



**COMMUNITY
POWER COALITION
OF NEW HAMPSHIRE**

RISK MANAGEMENT COMMITTEE – MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **NHMA, 25 Triangle Park Dr., Concord, NH**
Meeting Date: **Thursday, March 3rd, 2022**
Meeting Time: **9:00 AM**

1. Welcome and Attendance

Matt Miller opened the meeting at 9:05 am.

Roll call:

Present: Matt Miller (RMC Chair), Clifton Below (CPCNH Vice Chair), Andrea Hodson (CPCNH Treasurer), Jackson Kaspari (RMC Clerk), Peter Kulbacki, Kim Quirk (virtual), Nick Devonshire (virtual), April Salas (CPCNH Chair) (virtual)

Excused Absent:

Others Present:

2. Approval of the Prior Meeting Minutes

C. Below motioned to approve with two minor amendments. K. Quirk seconded. Vote: U/A

3. Review and Update the CPCNH Risk Register

J. Kaspari: I'll share the Risk Matrix Guide I produced with S. Golding's guidance.

K. Quirk: Can we adjust the severity for the MW threshold for the highest use.

A. Hodson: It's the classic chicken and the egg scenario because it will be hard to know until we see how much load is actually enrolled.

S. Golding: My suggestion is to update the cash flow analysis which would be fairly straightforward if the launch occurred in April. Plan was to do that before issuing the RFP.

N. Devonshire: Is it only a load threshold or is it based on the shape of the load and other factors?

S. Golding: It is based on the load shape but assumes every community is operating in Eversource territory. Bulk of the load is derived from average load profiles from the various rate classes.

M. Miller: Moving on to the next risk, any comments on this and delay to RFI/RFP?

C. Below: We should include an associated risk regarding losing member communities to broker models.

A. Salas: Why are we at risk of not starting in April of next year?

C. Below: We need to have a vendor contracted well before that date so the resources are prepared. This won't be done in house in year one. There are a lot of steps needed to have a vendor under contract.

K. Quirk: Interviewing other CCAs, we should ask about how long it took get services up and running.

M. Miller: About a one-year timeline for the Redwood Coast Authority.

M. Miller: We are clearly a bit behind the initial goals.

A. Salas: About 5-weeks behind, we need to talk more specifically regarding risks.



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M. Miller: Negotiations with selected vendor will take a number of months . What could we do in parallel to help with the efficiency?

A. Salas: We may need to start community outreach earlier.

M. Miller: Need to make sure that we recommend a vendor by the end of the summer. Risk should be focused on the RFP timeline recommendation.

S. Golding: I've created a discussion draft of a Gant chart for discussion. Makes critical path fairly obvious. If we issue the RFP very quickly, we need to be selecting vendors by June and executing contracts by mid-July. Two factors to keep in mind, waiting on final rules from the PUC who has the 60-day window to approve the proposed EAPs. As soon as contracts are executed, energy risk management of reserves and initial rates are set. We will need member community governing bodies to adopt this. The RFP timeline is the factor that CPCNH does have in its control. Redwood Coast had a procurement vendor contracted two months before they started purchasing power. Suggestion is to prioritize contracting with a portfolio manager and wait on the other vendor services that aren't as critical for launch.

M. Miller: It seems this last risk may actually be higher than is currently indicated.

M. Miller: We are in the midst of discussing the cost sharing agreements. It seems we do need a well-defined cost sharing agreement sooner than later.

A. Salas: May be due to a lack of understanding of the Board Members.

N. Devonshire: Is every community going to be offering the same rate?

A. Salas: That would be the simplest approach to start but we do need consensus on this issue.

P. Kulbacki agreed with this.

S. Golding: We have four utility regions so costs will vary based on those alone. There will need to be discussion on how to deal with the different rate classes.

A. Hodson: We've promised Harrisville multiple tiers depending on what the ratepayers want. Best to start simple.

C. Below: Depends on when communities launch as well.

P. Kulbacki: The base rate is the same but the other add-on costs will be driven by the individual communities.

A. Hodson: The Coalition concept is that there will be some give and take.

A. Salas: Need to consider simplicity, too much complexity could potentially drive off members.

N. Devonshire: What if rates were based on the utility territories?

S. Golding: Wouldn't be too complex for the vendors but the communities need to understand.

A. Salas: Any examples of CCAs we should talk to about this specific topic.

S. Golding: There is only one example of this where there are two utilities operating.

Discussion continued on this topic.



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A. Salas: We should develop some materials to educate communities on the options.

S. Golding: CPCNH model attempts to do it all to offer widespread support but still have options for individual communities.

M. Miller: This has been a really good discussion but we should move on to the next topic.

M. Miller: Risk I would like to introduce is that we need a staffing plan that identifies objectives which they will be accounted for.

A. Hodson: Before titles were named this will be required.

A. Hodson: Risk right now is burnout of the volunteer members.

C. Below: The risk is captured right now but needs to be broadened.

A. Salas: Education of the members is important because Board members will be making some very critical decisions. Need qualified experts. Varied across the organization currently.

S. Golding: Once we get through the contracting process, there will likely be around 50 employees working for the Board who have a lot of expertise and can educate members that are onboarded.

4. RFP Outline

M. Miller: RFI and initial Business Plan information was combined as a starting point for the RFP document. Sections for this document need to be established. S. Golding will help with this when his contract is finalized.

M. Miller: Very clear sections that address the various required components. First part of the document is the RFI.

A. Hodson: Suggest lightening up intro, some of that material could go into an appendix.

S. Golding: Addendum could be released once the Business Plan is approved.

A. Salas: CPCNH committed to approving the Business Plan post incorporation.

M. Miller: There could be various understandings of the implications of adopting a Business Plan.

S. Golding: Steps related to the rules flow chart should be included.



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C. Below: It seems best to do one RFP, we'd have the option to fast track a portfolio manager but if there is a good team submission then we could also go with that as well. This approach provides the most flexibility.

S. Golding: It would be good to include the Gant chart as well.

A. Salas: Is there a section for references from clients?

M. Miller: There is not in the old RFI section but we will add that in for the final RFP.

S. Golding: At this stage you can be more general which leaves options open for more vendor responses and approaches. Specificity can provide some value to make sure vendors are aware of dealing with the various distribution territories. This would likely be the most valuable to lower the barriers for vendors outside of New Hampshire.

C. Below: RPS compliance obligation for New Hampshire is important to include.

A. Salas: Language should be updated to reflect that they could apply for all or a portion of the scope of services. Also, add willingness to be a part of a larger portfolio. Flexibility is important.

Discussion continued on this.

M. Miller: Do we have some volunteers to bullet point the scope of services?

A. Hodson: I'm willing to help from an organizational standpoint.

M. Miller: Operating model with minimum services breaks down how I'm thinking about these.

A. Salas left at 10:58 am.

5. Minimum Services Required

6. Adjourn:

M. Miller motioned to adjourn the meeting at 10:27 am, P. Kulbacki seconded. Vote: U/A



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