



**REGULAR MEETING of the Board of Directors of the
Peninsula Clean Energy Authority (PCEA)
Thursday, July 28th, 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

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.

REGULAR AGENDA

1. Chair Report (Discussion)
2. CEO Report (Discussion)
3. Approve Net Energy Metering Rate Schedule (Action)
4. Adopt a net energy metering phase-in schedule for customers as follows: a bi-monthly enrollment schedule whereby net metering customers are enrolled based on their annual true-up date, which will be either the same month or the month immediately after their annual true-up date (Action)
5. Marketing and Outreach (Discussion)
6. Regulatory Update (Discussion)
7. Board Members' Reports (Discussion)

CONSENT AGENDA

8. Approval of the minutes for the July 14th, 2016 meeting (Action)
9. Approval of revised terms and conditions of service (Action)

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: July 25, 2016

BOARD MEETING DATE: July 28, 2016

SPECIAL NOTICE/HEARING: None

VOTE REQUIRED: None

TO: Honorable Peninsula Clean Energy Authority Board of Directors
FROM: Jan Pepper, Chief Executive Officer, Peninsula Clean Energy
SUBJECT: Net Energy Metering Rate Schedule

RECOMMENDATION:

Adopt the Net Energy Metering Rate Schedule as presented by staff.

BACKGROUND Net Energy Metering ("NEM") is a service option administered by electric utilities, including Peninsula Clean Energy (PCE), to address energy produced by customer-sited, small-scale renewable generating projects that have been designed with the primary purpose of offsetting the customer-generator's typical energy use.

Primarily, NEM addresses the scenario that exists when customer-sited renewable generators produce more energy than they use, "spinning the meter backwards." In such instances, the utility must determine the manner in which the customer-generator will be credited for the power that it supplies back to the "grid" (which marginally reduces energy quantities that must be purchased by PCE from other sources). When PCE NEM customers produce more energy than they use, PCE will provide bill credits for any excess electric generation while PG&E will provide applicable credits for any distribution charges that may be "reversed". The credit amounts and settlement processes that apply in such instances are independently determined by the two organizations.

DISCUSSION

PCE's NEM tariff is exclusively focused on the administration of charges and credits that may apply to the generation (or electric commodity) portion of the customer's bill. To the extent that NEM incentives are increased through rate design, a portion of related costs will be imposed on other (non-NEM) customers. To establish a program that will offer fair and reasonable incentives to NEM customers, PCE has created a NEM program based on NEM tariffs from Sonoma Clean Power and Marin Clean Energy.

The PCE NEM rate schedule can be summarized into the following:

1. Rates:

- a. *Non-Time of Use (TOU)*: For customers that are producing more electricity than they are consuming (a "net generator"), the net energy production shall be valued at the otherwise-applicable PCE rate schedule (OAS) plus a NEM production premium of \$0.01/kWh.
- b. *Time of Use (TOU)*: If the eligible customer-generator is a Net Generator (as defined above) during any discrete TOU period, net energy production during each TOU period shall be valued in consideration of the eligible customer-generator's OAS plus a NEM production premium of \$0.01/kWh, applying OAS rates to the quantity of energy produced within each TOU period

- 2. Monthly Settlement of PCE Charges/Credits:** NEM customers will receive a statement in their monthly PG&E bills indicating any accrued charges for their usage during the billing cycle. Customers who have accrued credits during previous billing cycles will see these credits applied against current charges.

When a customer's net energy production results in a net bill credit during any billing cycle, the value of any net energy production during the billing cycle shall be noted on the customer's bill and carried over as a bill credit for use in subsequent billing period(s).

- 3. PCE Annual Cash-Out:** During the April billing cycle of each year, all current PCE NEM customers with a credit balance of more than \$100 will be offered a direct payment option as compensation for the accrued credit balance – this payment will be made by check issued from PCE to the customer; any credit balance will be determined as of the customer's March billing cycle. Customers who participate in the PCE Cash-Out process will have an equivalent credit removed from their NEM account balance at the time of check issuance. In the event that customers do not elect to receive a check for accrued NEM credits,

such credits will continue to be tracked by PCE and will remain on the customer's account for future use (i.e., reduction of future PCE charges).

FISCAL IMPACT

There is no fiscal impact currently associated with this report.



ELECTRIC SCHEDULE NEM - NET ENERGY METERING SERVICE

APPLICABILITY: This net energy metering (NEM) schedule is applicable to a customer who uses an eligible Renewable Electrical Generation Facility, as defined in PG&E's Electric Schedule NEM (<http://www.pge.com/tariffs/ERS.SHTML#ERS>), within the capacity limits described in PG&E's Electric Schedule NEM that is located on the customer's owned, leased, or rented premises, is interconnected and operates in parallel with PG&E's transmission and distribution systems, and is intended primarily to offset part or all of the customer's own electrical requirements (hereinafter "eligible customer-generator" or "customer").

This rate schedule is available on a first-come, first-served basis, subject to the participatory limit(s) established in PG&E Electric Schedule NEM (the "participatory limit"), to customers that satisfy all necessary application, interconnection and inspection requirements (as described in PG&E Electric Schedule NEM). This NEM schedule also applies to customers served under NEMV (Virtual Net Energy Metering), NEMVMASH (Virtual Net Energy Metering for Multifamily Affordable Housing), NEMA (NEM Aggregation) and Multiple Tariff facilities as described by PG&E Electric Schedule NEM. Once the participatory limit has been reached, this NEM schedule will be closed to new customers.

TERRITORY: The entire Peninsula Clean Energy (PCE) service area.

RATES: All rates charged under this NEM schedule will be in accordance with the eligible customer-generator's otherwise-applicable PCE rate schedule (OAS). An eligible customer-generator served under this schedule is responsible for all charges from its OAS including monthly minimum charges, customer charges, meter charges, facilities charges, demand charges and surcharges, and all other charges owed to PCE or PG&E – any applicable PG&E charges will be addressed in a corresponding tariff (<http://www.pge.com/tariffs/ERS.SHTML#ERS>). Charges for energy (kWh) supplied by PCE, will be based on the net metered usage in accordance with this NEM schedule.

BILLING: Customers with NEM service will be billed by PCE as follows:

a) For a customer with Non-Time of Use (TOU) Rates:

The cost/(credit) associated with any net usage/(production) during the customer's normal billing cycle shall be determined as follows:

If the eligible customer-generator is a "Net Consumer," as determined by usage exceeding production during a discrete billing cycle, the eligible customer-generator will be billed in accordance with the eligible customer-generator's OAS.

If the eligible customer-generator is a "Net Generator," as determined by production exceeding usage during a discrete billing cycle, the net energy production shall be valued at the OAS plus a

NEM production premium of \$0.01/kWh. The value of all net energy production during the billing cycle shall be credited to PCE customers as described in Section (c).

b) For a customer with TOU Rates:

If the eligible customer-generator is a Net Consumer (as defined above) during any discrete TOU period, the net kWh consumed during such period shall be billed in accordance with the eligible customer-generator's OAS.

If the eligible customer-generator is a Net Generator (as defined above) during any discrete TOU period, net energy production during each TOU period shall be valued in consideration of the eligible customer-generator's OAS plus a NEM production premium of \$0.01/kWh, applying OAS rates to the quantity of energy produced within each TOU period. The value of all net energy production during the billing cycle shall be credited to PCE customers as described in Section (c).

c) Monthly Settlement of PCE Charges/Credits:

NEM customers will receive a statement in their monthly PG&E bills indicating any accrued charges for their usage during the billing cycle. Customers who have accrued credits during previous billing cycles will see these credits applied against current charges. Any remaining balance will be due and must be paid in consideration of the due date and remittance advice reflected on each PG&E bill.

When a customer's net energy production results in a net bill credit during any billing cycle, the value of any net energy production during the billing cycle shall be noted on the customer's bill and carried over as a bill credit for use in subsequent billing period(s).

d) PCE Annual Cash-Out:

During the April billing cycle of each year, all current PCE NEM customers with a credit balance of more than \$100 will be offered a direct payment option as compensation for the accrued credit balance – this payment will be made by check issued from PCE to the customer; any credit balance will be determined as of the customer's March billing cycle. Customers who participate in the PCE Cash-Out process will have an equivalent credit removed from their NEM account balance at the time of check issuance. In the event that customers do not elect to receive a check for accrued NEM credits, such credits will continue to be tracked by PCE and will remain on the customer's account for future use (i.e., reduction of future PCE charges).

Customers who close their electric account through PG&E or move outside of the PCE service area prior to the April billing cycle of each year are also eligible for the annual PCE Cash-Out process.

e) Return to PG&E Bundled Service:

PCE customers with NEM service may opt out and return to PG&E bundled service at any time. Customers should be advised that PG&E will perform a true-up of their account at the time such customers return to PG&E bundled service. As described in PG&E Electric Rule 23 (<http://www.pge.com/tariffs/ER.SHTML#ER>), certain PCE customers returning to PG&E service may receive Transitional Bundled Service (TBS) for a limited period of time; TBS will expose such

customers to various market price risks – please review PG&E’s applicable electric rules and tariffs for additional information.

If a PCE NEM customer opts-out of the PCE program and returns to bundled service, that customer may request the direct payment option, described above in Section (d), for any generation credits that remain on the account, provided that such request is received by PCE within 90 calendar days of the customer’s return to PG&E service.

f) PG&E NEM Services:

PCE NEM customers are subject to PG&E’s terms, conditions and billing procedures for any non-generation services, as described in PG&E’s Electric Schedule NEM and related PG&E tariff options addressing NEM service. Customers should be advised that while PCE reconciles payment/credit balances for generation on a monthly basis, PG&E will continue to assess charges for delivery, transmission and other services. Most NEM customers will receive an annual true-up from PG&E for these non-generation services.

Customers are encouraged to review PG&E’s most up-to-date NEM tariffs, which are available on PG&E’s website:

<http://www.pge.com/tariffs/ERS.SHTML#ERS>.



PENINSULA CLEAN ENERGY
JPA Board Correspondence

DATE: July 25, 2016
BOARD MEETING DATE: July 28, 2016
SPECIAL NOTICE/HEARING: None
VOTE REQUIRED: None

TO: Honorable Peninsula Clean Energy Authority Board of Directors
FROM: Jan Pepper, Chief Executive Officer, Peninsula Clean Energy
SUBJECT: Adopt a Net Energy Metering Phase-in Schedule for Customers

RECOMMENDATION:

Adopt a net energy metering phase-in schedule for customers as follows: a bi-monthly enrollment schedule whereby net metering customers are enrolled based on their annual true-up date, which will be either the same month or the month immediately after their annual true-up date.

BACKGROUND:

Net Energy Metering customers are those Peninsula Clean Energy (PCE) customers that have a small solar or wind energy system on their home or business that primarily serves their electricity load. There are approximately 8000 net energy metering (NEM) customers in the PCE footprint. These systems are called “behind the meter” systems, because the electric meter reads only their “net” electricity usage. Using a residential solar system as an example, if the solar system produces more power during a billing month than the residents used, then they are “net generators” that month. Conversely, if the residential solar system produces less power during a billing month than the residents used, then they are “net consumers” for that month.

Under PG&E’s current tariff, NEM customers are “trued-up” annually, meaning that the net generation is credited to the customer, or net consumption is charged to the customer, once a year. A NEM customer will typically be a net generator during the summer months and a net consumer during the winter months. Thus over the course of the year, the net

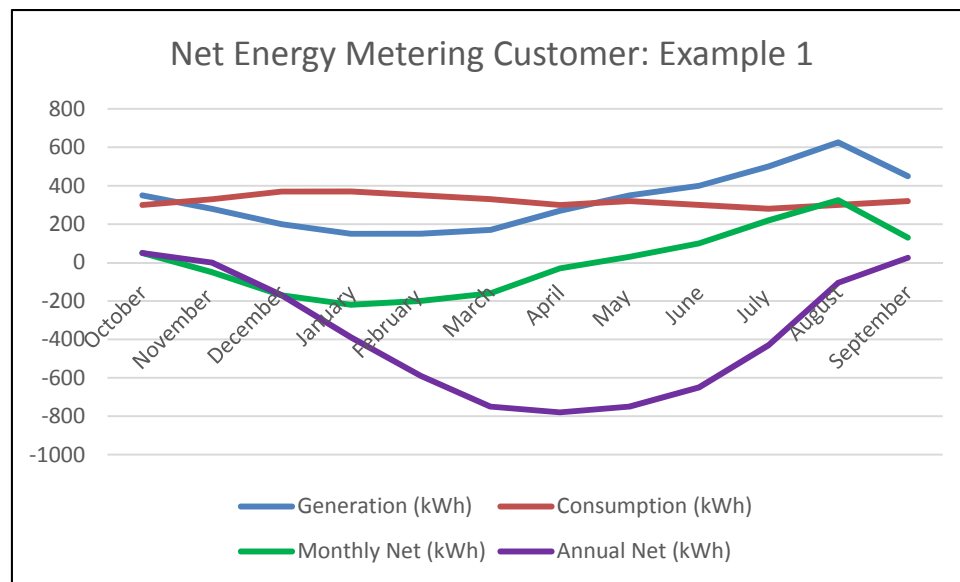
generation and the net consumption should net out close to zero, if the solar system is properly sized.

Example 1 shows a hypothetical example for a customer that has an annual true-up in September. During the winter months, the system generates less than the customer consumes, but in the summer months, the system generates more than the customer consumes. In this example case, over the course of the year, the system generates slightly more than the customer consumes. During the annual true-up, the customer would be credited with the value of the additional 25 kWh that were produced during the year.

Example 1:

Customer with Annual True-up in September

	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Generation (kWh)	350	280	200	150	150	170	270	350	400	500	625	450
Consumption (kWh)	300	330	370	370	350	330	300	320	300	280	300	320
Monthly Net (kWh)	50	-50	-170	-220	-200	-160	-30	30	100	220	325	130
Cumulative Annual Net (kWh)	50	0	-170	-390	-590	-750	-780	-750	-650	-430	-105	25

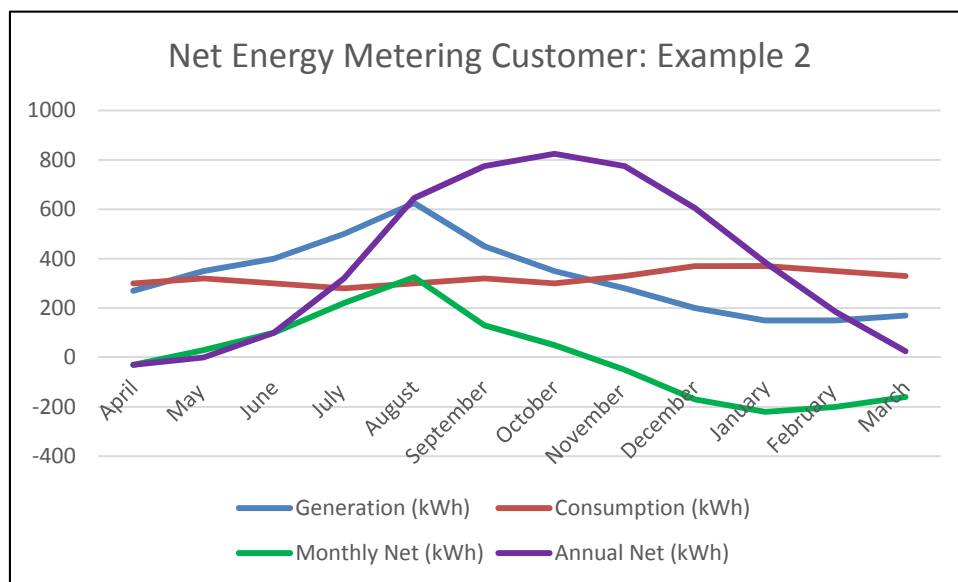


Example 2 shows a customer that has an annual true-up in March. By October, the customer has generated a large credit on their account, but by March, this credit has been used up so that they true-up with a credit of 25 kWh by their annual true-up date.

Example 2:

Customer with Annual True-up in March

	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Generation (kWh)	270	350	400	500	625	450	350	280	200	150	150	170
Consumption (kWh)	300	320	300	280	300	320	300	330	370	370	350	330
Monthly Net (kWh)	-30	30	100	220	325	130	50	-50	-170	-220	-200	-160
Cumulative Annual Net (kWh)	-30	0	100	320	645	775	825	775	605	385	185	25



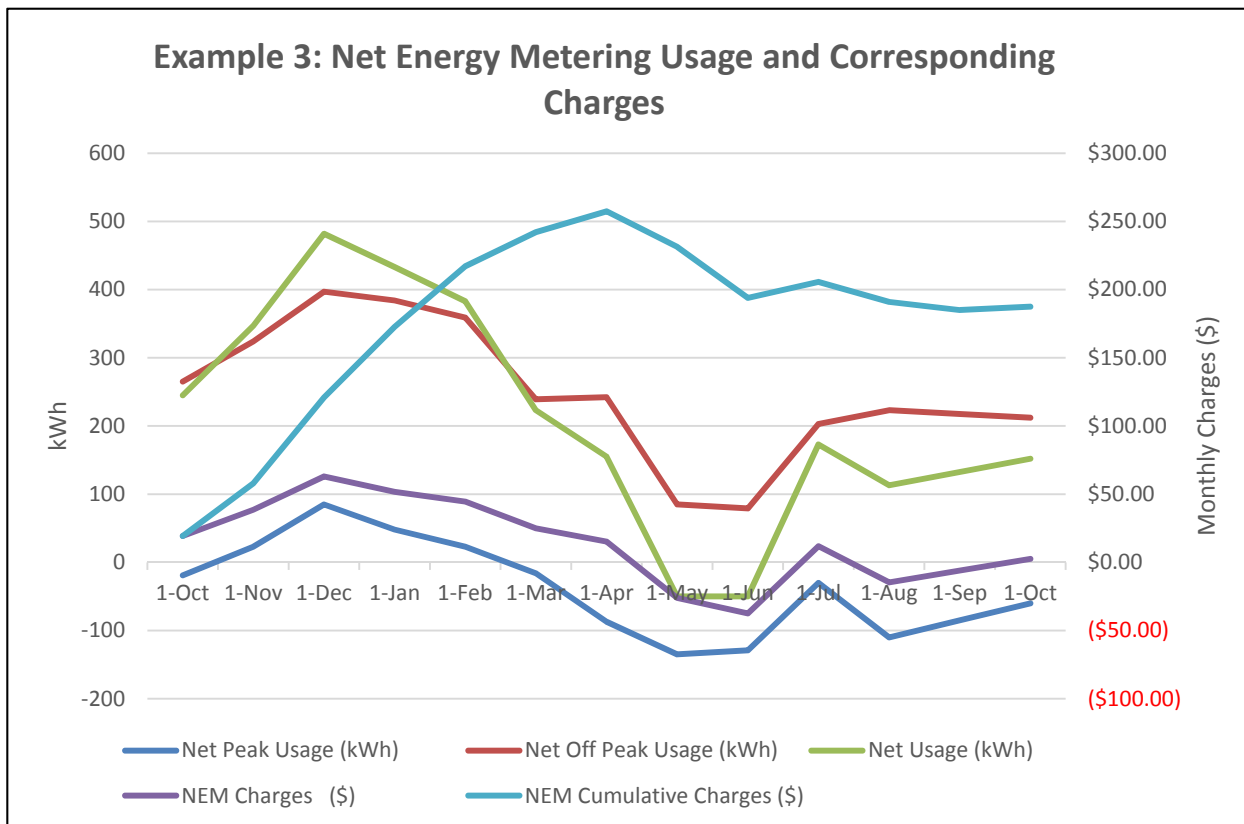
When NEM customers are enrolled with PCE, PG&E will true-up the NEM customer's account in the month of enrollment with PCE. If the customer is a net consumer at the true-up date, they will be charged whatever the true-up amount shows. If the customer is a net generator at the true-up date, they will lose the credits they have accrued up to that point.

If the Example 1 NEM customer is enrolled with PCE in September which is their annual true-up month, they will receive the value of the credit associated with 25 kWh. However if they are enrolled with PCE in April, they will be charged the amount associated with 780 kWh of consumption.

If the Example 2 NEM customer is enrolled with PCE in March which is their annual true-up month, they will receive the value of the credit associated with 25 kWh. However, if they

are enrolled with PCE in October, they will lose the 825 kWh of credit they have earned with their NEM system.

Example 3 is an example for an actual net metering customer on a time-of-use (TOU) rate schedule. The kWh are shown on the left axis and monthly charges on the right axis. The graph shows the net peak and off peak usage during each month, as well as the overall net kWh usage in the month. The monthly charges follow the same pattern as the monthly net usage. Of note in this example is that in May and June, the resident is a net generator and the NEM charges are also negative. However, in August and September, the customer is a net consumer of kWh, but the NEM charges are negative due to the TOU rates. For this customer, they will owe about \$190 at annual their true-up in October because they were a net consumer for the year. This is the time we recommend they be enrolled with PCE, or one month after their annual true-up (in November) when their true-up charges are still relatively low. If they were enrolled in April, they would owe the maximum amount to PG&E, which would not be to their benefit



DISCUSSION:

Discussions with other operating CCAs indicated that NEM customers were among the highest opt-out customers because of the issues illustrated above. They have recommended to PCE that we try to align NEM customer enrollment closer to the time of a customer's annual true-up month.

In order to maximize the value that NEM customers have earned with their systems, PCE staff proposes enrolling NEM customers on a bi-monthly basis over the next twelve months, corresponding to their annual true-up month or the month right after their annual true-up as detailed here:

NEM Customer Annual True-up Month	PCE Enrollment Month
September 2016	October 2016
October 2016	October 2016
November 2016	December 2016
December 2016	December 2016
January 2017	February 2017
February 2017	February 2017
March 2017	April 2017
April 2017	April 2017
May 2017	June 2017
June 2017	June 2017
July 2017	August 2017
August 2017	August 2017

The advantage of following this schedule is that in most cases, this should maximize the value a PCE NEM customer earns before they are enrolled with PCE and minimize the amount of carryover a NEM customer loses or is charged by PG&E. The impact on PCE is that this will increase the number of enrollment periods that we need to manage by four, namely adding an enrollment period in December 2016, February 2017, June 2017, and August 2017 for the NEM customers.

FISCAL IMPACT:

PG&E has informed us that they will charge us the full enrollment charge of \$4000 per enrollment, which will cost an additional \$16,000 for the additional four enrollment periods for the NEM customers. There will also be some additional costs including additional staff time to manage the enrollments, including possible additional costs with the mailing vendor, and the marketing consultant.



**REGULAR MEETING of the Board of Directors of the
Peninsula Clean Energy Authority (PCEA)
Thursday, July 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 6:40 pm.

ROLL CALL

Present: Jim Eggemeyer (alternate), County of San Mateo
Rick DeGolia, Town of Atherton
Greg Scoles (alternate), City of Belmont
Ann Keighran (alternate), City of Burlingame
Joseph Silva, Town of Colma
Michael Guingona, City of Daly City
Larry Moody, City of East Palo Alto
Catherine Mahanpour (alternate), City of Foster City
Elizabeth Cullinan (alternate), Town of Hillsborough
Wayne Lee, City of Millbrae
John Keener, City of Pacifica
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
Daniel Yost, Town of Woodside

Absent: Carole Groom, County of San Mateo
Lori Liu, City of Brisbane
Deborah Penrose, City of Half Moon Bay
Catherine Carlton, City of Menlo Park
Jeff Aalfs, Town of Portola Valley, *Vice Chair*
Ian Bain, City of Redwood City

Staff: Jan Pepper, Chief Executive Officer
David Silberman, General Counsel
Jim Eggemeyer, Director, Office of Sustainability

Michael Bolander, Office of Sustainability
Gordon Tong, Office of Sustainability
Carolyn Raider, Office of Sustainability
Kirsten Pringle, Office of Sustainability
Avana Andrade, Office of Sustainability

A quorum was established.

PUBLIC COMMENT

None

ACTION TO SET THE AGENDA AND APPROVE CONSENT AGENDA ITEMS

Motion to approve the consent agenda and set the agenda – Made / Seconded: Yost/ Bonilla

Motion passed 14-0 (Absent: Groom, Liu, Carlton, Aalfs, Bain, Guingona, Moody, Penrose).

REGULAR AGENDA

1. CEO REPORT

Jan Pepper—Chief Executive Officer—reported that PCE is hiring for three positions: Board Clerk, Director of Marketing and Public Affairs, and Director of Power Resources. Ms. Pepper announced that Direct Energy was chosen as the power supplier and scheduling coordinator for PCE. Enrollment notices for the first phase customers will start on July 18th. Also beginning on July 18th, residents of San Mateo County who are not in Phase I can sign up to be early adopters and choose either ECOplus or ECO100. Ms. Pepper also reported that the bank loans have been finalized. On the regulatory front, she reported that PCE sent a letter to the CPUC requesting that they initiate a proceeding to analyze the PCIA.

PUBLIC COMMENT

Ann Schneider, Millbrae

6. REPORT ON RENEWABLE VS GREENHOUSE GAS FREE ENERGY (DISCUSSION)

Avana Andrade – Office of Sustainability—presented on marketing PCE using renewable energy versus greenhouse gas (GHG) free content. Ms. Andrade explained the different types of Renewable Energy Certificates, California’s Renewable Portfolio Standards, and the marketing drawbacks associated with each strategy. These challenges include consistency with the power content label, future state legislation standardizing greenhouse gas emission accounting, the percentage difference between GHG-free and renewable energy, and public perception.

PUBLIC COMMENT

Ann Schneider, Millbrae

2. CONSIDERATION OF ALTERNATIVE ROLLOUT SCHEDULE FOR PHASES 2 AND 3 (DISCUSSION)

Jan Pepper discussed combining phases 2 and 3 enrollments or moving phase 3 to June 2017. The potential benefits for either option include that PCE can receive higher summer revenues from phase 3 enrollees and that by combining power procurements while power prices are low and before other CCAs enter the market could benefit PCE customers. A drawback is that it may be cause additional administrative burden on staff.

3. ADOPT BUDGET FOR 2016-17 FISCAL YEAR (ACTION)

Jan Pepper presented three budget scenarios and outlined the associated expenditures and revenues. The assumptions behind the budget include a 15% opt-out rate and a 10% rate decrease in January in the event that PG&E decreases rates. Each scenario corresponds with a different launch of the phase 3 customers: Scenario A – keep the Phase 3 rollout in October 2017; Scenario B – accelerate Phase 3 to June 2017; Scenario C – accelerate Phase 3 to April 2017.

Motion to approve budget Scenario C– Made / Seconded: Yost/Bonilla

Motion passed 16-0 (Absent: Groom, Liu, Carlton, Aalfs, Bain, Penrose).

4. ADOPT A RESOLUTION DELEGATING AUTHORITY TO THE CHIEF EXECUTIVE OFFICER TO EXECUTE THREE PHASE 1 CONFIRMATION AGREEMENTS WITH DIRECT ENERGY FOR RESOURCE ADEQUACY WITH TERMS CONSISTENT WITH THOSE PRESENTED, IN A FORM APPROVED BY THE GENERAL COUNSEL AND FOR TERMS ENDING DECEMBER 31, 2017 (ACTION)

David Silberman—Office of County Counsel—recommended that we select Direct Energy to provide resource adequacy services until December 31, 2017. Mr. Silberman explained that this Resource Adequacy is a regulatory requirement.

Motion to approve– Made / Seconded: Guingona/Moody

Motion passed 13-0 (Abstained: Yost Absent: Groom, Liu, Carlton, Aalfs, Bain, Penrose).

5. MARKETING AND COMMUNICATIONS: MARKETING STRATEGIES FOR COMMERCIAL CUSTOMERS (DISCUSSION)

Kirsten Pringle – Office of Sustainability – presented on the challenges for business outreach and asked for each city’s support in the commercial outreach process by filling out an information packet. Some of the challenges include difficulty in reaching the decision maker, lack of awareness of a new program, skepticism of government programs, ‘green’ benefit may have less appeal, and confusion caused by different rate schedules.

PUBLIC COMMENT

Mark Belhousa
Alex Canner, Menlo Park
Ann Schneider, Millbrae
James Tuleya, Sunnyvale

7. CITIZEN ADVISORY COMMITTEE REPORT (DISCUSSION)

Gordon Tong – Office of Sustainability – presented on the recommendations discussed by the Citizen’s Advisory Committee. Regarding the GHG-free versus renewable energy white paper, it was suggested to use renewable energy since that is a more familiar term, but GHG-free should appear somewhere in the materials. Some members felt having both figures may cause confusion. The CAC was supportive of the business outreach action plan and generally satisfied with the collateral. Window clings were brought up as a good material to distribute to businesses.

8. BOARD MEMBERS’ REPORTS

None

ADJOURNMENT

Meeting was adjourned.

Chair

Attest:

Secretary



**PENINSULA CLEAN ENERGY
JPA Board Correspondence**

DATE: July 26, 2016
BOARD MEETING DATE: July 28, 2016
SPECIAL NOTICE/HEARING: None
VOTE REQUIRED: Majority Present

TO: Honorable Peninsula Clean Energy Authority Board of Directors
FROM: Jan Pepper, Chief Executive Officer, Peninsula Clean Energy
SUBJECT: Approval of revised terms and conditions of service

RECOMMENDATION: Approve revised terms and conditions of service.

BACKGROUND:

Peninsula Clean Energy's (PCE's) terms and conditions of service are based on standard language from other Community Choice Energy programs and adapted to reflect PCE's unique product offerings. The terms and conditions include information on rates, billing, enrollment, opting-out and customer failure to pay.

The terms and conditions are included in the enrollment notifications sent to each customer, provided to PCE customer call center representatives and added to the PCE website. All customer enrollment notifications will include PCE's standard terms and conditions. However, the terms of the conditions for the early adopter program, which allows customers to begin receiving PCE service earlier than their assigned enrollment period, include language waiving the customer's right to receive enrollment notifications. Early adopter customers will be notified of their terms and conditions when they enroll as an early adopter on the PCE website or call the customer call center.

On July 14, 2016, your Board adopted Terms and Conditions of Service for both regular customers and early adopters. PCE staff have revised the terms and conditions to clarify language and fix non-substantive errors.

DISCUSSION:

PCE staff have revised the terms and conditions of service both for regular customers and early adopters. Changes to the terms and conditions include clarifying language, removing redundant or unnecessary language, adding language specific to Portola Valley residents and adding a

section on PCE's Customer Privacy Policy. Staff recommends that your Board review and adopt the revised terms and condition of service for both regular customers and early adopters.

FISCAL IMPACT:

There is not fiscal impact associated with receiving this memo.

ATTACHMENTS

PCE Policy 5: Terms and Conditions of Service

PCE Policy 6: Terms and Conditions of Service for Early Adopters



Policy Number: 5

Adoption Date:

Subject: Terms and Conditions of Service

Policy:

From time-to-time, Peninsula Clean Energy must provide “Terms and Conditions” of service to customers and potential customers. When necessary or appropriate, it is the policy of Peninsula Clean Energy to include the following terms and conditions language for that purpose:

RATES: Peninsula Clean Energy (PCE) electric generation rates are managed with the intention of providing cleaner electricity at competitive rates. Any changes to rates will be adopted at duly noticed public meetings of the Peninsula Clean Energy Board. Changes to PG&E or PCE rates will impact cost comparisons between PCE and PG&E. PG&E charges PCE customers a monthly Power Charge Indifference Adjustment (PCIA) and Franchise Fee Surcharge. PCE has already accounted for these additional charges in calculating rates. View PCE rates and PG&E cost comparisons online or call (866) 966-0110 for more information. These rates and cost comparisons may change over time. Financial assistance programs like CARE (California Alternative Rates for Energy), FERA (Federal Electric Rate Assistance) and Medical Baseline Allowance remain the same with PCE. If you are enrolled in any of these programs with PG&E, those programs will continue to apply to you as a PCE customer.

BILLING: You will receive a single monthly bill from PG&E that includes PCE’s electric generation charges. PCE’s electric generation charge replaces PG&E’s electric generation charge. PCE’s charge is not a duplicate charge or extra fee. PG&E will continue to charge you for electric delivery services. If you opt out of PCE, PG&E will resume charging you for electric generation.

ENROLLMENT: Peninsula Clean Energy is the default electricity provider in the County of San Mateo. Accounts within PCE’s service area, with the exception of accounts within the Town of Portola Valley, are automatically enrolled with PCE’s ECOplus renewable energy service unless the account holder chooses to opt out or chooses to sign up for ECO100 100% renewable energy. Accounts within the Town of Portola Valley, are automatically enrolled with PCE’s ECO100 unless the account holder chooses to opt out or sign up for ECOplus. Account holders may request to opt out at any time. Portola Valley accounts who wish to sign-up for ECOplus and all other accounts who wish to sign up for ECO100 can call (866) 966-0110 or visit PeninsulaCleanEnergy.com. Please have your PG&E account information on hand to process your request.

OPT OUT: You may request to opt out of PCE at any time by calling (866) 966-0110. Please have your PG&E account information on hand to process your request. There is no fee to opt out

before your PCE service starts or within 60 days after your PCE service starts. After that time, there is a one-time administrative fee (\$5 residential and \$25 commercial); however PCE is waiving this fee for the first year of a customer's enrollment with PCE. Please be advised that if you do opt out and return to PG&E, you will not have the option to return to PCE for a full year and will be subject to PG&E's terms and conditions of service. For information on PG&E's terms and conditions visit pge.com/cca. Accounts will be transferred on the day the electric meter is read and cannot be transferred during the middle of a billing cycle. Opt out requests received at least 5 days prior to a customer's meter read date will be processed for that meter read date; all other opt out requests will be processed on the subsequent meter read date. Customers who opt out or otherwise stop receiving service from PCE will be charged for all PCE electricity used before ending PCE electric service. To opt out, please call PCE or visit PeninsulaCleanEnergy.com. Have your electric bill handy so that we can help you.

FAILURE TO PAY: Peninsula Clean Energy may transfer your account to PG&E upon 14 calendar days' written notice if you fail to pay your bill. If your service is transferred, you will be required to pay the termination fee described above.

CUSTOMER PRIVACY POLICY: Peninsula Clean Energy's policy on Customer Confidentiality can be found at www.PeninsulaCleanEnergy.com/customer-confidentiality or by calling (866) 966-0110.



Policy Number: 6

Adoption Date:

Subject: Terms and Conditions of Service for Early Adopters

Policy:

From time-to-time, Peninsula Clean Energy must provide “Terms and Conditions” of service to customers and potential customers. When necessary or appropriate, it is the policy of Peninsula Clean Energy to include the following terms and conditions language for that purpose:

EARLY ADOPTERS: These special terms and conditions apply to those customers, hereafter referred to as “Early Adopters”, who have voluntarily enrolled accounts in Peninsula Clean Energy prior to being automatically enrolled.

RATES: Peninsula Clean Energy (PCE) electric generation rates are managed with the intention of providing cleaner electricity at competitive rates. Any changes to rates will be adopted at duly noticed public meetings of the Peninsula Clean Energy Board. Changes to PG&E or PCE rates will impact cost comparisons between PCE and PG&E. PG&E charges PCE customers a monthly Power Charge Indifference Adjustment (PCIA) and Franchise Fee Surcharge. PCE has already accounted for these additional charges in calculating rates. View PCE rates and PG&E cost comparisons online or call (866) 966-0110 for more information. These rates and cost comparisons may change over time. Financial assistance programs like CARE (California Alternative Rates for Energy), FERA (Federal Electric Rate Assistance) and Medical Baseline Allowance remain the same with PCE. If you are enrolled in any of these programs with PG&E, those programs will continue to apply to you as a PCE customer.

BILLING: You will receive a single monthly bill from PG&E that includes PCE’s electric generation charges. PCE’s electric generation charge replaces PG&E’s electric generation charge. PCE’s charge is not a duplicate charge or extra fee. PG&E will continue to charge you for electric delivery services. If you opt out of PCE, PG&E will resume charging you for electric generation.

ENROLLMENT: Peninsula Clean Energy is the default electricity provider in the County of San Mateo. You hereby acknowledge and agree that, in becoming an Early Adopter, you have affirmatively waived your right to the four (4) enrollment notices prescribed by law. You further acknowledge and agree that if you opt out of Peninsula Clean Energy and return to PG&E electric generation service any time after you are positively enrolled, your electricity account(s) will be subject to PG&E’s transitional rates based on energy market prices and other terms and conditions of service. Accounts within PCE’s service area, with the exception of accounts within the Town of Portola Valley, are automatically enrolled with PCE’s ECOplus renewable energy service unless the account holder chooses to opt out or choose to sign up for

ECO100 100% renewable energy. Accounts within the Town of Portola Valley, are automatically enrolled with PCE's ECO100 unless the account holder chooses to opt out or sign up for ECOplus. Account holders may request to opt out at any time. Portola Valley accounts who wish to sign-up for ECOplus and all other accounts who wish to sign up for ECO100 can call (866) 966-0110 or visit PeninsulaCleanEnergy.com. Please have your PG&E account information on hand to process your request.

OPT OUT: You may request to opt out of PCE at any time by calling (866) 966-0110. Please have your PG&E account information on hand to process your request. There is no fee to opt out before your PCE service starts or within 60 days after your PCE service starts. After that time, there is a one-time administrative fee (\$5 residential and \$25 commercial); however PCE is waiving this fee for the first year of a customer's enrollment with PCE. Please be advised that if you do opt out and return to PG&E, you will not have the option to return to PCE for a full year and be subject to PG&E's terms and conditions of service. For information on PG&E's terms and conditions visit pge.com/cca. Accounts will be transferred on the day the electric meter is read and cannot be transferred during the middle of a billing cycle. Opt out requests received at least 5 days prior to a customer's meter read date will be processed for that meter read date; all other opt out requests will be processed on the subsequent meter read date. Customers who opt out or otherwise stop receiving service from PCE will be charged for all PCE electricity used before ending PCE electric service. To opt out, please call PCE or visit PeninsulaCleanEnergy.com. Have your electric bill handy so that we can help you.

FAILURE TO PAY: Peninsula Clean Energy may transfer your account to PG&E upon 14 calendar days' written notice if you fail to pay your bill. If your service is transferred, you will be required to pay the termination fee described above.

CUSTOMER PRIVACY POLICY: Peninsula Clean Energy's policy on Customer Confidentiality can be found at www.PeninsulaCleanEnergy.com/customer-confidentiality or by calling (866) 966-0110.

