



**REGULAR MEETING of the Board of Directors of the
Peninsula Clean Energy Authority (PCEA)
Thursday, May 12, 2016**

San Mateo County Office of Education, Corte Madera Room
101 Twin Dolphin Drive, Redwood City, CA 94065
6:30 p.m.

Meetings are accessible to people with disabilities. Individuals who need special assistance or a disability-related modification or accommodation (including auxiliary aids or services) to participate in this meeting, or who have a disability and wish to request an alternative format for the agenda, meeting notice, agenda packet or other writings that may be distributed at the meeting, should contact Carolyn Raider, Agenda Administrator, at least 2 working days before the meeting at (650) 363-4739 and/or craider@smcgov.org. Notification in advance of the meeting will enable the PCEA to make reasonable arrangements to ensure accessibility to this meeting and the materials related to it. Attendees to this meeting are reminded that other attendees may be sensitive to various chemical based products.

If you wish to speak to the Board, please fill out a speaker's slip located on the tables as you enter the Board meeting room. If you have anything that you wish to be distributed to the Board and included in the official record, please hand it to a member of PCEA staff who will distribute the information to the Board members and other staff.

CALL TO ORDER / ROLL CALL

ADMINISTERING THE OATH OF OFFICE

The oath of office will be administered to any Board member or alternate who has not previously attended a PCEA Board of Directors meeting.

PUBLIC COMMENT

This item is reserved for persons wishing to address the Board on any PCEA-related matters that are as follows: 1) Not otherwise on this meeting agenda; 2) Listed on the Consent Agenda; 3) Chief Executive Officer's or Staff Report on the Regular Agenda; or 4) Board Members' Reports on the Regular Agenda. Public comments on matters not listed above shall be heard at the time the matter is called.

As with all public comment, members of the public who wish to address the Board are requested to complete a speaker's slip and provide it to PCEA staff. Speakers are customarily limited to two minutes, but an extension can be provided to you at the discretion of the Board Chair.

ACTION TO SET AGENDA and TO APPROVE CONSENT AGENDA ITEMS

This item is to set the final consent and regular agenda, and for the approval of the items listed on the consent agenda. All items on the consent agenda are approved by one action. Chair Pine stated that amendments would be made to the minutes for the meeting of April 14, 2016 and that they would be brought back for approval at the next meeting.

REGULAR AGENDA

1. Chair Report (Discussion)
2. Approval of a contract appointing the CEO for PCE (Action)
3. Noble presentation regarding data management and call center services (Discussion)
4. Finance presentation regarding PCE banking options and updated budget request (Discussion)
5. County Staff Report (Discussion)
6. Board Members' Reports (Discussion)

CONSENT AGENDA

7. Approve the minutes for the April 14, 2016 meeting (Action)
8. Approve the minutes for the April 28, 2016 meeting (Action)
9. Changing the composition of the appointments and make new appointments to the Citizens Advisory Committee (Action)

CLOSED SESSION

(The Board will adjourn to closed session to consider the following items at the beginning of the agenda, or at any time during the meeting as time permits. At the conclusion of closed session, the Board will reconvene in open session to report on any actions taken for which a report is required by law.)

10. PUBLIC EMPLOYEE APPOINTMENT

Title: Chief Executive Officer

11. CONFERENCE WITH LABOR NEGOTIATORS

Agency Designated Representatives: Dave Pine and David Silberman

Unrepresented Employee: Chief Executive Officer

Public records that relate to any item on the open session agenda for a regular board meeting are available for public inspection. Those records that are distributed less than 72 hours prior to the meeting are available for public inspection at the same time they are distributed to all members, or a majority of the members of the Board. The Board has designated the Office of Sustainability, located at 455 County Center, 4th Floor, Redwood City, CA 94063, for the purpose of making those public records available for inspection. The documents are also available on the PCEA's Internet Web site. The website is located at: <http://www.peninsulacleanenergy.com>.



**PENINSULA CLEAN ENERGY
JPA Board Correspondence**

DATE: May 10, 2016
BOARD MEETING DATE: May 12, 2016
SPECIAL NOTICE/HEARING: None
VOTE REQUIRED: Majority Present

TO: Honorable Peninsula Clean Energy Joint Powers Board
FROM: Jim Eggemeyer, Director, Office of Sustainability, County of San Mateo
SUBJECT: Noble presentation regarding data management and call center services

RECOMMENDATION:

Receive information from staff regarding the data management and call center services provided by Noble Solutions

BACKGROUND:

Peninsula Clean Energy (PCE) released a Request for Proposals (RFP) for data management and customer call center services necessary for operation of a Community Choice Aggregation (CCA) program on February 23, 2016. The requested services ranged from electronic data exchange services with the incumbent utility to customer call center services for responding to questions and requests from residents and businesses. The firm Noble Americas Energy Solutions LLC (Noble Solutions) was selected based their experience providing similar data management and call center services to other entities in the past; the cost effectiveness of their proposal; their proposed approach, including clarity of understanding of the scope of services to be provided and appropriateness of the proposed solution/services; and other relevant criteria.

On April 14, 2016, your Board authorized the Chair of the Board to execute an agreement between Noble Solutions and PCE.

On April 20, 2016, the PCE Executive Committee (Executive Committee), led by the Chair of the Board, approved an agreement with Noble Solutions to provide data management and call center services.

DISCUSSION:

Noble Solutions offers meter data management, billing and customer care services to Community Choice Aggregation (“CCA”) programs across California. Noble Solutions has been active in the California electricity markets for more than fifteen years, is headquartered in San Diego, California and currently manages data management and call center services for approximately 95,000 direct access meters, including Marin Clean Energy (“MCE”), Sonoma Clean Power (SCP) and Lancaster Choice Energy (LCE). Noble Solutions is also in the implementation stage of CleanPowerSF’s initial launch.

Noble Solutions successfully has now implemented a total of 15 mass enrollment phases associated with CCA start-up. As a Direct Access provider, Noble Solutions has over 15 years of history of exchanging customer data with PG&E’s systems. As a data management and call center services supplier for CCAs, Noble Solutions successfully exchanges and processes 50,000 transactions per business day with PG&E in support of MCE’s and SCP’s CCA programs.

The services Noble Solutions will be providing Peninsula Clean Energy will include:

- **Customer call center operations:** Noble Solutions already operates three customer call centers in California, one of which already handles CCA related customer questions. The call center will be staffed 24/7 during customer enrollment periods and 8 AM to 5 PM during non-enrollment periods. Call center employees will have experience with CCA billing and services questions. Noble Solutions’ call center responds to general CCA program inquiries, resolves billing questions and will process Peninsula Clean Energy program enrollments, opt-out requests and customer requests to change between program options. All customer service representatives, in coordination with PCE staff, will have at their disposal a complete script which includes information related to the program, rates and the resource portfolio. Noble Solutions will make Spanish speaking call center staff available to customers during regular business hours and provide translation services for inbound calls for the following languages: Spanish, Cantonese, Mandarin and Tagalog. In addition, Noble Solutions will provide a set of web forms to be integrated into the PCE website allowing customers the option to perform program related tasks including, but not limited to, opt-up, opt-down, or opt-in early.
- **Electronic exchange of customer data:** Noble Solutions’ data management and call center offering will provide for the electronic exchange of all CCA transactional data with PG&E such as CCA Service Requests, billing information, usage and payment data. Noble Solutions will maintain a database of all Peninsula Clean Energy customers, tracking each customer’s enrollment status, rate schedule, invoice, metered usage and payment status.
- **Billing Administration:** Noble Solutions will maintain a table of rate schedules provided by Peninsula Clean Energy and will apply the CCA customer’s monthly usage against the applicable rate and remit the Peninsula Clean Energy monthly charges to PG&E for billing and collection. Noble Solutions will receive and process customer payment transactions from PG&E and apply those customer

revenues to Peninsula Clean Energy charges on an account-by-account basis. As part of these billing services Noble Solutions will report billing information such as usage and dollars, payment transactions and listings of delinquent accounts on a regular basis. Noble Solutions will also assist with the annual settlement process for Net Energy Metering customers by identifying eligible customers and providing accrued charges and credits to customer bills.

- **Meter data:** Noble Solutions will calculate and provide Settlement Quality Meter Data on a daily basis to Peninsula Clean Energy's designated scheduling coordinator and/or the California Independent System Operator.

FISCAL IMPACT:

There is no fiscal impact associated with receiving this report.

ATTACHMENTS

None



**PENINSULA CLEAN ENERGY
JPA Board Correspondence**

DATE: May 10, 2016
BOARD MEETING DATE: May 12, 2016
SPECIAL NOTICE/HEARING: None
VOTE REQUIRED: Majority Present

TO: Honorable Peninsula Clean Energy Joint Powers Board
FROM: Jim Eggemeyer, Director, Office of Sustainability, County of San Mateo
SUBJECT: Finance presentation regarding PCE banking options and updated budget request

RECOMMENDATION:

Receive information from Staff regarding the Board of Supervisors appropriation transfer and the bank loan negotiations to fund startup costs of Peninsula Clean Energy.

BACKGROUND:

On February 24, 2015, the San Mateo County Board of Supervisors (BOS) authorized \$300,000 of an estimated initial start-up funding of \$1.5 million to the Office of Sustainability (OOS) for the purpose of completing Phase I of a three-phased project to form a Community Choice Aggregation (CCA) program, which included efforts to conduct outreach to cities and complete a technical feasibility study.

On October 20, 2015, the BOS authorized \$800,000 to the OOS for the purpose of completing Phase II of the CCA formation, which included further program design and development, community outreach, and establishment of the Peninsula Clean Energy Authority (PCEA).

On May 10, 2016, the BOS authorized the final \$400,000 of the initial \$1.5 million commitment as well as an additional \$1.48 million for completing Phase IV of the newly expanded four-phased project. The BOS also authorized a loan of up to \$6 million as collateral for a bank loan of \$12 million.

This bank loan will be used to fund the initial purchase of electricity as well as early startup operating costs. OOS staff have reached out to numerous local and national banks and received term sheets from three different banks.

DISCUSSION:

Due to billing and receivables cycles, PCEA will not actually receive revenue from its electricity customers until 60 days after program launch. Prior to program launch, however, PCEA will incur start-up operating costs and the cost of the initial purchase of electricity, the bulk of which are associated with the initial power purchases. Therefore, a loan from the County and a bank loan are required until PCEA begins receiving revenue from its customers.

Appropriations fall into two categories of financing support from the County: (1) \$1,880,000 million (\$400,000 in the current fiscal year and \$1,480,000 in the FY 2016-17 recommended budget) in funding to continue to support the operational needs associated with the implementation of Phases 3 and 4, and (2) a loan of up to \$6 million to serve as collateral to secure a bank loan of \$12 million to PCEA that will be used primarily to fund the initial purchase of electricity and other operating costs.

The County loan of \$1,880,000 will be used to supplement revenue collected by PCE to cover the following costs associated with the implementation of PCE:

	Projected Costs Through 3/2017
Staffing	\$710,800
Consultants	\$100,000
County Services	\$35,000
Marketing	\$350,000
Office Space Lease	\$370,000
Financing Security / Bonding / Debt Service	\$315,000
TOTALS	\$1,880,800

FISCAL IMPACT:

There is no fiscal impact currently associated with this report. However, it should be noted that all funds appropriated by the County in support of the PCEA are considered a loan to be repaid to the County. Repayment terms are currently being drafted and will be presented to your Board for approval.



**REGULAR MEETING of the Board of Directors of the
Peninsula Clean Energy Authority (PCEA)
Thursday, April 14, 2016
MINUTES**

San Mateo County Office of Education, Corte Madera Room
101 Twin Dolphin Drive, Redwood City, CA 94065
6:30pm

CALL TO ORDER

Meeting was called to order at 6:34 pm.

ROLL CALL

Present: Dave Pine, County of San Mateo, *Chair*
Jeff Aalfs, Town of Portola Valley, *Vice Chair*
Carole Groom, County of San Mateo
Bill Widmer (alternate), Town of Atherton
Charles Stone, City of Belmont
Lori Liu, City of Brisbane
Donna Colson, City of Burlingame
Joseph Silva, Town of Colma
Larry Moody, City of East Palo Alto
Gary Pollard, City of Foster City
Elizabeth Cullinan (alternate), Town of Hillsborough
Catherine Carlton, City of Menlo Park
Wayne Lee, City of Millbrae
John Keener, City of Pacifica
Ian Bain, City of Redwood City
Marty Medina, City of San Bruno
Ron Collins (alternate), City of San Carlos
Rick Bonilla (alternate), City of San Mateo
Pradeep Gupta, City of South San Francisco

Absent: Deborah Penrose, City of Half Moon Bay
Daniel Yost, Town of Woodside

Staff: Jim Eggemeyer, Director, Office of Sustainability
Kathy Meola, General Counsel
Gordon Tong, Office of Sustainability
Carolyn Raider, Office of Sustainability
Kirsten Pringle, Office of Sustainability

A quorum was established.

ADMINISTERING THE OATH OF OFFICE

Kathy Meola administered the oath of office to Bill Widmer, Lori Liu, Ron Collins, and Rick Bonilla.

PUBLIC COMMENT

Ted Howard, San Mateo

ACTION TO SET THE AGENDA AND APPROVE CONSENT AGENDA ITEMS

Motion Made / Seconded: Stone / Bonilla

Motion passed 14-0 (Absent: Penrose, Yost, Moody. Abstained: Cullinan, Colson, Liu, Widmer, Collins).

REGULAR AGENDA

1. COUNTY STAFF REPORT

Ms. Pringle provided an update on the County's efforts on the PCE program. Chair Pine provided an update on the CEO interview process.

2. ESTABLISH A PCE EXECUTIVE COMMITTEE AND APPOINT ITS MEMBERS

Chair Pine gave a brief overview of the purpose of the Executive Committee and recommended Directors Pollard, Lee, Gupta, Groom, Johnson, and DeGolia as appointments. The parameters established are to call for volunteers for the Executive Committee each year with no city serving more than two consecutive years.

Motion Made / Seconded: Colson / Moody

Motion passed 20-0 (Absent: Penrose, Yost).

3. ADOPT A RESOLUTION AUTHORIZING THE CHAIR OF THE BOARD TO EXECUTE AN AGREEMENT BETWEEN NOBLE AMERICAS ENERGY SOLUTIONS LLC AND THE PENINSULA CLEAN ENERGY AUTHORITY FOR PROVISION OF DATA MANAGEMENT SERVICES AND ESTABLISHMENT OF A CUSTOMER CALL CENTER FOR A TERM BEGINNING IN APRIL 2016 AND ENDING JULY 1, 2018 IN AN AMOUNT OF \$1.15 PER ACTIVE METER PER MONTH IN A FORM OF AGREEMENT APPROVED BY THE EXECUTIVE COMMITTEE AND THE GENERAL COUNSEL

Mr. Tong gave a brief overview of the process for selecting a consultant to provide data management and customer call center services to Peninsula Clean Energy.

Public Comment:

Ann Schneider, Millbrae

Motion Made / Seconded: Gupta / Pollard

Motion passed 20-0 (absent: Penrose, Yost)

- 4. DISCUSSION REGARDING THE RESOURCE MIXES AND PRICING OF EXISTING CCAS' DEFAULT PRODUCTS AND THE SCHEDULE AND PROCESS FOR SETTING THE RESOURCE MIX AND PRICING OF PCE'S DEFAULT PRODUCT. PROVIDE DIRECTION TO STAFF REGARDING THE PERFORMANCE OF MARKET RESEARCH, INCLUDING MARKET RESEARCH ON THE RESOURCE MIX AND PRICING OF PCE'S DEFAULT PRODUCT**

Public Comment

Diane Bailey, MenloSpark

Brian Goldstein, Pacific Energy Advisors, gave a presentation regarding the resource mixes and pricing of existing CCAs' default products and the schedule and process for setting the resource mix and pricing of PCE's default product.

The Board discussed the possibility of conducting market research regarding PCE's product offerings.

BOARD MEMBER REPORTS

No reports from the Board.

ADJOURNMENT

Meeting was adjourned at 8:45 pm.

Chair

Attest:

Secretary



**REGULAR MEETING of the Board of Directors of the
Peninsula Clean Energy Authority (PCEA)
Thursday, April 28, 2016
MINUTES**

San Mateo County Office of Education, Corte Madera Room
101 Twin Dolphin Drive, Redwood City, CA 94065
6:30pm

CALL TO ORDER

Meeting was called to order at 6:34 pm.

ROLL CALL

Present: Dave Pine, County of San Mateo, *Chair*
Jeff Aalfs, Town of Portola Valley, *Vice Chair*
Carole Groom, County of San Mateo
Bill Widmer (alternate), Town of Atherton
Greg Scoles (alternate), City of Belmont
Lori Liu, City of Brisbane
Donna Colson, City of Burlingame
Joseph Silva, Town of Colma
Judith Christensen (alternate), City of Daly City
Larry Moody, City of East Palo Alto
Gary Pollard, City of Foster City
Elizabeth Cullinan (alternate), Town of Hillsborough (*arrived 6:39pm*)
Catherine Carlton, City of Menlo Park (*arrived 6:48pm*)
Wayne Lee, City of Millbrae (*arrived 6:51pm*)
John Keener, City of Pacifica
Ian Bain, City of Redwood City
Marty Medina, City of San Bruno
Cameron Johnson, City of San Carlos (*arrived 6:38pm*)
Rick Bonilla (alternate), City of San Mateo
Pradeep Gupta, City of South San Francisco
Daniel Yost, Town of Woodside

Absent: Deborah Penrose, City of Half Moon Bay

Staff: Jim Eggemeyer, Director, Office of Sustainability
John Nibbelin, General Counsel
Gordon Tong, Office of Sustainability
Carolyn Raider, Office of Sustainability
Kirsten Pringle, Office of Sustainability

A quorum was established.

ADMINISTERING THE OATH OF OFFICE

John Nibbelin administered the oath of office to Judith Christensen.

PUBLIC COMMENT

Diane Bailey, MenloSpark
Michael Closson, MenloSpark
Lisa Altieri, 350 Bay Area

ACTION TO SET THE AGENDA AND APPROVE CONSENT AGENDA ITEMS

Chair Pine stated that amendments would be made to the minutes for the meeting of April 14, 2016 and that they would be brought back for approval at the next meeting.

Motion to approve the balance of the consent agenda and set the agenda – Made / Seconded: Bain / Pollard

Motion passed 18-0 (Absent: Cullinan, Carlton, Lee, Penrose).

REGULAR AGENDA

1. CHAIR REPORT

Chair Pine provided a brief report regarding 7 new local agency members of Marin Clean Energy, representing a total of 94,000 new accounts.

2. MARKETING AND COMMUNICATIONS PLAN PRESENTATION

Sarah Seward and Rae Quigley, both of Circlepoint, and Susan Bierzychudek, from Green Ideals, presented on PCE's draft Marketing and Communications Plan. Board members provided recommendations and feedback.

3. COUNTY STAFF REPORT

Mr. Eggemeyer gave a brief report regarding the Citizens Advisory Committee meetings, the need for municipal PG&E account information, and an ask for additional funding from the County Board of Supervisors for the startup of PCE.

BOARD MEMBER REPORTS

No reports from the Board.

CLOSED SESSION

Closed session was held. Chair Pine reported out from closed session that the Board gave direction regarding negotiations with the prospective PCE CEO.

ADJOURNMENT

Meeting was adjourned at 9:00pm.

Chair

Attest:

Secretary



PENINSULA CLEAN ENERGY
JPA Board Correspondence

DATE: May 10, 2016
BOARD MEETING DATE: May 12, 2016
SPECIAL NOTICE/HEARING: None
VOTE REQUIRED: Majority Present

TO: Honorable Peninsula Clean Energy Joint Powers Board
FROM: Jim Eggemeyer, Director, Office of Sustainability, County of San Mateo
SUBJECT: Citizens Advisory Committee

RECOMMENDATION:

Change the composition of the appointments and make new appointments to the Citizens Advisory Committee.

BACKGROUND:

On March 24, 2016, your Board voted to form a Citizens Advisory Committee (CAC) to provide recommendations on topics central to PCE's implementation. The CAC is a limited-term committee of your Board. The CAC held its inaugural meeting on May 5th 2016 and will be continue to meet monthly on the first Thursdays of the month until PCE's launch in October 2016.

Membership on the CAC was originally offered to the fifteen organizations that previously served on the PCE Advisory Committee, representing a diversity of stakeholder groups throughout San Mateo County. Of the fifteen, eleven organizations accepted seats on and appointed a representative to the CAC. These organizations are: Citizen's Environmental Council Burlingame; International Brotherhood of Electrical Workers, Local Chapter 1245 (IBEW 1245); MenloSpark; Pacifica Climate Committee; San Mateo Community Choice; San Mateo County Association of Realtors; Sierra Club, Loma Prieta Chapter; San Mateo County Special Districts Associations; San Mateo County League of Women Voters; San Mateo County School Boards Association; and San Mateo County Economic Development Association (SAMCEDA).

DISCUSSION:

A diverse group of organizations throughout San Mateo County currently serve on the CAC. Due to time constraints and other factors, four organizations that previously held seats on the PCE Advisory Committee decided not to participate on the CAC. These organizations are: Chambers of Commerce; Legal Aid Society of San Mateo County; North Fair Oaks Community Council; and San Mateo County Central Labor Council. Staff will continue to work with these organizations to keep them updated on PCE's implementation; members from these organizations may still speak at the Board of Directors, Executive Committee or CAC meetings as members of the public. Therefore, staff recommends revising the composition of the appointments to the CAC by removing these organizations from the CAC.

In addition, Office of Sustainability (OOS) staff recommend making a new appointment to the CAC, to ensure the CAC represents a multitude of key stakeholders affected by PCE's implementation. The San Mateo County Transit District is the administrative body for the principal public transit and transportation programs in San Mateo County, including: SamTrans bus service, Caltrain commuter rail and the San Mateo County Transportation Authority. Staff from the San Mateo County Transit District have attended multiple PCE Advisory Committee and Board of Directors meetings and are up-to-date with the progress of PCE's implementation. With the increasing electrification of San Mateo County's transportation systems, OOS staff believe that the San Mateo County Transit District will provide an important perspective not currently represented on the CAC. Therefore, staff recommends appointing the San Mateo County Transit District to the CAC.

FISCAL IMPACT:

There will be no fiscal impact to changing the composition of the Citizens Advisory Committee.

ATTACHMENT

- A. Revised Citizens Advisory Committee roster



Citizens Advisory Committee Roster

<u>Agency</u>	<u>Director</u>
Burlingame Citizens Environmental Council	Mike McCord
IBEW Local 1245	Landis Martilla
MenloSpark	Michael Closson
Pacifica Climate Committee	Kirsten Schwind
San Mateo Community Choice	Janet Creech
San Mateo County Association of Realtors	TBD
San Mateo County School Economic Development Association	Amanda Borsum
San Mateo County League of Women Voters	Susie Raye
San Mateo County School Boards Association	Hector Camacho
San Mateo County Special Districts Association	Harvey Rarback
San Mateo County Transit District	Michelle Senatore
Sierra Club Loma Prieta Chapter	Sue Chow