REGULAR MEETING of the Citizens Advisory Committee of the Peninsula Clean Energy Authority (PCEA)  
Thursday, July 20, 2017  
MINUTES  

101 Twin Dolphin Drive, Pine and Oak Room, Redwood City, CA 94065  
6:30 p.m.  

CALL TO ORDER  
Meeting was called to order at 6:32 pm.  

ROLL CALL  

Present:  Liru Chin, South San Francisco  
Michael Closson, Menlo Park  
Janet Creech, Millbrae  
Gladwyn D’Souza, Belmont  
Joe Fullerton, Half Moon Bay  
Ted Howard, San Mateo  
Janelle London, Menlo Park  
KC McKanna, Menlo Park  
Jason Mendelson, Redwood City  
James Ruigomez, San Bruno  
Desiree Thayer, Burlingame  

Absent:  David Hahn, South San Francisco  
Scott Harmon, Portola Valley  
Emily Leslie, Pacifica  
Landis Marttila, Works in San Mateo County  

Staff:  Kirsten Andrews-Schwind, Communications and Outreach Manager  
Nirit Eriksson, Associate General Counsel  
Eric Weiner, Renewable Energy Analyst  
Anne Bartoletti, Board Clerk/Executive Assistant to the CEO  

A quorum was established.  

PUBLIC COMMENT
No public comment.

**ACTION TO SET THE AGENDA**

**Motion Made / Seconded:** Creech / London

Motion passed unanimously 10-0 (Absent: Hahn, Harmon, Leslie, Marttila, Ruigomez)

**REGULAR AGENDA**

1. **SWEARING IN OF CITIZEN ADVISORY COMMITTEE MEMBERS**

   Nirit Eriksson—Associate General Counsel for Peninsula Clean Energy (PCE)—performed the formal swearing in of three members of the Citizens Advisory Committee (CAC), Michael Closson, Gladwyn D'Souza, and Joe Fullerton.

2. **COMMITTEE MEMBER SELF-INTRODUCTIONS**

   Michael Closson, Gladwyn D'Souza, and Joe Fullerton, and PCE staff, introduced themselves and described their backgrounds.

3. **ELECT COMMITTEE CHAIR**

   Kirsten Andrews-Schwind—Communications and Outreach Manager—outlined the responsibilities of the Chair as liaison to the Board of Directors, and asked for nominations. Michael Closson was nominated for Chair by Ted Howard, seconded by Janet Creech.

   Motion passed unanimously 10-0 (Absent: Hahn, Harmon, Leslie, Marttila, Ruigomez)

   There was a general consensus that the Chair will need a Vice Chair as an Alternate or back-up representative. Liru Chin nominated Ted Howard for Vice Chair.

   **Motion Made / Seconded:** Mendelson / Closson

   Motion passed unanimously 10-0 (Absent: Hahn, Harmon, Leslie, Marttila, Ruigomez)

4. **BROWN ACT TRAINING**

   Nirit Eriksson presented information on the Brown Act as a transparency law and public participation law, outlining its rules and requirements.
5. **DISCUSSION ON CAC OUTREACH AND PCE SUPPORT OF CAC**

Each Committee Member outlined the local organizations they belong to, and the community events in which they and PCE could participate. Kirsten Andrews-Schwind provided a handout that explains the PCE charges and the Generation Credit on the PG&E bills, and reported that Committee Members can get talking points from, and direct questions to, PCE staff.

Nirit Eriksson performed the formal swearing in of James Ruigomez upon his arrival.

6. **PCE LOCAL PROGRAM CRITERIA DEVELOPMENT**

Kirsten Andrews-Schwind introduced the topic of local programs as a way for PCE to reinvest in the community. She explained that the development of criteria and a scoring process would provide PCE with a transparent process to determine which programs move ahead.

**PUBLIC COMMENT**

James Tuleya  
Mark Roest, SeaWave

Committee Members shared a wide range of ideas on how to measure and evaluate programs, from energy efficiency to changing building codes. The Committee determined this discussion should continue at the next meeting.

7. **REVIEW DRAFT BOARD AGENDA**

The Committee reviewed the draft agenda for the July 27th, 2017 Board meeting.

**ADJOURNMENT**

Meeting was adjourned at 9:12 pm.