



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

San Mateo County Office of Education, Pine and Oak Room  
101 Twin Dolphin Drive, Redwood City, CA 94065  
6:30 p.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, Board Clerk, at least 2 working days before the meeting at [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.*

**WELCOME**

**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) Chief Executive Officer's of Staff Report on the Regular Agenda; 3) 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 APPROVE CONSENT AGENDA**

This item is to set the final regular agenda.

## **REGULAR AGENDA**

1. Swearing in of Citizen Advisory Committee Members (Action)
2. Committee Member Self-Introductions (Discussion)
3. Elect Committee Chair (Action)
4. Brown Act Training (Discussion)
5. Discussion on CAC outreach and PCE support of CAC (Discussion)
6. PCE Local Program Criteria Development (Discussion)
7. Review Draft Board Agenda (Discussion)

## **CONSENT AGENDA**

8. Approval of the Minutes of the June 15, 2017 Meeting (Action)

Public records that relate to any item on the open session agenda for a regular Committee 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 Committee. The Board has designated the Peninsula Clean Energy office, located at 555 Marshall St, 2<sup>nd</sup> Floor, Redwood city, CA 94063, 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 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 22<sup>nd</sup>, 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.