



**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 31st 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 15th.

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.