



**REGULAR MEETING of the Executive Committee of the  
Peninsula Clean Energy Authority (PCEA)  
Monday, January 8, 2018**

Peninsula Clean Energy  
2075 Woodside Road, Redwood City, CA 94061  
8:00 a.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, Agenda Administrator, at least 12 hours before the meeting at (650) 350-9514 and/or [abartoletti@peninsulacleanenergy.com](mailto: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.*

**CALL TO ORDER / 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) Listed on the Consent Agenda; 3) Chief Executive Officer's or Staff Report on the Regular Agenda; or 4) 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 TO APPROVE CONSENT AGENDA ITEMS**

This item is to set the final consent and regular agenda, and for 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. Review of proposed policy on the selection of the Chair and Vice Chair and appointments to the Executive Committee and other standing Board committees. (Discussion)
4. Mid-Year Budget Update (Discussion)
5. Committee Members' Reports (Discussion)

## **CONSENT AGENDA**

6. Approval of the Minutes for the December 11, 2017 Meeting (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 Peninsula Clean Energy office, located at 2075 Woodside Road, Redwood City, CA 94061, 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>.



**REGULAR MEETING of the Executive Committee of the  
Peninsula Clean Energy Authority (PCEA)  
Monday, December 11, 2017  
MINUTES**

8:00 a.m.

Peninsula Clean Energy  
2075 Woodside Road, Redwood City, CA 94061

**CALL TO ORDER**

Meeting was called to order at 8:08 a.m.

**ROLL CALL**

**Present:** Dave Pine, County of San Mateo, *Chair*  
Carole Groom, County of San Mateo  
Jeff Aalfs, Town of Portola Valley, *Vice Chair*  
Rick DeGolia, Town of Atherton  
Wayne Lee, City of Millbrae  
Pradeep Gupta, City of South San Francisco

**Absent:** Gary Pollard, City of Foster City

**Staff:** Jan Pepper, CEO  
Jay Modi, Director of Finance and Administration  
Siobhan Doherty, Director of Power Resources  
Dan Lieberman, Director of Marketing and Public Affairs  
Kirsten Andrews-Schwind, Communications and Outreach Manager  
Leslie Brown, Manager of Customer Care  
Charlsie Chang, Communications and Outreach Fellow  
Nirit Eriksson, Associate General Counsel  
Anne Bartoletti, Board Clerk/Executive Assistant to the CEO

**A quorum was established.**

**PUBLIC COMMENT**

No public comment.

## **ACTION TO SET AGENDA AND TO APPROVE CONSENT AGENDA ITEMS**

Motion Made / Seconded: Gupta / Groom

**Motion passed unanimously 5-0 (Absent: Pollard, Lee)**

## **REGULAR AGENDA**

### **1. CHAIR REPORT**

Jeff Aalfs—Vice Chair—reported that he attended the recent Citizens Advisory Committee (CAC) meeting. Dave Pine—Chair—reported that Peninsula Clean Energy's (PCE) CAC is a hybrid committee combining energy expertise with community activities.

### **2. CEO REPORT**

Jan Pepper—Chief Executive Officer—announced that Dan Lieberman, Director of Marketing and Public Affairs, has resigned effective December 19, 2017, and that he accepted a position with East Bay Community Energy, which is much closer to his home. She reported that staff expect to make offers in the next few weeks for a Key Accounts Executive, a Power Resources Manager, and a part-time Creative Content Designer.

Jan reported that she and Joe Wiedman met with Senator Jerry Hill and Assemblymember Mark Berman, and will be meeting with Assemblymember Kevin Mullin, Assemblymember Phil Ting, and Senator Scott Weiner, to discuss upcoming legislation.

Jan reported that PG&E's new rates will not go into effect on January 1, 2018, and are expected to be delayed until March 1, 2018. Leslie Brown—Manager of Customer Care—reported that PCE's rate adjustment will be put on hold until PG&E's rates have been scheduled.

### **3. PCE COMMITTEES AND ASSIGNMENTS OF BOARD MEMBERS THERETO**

Dave Pine reported the need to formalize how the Chairs and Vice Chairs of the Board and Committees are appointed, and what their terms should be. Committee members discussed the highly technical nature of PCE's Board, and the benefit of having members serve multiple years for the skills and expertise they acquire. Dave offered to write a proposal to bring to the Board in January.

**4. FINANCE AND AUDIT UPDATE**

Jan Pepper reported that the audit is complete and will be reviewed by the Audit and Finance Committee today, prior to being distributed to the Board. Jan announced that PCE's bank accounts were moved to First Republic Bank, and PCE's loans were paid off.

**5. RECOMMEND APPROVAL OF DRAFT POLICY ON ENERGY SUPPLY PROCUREMENT AUTHORITY**

Dave Pine reported that PCE missed an opportunity to buy wind power at very favorable rates because a special board meeting could not be organized quickly enough. Jan Pepper reported that other CCAs (Community Choice Aggregation) have developed procurement policies based on contract term allowing more flexibility for shorter term contracts.

Committee members discussed long-term versus short-term contracts, dollar amounts, and PCE's portfolio. They suggested amending the policy to allow the CEO authority to enter into energy supply contracts with terms up to five years, upon consultation with the General Counsel, the Board Chair, and any other members of the Board as the CEO deems necessary.

Motion Made as amended / Seconded: Lee / Groom

**Motion passed unanimously 6-0 (Absent: Pollard)**

**6. REVIEW DRAFT PROPOSAL FOR PCE LOCAL ENERGY PROGRAM LAUNCH**

Jan Pepper reported that the Citizens Advisory Committee has reviewed the evaluation criteria for evaluating PCE's energy programs, and staff has drafted a proposal for the energy program launch.

**PUBLIC COMMENT**

Michael Closson, PCE's Citizens Advisory Committee  
Diane Bailey, Menlo Spark  
James Tuleya, Sunnyvale CA

Jan reported that \$500,000 was budgeted for local energy programs for fiscal year 2017-2018, and \$2.5 Million for fiscal year 2018-2019, but the amounts can be changed. Committee members discussed balancing programs with reserves to get an investment grade rating, ensuring programs encourage innovation and provide measurable benefits to customers and underserved communities.

**7. COMMITTEE MEMBERS' REPORTS**

None.

**ADJOURNMENT**

Meeting was adjourned at 9:56 a.m.