



**REGULAR MEETING of the Board of Directors of the  
Peninsula Clean Energy Authority (PCEA)  
Thursday, November 15, 2018  
6:30 pm**

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, 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 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.

## **REGULAR AGENDA**

1. Chair Report (Discussion)
2. CEO Report (Discussion)
3. Citizens Advisory Committee Report (Discussion)
4. Authorize an adjustment in Peninsula Clean Energy's (PCE's) rates in the first quarter of 2019 to maintain a 5% discount in generation charges compared to PG&E. (Action)
5. a. Authorize the Chief Executive Officer to execute an amendment to the Power Purchase Agreement (PPA) for Renewable Supply with Mustang Two Whirlaway LLC, a Delaware Limited Liability Company, and any necessary ancillary documents. (Action)  
  
b. Authorize the Chief Executive Officer to execute a letter consenting to a change of control of the Power Purchase Agreement (PPA) for Renewable Supply with Mustang Two Whirlaway LLC, a Delaware Limited Liability Company, and any necessary ancillary documents. (Action)
6. Approve Revisions to PCE's Strategic Goals (Action)
7. Review EV and Building Electrification Reach Code Program (Discussion)
8. Board Members' Reports (Discussion)

## **CONSENT AGENDA**

9. Approve the Minutes for the October 25, 2018 Meeting (Action)
10. Approve Employee Handbook (Action)
11. Approve 2019 Meeting Schedule (Action)

## **INFORMATION ONLY REPORTS**

12. Marketing and Outreach Report
13. Regulatory and Legislative Report
14. Local Programs Report
15. Financial Reports
16. Procurement Report

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>.



**PENINSULA CLEAN ENERGY AUTHORITY  
Board Correspondence**

**DATE:** November 7, 2018  
**BOARD MEETING DATE:** November 15, 2018  
**SPECIAL NOTICE/HEARING:** None  
**VOTE REQUIRED:** None

**TO:** Honorable Peninsula Clean Energy Authority (PCE) Board of Directors  
**FROM:** Jan Pepper, Chief Executive Officer  
**SUBJECT:** CEO Report

**REPORT:**

**PCE Staffing Update**

We are pleased to welcome Carlos Moreno, who joined PCE on November 1, as our new Community Outreach Associate. We are currently completing the second-round interviews of the top candidates for the Manager of Distributed Energy Resources.

**CalCCA Update**

CalCCA held its annual retreat with all of the CCA CEOs on October 29. We discussed the accomplishments over the last year, the lessons learned, and regulatory and legislative strategy going forward. Due to the ever-increasing need to be actively involved in regulatory proceedings and at the Legislature, additional staff will be added to CalCCA to direct regulatory and legislative activities. A committee of local electeds from local CalCCA boards will be formed in order for board members to get to know each other and work in concert on issues of concern to the CCA community.

**Stanford Global Energy Forum**

I attended the first annual Stanford Global Energy Forum on November 1 and 2. Key messages from that forum were that faster action is needed on climate change in order to prevent the disastrous effects of increasing carbon in the atmosphere. In particular, putting a price on carbon, through a revenue-neutral carbon tax, will provide market signals to change our ways.

### **Meetings with Local Legislators**

We will be setting up meetings with our local legislators during November and December, and we invite all Board members to join us if you are available. The first meeting was held with State Senator Jerry Hill on November 5, with Rick Bonilla joining PCE staff Charlsie Chang, Joe Wiedman, and Jan Pepper. It was a very positive meeting, and we look forward to working closely with Senator Hill during the next legislative session.



**PENINSULA CLEAN ENERGY AUTHORITY  
Board Correspondence**

**DATE:** November 5, 2018  
**BOARD MEETING DATE:** November 15, 2018  
**SPECIAL NOTICE/HEARING:** None  
**VOTE REQUIRED:** Majority Present

**TO:** Honorable Peninsula Clean Energy Authority Board of Directors

**FROM:** Leslie Brown, Director of Customer Care

**SUBJECT:** Authorize an adjustment in Peninsula Clean Energy's (PCE's) rates in 2019 to maintain a 5% discount in generation charges compared to PG&E. (Action)

**RECOMMENDATION:**

Staff recommends that the Board authorize the CEO to implement rate adjustments to all applicable PCE rate schedules as needed after PG&E rates are announced on January 1, 2019 to maintain the 5% Generation discount for PCE's ECOplus option.

**BACKGROUND:**

As discussed previously, PG&E's actual rate adjustments will not be publicly known until they are in effect on January 1, 2019. Changes to the PCIA and PG&E's Generation rates are expected to impact all current rate schedules. Accordingly, adjustments to PCE's Generation rate will likely be required across all rates to align with our stated goal of maintaining a 5% net discount on the ECOplus product.

**DISCUSSION:**

Staff will be working closely with Calpine to ensure that the new rates are calculated and implemented in a timely manner as soon as PG&E's actual rates are public. The intention is to have all rates programmed, tested and implemented prior to February 1, 2019 to minimize billing confusion.

**FISCAL IMPACT:**

This action will ensure that PCE is able to continue the 5% value proposition of ECOplus to our customer base while also maintaining appropriate revenue requirements for operations. Overall, it is expected that customers will see higher electric rates in 2019 vs 2018 as there will be increases to Transmission and Distribution rates. It is also expected that PG&E's Generation rates will increase. PCE's rates will be adjusted in line with PG&E's Generation rate changes, and then reduced to reflect the increase in the PCIA. A full reporting of the financial impact will be brought to the Board in January after the necessary rate adjustments are implemented.



**PENINSULA CLEAN ENERGY**  
**JPA Board Correspondence**

**DATE:** November 5, 2018  
**BOARD MEETING DATE:** November 15, 2018  
**SPECIAL NOTICE/HEARING:** None  
**VOTE REQUIRED:** Majority Present

**TO:** Honorable Peninsula Clean Energy Authority Board of Directors  
**FROM:** Jan Pepper, Chief Executive Officer  
**SUBJECT:** Authorize Execution of an amendment to the Power Purchase Agreement (PPA) for Renewable Supply with RE Mustang Two Whirlaway LLC

**RECOMMENDATION:**

Authorize the Chief Executive Officer to execute an amendment to the Power Purchase Agreement (PPA) for Renewable Supply with Mustang Two Whirlaway LLC, a Delaware Limited Liability Company, and any necessary ancillary documents. (Action)

**BACKGROUND:**

On August 23, 2017, the Peninsula Clean Energy Board approved the execution of a power purchase agreement (PPA) with RE Mustang Two Whirlaway LLC for a 100 MW solar project. The project is a fifteen-year agreement with RE Mustang Two Whirlaway LLC, for a new solar project in Kings County, California (RE Mustang Two). RE Mustang Two is a new 100 MW project; it will provide Bucket 1 renewables from a California RPS-eligible renewable facility.

**DISCUSSION:**

The PPA included the requirement for the project to start construction by April 1, 2019 and start operating by June 30, 2020. The PPA also included the option to delay start-up by 180 days in the event that tariffs were imposed under Section 201 of the Trade Act of 1974.



The tariff was signed by President Trump on January 23, 2018 and went into effect on February 7, 2018. The tariff was initially set at 30%, and declines 5% per year.

The RE Mustang Two project owners contacted PCE earlier this fall to exercise the delayed start-up option and extend the required construction and operations start dates by 180 days to September 28, 2019 and December 27, 2020 respectively.

This is the only change to the PPA under this amendment. We recommend that the Board approve the amendment. This does not change the economics of the project itself. Depending on the market rates at the time of procurement, there may be an increase in cost to purchase the replacement energy and replacement PCC1. PCE will conduct a competitive process to procure these products at the least cost possible.

**FISCAL IMPACT:**

The fiscal impact of the RE Mustang Two project will not exceed \$220 million over the term of the agreement.

**RESOLUTION NO. \_\_\_\_\_**

**PENINSULA CLEAN ENERGY AUTHORITY, COUNTY OF SAN MATEO, STATE OF  
CALIFORNIA**

**\* \* \* \* \***

**RESOLUTION DELEGATING AUTHORITY TO THE CHIEF EXECUTIVE OFFICER  
TO (A) EXECUTE AN AMENDMENT TO THE POWER PURCHASE AGREEMENT  
WITH RE MUSTANG TWO WHIRLAWAY LLC, A DELAWARE LIMITED LIABILITY  
COMPANY, WITH TERMS CONSISTENT WITH THOSE PRESENTED, IN A FORM  
APPROVED BY THE GENERAL COUNSEL; AND**

**(B) EXECUTE SUCH OTHER ANCILLARY DOCUMENTS, IN A FORM APPROVED  
BY GENERAL COUNSEL, AS MAY BE NECESSARY TO EFFECTUATE THE  
AMENDMENT.**

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**RESOLVED**, by the Peninsula Clean Energy Authority of the County of San  
Mateo, State of California, that

**WHEREAS**, the Peninsula Clean Energy Authority (“Peninsula Clean Energy” or  
“PCEA”) was formed on February 29, 2016; and

**WHEREAS**, launch of service for Phase I occurred in October 2016, and launch  
of service for Phase II occurred in April 2017; and

**WHEREAS**, Peninsula Clean Energy is purchasing energy, renewable energy, carbon free energy, and related products and services (the “Products”) to supply Phase II of its launch; and

**WHEREAS**, in Fall 2016, consistent with its mission of reducing greenhouse gas emissions and offering customer choice at competitive rates, Peninsula Clean Energy administered a competitive process to select one or more power supply contractors; and

**WHEREAS**, one of the providers selected by Peninsula Clean Energy through this competitive process is RE Mustang Two Whirlaway, a Delaware limited liability company, (“Contractor”), based on its desirable offering of Products, pricing, and terms;

**WHEREAS**, on August 23, 2017, the Peninsula Clean Energy Board approved the execution of a power purchase agreement (PPA) with RE Mustang Two Whirlaway LLC for a 100 MW solar project; and

**WHEREAS**, staff is presenting to the Board for its review an amendment to the Power Purchase Agreement, which would move the Guaranteed Construction Start Date and Guaranteed Commercial Operation Date 180 days later as currently allowed in the PPA, reference to which should be made for further particulars; and

**WHEREAS**, the Board wishes to delegate to the Chief Executive Officer authority to execute the aforementioned amendment to the Power Purchase Agreement and any other ancillary documents required for the amendment.

**NOW, THEREFORE, IT IS HEREBY DETERMINED AND ORDERED** that the Board delegates authority to the Chief Executive Officer to:

(A) Execute an amendment to the Power Purchase Agreement with the Contractor with terms consistent with those presented, in a form approved by the General Counsel;

(B) Execute such other ancillary documents, in a form approved by General Counsel, as may be necessary to effectuate the amendment

\* \* \* \* \*

[CCO-113499]



**PENINSULA CLEAN ENERGY**  
**JPA Board Correspondence**

**DATE:** November 5, 2018

**BOARD MEETING DATE:** November 15, 2018

**SPECIAL NOTICE/HEARING:** None

**VOTE REQUIRED:** Majority Present

**TO:** Honorable Peninsula Clean Energy Authority Board of Directors

**FROM:** Jan Pepper, Chief Executive Officer

**SUBJECT:** Authorize Execution of a letter consenting to a change of control of the Power Purchase Agreement (PPA) for Renewable Supply with RE Mustang Two Whirlaway LLC

**RECOMMENDATION:**

Authorize the Chief Executive Officer to execute a letter consenting to a change of control of the Power Purchase Agreement (PPA) for Renewable Supply with Mustang Two Whirlaway LLC, a Delaware Limited Liability Company, and any necessary ancillary documents. (Action)

**BACKGROUND:**

On August 23, 2017, the Peninsula Clean Energy Board approved the execution of a power purchase agreement (PPA) with RE Mustang Two Whirlaway LLC for a 100 MW solar project. The project is a fifteen-year agreement with RE Mustang Two Whirlaway LLC, for a new solar project in Kings County, California (RE Mustang Two). RE Mustang Two is a new 100 MW project; it will provide Bucket 1 renewables from a California RPS-eligible renewable facility.

**DISCUSSION:**

The PPA provides that if there is a change of control of RE Mustang Two Whirlaway, PCE must provide a written consent to the change of control, which consent is not to be unreasonably withheld, conditioned or delayed.

Earlier in the fall, RE Mustang Two Whirlaway notified PCE that it intended to sell the project to another solar developer – Solar Frontier Americas. Solar Frontier Americas is

the U.S. arm of a Japanese solar developer, which is ultimately owned by Showa Shell Sekiyu. Solar Frontier Americas developed and constructed 200 MW of solar projects over the past 36 months and is currently developing 500 MW. Their goal is to acquire 1 GW of solar over the next few years and to be a long-term owner and operator of these projects. The parent company, Showa Shell Sekiyu, is publicly traded on the Tokyo Stock Exchange.

On November 7, 2018, an ad hoc committee of the Board met with representatives from RE Mustang Two Whirlaway LLC and Solar Frontier Americas.

We recommend that the Board authorize the Chief Executive Officer to execute a letter consenting to the change of control of the PPA.

**FISCAL IMPACT:**

None.

**RESOLUTION NO. \_\_\_\_\_**

**PENINSULA CLEAN ENERGY AUTHORITY, COUNTY OF SAN MATEO, STATE OF  
CALIFORNIA**

**\* \* \* \* \***

**RESOLUTION DELEGATING AUTHORITY TO THE CHIEF EXECUTIVE OFFICER  
TO (A) EXECUTE A LETTER CONSENTING TO A CHANGE OF CONTROL OF THE  
POWER PURCHASE AGREEMENT WITH RE MUSTANG TWO WHIRLAWAY LLC, A  
DELAWARE LIMITED LIABILITY COMPANY, WITH TERMS CONSISTENT WITH  
THOSE PRESENTED, IN A FORM APPROVED BY THE GENERAL COUNSEL; AND  
  
(B) EXECUTE SUCH OTHER ANCILLARY DOCUMENTS, IN A FORM APPROVED  
BY THE GENERAL COUNSEL, AS MAY BE NECESSARY TO EFFECTUATE  
CONSENT TO THE CHANGE OF CONTROL OF RE MUSTANG TWO WHIRLAWAY  
LLC.**

---

**RESOLVED**, by the Peninsula Clean Energy Authority of the County of San  
Mateo, State of California, that

**WHEREAS**, the Peninsula Clean Energy Authority (“Peninsula Clean Energy” or  
“PCEA”) was formed on February 29, 2016; and

**WHEREAS**, launch of service for Phase I occurred in October 2016, and launch  
of service for Phase II occurred in April 2017; and

**WHEREAS**, Peninsula Clean Energy is purchasing energy, renewable energy, carbon free energy, and related products and services (the “Products”) to supply Phase II of its launch; and

**WHEREAS**, in Fall 2016, consistent with its mission of reducing greenhouse gas emissions and offering customer choice at competitive rates, Peninsula Clean Energy administered a competitive process to select one or more power supply contractors; and

**WHEREAS**, one of the providers selected by Peninsula Clean Energy through this competitive process is RE Mustang Two Whirlaway, a Delaware limited liability company (“Contractor”), based on its desirable offering of Products, pricing, and terms;

**WHEREAS**, on August 23, 2017, the Peninsula Clean Energy Board approved the execution of a power purchase agreement (PPA) with RE Mustang Two Whirlaway LLC for a 100 MW solar project; and

**WHEREAS**, staff is presenting to the Board for its review a letter consenting to the change of control of the Power Purchase Agreement, reference to which should be made for further particulars; and

**WHEREAS**, the Board wishes to delegate to the Chief Executive Officer authority to execute the aforementioned letter consenting to the change of control and any other ancillary documents required for said consent to change of control.

**NOW, THEREFORE, IT IS HEREBY DETERMINED AND ORDERED** that the Board delegates authority to the Chief Executive Officer to:



(A) Execute a letter consenting to the change of control of the Power Purchase Agreement with the Contractor with terms consistent with those presented, in a form approved by the General Counsel;

(B) Execute such other ancillary documents, in a form approved by the General Counsel, as may be necessary to effectuate consent to the change of control.

\* \* \* \* \*

[CCO-113499]



**PENINSULA CLEAN ENERGY  
JPA Board Correspondence**

**DATE:** November 7, 2018

**BOARD MEETING DATE:** November 15, 2018

**SPECIAL NOTICE/HEARING:** None

**VOTE REQUIRED:** None

**TO:** Honorable Peninsula Clean Energy Authority Board of Directors

**FROM:** Jan Pepper, Chief Executive Officer

**SUBJECT:** Approve Revisions to PCE's Strategic Goals (Action)

**RECOMMENDATION:**

Approve revisions to PCE's strategic goals.

**BACKGROUND:**

At the Peninsula Clean Energy Board Retreat held on November 12, 2016, the PCE board developed a set of eight strategic goals for the organization. These goals were reviewed with the PCE Executive Committee on September 11, 2018 to solicit input. The status of the goals was reviewed with the entire PCE Board at the annual retreat on September 29, 2018. Proposed revisions to the goals were reviewed at the October 15 and November 5 PCE Executive Committee meetings. The following attachments include the final proposed revisions to PCE's Strategic Goals, in clean and redline versions.

## **Peninsula Clean Energy**

### **Strategic Goals**

#### **Proposed Updates – For November 15, 2018 Board approval**

1. Design a diverse power portfolio that is greenhouse gas free.
  - 100% GHG free by 2021
  - sourced by 100% CA RPS eligible renewable energy by 2025 on a time coincident basis, provided it is economically viable
  - create a minimum of 20 MWs of new local power by 2025
2. Continually strive to offer ECOPlus at rates that are lower than PG&E rates provided it is economically viable.
3. Stimulate development of new renewable energy generation and storage projects in San Mateo County and California through PCE's procurement activities.
4. Demonstrate quantifiable economic and environmental justice benefits to the County/region by placing a priority on local hiring and inclusionary workforce development practices with a goal of increasing diversity.
5. Implement programs to further reduce greenhouse gas emissions and support the county's community-wide efforts to be completely GHG-free by 2045 by investing in electric transportation, energy efficiency and demand response, and partnering effectively with municipalities, business, schools, and nonprofit/faith organizations.
6. Maximize and maintain customer participation in PCE.
  - Provide a superior customer experience
  - Develop PCE brand awareness and loyalty throughout the County.
  - Actively encourage voluntary participation in its ECO100 renewable energy product
  - Actively encourage participation in other programs PCE develops
  - Achieve recognition as an EPA Green Power Community for all cities and towns in San Mateo County and EPA Green Power Partnership for all cities with municipal accounts enrolled in ECO100 by 2018
7. Build a financially sustainable organization.
  - Build sufficient reserves in a rate stabilization fund
  - Achieve an investment grade credit rating by 2021
8. Foster a work environment that espouses sustainable business practices and cultivates a culture of innovation, diversity, transparency, integrity, and commitment to the organization's mission and the communities it serves.
9. Leverage Peninsula Clean Energy/Silicon Valley expertise and relationships to support innovation across all of PCE's programs and activities.
10. Assist in setting up CCAs in other areas of the state, including where PCE has utility scale generation.

## Peninsula Clean Energy

### Strategic Goals

December 2016

Proposed Updates – November 15, 2018 – For Board approval

1. Design a diverse power portfolio that is greenhouse gas free.
  - 100% GHG free by 2021
  - sourced by 100% CA RPS eligible renewable energy by 2025 on a time coincident basis, provided it is economically viable
  - create a minimum of 20 MWs of new local power by 2025
2. Continually strive to offer ECOPlus at rates that are at parity or lower than PG&E rates provided it is economically viable.
3. Stimulate development of new renewable energy generation and storage projects and clean-tech innovation in San Mateo County and California through PCE's procurement activities.
4. Demonstrate quantifiable economic and environmental justice benefits to the County/region and place by placing a priority on local hiring and inclusionary workforce development practices with a goal of increasing additional diversity.
5. Implement programs to further reduce greenhouse gas emissions and support the county's community-wide efforts to be completely GHG-free by 2045 by investing in local clean power production, electric transportation, energy efficiency, and demand response, and partnering effectively with municipalities, local business, schools, and nonprofit faith organizations.
6. Maximize and maintain customer participation in PCE.
  - Provide a superior customer experience
  - Develop PCE brand awareness and loyalty throughout the County.
  - Actively encourage voluntary participation in its ECO100 renewable energy product
  - Actively encourage participation in other programs PCE develops
  - Achieve recognition from the as an EPA Green Power Community for all cities and towns in San Mateo County and EPA's Green Power Partnership for Green Power Communities for all cities with municipal accounts enrolled in ECO100 by 2018
7. Build a financially sustainable organization.
  - Build sufficient reserves in a rate stabilization fund
  - Achieve an investment grade credit rating by 2021
8. Foster a work environment that espouses sustainable business practices and cultivates a culture of innovation, diversity, transparency, integrity, and commitment to the organization's mission and the communities it serves.
9. Leverage Peninsula Clean Energy/Silicon Valley expertise and relationships to support innovation in generation, storage, reliability, and analytics across all of PCE's programs and activities.
- 8-10. Assist in setting up CCAs in the inland part other areas of the state, including and where we have PCE has utility scale generation.

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**PENINSULA CLEAN ENERGY  
JPA Board Correspondence**

**DATE:** Nov 7, 2018  
**BOARD MEETING DATE:** Nov 15, 2018  
**SPECIAL NOTICE/HEARING:** None  
**VOTE REQUIRED:** None

**TO:** Honorable Peninsula Clean Energy Authority Board of Directors

**FROM:** Jan Pepper, Chief Executive Officer

**SUBJECT:** Review EV and Building Electrification Reach Code Program

**BACKGROUND**

Peninsula Clean Energy's mission is to reduce greenhouse gas (GHG) emissions in San Mateo County. The three main contributors to GHG emissions are electricity use, transportation, and natural gas use in buildings. One of the strategic goals of PCE is to further reduce GHG emissions by investing in programs advancing building and transportation electrification to address the largest GHG sources. This memo describes a Building Electrification and Electric Vehicle (EV) Infrastructure "reach" code program to work with PCE member cities to update local building codes for new residential and commercial construction.

As background, in April, the Board approved a Phase 1 Electric Vehicle program, funded at \$745,000 for EV marketing, new and used vehicle incentives, a multi-unit dwelling (MUD) technical assistance program, plus \$1M over 3 years for curbside charging technology pilots. These measures are intended to begin to address the three major barriers to EV adoption: a) low awareness, b) high vehicle cost, and c) charging infrastructure.

In addition, in September, the Board approved the Program Roadmap, which identifies the Phase 2 EV program for 2019 and beyond to include Transportation measures on EV Promotion and EV Infrastructure as well as Building Electrification New Construction.

Codes for new buildings and major modifications are the most cost-effective points at which to install Electric Vehicle Charging Infrastructure (EVCI) and electric appliances (such as heat pump water heaters) compared to retrofitting existing buildings.

The State of California (through the California Energy Commission) is promulgating the 2019 Building Standards, which will go into effect on January 1, 2020. Municipalities may implement local reach codes which exceed state standards in order to align with local climate objectives. To maximize consistency for building developers, it is preferred that reach codes be developed to go into effect on January 1, 2020.

We expect to bring to the Board other related elements of the Program Roadmap in the next couple of months. These other elements include Phase 2 EV elements such as EV Promotion and EV Infrastructure Incentive programs, and may include future building code enhancements for existing buildings.

## **DISCUSSION**

To maximize efficiency and consistency, staff proposes working with Silicon Valley Clean Energy (SVCE) on a joint approach. Under this approach, PCE and SVCE would engage a single consultant to provide technical assistance on the reach codes and support the associated adoption process with a goal of implementing code updates to go into effect on January 1, 2020.

PCE will take the lead in working with the consultant to develop the reach codes for EV infrastructure for new buildings, and SVCE will take the lead in working with the consultant to develop the reach codes for new building electrification.

A cost-effectiveness analysis will be required for the building electrification measures that exceed state standards. This cost-effectiveness analysis is not required for the EV infrastructure portion of the project.

The local municipalities are the “authorities having jurisdiction” over building code enforcement. Other activities will include working with each municipality (and stakeholders) to develop and refine the model codes, prepare staff report templates, and help cities implement the EV infrastructure and the building electrification codes.

In addition, to support the facilitation and adoption activities with each city within San Mateo County, staff proposes partnering with the San Mateo County Office of Sustainability. (SVCE will provide coordination within Santa Clara County.)

The PCE funds proposed here would be used for:

1. A consultant with significant code expertise will be hired via competitive process to provide technical assistance. The consultant will draft one or more suitable model codes addressing new and modified buildings, including single family dwellings, multi-unit dwellings (apartments and condominiums) and commercial spaces. The codes will take into account existing/proposed codes adopted by other jurisdictions and stakeholder input, including from developers and low-income housing representatives. The code development will include both the EV infrastructure and the building electrification codes.

2. Assisting municipalities and the County in refining and adopting said codes by January 1, 2020 to correlate with the California 2019 Building Energy Efficiency Standards. PCE will engage the City and County Association of Governments (C/CAG) and support cities with code adoption by providing direct funding, if needed, plus funding to the County Office of Sustainability (OOS) for its support role.
3. Facilitating municipality and County plan checker training and code implementation materials and procedures.

Consultant and common-tools costs would be shared with SVCE.

The consultant selection process will occur in December, with code development by stakeholders and the consultant slated for the first quarter 2019. The code education, outreach and adoption process, primarily led by OOS, is scheduled for Q2-Q4 2019 to correlate with other Reach code development/adoption. Finally, code implementation training, procedures and materials will be developed and executed in Q4 2019 and Q1 2020. Exact timing of Building Electrification elements will be aligned with the CEC cost-benefit analysis.

New building prospective EV code enhancements may include measures such as:

1. Single family home readiness for 2 plug-in electric vehicles
2. Condominiums: Level 2 (240v) outlet per unit
3. Apartments: Level 2 or Level 1 (110v) outlet per unit
4. Workplace/ Commercial: TBD; DC Fast Charging, Level 2 and Level 1 are under consideration

New building prospective Building Electrification code enhancements may include approaches such as:

1. All electric building requirement
2. Dual fuel with electric preference
3. Performance or prescriptive approaches

PCE staff asks that board members, as representatives of their respective cities, inform their jurisdictions that that code development is occurring and serve as champions for code adoption.

### **FISCAL IMPACT:**

Up to \$500,000 for new building and major modification reach codes (Fiscal Years 2018-2020) with anticipated allocations anticipated to be approximately:

- \$100,000-\$200,000 for technical consultant
- \$10,000 per jurisdiction
- \$50,000 for OOS

Cost-share with SVCE would be for half of the cost of the technical consultant or up to approximately \$100,000.





**REGULAR MEETING of the Board of Directors of the  
Peninsula Clean Energy Authority (PCEA)  
Thursday, October 25, 2018  
MINUTES**

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

**CALL TO ORDER**

Meeting was called to order at 6:33 p.m.

**ROLL CALL**

**Present:** Dave Pine, County of San Mateo  
Jim Eggemeyer, County of San Mateo  
Jeff Aalfs, Town of Portola Valley, *Chair*  
Rick DeGolia, Town of Atherton, *Vice Chair*  
Madison Davis, City of Brisbane  
Carlos Romero, City of East Palo Alto  
Catherine Mahanpour, City of Foster City  
Harvey Rarback, City of Half Moon Bay  
Elizabeth Cullinan, Town of Hillsborough  
Ann Schneider, City of Millbrae  
John Keener, City of Pacifica  
Ian Bain, City of Redwood City  
Marty Medina, City of San Bruno  
Cameron Johnson, City of San Carlos  
Rick Bonilla, City of San Mateo  
Pradeep Gupta, City of South San Francisco  
Daniel Yost, Town of Woodside

**Absent:** City of Belmont  
City of Burlingame  
Town of Colma  
City of Daly City  
City of Menlo Park

**Staff:** Jan Pepper, Chief Executive Officer  
Andy Stern, Chief Financial Officer

Leslie Brown, Director of Customer Care  
Kirsten Andrews-Schwind, Communications and Outreach Manager  
Rafael Reyes, Director of Energy Programs  
Jay Modi, Director of Finance and Administration  
Joseph Wiedman, Director of Legislative and Regulatory Affairs  
Siobhan Doherty, Director of Power Resources  
Chelsie Keys, Power Resources Manager  
Alejandra Posada, Energy Programs Associate  
TJ Carter, Marketing Associate  
Charlsie Chang, Public Affairs Associate  
Jennifer Stalzer Kraske, Deputy Counsel  
Anne Bartoletti, Board Clerk/Executive Assistant to the CEO

**A quorum was established.**

**PUBLIC COMMENT:**

None

**ACTION TO SET THE AGENDA AND APPROVE CONSENT AGENDA ITEMS**

Jeff Aalfs—Chair—pulled the minutes from the Consent Agenda. Motion to set the agenda and approve items 15 and 16.

Motion Made / Seconded: Yost / DeGolia

**Motion passed unanimously 15-0 (Absent: County of San Mateo, Belmont, Burlingame, Colma, Daly City, East Palo Alto, Menlo Park)**

Jeff Aalfs announced a correction to the minutes for the September 29, 2018 meeting, reporting that Andy Stern, PCE's new Chief Financial Officer, did not attend. Motion to approve the minutes for the September 29, 2018 meeting with the correction noted.

Motion Made / Seconded: Bonilla / Gupta

**Motion passed unanimously 13-0 (Abstained: Foster City, Millbrae, Redwood City. Absent: Belmont, Burlingame, Colma, Daly City, East Palo Alto, Menlo Park)**

**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**

No reportable action taken

## **REGULAR AGENDA**

### **3. CHAIR REPORT**

Jeff Aalfs—Chair—reported on the success of the Wright Solar groundbreaking event on October 11, 2018.

### **4. CEO REPORT**

Chief Executive Officer Jan Pepper—introduced Andy Stern, PCE’s new Chief Executive Officer, and announced that the new Community Outreach Associate, Carlos Morena, will start on November 1, 2018.

Jan provided a summary of the Board Retreat that took place on September 29, 2018, and reported that City Managers have been contacted to work with PCE staff on the Green Power Partnership application process.

Jan reported on the success of the Wright Solar groundbreaking event received on October 11, 2018, and announced upcoming Regulatory and Legislative meetings, including a CPUC (California Public Utilities Commission) Customer Choice En Banc on October 29, 2018, and a meeting with Senator Jerry Hill on November 5, 2018.

### **5. CITIZENS ADVISORY COMMITTEE REPORT**

Emily Leslie—Vice Chair of the Citizens Advisor Committee (CAC)—reported on discussions that took place at the last meeting, including a review of PCE’s EV (Electric Vehicle) promotion, Community Pilot Program finalists, and the committee’s desire for more meaningful involvement and utilization.

### **6. AUDIT AND FINANCE COMMITTEE REPORT**

Carlos Romero reported that the Audit and Finance Committee met with the auditors to review a draft of the audit.

### **7. APPROVE FISCAL YEAR 2017-2018 AUDITED FINANCIAL STATEMENTS**

Brett Bradford and Matt Brewer with Pimenti & Brinker—reported on the audit of the fiscal years ending on June 30, 2018 and June 30, 2017, respectively. They reported that the audit is complete, that the financial statements are materially accurate, and they did not propose any adjustments to the financial statements.

## **PUBLIC COMMENT:**

None

Motion Made / Seconded: DeGolia / Bonilla

**Motion passed unanimously 17-0 (Absent: Belmont, Burlingame, Colma, Daly City, Menlo Park)**

## **8. APPROVE INVESTMENT POLICY**

Paul Hackleman, Senior Plan Consultant with NFP—reviewed the Investment Policy Statement. He reported that applicable California Code was reviewed, and the policy was drafted in consultation with the Audit and Finance Committee. He reported that passing this policy establishes clear objectives and parameters for staff, contractors and/or investment managers. He recommends that the policy be reviewed annually.

### **PUBLIC COMMENT:**

None

Motion Made / Seconded: Bain / Schneider

**Motion passed unanimously 17-0 (Absent: Belmont, Burlingame, Colma, Daly City, Menlo Park)**

## **9. APPROVE RECOMMENDED COMMUNITY PILOT PROJECTS**

Rafael Reyes—Director of Energy Programs—reviewed the process and criteria that were used to evaluate the 37 community pilot submissions that PCE received, and he reviewed each of the final six projects that were recommended for approval by the Board:

- ARCA Recycling, Inc.: Appliance Recycling Program Proposal
- Ardenna Energy, LLC: Peninsula Climate Comfort Pilot Project
- Build It Green: Healthy Home Connect
- California Interfaith Power & Light: Community Resiliency, PV-Storage at Faith Institutions
- Envoy Technologies Inc.: Disadvantaged Community Car Sharing Pilot
- San Mateo County Office of Sustainability: A Roadmap for Municipal Green Fleets

### **PUBLIC COMMENT:**

Diane Bailey, Menlo Spark  
Liore Milgrom-Gartner, California Interfaith Power & Light

Motion Made / Seconded: Yost / Bonilla

**Motion passed unanimously 16-0 (Abstain: Jim Eggemeyer, County of San Mateo. Absent: Belmont, Burlingame, Colma, Daly City, Menlo Park)**

## **10. APPROVE THE INCLUSIVE AND SUSTAINABLE WORKFORCE POLICY AND ADOPT IT AS A REPLACEMENT FOR THE PREVIOUSLY ADOPTED SUSTAINABLE WORKFORCE POLICY**

Jan Pepper reported that the workforce policy has been expanded with additional provisions.

**PUBLIC COMMENT:**

James Ruigomez, San Mateo County Building & Construction Trades Council

Motion Made / Seconded: DeGolia / Schneider

**Motion passed unanimously 17-0 (Absent: Belmont, Burlingame, Colma, Daly City, Menlo Park)**

**11. PCIA (POWER CHARGE INDIFFERENCE ADJUSTMENT) UPDATE**

Joseph Wiedman—Director of Legislative and Regulatory Affairs—reported that existing CCAs (Community Choice Aggregator) are moving forward and new CCAs continue to be formed after the CPUC's (California Public Utilities Commission) PCIA decision on October 11, 2018.

**12. INCREASING AWARENESS OF CALIFORNIA ALTERNATE RATES FOR ENERGY PROGRAM**

Leslie Brown—Director of Customer Care—reported that recent PG&E analysis from August 2018 estimated that over 12,500 San Mateo County customers are eligible for CARE rate benefits but have not yet enrolled in the program. Leslie reviewed CARE income guidelines and benefits to consumers, and asked Board members to work with their cities and reach out to community organizations to increase awareness of the program and encourage enrollment.

**13. BOARD MEMBERS' REPORTS**

None.

**ADJOURNMENT**

Meeting was adjourned at 8:36 p.m.



**PENINSULA CLEAN ENERGY  
JPA Board Correspondence**

**DATE:** November 1, 2018  
**BOARD MEETING DATE:** November 15, 2018  
**SPECIAL NOTICE/HEARING:** None  
**VOTE REQUIRED:** Majority Present

**TO:** Honorable Peninsula Clean Energy Authority Board of Directors  
**FROM:** Jan Pepper, Chief Executive Officer  
**SUBJECT:** Approval of Employee Handbook

**RECOMMENDATION:**

Approve the Peninsula Clean Energy (PCE) Employee Handbook.

**BACKGROUND:**

PCE staff have developed the attached Employee Handbook to provide an overview of the company to all PCE staff and provide human-resources policies and guidance in areas such as Employment, Employee Conduct, Working Conditions, Benefits, Payroll, Leaves of Absences, and so on.

Significant effort has been expended to develop this Handbook, including receiving earlier review from the PCE Executive Committee and input from PCE staff. The Handbook has been reviewed by PCE's legal counsel. Upon approval of this Handbook by the Board, PCE will distribute it for use by all PCE employees.

**ATTACHMENT:**

PCE Employee Handbook - Issue Date (Version 1): November 1, 2018

**RESOLUTION NO. \_\_\_\_\_**

**PENINSULA CLEAN ENERGY AUTHORITY, COUNTY OF SAN MATEO, STATE OF  
CALIFORNIA**

\* \* \* \* \*

**RESOLUTION APPROVING THE PENINSULA CLEAN ENERGY EMPLOYEE  
HANDBOOK DATED NOVEMBER 1, 2018**

---

**RESOLVED**, by the Peninsula Clean Energy Authority of the County of San Mateo, State of California, that

**WHEREAS**, the Peninsula Clean Energy Authority aims to foster a work environment that cultivates a culture of innovation, diversity, transparency, integrity, and commitment to PCE's mission and the communities it serves; and

**WHEREAS**, the Peninsula Clean Energy Authority desires to have a clear set of employment-related policies and guidance; and

**WHEREAS**, these goals will be served by adopting and providing to PCE's employees a comprehensive handbook of PCE's employee benefits, working conditions, employment policies, and other employee-related issues.

**NOW, THEREFORE, IT IS HEREBY DETERMINED AND ORDERED** that the Board approves the PCE Employee Handbook dated November 1, 2018.

\* \* \* \* \*



## **EMPLOYEE HANDBOOK**

Issue Date (Version 1): November 1, 2018

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



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**Attachments (Employee link to Attachments [here](#))**

- A. PCE Request to Engage in Supplemental Employment Form
- B. Conflict of Interest Code of PCE
- C. PCE Guidelines on Political Activity
- D. PCE Employee Confidentiality Agreement
- E. PCE Policy 2: Community Choice Aggregator Non-Disclosure Agreement
- F. PCE Acceptable Use of Electronic Communications Policy
- G. PCE Document Retention and Destruction Policy (Forthcoming)
- H. Social Media Policy (Forthcoming)
- I. IT Security Policy (Forthcoming)

## **SECTION 1: INTRODUCTION TO PENINSULA CLEAN ENERGY**

## 1.101 Welcome to Peninsula Clean Energy!

Dear Staff,

On behalf of everyone at Peninsula Clean Energy (PCE), welcome to the team! You are joining PCE at a very exciting time, for PCE, the industry, and our state. Community Choice Aggregators are challenging communities, states, and countries to make clean, renewable, greenhouse gas-free energy the standard. We are proud to be part of this wave of progress.

Starting a new job is exciting, but at times can be overwhelming. This Employee Handbook has been developed to help you become acquainted with PCE and answer many of your initial questions.

As an employee of Peninsula Clean Energy, you are very important. Your contribution cannot be overstated. We are a mission driven organization, and your role is an important part of achieving our mission – to reduce greenhouse gas emissions in San Mateo County. We first do that by providing cleaner and greener electricity at lower rates than PG&E. Next, we are offering energy related programs that use PCE's clean electricity to reduce greenhouse gas emissions by moving to electric transportation methods. And finally, we will offer electrification programs to reduce GHG emissions in buildings by converting from natural gas use to PCE's clean electricity. We hope the success we have in San Mateo County provides a model for other parts of the state, country, and world to also move toward a clean electric economy!

You are an important part of this process and your work directly influences PCE's reputation.

We are glad you have joined us, and we hope you will find your work to be both challenging and rewarding.

Sincerely,

Jan Pepper  
Chief Executive Officer

## 1.102 Agency Structure

Peninsula Clean Energy (“PCE”) is a public agency – a local government joint powers authority (JPA) that is governed by a Board of Directors consisting of 22 Directors. Twenty of these are appointed by each of the municipalities in San Mateo County: Atherton, Belmont, Brisbane, Burlingame, Colma, Daly City, East Palo Alto, Foster City, Half Moon Bay, Hillsborough, Menlo Park, Millbrae, Pacifica, Portola Valley, Redwood City, San Bruno, San Carlos, San Mateo, South San Francisco, Woodside. Additionally, the Board has two (2) directors appointed by the County of San Mateo. The Executive Committee (currently consisting of nine (9) members) of the Peninsula Clean Energy Authority Board of Directors is responsible for providing administrative oversight for the overall organization. The Audit & Finance Committee (currently consisting of five (5) members) of the PCE Board of Directors is responsible for financial oversight of the organization.

The Chief Executive Officer (CEO) is responsible to the Board of Directors.

## 1.103 Peninsula Clean Energy History

In 2014, San Mateo County began to explore the feasibility of starting a Community Choice Energy (“CCE”) (also known as “Community Choice Aggregation” or “CCA”) program in the County and interested cities located therein. A CCE program allows cities to aggregate their energy demand and purchase power from sources other than Pacific Gas & Electric (“PG&E”). PG&E will still deliver the power, maintain the lines, and bill customers, but the power will be purchased by the CCE program (branded “Peninsula Clean Energy” in San Mateo County). The County hired the consulting firm Pacific Energy Advisors to study the environmental, economic, and technical potential for a CCE program in San Mateo County. All twenty cities and the County’s unincorporated areas participated in the study. The “Draft Peninsula Clean Energy CCA Technical Study” (Technical Study) was completed in September 2015.

Following years of careful study and development, Peninsula Clean Energy (“PCE”) was created in February 2016 when all 20 cities in San Mateo County, plus the County of San Mateo, voted unanimously to form a Joint Powers Authority to administer the program. PCE began serving its initial group of customers on October 1, 2016. This initial enrollment was comprised of 20% of the residential customer base and all of the small and medium commercial base in San Mateo County as part of Phase 1. PCE launched Phase 2 in April 2017, when PCE began serving the remaining 80% of the residential customer base, plus the large commercial and agricultural customers in San Mateo County.

## **1.104 Mission Statement**

Peninsula Clean Energy is San Mateo County's locally-controlled electricity provider. We are reducing greenhouse gas emissions and offering customer choices at competitive rates.

## **1.105 Strategic Goals**

The PCE Board of Directors has adopted a set of strategic goals for the organization. These can be viewed on the PCE website.

## **1.106 About this Handbook**

This Employee Handbook contains information about the employment policies and practices of PCE. We expect each employee to read, understand, and comply with all provisions of this Employee Handbook. It describes many of your responsibilities as an employee and outlines the programs developed by PCE to benefit you as an employee. One of our objectives is to provide a work environment that is conducive to both personal and professional growth.

As noted above, PCE is a JPA, an independent California public agency that was created separate from any other public agency. The employment laws that apply in the public sector are sometimes different from those in the private sector. If you have previously worked for a for-profit or not-for-profit organization, you may notice some differences.

PCE complies with federal and state law which is in part reflected in this handbook. PCE also complies with any applicable local laws, even though there may not be an express written policy contained in the handbook.

Violations of the policies and procedures outlined in the handbook, as well as violations of any applicable state and/or federal law, may be grounds for discipline up to and including immediate termination.

## **1.107 New Employee Onboarding**

Upon joining PCE, you were given an e-copy of our Employee Handbook. After reading this Employee Handbook please sign the receipt page and return it to the Executive



Assistant to the CEO. You will be asked to complete personnel, payroll and if applicable, benefit forms which will need to be provided to the Chief Financial Officer.

PCE is a small Agency and our doors are always open here. The operations of your department are the responsibility of your supervisor. (S)he is a good source of information about PCE and your job. However, feel free to speak to the CEO if you have questions about PCE or your position.

## **SECTION 2: EMPLOYMENT**

## 2.101 Nature of Employment

Except for the policy of at-will employment, PCE reserves the right to revise, delete, and add to the provisions of this Employee Handbook at any time without notice. All such revisions, deletions or additions to the Employee Handbook must be in writing and must be signed by the Chief Executive Officer of PCE. No oral statements or representations can change the provisions of this Employee Handbook.

The provisions of this Employee Handbook are not intended to create contractual obligations with respect to any matters it covers nor is this Employee Handbook intended to create a contract guaranteeing that you will be employed for any specific period of time. Any agreement of employment for a specified time period shall be put into writing and signed by the Chief Executive Officer.

Nothing in this Employee Handbook is intended to unlawfully restrict an employee's right to engage in any of the rights guaranteed them by Section 7 of the National Labor Relations Act, including but not limited to, the right to engage in concerted protected activity for the purposes of their mutual aid and/or protection. Nothing in this Employee Handbook will be interpreted, applied or enforced to interfere with, restrain or coerce employees in the exercise of Section 7 rights.

PCE IS AN AT-WILL EMPLOYER. THIS MEANS THAT REGARDLESS OF ANY PROVISION IN THIS EMPLOYEE HANDBOOK, EITHER YOU OR PCE MAY TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY REASON, WITH OR WITHOUT CAUSE OR NOTICE. NOTHING IN THIS EMPLOYEE HANDBOOK OR IN ANY DOCUMENT OR STATEMENT, WRITTEN OR ORAL, SHALL LIMIT THE RIGHT TO TERMINATE EMPLOYMENT AT-WILL. NO OFFICER, EMPLOYEE OR REPRESENTATIVE OF PCE IS AUTHORIZED TO ENTER INTO AN AGREEMENT—EXPRESS OR IMPLIED—WITH ANY EMPLOYEE FOR EMPLOYMENT FOR A SPECIFIED PERIOD OF TIME UNLESS SUCH AN AGREEMENT IS IN A WRITTEN CONTRACT SIGNED BY THE CHIEF EXECUTIVE OFFICER OF PCE.

This Employee Handbook refers to current benefit plans maintained by PCE. Refer to the actual plan documents and summary plan descriptions if you have specific questions regarding the benefit plan. Those documents are controlling.

Likewise, if a written employment contract is inconsistent with the Employee Handbook, the written contract is controlling.

## **2.102 Job Postings**

PCE maintains a job description for each position in PCE. The job description outlines the essential duties and responsibilities of the position. When the duties and/or responsibilities of a position change, the job description will be revised to reflect those changes. If you have any questions or wish to obtain a copy of your position's job description, please see your supervisor.

PCE provides employees an opportunity to indicate their interest in open positions and advance within PCE according to their skills and experience. In general, notices of all regular, full-time job openings are posted, although PCE reserve its sole discretionary right not to post a particular opening.

Posted job openings will be added to PCE's website and the County of San Mateo website and normally remain open for two to three weeks but will stay open until filled. Each job posting notice will include the dates of the posting period, job title, job summary, essential duties and qualifications.

To be eligible to apply for a posted job, employees must have performed competently in their current position. PCE reserves the right not to accept applications for open positions from an employee who is currently on any type of disciplinary action.

To apply for an open position, employees should submit a cover letter and resume as directed on the job posting, listing job-related skills and accomplishments. Materials should also describe how current experience with PCE and prior work experience and/or education qualifies them for the position.

Job posting is a way to inform employees of openings and to identify qualified and interested applicants whose interest might not otherwise be known to PCE. Other recruiting sources may also be used to fill open positions in the best interest of PCE.

## **2.103 Employee Relations Philosophy**

We are committed to providing the best possible climate for maximum development and goal achievement for all employees. Our practice is to treat each employee as an individual. We seek to develop a spirit of teamwork; individuals working together to attain a common goal.

To maintain an atmosphere where these goals can be accomplished, we provide a comfortable and progressive workplace. Most importantly, we have a workplace where communication is open, and problems can be discussed and resolved in a mutually

respectful atmosphere. We consider individual circumstances and the individual employee.

**We firmly believe that with direct communication, we can continue to resolve any difficulties that may arise and develop a mutually beneficial relationship.**

## **2.104 Equal Opportunity Employer**

PCE is committed to equal employment opportunity. We will not discriminate against employees or applicants for employment on any legally recognized basis ["protected class"] including, but not limited to: race; color; religion; genetic information; national origin; sex; pregnancy, childbirth, or related medical conditions; age; disability; citizenship status; uniform servicemember status; or any other protected class under federal, state, or local law.

In California, the following also are a protected class: race; religious creed; color; national origin; ancestry; physical disability; mental disability; medical condition, including genetic characteristics; genetic information; marital status; sex; pregnancy, childbirth or related medical conditions or breast feeding; perceived pregnancy; actual or perceived gender; gender identity or expression (including transgender); sexual orientation; civil air patrol membership; service in the military forces of the State of California or of the United States; military and veteran status; lawful conduct occurring during nonworking hours away from PCE premises; age [40 or over]; and citizenship status. Included in the definition of each protected category is the perception of membership in a protected category and an individual's association with an actual or perceived member of a protected category.

You may discuss equal employment opportunity related questions with your supervisor or any other designated member of management.

## **2.105 Nepotism Prohibited**

It is the policy of PCE to recruit, hire, and assign all employees on the basis of merit and performance. Nepotism, the employment of relatives within an organization, may cause serious conflicts and problems with favoritism and employee morale. Nepotism is expressly prohibited at PCE because it is antithetical to PCE's merit-based hiring process.

For purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with an employee is like that of persons who are related by blood or marriage, such as those who are living together.

This policy applies to all employees regardless of gender or sexual orientation.

## 2.106 Immigration Reform and Control Act

In compliance with the federal Immigration Reform and Control Act of 1986 (IRCA), as amended, and any state law requirements, if applicable, PCE is committed to employing only individuals who are authorized to work in the United States.

Each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired may also be required to re-complete the form.

If an employee is authorized to work in this country for a limited period of time, the individual will be required to submit proof of renewed employment eligibility prior to expiration of that period to remain employed by PCE.

## 2.107 Supplemental Employment

Employees may hold supplemental jobs as long as they meet the performance standards of their job with PCE. All employees will be judged by the same performance standards and will be subject to PCE's scheduling demands, regardless of any existing supplemental work requirements.

If PCE determines that an employee's supplemental work interferes with performance or the ability to meet the requirements of PCE as they are modified from time to time, the employee may be asked to terminate the supplemental employment if he or she wishes to remain employed by PCE.

An employee who wishes to engage in supplemental employment must complete the [Request to Engage in Supplemental Employment Form](https://peninsulacleanenergy.box.com/s/l9n2hy7z7tquhibnn33ei6c6cg2vrnsn) (<https://peninsulacleanenergy.box.com/s/l9n2hy7z7tquhibnn33ei6c6cg2vrnsn>). The form must be signed by the employee's supervisor and the CEO.

**Supplemental employment that constitutes a conflict of interest is strictly prohibited. If you have a concern regarding a potential or actual conflict, please discuss it with the CEO.**

## **2.108 Americans with Disabilities Act**

PCE is committed to complying fully with the Americans with Disabilities Act (“ADA”) and the California Fair Employment and Housing Act (“FEHA”) and ensuring equal employment opportunities to qualified individuals with disabilities. This may include providing reasonable accommodation where appropriate for an otherwise qualified individual to perform the essential functions of the job. All employment practices and activities are conducted on a non-discriminatory basis. Hiring procedures are designed to provide persons with disabilities meaningful employment opportunities. Post-offer pre-employment inquiries are made only regarding an applicant’s ability to perform the duties of the position.

It is your responsibility to notify your supervisor of the need for accommodation. Upon doing so, your supervisor may ask you for your input or the type of accommodation you believe may be necessary or the functional limitations caused by your disability. Also, when appropriate, we may need your permission to obtain additional information from your physician or other medical or rehabilitation professionals. PCE will not seek genetic information in connection with requests for accommodation. All medical information received by PCE in connection with a request for accommodation will be treated as confidential.

Reasonable accommodations for qualified individuals with known disabilities will be made unless doing so would be an undue hardship. All employment decisions are based on the merits of the situation in accordance with defined criteria, not the disability of the individual.

## **2.109 Access to Personnel Files**

PCE maintains a personnel file on each employee. Such files include: employee’s job application, resume, records of training, documentation of performance appraisals and salary increases, and other employment records.

Personnel files are the property of PCE and access to the information they contain is restricted. Generally, only management-level personnel of PCE and your supervisor who have a legitimate reason to review information in a file are permitted to do so.

Upon request, current and former employees may inspect their own personnel files at a mutually agreeable time, on PCE premises in the presence of an authorized PCE management team member. You will be permitted to see any records regarding your qualification for employment, promotion, wage increases, earnings and deductions, or discipline. Additionally, PCE will provide copies of payroll records within fifteen (15) days after a written request has been received. Exceptions include records regarding

criminal investigation and any letters of reference maintained by PCE. You will be allowed to have a copy of any document that relates to your performance or any grievance that concerns you. PCE complies with state law record retention requirements for current and former employees.

For more information, contact the Chief Financial Officer.

## **2.110 Employment Reference Checks**

To ensure that individuals who join PCE are well qualified and have a strong potential to be productive and successful, it is the policy of PCE to check the employment references of all applicants.

Regarding current or former PCE employees, PCE will respond in writing or verbally only to those reference check inquiries that are submitted in writing. Responses to such inquiries will confirm only dates of employment and position(s) held. NO other employment data will be released without a written authorization and release signed by the individual who is the subject of the inquiry. Currently, only the CEO is authorized to respond to reference check inquiries. The CEO has the authority to delegate this responsibility as appropriate.

## **2.111 Changes in Personal Data**

To aid you and/or your family in matters of personal emergency, we need to maintain up to date information. It is the responsibility of each employee to promptly notify PCE of any changes in personal data. Personal mailing addresses, telephone numbers, number and names of dependents who are enrolled in benefit plan(s) or are beneficiaries of benefit plan(s), individuals to be contacted in the event of an emergency, educational accomplishments or credentials, and other such status reports should be accurate and current. If any personal data has changed, please notify your supervisor and the Chief Financial Officer in writing.

Changes that would impact your paycheck or annual reporting documents should be given to the Chief Financial Officer promptly.

## **2.112 Termination of Employment**

Should you decide to leave your employment with us, we ask that you provide your immediate supervisor with at least two weeks' advance written notice. Your thoughtfulness is appreciated and will be noted favorably should you ever wish to reapply for employment with PCE.

All voluntary terminating employees should complete a brief exit interview prior to leaving. All terminating employees, either voluntary or involuntary, will be provided information about employee benefits, conversion privileges, repayment of outstanding debts to PCE, and return of PCE-owned property.

A final paycheck will be provided in accordance with any applicable California law.

### **2.113 Social Security Number Privacy**

Officers and employees are permitted to access and use certain personal information, such as Social Security Numbers, only as necessary and appropriate for such persons to carry out their assigned tasks for PCE and in accordance with PCE's policy.

The unauthorized access, viewing, use, disclosure, or the intentionally public display of such information and the unauthorized removal of documents from PCE's premises that contain social security number information is prohibited.

If you come into contact with Social Security Numbers or other sensitive personal information without authorization from PCE or under circumstances outside of your job duties/assigned tasks, you may not use or disclose the information further, but must contact your supervisor and turn over to him/her all copies of the information in whatever form.

When necessary, documents containing social security information will be properly destroyed through shredding or other means prior to disposal to ensure confidential social security information is not disclosed.



### **SECTION 3: EMPLOYEE CONDUCT**

### 3.101 Conflict of Interest/Code of Ethics

A company's reputation for integrity is its most valuable asset and is directly related to the conduct of its officers and other employees. Therefore, employees must never use their positions with PCE, or any of its customers, for private financial gain, to advance personal financial interests, to obtain favors or benefits for themselves, members of their families or any other individuals, corporations or business entities, or engage in activities, investments or associations that compete with PCE, interferes with an employee's business judgment concerning PCE's best interests, or exploits an employee's position with PCE for personal gain.

PCE adheres to the highest legal and ethical standards applicable in our business. PCE's business is conducted in strict observance of both the letter and spirit of all applicable laws and the integrity of each employee is of utmost importance. All employees of PCE have an obligation to conduct business within the guidelines that prevent actual or potential conflicts of interest and to comply with [PCE's Conflict of Interest Code](#)

(<https://peninsulacleanenergy.box.com/s/ru4qa5eowllh6yvwh1g4wrx30zncvn7b>).

Employees of PCE shall conduct their personal affairs such that their duties and responsibilities to PCE are not jeopardized and/or legal questions do not arise with respect to their association or work with PCE.

**POLITICAL ACTIVITY** – PCE employees are public employees because PCE is a JPA under California Government Code Section 6500 et seq. The governing body, the Board of Directors, is comprised of publicly elected representatives of its member jurisdictions. While California law prohibits public employers from barring its officers and employees from participation in political activities, the law permits PCE to develop guidelines prohibiting officers and employees from engaging in political activity during work hours, on agency premises, or using agency property to do so, including email. For more information, please see [Guidelines for Employee Political Activity](#) (<https://peninsulacleanenergy.box.com/s/srua0e2f6ddyujpzf5vyu87moivzjju>).

This policy does not prevent employees from discussing their wages or other terms of employment.

### 3.101 Standards of Conduct

Each employee has an obligation to observe and follow PCE's policies and to maintain proper standards of conduct at all times. Failure to adhere to PCE's policies will result in corrective disciplinary measures.

Disciplinary action may include a verbal warning, written warning, suspension with or without pay, and/or termination of employment. The appropriate disciplinary action imposed will be determined by PCE. PCE does not guarantee that one form of action will necessarily precede another.

Among other things, the following may result in disciplinary action, up to and including termination of employment: [some of the specific items listed below are referenced to sections that follow]

- Violation of PCE's policies or safety rules;
- Failing to work in a cooperative manner with management, co-workers, customers and others who do business with PCE;
- Unauthorized or illegal possession, use, or sale of alcohol or controlled substances on work premises or during working hours, while engaged in company activities; [Section 3.107]
- Unauthorized possession, use, or sale of weapons, firearms, or explosives on work premises;
- Theft or dishonesty;
- Inappropriate or violent physical contact;
- Harassment; [Section 3.103]
- Discrimination or retaliation in violation of PCE's EEO and No Harassment policies; [Section 3.103]
- Performing outside work or use of company property, equipment, or facilities in connection with outside work while on company time;
- Engaging in unethical or illegal conduct;
- Unauthorized disclosure of business "secrets" or confidential proprietary information; [Section 3.104]
- Poor attendance or poor performance.

These examples are not exhaustive. We emphasize that termination of employment decisions will be based on an assessment of all relevant factors.

Nothing in this policy is designed to limit an employee's rights under Section 7 of the National Labor Relations Act.

Nothing in this policy is designed to modify PCE's employment-at-will policy.

### 3.103 No Harassment

We are committed to providing a work environment that is free of unlawful harassment, discrimination and retaliation. In furtherance of this commitment, PCE strictly prohibits all forms of unlawful discrimination and harassment, including: discrimination or harassment on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, protected medical condition (including genetic characteristic), genetic information, marital status, sex (including pregnancy, childbirth or related medical condition, or breast feeding), gender, gender identity or expression (including transgender), age for individuals over forty years of age, military or veteran status, sexual orientation, citizenship status, or any other category protected by applicable state or federal law.

PCE's policy against unlawful harassment, discrimination and retaliation applies to all employees, including supervisors and managers, as well as to all unpaid interns and volunteers. PCE prohibits managers, supervisors and employees from harassing co-workers as well as PCE's customers, vendors, suppliers, independent contractors, and others doing business with PCE. Any such harassment will subject an employee to disciplinary action up to and including immediate termination. PCE likewise prohibits its customers, vendors, suppliers, independent contractors and others doing business with PCE from harassing, discriminating, or retaliating against our managers, supervisors and employees.

**Examples of Prohibited Sexual Harassment:** Sexual harassment includes a broad spectrum of conduct including harassment based on sex, gender, gender identity or expression, and sexual orientation. By way of illustration only, and not limitation, some examples of unlawful and unacceptable behavior include:

- Unwanted sexual advances;
- Offering an employment benefit (such as a raise, promotion or career advancement) in exchange for sexual favors, or threatening an employment detriment (such as termination or demotion) for an employee's failure to engage in sexual activity;
- Visual conduct, such as leering, making sexual gestures, and displaying or posting sexually suggestive and/or derogatory objects or pictures, drawings, cartoons or posters;
- Verbal sexual advances, propositions, requests or comments;
- Sending or posting sexually-related messages, videos or messages via text, instant messaging, or social media;
- Verbal abuse of a sexual nature, graphic verbal comments about an individual's body, sexually degrading words used to describe an individual, and suggestive or obscene letter, notes or invitations;

- Physical conduct, such as touching, groping, assault, or blocking movement;
- Physical or verbal abuse concerning an individual's gender, gender identity or gender expression; and
- Verbal abuse concerning a person's characteristics such as pitch of voice, facial hair or the size or shape of a person's body, including remarks that a male is too feminine, or a woman is too masculine.

**Other Examples of What Constitutes Prohibited Harassment:** In addition to the above listed conduct, PCE strictly prohibits harassment concerning any other protected characteristic. By way of illustration only, and not limitation, such prohibited harassment includes:

- Racial or ethnic slurs, epithets, derogatory comments and any other offensive remarks;
- Jokes, whether written, verbal, or electronic;
- Threats, intimidation, and other menacing behavior;
- Assault, impeding or blocking movement, or any physical interference with normal work or movement;
- Inappropriate verbal, graphic, or physical conduct;
- Sending or posting harassing messages, videos or messages via text, instant messaging, or social media; and
- Other harassing conduct based on one or more of the protected categories identified in this policy.

If you have any questions about what constitutes harassing behavior, ask your supervisor or another member of management.

**Prohibition Against Retaliation:** PCE is committed to prohibiting retaliation against those who themselves or whose family members report, oppose, or participate in an investigation of alleged unlawful harassment, discrimination, or other wrongdoing in the workplace. By way of example only, participating in such an investigation includes, but is not limited to:

- Making or filing an internal complaint with PCE regarding alleged unlawful activity;
- Providing notice to PCE regarding alleged unlawful activity;
- Filing a complaint with a federal or state enforcement or administrative agency;
- Participating in or cooperating with a federal or state enforcement agency conducting an investigation of PCE regarding alleged unlawful activity;
- Testifying as a party, witness, or accused regarding alleged unlawful activity; and
- Assisting another employee who is engaged in any of these activities.

PCE is further committed to prohibiting retaliation against qualified employees who request a reasonable accommodation for any known physical or mental disability and employees who request a reasonable accommodation of their religious beliefs and observances.

**What You Should Do If You Feel You Are Being or Have Been Harassed, Discriminated Against or Retaliated Against** – If you feel that you are being or have been harassed, discriminated against or retaliated against in violation of this policy by another employee, supervisor, manager or third party doing business with PCE, you should immediately contact the Chief Executive Officer. In addition, if you observe harassment by another employee, supervisor, manager or non-employee, please report the incident immediately to the CEO. If the CEO is alleged to be involved in the harassment, the Chair of the PCE Board must be notified.

Supervisors who receive any complaint of harassment, discrimination or retaliation must promptly report such complaint to the Chief Executive Officer so that PCE may resolve the complaint internally. As noted above, if the complaint is against the CEO, the Chair of the PCE board should be notified.

Your notification of the problem is essential to us. We cannot help to resolve a harassment problem unless we know about it. Therefore, it is your responsibility to bring your concerns and/or problems to our attention, so we can take whatever steps are necessary to address the situation. PCE takes all complaints of unlawful harassment seriously and will not penalize you or retaliate against you in any way for reporting a harassment problem in good faith.

All complaints of unlawful discrimination, harassment, or retaliation which are reported to the Chief Executive Officer or the Chair of the PCE Board, as applicable, will receive a timely response and will be thoroughly investigated in a fair and prompt manner by impartial and qualified personnel. Investigations will be conducted in a manner which provides all parties with appropriate due process, reaches a reasonable conclusion based on evidence collected and ensures timely closure. In addition, PCE will ensure that the investigation is properly documented and tracked for reasonable progress. Upon conclusion of such investigation, appropriate remedial and corrective action will be taken where warranted, including disciplinary action, up to and including immediate termination. PCE prohibits employees, supervisors, and managers from hindering internal investigations and the internal complaint procedure. All complaints of unlawful misconduct reported to the CEO (or the Chair of the PCE Board) will be treated as confidentially as possible, consistent with PCE's need to conduct an adequate and thorough investigation.

Violation of this policy will subject an employee to disciplinary action, up to and including immediate termination. Moreover, any employee, supervisor or manager who condones

or ignores potential violations of this policy will be subject to appropriate disciplinary action, up to and including termination. Additionally, under California law, employees may be held personally liable for harassing conduct that violates the California Fair Employment and Housing Act.

Pursuant to California law, PCE as a public employer requires that all supervisory employees take at least two hours of sexual harassment training every two years. Employees promoted to a supervisory position are required to take their first training within six (6) months of promotion. The Chief Financial Officer will monitor and maintain records of all required trainings. PCE will provide the training through an on-line course.

### **3.104 Protecting PCE Information**

Protecting PCE's information is the responsibility of every employee. You are not to discuss PCE's confidential business or proprietary business matters, or share confidential, personal employee information (such as social security numbers, personal banking or medical information) with anyone who does not work for us such as friends, family members, members of the media, or other business entities.

Upon commencement of employment, each PCE employee must sign the [PCE Confidentiality Agreement](#)

(<https://peninsulacleanenergy.box.com/s/30e7lahyg17uzmxdibsqdupp9u525z06>). The protection of confidential business information and trade secrets is vital to the interest and success of PCE. Such confidential information includes, but is not limited to, the following examples:

- Computer programs and codes
- Customer lists and information
- Customer preferences
- Financial information
- Power supply information
- Marketing strategies
- Pending projects and proposals
- Research and development strategies

Employees who improperly use or disclose trade secrets or confidential business information will be subject to disciplinary action, up to and including termination of employment, even if they do not actually benefit from the use or disclosure.

As a public agency, PCE is subject to the California Public Records Act and the open meeting requirements of the Brown Act. Disclosures of information in compliance with these or any other open government requirement is not a violation of this policy.

However, employees with access to PCE information are required to follow applicable policies, procedures, and supervisory direction when disclosing information to the public so that PCE may assure that the information released is complete, accurate and properly presented. For more information please see PCE's [Customer Confidentiality Policy](https://www.peninsulacleanenergy.com/wp-content/uploads/2017/01/PCE-Policy-2-final.pdf) (<https://www.peninsulacleanenergy.com/wp-content/uploads/2017/01/PCE-Policy-2-final.pdf>).

Confidential information does not include information pertaining to the terms and conditions of an employee's employment, including wages. Nothing in this policy is designed to limit an employee's rights under Section 7 of the National Labor Relations Act.

### **3.105 Use of Personal Devices, including PCE Issued Devices**

Upon employment with PCE you will be issued a PCE encrypted laptop. Due to the confidential nature of information at PCE, it is PCE's policy that you are not to utilize any other laptop or similar device (including but not limited to tablets, laptops, or computers) to conduct PCE business. Employees must physically secure their PCE issued devices against theft, loss or unauthorized use, including the use of password protection. This is especially critical if your job duties require you to use your PCE device outside the office. All PCE issued devices will be provided with a temporary password which you will be able to change upon your first log in. If any PCE device is lost or stolen, you must immediately contact your immediate supervisor who will notify the appropriate level of management so that your laptop is completely deactivated.

PCE's IT security policy provides that all PCE work product be stored on the cloud storage system, BOX. Work product, even temporary in process files, must all be file saved to BOX. Since BOX is a cloud storage system and your PCE issued laptops are encrypted, you would be able to access files while not in the office in a protected fashion.

Modern means of communication includes the frequent use of cell/smart phones. PCE does not provide PCE issued cell/smart phones. As a result, you will be required to use your personal cell/smart phone for PCE business. PCE related business usage of your cell/smart phone will be dependent upon your job position and description. A taxable phone allowance will be provided to all employees to compensate them for the use of their personal device for PCE business.

Non-exempt employees may not use their personal devices for work purposes outside of their normal work schedule without authorization in advance from their immediate supervisor. This includes but is not limited to reviewing, sending, and responding to e-mails or text messages, and responding to or making calls. Time spent by non-exempt employees using their own devices to perform work outside of regular working hours must be included on their time sheet.



Employees are expected to exercise the same discretion in using their personal devices while working as is required for using PCE owned devices. This includes, but is not limited to, compliance with PCE policies pertaining to harassment, discrimination, retaliation, trade secrets, proprietary business and confidential information, electronic communications, and ethics. Employees must also comply with all applicable state, federal and local laws governing the use of such electronic devices. Failure to follow policies, procedures and/or applicable laws may result in disciplinary action up to and including termination of employment.

### **3.106 Smoking in the Workplace**

PCE is committed to providing a safe and healthy environment for employees and visitors. Smoking, including the use of e-cigarettes, is not permitted. In addition, local ordinances and provisions of our office lease regarding smoking must be adhered to. Violations of this policy may result in disciplinary action, up to and including termination of employment.

### **3.107 Drug and Alcohol Use**

It is PCE's desire to provide a drug-free, alcohol-free, healthful, and safe workplace. To comply with the federal Drug-Free Workplace Act of 1988, PCE requires that an employee not report to work if his or her ability to perform his or her job duties is impaired due to alcohol or drug use. Further, PCE employees shall not use alcohol or illegal drugs and/or prescription drugs without a prescription during work hours, breaks, or at any time while on paid status and/or on work premises. Exceptions to the use of alcohol on work premises for special events may be made at the sole discretion of the CEO of PCE.

No employee shall directly or through others sell or provide illegal or illegally obtained drugs while in a paid status.

An employee who is convicted of a criminal drug violation occurring in the workplace must notify his or her supervisor as soon as possible.

PCE will attempt to reasonably accommodate an employee with chemical dependencies (alcohol or drugs), if the employee voluntarily wishes to seek treatment and/or rehabilitation before being found in violation of this policy. Employees desiring that assistance should request an unpaid treatment or rehabilitation leave of absence. For more information, see Section 7.115 – Rehabilitation Leave.

PCE support for treatment and rehabilitation does not obligate PCE to employ any person who violates the PCE drug and alcohol abuse policy or whose job performance is impaired because of substance abuse. PCE is also not obligated to continue to employ any person who has participated in treatment or rehabilitation if that person's job performance remains impaired as a result of alcohol or drug dependency.

Your employment or continued employment with PCE is conditioned upon your full compliance with the foregoing policy. Any violation of this policy may result in disciplinary action, up to and including termination of employment. Further, any employee who violates this policy who is subject to termination of employment, may be permitted in lieu of termination of employment, at PCE's sole discretion, to participate in and successfully complete an appropriate treatment, counseling or rehabilitation program as recommended by a substance abuse professional as a condition of continued employment and in accordance with applicable federal, state, and local laws.

Various federal, state, and local laws protect the rights of individual with disabilities and others with regard to the confidentiality of medial information, medical treatment, and the use of prescription drugs and substances taken under medical supervision. Nothing contained in this policy is intended to violate such regulations or interfere with individual rights thereunder.

### **3.108 Drug Testing**

PCE is committed to providing a safe, efficient, and productive work environment for all employees. In support of this commitment, PCE seeks to provide a workplace that is free from the harmful effects of drug and alcohol abuse. To further its interest in service to the community, avoiding accidents, promoting and maintaining a safe and productive workplace and protecting PCE property, equipment, and operation, PCE may conduct drug and alcohol testing, as provided in this policy. This policy is intended to apply to all employees, regardless of appointment type or time basis, including, without limitation, full-time, part-time, regular, temporary and management employees.

Using or being under the influence of drugs or alcohol on the job may pose serious safety and health risks. It is also a violation of PCE policy. Please see the policy on Drug and Alcohol Use in Section 3.107 above. To help ensure a safe and healthful working environment, job applicants and employees may be subject to drug and alcohol testing and may be asked to provide body substance samples (such as urine) to determine the use of drugs or alcohol in violation of PCE policies under the following circumstances:

- **Pre-employment/promotional testing:** Employees being hired or promoted may be required to pass a drug test as a condition of the offer or promotion. An

employee will only be asked to complete testing after a conditional offer of employment or promotion is made. Such an offer is contingent on passing the drug test.

- **Reasonable suspicion testing:** Employees will be subject to testing where there is reasonable suspicion that the employee has violated this policy or the policy on Drug and Alcohol Use. Reasonable suspicion is the good faith belief based on specific articulable perception and reasonable inferences drawn from such perceptions that an employee may have violated this policy and that testing may reveal facts and evidence related to that perceived violation. Perceptions or reasonable inferences supporting reasonable suspicion may include, but are not limited to, an employee's manner, disposition, muscular movement, appearance, unusual behavior, speech or breath odor; information provided by an employee, law enforcement official or other person believed to be reliable; or other surrounding circumstances. For purposes of ordering testing, reasonable suspicion will only exist where the CEO and another member of PCE's executive leadership team has reviewed circumstances in a particular case and concurs in the finding of reasonable suspicion.
- **Follow up testing:** An employee who has been found to be in violation of this policy or the Drug and Alcohol policy may be required to submit to periodic, unannounced testing for one year, starting on a date established by the CEO.

For testing, the applicant or employee will be referred to an independent Substance Abuse and Mental Health Services Administration (SAMHSA) certified medical clinic or laboratory, which will administer the test. PCE will pay the cost of the test and reasonable transportation cost to the testing facility. The applicant or employee will have an opportunity to alert the clinic or laboratory personnel to any prescription or non-prescription drugs that she or he has taken that may affect the outcome of the test. Positive results from initial screening will be confirmed by a second testing method and will not be reported as positive without confirmation. In the event of a reported positive test, the applicant or employee may have the same sample retested at a laboratory of the employee's choice at the employee's expense.

Testing or drug testing under this policy may include amphetamines and methamphetamines, cocaine, marijuana/cannabinoids (THC), opiates (narcotics), phencyclidine (PCP), barbiturates, benzodiazepines, methaqualone, and alcohol. Cut-off levels for determining a positive test will be those established in the SAMHSA Mandatory Guidelines for Federal Drug Testing Programs. The cut-off level for a positive alcohol test (both initial and confirmation) will be 0.02 percent (0.02 gm/210 liters of breath or 0.02 gm/deciliter of blood or 0.02 mg/ml of urine). Testing will normally be performed by urinalysis or, for alcohol testing, may also include breath testing. The substances for which drug and alcohol tests are performed and cut-off levels may be modified from time-to-time with prior written notice from the Chief Executive Officer or amendment of this policy.

If an applicant or employee who is subject to testing refuses to cooperate with the administration of the test, the refusal will be considered a positive test result. A refusal to cooperate includes, but is not limited to, refusing to appear for a test; unreasonably failing to submit a sample for testing; tampering with, substituting, adulterating, masking or water-loading a sample; or obstructing or not fully cooperating with testing procedures.

All records of the circumstances and results of substance testing under this policy will remain confidential applicant or personnel records. Laboratory reports and test results will be maintained in a file separate from an employee's personnel file. Information may only be released to the employee who was tested or other individuals designated in writing by the employee; to a medical review officer; to the extent necessary to properly supervise or assign the employee; as necessary to determine what action should be taken in response to the test results and for use in responding to appeals, litigation or administrative proceedings arising from or related to the test or related actions.

Questions concerning this policy or its administration should be directed to the CEO.

### **3.109 [Not Used]**

### **3.110 Attendance and Punctuality**

Attendance and punctuality are important factors for your success within PCE. We work as a team and this requires that each person be in the right place at the right time.

If you are going to be late for work or absent, notify your supervisor as far in advance as is feasible under the circumstances, but before the start of your workday. If you are absent for three days without notifying PCE, it is assumed that you have voluntarily abandoned your position with PCE, and you will be removed from the payroll. [Refer to Section 2.112]

While the management of PCE recognizes that at times employees may need to work remotely due to circumstances out of their control, e.g., a sick child or parent, PCE does not advocate a policy of "telecommuting". At all times, employees are expected to conduct their official PCE duties at PCE's office or, as applicable, at a vendor's place of business or other site location. In the event an employee does need to telecommute, such accommodation must be approved by your supervisor. We would anticipate that such accommodations would only be necessary if there is a mandatory deadline of some work project/product that cannot be extended. Absent such extenuating

circumstances, the employee may be required to take a compensated absence. Exceptions to this policy require approval by the CEO.

### **3.111 Personal Appearance**

Employees are expected to maintain high standards of personal cleanliness and present a neat and professional appearance.

Our customers' satisfaction represents the most important and challenging aspect of our business. Whether or not your job responsibilities place you in direct customer contact, you represent PCE with your appearance as well as your actions. The properly-attired individual helps to create a favorable image for PCE, to the public and fellow employees. PCE maintains a business casual environment. All employees should use discretion in wearing attire that is appropriate for their job.

### **3.112 Non-Solicitation**

PCE believes employees should have a work environment free from interruptions of a non-work-related nature, as work time is for work. When working you should focus on your duties and not engage in activities that would interfere with your own work or the work of others. For purposes of this policy, solicitation includes, but is not limited to, collection of any debt or obligation, raffles of any kind or chance taking, or the sale of merchandise or business services, the attempt to sell any product or service (e.g., selling or collecting for Tupperware®, Avon® products, churches, schools, Girl Scout cookies, etc.). Such interruptions can be both detrimental to the quality of work and efficiency and may not be respectful of others job responsibilities.

Employees may not engage in solicitation for any purpose during his/her work time, which includes the working time of the employee who seeks to solicit and the employee who is being solicited. Although solicitation is not encouraged, it is permitted if it is limited to the employee's break and lunch time and kept out of active working areas. Nothing in this policy is intended to restrict an employee's statutory rights, including discussing terms and conditions of employment.

### **3.113 Distribution**

Distribution of any type (materials, goods, paper) by employees is prohibited in work areas at any time, whether or not the employees are on working time. Electronic distribution is subject to [PCE's Acceptable Use of Electronic Communications Policy](https://peninsulacleanenergy.box.com/s/0dhpgnigh1q3xqgfrqznm2yp0zcdortz) (<https://peninsulacleanenergy.box.com/s/0dhpgnigh1q3xqgfrqznm2yp0zcdortz>) and may

not occur during the employee's working time. Non-employees are prohibited from distributing materials to employees on PCE premises at any time. Literature that violates PCE's EEO and No Harassment policies, including threats of violence, or that is knowingly and recklessly false is never permitted. Nothing in this policy is intended to restrict an employee's statutory rights, including discussing terms and conditions of employment.

### **3.114 Acceptable Use of Electronic Communications/Workplace Monitoring**

This policy contains guidelines for electronic communications created, sent, received, used, transmitted, or stored using PCE's communication systems or equipment and employee provided systems or equipment used either in the workplace, during working time or to accomplish work tasks. "Electronic communications" include, among other things, messages, images, text data or any other information used in e-mail, instant messages, text messages, voice mail, fax machines, computers, personal digital assistants (including tablets or similar devices), pagers, telephones, cellular and mobile phones including those with cameras, Intranet, Internet, back-up storage, information on a memory or flash key or card, jump or zip drive or any other type of internal or external removable storage drives. In the remainder of this policy, all these communication devices are collectively referred to as "systems."

**Acceptable Uses of Our Systems:** Employees may use our systems to communicate internally with co-workers or externally with customers and other business acquaintances for business purposes.

**PCE Control of Systems and Electronic Communications:** All electronic communications contained in PCE systems are PCE records and/or property. Although an employee may have an individual password to access our systems, the systems and communications belong to PCE. The systems and electronic communications are accessible to PCE at all times, including periodic unannounced inspections. Our systems and electronic communications are subject to use, access, monitoring, review, recording and disclosure without further notice. Employee communications on our system are not confidential or private.

PCE's maintains the right to access, monitor, record, use, and disclose electronic communications sent on PCE systems without further notice to the employee.

**Personal Use of Our Systems:** Personal communications in our systems are treated the same as all other electronic communications and will be used, accessed, recorded, monitored, and disclosed by PCE at any time without further notice. Since all electronic communications and systems can be accessed without advance notice, employees

should not use our systems for communication or information that employees would not want revealed to third parties.

**Proprietary Business Information:** Proprietary business information means confidential and proprietary information related to PCE's trade secrets, business models, business services, sales agreements, pricing information, customer lists, inventions, vendor agreements, strategic business or marketing plans, expansion plans, contracts, non-public financial performance information and other information that derives economic value by being protected from public consumption or competitors, and may only be used on PCE systems. Proprietary business information **may not** be downloaded, saved, or sent to a personal laptop, personal storage device, or personal email account under any circumstances. Proprietary business information does not restrict employee rights to discuss their wages, hours or other terms of employment.

**Prohibited Uses of Our Systems:** Employees may not use PCE systems in a manner that is unlawful, wasteful of PCE resources, or unreasonably compromises employee productivity or the overall integrity or stability of PCE's systems. These tools are provided to assist employees with the execution of their job duties and should not be abused. Examples of prohibited uses include, among other things, sexually explicit messages, images, cartoons, or jokes; propositions or love letters; ethnic or racial slurs; or any other message or image that may be in violation of company policies.

In addition, employees may not use PCE systems:

- To download, save, send or access any discriminatory, obscene, or malicious or knowingly false material;
- To download, save, send or access any music, audio or video file unless business related;
- To download anything from the internet (including shareware or free software);
- To download, save, send or access any site or content that PCE might deem "adult entertainment;"
- To attempt or to gain unauthorized or unlawful access to computers, equipment, networks, or systems of PCE or any other person or entity;
- In connection with any infringement of intellectual property rights, including but not limited to copyrights;
- In connection with the violation or attempted violation of any law; and
- To improperly transmit proprietary business information or client material such as pricing information or trade secrets.

**Electronic Forgery:** An employee may not misrepresent, disguise, or conceal his or her identity or another's identity in any way while using electronic communications; make changes to electronic communications without clearly indicating such changes; or use



another person's account, mail box, password, etc. without prior written approval of the account owner and without identifying the actual author.

**Intellectual Property Rights:** Employees must always respect intellectual property rights, including copyrights and trademarks.

**System Integrity, Security, and Encryption:** PCE contracts with an IT service provider – All Covered – to provide various IT support, including security. PCE encrypts all computers to maintain system integrity and security. All systems passwords and encryption keys must be available and known to PCE's IT service provider. Employees may not install password or encryption programs. Employees may not use the passwords and encryption keys belonging to others.

**Applicable Laws:** Numerous state and federal laws apply to electronic communications. PCE complies with applicable laws. Employees also must comply with applicable laws and should recognize that an employee could be personally liable and/or subject to fine and imprisonment for violation of applicable laws.

**Consequences of Policy Violations:** Violations of this policy may result in disciplinary action up to and including immediate termination of an employee's employment as well as possible civil liabilities or criminal prosecution. Where appropriate, PCE may advise legal officials or appropriate third parties of policy violations and cooperate with official investigations. We will not, of course, retaliate against anyone who reports possible policy violations or assists with investigations.

If you have questions about the acceptable use of our systems or the content of electronic communications, ask the Chief Executive Officer for clarification.

### **3.115 Company Document Management**

PCE uses the cloud-based platform BOX ([www.box.com](http://www.box.com)) as a document management system. All employees are required to save all PCE related documents on BOX without exception. This will allow PCE to access the documents in the event of lost laptop/Mac and maintain the security of PCE documents.

### **3.116 Social Media**

"Social media" includes all means of communicating or posting information or content of any sort on the Internet, including an employee's own or someone else's web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or chat room, whether or not the platform is associated or affiliated with PCE.



In general, all official PCE social media postings will be managed by the Communication and Outreach department.

To protect PCE's interests, employees must adhere to the following rules:

- Other than for PCE business purposes, employees may not post on a personal blog or personal social networking site during their work hours or at any time using PCE equipment or property. PCE's electronic communication systems are for business use only.
- If an employee identifies himself or herself as an employee of PCE on any social networking site for purposes other than PCE-authorized business purposes, the communication must include a disclaimer that the views expressed do not necessarily reflect the view of the PCE management.
- All rules regarding confidential business information apply to blogs and social networking sites. Any information that cannot be disclosed through a conversation, a written note, or an e-mail also cannot be disclosed on a blog or social networking site. The transmission of confidential or proprietary information without the permission of PCE is prohibited.
- If an employee mentions PCE in a blog or elsewhere on social media, or it is reasonably clear that the employee is referring to PCE or a position taken by PCE, and also expresses a political opinion or an opinion regarding PCE's position, action, or products, the post must specifically disclose the employee's relationship with PCE and note that the opinion expressed is a personal opinion and not PCE's position.
- Any conduct which is impermissible under law if expressed in any other form or forum is impermissible if expressed through a social networking site. For example, posted material that is discriminatory, defamatory, libelous, or malicious is forbidden. PCE's policies, including but not limited to the Equal Employment Opportunity, Sexual Harassment, Harassment and Workplace Violence policies apply equally to employee comments on social networking sites even if done on nonworking time.

Nothing in this policy is designed to limit an employee's right under Section 7 of the National Labor Relations Act, including discussing wages or other terms of employment. If you have questions or need further guidance, please contact the Communications and Outreach Manager.

### **3.118 [Not used]**

### **3.119 Contact with PCE**

The whereabouts of PCE employees during business hours should be known to his or her supervisor as well as the Executive Assistant to the CEO. All PCE employees shall keep an updated electronic calendar reflecting his or her whereabouts during work hours.

### **3.120 Customer and Public Relations**

PCE's reputation is built on excellent service and quality work. To maintain this reputation requires the active participation of every employee.

The opinions and attitudes that customers (and vendors) have toward PCE may be influenced by the actions of one employee for a long period of time. It is sometimes easy to take a customer for granted, but when this occurs, we run the risk of losing not only that customer, but his or her associates, friends, or family who may also be customers or prospective customers. Each employee must be sensitive to the importance of providing courteous treatment in all working relationships.

## **SECTION 4: WORKING CONDITIONS**

#### **4.101 Expectation of Privacy**

PCE reserves the right to search, without employee consent, all areas over which PCE maintains control or joint control with the employee. Therefore, employees should have no expectation of privacy at PCE or joint controlled workplace areas which include, but are not limited to, offices, cubicles, work locations, employer provided or designated parking areas, desk, computers (including electronic files), voicemail, e-mail, PCE issued cell phones, or rest or eating areas.

Desks, file cabinets, and other storage devices, including electronic storage, may be provided for the convenience of employees but remain the sole property of PCE. Accordingly, they, as well as any articles found within them, can be inspected by any supervisor or other authorized representative of PCE at any time, with or without prior notice.

#### **4.102 Performance Reviews**

Your performance is important to PCE. Once each year, on or about your anniversary date, your supervisor will review your job progress within PCE and help you set new job performance plans.

New employees will generally be reviewed at the end of their introductory period. (Refer to 6.101 for definition)

Our performance review program provides the basis for better understanding between you and your supervisor, with respect to your job performance, potential and development within PCE.

The Executive Assistant to the CEO will monitor the timely completion of the annual performance reviews.

#### **4.103 Coaching, Counseling, and Progressive Discipline**

Notwithstanding 4.102, your employment at PCE is at-will and as such may be terminated without advance notice, with or without reason or cause, and without right of appeal. PCE in its sole discretion as an at-will employer maintains the right to provide coaching, counseling, and progressive discipline to employees. Such coaching, counseling, and/or progressive discipline will be provided if, in the opinion of management, it would be of mutual benefit to PCE and the employee.

While performance reviews are generally thought of as being a positive, skill-building process, coaching, counseling, and progressive discipline will be employed, when

considered necessary so that employee issues can be corrected at early stage, assist the employee to correct the problem, prevent reoccurrence, and prepare the employee for satisfactory performance in the future.

If disciplinary action is deemed warranted, it may call for any of five steps – verbal warning, written warning, suspension with or without pay, demotion, or termination of employment.

If a supervisory employee believes an employee needs to be coached, counseled, or disciplined, such conversations will take place with two management/supervisory employees present. Prior to any discussions, the matter should be discussed with the CEO to ensure that the actions being contemplated are appropriate.

#### **4.104 Talk to Us**

We encourage you to bring your questions, suggestions and complaints to our attention. We will carefully consider each of these in our continuing effort to improve operations.

If you believe you have a problem, present the situation to your supervisor so that the problem can be settled by examination and discussion of the facts. We hope that your supervisor will be able to satisfactorily resolve most matters.

If you still have questions after meeting with your supervisor or if you would like further clarification on the matter, request a meeting with the Chief Executive Officer. (S)he will review the issues and meet with you to discuss possible solutions.

Your suggestions and comments on any subject are important, and we encourage you to take every opportunity to discuss them with us. If at any time you do not feel comfortable speaking with your supervisor or the next level of management, you may discuss your concern with any other member of management with whom you feel comfortable.

#### **4.105 Safety**

Safety can only be achieved through teamwork at PCE. Each employee, supervisor and manager must practice safety awareness by thinking defensively, anticipating unsafe situations, and reporting unsafe conditions immediately.

Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must comply with all occupational safety and health standards and regulations established by the Occupational Safety and Health Act and state and local regulations. To this end, please observe the following precautions:

1. Notify your supervisor of any emergency situation. If you are injured or become sick at work inform your supervisor immediately. An employee fails to do so, receipt of workers' compensation benefits may be impacted.
2. Report all workplace injuries as soon as reasonably possible to your supervisor even if no medical treatment is required.
3. The use of alcoholic beverages or illegal substances during working hours will not be tolerated. The possession of alcoholic beverages or illegal substances on PCE's property is forbidden, unless at a work-related or special function. Reference should be made to Section 3.107.
4. Use, adjust, and/or repair machines and equipment only if you are trained and qualified.
5. Know the proper lifting procedures. Get help when lifting or pushing heavy objects.
6. Understand your job fully and follow instructions. If you are not sure of the safe procedure, do not guess; inquire with your supervisor.
7. Know the locations, contents and use of first aid and fire-fighting equipment.
8. Comply with applicable OSHA standards and/or applicable job safety and health standards as posted.

Some of the best safety improvement ideas come from employees. Those with ideas, concerns, or suggestions for improved safety in the workplace are encouraged to raise them with their supervisor, or with another supervisor or manager. Reports and concerns about workplace safety issues may be made anonymously if the employee wishes. All reports can be made without fear of retaliation.

A violation of a safety precaution is an unsafe act. A violation may lead to disciplinary action, up to and including termination of employment.

#### **4.106 Visitors**

If you are expecting a visitor, please notify your supervisor. All visitors must first check in at the reception area. Visitors are not allowed in any locked and/or secured area of the building without being accompanied by an authorized employee. Under no circumstances will visitors be allowed in confidential and/or unauthorized areas.

#### **4.107 Workplace Violence**

Violence by an employee or anyone else against an employee, supervisor or member of management will not be tolerated. The purpose of this policy is to minimize the potential risk of personal injuries to employees at work and to reduce the possibility of damage to

PCE property in the event someone, for whatever reason, may be unhappy with a PCE decision or action by an employee or member of management.

If you receive or overhear any threatening communications from an employee or outside third party, report it to the Chief Executive Officer at once. Do not engage in either physical or verbal confrontation with a potentially violent individual. If you encounter an individual who is threatening immediate harm to an employee or visitor to our premises, contact an emergency agency (such as 911) immediately.

All reports of work-related threats will be kept confidential to the extent possible, investigated and documented. Employees are expected to report and participate in an investigation of any suspected or actual cases of workplace violence and will not be subjected to disciplinary consequences for such reports or cooperation. Violations of this policy, including your failure to report or fully cooperate in PCE's investigation, may result in disciplinary action, up to and including termination of employment.

Possession, use, or sale of weapons, firearms or explosives on work premises, while operating PCE equipment or vehicles for work-related purposes or while engaged in PCE business off premises is forbidden except where expressly authorized by PCE and permitted by state and local laws. This policy applies to all employees, including but not limited to, those who have a valid permit to carry a firearm.

If you are aware of violations or threats of violations of this policy, you are required to report such violations or threats of violations to the Chief Executive Officer immediately.

Violations of this policy will result in disciplinary action, up to and including termination of employment.

#### **4.108 [Not used]**

#### **4.109 [Not used]**

#### **4.110 PCE [Not used]**

#### **4.111 Travel/Expense Accounts**

PCE will reimburse employees for reasonable expenses incurred through pre-approved business travel or business entertainment. All cash advances must be accounted for and expense receipts are required.

If you are an employee NOT subject to the taxable auto allowance, the following business expenses will be reimbursed, subject to pre-approval:

- Travel Expense, including cab or peer-to-peer ride sharing services
- Automobile/Mileage (rate per mile will be reimbursed at the prevailing IRS rate. As of January 1, 2018, the rate is \$.545/mile)

All employees will have the following business expenses reimbursed, subject to pre-approval:

- Airfare or train travel in coach or economy class, or equivalent if personal car is used
- Car rental fees, only for compact or mid-sized cars
- Lodging
- Tips and incidental expenditures
- Cost of meals, no more lavish than would be eaten at the employee's own expense (any alcohol expenses excluded)

This list is not all-inclusive. See the Chief Financial Officer or Chief Operating Officer regarding additional reimbursable business expenses.

Certain employees, Directors and Managers, will be provided a taxable auto allowance monthly which is paid in lieu of submitting for reimbursements for miles driven for PCE business.



## **SECTION 5: BENEFITS**

## 5.101 Employee Benefits

PCE has developed a comprehensive set of employee benefit programs to supplement our employees' regular wages. Several of the programs (e.g., Social Security, workers' compensation, state disability, and unemployment insurance) cover all employees in the manner prescribed by prevailing law.

This Employee Handbook describes the benefit plans maintained by PCE as of the date of publication of the handbook. Refer to the actual plan documents and summary plan descriptions if you have specific questions regarding the most up to date benefit plan.

PCE reserves the right to modify and/or terminate its benefits at any time. We will keep you informed of any changes. Employee access to Summary Plan Descriptions can be found at this link [here](#).

### 5.101(a) Medical Insurance

Eligible full-time employees may enroll in an employee only, an employee plus dependents, an employee plus spouse, or a family contract effective as of the first day of the month following employment start date. If employment starts on the first day of the month, coverage will be effective on employment start date. Eligibility may be defined by state law and/or by the insurance contract. Participating employees or dependents are also covered under our medical insurance plan's prescription drug program.

To assist you with the cost of this insurance, PCE will pay up to \$1,000 per month towards the cost of the monthly insurance premium for the employee-only coverage. You are responsible for the full cost of such insurance premium cost for any dependents. The employee is responsible for payment through payroll deduction of any premium cost in excess of PCE's payment amount.

Information regarding eligibility of continuation of coverage following employment termination can be found at Section 5.108.

Refer to the actual plan document and summary plan description (link located at Section 5.101) if you have specific questions regarding your eligibility for coverage or other aspects of this benefit plan. Those documents are controlling.

Enrollment forms and a booklet containing the details of the plan and eligibility requirements are contained in your on-boarding materials. Completed forms should be returned to the Chief Financial Officer.

## **5.101(b) Dental Insurance**

Eligible full-time employees may enroll in an employee only, an employee plus dependents, an employee plus spouse, or a family contract effective as of the first day of the month following employment start date. If employment starts on the first day of the month, coverage will be effective on employment start date. Eligibility may be defined by state law and/or by the insurance contract.

To assist you with the cost of this insurance, PCE will pay the full cost of the monthly insurance premium for the employee-only coverage. In addition, PCE will pay for the cost of up to \$300 per year of insurance premium for each dependent added to the plan. The employee is responsible for payment through payroll deduction of any premium cost in excess of PCE's payment amount.

Information regarding eligibility of continuation of coverage following employment termination can be found at Section 5.108.

Refer to the actual plan document and summary plan description (link located at Section 5.101) if you have specific questions regarding your eligibility for coverage or other aspects of this benefit plan. Those documents are controlling.

Enrollment forms and a booklet containing the details of the plan and eligibility requirements are contained in your on-boarding materials. Completed forms should be returned to the Chief Financial Officer.

## **5.101(c) Vision Care Plan**

Eligible full-time employees may enroll in an employee only, an employee plus dependents, an employee plus spouse, or a family contract effective as of the first day of the month following employment start date. If employment starts on the first day of the month, coverage will be effective on employment start date. Eligibility may be defined by state law and/or by the insurance contract.

To assist you with the cost of this insurance, PCE will pay the full cost of the monthly insurance premium for the employee and all eligible dependents.

Information regarding eligibility of continuation of coverage following employment termination can be found at Section 5.108.

Refer to the actual plan document and summary plan description (link located at Section 5.101) if you have specific questions regarding your eligibility for coverage or other aspects of this benefit plan. Those documents are controlling.

Enrollment forms and a booklet containing the details of the plan and eligibility requirements are contained in your on-boarding materials. Completed forms should be returned to the Chief Financial Officer.

### **5.101(d) Social Security and Unemployment Insurance**

During your employment, you and PCE both contribute funds to the federal government to support the Social Security program. This program is intended to provide you with retirement benefit payments and medical coverage once you reach retirement age.

**Unemployment Insurance** - Upon separation from employment from PCE, you may be entitled to state and federal unemployment insurance benefits. In the event of employment termination, required documents regarding eligibility will be shared with you. Please direct questions to the Chief Financial Officer and/or the Chief Executive Officer.

### **5.101(e) Life Insurance**

Eligible full-time employees may enroll in a plan to provide life insurance coverage of \$50,000 effective as of the first day of the month following employment start date. If employment starts on the first day of the month, coverage will be effective on employment start date. Eligibility may be defined by state law and/or by the insurance contract. You must complete an insurance form and designate your beneficiary.

PCE will pay the full cost of the monthly insurance premium.

Refer to the actual plan document and summary plan description (link located at Section 5.101) if you have specific questions regarding your eligibility for coverage or other aspects of this benefit plan. Those documents are controlling.

Enrollment forms and a booklet containing the details of the plan and eligibility requirements are contained in your on-boarding materials. Completed forms should be returned to the Chief Financial Officer.

### **5.101(f) Section 125 Plan**

PCE offers a pretax contribution option for employees to participate in a Section 125 plan that allows you to make contributions toward health insurance premiums and out-of-pocket medical expenses and/or dependent care expenses on a “pre- tax”, rather than an “after tax” basis. Eligible full-time employees may enroll in the plan effective on the first day of the month following thirty days of employment, although pre-tax payroll deductions for health insurance premiums will start upon the enrollment date of those plans.

Your premium contributions and qualified expenses are deducted from your gross pay before income taxes and Social Security is calculated. If you wish to participate in this plan, enrollment forms are contained in your on-boarding materials. Completed forms should be returned to the Chief Financial Officer.

You cannot make any changes to your pretax contributions until the next open enrollment period unless your family status changes or you become eligible for a special enrollment period due to a loss of coverage. We will notify you in advance of any open enrollment period. Family status changes include: marriage, divorce, death of a spouse or child, birth or adoption of a child or termination of employment of your spouse. A change in election due to a change in family status shall be effective the next pay period.

## **5.101(g) Retirement Plans**

PCE provides eligible employees with a defined contribution plan administered by the County of San Mateo. This plan is made up of two parts: A 401(a) retirement plan where PCE’s contributions are made, and a 457(b) deferred compensation plan where voluntary employee contributions are made. The combined plan is intended to be used in combination with your Social Security benefits and personal resources to provide you with supplemental income upon retirement. Summary details of the combined plan are as follows:

- a) PCE provides a contribution of 6% of salary in a 401(a) retirement plan. PCE also provides up to an additional 4% contribution to the 401(a) retirement plan as a match of employee contributions to a 457(b) deferred compensation plan described below. All PCE contributions vest in equal annual amounts over four (4) years based on your first day of employment.
- b) Employee can voluntarily contribute to a 457(b) deferred compensation plan according to IRS limits (\$18,500 in 2018 and \$19,000 in 2019; an additional \$6,000 is permitted if over 50 years old). All contributions to this plan are eligible for the additional 4% employer match to the 401(a) retirement plan described above.

The Summary Plan Description link is above in Section 5.101. In the event of any conflict in the description of any plan, the official plan documents, which are available for your review, shall govern. If you have any questions regarding this plan, please contact the plan administrator.

### **5.101(h) State Disability Insurance**

All employees are eligible for disability insurance benefits when an illness, injury, or pregnancy-related disability prevents them from working and they meet all the eligibility requirements. The benefits are calculated as a percentage of your salary up to a weekly maximum, as specified by law, for up to fifty-two (52) weeks.

An employee who apply for this benefit must provide written notice of disability, including a doctor's certificate stating the nature of the disability and your expected date of return to work. An applying employee is responsible for filing a claim and other forms promptly and accurately with the Employment Development Department. A claim form may be obtained from the Employment Development Department by telephone, letter, or in person. The cost of this insurance is fully paid by the employee. See also Section 7.104 of this handbook regarding Disability/FMLA Leave.

### **5.102 Workers' Compensation**

On the job injuries are covered by our Workers' Compensation insurance policy. This insurance is provided at no cost to you. If you are injured on the job, no matter how slightly, report the incident to your immediate supervisor as soon as reasonably possible. Consistent with applicable state law, failure to report an injury within a reasonable time period could jeopardize your claim. We ask for your assistance in alerting management to any condition that could lead to or contribute to an employee accident.

### **5.103 Injury and Illness Prevention Program (IIPP)**

The following is PCE's IIPP as required by CalOSHA. Questions regarding this policy should be directed to the Executive Assistant to the CEO. The Executive Assistant is also charged with maintaining all the administrative information required under this policy.

#### **A. Purpose**

PCE is dedicated to providing a safe and healthy work environment for its employees. The IIPP is part of this effort and involves the participation by all PCE employees in assisting in the effort to ensure a work environment where employees can work in a safe and healthy manner.

**B. Responsibility**

All managers and supervisors are responsible for implementing and maintaining the IIPP in their work areas and for answering worker questions about the IIPP or directing them to the Chief Executive Officer or his/her designee.

**C. Compliance**

Management is responsible for ensuring that all safety and health policies and procedures are clearly communicated and understood by all employees. Managers are expected to enforce the rules fairly and uniformly.

All employees are responsible for using safe work practices, for following all directives, policies and procedures, and for assisting in maintaining a safe work environment. PCE's procedures to ensure that all employees comply with the rules and maintain a safe work environment include:

- a. Informing workers of the provisions of the IIPP;
- b. Recognizing employees who perform safe and healthful work practices;
- c. Providing training to workers whose safety performance is deficient; and
- d. Counseling workers for failure to comply with safe and healthful work and taking progressive disciplinary steps if warranted. Note that PCE is an at-will employer and any employee may be terminated with or without cause or notice and without the right of appeal.

**D. Communication**

PCE recognizes that open, two-way communication between management and staff on health and safety issues is essential to an injury-free, productive workplace. The following system of communication is designed to facilitate a continuous flow of safety and health information between management and staff in a form that is readily understandable and consists of the following:

- a. New employee orientation including a discussion of safety and health policies and procedures;
- b. Review and updating of the IIPP as needed;
- c. Scheduling of workplace safety and health training programs, as needed;
- d. Effective communication of safety and health concerns between employees and supervisors, including translation where appropriate;
- e. Posted or distributed safety information; and

- f. A system for workers to anonymously inform management about workplace hazards.

#### E. Hazard Assessment

Inspection to identify and evaluate workplace hazards are performed by the Chief Executive Officer or his/her designee.

Periodic inspections are performed according to the following schedule:

- a. On or around the date that the IIPP is established (September 2018)
- b. Twice per year, beginning six (6) months after the program is established;
- c. When new substances, processes, procedures or equipment which present potential new hazards are introduced into the workplace;
- d. When new, previously unidentified hazards are recognized;
- e. When occupational injuries and illnesses occur; and
- f. Whenever workplace conditions warrant an inspection, such as a change in location or reconfigurations of work space.

Periodic inspection consists of identification and evaluation of workplace hazards, utilizing applicable sections of the [Hazard Assessment Checklist](https://www.dir.ca.gov/dosh/etools/09-031/HazAssessCheck.pdf) (<https://www.dir.ca.gov/dosh/etools/09-031/HazAssessCheck.pdf>) and any other effective methods to identify and evaluate workplace hazards, such as reports from employees.

#### F. Accident/Exposure Investigations

Procedures for investigating workplace accidents and hazardous substance exposures include:

- a. Visiting/assessing the accident scene as soon as possible;
- b. Interviewing injured workers and witnesses;
- c. Examining the workplace for factors associated with the accident/exposure;
- d. Determining the cause of the accident/exposure;
- e. Taking corrective action to prevent the accident/exposure/incident from reoccurring; and
- f. Recording the finding and corrective actions taken.

#### G. Hazard Correction

Unsafe or unhealthy work conditions, practices, or procedures shall be addressed and corrected in a timely manner based on the severity of the hazards. Hazards shall be corrected according to the following procedures:



- a. When observed or discovered;
- b. When an imminent hazard exists which cannot be immediately abated without endangering employees and/or property, all exposed employees will be removed from the area; and
- c. All such actions taken and dates they are completed shall be documented on the appropriate forms.

#### H. Training and Instruction

All workers, including managers and supervisors, shall have training and instruction on general and job-specific safety and health practices. Training and instruction shall be provided as follows:

- a. When the IIPP is first established;
- b. To all new workers;
- c. To all workers given new job assignments for which training has not previously been provided (including employees who will be staffing events and meeting outside of the PCE office);
- d. Whenever new processes, procedures, equipment or substances are introduced to the workplace and may represent a hazard;
- e. Whenever PCE is made aware of a new or previously unrecognized hazard;
- f. To supervisors/managers to familiarize them with the safety and health hazards to which workers under their immediate direction and control may be exposed; and
- g. To all workers with respect to hazards specific to each employee's job assignment.

Some of the workplace safety and health practices PCE employees will be trained on include, but are not limited to:

- a. Explanation of the IIPP, emergency action and fire prevention plans, and measures for reporting any unsafe conditions, work practices, injuries and when additional instruction is needed;
- b. Public health hazards, such as exposure to and preventing communicable illnesses;
- c. Reacting to and reporting threats of personal safety when working off-site;
- d. Information about chemical hazards to which employees could be exposed and other hazard communication program information;
- e. Provision for medical services and first aid including emergency procedures;
- f. Safe procedures for lifting, cleaning, and adjusting equipment and furniture;
- g. Safe access to working areas;

- h. Protection from falls;
- i. Electrical hazards, with particular awareness of working around wet locations;
- j. Driver safety, including hands-free driving;
- k. Slips, falls, and back injuries;
- l. Ergonomic hazards, including proper lifting techniques and working on ladders or in a stooped posture for prolonged period at one time;
- m. Hazardous chemical exposures;
- n. Safety communication; and
- o. Physical hazards, such as heat/cold stress, noise, and non-ionizing radiation (such as microwaves).

In addition, PCE provides specific instructions to all workers regarding hazards unique to their job assignment, to the extent that such information was not already covered in other training.

### **5.106 Lactation Breaks**

PCE will provide a reasonable amount of break time to accommodate an employee's need to express breast milk for the employee's child. The break time should, if possible, be taken concurrently with other break periods already provided. Non-exempt employees should clock out for any time taken that does not run concurrently with normally scheduled rest periods, and such time generally will be unpaid, in accordance with state law.

PCE will also make a reasonable effort to provide employees with the use of a room or other location in close proximity to the employee's work area, not to include a toilet stall, for the employee to express milk in private.

No provision of this policy applies or is enforced if it conflicts with or is superseded by any requirement or prohibition contained in a federal, state, or local law or regulation. If you have knowledge of such a conflict or a potential conflict you should contact your immediate supervisor.

### **5.107 No Pets in the Workplace**

PCE is responsible for assuring the health and safety of all employees. In keeping with this objective, PCE does not permit employees to bring pets to work. Animals may pose a threat of infection and may cause allergic reactions in other employees. The only exception to this is if an employee or visitor requires a qualified service dog, as defined

by the Americans with Disabilities Act (ADA), California state law, or other relevant statute.

## **5.108 COBRA**

You and/or your covered dependents will have the opportunity to continue medical and/or dental and vision benefits for a period of up to 36 months under the provisions of the Consolidated Omnibus Budget Reconciliation Act ("COBRA") when group medical and/or dental and vision coverage for you and/or your covered dependents would otherwise end due to your death or because:

- your employment terminates, for a reason other than gross misconduct; or
- your employment status changes due to a reduction in hours; or
- your child ceases to be a "dependent child" under the terms of the medical and/or dental and vision plan; or
- you become divorced or legally separated; or
- you become entitled to Medicare.

In the event of divorce, legal separation, or a child's loss of dependent status, you or a family member must notify the plan administrator within sixty (60) days of the occurrence of the event. The plan administrator will notify the individuals eligible for continuation coverage of their right to elect COBRA continuation coverage. For more information regarding COBRA, you may contact the Chief Financial Officer.

## **SECTION 6: PAYROLL**

## 6.101 Categories of Employment

In most cases, PCE employees will be regularly scheduled to work at least a 40-hour workweek. However, for purposes of this handbook, FULL TIME EMPLOYEES are defined as those who are scheduled to regularly work at least a 32-hour workweek. Any schedule that is less than a standard 40-hour workweek would require approval of PCE's Chief Executive Officer. Working time does not include lunch periods or any other periods in which employees are not in paid status.

PART TIME EMPLOYEES are scheduled to regularly work less than 32 hours each week.

In addition to the preceding categories, employees are also categorized as "exempt" or "non-exempt."

NON-EXEMPT EMPLOYEES are entitled to overtime pay as required by applicable law.

EXEMPT EMPLOYEES are not entitled to overtime pay and may also be exempt from minimum wage requirements pursuant to applicable federal and state laws. Managers and directors, who are, by definition, exempt, have defined job responsibilities that may require additional time over and above the standard work week, including attendance at evening meetings or on weekends. Reference should be made to 7.101.

Upon hire, PCE will notify you of your employment classification.

### 6.101(a) Anniversary Date

The first day you report to work will be recorded in PCE's records as your anniversary date. This date is used to calculate the many different benefits PCE offers. If you have any questions regarding your anniversary date, please see your supervisor.

## 6.102 Licensing Requirements

**Driver's License/Driving Record** – Employees holding positions where the operation of a motor vehicle is an essential duty of the position must present and maintain a valid driver's license and acceptable driving record. PCE will be responsible for providing such information to our insurer. Changes to your driving record must be reported to your supervisor immediately. Violations of this policy may result in immediate termination of your employment. Please provide a copy of your driver's license to the Executive Assistant to the CEO annually.

**Certification, Licensing and Other Requirements** – You will be informed by your supervisor if there are any licensing, certification, or testing requirements for your job. Failure to qualify or to maintain a certification or license may be sufficient cause for termination of employment.

### **6.103 Payday**

You will be paid semimonthly on the fifth and the twentieth of the month for the periods that have ended on the last day of the previous month and the fifteenth of the month, respectively.

PCE provides for direct deposit of your paycheck. If you desire to have your paycheck deposited directly into an account of your choosing, please complete the necessary paperwork (contained in your on-boarding packet) and return it to the Chief Financial Officer. Depending on your date of hire and when you return the necessary paperwork, direct deposit may not take effect for your first paycheck.

When a payday falls on a holiday, you will be paid (or your bank account will be credited) on the first working day after the holiday. If the payday is a Saturday or Sunday, you will be paid (or your bank account will be credited) on the preceding Friday.

Please review your paycheck/paystub for errors at each pay period. If you find a mistake, please report it to the Chief Financial Officer immediately. Corrections, as necessary, will be processed through the next pay period's pay check.

### **6.104 Pay Advances**

PCE does not provide for pay advances on unearned wages to employees.

### **6.105 Timekeeping**

As noted under 6.101, each employee at PCE will be designated either non-exempt or exempt according to certain aspects of federal and state wage and hour laws. As a public agency, some California wage and hour provisions may not apply to PCE.

Non-exempt employees must record hours worked in addition to time off on your electronic timecard (i.e. Paychex or other as specified by management). The timecard must be submitted to your supervisor on the last day of each reporting period as noted under 6.103. Accurately recording all your time is required in order to ensure that you

are paid for all hours worked. You are expected to follow the established procedures in keeping an accurate record of your hours worked. PCE follows the overtime requirements set forth by Fair Labor Standards Act ("FLSA") which are further described in 6.106. Further, non-exempt employees who have necessity to drive from home at the beginning of a work day to a location other than PCE offices may count as work any such time that is more than your regular commute to PCE. Overtime work must always be approved before it is performed, except in the case of an emergency. Non-exempt employees must record all overtime worked on their electronic timecard.

Exempt employees should also accurately record time worked as well as leave time taken through the electronic timecard (i.e. Paychex or other as specified by management).

Altering, falsifying, tampering with time records, or recording time on another employee's time recorded is prohibited. This policy prohibits both over reporting and under reporting of hours worked for non-exempt employees. No supervisor may authorize any non-exempt employee to work "off the books" or "off the clock".

Non-exempt employees should not report to work prior to your scheduled starting time or stay after your scheduled stop time without express, prior authorization from your supervisor. Federal law does not permit an employer to allow non-exempt employees to volunteer time to their employer in the same capacity as their regular work.

Exempt employees, while receiving a set salary which is intended to compensate the individual for any hours worked, are still required to accurately record your time worked in accordance with applicable wage and hour laws. All employees subject to this policy are required to accurately record all time worked and leave taken.

PCE workweek starts on Monday and ends on Sunday.

## **6.106 Overtime (Non-Exempt Only)**

There will be times when non-exempt employees will need to work overtime so that we may meet the needs of our customers. Every attempt will be made to provide you ample notice in the event that extra work time may be required, and managers and employees should make reasonable efforts to adjust schedules to minimize overtime. However, this may not be always possible. If you are a non-exempt employee, you must have all overtime approved in advance by your supervisor.

Generally, unless an alternate workweek is in effect or state law dictates otherwise, non-exempt workers will be paid at a rate of time and one-half their regular rate of pay ("Standard Overtime") for either: (a) each hour worked in excess of forty (40) hours in a

week; or (b) for the first eight (8) hours of work on a seventh day of work in a single workweek (as defined in section 6.105). Generally, unless an alternate workweek is in effect or state law dictates otherwise, non-exempt workers will be paid at a rate of double (“Double Time”) their regular rate of pay for: (a) hours worked in excess of twelve (12) hours in a day; and (b) hours worked in excess of eight (8) hours on a seventh day of work in a single workweek. In accordance with applicable laws, rest and recovery periods may count as hours worked. For purposes of this section, a workweek shall be from Sunday through Saturday each week.

For non-exempt employees, Standard Overtime will be paid as described above. However, in some circumstances as described in Section 7.101, employees may elect to forego the payment of overtime in exchange for Comp Time. If you have any questions concerning overtime pay, please check with the Chief Financial Officer.

### **6.107 Meal, Rest, and Recovery Time (Non-Exempt Only)**

Except for certain exempt employees, all employees who work five or more hours in a day are required to take an uninterrupted 30-minute unpaid duty-free meal period to commence no later than the end of the fifth hour of work and a second uninterrupted 30-minute meal period free from all duty to commence no later than the end of the tenth hour, should an employee work that many hours in any given day. Only in limited circumstances, discussed below, can meal periods be waived. For this reason, unless there is a written agreement for an on-duty meal period approved by PCE, employees must record the beginning and ending time of their meal period in the timekeeping system every day. It is also our policy to relieve such employees of all duties during their meal periods, with the employee being at liberty to use the meal period time as the employee wishes.

An employee shall not be required to work during a meal period, in accordance with applicable law. If PCE fails to provide an employee with a required meal period, the employee will be paid one additional hour of pay at the employee's regular rate of compensation.

PCE schedules all work assignments with the expectation that all employees will take their duty-free meal periods and we encourage you to do so. Employees may be asked to confirm in writing that they have been relieved of all duty and otherwise provided all their daily meal periods during the pertinent pay period, or in the alternative, identify any meal periods they missed. At no time may any employee perform off-the-clock work or otherwise alter, falsify, or manipulate any aspect of their timekeeping records to inaccurately reflect or hide meal periods or time spent working during meal periods.



No PCE manager or supervisor is authorized to instruct an employee how to spend his or her personal time during a meal period. You should immediately report a manager's or supervisor's instruction to skip or work during a meal period to the Chief Financial Officer or CEO.

**Waiver of Meal Period:** You may waive your meal periods only under the following circumstances:

- If you complete your workday in six hours, you may waive your meal period.
- If you work more than ten (10) hours in a day you may waive your second meal period, but only if you have taken your first meal period and you do not work more than twelve (12) hours that day.

Please speak to your immediate supervisor for clarification on whether you are entitled to waive your second meal period. Any time you elect to waive a meal period you must submit a written request and receive prior written authorization from your immediate supervisor.

You may not waive meal periods to shorten your workday or to accumulate meal periods for any other purpose.

**On Duty Meal Period:** In limited situations, certain designated employees may be required to work an on-duty meal period due to the nature of the employee's duties. Only if the nature of your job duties requires it, and you and PCE have agreed to an on-duty meal period in writing, will you be permitted to take an on-duty meal period. In this situation, your on-duty meal period will be paid and treated as hours worked.

Non-exempt employees will also receive one uninterrupted, duty free 10-minute paid break for every four hours worked (or major fraction thereof). Rest and recovery periods will occur as close to the middle of a four-hour work period as is practical. This time must be approved by your supervisor each day.

Rest and recovery periods are counted as hours worked, and thus, you are not required to record your rest periods on your timesheets or time cards. However, no supervisor is authorized or allowed to instruct or allow an employee to waive a rest or recovery period, and they cannot be used to shorten the workday or be accumulated for any other purpose. Employees may be required to confirm that they have been provided an opportunity to take all their rest or recovery periods during the pertinent pay period.

## 6.108 [Not used]

## **6.109 [Not used]**

## **6.110 Paycheck Deductions and Set-Offs**

PCE is required by law to make certain mandatory deductions from your paycheck each pay period. Mandatory deductions typically include federal and state income taxes, Social Security (FICA) and Medicare taxes, and State of California Disability taxes. In addition, depending on your benefits election, there may be additional deductions. All deductions and the amount of the deductions are listed on your pay stub. These deductions are totaled each calendar year for you on your Form W-2, Wage and Tax Statement.

PCE will not make deductions to an employee's pay which are prohibited by state or federal law or regulation, including those established by the United States Department of Labor. You will be reimbursed in full for any isolated, inadvertent, or improper deductions, as defined by law.

If questions or concerns about any pay deductions arise, discuss and resolve them with the Chief Financial Officer.

## **6.111 Work Schedules**

Generally, employees are expected to arrive and start work between 8:00 am and 9:00 am each day, and work at least eight (8) hours per day, not including breaks or lunchtime. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week. PCE reserves the right to assign and change individual work schedules, as needed.

## **6.112 Garnishment/Child Support**

When an employee's wages are garnished by a court order, PCE is legally bound to withhold the amount indicated in the garnishment order from the employee's paycheck. PCE will, however, honor applicable federal and state guidelines that protect a certain amount of an employee's income from being subject to garnishment.

## **SECTION 7: LEAVE OF ABSENCE**

## 7.101 Vacation/Management Leave/Comp Time

All employees are eligible to accrue vacation. At PCE we believe that taking time away from work is essential to maintain both good physical and mental health. To this end, PCE encourages all employees to take full advantage of their earned vacation. Payment in lieu of time-off is not permitted by PCE.

The following provides PCE's vacation policy for both full-time and part-time employees.

All full-time employees are eligible for vacation. Vacation will accrue for full-time employees as follows:

- Hire date to completion of third year of employment: 10 days (80 hours/year)
- Beginning of fourth year to completion of eighth year: 15 days (120 hours/year)
- Beginning of ninth year and above: 20 days (160 hours/year)

Part-time regular employees will accrue vacation according to their FTE percentage.

Vacation benefits do not accrue when an employee is on unpaid leave or during other periods of unpaid absence, except as defined by law.

Vacation accrual may not exceed 1.5 times an employee's current annual entitlement. Once this maximum is reached, all further accruals will cease. For ease of reference, the maximum accruals are:

- Hire date to completion of third year of employment: 15 days (120 hours)
- Beginning of fourth year to completion of eighth year: 22.5 days (180 hours)
- Beginning of ninth year and above: 30 days (240 hours)

Given the small number of staff at PCE, it is generally appreciated if employees can provide their annual vacation plans with as much notice as possible, however, at a minimum, vacation requests must be submitted in writing at least two (2) weeks in advance to your immediate supervisor. Said supervisor is required to sign off on the request and then provide it to the Chief Financial Officer so that payroll is properly computed. Length of employment may determine priority in scheduled vacation times.

At the end of employment, eligible employees will be paid for accrued but unused vacation, up to the maximum accrual amount. Any accrued vacation at the end of employment will be paid at the employee's base pay rate at the time of vacation for the number of hours absent. It does not include overtime or any special forms of compensation such as incentive, commission, bonuses, or shift differentials.

**Management Leave** - As noted in 6.101, directors and managers may at times be required to attend PCE-business related meetings on weekends or additional week night meetings beyond regularly scheduled PCE Citizens Advisory Committee and PCE Board Meetings. To provide compensation for the additional time necessary to attend such meetings, PCE provides Director and Manager-level employees (and higher, if applicable) 80 hours of management leave granted on the 1st day of each calendar year. However, for an employee that starts employment with PCE at any time after December 31, 2018, management leave will be granted as of the first day of employment per the following schedule applicable for the remainder of the then current calendar year:

- Hire date between January 1 through March 31: 80 hours
- Hire date between April 1 through June 30: 60 hours
- Hire date between July 1 through September 30: 40 hours
- Hire date between October 1 through December 31: 20 hours

“Weekend work” to achieve a deadline will not be afforded similar treatment. Further, the regularly scheduled PCE Citizens Advisory Committee and PCE Board Meetings are part of the regular expected work for managers and directors and are not covered by Management Leave. Management Leave is not carried over; i.e. any management leave not taken in the calendar year in which it was granted will not be carried over to subsequent years. Any unused Management Leave will not be paid out at the end of your employment.

**Compensatory Time (Comp Time): Exempt Employees** - Other exempt employees (i.e. non-managers or directors who are otherwise not eligible for Management Leave) are entitled to one (1) hour of Comp Time for each hour worked on special projects and off-site weekend events (excluding regularly scheduled PCE Citizens Advisory Committee and PCE Board Meetings) during times other than their regular scheduled workweek. The accrual of Comp Time is limited to sixteen (16) hours in any one pay period, and the maximum amount of Comp Time that an employee may have “accrued” at any time is forty (40) hours. Any questions or concerns about the appropriate use or tracking of accrued Comp Time should be discussed with the Chief Financial Officer. Any unused Comp Time will not be paid out at the end of your employment.

**Compensatory Time (Comp Time): Non-Exempt Employees** – Non-exempt employees may elect to accrue Comp Time in lieu of cash payment for Standard Overtime. At each pay period, eligible employees will either submit Standard Overtime hours through PCE’s payroll system for payment at the rate of one and one-half their regular rate of pay or submit a request that PCE accrue the same hours for future Comp Time use. For each hour of eligible Standard Overtime, employees will accrue one and one-half hours of accrued Comp Time. The accrual of such Comp Time is limited to a

maximum of forty (40) hours. Once the accrual maximum is reached, each additional hour of Standard Overtime will be paid out in cash regardless of the employee's election. Any questions or concerns about the appropriate use or tracking of accrued Comp Time should be discussed with the Chief Financial Officer. Any unused Comp Time accrued by non-exempt employees will be paid out at the end of employment.

## **7.102 Paid Sick Leave**

All full-time employees are entitled to paid sick leave of up to ten (10) days per year (i.e., 80 hours), accruing at the rate of 3.33 hours per pay period. The maximum accrual is eighty hours of sick leave. Upon reaching the accrued level of eighty hours, further sick leave will not accrue until the sick leave is used and the accrual falls below the maximum threshold. Part-time employees will accrue sick leave based on their FTE percentage.

Sick days taken prior to an employee's ninetieth day of employment will not be paid. Eligible employees are entitled to use accrued paid sick days beginning on or after the ninetieth day of employment. The rate of pay shall be the employee's regular rate of pay at the time sick leave is taken. The actual dollar amount that you receive may vary according to your compensation plan.

Accrued paid sick leave may be used for:

1. Diagnosis, care, or treatment of an existing health condition of, or preventive care for, an employee or an employee's family member;
2. Under the California Kin Care law, employees are entitled to use half of their annual leave accrual (five (5) days) for their own illness and/or to care for a sick immediate family member and/or when an employee is a victim of domestic violence, sexual assault, or stalking. PCE defines "immediate family" as the employee's spouse or registered domestic partner; the employee's or the employee's spouse or registered domestic partner's parent, sibling, child, child's spouse, grandparents, or grandchildren. Special consideration will also be given to any other person whose association with the employee was similar to any of the above relationships.
3. Up to five (5) days of sick leave may be used as bereavement leave to take time off due to the death of an immediate family member. This is in addition to the time off described in Section 7.103. On a case by case basis, additional time without pay may be granted for bereavement leave at the discretion of the CEO.

If the need to use paid sick leave is foreseeable, you must provide PCE with reasonable advance notification. If the need to use paid sick leave is not foreseeable, please provide notice to your immediate supervisor of your intent to use paid sick leave as soon as practicable, preferably no later than one hour after your scheduled starting

time. Employees who must leave work due to illness or sick leave condition should likewise advise their supervisor. It is the responsibility of every employee to keep his or her supervisor advised as to the anticipated duration and expected date of return.

Accrued, but unused sick leave will not be paid out at the end of your employment. If an employee is separated and rehired by the employer within one year from the date of separation, previously accrued and unused paid sick days shall be reinstated, and the employee shall be entitled to use those previously accrued and unused paid sick days and to accrue additional paid sick days upon rehiring.

This leave may run concurrently with any other leave where permitted by state and federal law.

Employees will not be discriminated or retaliated against for taking or requesting leave in accordance with this policy.

**Sick leave for Temporary Employees** – Sick leave for temporary employees is provided in accordance with the California Healthy Workplace, Healthy Families Act of 2014 (Paid Sick Leave Law – AB 1522). According to the Act and per PCE guidelines for temporary employees, temporary employees hired on or after July 31, 2015 are eligible to accrue twenty-four (24) hours of paid sick leave per year. Pro rata accruals will be provided for contracts that are less than one year in duration. Leave accruals may carry over from year to year. There is no cash out for sick leave upon termination. PCE defines a temporary employee as an employee that has been hired for a contracted specified period (typically for a specified project or assignment).

### **7.103 Bereavement Leave**

Full-time employees are eligible immediately upon hire for three paid days for the death of an immediate family member. Members of the immediate family include spouse, registered domestic partner, parents, brothers, sisters, children, children of registered domestic partner, grandchildren, grandparents, parents-in-law, and parents of registered domestic partner.

Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws. Requests for bereavement leave should be made to your immediate supervisor as soon as possible who will communicate this information to the Chief Financial Officer to ensure payroll is processed correctly. PCE reserves the right to request written verification of an employee's familial relationship to the deceased and his or her attendance at the funeral service as a condition of the bereavement pay.

## 7.104 Disability Leave/FMLA Leave

PCE offers State Disability Leave and Family and Medical Leave, as the circumstances warrant.

To qualify for Short Term State Disability Leave, reference should be made to [http://www.edd.ca.gov/Disability/About\\_DL.htm](http://www.edd.ca.gov/Disability/About_DL.htm). Forms can be obtained on-line or by asking the Chief Financial Officer. PCE works with the HR department of the County of San Mateo who can provide detailed information about this benefit.

Employees who have worked at least twelve (12) months (these months do not have to be consecutive) and have completed at least 1,250 hours of service in the preceding 12 months, are eligible for Federal Family and Medical Leave ("FMLA") of up to 12 weeks unpaid leave during any twelve-month period. FMLA recognizes several valid reasons for your right to take unpaid leave under this provision. They include:

- A serious health condition that leaves the employee unable to perform his or her job
- The need to care for a member of the employee's immediate family who is suffering from a serious health condition.
- Birth of a child
- Adoption of a child
- Care of a newborn or newly adopted child.

Although FMLA leave is unpaid, PCE will work with qualifying employees to coordinate the FMLA leave with paid leave (i.e., vacation or sick days) to whatever advantage the employee wishes to obtain. During the covered leave time, you will still be eligible to be covered for health benefits.

Upon returning to work, PCE will reinstate the employee at the same or genuinely equivalent position. If the employee is required to re-instate some necessary requirement for the position, PCE will provide reasonable opportunity for this to be fulfilled.

The provisions of State Disability Leave and FMLA are complex. As your employer, PCE stands ready to provide the necessary assistance to guide you through the rules, should the need occur.

### **Supplemental PCE Paid Maternity and Paternity Leave (Supplemental Bonding Leave)**

As a separate benefit to its employees, PCE offers 240 hours of leave to full-time employees for bonding with the employee's newborn child or the new placement of a



child with the employee for the adoption or foster care of the child (Supplemental Bonding Leave). To be eligible, employees must have been employed with PCE full time for at least six months prior to the birth or new placement of the child. The six weeks of leave must be taken in increments of at least a quarter hour and the leave will run concurrently and not consecutive with any other leave the employee might be entitled to under state or federal law. The leave must be scheduled a reasonable time in advance in consultation with the employee's supervisor. The leave must be taken within a year of the child's birth or new placement or adoption or foster care. The first 120 hours of the leave will be fully paid by PCE at the employee's then existing rate. The remaining 120 hours of the leave will be unpaid. However, the employee may use any accrued existing sick leave or vacation pay and may also apply for PFL for any unpaid time. The employee will not accrue any leave during the period he or she is taking the Supplemental Bonding Leave. Same sex married or registered domestic partners will be treated in the same manner as any other employee.

## 7.105 Holidays

Full-time employees are eligible to receive holiday pay immediately upon date of hire if they were scheduled to work on the day on which the holiday is observed and worked on both the regularly scheduled working days immediately preceding and immediately following the holiday (unless an absence on either day is approved in advance by the employee's supervisor).

**Standard Holidays** - PCE normally observes the following standard holidays during the year:

- New Year's Day
- Martin Luther King Jr. Day
- Presidents' Day
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veterans' Day
- Thanksgiving Day
- Day After Thanksgiving Day
- Christmas Day

**Floating Holidays** – Full-time employees are also granted up to four (4) floating holidays granted on the 1st day of each calendar year to be used at the employee's discretion throughout the year. However, for an employee that starts employment with

PCE at any time after December 31, 2018, the number of floating holidays available for the remainder of the then current calendar will be per the following schedule:

- Hire date between January 1 through March 31: 4 days
- Hire date between April 1 through June 30: 3 days
- Hire date between July 1 through September 30: 2 days
- Hire date between October 1 through December 31: 1 day

If a holiday falls on Saturday, it normally is observed on the preceding Friday. If a holiday falls on Sunday, it normally is observed on the following Monday. Any unused floating holidays will not be paid out at the end of your employment.

### **7.106 Voting Leave**

PCE believes that every employee should have the opportunity to vote in state or federal elections, general primary, or special primary. Any employee who does not have sufficient time outside of working hours to vote in a statewide election may request up to two paid hours off to vote. We reserve the right to select the hours you are excused to vote.

Notify your immediate supervisor of the need for voting leave as soon as possible. When you return from voting leave, you must present a voter's receipt to your supervisor. This will provide documentation for your timesheet entry.

### **7.107 Jury Duty**

PCE encourages employees to fulfill their civic responsibilities by serving jury duty when required. Employees may request paid jury duty leave, up to five (5) days. Exempt employees will receive their full weekly salary for any workweek interrupted by jury service if they work at least a portion of the workweek. If an exempt employee does not work at all during the workweek due to jury service, he or she will not be paid for that workweek. Alternatively, in this latter case, the employee could charge the week to vacation.

Employees must show the jury duty summons to their immediate supervisor as soon as possible so that the supervisor may make the appropriate arrangements to accommodate their absence. Employees are generally expected to report for work whenever the court schedule permits. For those employees who are not residents of the County of San Mateo, this may not be feasible.

Either PCE or the employee may request an excuse or deferment from jury duty if, in PCE's judgement, the employee's absence during the originally summoned time frame would create serious operational difficulties. It is noted that most court systems have very stringent requirements for a complete dismissal from service. As a result, PCE is committed to ensure that if called, you will be able to serve at a time that can be accommodated.

If you are obliged to serve on a long-term trial (i.e., greater than five (5) days), PCE will provide you with all the regular health, dental, vision, etc. benefits for the full term of the jury duty absence. Benefit accruals such as vacation, sick leave, or holiday benefits will be suspended during the unpaid jury duty leave and will resume upon return to active employment.

### **7.108 Military Leave and Civil Air Patrol**

Employees who are required to fulfill military obligations in any branch of the Armed Forces of the United States or in state military service will be given the necessary time off and reinstated in accordance with federal and state law.

The time off will be unpaid, except where state law dictates otherwise. Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

Accrued vacation (if any) may be used for this leave if the employee chooses, but PCE will not require the employee to use vacation. Military orders should be presented to your immediate supervisor upon receipt so that arrangements for leave can be made as early as possible before departure. Employees are required to give notice of their service obligations to PCE unless military necessity makes this impossible. You must notify the Chief Financial Officer and your supervisor of your intent to return to employment based on requirements of the law. Your benefits may continue to accrue during the period of leave in accordance with state and federal law.

An employee who is a voluntary member of the California Wing of the Civil Air Patrol will be permitted no less than ten (10) days of unpaid leave per calendar year to respond to an emergency operational mission as defined by state law.

To qualify for leave under this policy, a volunteer member must be employed by PCE for at least ninety (90) days immediately preceding the commencement of leave. The employee must give PCE as much notice as is possible of the intended leave dates. Leave for a single emergency operational mission shall not exceed three (3) days, unless an extension of time is granted by the governmental entity that authorized the emergency operational mission, and the extension of the leave is approved by PCE.

PCE may require certification from the proper Civil Air Patrol authority to verify the employee's eligibility for leave. PCE reserves the right to deny the leave request if the employee fails to provide the required certification.

Upon expiration of the leave, PCE will restore the employee to his or her position or to a position with equivalent seniority, benefits, pay and other terms and conditions of employment, unless the employee is not restored because of conditions unrelated to use of leave under this policy.

This policy does not apply to employees who serve as first responders or disaster service workers for a local, state, or federal agency to the same or a simultaneous emergency operational mission.

Employees may substitute accrued vacation for unpaid leave but are not required to exhaust accrued leave prior to taking leave under this policy.

Additional information regarding any of the aforementioned military leaves may be obtained from the Chief Financial Officer.

## **7.109 Pregnancy Accommodation**

PCE will provide reasonable accommodations to female employees related to pregnancy, childbirth, or related medical conditions, to the extent the accommodation can be made without imposing an undue hardship on the business.

When an employee requests a reasonable accommodation, PCE will explore with the employee the possible means of providing the reasonable accommodation, which may include, but are not limited to:

- allowing more frequent breaks or periodic rest;
- assisting with manual labor;
- modifying job duties;
- modifying work hours/schedules;
- temporary transfer to a less strenuous or less hazardous position; or
- providing a leave of absence.

PCE may require the employee to provide a certification relating to a request for reasonable accommodation that includes the following:

- the date the reasonable accommodation became medically advisable;
- the probable duration of the reasonable accommodation; and

- an explanatory statement as to the medical advisability of the reasonable accommodation.

If leave is provided as a reasonable accommodation, such leave may run concurrently with any other leave where permitted by state and federal law. (Refer to 7.110)

For more information, or if you require an accommodation, please contact your immediate supervisor.

## **7.110 Pregnancy Disability Leave**

Female employees are eligible for an unpaid leave of absence up to four (4) months (i.e., the working days you would normally work in one-third of a year or 17 1/3 weeks, unless your hours vary from month to month in which case PCE will use a monthly four-month average of the hours worked prior to commencing leave) for disabilities relating to pregnancy, childbirth, or related medical conditions per pregnancy.

Leave may include, but is not limited to, additional or more frequent breaks, time for prenatal or postnatal medical appointments, doctor-ordered bed rest, severe morning sickness, gestational diabetes, pregnancy-induced hypertension, preeclampsia, recovery from childbirth or loss or end of pregnancy, and/or post-partum depression. Leave may be taken consecutively or intermittently. The amount of leave needed is determined by your health care provider's recommendation.

At your option, you can use any accrued vacation time or other accrued paid time off as part of your pregnancy disability leave before taking the remainder of your leave on an unpaid basis. The substitution of any paid leave will not extend the duration of your pregnancy disability leave. It is also noted that you can integrate your FMLA leave benefits. PCE will assist you with designing your leave to your best possible financial advantage.

Employees who are granted leaves for pregnancy will be returned to their same position to the extent required by state law. Upon the advice of your health care provider, you may also be entitled to reasonable accommodation, to the extent required by law, for conditions related to pregnancy, childbirth or related medical conditions. You should promptly notify PCE of the need for a reasonable accommodation (refer to 7.109). In addition, a transfer to a less strenuous or hazardous position or to less strenuous or hazardous duties may be available pursuant to your request, if such a transfer is medically advisable.

You must give PCE at least thirty (30) days' notice if your need for pregnancy-related disability leave, reasonable accommodation, or transfer is foreseeable. Otherwise

please give PCE notice as soon as is practicable if the need is an emergency or unforeseeable.

Prior to the start of the leave, PCE will require a written medical certification indicating that you are disabled because of pregnancy or that it is medically advisable for you to be transferred to a less strenuous or hazardous position or duties or otherwise to be reasonably accommodated. The certification should include an anticipated date when you will be able to return to your job or job duties. In the event your leave exceeds the anticipated date of return, it is your responsibility to provide further certification from your health care provider that you are unable to perform your job or job duties and the revised anticipated date of return. Depending on your eligibility, medical insurance may be continued during your leave in accordance with the applicable plan document, COBRA, or provisions of federal/state law relating to unpaid medical leave. Employees who choose not to return from leave may be required to refund premium payments made by PCE on their behalf, when permitted by state law.

### **7.111 Family Leave Insurance**

The State of California may provide partial wage benefits to eligible employees for up to a maximum of six weeks for the following reasons:

- To bond with a new child after birth or placement for adoption or foster care;
- To care for a serious health condition of an employee's child, parent, spouse, registered domestic partner, grandparent, grandchild, sibling or parent-in-law.

The Paid Family Leave Act provides benefits based on past quarter earnings for up to six weeks in a 12-month period. The cost of the insurance is fully paid by PCE. The 12-month period begins on the first day an employee submits a claim.

To be eligible for benefits, employees may be required to provide medical and/or other information that supports a claim for time off to bond with a new child or to care for a child, parent, spouse or registered domestic partner with a serious health condition. In addition, there is a seven-calendar-day waiting period before benefits begin.

You are responsible for filing your claim for family leave insurance benefits and other forms promptly and accurately with the Employment Development Department. A claim form may be obtained from the Employment Development Department by telephone, letter, the Internet or in person. All eligibility and benefit determinations are made by the Employment Development Department.

You may not be eligible for Paid Family Leave benefits if you are receiving State Disability Insurance, Unemployment Compensation Insurance or Workers' Compensation benefits.

The Paid Family Leave Act does not provide a right to leave, job protection or return to work rights. Further, this policy does not provide additional time off; rather, family leave insurance may provide compensation during an approved leave pursuant to any company provided leave.

As noted, PCE will assist you with maneuvering through the various aspects of federal and state allowed leaves, in the event the need arises during your employment.

### **7.112 [Not Used]**

### **7.113 [Not Used]**

### **7.114 Bone Marrow and Organ Donation Leave**

Employees are eligible to receive up to thirty (30) business days of paid leave to serve as an organ donor and up to five business days of paid leave to serve as a bone marrow donor in a one-year period. The one-year period is measured from the date the employee's leave begins and shall consist of twelve (12) consecutive months.

Employees must be employed by PCE for at least 90 days immediately preceding the commencement of leave. Such leave must be requested in writing.

When available, the employee must utilize up to five business days of accrued but unused sick or vacation leave for initial bone marrow donation leave and up to two weeks of accrued but unused sick or vacation leave for initial organ donation leave. Please provide the Chief Financial Officer with written physician verification of the purpose and length of each leave. For more information regarding this leave, please see the Executive Assistant to the CEO.

### **7.115 Rehabilitation Leave**

PCE is committed to providing assistance to our employees to overcome substance abuse problems. PCE will reasonably accommodate any employee who wishes to voluntarily enter and participate in an alcohol or drug rehabilitation program. This accommodation may include an adjusted work schedule or time off without pay, provided the accommodation does not impose an undue hardship on PCE. Employees



may use any accrued sick or vacation benefits while on leave under this policy. However, additional benefits will not be earned during the unpaid portion of the leave of absence. A leave of absence under this section will be subject to the same provisions and rules as apply to medical leaves of absence. PCE will safeguard the privacy of an employee's participation in a rehabilitation program.

Employees should notify the CEO if they need to request an accommodation under this policy.

### **7.116 Domestic Violence Leave**

PCE will not discriminate or retaliate against employees based on their status as a victim of domestic violence, sexual assault, or stalking or for taking time off from work to obtain or attempt to obtain any relief, including but not limited to, a temporary restraining order, restraining order, or other injunctive relief to help ensure the health, safety, or welfare of a victim or his or her child. To the extent required by law, PCE will provide reasonable accommodation to victims of domestic violence, sexual assault, or stalking who request the accommodation for the safety of the victim while at work.

### **7.117 Victims of Felony Crimes Leave**

PCE will grant reasonable and necessary leave from work without pay, to employees who are victims, or whose spouse, child, stepchild, brother, stepbrother, sister, stepsister, mother, stepmother, father, stepfather, registered domestic partner, or child of a registered domestic partner is a victim of a violent or serious felony or felonious theft or embezzlement, for the purposes of attending legal proceedings related to the crime.

Affected employees may elect to use accrued paid vacation, personal leave and/or sick leave in lieu of unpaid leave. When feasible, affected employees must provide PCE with notice of the employee's need for leave, including a copy of the notice of the scheduled proceeding. If notice is not feasible, affected employees must provide documentation evidencing the legal proceeding requiring the employee's absence within a reasonable time after leave is taken. Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

### **7.118 Time Off for School-Related Activities**

Parents, step-parents, guardians, or grandparents with school children from kindergarten through grade 12, or who attend licensed child daycare facilities, are



provided unpaid time off (up to a maximum of four (4) hours in one (1) calendar month and 20 hours in one (1) calendar year) or vacation or personal leave to participate in school or day care activities. PCE may require proof of an employee's participation in these activities. The employee must provide reasonable advance notice to their supervisor before taking any time off under this section.

If you are the parent or guardian of a child who is suspended and are required to appear at the child's school, you may take time off without pay if you provide reasonable notice to your supervisor of the need for time off.

Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

DRAFT

## **Receipt of Employee Handbook and Employment-At-Will Statement**

This is to acknowledge that I have received a copy of the Peninsula Clean Energy Employee Handbook and I understand that it contains information about the employment policies and practices of PCE. I agree to read and comply with this Employee Handbook. I understand that the policies outlined in this Employee Handbook are management guidelines only, which in a developing business will require changes from time to time. I understand that PCE retains the right to make decisions involving employment as needed to conduct its work in a manner that is beneficial to the employees and PCE. I understand that this Employee Handbook supersedes and replaces any and all prior Employee Handbooks and any inconsistent verbal or written policy statements.

I understand that except for the policy of at-will employment, PCE reserves the right to revise, delete, and add to the provisions of this Employee Handbook at any time without further notice. All such revisions, deletions or additions to the Employee Handbook will be in writing and will be signed by the CEO of PCE. I understand that no oral statements or representations can change the provisions of this Employee Handbook.

I understand that this Employee Handbook is not intended to create contractual obligations with respect to any matters it covers and that the Employee Handbook does not create a contract guaranteeing that I will be employed for any specific time period.

THIS COMPANY IS AN AT-WILL EMPLOYER. THIS MEANS THAT REGARDLESS OF ANY PROVISION IN THIS EMPLOYEE HANDBOOK, PCE OR I MAY TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY REASON, WITH OR WITHOUT CAUSE OR NOTICE. NOTHING IN THIS EMPLOYEE HANDBOOK OR IN ANY DOCUMENT OR STATEMENT, WRITTEN OR ORAL, SHALL LIMIT THE RIGHT TO TERMINATE EMPLOYMENT AT-WILL. NO OFFICER, EMPLOYEE OR REPRESENTATIVE OF PCE IS AUTHORIZED TO ENTER INTO AN AGREEMENT—EXPRESS OR IMPLIED—WITH ME OR ANY EMPLOYEE FOR EMPLOYMENT FOR A SPECIFIED PERIOD OF TIME. ANY AGREEMENT TO EMPLOYMENT FOR A SPECIFIED PERIOD OF TIME WILL BE PUT INTO WRITING AND SIGNED BY THE CEO OF PCE.

I understand that this Employee Handbook refers to current benefit plans maintained by PCE and that I must refer to the actual plan documents and summary plan descriptions as these documents are controlling.

I have read and understand the Vacation Policy in this Employee Handbook.

Initials \_\_\_\_\_ Date \_\_\_\_\_

I also understand that if a written contract is inconsistent with the Employee Handbook, the written contract is controlling.

If I have questions regarding the content or interpretation of this Employee Handbook, I will ask my supervisor or a member of management.

NAME \_\_\_\_\_

DATE \_\_\_\_\_

EMPLOYEE  
SIGNATURE \_\_\_\_\_



## Board of Directors Meeting Schedule 2019

**Location:** Peninsula Clean Energy, 2075 Woodside Road, Redwood City, CA 94061

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Meeting Date:	Time:	Location:
January 24, 2019	6:30 pm	Lobby
February 28, 2019	6:30 pm	Lobby
March 28, 2019	6:30 pm	Lobby
April 25, 2019	6:30 pm	Lobby
May 23, 2019	6:30 pm	Lobby
June 27, 2019	6:30 pm	Lobby
July 25, 2019	6:30 pm	Lobby
August 22, 2019	6:30 pm	Lobby
September 28, 2019	8:00 am – 1:00 pm	Lobby
October 24, 2019	6:30 pm	Lobby
November 21, 2019	6:30 pm	Lobby
December 19, 2019	6:30 pm	Lobby



**PENINSULA CLEAN ENERGY AUTHORITY  
Board Correspondence**

**DATE:** November 05, 2018  
**BOARD MEETING DATE:** November 15, 2018  
**SPECIAL NOTICE/HEARING:** None  
**VOTE REQUIRED:** None

**TO:** Honorable Peninsula Clean Energy Authority (PCE) Board of Directors

**FROM:** Kirsten Andrews-Schwind, Communications and Outreach Manager  
and Leslie Brown, Director of Customer Care

**SUBJECT:** Update on PCE's Marketing and Outreach Activities

**BACKGROUND:**

The Communications Team has been busy managing press coverage, public relations, local programs marketing, community outreach, PCE's online and social media presence, responding to customer requests, and preparing future campaigns.

**DISCUSSION:**

**Outreach Grant Pilot Program**

In April 2018, PCE gave five grants ranging from \$7,500-\$10,000 to trusted community organizations selected through a competitive RFP process. The program's main goal was to help reduce PCE's opt-out rate through community outreach. Because CARE customers opt out at disproportionately higher rates, we emphasized reaching low-income households in San Mateo County and households where the prominent language spoken is not English.

PCE's pilot outreach grant period closed on October 15, and final reports were submitted by October 31. Grantees report generating **more than 98,000 impressions and/or conversations** for PCE through a combination of case management, tabling at community events, social media, radio and TV interviews, and direct mail.

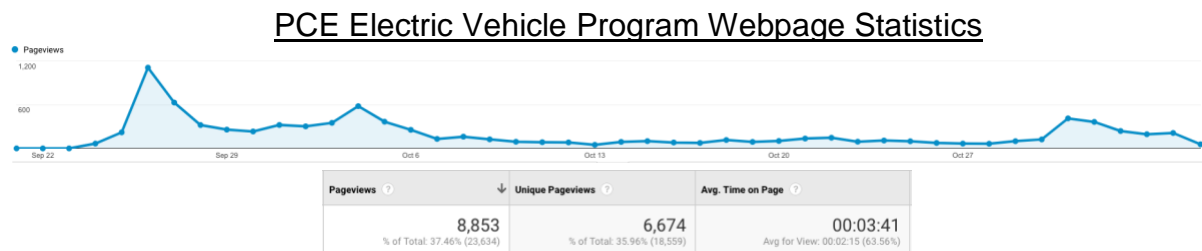
Grantees provided detailed reporting and valuable feedback on community views on PCE. They found that many community members were initially confused about PCE but responded positively to simple messages about saving money and helping the environment. Ideas from our outreach grantees also inspired two of PCE's upcoming local community pilot programs designed to serve low-income customers.

Highlights of accomplishments from each grantee include:

- **Acterra:** Recruited diverse community leaders in East Palo Alto to act as PCE champions, translated PCE brochures in to Samoan and Tongan, conducted outreach to the Pacific Islander community, and arranged an appearance for PCE on the local Talking with Henrietta cable-access TV show.
- **El Concilio of San Mateo County:** Communicated PCE messages in Spanish at 24 community events and workshops, as well as during an interview on a major commercial Spanish language radio station (La Raza).
- **Pacifica Resource Center:** Provided in-depth explanations of how PCE appears on PG&E bills to more than 1,000 residents during case management, while also reaching the wider Pacifica community through social media and tabling events.
- **Rebuilding Together Peninsula:** Communicated PCE messages at 24 community events (including 17 National Night Out events) as well as through email newsletters, direct mail post cards, and featuring PCE information at each National Rebuilding Day construction site.
- **Sound of Hope Radio (Chinese language):** Provided more than 100 on-air ads for PCE, featured PCE staff member Charlise Chang on two talk shows, promoted PCE on social media, and organized an in-person workshop for PCE at the San Mateo Library emphasizing our electric vehicle promotion.

The program has helped establish PCE as a trusted organization due to our relationship with these well-established community organizations. Summary reports from each organization are attached as a separate document. We believe these efforts may have contributed to our low opt-out rates throughout the summer.

## Website Statistics



PCE launched a campaign to drive web traffic to the [www.peninsulacleanenergy.com/ev](http://www.peninsulacleanenergy.com/ev) webpage in late September through direct mail, emails, post cards, print ads, and social media. In total, there are 8,853 pageviews for the page, with 6,674 unique pageviews. **A record 8,265 (83%) of the pageviews are from new visitors to the PCE website.**

Since the launch of the program, the EV webpage pageviews have made up 37.46% of total pageviews for the PCE website, making it the top visited page. Visitors spend an average of 3 minutes and 41 seconds on the EV page, indicating a strong interest in understanding the program.

The EV webpage experienced its biggest spike in pageviews on September 26 when the Power Content Label with EV discount program information arrived in customer mailboxes (1,106 pageviews). The next increase started on October 4 as the EV discount announcement email was sent out to all customer emails (579 pageviews). The third spike started as the next EV program postcard was delivered to all customers on October 31 (411 pageviews).

PCE plans to send one more post card to all customers and conduct another round of email outreach later in November for the EV promotion.

## Enrollment Statistics

Opt-out rates have remained consistently low during this summer and fall, ranging from 30, to an all-time low of 3, per week. Seven cities maintained their participation rate in October with “0” opt-outs: Atherton, Brisbane, Colma, Half Moon Bay, Hillsborough, San Carlos, and Woodside. Our overall participation rate is 97.57% of eligible accounts.

### Opt-Outs by City

CITY	Eligible Accts	Total	TOTAL OPT OUT %
PORTOLA VALLEY INC	1,676	107	6.38%
SAN BRUNO INC	16,460	613	3.72%
PACIFICA INC	15,438	528	3.42%
SO SAN FRANCISCO INC	24,861	849	3.41%
DALY CITY INC	33,973	1046	3.08%
EAST PALO ALTO INC	7,900	230	2.91%
HALF MOON BAY INC	4,970	138	2.78%
MILLBRAE INC	9,371	258	2.75%
UNINC SAN MATEO CO	24,571	665	2.71%
SAN MATEO INC	44,008	1076	2.45%
SAN CARLOS INC	14,583	345	2.37%
BELMONT INC	11,870	280	2.36%
HILLSBOROUGH INC	4,049	85	2.10%
BURLINGAME INC	15,506	318	2.05%
REDWOOD CITY INC	34,954	715	2.05%
BRISBANE INC	2,489	50	2.01%
FOSTER CITY INC	14,673	287	1.96%
WOODSIDE INC	2,290	39	1.70%
COLMA INC	687	11	1.60%
ATHERTON INC	2,697	42	1.56%
MENLO PARK INC	15,748	223	1.42%
Grand Total	302,774	7,905	2.61%
Adjusted Total	302,774	7,325	2.42%

There are now over 5,300 accounts in ECO100. In addition to the County, there are a total of 15 ECO100 cities. The ECO100 towns and cities as of November 15, 2018, include Atherton, Belmont, Brisbane, Burlingame, Colma, Foster City, Half Moon Bay,

Hillsborough, Menlo Park, Millbrae, Portola Valley, Redwood City, San Carlos, San Mateo, Woodside, and the County of San Mateo.

Note that the opt-up rates below include municipal accounts, which may noticeably increase the rate in smaller jurisdictions.

**Active Accounts by City and Opt-Up Rate**

<b>City</b>	<b>Active</b>	<b>ECO100</b>	<b>Opt-Up %</b>
Atherton	2,608	57	2.19%
Belmont	11,536	152	1.32%
Brisbane	2,424	80	3.30%
Burlingame	15,059	318	2.11%
Colma	667	29	4.35%
Daly City	32,811	65	0.20%
East Palo Alto	7,628	17	0.22%
Foster City	14,265	267	1.87%
Half Moon Bay	4,765	89	1.87%
Hillsborough	3,933	62	1.58%
Menlo Park	15,425	422	2.74%
Millbrae	9,097	91	1.00%
Pacifica	14,893	123	0.83%
Portola Valley	1,572	1,471	93.58%
Redwood City	33,829	624	1.84%
San Bruno	15,796	83	0.53%
San Carlos	14,034	261	1.86%
San Mateo	42,745	581	1.36%
So San Francisco	23,955	75	0.31%
Uninc San Mateo Co	23,632	463	1.96%
Woodside	2,229	49	2.20%
Unallocated			
Unallocated (cust type)	241		
<b>Grand Total</b>	<b>293,144</b>	<b>5,379</b>	





Peninsula Clean Energy

2018 Outreach Grant  
Report Summaries

November 2018



## 2018 Outreach Grant Reporting

### Pacifica Resource Center

<b><i>Outreach Action</i></b>	<b><i>Estimated Cost</i></b>	<b><i>Number of People Reached with PCE Message</i></b>	<b><i>How Your Measured Number of People Reached (please be specific)</i></b>
Provided case management	\$8,451.15 staff time	488 households with 1,112 people received PCE brochure and were educated on PCE, including savings on energy bills and eligibility for discounts.	Documented assessment and service provision in Clarity, PRC's case management system
Tabled at EcoFest on 4/22/18	\$325.19 staff time; \$43 registration	120 people received PCE brochures, sunglasses, and/or pens	Counted sunglasses and pens and tracked brochures distributed
Tabled at Farmers Market on 5/2, 6/6, 8/1, 9/5, and 10/3/18	\$867.18 staff time	75 people received PCE brochures, sunglasses, pens, and/or other materials	Counted sunglasses and pens and tracked brochures distributed
Tabled at Pacifica Senior Services Fair on 5/16/18	\$86.72 staff time	50 people received PCE brochures, sunglasses, and/or pens	Counted sunglasses and pens and tracked brochures distributed
Tabled at Fog Fest on 9/29 and 9/30/18	\$1,267.42 staff time	350 people received PCE brochure, sunglasses, water bottle, and/or pens	Counted sunglasses, water bottles, and pens and tracked brochures distributed.

<b><i>Outreach Action</i></b>	<b><i>Estimated Cost</i></b>	<b><i>Number of People Reached with PCE Message</i></b>	<b><i>How Your Measured Number of People Reached (please be specific)</i></b>
Facebook ad in July and September	\$216.79 staff time; \$199.71 for cost of ads	14,803 impressions; 7,882 views in July;  6,627; impressions; 3,246 views in September	Report in Facebook Ads Manager
Emailed newsletter on 7/7/18 and 9/24/18	\$405.77 staff time; Constant Contact \$50 for 2 months	2,126 emails sent; 497 (29.1%) opened; 33 (6.6%) clicks, including 20 clicks to PCE website or video in July;  2,107 emails sent; 440 (26%) opened; 27 (6.1%) clicks, including 3 clicks to PCE website or video in September	Reports in Constant Contact
Pacifica Collaborative meeting on 10/4/18	\$43.36 staff time	15 people received PCE brochures and pens	Tracked brochures and pens distributed

**B. What PCE outreach methods or messages did you find most effective? What tips would you share with PCE to improve our communications and outreach?**

Overall, information provided during one-on-one case management was the most effective way to explain PCE benefits, in particular additional ways to save with PCE on Pacificans' energy bills. Second to one-on-one case management was email and social media posts, which allowed people to explore and learn more by clicking through to PCE's information. Tabling at events was the least effective way to be sure that individuals understood the benefits of PCE as individuals were often in a hurry or moving from booth to booth.

"Do you live in San Mateo County?" "Have you heard of Peninsula Clean Energy?" "You're already getting cleaner energy at a lower rate and you didn't have to do anything thanks to PCE" were simple and effective messages and allowed for follow up questions or more engagement if people wanted to know more. PRC found that engagement was better with

seniors, families, women/moms, and community members concerned with the environment/global warming.

Suggestions to improve PCE communications and outreach include: focusing on outreach at volume events that do not have a lot of other booths or are more leisurely; documenting and creating more content (pictures, words, and video) to distribute on as many of your or other influential people/organizations' social media platforms; and, because people liked taking pictures with PCE's sunglasses, water bottles, and pens, streamline this process especially the consent forms.

C. Generally, what feedback or comments about PCE did you hear during your community outreach?

PRC staff most often received words of appreciation for informing Pacifica and other San Mateo County residents about PCE. One comment on Facebook jokingly replied, "That's it? Only \$2!" And, several others replied that they were aware and have actually upgraded to the ECO100 option.

D. What feedback would you offer PCE on the structure of our pilot grant program?

The process to receive grant funding was relatively easy; however, reporting was a bit cumbersome as this funding was for six months and a mid-grant report was required after only three months. Please note that reporting requirements were very clear.

E. Would you propose any next steps for PCE in our community outreach?

Based on PRC's experience with outreach for PCE, it was encouraging to hear that many community members were aware of PCE and its benefits on the environment.

F. Please attach ten high-quality photos of your outreach activities, with signed participant waivers allowing PCE to use them. Provide photo caption information below, for example "Lucy and Andy Rodriguez at the Pacifica EcoFest 2018".

	<i>Caption text</i>
1	Celine, Jackie, and Briana Yee-Sandoval from PCTV with Kirsten from PCE at Eco Fest 2018 in Pacifica
2	Gilliom Girls at Eco Fest 2018 in Pacifica
3	Gordon Tannura with Dale and Michelle Pitt at Eco Fest 2018 in Pacifica
4	Jeremy Mustille and his daughter at Eco Fest 2018 in Pacifica
5	Robby Bancroft from PRC and John Keener, Mayor of Pacifica and PCE Board Member at Eco Fest 2018 in Pacifica

6	Shannon Reynolds and her daughter at Eco Fest 2018 in Pacifica
7	Tygarjas Bigstyck with Ann Santos and pup at Eco Fest 2018 in Pacifica
8	Jackson Family at Fog Fest 2018 in Pacifica
9	Patterson child at Fog Fest 2018 in Pacifica
10	Timmy Hale at Fog fest 2018 in Pacifica



## 2018 Outreach Grant Report Sound of Hope Radio

Thank you for collaborating with Peninsula Clean Energy on our pilot round of Community Outreach Grants from April 15 through October 15. We greatly appreciate your efforts. This summer and fall PCE has seen record low numbers of opt-outs, and we believe you have contributed to this success.

***As stated in your grant agreement, your grant report is due by October 31, 2018.*** In early November PCE staff will review the reports and begin planning the structure of possible future outreach grant funding.

Again, the deliverables for this outreach grant program as described in the call for proposals are:

1. Collaborate with PCE staff to provide at least 5,000 households in San Mateo County with target messaging. This may include a mix of in-person presentations and conversations at events, email blasts based on confirmed open rate, confirmed traditional media and/or social media reach, and other creative outreach ideas based on your organization's capacity. In-person outreach methods are preferred. Organizations that do not have capacity to reach 5,000 households may use this application to apply for grants of smaller amounts proportionate to their outreach capacity.
2. Ten high quality photos of your outreach activities, with signed participant waivers allowing PCE use.

Your grant agreement stipulated that you provide *a short grant report listing expenses by line item, how many people were reached by each outreach method listed in your grant agreement and how that was measured, community feedback on PCE messaging, lessons learned, and proposed next steps by October 31, 2018.*

To make reporting easy for you and for us, please use the format on the following two pages for your report. You are welcome to use more space or provide additional information if you like.

Please contact Kirsten at [kandrews-schwind@peninsulacleanenergy.com](mailto:kandrews-schwind@peninsulacleanenergy.com) with any questions. We look forward to reading your reports by October 31.

## A. Outreach Method Metrics

Please fill out the following table for each major outreach action (or type of action) you took. Follow the examples in italics below. We ask you to be as specific as possible to help us evaluate the cost effectiveness of each outreach method. You may want to refer to your application or grant agreement for the outreach actions and evaluation metrics you proposed. Add more rows below if needed.

Please count interactions in which you communicated a PCE-specific message that was received. For example:

- If you tabled at an event and spoke with 100 people total, and talked about PCE with 50 of them, please list 50 here.
- If you conducted case work with 2000 clients and explained the PCE bill line item to 500 of them, please list 500 here.
- For electronic outreach, please list metrics of actual impressions or views of PCE-specific messages. For example, if you sent a newsletter email with a PCE message to a list of 2,000 recipients with a 20% open rate, please list 400 here.
- For social media please list actual metrics from PCE-related posts, for example impressions on Twitter or people reached and/or video views on Facebook.

<b><i>Outreach Action</i></b>	<b><i>Estimated Cost</i></b>	<b><i>Number of People Reached with PCE Message</i></b>	<b><i>How Your Measured Number of People Reached (please be specific)</i></b>
<i>Example: Tabled at farmers markets 4 days</i>	<i>\$1000 staff time, \$50 registration</i>	<i>200 people handed PCE brochures</i>	<i>Kept tally of PCE-related conversations OR counted brochures taken</i>
<i>Conduct Summer Clean Energy Workshop at San Mateo County Library</i>	<i>\$600 staff time, \$400 venue rental, \$300 food and beverage</i>	<i>50 people listened to the workshop presentation and took PCE brochures; About 20 people asked specific questions to PCE Specialist</i>	<i>Kept tally of PCE-related conversations and counted brochures taken</i>
<i>Facebook promotion Also see attached Performance Report</i>	<i>\$1,695</i>	<i>Reached 11,530 people</i>	<i>Precisely targeted audience in San Mateo County</i>
<i>30-sec Ads on FM96.1</i>	<i>\$3,205 air time fee / 54 times</i>	<i>24,000 people</i>	<i>Estimated by total Chinese American driving population in bay area captured by our Channel FM96.1; and the proportion of audience in San Mateo County</i>

30-sec Ads on AM1400	\$1,500 air time fee / 50 times	12,000 people	Estimated total Chinese American driving population in bay area captured by our Channel AM1400; and the proportion of audience in San Mateo County
10-min Talk Show on FM96.1	\$700 air time fee	8,000 people	Estimated by total Chinese American driving population in bay area captured by our Channel FM96.1; and the proportion of audience in San Mateo County
10-min Talk Show on AM1400	\$400 air time fee	4,000 people	Estimated total Chinese American driving population in bay area captured by our Channel AM1400; and the proportion of audience in San Mateo County
Web Banner on <a href="http://www.bayvoice.net">www.bayvoice.net</a>	\$900 / 6 months	4,940 page view	38,000 page view per month in Northern CA, 4,940 page view in San Mateo
Distribution of flyers via community networks	Bonus	50 PCE Brochure distributed	Distributed by Peninsular Family Service
Event listing on weekly e-Newsletter	\$300 / 2 times	156 people	780 people in San Mateo county, the confirmed open rate 20%

What PCE outreach methods or messages did you find most effective? What tips would you share with PCE to improve our communications and outreach?

*The combination of integrated marketing tools is the most effective method, including workshop, radio ads and talk show, and Facebook promotion.*

*Our suggestion to PCE to improve the communications and outreach is to conduct more consistent and longer term outreach.*

B. Generally, what feedback or comments about PCE did you hear during your community outreach?

*Here are some typical feedbacks from our community:*

- *Some people kind of know PCE, but are not so clear about what kind of agency it is. So after listening to the radio show or attending the workshop, they are confirmed that PCE is the agency that they can trust. They also really appreciated the opportunity of getting more detailed information;*
- *Some people were thinking about installing solar panels, but had not made up minds. After attending the workshop, some of them felt that they will be just fine by going with*



*PCE's service. They were also happy to know that they will not only save some money, but also contribute to cleaner environment;*

- Quite some community members were quite interested in the EV discount program which Peninsula Clean Energy (PCE) partnering with local auto dealerships. They wonder what the models are included in the program.*

C. What feedback would you offer PCE on the structure of our pilot grant program?

*The structure of PCE's pilot grant program is very good.*

D. Would you propose any next steps for PCE in our community outreach?

*We'd like to suggest to keep the multi-facet community outreach strategy, which includes radio ads, talk shows, workshop presentation and community events. In addition, we suggest to also increase the promotion on digital and social, including Facebook and online ads. It can precisely target the audience based on demographic and geographic criteria, where we'd be able to further promote your programs via pictures and short video to more people.*

E. Please attach ten high-quality photos of your outreach activities, with signed participant waivers allowing PCE to use them. Provide photo caption information below, for example "Lucy and Andy Rodriguez at the Pacifica EcoFest 2018".

	<i>Caption text</i>
<i>1</i>	<i>Charlsie Chang at SOH Summer Energy Workshop</i>
<i>2</i>	<i>Charlsie Chang at SOH Summer Energy Workshop</i>
<i>3</i>	<i>Eric Huang at SOH Summer Energy Workshop</i>
<i>4</i>	<i>Eric Huang at SOH Summer Energy Workshop</i>
<i>5</i>	<i>Charlsie Chang and attendees at SOH Summer Energy Workshop Registration</i>
<i>6</i>	<i>Cathy Zhang and Eric Huang at SOH Summer Energy Workshop</i>
<i>7</i>	<i>Joanna Xia at SOH Summer Energy Workshop</i>
<i>8</i>	<i>Charlsie Chang at SOH Summer Energy Workshop</i>
<i>9</i>	<i>Eric Huang at SOH Summer Energy Workshop</i>
<i>10</i>	<i>Charlsie Chang, Cathy Zhang, and Eric Huang at SOH Summer Energy Workshop</i>



## 2018 Outreach Grant Reporting Template

El Concilio de San Mateo County

Thank you for collaborating with Peninsula Clean Energy on our pilot round of Community Outreach Grants from April 15 through October 15. We greatly appreciate your efforts. This summer and fall PCE has seen record low numbers of opt-outs, and we believe you have contributed to this success.

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1. Collaborate with PCE staff to provide at least 5,000 households in San Mateo County with target messaging. This may include a mix of in-person presentations and conversations at events, email blasts based on confirmed open rate, confirmed traditional media and/or social media reach, and other creative outreach ideas based on your organization's capacity. In-person outreach methods are preferred. Organizations that do not have capacity to reach 5,000 households may use this application to apply for grants of smaller amounts proportionate to their outreach capacity.
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<b><i>Outreach Action</i></b>	<b><i>Estimated Cost</i></b>	<b><i>Number of People Reached with PCE Message</i></b>	<b><i>How Your Measured Number of People Reached (please be specific)</i></b>
<i>Example: Tabled at farmers markets 4 days</i>	<i>\$1000 staff time, \$50 registration</i>	<i>200 people handed PCE brochures</i>	<i>Kept tally of PCE-related conversations OR counted brochures taken</i>
Tabled at 11 events	\$2,008.16 staff time	1,250 handed PCE brochures	Kept tally of PCE-related conversations and counted brochures/fliers/giveaways.
8 Outreach/presentations	\$730.24 staff time	400 persons handed PCE brochures	Presentations included sharing PCE information and gave fliers and giveaways.
Communications with clients when interacting with other ECSMC programs		350 persons were told about PCE	Kept tally of PCE related conversations and counted brochures/fliers and giveaways.
4 Workshops	\$1,095.36	100 persons	Kept tally of persons, counted brochures/fliers and giveaways
1 Social Media	\$91.28	Radio Station La Raza, reach 3,000	Have letter documenting event and agenda that included PCE presentation.


B. What PCE outreach methods or messages did you find most effective? What tips would you share with PCE to improve our communications and outreach?

The most effective outreach methods was one on one encounters or small groups for why PCE is good for the environment. There is a feeling that community event encounters are easier than office encounters because clients have a reason (need) why they are before us in office.

Suggested tips to improve communications and outreach is to have a permanent presence at community events and faith based gatherings. People will begin to appreciate PCE brand.

C. Generally, what feedback or comments about PCE did you hear during your community outreach?

The feedback and comments were that most people didn't know about PCE and the change from PG&E

There were customers, in particular non/limited English speaking customers who didn't know they were opted into PCE and they could opt out. It wasn't clear to customers how they had savings on electric bill as a result of PCE. Also, there was concern they would lose their CARE or medical baseline benefits. Some customers said they just paid their PG&E bill and didn't know of the change. Lastly, some customers didn't know they had 3<sup>rd</sup> party aggregation in some cases so they were even more confused. One-to-one encounters has worked the best for us. There is a feeling that community event encounters are easier than office encounters because of the reason they are before us.

Speaking of the effects of climate change and the difference in emission spewing appears to satisfy their questions about double billing. Describing the effects of climate change (floods, fires & bad air quality, heat waves, sea level rising , severe storms) makes emissions more relative to our living and clients are introduced to our role in atmospheric cleansing.

D. What feedback would you offer PCE on the structure of our pilot grant program?

The pilot as structured allowed for all parties to learn and grow together. May need to consider that customers don't want their children in photos for safety reasons and in fear of taking photos in some communities due to the current environment. Also, indirectly, it opened discussion on other related energy topics like solar contact numbers would help.

Pilot important to have CBO's understand what and why this is important. A little too much writing on brochure but could move to more visuals on climate change and impact from emissions. Also, may want to show the many and varied modes of emissions.

E. Next Steps: Continue and take next basic step with visuals that impact human beings

E. Would you propose any next steps for PCE in our community outreach?

We compliment PCE for their pilot project to do outreach overall. In particular contracting out with community based organizations to do critical targeted outreach in language and culture for non/limited English speaking persons. This has been a positive learning experience for all of us. All communities are impacted by carbon emissions. So all communities need to be informed about impact of carbon emissions in our environment, especially to our health. To that end, we recommend you enhance, expand and make your outreach and education components permanent. As well, continue to involve community based organizations who are trusted and the first point of contact for many residents when seeking services.

F. Please attach ten high-quality photos of your outreach activities, with signed participant waivers allowing PCE to use them. Provide photo caption information below, for example "Lucy and Andy Rodriguez at the Pacifica EcoFest 2018".

	<i>Caption text</i>
<i>1</i>	<i>Juneteenth celebration 2018 in East Palo Alto.</i>
<i>2</i>	<i>San Mateo County Veterans in Redwood City</i>
<i>3</i>	<i>San Mateo County Veterans in Redwood City</i>
<i>4</i>	<i>San Mateo Immigrants in Foster City</i>
<i>5</i>	<i>San Mateo Immigrants in Foster City</i>
<i>6</i>	<i>Senior Day in San Mateo City</i>
<i>7</i>	
<i>8</i>	
<i>9</i>	
<i>10</i>	

**Date:** October 31, 2018  
**To:** Kirsten Andrews-Schwind, Communications & Outreach Manager, PCE  
**From:** Julie Noblitt, Energy & Climate Program Director, Acterra  
 Violet Saena, Resilient Communities Program Manager, Acterra  
**Re:** PCE Minigrant - Low-Income Communities – Final Report

### Outreach Method Metrics

Case Management with 23 families	\$1,288 staff time, \$90 mileage	68	In-person headcount
Tabling at 6 community events	\$1,344 staff time, \$30 mileage, \$120 photocopying	252	Estimated numbers by tablers
Translation of flyers into Tongan & Samoan	\$550 contract labor	4,000	Number of copies produced – 2K Tongan, 2K Samoan (assuming all will be distributed)
23 Social media posts (FB & Twitter)	\$280 staff time	644	Counted shares, comments, and likes
11 meetings with community leaders	\$1,848 staff time, \$30 mileage	54	In-person headcount. Note that each person shared message with their constituents
4 Eco Happenings newsletter articles	\$280 staff time	2,095	Constant contact open rates
1 episode Cable TV Show – Talking with Henrietta	\$224 staff time, \$20 mileage	126	FB and YouTube views. NOTE: unknown number saw on TV or in EPA Today
Panelist at CalCCA annual meeting	\$896 staff time	300	Estimated audience size

### What PCE outreach methods or messages did you find most effective? What tips would you share with PCE to improve our communications and outreach?

1. Translation of materials to Tongan and Samoan. The translation helped the community with limited English to understand the information and the message that we shared.
2. Tabling at community events was successful.

3. Flyer designs were very useful and a great tool for outreaching. (A community member posted it to the East Palo Alto FB group, for example – April 29, 2018):



4. People were very interested to learn about the benefits of renewable and clean energy. It mattered to them that they were saving money from the transition but they were *more* excited about the benefits and impact of clean energy and their contribution to a healthy planet.

**Generally, what feedback or comments about PCE did you hear during your community outreach?**

1. The majority of the community we reached out to had no awareness or have limited knowledge about PCE and the relationship to PGE.

2. People were worried that they might lose their benefits from PGE
3. Some people blamed PCE as the cause for the high energy bills.

**What feedback would you offer PCE on the structure of our pilot grant program?**

It would be helpful for PCE to encourage grantees serving the same area to combine efforts or support others with their outreaching events and programs.

**Would you propose any next steps for PCE in our community outreach?**

1. Connect with faith-based organizations and build a relationship with their leaders.
2. Be physically present in the community and continue using in-person, multilingual outreach methods.

**Please attach ten high-quality photos of your outreach activities, with signed participant waivers allowing PCE to use them. Provide photo caption information below, for example “Lucy and Andy Rodriguez at the Pacifica EcoFest 2018”.**

The file size of our photos is too large to attach, but we have placed them on [this Google Drive](#) which has also been shared with you separately. While our volunteer photographer did obtain verbal permissions from his subjects for the last batch of photos, unfortunately we didn't realize that he was lacking the written signed release forms for them. This means we don't have the names of the people in the photographs, but they were taken on September 26, 2018 at the East Palo Alto Farmer's Market during our tabling event there. In addition to the photos, our volunteer also produced a video with a good deal of PCE footage for the East Palo Alto Earth Day event on April 14, 2018. See the video at <https://www.youtube.com/watch?v=Ya17DKMebA4>





## 2018 Outreach Grant Reporting Template Rebuilding Together Peninsula

Thank you for collaborating with Peninsula Clean Energy on our pilot round of Community Outreach Grants from April 15 through October 15. We greatly appreciate your efforts. This summer and fall PCE has seen record low numbers of opt-outs, and we believe you have contributed to this success.

***As stated in your grant agreement, your grant report is due by October 31, 2018.*** In early November PCE staff will review the reports and begin planning the structure of possible future outreach grant funding.

Again, the deliverables for this outreach grant program as described in the call for proposals are:

1. Collaborate with PCE staff to provide at least 5,000 households in San Mateo County with target messaging. This may include a mix of in-person presentations and conversations at events, email blasts based on confirmed open rate, confirmed traditional media and/or social media reach, and other creative outreach ideas based on your organization's capacity. In-person outreach methods are preferred. Organizations that do not have capacity to reach 5,000 households may use this application to apply for grants of smaller amounts proportionate to their outreach capacity.
2. Ten high quality photos of your outreach activities, with signed participant waivers allowing PCE use.

Your grant agreement stipulated that you provide *a short grant report listing expenses by line item, how many people were reached by each outreach method listed in your grant agreement and how that was measured, community feedback on PCE messaging, lessons learned, and proposed next steps by October 31, 2018.*

To make reporting easy for you and for us, please use the format on the following two pages for your report. You are welcome to use more space or provide additional information if you like.

Please contact Kirsten at [kandrews-schwind@peninsulacleanenergy.com](mailto:kandrews-schwind@peninsulacleanenergy.com) with any questions. We look forward to reading your reports by October 31.

**A. Outreach Method Metrics**

Please fill out the following table for each major outreach action (or type of action) you took. Follow the examples in italics below. We ask you to be as specific as possible to help us evaluate the cost effectiveness of each outreach method. You may want to refer to your application or grant agreement for the outreach actions and evaluation metrics you proposed. Add more rows below if needed.

Please count interactions in which you communicated a PCE-specific message that was received. For example:

- If you tabled at an event and spoke with 100 people total, and talked about PCE with 50 of them, please list 50 here.
- If you conducted case work with 2000 clients and explained the PCE bill line item to 500 of them, please list 500 here.
- For electronic outreach, please list metrics of actual impressions or views of PCE-specific messages. For example, if you sent a newsletter email with a PCE message to a list of 2,000 recipients with a 20% open rate, please list 400 here.
- For social media please list actual metrics from PCE-related posts, for example impressions on Twitter or people reached and/or video views on Facebook.

<i><b>Outreach Action</b></i>	<i><b>Estimated Cost</b></i>	<i><b>Number of People Reached with PCE Message</b></i>	<i><b>How Your Measured Number of People Reached (please be specific)</b></i>
Distribution of informational flyers at NRD picnic	Approximately \$800 staff time \$100 materials	Created cards about PCE that were placed with our homeowner and facility profiles at each of our 36 NRD sites to encourage people to learn more at the picnic. In addition, we distributed 6 PCE brochures and 4 pens at each of the sites instead of distributing flyers at the picnic, for a total of 216 flyers and 144 pens distributed that day.	Kept tally of materials distributed to each site.

		Charlsie represented PCE with a booth at the picnic on April 28, 2018.	
Distribution of PCE logo on informational boards about projects in San Mateo County.	Approximately \$1500 staff time \$100 materials	PCE logo and information was included as part of project profiles that were placed at the volunteer check-in/break areas for each of our 36 project sites in San Mateo County that were working on NRD (April 28).	Kept tally of materials distributed to each site.
Distribution of informational flyers in letters to clients in San Mateo County	Approximately \$800 staff time \$25 in materials	We distributed the PCE/RTP partnership flyers along with our NRD follow-up mailing to homeowners in San Mateo County (25 in total), along with a request to review their PG&E bills to assess changes in their energy use since our repairs were completed. In reviewing the PG&E bills we did receive, all of the applicants were PCE clients.	Kept tally of materials sent out with our NRD follow-up mailing.
Articles about and mentions of PCE in monthly e-newsletter and social media posts	Approximately \$1200 staff time	An announcement about our PCE partnership was included in the May newsletter. Attached is the newsletter and its performance report (opened by 1,561 viewers). Recognizing RTP's role as a resource for community members in understanding their energy bills, we emphasized our partnership with PCE around ensuring people are aware of the full range of options they have to secure more affordable energy and energy that is cleaner and more sustainable for our neighborhoods overall. The flyer included in the newsletter was approved by Charlsie.	Web analytics helped capture # of viewers.
National Night Out (NNO) flyers distributed at events in Redwood City, South San	Approximately \$163.13 for printing  \$1200 staff time for	Distributed 500 flyers to 7 NNO events in Redwood City (230), 8 NNO events in South San Francisco (160), the NNO celebration at MLK Center in North Central San Mateo (50), and the Homeview & Sterling Downs NNO events in Belmont (60).	Kept tally of flyers requested by NNO contacts in each jurisdiction.

Francisco, San Mateo and Belmont. (see attached)	coordination, design, and distribution.		
Inclusion in direct mailings to potential applicants in San Mateo County.	Approximately \$1000 staff time  \$1380.20 for materials, postage, and mailing coordination	Postcard Outreach sent in October 2018 - 2,192 postcards were sent through direct mail, targeting low income households in San Mateo and South San Francisco - 450 postcards leftover for outreach tabling events	Kept tally of mailings sent out.
Tabled at Community Health Fairs	Approximately \$1000 total staff time + AmeriCorps volunteer time \$213.67 materials	Distributed approximately PCE/RTP partnership flyers and postcards at the following Community Fairs: <ul style="list-style-type: none"> <li>• 5/4 Community Benefits &amp; Resource Fair at San Mateo Senior Center (~35 visitors, 25 flyers handed out)</li> <li>• 5/16 Pacifica Health and Education Fair (~35 visitors, 25 flyers handed out)</li> <li>• 8/11 EHP Community Health Fair in East Palo Alto (~40 visitors, 32 flyers handed out)</li> <li>• 9/8 Health + Safety Fair sponsored by Assemblymember Kevin Mullin at the Shops at Tanforan in San Bruno (~45 visitors, 36 flyers handed out).</li> <li>• 9/22 City of San Mateo Health &amp; Wellness Fair at the San Mateo Senior Center (~50 visitors, 40 flyers handed out)</li> <li>• 10/20 Back to School Health Fair &amp; Sana Sana Fair at Hoover School &amp; Boys &amp; Girls Club of the</li> </ul>	Kept tally of visitors and flyers/postcards distributed.

		Peninsula (~ 45 visitors, 36 flyers or postcards handed out) <ul style="list-style-type: none"> <li>10/27 Mid-Town Event in East Palo Alto (~65 visitors, 50 flyers or postcards handed out)</li> </ul>	
TOTAL	Approximately \$7500 staff time \$2000 materials \$500 (5% overhead)	Primary staff involved: <ul style="list-style-type: none"> <li>Cari Pang Chen, Associate Director</li> <li>- approximately 60 hours of total support</li> <li>Billy Hoover, Operations &amp; Impact Manager</li> <li>- approximately 80 hours of total support</li> <li>Lauren Ruffin, Development Coordinator</li> <li>- approximately 120 hours of total support</li> <li>Mary Veliz, Program Coordinator</li> <li>- approximately 8 hours of total support</li> </ul>	AmeriCorps volunteers also provided approximately 112 hours of volunteer support in preparing for and attending community events/fairs.

**B. What PCE outreach methods or messages did you find most effective? What tips would you share with PCE to improve our communications and outreach?**

Anything involving direct, personal contact to discuss or bring up PCE was most effective. It is easy for applicants, clients or volunteers to be overloaded with information. Since their primary interest in talking with us is usually our repair programs, introducing PCE usually involved additional information for them to take in. RTP staff and AmeriCorps frequently note that many applicants that they connect with at public events or who call after receiving a flyer or postcard still note that they didn't know about our program. As a result, there is so much for them to learn about RTP that learning more about PCE as well becomes a lot for them. After learning about what we do, the affiliation and quick understanding of what PCE is typically seems to leave them with a positive impression of PCE for its affiliation with us though it seems like any more detailed information about PCE seems overwhelming for people to take in at that point.

**C. Generally, what feedback or comments about PCE did you hear during your community outreach?**

At events where PCE was also had a table, people were more familiar with PCE and seemed to like knowing that we were affiliated. Generally, people who had no contact yet with a PCE outreach table or materials did not know what it was and seemed to be interested only to the point of knowing that it was providing greener energy at slightly lower cost to them, and that PCE supports our work in the community. There were few additional questions or interest in receiving more detailed information about PCE.

**D. What feedback would you offer PCE on the structure of our pilot grant program?**

We greatly appreciated the feedback, support and coordination with the PCE staff since this type of outreach grant is new to us. Reviewing materials and sitting down to do some initial brainstorming, as well as the outreach training to help our staff and AmeriCorps understand PCE and key talking points, were all very helpful components for our team.

**E. Would you propose any next steps for PCE in our community outreach?**

A continued mix of media would probably be most helpful – it will just take time for the messaging to sink into the community. Radio, TV, billboards or SamTrans ads, will be helpful for logo and name recognition, and the ongoing community presence at fairs will help people to feel more personally connected to understanding what PCE is and how it helps the community.

We are currently hiring for a Volunteer & Outreach Coordinator, and some helpful feedback about who is most ideal to do community outreach is that customer service skills combined with an extraverted nature is very helpful to pull people in and engage them in wanting to learn more about our work. A hospitable nature and good listening skills to ease an applicant in wanting to share more about their needs or interests to keep them in the conversation and provide more information is also a helpful quality.

**F. Please attach ten high-quality photos of your outreach activities, with signed participant waivers allowing PCE to use them. Provide photo caption information below, for example “Lucy and Andy Rodriguez at the Pacifica EcoFest 2018”.**

	<i>Caption text</i>
1	<i>Sample Homeowner Profile</i>
2	<i>Sample Profile on site during NRD</i>
3	<i>Sample National Night Out flyer</i>
4	<i>Sample PCE postcard for Fall Direct Mailing to Potential Applicants</i>
5	<i>Chris Areizaga &amp; Michael Pak at Assemblymember Mullin’s Health &amp; Safety Fair at Tanforan Mall (9/8/2018)</i>
6	<i>May 2018 Newsletter</i>
7	<i>May 2018 analytics</i>
8	<i>Josh Woodruff &amp; Mary Veliz at Mid-Town East Palo Alto Outreach Fair (10/27/2018) – photo by Jack Owicki, Pro Bono Photography</i>

9	<i>RTP table at Mid-Town East Palo Alto Outreach Fair (10/27/2018)</i>
10	<i>RTP table at Mid-Town East Palo Alto Outreach Fair (10/27/2018) – close-up</i>



**PENINSULA CLEAN ENERGY AUTHORITY  
Board Correspondence**

**DATE:** November 8, 2018

**BOARD MEETING DATE:** November 15, 2018

**SPECIAL NOTICE/HEARING:** None

**VOTE REQUIRED:** None

**TO:** Honorable Peninsula Clean Energy Authority (PCE) Board of Directors

**FROM:** Joseph Wiedman, Director of Regulatory and Legislative Affairs  
Jeremy Waen, Senior Regulatory Analyst

**SUBJECT:** Update on PCE's October and November Regulatory and Legislative Activities

**SUMMARY:**

The end of October and early November continue to bring a steady beat of regulatory and legislative activity. As discussed in more detail below, PCE, as part of CalCCA (California Community Choice Association), a coalition of CCAs (Community Choice Aggregators) or on its own behalf, submitted three pleadings at the California Public Utilities Commission (CPUC). PCE's regulatory and legislative team attended four other stakeholder meetings, detailed under Regulatory Outreach and Legislative Advocacy.

**DEEPER DIVE:**

Regulatory Outreach

On Wednesday, October 17, 2018 and Thursday, October 18, 2018, Jeremy Waen, Siobhan Doherty, Joseph Wiedman, and Rick Bonilla attended the CAISO Stakeholder Symposium in Sacramento, CA. Panelists discussed California's continued efforts at decarbonization with a focus on transportation and the role of the utility in the overall effort. Rick Bonilla and Joseph Wiedman also met with legislative staff for Senator Scott Wiener, Senator Jerry Hill, Assemblymember Mark Berman, Assemblymember Anna Caballero, and Assemblymember Adam Gray to discuss the last legislative session, PCE's views on current energy matters such as resource adequacy and the benefits of CCAs to energy consumers during the legislative off season.

On Tuesday, October 30, 2018, Joseph Wiedman, Andy Stern, Matt Sanders and Charlsie Chang attended the latest CPUC's California Customer Choice En Banc. Discussion at the En Banc focused on the CPUC's draft Gap Analysis/Action Plan which was released on October 23, 2018. Shalini Swaroop from MCE represented CalCCA at the En Banc. Ms. Swaroop



focused her comments on the need for greater collaboration between the CPUC and CCAs so that the challenges facing California's energy sector can be addressed efficiently during this time of transition in retail energy service provisioning.

On October 31, 2018, Siobhan Doherty attended a CPUC IRP workshop where staff discussed party comments on production cost modeling, presented recommendations to revise the process in future IRP cycles, described the process for aggregating load serving entities portfolios and presented initial results of aggregation. The aggregated results show that CCAs plan to purchase the majority of new resources and the CCAs provided portfolios showing resources matching load through 2030. The IOUs' procurement meets declining portion of load over time and shows increasing short term market purchases. A ruling from the judge is anticipated in November to present the fully aggregated analysis of all load serving entities' integrated resource plans into the proceeding record with an opportunity for comments to follow. This will be followed in December by a ruling seeking comment on a proposed preferred system plan.

### Regulatory Advocacy

*AB 1110 Implementation (Docket 16-OIR-05):* The California Energy Commission (CEC) released an updated AB 1110 proposal on October 9, 2018. The largest remaining issue during AB 1110 implementation was treatment of product content category (PCC) 2 firm and shaped resources. Currently, PCC 2 firm and shaped resources receive GHG emissions accounting based on the renewable energy credit that overlays the energy. Under the latest staff proposal, PCC 2 firm and shaped resources would have the emissions of the energy actually delivered used in GHG accounting. To address concerns that many load serving entities purchased PCC 2 firm and shaped resources under the prior framework and would see those contracts devalued. Commission staff proposes to allow contracts signed prior to Feb. 1, 2018 to be grandfathered under current treatment until Dec. 31, 2024. On October 25, 2018, CalCCA filed comments on the final proposal from staff regarding implementation of AB 1110. CalCCA had three requests: (1) that the grandfathering date of PCC2 contracts be the date the draft regulations are formally adopted by the CEC (not the current staff proposal of February 1, 2018); (2) that all footnotes except those explicitly required by statute (related to REC usage) be removed to lower consumer confusion; (3) that the CEC preserve its ability to modify treatment of PCC 2 resources based on future developments in the western grid.

*R.17-09-020 – Resource Adequacy* – On October 24, 2018, CalCCA submitted reply comments regarding SCE's central buyer proposal in accordance with the October 5, 2018 ALJ ruling calling. On October 25, 2018, and again on November 2, 2018, CalCCA organized meetings with several other parties to discuss potential settlement on issues within this case. Settlement talks will continue if they are fruitful. Though next steps in the proceeding remain unclear, a Proposed Decision would have to be issued by November 13, 2018 to provide adequate public notice in advance of the CPUC's final voting meeting for 2018. ALSO RELATED: On September 19, 2018, the CAISO announced a new stakeholder initiative focused on RA Enhancements that will in part correlate with the CPUC's RA rulemaking. The CAISO held a stakeholder meeting on October 30, 2018, to start this initiative. The CAISO stakeholder process to reform CPM and RMR remains active, too.

*A.18-06-001 – PGE Erra Forecast* – Last week CCA parties involved in all three IOU Erra forecast proceedings submitted similar motions outlining our expectations for how the implementation PCIA OIR decision should be reflected in each IOU's November Update. PCE participated in the Joint CCA Motion submitted on October 24, 2018. CCAs are continuing to

coordinate around the PCIA OIR through CalCCA. The Commission has scheduled a workshop on November 8, 2018 to discuss the how PCIA OIR decision implementation will impact each ERRRA forecast proceeding. Because PG&E's November Update is anticipated on November 7, 2018, the CCAs (and everyone else) will have very little time to review the filing prior to this workshop. Discussions for how to best prepare for this workshop remain ongoing. Also noteworthy, on October 23, 2018 each IOU submitted their "Modified PCIA Workpaper Template" to the PCIA OIR service list in accordance with the recent PCIA OIR decision (which PG&E then submitted a revision to its filing on October 31, 2018). Yet again the rates presented by the IOUs in these workpapers vary from prior submissions. CalCCA is evaluating how best to respond.

#### Legislative Advocacy

The 2019-2020 legislative session starts December 3, 2018. PCE is coordinating with CalCCA and our local electeds on general legislative strategy and ideas for legislation in 2019.

On Monday, November 5, 2018, Jan Pepper, Charlsie Chang, Rick Bonilla, Jeff Aalfs, and Joseph Wiedman met with Senator Jerry Hill and his staff to provide the Senator with an update on the programs PCE is developing to advance community goals and to discuss the Senator's views on the last session and the upcoming session.

#### **FISCAL IMPACT:**

Not applicable.



**PENINSULA CLEAN ENERGY  
JPA Board Correspondence**

**DATE:** Nov. 6, 2018  
**BOARD MEETING DATE:** Nov. 15, 2018  
**SPECIAL NOTICE/HEARING:** None  
**VOTE REQUIRED:** None

**TO:** Honorable Peninsula Clean Energy Authority Board of Directors

**FROM:** Jan Pepper, Chief Executive Officer, Peninsula Clean Energy  
Rafael Reyes, Director of Energy Programs

**SUBJECT:** Local Programs Report

**SUMMARY**

Four of the five programs approved by the Board in April are currently being executed:

- Community Pilots
- EV Ride and Drives
- EV Apartments Technical Assistance, and
- New Vehicle Dealer Promotion.

The Low-Income Vehicle Incentive is under development. In addition, the Curbside and Multi-Unit Dwelling Pilot, approved in June, is also under development.

**DETAIL**

The board approved five programs at the April 26, 2018 meeting. Below is the summary status of each program element except Community Pilots with additional detail further below:

<b>Program</b>	<b>Status</b>
<b>Community Pilots:</b> 6 awardees selected for innovative projects of up to \$75,000.	PCE is working with awardees to develop scopes of work and execute contracts. The goal is to have all projects under contract and launched by the end of January.
<b>EV “Ride &amp; Drive” events:</b> Special emphasis on corporate campuses. 6 events reaching ~1,000 participants.	Events completed: Genentech (8/9), Facebook Festival (8/11), San Mateo County Center (10/3), Burlingame Fall Fest (10/28). Events confirmed: YouTube (11/16). Additional detail below.
<b>New Vehicle Promotion:</b> Competitive solicitation to dealers to deliver aggressive cost discount.	Stewart Chevrolet, Burlingame Nissan, Peter Pan BMW. are participating. Center for Sustainable Energy selected for administrative support. Additional detail below.
<b>Easy Charge Apartments:</b> Technical assistance program for apartment building owners for EV infrastructure.	12 site visits complete. Load studies in progress. Developed detailed analysis of building stock. Program recommendations also under development.
<b>Low-Income Used EV Incentive:</b> Incentive program for used EV adoption by low-income residents. Estimated incentive level: \$4,000/vehicle.	Under development. Executed MOU with Peninsula Family Services as formal partner for program administration and education.

## EV Ride & Drives

PCE has completed 4 of 6 EV Ride & Drive events:

1. Genentech - August 9, 2018: The event produced a total of 184 test drives and 108 passenger rides for a total of 292 EV experiences. Chevrolet, Nissan, Tesla, BMW, Volvo and Audi models were represented. There were a total of 11 test drive vehicles and an additional 3 display vehicles, including an electric motorcycle.
2. Facebook Summer Jam Festival – August 11, 2018: The event produced a total of 158 test drives and 144 passenger rides for a total of 302 EV experiences. Chevrolet, Nissan, Tesla, Audi and BMW models were represented. There were a total of 9 test drive vehicles and an additional 3 display vehicles.
3. San Mateo County – October 3, 2018: The event produced a total of 144 test drives and 54 passenger rides for a total of 198 EV experiences. Chevrolet, Nissan, Tesla, Honda and BMW models were represented. There were a total of 6 test drive vehicles and an additional 2 display vehicles.
4. Burlingame Fall Fest – October 28, 2018: This was a smaller event constrained by limited vehicle supply due to difficulty engaging dealers at the end of the month.

The event produced 69 test drives with and additional 31 passengers for a total of 100 EV experiences. Participants were able to test drive a Chevrolet Bolt, Nissan LEAF, or a Tesla Model S. A Chevrolet Bolt and Chevrolet Volt were on display.

Pending events include YouTube (November 16, 2018). We continue to explore other site candidates for the sixth Ride and Drive.

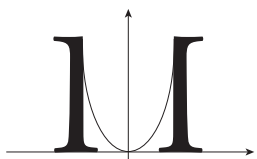
### **New EV Promotion (Dealer Program)**

On October 1, 2018, PCE launched the new electric vehicle (EV) promotion program. This program is modeled at a high level on the Sonoma Clean Power DriveEV program (formerly Drive EverGreen). The program includes a competitive RFP which invites dealerships to offer competitive discounts. Three dealerships chose to participate: Stewart Chevrolet, Burlingame Nissan, and Peter Pan BMW. BMW experienced delays with approvals but joined the program in late October.

An estimated 15-20 sales and leases have been closed since inception. Data is still due from Chevy at the time of this report. As the uptake has been lower than initially hoped, PCE added a \$1,000 rebate for the consumer at the beginning of November. All prior customers were grandfathered into the rebate.

PCE is investing in marketing with approximately \$100,000 across mailings (3x ~270,000 accounts), print ads (multiple runs across a cumulative circulation of 100,000), email (3x ~110,000 with 20+% open rate), and online ads and social media. As of November 6, 2018, the cumulative circulation and impressions is approximately 800,000, and one dealer reported that "It's working. Everybody knows." The website has received 4,770 unique page views. The dealerships are reporting notable frequency in customers referring to the program (approximately two per day according to Burlingame Nissan).

Staff is looking to execute a broad market survey to gauge interest and awareness as a baseline for future EV promotion assessment. This market survey will include assessing whether PCE is perceived as a "trusted messenger" on EV information, providing an additional metric of the effectiveness of the current campaign.



## ACCOUNTANTS' COMPILATION REPORT

Board of Directors  
Peninsula Clean Energy Authority

Management is responsible for the accompanying financial statements of Peninsula Clean Energy Authority (PCE), a California Joint Powers Authority, which comprise the statements of net position as of September 30, 2018 and August 31, 2018, and the statements of revenues, expenses, and changes in net position for the month and year-to-date ending September 30, 2018, and the statements of cash flows for the month and year-to-date ended September 30, 2018, in accordance with accounting principles generally accepted in the United States of America. We have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the accompanying statements nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an opinion, conclusion, nor provide any assurance on these financial statements.

Management has elected to omit substantially all of the disclosures required by accounting principles generally accepted in the United States of America. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about PCE's financial position, results of operations, and cash flows. Accordingly, the financial statements are not designed for those who are not informed about such matters.

We are not independent with respect to PCE because we performed certain accounting services that impaired our independence.

*Maher Accountancy*

San Rafael, CA  
October 23, 2018



# PENINSULA CLEAN ENERGY AUTHORITY

## STATEMENTS OF NET POSITION As of September 30, and August 31, 2018

	September	August	Increase (Decrease)
<b>ASSETS</b>			
Cash and cash equivalents	\$ 91,198,214	\$ 83,695,813	\$ 7,502,401
Accounts receivable, net of allowance	24,239,136	24,568,271	(329,135)
Other receivables	91,168	104,515	(13,347)
Accrued revenue	12,893,381	12,257,655	635,726
Prepaid expenses	198,584	732,136	(533,552)
Deposits	3,475,403	3,475,403	-
Total current assets	<u>132,095,886</u>	<u>124,833,793</u>	<u>7,262,093</u>
Noncurrent assets			
Capital assets, net of depreciation	299,068	304,996	(5,928)
Deposits	1,193,560	1,193,560	-
Total noncurrent assets	<u>1,492,628</u>	<u>1,498,556</u>	<u>(5,928)</u>
Total assets	<u>133,588,514</u>	<u>126,332,349</u>	<u>7,256,165</u>
<b>LIABILITIES</b>			
Current liabilities			
Accounts payable	572,072	680,136	(108,064)
Accrued cost of electricity	21,498,241	25,102,922	(3,604,681)
Accrued payroll and related liabilities	168,518	168,437	81
Other accrued liabilities	59,000	-	59,000
Supplier security deposits	1,190,000	1,190,000	-
User taxes and surcharges due to other governments	877,846	838,139	39,707
Total current liabilities	<u>24,365,677</u>	<u>27,979,634</u>	<u>(3,613,957)</u>
Noncurrent liabilities			
Supplier security deposits	582,392	559,223	23,169
Total liabilities	<u>24,948,069</u>	<u>28,538,857</u>	<u>(3,590,788)</u>
<b>NET POSITION</b>			
Investment in capital assets	299,068	304,996	(5,928)
Unrestricted	108,341,377	97,488,496	10,852,881
Total net position	<u>\$ 108,640,445</u>	<u>\$ 97,793,492</u>	<u>\$ 10,846,953</u>

**PENINSULA CLEAN ENERGY AUTHORITY**

**STATEMENTS OF REVENUES, EXPENSES**

**AND CHANGES IN NET POSITION**

**Month and Three Months Ended September 30, 2018**

	<b>Month</b>	<b>Three Months</b>
<b>OPERATING REVENUES</b>		
Electricity sales, net	\$ 23,115,599	\$ 71,251,159
Electricity premium	185,637	590,073
Electricity sales for resale	-	194,750
Miscellaneous income	2,768	2,768
Total operating revenues	<u>23,304,004</u>	<u>72,038,750</u>
<b>OPERATING EXPENSES</b>		
Cost of electricity	11,533,404	46,137,676
Staff compensation and benefits	212,444	655,008
Data manager	314,325	944,603
Service fees - PG&E	103,241	309,825
Consultants and other professional fees	114,148	265,114
Legal	63,258	227,713
Communications and outreach	65,553	138,344
General and administration	84,657	271,762
Depreciation	5,927	17,740
Total operating expenses	<u>12,496,957</u>	<u>48,967,785</u>
Operating income (loss)	<u>10,807,047</u>	<u>23,070,965</u>
<b>NONOPERATING REVENUES (EXPENSES)</b>		
Investment income	82,839	246,923
Interest and related expense	(42,933)	(42,933)
Total nonoperating revenues (expenses)	<u>39,906</u>	<u>203,990</u>
<b>CHANGE IN NET POSITION</b>	10,846,953	23,274,955
Net position at beginning of period	97,793,492	85,365,490
Net position at end of period	<u>\$ 108,640,445</u>	<u>\$ 108,640,445</u>



**PENINSULA CLEAN ENERGY AUTHORITY**  
**STATEMENTS OF CASH FLOWS**  
**Month and Three Months Ended September 30, 2018**

	<b>Month</b>	<b>Three Months</b>
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>		
Receipts from electricity sales	\$ 22,993,000	\$ 72,526,318
Receipts from sales for resale	34,000	260,250
Receipts from miscellaneous income	2,768	2,768
Receipts from supplier security deposits	23,169	74,105
Tax and surcharge receipts from customers	367,620	1,163,236
Payments to purchase electricity	(14,603,094)	(45,511,943)
Payments for staff compensation and benefits	(211,375)	(643,706)
Payments for data manager	(315,369)	(975,096)
Payments for service fees - PG&E	(103,291)	(309,956)
Payments for consultants and other professional fees	(163,142)	(285,399)
Payments for legal	(86,862)	(378,318)
Payments for communications and noticing	(74,900)	(154,483)
Payments for general and administration	(73,762)	(309,862)
Tax and surcharge payments to other governments	(326,267)	(1,133,626)
Net cash provided (used) by operating activities	<u>7,462,495</u>	<u>24,324,288</u>
<b>CASH FLOWS FROM NON-CAPITAL FINANCING ACTIVITIES</b>		
Deposits and collateral paid	-	(5,000)
Interest and related expense payments	(42,933)	(42,933)
Net cash provided (used) by non-capital financing activities	<u>(42,933)</u>	<u>(47,933)</u>
<b>CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES</b>		
Acquisition of capital assets	<u>-</u>	<u>(14,476)</u>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>		
Investment income received	<u>82,839</u>	<u>246,923</u>
Net cash provided (used) by investing activities	<u>82,839</u>	<u>246,923</u>
Net change in cash and cash equivalents	7,502,401	24,508,802
Cash and cash equivalents at beginning of period	83,695,813	66,689,412
Cash and cash equivalents at end of period	<u><u>\$ 91,198,214</u></u>	<u><u>\$ 91,198,214</u></u>

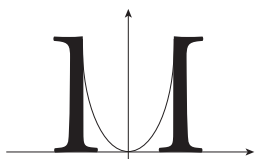
**PENINSULA CLEAN ENERGY AUTHORITY**

**STATEMENTS OF CASH FLOWS (continued)**

**Month and Three Months Ended September 30, 2018**

**RECONCILIATION OF OPERATING INCOME (LOSS) TO NET  
CASH PROVIDED (USED) BY OPERATING ACTIVITIES**

	<u>Month</u>	<u>Three Months</u>
Operating income (loss)	\$ 10,807,047	\$ 23,070,965
Adjustments to reconcile operating income to net cash provided (used) by operating activities		
Depreciation expense	5,928	17,741
Revenue reduced for uncollectible accounts	81,841	252,328
(Increase) decrease in accounts receivable	247,294	(1,400,346)
(Increase) decrease in other receivables	13,347	37,638
(Increase) decrease in accrued revenue	(635,726)	1,819,445
(Increase) decrease in prepaid expenses	533,552	1,999,440
Increase (decrease) in accounts payable	(108,064)	(239,050)
Increase (decrease) in accrued payroll and related	81	11,302
Increase (decrease) in accrued cost of electricity	(3,604,681)	(1,416,549)
Increase (decrease) in accrued liabilities	59,000	54,000
Increase (decrease) in user taxes and energy surcharges due to other governments	39,707	43,269
Increase (decrease) in supplier security deposits	23,169	74,105
Net cash provided (used) by operating activities	<u>\$ 7,462,495</u>	<u>\$ 24,324,288</u>



## ACCOUNTANTS' COMPILATION REPORT

Board of Directors  
Peninsula Clean Energy Authority

Management is responsible for the accompanying special purpose statement of Peninsula Clean Energy Authority (PCE), a California Joint Powers Authority, which comprise the budgetary comparison schedule for the period ended September 30, 2018, and for determining that the budgetary basis of accounting is an acceptable financial reporting framework. We have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the accompanying statement nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion, nor provide any assurance on this special purpose budgetary comparison statement.

The special purpose statement is prepared in accordance with the budgetary basis of accounting, which is a basis of accounting other than accounting principles generally accepted in the United States of America. This report is intended for the information of the Board of Directors of PCE.

Management has elected to omit substantially all of the disclosures required by accounting principles generally accepted in the United States of America. If the omitted disclosures were included in the special purpose budgetary comparison statement, they might influence the user's conclusions about PCE's results of operations. Accordingly, this special purpose budgetary comparison statement is not designed for those who are not informed about such matters.

We are not independent with respect to PCE because we performed certain accounting services that impaired our independence.

*Maher Accountancy*

San Rafael, CA  
October 23, 2018



**PENINSULA CLEAN ENERGY AUTHORITY  
OPERATING FUND  
BUDGETARY COMPARISON SCHEDULE  
July 1, 2018 through September 30, 2018**

	<u>2018/19 YTD Budget</u>	<u>2018/19 YTD Actual</u>	<u>2018/19 YTD Budget Variance (Under) Over</u>	<u>2018/19 YTD Actual/Budget %</u>	<u>2018/19 Annual Budget</u>	<u>2018/19 Budget Remaining</u>
<b>OPERATING REVENUES</b>						
Revenue - Electricity	\$ 75,743,243	\$ 71,503,486	\$ (4,239,757)	94%	\$ 254,916,736	\$ 183,413,250
Revenue - ECO100	407,731	590,073	182,342	145%	1,627,364	1,037,291
Electricity sales for resale	-	194,750	194,750	-	-	(194,750)
Total Operating Revenues	<u>76,150,974</u>	<u>72,291,077</u>	<u>(3,859,897)</u>	<u>95%</u>	<u>256,544,100</u>	<u>184,255,791</u>
<b>OPERATING EXPENSES</b>						
Cost of energy	46,457,613	46,137,676	(319,937)	99%	176,147,894	130,010,218
Data manager	939,600	944,603	5,003	101%	3,758,400	2,813,797
PG&E service fees	315,000	309,825	(5,175)	98%	1,260,000	950,175
Bad debt expense	266,528	252,327	(14,201)	95%	897,904	645,577
Communications and outreach	246,400	134,351	(112,049)	55%	1,010,600	876,249
General and administration	306,050	264,262	(41,788)	86%	1,227,200	962,938
Professional services	323,228	219,518	(103,710)	68%	1,432,511	1,212,993
Energy programs	680,000	57,089	(622,911)	8%	3,200,000	3,142,911
Legal and regulatory	286,650	227,713	(58,937)	79%	1,146,600	918,887
Personnel	1,333,419	655,008	(678,411)	49%	4,492,745	3,837,737
Total Operating Expenses	<u>51,154,488</u>	<u>49,202,372</u>	<u>(1,952,116)</u>	<u>96%</u>	<u>194,573,854</u>	<u>145,371,482</u>
Operating Income (Loss)	<u>24,996,486</u>	<u>23,088,705</u>	<u>(1,907,781)</u>	<u>92%</u>	<u>61,970,246</u>	<u>38,884,309</u>
<b>NON-OPERATING REVENUES (EXPENSES)</b>						
Investment income	110,000	246,923	136,923	224%	440,000	193,077
Interest and related expenses	(42,000)	(42,933)	(933)	102%	(168,000)	(125,067)
Total Operating Revenues (Expenses)	<u>68,000</u>	<u>203,990</u>	<u>135,990</u>	<u>300%</u>	<u>272,000</u>	<u>68,010</u>
<b>OTHER USES</b>						
Capital outlay	10,500	14,476	3,976	138%	42,000	27,524
Total other uses	<u>10,500</u>	<u>14,476</u>	<u>3,976</u>	<u>138%</u>	<u>42,000</u>	<u>27,524</u>
<b>INCREASE IN NET POSITION</b>	<u>\$ 25,053,986</u>	<u>\$ 23,278,219</u>	<u>\$ (1,775,767)</u>		<u>\$ 62,200,246</u>	<u>\$ 38,924,795</u>

**PENINSULA CLEAN ENERGY AUTHORITY**  
**OPERATING FUND**  
**BUDGET RECONCILIATION TO STATEMENT OF**  
**REVENUES, EXPENSES AND CHANGES IN NET POSITION**  
**July 1, 2018 through September 30, 2018**

Net increase (decrease) in available fund balance per budgetary comparison schedule:	\$ 23,278,219
Adjustments needed to reconcile to the changes in net position in the Statement of Revenues, Expenses and Changes in Net Position:	
Subtract depreciation expense	(17,740)
Add back capital asset acquisitions	<u>14,476</u>
Change in net position	<u><u>\$ 23,274,955</u></u>

### Finance Variance Summary as of 9/30/2018 (July '18 – Sept '18)

The PCE Budgetary Comparison Schedule for July 1, 2018 through September 30, 2018, attached to this memo compares budget to actual through the first fiscal quarter.

The budget for Fiscal Year 2018-19 was based on the actual spend in the prior fiscal year as well as taking into consideration various forward-looking assumptions. In general, two major factors caused most of the variances summarized below.

1. Energy usage is highly dependent on weather which was considerably warmer in August and September 2017 while reasonably mild for the same period in 2018. This resulted in lower energy usage during August and September 2018 compared to the budget.
2. Anticipated Power Charge Indifferent Adjustment (PCIA) decision has caused delays on executing certain contracts until the decision was final.

Budget variances for major budget categories are described below:

#### Upside vs Budget (\$000s)

- **124% / \$137k Investment Income:** Increased Treasury rates coupled with improved cash flows resulted in higher investment income than budget.
- **92% / \$623k Energy Programs:** Delays in launch of key programs including Community Pilot program, Low-income incentive program, and Curbside Pilot program. These are expected to be recaptured in subsequent quarters.
- **55% / 112k Outreach and Communications:** This is related to the timing of spend as School Grants are budgeted monthly but will be paid next quarter; Designer work is on a slower pace until the recruitment of a design firm is finalized in January.
- **51% / \$678k Personnel:** Mainly related to delay in hiring several staff and conservative budget.
- **32% / \$104k Professional Fees:** Largely driven by lower than expensed spend for Energy Programs consulting due to delays in program launch.
- **21% / \$59k Legal:** This underspend is related to Legal Power Resources due to delayed review of PPA contracts in anticipation of the PCIA decision.
- **14% / \$42k G&A:** Largely driven by the CalCCA fees budgeted in 1Q but will be paid in 2Q.

#### Downside vs Budget

- **-5% / -\$3,860k Revenue:** Mainly driven due to lower usage by RES customers in August (-13%), and September (-19%).
- **-1% / -\$320k Cost of Energy:** Partially driven by lower usage by RES customers; offset by price spikes in day-ahead and real-time market during July and August.



**PENINSULA CLEAN ENERGY**  
**JPA Board Correspondence**

**DATE:** November 5, 2018

**BOARD MEETING DATE:** November 15, 2018

**SPECIAL NOTICE/HEARING:** None

**VOTE REQUIRED:** None

**TO:** Honorable Peninsula Clean Energy Authority Board of Directors

**FROM:** Jan Pepper, Chief Executive Officer

**SUBJECT:** Energy Supply Procurement Report – November 2018

**BACKGROUND:**

This memo summarizes agreements entered into by the Chief Executive Officer (CEO) since the last regular Board meeting in October. This summary is provided to the Board for information purposes only.

**DISCUSSION:**

The table below summarizes the contracts that have been entered into by the CEO in accordance with the following policy since the last Board meeting.

<b>Execution Month</b>	<b>Purpose</b>	<b>Counterparty</b>	<b>Term</b>
October 2018	PCC2	Powerex Corp.	2 months
October 2018	Purchase of Resource Adequacy	Sempra Gas & Power Marketing, LLC	5 months
October 2018	Purchase of Resource Adequacy	Shell Energy North America	2 months
October 2018	Sale of Resource Adequacy	Shell Energy North America	12 months
October 2018	Purchase of Resource Adequacy	Merced Irrigation District	2 months
October 2018	Purchase of Resource Adequacy	Dynegy Marketing and Trade, LLC	12 months
October 2018	Purchase of Resource Adequacy	City of Santa Clara	8 months

October 2018	Purchase of Resource Adequacy	City and County of San Francisco (CleanPowerSF)	1 month
October 2018	Purchase of Resource Adequacy	Pacific Gas & Electric	6 months
October 2018	Purchase of Resource Adequacy	The Energy Authority	5 months
October 2018	Purchase of Resource Adequacy	The Energy Authority	1 month
October 2018	Purchase of Resource Adequacy	Sonoma Clean Power Authority	1 month
October 2018	Purchase of Resource Adequacy	Sonoma Clean Power Authority	1 month
October 2018	Purchase of Resource Adequacy	Calpine Energy Services, LP	12 months
October 2018	Sale of Resource Adequacy	Calpine Energy Services, LP	1 month
October 2018	Purchase of Resource Adequacy	Clean Power Alliance of Southern California	1 month
October 2018	Purchase of Resource Adequacy	Tenaska Power Services Co.	9 months
October 2018	Purchase of Resource Adequacy	Turlock Irrigation District	5 months
October 2018	Sale of Resource Adequacy	City of San Jose	3 months
October 2018	Sale of Resource Adequacy	East Bay Community Energy Authority	7 months
October 2018	Sale of Resource Adequacy	NRG Power Marketing LLC	1 month

In December 2017, the Board approved the following Policy Number 15 – Energy Supply Procurement Authority.

**Policy:** “Energy Procurement” shall mean all contracting for energy and energy-related products for PCE, including but not limited to products related to electricity, capacity, energy efficiency, distributed energy resources, demand response, and storage. In Energy Procurement, Peninsula Clean Energy Authority will procure according to the following guidelines:

1) **Short-Term Agreements:** Chief Executive Officer has authority to approve energy procurement contracts with terms of twelve (12) months or less. The CEO shall report all such agreements to the PCE board monthly.

2) **Medium-Term Agreements:** Chief Executive Officer, in consultation with the General Counsel, has the authority to approve energy procurement contracts with terms greater



than twelve (12) months but not more than five (5) years. The CEO shall report all such agreements to the PCE board monthly.

**3) Intermediate and Long-Term Agreements:** Approval by the PCE Board is required before the CEO enters into energy procurement contracts with terms greater than five (5) years.