



**REGULAR MEETING of the Executive Committee of the
Peninsula Clean Energy Authority (PCEA)
Monday, March 13, 2017**

**PLEASE NOTE: This meeting will be held in Room 402,
Across the hall from our usual meeting room**

455 County Center, 4th Floor, Room 402
Redwood City, CA 94063
8:00 a.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 Anne Bartoletti, Agenda Administrator, at least 12 hours before the meeting at (650) 350-9514 and/or abartoletti@peninsulacleanenergy.com. 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 Committee, please fill out a speaker's slip located on the tables as you enter the meeting room. If you have anything that you wish to be distributed to the Committee and included in the official record, please hand it to a member of PCEA staff who will distribute the information to the Committee members and other staff.

CALL TO ORDER / ROLL CALL

PUBLIC COMMENT

This item is reserved for persons wishing to address the Committee 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) Committee 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 Committee 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 Committee Chair.

ACTION TO SET AGENDA AND TO APPROVE CONSENT AGENDA ITEMS

This item is to set the final consent and regular agenda, and for approval of the items listed on the consent agenda. All items on the consent agenda are approved by one action.

REGULAR AGENDA

1. CLOSED SESSION

PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Title: Chief Executive Officer

2. REPORT OUT OF CLOSED SESSION

3. RECONVENE OPEN SESSION

4. CEO Report (Discussion)

5. RFO Update (Discussion)

6. Marketing and Outreach Report (Discussion)

7. Formation of Standing Board Finance and Audit Committee (Discussion)

8. Employee Handbook (Discussion)

9. Committee Members' Reports (Discussion)

CONSENT AGENDA

10. Approval of the Minutes for the February 13, 2017 Meeting (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 Executive Committee Correspondence**

DATE: March 8, 2017
EXECUTIVE COMMITTEE MEETING DATE: March 13, 2017
SPECIAL NOTICE/HEARING: None
VOTE REQUIRED: None

TO: Honorable Peninsula Clean Energy Authority Executive Committee
FROM: Jan Pepper, Chief Executive Officer, Peninsula Clean Energy
SUBJECT: Employee Handbook

BACKGROUND:

Peninsula Clean Energy (PCE) intends to provide employees with a comprehensive Employee Handbook of policies and rules to use as a guide and resource.

Marin Clean Energy and Silicon Valley Clean Energy kindly shared copies of their Employee Handbooks, which we used as a starting point and framework to build on. We borrowed from both versions.

DISCUSSION:

PCE's Employee Handbook is in the process of being compiled and is expected to be completed by the end of the month, including review by the County's HR attorney. Current and new employees will be issued the handbook and will sign that they understand the policies and rules as covered in the handbook.

The Draft covers the following topics:

TABLE OF CONTENTS

Chapter 1 – Introduction to Peninsula Clean Energy
Welcome from the CEO
Agency Structure
Peninsula Clean Energy History
Mission Statement

Strategic Goals
Policies

Chapter 2 – Employment Policies

Nature of Employment
Job Posting
Job Duties
Employee Relations
Open Communication / Conflict Resolution Policy
Equal Employment Opportunity
Access to Personnel Files
Employment Reference Checks
Personnel Data Changes
Performance Evaluations
Exit Interviews
Social Security Number Privacy

Chapter 3 – Employee Conduct

Professional Business Conduct and Ethics
Conflicts of Interest
Customer and Public Relations
Confidentiality (General)
Confidentiality of Customer Information
Non-Disclosure Agreements (NDAs)
Employer and Employee Property
Electronic Systems and Privacy
Social Media Guidelines
Agency Property and Equipment
Use of Phone, Computers, and Mail Systems
Work Schedules
Punctuality and Attendance
Working from Home
Requesting Time Off

Chapter 4 – Employee Benefits

Benefits Packages
Payment of Wages
Advances
Paid Time Off (PTO)
Sick Leave / Bereavement Leave

FISCAL IMPACT:

The cost of copying the Employee Handbook for each employee, and providing updates as revisions occur.



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Monday, February 13, 2016
MINUTES**

8:00 a.m.

455 County Center, 4th Floor, Room 405, Redwood City, CA 94063

CALL TO ORDER

Meeting was called to order at 8:06 a.m.

ROLL CALL

Present: Dave Pine, County of San Mateo, *Chair*
Carole Groom, County of San Mateo
Jeff Aalfs, Town of Portola Valley, *Vice Chair*
Rick DeGolia, Town of Atherton
Gary Pollard, City of Foster City
Wayne Lee, City of Millbrae
Cameron Johnson, City of San Carlos
Pradeep Gupta, City of South San Francisco

Absent:

Staff: Jan Pepper, CEO
George Wiltsee, Director of Power Resources
Dan Lieberman, Director of Marketing & Public Affairs
Kirsten Andrews-Schwind, Community Outreach Manager
Leslie Brown, Manager of Customer Care
Anne Bartoletti, Board Clerk/Executive Assistant to the CEO
Nirit S. Eriksson, Associate General Counsel

A quorum was established.

PUBLIC COMMENT

No public comment.

ACTION TO SET AGENDA AND TO APPROVE CONSENT AGENDA ITEMS

Motion Made / Seconded: DeGolia / Pollard

Motion passed unanimously 5-0 (Absent: Pine, Lee, Johnson)

REGULAR AGENDA

1. CEO REPORT

Jan Pepper – Chief Executive Officer (CEO) of Peninsula Clean Energy (PCE) – introduced new PCE employee, Leslie Brown, Manager of Customer Care, and reported that a Legislative Analyst position had been posted. Jan provided an update on PCE’s office space status, explaining that staff had moved into a temporary space at 555 Marshall in Redwood City, until the permanent space on Woodside is completed in June or July.

Jan reported on the Diablo Canyon testimony, and the California Public Utility Commission’s (CPUC’s) En Banc hearing on February 1, which was well attended by PCE Staff and Board members, and she said that CalCCA will be preparing joint comments in response to the En Banc. Jan also reported that she and some Board members recently met with CPUC Commissioner Carla Peterman, Assemblymember Marc Berman, and Assemblymember Kevin Mullin, and said that PCE joined WSPP (Western Systems Power Pool), WREGIS (Western Renewable Energy Generation Information System), and is working on CRR status with the CAISO (Congestion Revenue Rights).

2. RFO UPDATE

George Wiltsee—Director of Power Resources—reported that a large solar and three small hydro projects were approved at the January Board meeting, and staff hope to bring several solar and wind contracts to the Board in February and March. He reported that we have received updated pricing from several bidders. PCE’s approach is to have a diversified portfolio of projects, balancing short term and long term, existing projects and future projects. Hedging and risk management for power purchases were discussed, and that PCE’s existing Risk Management Policy 7 needs to be revised to meet the ISO’s (Independent System Operator’s) requirements for CRRs.

PUBLIC COMMENT

James Tuleya, Sunnyvale

3. POWER SUPPLY PLAN FOR PHASE 2 ENERGY

Jan Pepper and George Wiltsee reported that Resource Adequacy (RA) has been purchased for April, and negotiations are underway for May and June RA. They explained that these RA purchases have a coal and nuclear exclusion on substitution,

and that PCE doesn't have an adopted policy but rather a preference. The pros and cons of coal, nuclear, and biomass were discussed.

4. AD HOC COMMITTEE REPORT ON FORMATION OF CITIZENS ADVISORY COMMITTEE

Dave Pine—Chair—reported that he, Cameron Johnson, Charles Stone, and Rick Mantilla met as an ad hoc committee, and they will present their recommendations to the Board for proceeding to form a Citizens Advisory Committee (CAC). He presented a draft report with proposed goals for the new CAC, and recommendations on the composition and structure of the membership. He said that another ad hoc committee of Board members would take the proposal to the next step, creating an application process, reviewing applicants, and making recommendations to the full Board regarding membership.

PUBLIC COMMENT

Janet Creech, Millbrae

5. MARKETING AND OUTREACH REPORT

Dan Lieberman—Director of Marketing & Public Affairs—reported that with the addition of Leslie Brown, the Marketing staff has grown to be half of PCE's staff. He outlined marketing efforts that include in-person workshops and mass media outreach in preparation for the Phase 2 launch. He said that a video booth would be set up outside the next Board meeting, and he invited Board members to be videotaped on what PCE means to their communities. These videos will then be available for social media sharing.

PUBLIC COMMENT

James Tuleya, Sunnyvale

6. COMMITTEE MEMBERS' REPORTS

Jeff Aalfs—Vice Chair—reported that he listened in on a call for the Smart Inverters Working Group with the CPUC. He said these calls are Thursdays at 1:00 p.m.

Rick DeGolia—City of Atherton—said Atherton is on the verge of approving a design for the Atherton Civic Center. He said he met with Apparent; Integral is doing the design, and the Clean Coalition is involved.

ADJOURNMENT

Meeting was adjourned at 9:45 a.m.