the program;
- Have a broad understanding of program management issues and approach being adopted.

In practice, this means they:

- Review the status of the program;
- Ensure the program's outputs meet the requirements of the business owners and key stakeholders;
- Help balance conflicting priorities and resources;
- Provide guidance to the program team and users of the program's outputs;
- Consider ideas and issues raised;
- Check adherence of program activities to standards of best practice both within the organization and in a wider context;
- Foster positive communication outside of the Team regarding the program's progress and outcomes;
- Report on program progress to those responsible at a high level, such as agency executive management groups, heads of agencies, or Governor's Cabinet; and

- Process any whole-of-Government issues associated with the program.

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Key Assumptions and Constraints

The SCEIP Steering Committee will:

- Maintain a financially viable program;
- Sustain the program in support of the countywide climate action and economic development goals as aligned with the Sonoma County Strategic Plan;
- Act as key champions of the program; and
- Prevail in the face of the FHFA determinations of July 7, 2010.

D Steering Committee Meetings

Meeting Schedule and Process

The Team will meet regularly as required to keep track of issues and the progress of the program's implementation and on-going statewide support to its stakeholders. At least one subject matter expert from the represented areas: Program, Finance, and County Counsel shall attend each meeting. The members at large shall attend as topics of interest are placed on the agenda or as time permits.

The Program Sponsor chairs the Steering Committee and facilitates the Steering Committee Meeting. The Team will follow modified Roberts Rules of Order in the conduct of meetings, motions, discussion and voting.

Meeting Agenda

At each meeting, program status will be reported to the Team by the program manager using an agenda outline such as the following:

- A. Introductory Items
 - Review Files
 - Contract Signings
 - New Business Items
- B. Review Program Status
 - Budget/Finance
 - Old Business Updates

C. Consideration of other items relevant to the program

D. Policy Items

- Ad Hoc Items

E. Next Board Date

Program meeting agendas and minutes shall be the responsibility of the Program Members. Historical meeting records are located on the General Services SharePoint site at SCEIP Docs > Shared Documents > Steering Committee Meeting Notes.

E Program Timeline

Program Start Date	March 2009
Anticipated date of achieving sustained and routine operations	March 2013
Anticipated completion date	When all Sonoma County Structures are at net zero