



**REGULAR MEETING of the Executive Committee of the
Peninsula Clean Energy Authority (PCEA)
Monday, October 15, 2018
8:00 a.m.**

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

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) 260-0111 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 Committee 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 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 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. Chair Report (Discussion)
2. CEO Report (Discussion)
3. Regulatory and Legislative Update (Discussion)
4. Review direction from September 29 Board Retreat (Discussion)
5. Review Recommended Community Pilot Projects (Discussion)
6. Committee Members' Reports (Discussion)

CONSENT AGENDA

7. Approval of the Minutes for the August 13, 2018 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 Peninsula Clean Energy office, located at 2075 Woodside Road, Redwood City, CA 94061, 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 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.