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. 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, 2nd 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. **SWARING 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**nd**, 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.