



**REGULAR MEETING of the Citizens Advisory Committee of the  
Peninsula Clean Energy Authority (PCEA)  
Thursday, October 18, 2018**

Peninsula Clean Energy  
2075 Woodside Road, Redwood City, CA 94061  
6:30 p.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, Board Clerk, at least 2 working days before the meeting at [abartoletti@peninsulacleanenergy.com](mailto: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 and approve the consent agenda.

## **REGULAR AGENDA**

1. Chair Report (Discussion) (est. 5 min.)
2. Outreach Report (Discussion) (est. 5 min.)
3. Summary of Wright Solar Groundbreaking Event (Discussion) (est. 5 min.)
4. Electric Vehicle Discount Promotion Update (Discussion) (est. 10 min.)
5. Community Pilots Program Update (Discussion) (est. 15 min.)
6. Local Programs Roadmap Recap (Discussion) (est. 30 min.)
7. Regulatory and Legislative Update (Discussion) (est. 10 min.)
8. Review Draft Board Agenda for October 25, 2018 Meeting (Discussion) (est. 10 min.)
9. Committee Members' Reports (Discussion) (est. 5 min.)

## **CONSENT AGENDA**

10. Approval of the Minutes for the September 20, 2018 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 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 Board of Directors of the  
Peninsula Clean Energy Authority (PCEA)  
Thursday, October 25, 2018  
6:30 pm**

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

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*If you wish to speak to the Board, please fill out a speaker's slip located on the tables as you enter the Board meeting room. If you have anything that you wish to be distributed to the Board and included in the official record, please hand it to a member of PCEA staff who will distribute the information to the Board 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 and/or Closed Session Agenda; 3) Chief Executive Officer's or Staff Report on the Regular Agenda; or 4) Board 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 Board Chair.

**ACTION TO SET AGENDA and TO APPROVE CONSENT AGENDA ITEMS**

This item is to set the final consent and regular agenda, and for the approval of the items listed on the consent agenda. All items on the consent agenda are approved by one action.

## **CLOSED SESSION**

1. CONFERENCE WITH LEGAL COUNSEL--ANTICIPATED LITIGATION Significant exposure to litigation pursuant to paragraph (2) of Subdivision (d) of California Government Code Section 54956.9 -- one case.
2. RECONVENE OPEN SESSION AND REPORT OUT OF CLOSED SESSION

## **REGULAR AGENDA**

3. Chair Report (Discussion)
4. CEO Report (Discussion)
5. Citizens Advisory Committee Report (Discussion)
6. Audit and Finance Committee Report (Discussion)
7. Approve Fiscal Year 2017-2018 Audited Financial Statements (Action)
8. Approve Investment Policy (Action)
9. Approve Recommended Community Pilot Projects (Action)
10. PCIA (Power Charge Indifference Adjustment) Update (Discussion)
11. Increasing Awareness of California Alternate Rates for Energy Program (CARE) (Discussion)
12. Board Members' Reports (Discussion)

## **CONSENT AGENDA**

13. Approval of the Minutes for the September 29, 2018 Meeting (Action)
14. Authorize an Extension to the Agreement Between the Peninsula Clean Energy Authority and Keyes & Fox LLP and to Increase the Amount by \$300,000. (Action)
15. Authorize an Amendment and extension to the Agreement Between the Peninsula Clean Energy Authority and Davis, Wright & Tremaine, to Increase the Amount by \$300,000. (Action)

## INFORMATION ONLY REPORTS

- 16. Marketing and Outreach Report
- 17. Regulatory and Legislative Report
- 18. Local Programs Report
- 19. Procurement Report

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DRAFT



**REGULAR MEETING of the Citizens Advisory Committee  
of the Peninsula Clean Energy Authority (PCEA)  
Thursday, September 20, 2018  
MINUTES**

2075 Woodside Road, Redwood City, CA 94061  
6:30 p.m.

**CALL TO ORDER**

Meeting was called to order at 6:30 pm.

**ROLL CALL**

**Present:** Michael Closson, Menlo Park, *Chair*  
Emily Leslie, Pacifica, *Vice Chair*  
Diane Bailey, Belmont  
Janet Creech, Millbrae  
Gladwyn D'Souza, Belmont  
Scott Harmon, Portola Valley  
Janelle London, Menlo Park  
Landis Marttila, Works in San Mateo County  
Cheryl McGovern, Unincorporated  
Walter Melville, San Bruno  
Desiree Thayer, Burlingame

**Absent:** Joe Fullerton, Half Moon Bay  
Jason Mendelson, Redwood City  
James Ruigomez, San Bruno

**Staff:** Kirsten Andrews-Schwind, Communications and Outreach Manager  
Tj Carter, Marketing Associate  
Alejandra Posada, Energy Programs Associate  
Anne Bartoletti, Board Clerk/Executive Assistant to the CEO  
Jennifer Stalzer Kraske, Deputy Counsel

**A quorum was established.**

**PUBLIC COMMENT**

No public comment.

## **ACTION TO SET THE AGENDA**

Motion Made / Seconded: Creech / Melville

## **APPROVE CONSENT AGENDA**

Motion Made / Seconded: London / Creech

Janet Creech corrected an error in the minutes from the August 16<sup>th</sup> meeting. Corrected text should say “Janet Creech reported that she met with Scott Harmon’s Sustainability Future Outdoor Academy youth group at TomKat Ranch while the youth group was on a field trip.”

**Motion passed 11-0 (Absent: Fullerton, Mendelson, Ruigomez)**

## **REGULAR AGENDA**

### **1. Chair Report**

Michael Closson, *Chair*, reminded the Committee of the Peninsula Clean Energy Wright Solar Groundbreaking event on October 11, 2018.

### **2. Outreach Report**

Kirsten Andrews-Schwind, *Communications & Outreach Manager*, reported on upcoming community outreach events, and thanked Committee members for their participation and support. She also noted that PCE is hiring for an Outreach Associate position.

### **3. Review Potential Proposed Awardees for Community Pilots Program**

Alejandra Posada, *Energy Programs Associate*, and Kirsten Andrews-Schwind facilitated a discussion with the Committee to get feedback on the proposed awardees of PCE’s Community Pilots Program. Committee members shared their thoughts on strengths, weaknesses, and questions for the top proposals.

### **4. Appoint Up to Two CAC Members onto the Community Pilot Program Applicant Interview Panel**

The Committee appointed Diane Bailey and Walter Melville to serve on the Community Pilots Program Applicant Interview Panel.

### **5. Regulatory and Legislative Update**

Kirsten Andrews-Schwind shared that CalCCA placed two full-paged ads in the San Francisco Chronicle highlighting key successes for Community Choice Aggregation organizations. She also noted the California Public Utilities Commission is expected to vote on a decision regarding the future of the Power Charge Indifference Adjustment (PCIA) fee.

**6. Review Draft Board Retreat Agenda for September 29, 2018 Meeting**

Kirsten Andrews-Schwind shared the draft agenda items for the upcoming September 28<sup>th</sup> Board of Directors Retreat. Draft topics included Market Outlook, Review of Strategic Goals, Programs Roadmap, Reserves Policy, and Marketing Strategy.

Landis Marttila left at 8:40pm.

**7. Committee Members' Reports**

Gladwyn D'Souza noted the City of San Jose launched their CCA, San Jose Clean Energy. Michael Closson shared that he and Emily Leslie had reviewed and discussed PCE's Reserves Policy. Janelle London offered to have the Committee review PCE's marketing materials.

**ADJOURNMENT**

Meeting was adjourned at 8:52 pm.