



**REGULAR MEETING of the Executive Committee of the
Peninsula Clean Energy Authority (PCEA)
Tuesday, September 11, 2018
MINUTES**

8:00 a.m.

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

CALL TO ORDER

Meeting was called to order at 8:16 a.m.

ROLL CALL

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

Absent: Rick Bonilla, City of San Mateo

Staff: Jan Pepper, CEO
Eric Hall, Interim CFO
Jay Modi, Director of Finance and Administration
Rafael Reyes, Director of Energy Programs
Leslie Brown, Director of Customer Care
Kirsten Andrews-Schwind, Communications and Outreach Manager
Alejandra Posada, Energy Programs Associate
David Silberman, 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: Lee / DeGolia

Motion passed unanimously 8-0 (Absent: Bonilla)

REGULAR AGENDA**1. CHAIR REPORT**

Jeff Aalfs—Chair—reported that he, Pradeep Gupta, and Dave Pine met with California Public Utilities Commission (CPUC) Commissioner Rechtschaffen’s advisor Yuliya Shmidt, and CPUC President Michael Picker. He also reported that he, Rick DeGolia, and Donna Colson attended the CalCCA (California Community Choice Association) annual meeting.

2. CEO REPORT

Jan Pepper—Chief Executive Officer—reported that two open letter ads would be published in the San Francisco Chronicle, with the first ad running on September 12, 2018, as a Global Climate Action Summit (GCAS) welcome message with multiple CCA logos at the bottom. The second ad, a two-page centerfold in the news section, would run on September 13, 2018, as a letter addressed to CPUC commissioners calling for a fair decision on the PCIA, signed by 120 elected officials from all over the state.

Jan also reported that she, and PCE staff Joe Wiedman and Jeremy Waen, participated in an All Party PCIA (Power Charge Indifference Adjustment) meeting that included all of the CPUC Commissioners, including CPUC Commissioner Carla Peterman, who is the lead commissioner on the PCIA proceeding. She also reported that the Wright Solar Groundbreaking would be taking place on October 11, 2018. She reported that interviews are ongoing with three candidates for the CFO position.

3. RECOMMEND APPROVAL OF EMPLOYEE HANDBOOK

Jan Pepper reported that a draft of the Employee Handbook was sent to the Executive Committee and posted on PCE’s website last night. Committee members reported that they had not had a chance to review it. David Silberman suggested that Executive Committee members provide questions and feedback to Jan Pepper. Jeff Aalfs requested that Board members review the document, provide comments, and review it at the next Executive Committee meeting. No action was taken on this agenda item.

4. REVIEW POTENTIAL PROPOSED AWARDEES FOR COMMUNITY PILOTS PROGRAM

Rafael Reyes—Director of Energy Programs—reported that on June 21, 2018, PCE issued a Request for Proposals for Community Pilot projects eligible for funding up to \$75,000.

He reported that thirty-seven proposals were received and reviewed. Rafael reviewed the top eight proposals. He noted that the next steps in the review process would be to review the top proposals with the Citizens Advisory Committee (CAC) at their September 20, 2018 meeting, and review the top proposals with the Board of Directors at the Board Retreat on September 29, 2018. Committee members discussed the benefits of meeting with applicants who presented proposals for local energy programs, and staff proposed to engage the CAC to participate in interviews of the top local programs candidates, noting that this will result in moving out the approval of the selected projects to the October Board meeting.

5. REVIEW LOCAL ENERGY PROGRAMS ROADMAP

Rafael Reyes reviewed a spreadsheet outlining a roadmap to navigate PCE's projected local energy programs. The roadmap covers projected programs, targeted energy impact areas listed as associated tasks, associated PCE or State goals, and broad timeline targets.

6. REVIEW PCE'S STRATEGIC GOALS

Jan Pepper reported that the Board will review PCE's strategic goals at the Retreat. She reviewed the Strategic Goals and PCE's progress outlined in the Memo. The Committee provided some specific input and noted that the goals remain relevant, and a more in-depth discussion will take place at the Retreat.

7. COMMITTEE MEMBERS' REPORTS

None.

ADJOURNMENT

Meeting was adjourned at 9:41 a.m.