

Addition of New Member Agencies

Subject: General terms and process for the addition of new member communities (Agencies) that may wish to join BCEA in the future.

Purpose: Sections 2.5 and 4.1 of the BCEA joint powers agreement contemplate the addition of new member agencies that may wish to join BCEA, thus expanding BCEA’s service territory and its Board of Directors. This policy augments the JPA Agreement by providing additional detail regarding costs and the general process to join BCEA.

Policy: Butte Choice Energy hereby delegates authority to the Chief Executive Officer or relevant designee to initiate and implement the administrative requirements for the addition of new member agencies to BCEA, subject to final action by the Board and subject to the following general terms, which may be amended by the Board as conditions warrant.

New Member Cost:

Costs to become a member of BCEA are broken down into two phases. The first phase covers initial out-of-pocket costs to access customer load data and conduct a technical feasibility analysis. If there is mutual agreement to move forward thereafter, a second-phase membership fee may be assessed to cover certain administrative costs associated with new member integration. Please note that a portion of second phase costs may be reimbursed to the new member agency once customers from the new agency are enrolled and generating revenue.

- 1) Initial Feasibility Analysis:** \$10,000 - \$20,000 to cover the BCEA’s actual out-of-pocket cost for load and rate analysis through which BCEA and the proposed new member agency can determine the feasibility of joining BCEA and offering CCA service for customers located in the geographic boundaries of the new member agency.
- 2) New Member Fee (if applicable):** Fee based on the findings of the feasibility study and load size, to cover costs associated with updating the Implementation Plan, JPA Agreement and other out-of-pocket administrative costs. A portion of this fee may be reimbursed once new customers have been enrolled.

New Member Process:

The following table outlines the general steps and requirements for potential new communities and BCEA.

New Member Agency	BCEA
Expression of Interest to BCEA	Outreach to new agencies; support process and logistics
Authorize PG&E load data and applicable fee for feasibility analysis	Conduct load analysis and rate study and share results with BCEA Board and potential new agency
Participate in and support local public outreach	Work with agency staff and stakeholders to implement local outreach

Adopt required CCA ordinance and Resolution requesting JPA membership and approving JPA Agreement	Support information and document needs for CCA ordinance and JPA Resolution and Agreement
Authorize and submit membership fee	Finalize terms and collect membership fee
Board seats allocated as per section 4.1 of BCE JPA Agreement	BCE Board to approve new member agency in open session and amend JPA Agreement to reflect new member and its load
Join BCEA Board and adopt amended Implementation Plan	BCE Board adopts amended Implementation Plan; submit to CPUC by year-end