



**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 16th 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 28th 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.