



**SPECIAL MEETING of the Executive Committee of the
Peninsula Clean Energy Authority (PCEA)
Wednesday June 29, 2016
MINUTES**

County Government Center, Daly Library
400 County Center, 6th Floor
Redwood City, CA 94063
3:30 p.m.

CALL TO ORDER

Meeting was called to order at 3:30 pm.

ROLL CALL

Present: Dave Pine, County of San Mateo, *Chair*
Jeff Aalfs, Town of Portola Valley, *Vice Chair*
Carole Groom, County of San Mateo
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: Rick DeGolia, Town of Atherton

Staff: Jan Pepper, CEO, Peninsula Clean Energy
Jim Eggemeyer, Director, Office of Sustainability
Justin Mates, Deputy County Counsel
Gordon Tong, Office of Sustainability

A quorum was established.

PUBLIC COMMENT

No public comment.

ACTION TO SET THE AGENDA

Motion Made / Seconded: Aalfs / Johnson

Motion passed 7-0 (Absent: DeGolia).

REGULAR AGENDA

1. REVIEW PURPOSE AND SCOPE OF THE EXECUTIVE COMMITTEE (DISCUSSION)

The Executive Committee (EC) discussed the purpose and scope of the EC including the possibility of developing bylaws for the Board of Directors, having a standing agenda item for comments by EC members, and reviewing policies for public review, structure, etc.

2. APPROVE RECOMMENDATION ON PENINSULA CLEAN ENERGY STAFFING PLAN (ACTION)

Ms. Pepper gave a presentation on the proposed PCE staffing plan and described the various positions that will be filled in the near term including an operations coordinator, finance manager, marketing director, key accounts manager, power resources manager, and a solar program coordinator.

The Committee discussed the roles of the various positions and other details.

Public Comment

James Tuleya
Alex Cannara

3. APPROVE RECOMMENDATION ON AMENDMENT TO CEO CONTRACT (ACTION)

This item was pulled from the agenda.

4. REVIEW BOARD POLICY MATRIX AND APPROVE RECOMMENDATION ON ADOPTION OF BOARD POLICIES (ACTION)

Ms. Pepper gave a presentation on three different types of policies for consideration: customer confidentiality, bad debt, and untrue or misleading information. The Committee discussed various aspects of the different policies.

Public Comment

Bill Nack

Motion to approve recommendation to Board of Directors approving the three policies made / seconded: Pollard / Lee

Motion passed 7-0 (Absent: DeGolia).

5. DISCUSS PERFORMANCE OBJECTIVES FOR THE CHIEF EXECUTIVE OFFICER (DISCUSSION)

The Committee discussed various potential performance objectives for the CEO including opt-out rates and customer satisfaction. Chair Pine, Vice Chair Aalfs, and Director Lee were appointed to a temporary ad-hoc committee to discuss CEO performance objectives.

6. UPDATE ON OFFICE SPACE AND OTHER ADMINISTRATIVE MATTERS (DISCUSSION)

Ms. Pepper gave a brief presentation on her efforts to secure office space for PCE. The Committee offered various suggestions regarding location.

7. APPROVE REGULAR MEETING SCHEDULE OF THE EXECUTIVE COMMITTEE (ACTION)

The Committee decided to meet regularly on the 2nd Monday of every month at 8:00am at County Center, Redwood City.

Motion to approve the regular meeting schedule made / seconded: Lee / Pollard

Motion passed 7-0 (absent: DeGolia).

Chair

Attest:

Secretary