



**REGULAR MEETING of the Executive Committee of the  
Peninsula Clean Energy Authority (PCEA)  
Monday, July 10, 2017**

455 County Center, 4<sup>th</sup> Floor, Room 405  
Redwood City, CA 94063  
8:00 a.m.

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*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. RECONVENE OPEN SESSION AND REPORT OUT OF CLOSED SESSION
3. CEO Report (Discussion)
4. Finance / Audit Update (Discussion)
5. Marketing and Outreach Report (Discussion)
6. Committee Members' Reports (Discussion)

## **CONSENT AGENDA**

7. Approval of the Minutes for the June 12, 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>.



**REGULAR MEETING of the Executive Committee of the  
Peninsula Clean Energy Authority (PCEA)  
Monday, June 12, 2017  
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 8:07 a.m.

**ROLL CALL**

**Present:** Dave Pine, County of San Mateo, *Chair*  
Jeff Aalfs, Town of Portola Valley, *Vice Chair*  
Gary Pollard, City of Foster City  
Wayne Lee, City of Millbrae  
Pradeep Gupta, City of South San Francisco

**Absent:** Carole Groom, County of San Mateo  
Rick DeGolia, Town of Atherton  
Cameron Johnson, City of San Carlos

**Staff:** Jan Pepper, CEO  
George Wiltsee, Director of Power Resources  
Siobhan Doherty, Manager of Contracts  
Dan Lieberman, Director of Marketing and Public Affairs  
Joseph Wiedman, Senior Regulatory/Legislative Analyst  
Kirsten Andrews-Schwind, Community Outreach Manager  
Eric Weiner, Renewable Energy Analyst  
Anne Bartoletti, Board Clerk/Executive Assistant to the CEO  
Nirit 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: Pine / Gupta

Motion to approve the minutes with one change (listing the consent vote in a different place in the document, to reflect chronology of when items were acted on).

**Motion passed unanimously 5-0 (Absent: Groom, DeGolia, Johnson)**

## **REGULAR AGENDA**

### **1. CLOSED SESSION**

PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Title: Chief Executive Officer

### **2. RECONVENE OPEN SESSION AND REPORT OUT OF A CLOSED SESSION**

No reportable actions were taken.

### **3. CEO REPORT**

Jan Pepper—Chief Executive Office (CEO) of Peninsula Clean Energy (PCE)—introduced Eric Weiner, PCE’s newest employee and Renewable Energy Analyst.

Jan reported that the Audit and Finance Committee met on May 31<sup>st</sup> to review the draft budget, discuss issuing an RFP (Request for Proposal) to hire an auditor, and provide input on financial statements. She reported that the Audit and Finance committee agreed that monthly financial statements could be provided to the Board as information on the Consent Agenda while formal financial reports would be added to the Regular Agenda on a quarterly basis, with a mid-year update and a 5-year forecast.

Jan announced that Dan Lieberman has been appointed by CalCCA to lead their Marketing Committee. The Citizens Advisory Committee will be sworn in when they meet on Thursday, June 15<sup>th</sup>.

### **4. MARKETING AND OUTREACH REPORT**

Dan Lieberman—Director of Marketing & Public Affairs—reported on recent marketing and outreach efforts, and announced that PCE had produced a video and mailer on how to understand PG&E bills.

**5. 2017-2018 BUDGET PLANNING**

Jan Pepper reported that the new budget will be presented at the June Board meeting, an RFP to hire an Auditor will be issued in June, and the Audit and Finance Committee will meet again prior to the July Board meeting.

**6. COMMITTEE MEMBERS' REPORTS**

Wayne Lee reviewed a letter to the League of Cities' Environmental Quality Policy Committee.

Pradeep Gupta announced that he will attend the Bay Area Regional Collaborative (BARC) meeting this Friday in San Francisco, and that Siobhan Doherty and Dawn Weisz will be presenting.

**ADJOURNMENT**

Meeting was adjourned at 9:57 a.m.