



**REGULAR MEETING of the Executive Committee of the
Peninsula Clean Energy Authority (PCEA)
Monday, January 9, 2017**

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. CEO Report (Discussion)
2. Approve Correction to Executive Committee October 2017 Meeting Date (Action)
3. RFO Update (Discussion)
4. Printing/Mailing Bids Summary (Discussion)

CONSENT AGENDA

5. Approval of the Minutes for the December 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>.



Executive Committee Meeting Schedule 2017

Location: San Mateo County Government Office, 455 County Center, 4th Floor, Redwood City, CA 94063

Meeting Date:	Time:	Room:
January 9, 2017	8:00 am	4 th floor, Room 405
February 13, 2017	8:00 am	4 th floor, Room 405
March 13, 2017	8:00 am	4 th floor, Room 405
April 10, 2017	8:00 am	4 th floor, Room 405
May 8, 2017	8:00 am	4 th floor, Room 405
June 12, 2017	8:00 am	4 th floor, Room 405
July 10, 2017	8:00 am	4 th floor, Room 405
August 14, 2017	8:00 am	4 th floor, Room 405
September 11, 2017	8:00 am	4 th floor, Room 405
October 10, 2017	8:00 am	4 th floor, Room 405
November 13, 2017	8:00 am	4 th floor, Room 405
December 11, 2017	8:00 am	4 th floor, Room 405



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

8:00 a.m.

455 County Center, 4th Floor, Room 405, Redwood City, CA 94063

Teleconference Location:
Hilton New Orleans Riverside, 2 Pydras Street, New Orleans, LA 70130

CALL TO ORDER

Meeting was called to order at 8:04 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
Gary Pollard, City of Foster City
Wayne Lee, City of Millbrae
Cameron Johnson, City of San Carlos
Pradeep Gupta, City of South San Francisco

Absent: None

Staff: Jan Pepper, CEO, Peninsula Clean Energy
Nirit S. Eriksson, Associate General Counsel, Peninsula Clean Energy
Dan Lieberman, Director of Marketing & Public Affairs, Peninsula Clean Energy
Anne Bartoletti, Board Clerk, Peninsula Clean Energy

A quorum was established.

PUBLIC COMMENT

No public comment.

SPECIAL MEETING REGULAR AGENDA

1. OFFICE SPACE LEASE UPDATE

Jan Pepper – Chief Executive Officer (CEO) of Peninsula Clean Energy (PCE) – reported PCE is in negotiations for an office space in Redwood City. The building for the previous office space PCE was considering was sold, and the rent went up significantly. The office space being considered now would provide room to grow, and is less expensive than the previous location. The space would need to be built-out, so PCE could probably move in May 1. Dave Pine said in the interim, the County will allow PCE to use the old Credit Union space at a reasonable cost.

2. PCEA SUSTAINABLE WORKFORCE POLICY

Dave Pine reviewed a draft of PCE's Sustainable Workforce Policy. He said that Marin's workforce policy is very similar. Dave Pine, Jan Pepper, and George Wiltsee met with labor representatives Landis Marttila, Bill Nack, James Ruigomez, and Dave Mauro, and used Marin's policy as a starting point. PCE's policy outlines a commitment to use local businesses, support unions and trades, and partner with green businesses. In the policy, "local" is defined as San Mateo County first, then the nine counties in the bay area, then northern California, then the rest of California. The next step is to take this to the Board.

PUBLIC COMMENT

James Tuleya

3. POWER PURCHASE AGREEMENT UPDATE

Jan Pepper reported that several competitive bids were received, and an ad hoc committee of the Board met with several bidders to review their proposals. The ad hoc committee had hoped to present some proposals to the Board on Thursday, but they are still in negotiations. She said the best bids will be prioritized and brought to the Board in January.

ADJOURNMENT

The Special Meeting adjourned at 8:52 a.m.

**REGULAR MEETING of the Executive Committee of the
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MINUTES**

8:53 a.m.

455 County Center, 4th Floor, Room 405, Redwood City, CA 94063

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

Absent: Dave Pine, County of San Mateo, *Chair*
Cameron Johnson, City of San Carlos

Staff: Jan Pepper, CEO, Peninsula Clean Energy
Nirit S. Eriksson, Associate General Counsel, Peninsula Clean Energy
Dan Lieberman, Director of Marketing & Public Affairs, Peninsula Clean Energy
Anne Bartoletti, Board Clerk, Peninsula Clean Energy

A quorum was established.

PUBLIC COMMENT

No public comment.

ACTION TO SET THE AGENDA AND APPROVE CONSENT AGENDA ITEMS

Motion Made / Seconded: Gupta / Pollard

Motion passed unanimously 6-0 (Absent: Pine, Johnson)

REGULAR AGENDA

1. PCEA WORKFORCE POLICY

This item was discussed in the Special Meeting, so the Executive Committee moved on to the second item on the agenda.

2. APPROVE RECOMMENDATION OF PCEA EMPLOYEE HEALTH BENEFITS PACKAGE

Jan Pepper – Chief Executive Officer (CEO) of Peninsula Clean Energy (PCE) – reported that she and one other PCE employee, George Wiltsee, have temporarily been allowed to obtain health benefits through San Mateo County’s healthcare plan until December 31, 2016. While searching for health benefits for PCE, independent policies were much too expensive due to PCE’s small employee base, which brought high age-based rates. Jay Castellano, from San Mateo County’s human resources department, identified an excellent option through the Special District Risk Management Authority (SDRMA), which offers pooled health benefit services to multiple government agencies. The rates are much more reasonable, and the benefits package will allow PCE to be competitive with other CCAs (Community Choice Aggregators). The new PCE benefits will begin in 2017. Approving this recommendation will allow it to be taken to the Board.

Motion Made / Seconded: Groom / Lee

Motion passed unanimously 6-0 (Absent: Pine, Johnson)

3. RECOMMENDATION OF RESOLUTION FORMING CITIZENS ADVISORY COMMITTEE

Nirit Eriksson--Associate General Counsel—reported that Supervisor Pine had planned to have a discussion with Cameron Johnson on the details of forming a new Citizens Advisory Committee (CAC). She said discussions will be taking place to develop the processes needed to create the new CAC, including the application process, eligibility criteria for applicants, term limits, etc.

4. PCEA POLICY TO NOT USE ANY UNBUNDLED RECS

Jan Pepper explained that unbundled Renewable Energy Certificates (RECs) are created when the renewable attribute has been sold separately from the energy. There has been a general consensus that PCE would not use unbundled RECs, but no formal policy has yet been adopted. Jan said that PCE will develop a simple, clear policy statement for the Board’s approval that PCE will not use any unbundled RECs.

PUBLIC COMMENT

James Tuleya

ADJOURNMENT

Meeting was adjourned at 9:13 a.m.