



**SPECIAL MEETING of the Executive Committee of the
Peninsula Clean Energy Authority (PCEA)
Tuesday, October 11, 2016**

Room 405
455 County Center, 4th Floor
Redwood City, CA 94063
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. 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 Board 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 Board 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. Approve Recommendation on Policy 7 – Risk Management Policy for CRRs (Action)
2. Provide Direction on Future Role and Membership of CAC (Action)
3. PCEA Board Retreat (Discussion)
 - a. PCEA Mission Statement
 - b. Creation of an Ad Hoc Committee to develop a Code of Ethics
 - c. Environmental Justice and Resource Adequacy
 - d. Other
4. Proposed IT Security and CAISO Policies (Discussion)
5. PCEA Membership in CalCCA (Discussion)

CLOSED SESSION

6. CONFERENCE WITH REAL PROPERTY NEGOTIATORS

Property: 155 Linfield Drive, Menlo Park

Agency Negotiators: Jan Pepper, David Silberman and Nirit Eriksson

Negotiating Party: Barclays

Under Negotiation: price and terms

CONSENT AGENDA

7. Approval of the Minutes for the July 11, 2016 Meeting (Action)
8. Approval of the Minutes for the August 8, 2016 Meeting (Action)
9. Approval of the Minutes for the September 12, 2016 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 Office of Sustainability, located at 455 County Center, 4th 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>.



**PENINSULA CLEAN ENERGY
JPA Executive Committee Correspondence**

DATE: October 7, 2016
BOARD MEETING DATE: October 11, 2016
SPECIAL NOTICE/HEARING: None
VOTE REQUIRED: Majority Present

TO: Honorable Peninsula Clean Energy Authority Executive Committee
FROM: Jan Pepper, Chief Executive Officer, Peninsula Clean Energy
SUBJECT: Approve recommendation on Policy 7 – Risk Management Policy for CRRs

RECOMMENDATION: Approve recommendation to adopt Policy 7, the Risk Management Policy for CRRs (Congestion Revenue Rights). Upon approval by the Executive Committee, this policy will be brought before the PCEA Board of Directors for final approval.

BACKGROUND:

Peninsula Clean Energy will be contracting for different sources of power throughout California. Congestion Revenue Rights provide a means for reserving space on the transmission lines for transporting power that may be in a different part of the state to PCE customers here in northern California and San Mateo County. At times, there may be requests for more power to flow in a certain direction on the transmission lines than there is capacity causing congestion. As a result of this congestion, the cost to transport power from one location to another will increase. The California Independent System Operator (CAISO) allocates CRRs to participants in the market to protect against these congestion costs. In order to be allocated CRRs by the CAISO, the CAISO requires that entities adopt a risk management policy that clearly states how participants in this market will manage the credit risk associated with the financial settlement of CRR transactions.

DISCUSSION:

Direct Energy, PCE's scheduling coordinator, will execute and manage all CRR transactions on behalf of PCE. However, in order to have CRRs allocated to PCE, PCE is required by the CAISO to adopt this risk management policy. Both Marin Clean Energy (MCE) and Sonoma Clean Power (SCP) have adopted Risk Management Policies for CRRs. The policy proposed by PCE is very similar to the policies that both MCE and SCP have adopted.

FISCAL IMPACT:

Adopting this policy will allow PCE to move forward with meeting the requirements of the CAISO to receive an allocation of CRRs through Direct Energy, and mitigate potential congestion costs in the procurement and delivery of power for PCE's customers.

ATTACHMENTS

PCE Policy 7: Risk Management Procedures and Controls for Transactions in the California Independent System Operator Markets



Policy Number: 7

Adoption Date:

Subject: Risk Management Procedures and Controls for Transactions in the California Independent System Operator Markets

Policy:

1. Introduction

This policy sets forth the risk management policies related to PCE's transactions in the California Independent System Operator (CAISO) markets. The CAISO markets in which PCE participates and to which these policies apply include the following:

- Congestion Revenue Rights

2. Risk Exposure and Controls

PCE uses Congestion Revenue Rights (CRRs) for the exclusive purpose of hedging congestion costs associated with serving its customer load. PCE participates in the CAISO CRR allocation process to obtain CRRs that protect against congestion costs that may arise between its contractual energy supply points and its default load aggregation point. CRR positions are limited to the volume of PCE's anticipated energy schedules for the respective path and time period associated with the CRR. All CRR transactions are executed and managed by PCE's scheduling coordinator, Direct Energy, and confirmation of such transactions are provided to PCE personnel who are independent from the CRR trading function.

a. Credit Risk

Credit risk refers to the potential for non-payment or default by the counterparty to a transaction. PCE's CRRs are financially settled with the CAISO through PCE's scheduling coordinator. CRR credit risk is mitigated due to the credit policies and procedures in place at the CAISO and the credit provisions governing PCE's agreement with its scheduling coordinator.

b. Liquidity Risk

Liquidity risk refers to the potential inability of a party to close out a position at prevailing

market prices due to a lack of buyers or sellers for the specific product being liquidated. CRRs can be sold in the CAISO monthly and annual CRR auction markets. CRRs can also be sold bilaterally through the CAISO administered secondary registration system.

c. Market Risk

Market risk refers to potential cost exposure resulting from changes in market prices for the underlying commodity. CRRs have positive value when congestion exists between the source and the sink associated with the CRR path such that locational marginal prices are lower at the source than at the sink. CRRs have negative value when the opposite is true. PCE uses CRRs exclusively to hedge against congestion costs, which are negatively correlated with CRR values, such that the potential adverse financial impacts of changes in CRR values and congestions costs are mitigated. Where possible, PCEA will nominate CRR paths consistent with its expected energy supply and delivery points.

2. Training

PCE employees, contractors and agents transacting in CAISO markets shall meet all training requirements set forth in the CAISO Tariff or applicable CAISO Operating Agreement.

3. Monitoring and Reporting

a. Monitoring

CRR values shall be monitored at regular intervals, with such intervals selected in consideration of the risk characteristics of PCE's CRR holdings, but no less frequently than monthly. PCE personnel responsible for monitoring the value of PCE's CRR holdings shall be independent from those engaged in transacting in the CAISO's CRR markets.

b. Reporting

CRR values shall be reported on a monthly basis to the PCE Chief Executive Officer and the Controller. The CEO shall report on CRR activity at every monthly Board meeting. Any materials change in such CRR values or risks shall be identified and summarized in the aforementioned report.



PENINSULA CLEAN ENERGY
JPA Executive Committee Correspondence

DATE: October 6, 2016
BOARD MEETING DATE: October 11, 2016
SPECIAL NOTICE/HEARING: None
VOTE REQUIRED: Majority

TO: Honorable Peninsula Clean Energy Authority Executive Committee
FROM: Jan Pepper, Chief Executive Officer, Peninsula Clean Energy
SUBJECT: Provide Direction on Future Role and Membership of CAC (Action)

BACKGROUND:

The Citizens Advisory Committee (CAC) was originally formed as an ad-hoc committee to provide recommendations to the Peninsula Clean Energy (PCE) Board of Directors until PCE's launch. Therefore, the CAC was to be dissolved in October 2016. The Board of Directors voted to extend the CAC meetings through the end of 2016, moving the meeting date to the Thursday before the Board meeting so the CAC can provide input on the Board agenda, and adding a standing agenda item for the CAC to report to the Board. The future, purpose, and direction of the CAC beyond 2016 is yet to be determined. Organizations that currently serve on the CAC are as follows:

Burlingame Citizens Environmental Council
International Brotherhood of Electrical Workers, Local 1245
MenloSpark
Pacifica Climate Committee
San Mateo Community Choice
San Mateo County Association of Realtors
San Mateo County Central Labor Council
San Mateo County Economic Development Association
San Mateo County League of Women Voters
San Mateo County School Boards Association
San Mateo Special Districts Association
San Mateo County Transit District
Sierra Club Loma Prieta Chapter

DISCUSSION:

PCE staff seek direction from the Executive Committee and the Board of Directors on the future role of the CAC, including how input from the CAC can best be received by the PCE Board. This would include when and where the CAC should meet, topics for discussion, the number of seats, the definition of “Citizens Advisory”, the selection process, and selection criteria for membership on the CAC.

FISCAL IMPACT:

The fiscal impact of continuation of the CAC is staff time to prepare for and conduct the CAC meetings.



PENINSULA CLEAN ENERGY
JPA Executive Committee Correspondence

DATE: October 6, 2016
BOARD MEETING DATE: October 11, 2016
SPECIAL NOTICE/HEARING: None
VOTE REQUIRED: None

TO: Honorable Peninsula Clean Energy Authority Executive Committee

FROM: Jan Pepper, Chief Executive Officer, Peninsula Clean Energy

SUBJECT: PCEA Board Retreat (Discussion)

- a) PCE Mission Statement
- b) Creation of an Ad Hoc Committee to develop a Code of Ethics
- c) Environmental Justice and Resource Adequacy
- d) Other

BACKGROUND:

The Board of Directors determined that a retreat should be scheduled to allow for a full discussion to establish a mission statement and strategic goals for Peninsula Clean Energy (PCE). PCE staff have drafted considerations to discuss based on previous discussions with the Board of Directors, the Executive Committee, and the mission statements of other California Community Choice Aggregation (CCA) programs.

DISCUSSION:

Formulating a mission statement and strategic goals for PCE serves the important functions of guiding policy decisions and promoting transparency. The date for the Board Retreat has been set for Saturday, November 12th, 2016, from 9:00 a.m. to 3:00 p.m. The location will be announced at a later date.

a) PCE Mission Statement

Some important considerations in crafting a mission statement are:

1. Renewable energy content percentage for ECOplus and future goals
2. Greenhouse gas emissions reduction targets
3. Rate savings objectives for residential and commercial customers
4. Local economic and employment objectives
5. Location of renewable energy sources for future power procurement

6. Price stability objectives

b) Creation of an Ad Hoc Committee to develop a Code of Ethics

Some important questions to consider in choosing whether or not, and how to formulate a Code of Ethics:

1. How do we objectively determine that a company is not worthy of doing business with PCE?
2. How do we objectively measure the level or degree of unethical behavior?
3. How do we objectively determine whether sufficient passage of time or change in management has occurred to deem a business redeemed?
4. If a business is under investigation, what, if any, inferences can be drawn regarding the business's ethical standing?
5. If a business settles a complaint or suit, and the settlement includes a statement of "no admission of guilt or liability," what, if any, inferences can be drawn regarding the business's ethical standing?
6. Should a point system be created as part of PCE's business proposal evaluation process, which may take into account ethical standing?
7. If we use a point system, should we add points for companies with good reviews by third party organizations such as the Better Business Bureau and As You Sow (a non-profit foundation the promotes corporate social responsibility through shareholder advocacy, coalition building, and legal strategies)?
8. How will this board subcommittee apply this Code of Ethics to decision-making?
9. How will this board subcommittee interact with PCE staff in implementing this Code of Ethics?
10. Should this be an ad-hoc subcommittee or a standing subcommittee?

c) Environmental Justice and Resource Adequacy (RA)

1. What types of resources can provide RA?
2. What considerations, in addition to cost, should PCE consider when selecting resources to provide RA?
3. How much additional cost is the board willing to incur to meet possible other constraints in selecting RA resources?

ATTACHMENTS

MCE Mission Statement (Page 8)

SCP Mission Statement (Page 3, section 101)

BACKGROUND

The mission statement of Marin Clean Energy (MCE) is to address climate change by:

- » Reducing energy related greenhouse gas emissions
- » Securing energy supply, price stability, and energy efficiency
- » Providing local economic and workforce benefits

MCE promotes the development and use of a wide range of renewable energy sources and energy efficiency programs, including, but not limited to, solar and wind energy production. MCE provides these utilities at competitive rates for all customers.

MCE has proven its business model, saving customers millions of dollars while also reducing GHG emissions and promoting local renewable generation and energy efficiency. MCE is also rapidly expanding its territory. MCE launched in Marin County in 2010 with about 9,000 customers. Today, MCE serves approximately 170,000 customers, and 2015 enrollment is expected to climb. MCE now includes the City of Richmond and is in its first year of providing service in unincorporated Napa County, as well as the communities of El Cerrito, Benicia, and San Pablo. Given the public's increasing interest in local control, utility bill savings, and GHG reduction, MCE expects interest from area municipalities to grow dramatically in the coming months and years.

MCE has administered ratepayer funded energy efficiency programs under the auspices of the California Public Utilities Commission (CPUC) since 2012, alongside PG&E (an IOU) and the Bay Area Regional Energy Network (BayREN, a local government Program Administrator (PA)). As a relatively new energy efficiency PA, MCE is not bound to legacy programs or business-as-usual planning traps. MCE is committed to testing innovative solutions and enacting continuous, measured improvements as the organization's reach grows.

Changes to MCE's Energy Efficiency Directives

In the 2013–2014 Energy Efficiency Portfolio ruling, CPUC limited the roles of Regional Energy Networks (RENs) and CCAs to specific market segments. The CPUC asked that these organizations:

- » Target hard to reach market sectors (such as multifamily and small commercial customers)
- » Target gaps in current IOU statewide energy efficiency programs
- » Pursue innovative programs, technologies, and approaches

Introduction and Purpose

100 Introduction and Purpose

The purpose of this handbook is to provide information about the overall operations of Sonoma Clean Power (SCP) and to set forth certain policies and procedures that affect working conditions, employee benefits, and other terms and conditions of employment. All permanent SCP employees are expected to read and comply with all provisions of the Personnel Rules and Policies. Violations of the policies and procedures outlined here, as well as violations of any applicable state and/or federal laws, may be grounds for dismissal. The SCP Chief Executive Officer (CEO) has been authorized to interpret, implement, and administer these policies and procedures.

These policies and procedures are not intended to confer contractual rights of any kind upon any employee or to create contractual obligations of any kind for SCP. SCP reserves the right to modify, revoke, suspend or change, in writing, any or all such policies and procedures, in whole or in part, at any time with or without notice. However, SCP will provide employees reasonable notice with respect to any changes to the provisions of Section 300, *Salaries and Leaves*. Any such modification, revocation, suspension, or change not in writing shall not be of any force or effect.

101 Sonoma Clean Power Core Values and Mission Statement

Sonoma Clean Power (SCP) was created on December 4, 2012 to address climate change by reducing energy-related greenhouse gas emissions and securing energy supply, price stability, energy efficiencies and local economic and workforce benefits. It is the intent of SCP to promote the development and use of a wide range of renewable energy sources and energy-efficiency programs, including, but not limited to, solar and wind energy production at competitive rates for customers.

SCP procures renewable sources of electricity and in partnership with PG&E, provides it to our local communities. Our customers get all the advantages of cleaner, greener, healthier energy consumption and all of the advantages of the established, experienced energy provider our customers have come to rely on.

SCP's goals include:

- Increase our customers' renewable energy supply;
- Keep rates stable and competitive;
- Build and support local community programs and projects focusing on energy conservation and renewable energy options;
- Provide local jobs and stimulate the economy; and,
- Provide outstanding customer service.



PENINSULA CLEAN ENERGY
JPA Executive Committee Correspondence

DATE: October 6, 2016
BOARD MEETING DATE: October 11, 2016
SPECIAL NOTICE/HEARING: None
VOTE REQUIRED: None

TO: Honorable Peninsula Clean Energy Authority Executive Committee
FROM: Jan Pepper, Chief Executive Officer, Peninsula Clean Energy
SUBJECT: PCEA Membership in CalCCA (Discussion)

BACKGROUND:

California Community Choice Association (CalCCA) is a new 501(c)6 organization advocating for Community Choice in California. CalCCA represents the interests of California's community choice electricity providers in the legislature and at the relevant regulatory agencies, including the California Public Utilities Commission, California Energy Commission, and California Air Resources Board. CalCCA's voting members are the California CCAs that have submitted an Implementation Plan to the CPUC. Other CCAs in formation as well as local governments interested in community choice may join as affiliate members. CalCCA's website is found at cal-cca.org.

DISCUSSION:

PCEA has joined CalCCA and is on the board, along with other operating California CCAs. The cost is \$15,000 for this first year, and will increase to \$50,000 next year once PCEA is fully operational. CalCCA will be hosting a Policy Summit on October 20th in San Francisco. At the Policy Summit, experts from California's operational CCAs will discuss a broad range of matters impacting community choice across the regulatory, legislative, and community advocacy landscapes.

FISCAL IMPACTS:

Initial cost to PCEA is \$15,000 in calendar year 2016, and will increase to \$50,000 per year in future years.



**REGULAR MEETING of the Executive Committee of the
Peninsula Clean Energy Authority (PCEA)
Monday, July 11, 2016
MINUTES**

Room 405
455 County Center, 4th Floor
Redwood City, CA 94063
8:00 a.m.

CALL TO ORDER

Meeting was called to order at 8:00 am.

ROLL CALL

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

Absent: Carole Groom, County of San Mateo
Gary Pollard, City of Foster City

Staff: Jan Pepper, CEO, Peninsula Clean Energy
David Silberman, Deputy County Counsel
Gordon Tong, Office of Sustainability
Kirsten Pringle, Office of Sustainability

A quorum was established.

PUBLIC COMMENT

James Tuleya

ACTION TO SET THE AGENDA

Motion Made / Seconded: Aalfs / Lee

Motion passed 6-0 (absent: Groom and Pollard).

REGULAR AGENDA

1. APPROVE RECOMMENDATION ON BOARD POLICY REGARDING BAD DEBT (ACTION)

Jan Pepper – Chief Executive Officer of Peninsula Clean Energy – explained how the other Community Choice Aggregations (CCAs) handle non-payments. The policy recommended allows for an annual budgetary reserve for bad debt as 0.35% of revenues.

Motion Made / Seconded: Lee / DeGolia

Motion passed 6-0 (absent: Groom and Pollard).

2. APPROVE RECOMMENDATION ON BOARD POLICY REGARDING TERMS AND CONDITIONS OF SERVICE (ACTION)

Ms. Pepper gave an overview on the two sets of terms and conditions - one general and one for early adopters. The difference between the documents is that in the early adopter terms and conditions, the customer waives their right to the four enrollment notifications.

Motion Made / Seconded: DeGolia / Gupta

Motion passed 6-0 (absent: Groom and Pollard).

3. REVIEW PROPOSED HUMAN RESOURCE BENEFITS (DISCUSSION)

Ms. Pepper provided background on human resource benefits that Peninsula Clean Energy is considering for adoption. The Executive Committee (EC) provided direction that a defined contribution plan is important, but does not have to match the contribution amount.

PUBLIC COMMENT

James Tuleya

CLOSED SESSION

4. CONFERENCE WITH LABOR NEGOTIATORS

Agency Designated Representatives: Dave Pine and David Silberman

Unrepresented Employee: Chief Executive Officer

No report out from closed session.

REGULAR AGENDA

5. DISCUSSION ON ALTERNATIVE ROLLOUT SCHEDULE FOR CUSTOMER PHASES (DISCUSSION)

Ms. Pepper recommended accelerating the customer roll-out by combining phases 2 and 3 in order to take advantage of low power costs. Another benefit would be to purchase electricity before Silicon Valley and other new CCAs are also in the market for power. The EC discussed the benefits and potential difficulties of an accelerated timeline.

PUBLIC COMMENT

James Tuleya

6. REGULATORY UPDATE (DISCUSSION)

Ms. Pepper discussed the request for PCE to submit a letter to the California Public Utilities Commission (CPUC) regarding the Power Charge Indifference Adjustment (PCIA) and recommended that each city sends a letter as well. Ms. Pepper said that PCE will send each of the 20 cities a draft letter that they can adapt and submit.

7. EXECUTIVE COMMITTEE MEMBER COMMENTS (DISCUSSION)

None.

Chair

Attest:

Secretary



**REGULAR MEETING of the Executive Committee of the
Peninsula Clean Energy Authority (PCEA)
Monday, August 8, 2016
MINUTES**

Room 405
455 County Center, 4th Floor
Redwood City, CA 94063
8:00 a.m.

CALL TO ORDER

Meeting was called to order at 8:00 am.

ROLL CALL

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

Absent: Wayne Lee, City of Millbrae
Cameron Johnson, City of San Carlos

Staff: Jan Pepper, CEO, Peninsula Clean Energy
David Silberman, Deputy County Counsel
Gordon Tong, Office of Sustainability
Kirsten Pringle, Office of Sustainability
Carolyn Raider, Office of Sustainability

A quorum was established.

PUBLIC COMMENT

No public comment.

ACTION TO SET THE AGENDA

Motion Made / Seconded: Pollard / DeGolia

Minutes from 7/11/2016 were removed from the consent agenda and will be reviewed for approval at the 9/12/2016 regular meeting.

Motion passed 6-0 (absent: Johnson and Lee).

CLOSED SESSION

1. CONFERENCE WITH LABOR NEGOTIATORS

Agency Designated Representatives: Dave Pine and David Silberman

Unrepresented Employee: Chief Executive Officer

2. CONFERENCE WITH REAL PROPERTY NEGOTIATORS

Property: 1010 Doyle, Menlo Park

Agency Negotiators: Jan Pepper, David Silberman

Negotiating Party: Lex Machina, Inc.

Under Negotiation: price/terms of lease

No report out from closed session.

REGULAR AGENDA

1. REVIEW PROPOSED HUMAN RESOURCE BENEFITS (DISCUSSION)

Jan Pepper – Chief Executive Officer of Peninsula Clean Energy – outlined the plans for Peninsula Clean Energy's human resource benefits. The Executive Committee (EC) discussed the options for Kaiser Permanente health care and adding dental and vision plans. The EC discussed how to structure retirement plans, sick time, vacation days, automobile allowances, cell phone allowances, and alternative work schedules. The EC discussed the possibility of manager level leave and sick leave.

2. REGULATORY UPDATE (DISCUSSION)

Ms. Pepper gave an update on a request for PCE to write a letter supporting a grant from the Department of Energy in order to develop incentives to accelerate electric and low carbon transportation. Additionally, Ms. Pepper noted that the CPUC is beginning to have conversations with CCAs regarding time-of-use rates.

3. EXECUTIVE COMMITTEE MEMBER COMMENTS (DISCUSSION)

None.

Chair

Attest:

Secretary



**REGULAR MEETING of the Executive Committee of the
Peninsula Clean Energy Authority (PCEA)
Monday, September 12, 2016
MINUTES**

Room 405
County Government Center
455 County Center, 4th Floor
Redwood City, CA 94063
8:00 a.m.

CALL TO ORDER

Meeting was called to order at 8:10 am.

ROLL CALL

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

Absent: Gary Pollard, City of Foster City
Wayne Lee, City of Millbrae
Pradeep Gupta, City of South San Francisco

Staff: Jan Pepper, CEO, Peninsula Clean Energy
David Silberman, Deputy County Counsel
Nirit S. Eriksson, Associate General Counsel
Dan Lieberman, Director of Marketing, Peninsula Clean Energy
George Wiltsee, Director of Power Resources, Peninsula Clean Energy
Anne Bartoletti, Board Clerk, Peninsula Clean Energy
Carolyn Raider, Program Coordinator, Office of Sustainability

A quorum was established.

PUBLIC COMMENT

No public comment.

ACTION TO SET THE AGENDA

Motion Made / Seconded: Johnson / DeGolia

Motion passed 5-0 (Absent: Pollard, Lee, and Gupta).

REGULAR AGENDA

1. UPDATE ON NEW STAFF

Jan Pepper – Chief Executive Officer (CEO) of Peninsula Clean Energy (PCE) - introduced new staff members: George Wiltsee is the Director of Power Resources and Energy Programs; Dan Lieberman is the Director of Marketing and Public Affairs; Anne Bartoletti is the Board Clerk / Executive Assistant to the CEO. Nirit Erikson also introduced herself as Peninsula Clean Energy's Associate General Counsel.

2. OFFICE SPACE LEASE STATUS

Jan Pepper, CEO of PCE, discussed moving forward on the plan to lease office space. A small space should be available first, with a larger space expected to be available in April 2017. The larger space would ensure that PCE will have room to grow.

3. UPDATE ON RESOURCE ADEQUACY PURCHASES

Jan Pepper gave a brief description of Resource Adequacy and the regulatory requirement to buy extra capacity to ensure adequate back-up reserve power in case of down time or an outage. George Wiltsee explained Full Deliverability on the grid. The committee and staff discussed Resource Adequacy (RA) rates, how RA works, and how to introduce RA to the board. David Silberman explained we need Board approval prior to September 30, 2016. Jan offered to provide a presentation in the future to explain RA details as well as simplify RA power deliverability vs rates vs capacity on reserve.

4. STATUS UPDATES REGARDING CURRENT ENROLLMENT, OPT-OUT, OPT UP, AND ROOFTOP SOLAR CUSTOMERS

Jan Pepper, CEO of PCE, discussed enrollment notices and response rates. The first and second notices have gone out, the third is in process, and volunteers are conducting merchant walks to talk to small & medium business customers. Opt-out rates are relatively small. The Committee and staff discussed the two primary reasons for Opt-outs: 1) Concerns about automatic enrollment, and 2) Concerns about a new government agency.

5. PCE MISSION STATEMENT

The Committee discussed getting input on creating PCE's mission statement and goals. The Committee discussed holding a retreat in November, after the election but before Thanksgiving, to have a deeper conversation about PCE's mission and strategic long-term goals. The EC considered taking the lead with the formation of an adhoc committee of the EC to frame the discussion. Input from the Citizens Advisory Committee is also desired.

Vice Chair Jeff Aalfs announced that he needed to leave the meeting. The meeting concluded for lack of a quorum.

6. CITIZENS ADVISORY COMMITTEE DIRECTION

No action taken for lack of a quorum.

7. PCE TREASURER APPOINTMENT

No action taken for lack of a quorum.

CONSENT AGENDA

8. APPROVAL OF THE MINUTES FOR THE JULY 11, 2016 MEETING

No action taken for lack of a quorum.

9. APPROVAL OF THE MINUTES FOR THE AUGUST 8, 2016 MEETING

No action taken for lack of a quorum.

Chair

Attest:

Secretary