



**REGULAR MEETING of the Citizens Advisory Committee of the
Peninsula Clean Energy Authority (PCEA)
Thursday, December 8, 2016**

400 Harbor Blvd.
Building B, Belize Room
Belmont, CA 94002
7:00 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 Anne Bartoletti, Board Clerk, at least 2 working days before the meeting at 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.

WELCOME

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) Chief Executive Officer's of Staff Report on the Regular Agenda; 3) 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 APPROVE THE CONSENT AGENDA

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

REGULAR AGENDA

1. Updates from PCEA Staff (Discussion)
2. Provide Input on the Draft Board Meeting Agenda (Discussion)

Public records that relate to any item on the open session agenda for a regular Committee 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 Committee. The Office of Sustainability, located at 455 County Center, 4th Floor, Redwood City, CA 94063, has been designated 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>.

CONSENT AGENDA

3. Approve the minutes for the November 10th, 2016 meeting (Action)



**REGULAR MEETING of the Board of Directors of the
Peninsula Clean Energy Authority (PCEA)
Thursday, December 15, 2016**

San Mateo County Office of Education, Pine and Oak 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 Anne Bartoletti, Board Clerk, at least 2 working days before the meeting at 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 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 and/or Closed Session 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. Provide an Update on the Citizens Advisory Committee (Discussion)
4. Provide an Update on Marketing and Outreach (Discussion)
5. Authorize Execution of the Power Purchase Agreements for Renewable Supply (Action)
 - 5.1
 - 5.2
 - 5.3
 - 5.4
 - 5.5
 - 5.6
 - 5.7
6. Revise PCE Strategic Goal: 100% CA RPS Eligible Renewable Energy by 2025 (Action)
7. Adopt PCEA Workforce Policy (Action)
8. Adopt PCEA Policy to Not Use Any Unbundled RECs (Action)
9. Approve Resolution forming Citizens Advisory Committee (Action)
10. Financial Statements
11. Board Members Reports

CONSENT AGENDA

12. Approval of the Minutes for the November 12th, 2016 Special Meeting (Action)
13. Approval of the Minutes for the November 17th, 2016 Meeting (Action)
14. Approve PCEA Employee Health Benefits Package (Action)
15. Approve 2017 Board Meeting Dates (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>.

DRAFT



**REGULAR MEETING of the Citizens Advisory Committee
of the Peninsula Clean Energy Authority (PCEA)
Thursday, November 10, 2016
MINUTES**

400 Harbor Blvd, Belize Room, Belmont CA 94002
7:00 p.m.

CALL TO ORDER

Meeting was called to order at 7:09 pm.

Present: Landis Marttila, IBEW Local 1245
Michael Closson, Menlo Spark
Kirsten Schwind, Pacifica Climate Committee
Janet Creech, San Mateo Community Choice
Sue Chow, Sierra Club Loma Prieta Chapter
Susie Raye, San Mateo County League of Women Voters
Michelle Senatore, San Mateo County Transit District
James Ruigomez, San Mateo County Central Labor Council

Absent: Mike McCord, Burlingame Citizen Environmental Council
Ricardo Archila, San Mateo County Association of Realtors
Amy Koo, San Mateo County School Boards Association
Amanda Borsum, San Mateo County Economic Development Association
Harvey Rarback, San Mateo County Special Districts Association (Resigned)

Staff: Jan Pepper, Chief Executive Officer, Peninsula Clean Energy
David Silberman, General Counsel, Peninsula Clean Energy
Anne Bartoletti, Board Clerk, Peninsula Clean Energy

A quorum was established.

PUBLIC COMMENT

No public comment.

ACTION TO SET THE AGENDA AND APPROVE THE CONSENT AGENDA

Motion Made / Seconded: Ruigomez / Marttila

Motion passed unanimously 7-0 (Absent: McCord, Schwind, Archila, Koo, Borsum, Rarback)

REGULAR AGENDA

1. UPDATES FROM PCEA STAFF

Jan Pepper—Chief Executive Officer—announced that PCEA is hiring. Positions currently posted include a Community Outreach Coordinator, Customer Care Manager/Director, and a Manager of Contracts and Compliance. Within a few weeks, PCEA will also be posting positions for a Regulatory Analyst and an Energy Analyst. PCEA’s staffing plan projects 20-24 employees in the next 1-2 years. Opt-Outs continue to be very low, with Opt-Ups higher than Opt-Outs. A number of cities have Opted-Up with their municipal accounts. PCEA’s RFO for long term renewable energy closed on Monday, November 7. Jan said there was a tremendous response, and PCEA staff are reviewing the bids.

2. IDENTIFY COMMITTEE MEMBER(S) TO REPORT TO THE BOARD

Jan Pepper introduced the memo asking the Citizens Advisory Committee (CAC) to identify one or two members to report to the Board of Directors.

Motion to nominate Michael Closson, Made / Seconded: Creech / Ruigomez

Motion passed unanimously 7-0 (Absent: McCord, Schwind, Archila, Koo, Borsum, Rarback)

Motion to nominate Landis Marttila as Alternate, Made / Seconded: Ruigomez / Closson

Motion passed unanimously 8-0 (Absent: McCord, Archila, Koo, Borsum, Rarback)

Jan Pepper clarified that these individuals will only be reporting to the Board for the next two Board meetings, November 17 and December 15, 2016.

3. PROVIDE INPUT ON THE FUTURE ROLE AND MEMBERSHIP OF CITIZENS ADVISORY COMMITTEE

Jan Pepper introduced the memo on the Future Role and Membership of a Citizens Advisory Committee (CAC).

The CAC members felt the committee provides an opportunity to provide feedback, opinions, and ideas to the Board. They discussed the importance of including people who are engaged in clean energy, and that interested individuals would probably be involved with an organization but wouldn’t represent that organization on the committee. They discussed the name of the committee, “Citizens Advisory”, and that it doesn’t mean “Stakeholder Advisory”. They said the committee should represent the community and perhaps be ambassadors for PCE within the community, as well as with the legislature and regulatory bodies.

They discussed an application process whereby all interested people could apply, and a PCE Board sub-committee would review the applications and make a recommendation to the full PCE Board. The general consensus was that having a separate CAC committee keeps

community members more engaged, enables individuals to report back to other groups, and it provides more interaction than just two minutes per person during the Public Comment.

They reviewed the Proposed Goals for the CAC on page 3 of the proposal, and agreed with the five points listed under the heading, “To further PCE’s mission, the CAC would”:

- Act as a liaison to the community.
- Provide input on both the specific PCE board agenda items as well as on PCE’s general policy and operational objectives.
- Engage in outreach to the community, including encouraging ratepayers to opt-up to ECO100 and implement other carbon reducing policies.
- Assist with legislative advocacy.
- Provide a forum for community discussions on a wide variety of strategies to reduce carbon emissions.

The CAC members discussed diversity on the committee, and that membership should represent as many organizations and geographic areas as possible. Regarding the size, the general consensus was to cap the membership at 15, perhaps having 10 representatives from groups and 5 unaffiliated individuals, but not setting rigid numbers so it’s more flexible. They also discussed having an attendance policy or a commitment statement. Some organizations have a policy that if you miss three meetings in a year, you forfeit your position. David Silberman—General Counsel to PCEA—suggested the CAC submit a recommendation to the board if they’d like to have an attendance requirement. Having CAC Alternates was also discussed to ensure a quorum is reached.

PUBLIC COMMENT on agenda item 3:

James Tuleya

4. PROVIDE INPUT ON THE BOARD RETREAT AGENDA ITEMS

Jan Pepper introduced the Retreat memo and went over the agenda, including the drafts of the mission and strategic goals, and ethical vendor standards. Jan explained that, at the November 17th meeting, the Board may take action on items discussed at the Retreat.

a. Mission Statement

Regarding the draft Mission Statement, overall the CAC members liked option A because it emphasized PCEA being locally controlled, not for profit, and focused on reducing GHG emissions. There was also discussion about local economic and workforce benefits, and a request to review the CCA/CCE Policy Goals that were written for the Loma Prieta Chapter of the Sierra Club.

CAC members began to formulate a motion. David Silberman – General Counsel to PCEA – noted and explained that CAC members could express individual opinions but not a motion because this isn’t an action item. There appeared to be a consensus supporting the option A version of the mission.

b. Strategic Goals

Regarding the draft Strategic Goals, the ten proposed goals were reviewed. Jan Pepper suggested there be no fewer than five, but no more than ten goals. There was general support for goals #2, #7, 9, and #10. Some thought #1 wasn't necessary, and opinions differed on #8. Discussion on #2 centered on whether or not the dates are achievable. Jan Pepper explained that the dates were identified by staff and would be recommended to the Board.

Jan Pepper discussed the "Green Power Partnership", in which the United States Environmental Protection Agency (EPA) recognizes communities throughout the country focused on delivering clean energy. The community gets recognition and a plaque.

There was extensive discussion about PCEA's load projection; the cost of various types of renewable energy; small projects vs larger projects and economies of scale; minimizing impacts to the environment; and support for small local projects that would benefit low-income communities (like roof-top solar), provide local jobs, and that wouldn't disrupt an ecosystem.

c. Ethical Business Standards

The final item for discussion was the draft Ethical Vendor Standards. Jan Pepper explained the topic came from the Board's discussions on Resource Adequacy providers. The members discussed Shell Energy's ethics, and felt the draft Statement on Ethical Vendor Standards didn't say anything about deceptive or dishonest practices, or ethical behavior.

Questions arose about PCEA's current energy providers. Jan Pepper explained that PCEA is using Direct Energy for Phase 1, and Constellation and Shell Energy for Resource Adequacy.

PUBLIC COMMENT on agenda item 4:

James Teleya
Charles Mee
Ted Howard

ADJOURNMENT

Meeting was adjourned at 8:54 pm.