

## SAN MATEO COUNTY ENERGY STRATEGY 2025 PROPOSED WORK PLAN

Date: June 1, 2018

### Introduction

The energy landscape in San Mateo County has changed significantly over the past 5-10 years, due to the falling cost of distributed energy resources, roll-out of smart grid technologies, the launch of Peninsula Clean Energy, and other factors. At the February 21, 2018 RMCP Committee meeting, the Committee committed to move forward with developing the "San Mateo County Energy Strategy 2025" to align key stakeholders across member jurisdictions, local non-profits, the private sector, and other local partners around a new strategic plan for energy and water resiliency across the County. The San Mateo County Energy Strategy 2025 will serve as an update to the San Mateo County Energy Strategy 2012 document, which was adopted by every local government in San Mateo County in 2009. The goal is for the new, 2025 document to also be adopted by every city.

To ensure a collaborative and transparent stakeholder-driven process, the project will convene two Sub-Workgroups: Energy Workgroup and Water Workgroup and leverage C/CAG Board and other committee meetings, the RICAPS local government meetings, and updates to city councils as requested, to provide input and direction on the San Mateo County Energy Strategy 2025 (Energy Strategy 2025).

Energy Strategy 2025 will be a reference document for stakeholders in San Mateo County to refer to as energy and water policy, infrastructure, as procurement decision are made.

### Task 1: Kick-off with County and Project Planning

DNV GL will conduct a kick-off meeting by conference call with County staff in late May/early June to discuss:

- Overall work plan, including draft table of contents / list of topics for Sub-Workgroup meetings and schedule
- Review background energy data already collected for the Open Data Portal and discuss availability of additional data from PG&E and PCE, or other data sources.
- Status of Sub-Workgroup invitations and convening
- Agenda for kick-off of the SMC Energy Strategy 2025 with both Workgroups

Following the kick-off with County staff, DNV GL prepare a final table of contents / list of topics for Workgroup meetings, including a schedule of topics associated with each meeting. DNV GL will also compile a presentation to storyboard the energy and water trends for San Mateo County for review by staff.

### Assumptions

- County will lead the identification and invites for Sub-Workgroup members
- County will book meeting rooms (and provide any refreshments desired)
- Energy and water trend data will be primarily based on data collected to date, or provided by the County. No significant new research or data collection is assumed.

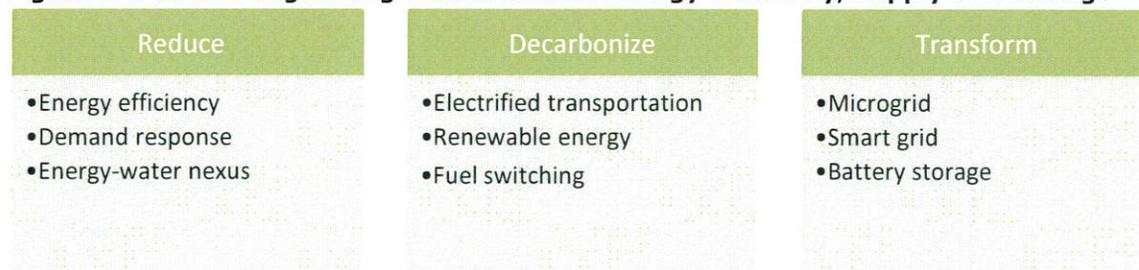
**Deliverables**

- Draft and final meeting agenda
- Draft and final table of contents/ list of topics for Workgroup meetings
- Draft storyboard (presentation) summarizing key energy and water trends in San Mateo County
- Revised work plan, if necessary

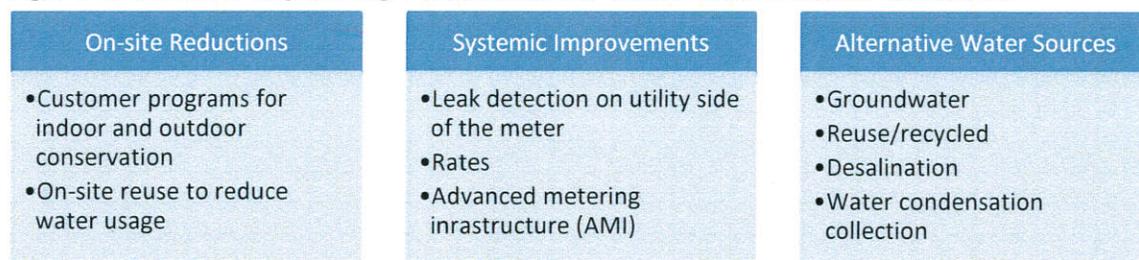
**Task 2: Facilitate Workgroup Meetings**

DNV GL proposes an organizing framework for the SMC Energy Strategy 2025 that follows the California loading order for energy resources. Figure 1 and Figure 2 summarizes the three suggested Focus Areas each for Energy and Water, and examples of associated Strategies/Actions associated. As mentioned previously, separate Workgroups are planned for Energy and Water.

**Figure 1. Possible Organizing Framework for Energy Efficiency, Supply and Storage**



**Figure 2. Possible Organizing Framework for Water Conservation and Reuse**



In order to engage with both Workgroups utilizing this structure, the following schedule of a total of eight (8) meetings are proposed. Each meeting is proposed to last 2 hours to fully discuss the opportunities associated with each Focus Area and associated Strategies/Actions.

	Energy Workgroup	Water Workgroup
Meeting 1	Consider a combined 2 hour meeting: <ul style="list-style-type: none"> <li>• Kick-off, introduce Guiding Principles, Proposed Table of Contents/ List of Topics and Organizing Framework</li> </ul>	
Meeting 2	Discuss Focus Area 1. Reduce	Discuss Focus Area 1. On-site Reductions
Meeting 3	Discuss Focus Area 2. Decarbonize	Discuss Focus Area 2. Systemic Improvements

Meeting 4	Discuss Focus Area 3. Transform	Discuss Focus Area 3. Alternative Water Sources
Meeting 5	Potentially 2 separate meetings (2 hours each): <ul style="list-style-type: none"><li>Review draft SMC Energy Strategy 2025</li></ul>	

The Workgroup meetings will be facilitated by two DNV GL staff – Betty Seto and Sarah Isabel Moe.

For each meeting, DNV GL will provide:

- Draft and final meeting agenda
- Draft and final presentation materials
- Materials for facilitation (e.g., post-its, markers, etc)

**Assumptions**

- County will book meeting rooms (and provide any refreshments desired)
- County will assist with scheduling meetings and confirming attendance
- DNV GL will focus on facilitating the Workgroups, while County staff will provide progress review to RMCP, including gathering and communicating any RMCP comments and direction to DNV GL

**Deliverables**

- Following Meeting 1, DNV GL will provide an updated Table of Contents/ List of Topics and Organizing Framework, that will be utilized as the outline for the SMC Energy Strategy 2025
- In addition to the materials provided for each meeting (as mentioned above), DNV GL will provide a summary of discussion points and suggested Strategies/Actions and draft language, following each of the meetings 2-4.

**Task 3: Draft SMC Energy Strategy 2025**

Based on the input and discussion by the two Workgroups, DNV GL will lead the development of a Draft SMC Energy Strategy 2025, which is expected to follow the Organizing Framework agreed upon for the structure of the Workgroup meetings as described in Task 2, and for review at the monthly RMCP Committee.

**Assumptions**

- The Draft SMC Energy Strategy 2025 will utilize the same Organizing Framework as agreed upon for the structure of the Workgroup meetings.
- The content and main points will be developed as part of meetings 2-4, and based on the summaries submitted following each meeting.
- GHG and energy/water savings analysis, particularly at every action level is not included in the scope. However, high-level analysis may be included.
- County staff and Workgroup members may be requested to provide written contributions specific to individual areas of expertise (i.e., potentially help with writing certain sections of the SMC Energy Strategy 2025).

**Deliverables**

- Full outline, with bulleted content of SMC Energy Strategy
- Admin draft SMC Energy Strategy 2025 submitted to County staff prior to distribution to each Workgroup
- Draft SMC Energy Strategy 2025 for Workgroup review

**Task 4: Final SMC Energy Strategy 2025**

Following the final combined Workgroup meeting (Meeting 5), one round of comments will be solicited via both the meeting itself and by email.

DNV GL will review and address comments, including a conference call with County staff to identify any conflicting comments that need resolution.

**Assumptions**

- The Draft SMC Energy Strategy 2025 will utilize the same Organizing Framework as agreed upon for the structure of the Workgroup meetings.
- Report will be completed as a Word document (and PDF). Every effort will be made for a visually engaging publication that follows the County’s brand guidelines, however, a professional graphic designer is not included in this scope.
- County staff will conduct presentations to City Managers and County Supervisors

**Deliverables**

- Redlined and clean version of the final San Mateo County Energy Strategy 2025

**Proposed Schedule**

Below we present a draft schedule that aligns with the work plan shared at the March RMCP meeting, with the following key milestones:

- Administrative draft for County staff review by early November
- Draft Energy Strategy Document developed in time for last Workgroup meeting in December.

Project Tasks	2018							2019						
	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
<b>Task 1. Kick off with County staff</b>	X													
<b>Task 2. Workgroup meetings</b>														
Meeting 1 - Combined kick-off														
Meeting 2 - Focus Area 1 (Energy + Water each)														
Meeting 3 - Focus Area 2 (Energy + Water each)														
Meeting 4 - Focus Area 3 (Energy + Water each)														
Meeting 5 - Review draft SMC Energy Strategy 2025*														
<b>Task 3. Draft SMC Energy Strategy</b>														
Admin draft														
Draft to Workgroups														

\*Potentially held as two separate meetings on the same day

## Proposed Budget

Below we present the task-by-task budget for a total of \$75,220.

Task #	Task Description	Project Manager	Project Sponsor	Senior Consultant	Consultant	Total Hours	Total Labor Costs	Total Costs
		Sarah Isabel Moe	Betty Seto	Kara Kokernak	Ben Butterworth			
		\$ 170	\$ 200	\$ 170	\$ 140			
1	Kick off project and trend data	6	12		24	42	\$ 6,780	\$ 6,780
2	Workgroup meetings	110	110	20	40	280	\$ 49,700	\$ 49,700
3	Draft SMC Energy Strategy 2025	30	22	10	10	72	\$ 2,600	\$ 12,600
3	Address comments and finalize SMC Energy Strategy 2025	8	4	12	12	36	\$ 5,880	\$ 5,880
Other Direct Costs (e.g., mileage for in-person meetings)								\$ 260
<b>TOTAL</b>								<b>\$ 75,220</b>

Note that 2018 staff rates presented are valid through 12/31/2018.

The above San Mateo County Energy Strategy 2025 Proposed Work Plan will be incorporated as Task 5 of the agreement between C/CAG and DNV GL Energy Services USA INC fully executed on February 8, 2018.

ACCEPTED BY:

  
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 Sandy Wong  
 Executive Director  
 C/CAG

6-14-2018  
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 Date