REGULAR MEETING of the Citizens Advisory Committee of the Peninsula Clean Energy Authority (PCEA)
Thursday, June 15, 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 6:39 pm.

ROLL CALL

Present: Liru Chin, South San Francisco
Janet Creech, Millbrae
David Hahn, South San Francisco
Scott Harmon, Portola Valley
Ted Howard, San Mateo
Emily Leslie, Pacifica
Janelle London, Menlo Park
Landis Marttila, Works in San Mateo County
KC McKanna, Menlo Park
Jason Mendelson, Redwood City
Desiree Thayer, Burlingame

Absent: Michael Closson, Menlo Park
Gladwyn D’Souza, Belmont
Joe Fullerton, Half Moon Bay
James Ruigomez, San Bruno

Staff: Jan Pepper, Chief Executive Officer
Kirsten Andrews-Schwind, Communications and Outreach Manager
Siobhan Doherty, Manager of Contracts
Eric Weiner, Renewable Energy Analyst
David Silberman, General Counsel
Anne Bartoletti, Board Clerk/Executive Assistant to the CEO

A quorum was established.
PUBLIC COMMENT

No public comment.

REGULAR AGENDA

1. SWEARING IN OF CITIZEN ADVISORY COMMITTEE MEMBERS

David Silberman—General Counsel for Peninsula Clean Energy (PCE)—performed the formal swearing in of eleven members of the Citizens Advisory Committee (CAC).

ACTION TO SET THE AGENDA

Motion Made / Seconded: Mendelson / London

Motion passed unanimously 11-0 (Absent: Closson, D’Souza, Fullerton, Ruigomez)

2. WELCOME FROM PCE CEO JAN PEPPER

Jan Pepper—Chief Executive Officer—introduced herself and provided an overview of PCE’s mission and strategic goals.

3. COMMITTEE MEMBER SELF-INTRODUCTIONS

All CAC members present, and PCE staff, introduced themselves and described their backgrounds.

4. STAFF PRESENTATION: INTRODUCTION TO PCE

Kirsten Andrews-Schwind—Communications and Outreach Manager—presented PCE’s community PowerPoint slides that outline PCE’s role procuring clean renewable energy on the electric generation side of the grid, while PG&E provides the transmission and electric delivery. The presentation described how PCE provides lower generation rates than PG&E.

5. PCE OUTREACH NEEDS

Kirsten Andrews-Schwind reported that one of PCE’s primary needs at this time is helping people to understand their bills. Kirsten played a video produced by PCE that explains the PCE charges and the Generation Credit on the PG&E bills, and presented PCE’s Outreach Plan Worksheet.

David Silberman provided an overview of the Brown Act requirements for this committee, and that formal Brown Act training will be provided at the next meeting.
6. **PCE LOCAL PROGRAM CRITERIA DEVELOPMENT**

Kirsten Andrews-Schwind and the Committee reviewed a draft Program Selection Process and discussed possible goals to form criteria.

**PUBLIC COMMENT**

Dianne Bailey, Menlo Spark

7. **REVIEW DRAFT BOARD AGENDA**

The Committee reviewed the draft agenda for the June 22nd, 2017 Board meeting.

8. **CHOOSE ONE-TIME REPRESENTATIVE TO REPORT OUT TO BOARD OF DIRECTORS**

Motion to nominate Desiree Thayer / Seconded: Howard / Mendelson

Motion passed unanimously 11-0 (Absent: Closson, D'Souza, Fullerton, Ruigomez)

**ADJOURNMENT**

Meeting was adjourned at 8:54 pm.