



**REGULAR MEETING of the Executive Committee of the  
Peninsula Clean Energy Authority (PCEA)  
Monday, April 8, 2019  
8:00 a.m.**

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

*Meetings are accessible to people with disabilities. Individuals who need special assistance or a disability-related modification or accommodation (including auxiliary aids or services) to participate in this meeting, or who have a disability and wish to request an alternative format for the agenda, meeting notice, agenda packet or other writings that may be distributed at the meeting, should contact Anne Bartoletti, Agenda Administrator, at least 12 hours before the meeting at (650) 260-0111 and/or [abartoletti@peninsulacleanenergy.com](mailto:abartoletti@peninsulacleanenergy.com). Notification in advance of the meeting will enable the PCEA to make reasonable arrangements to ensure accessibility to this meeting and the materials related to it. Attendees to this meeting are reminded that other attendees may be sensitive to various chemical based products.*

*If you wish to speak to the Committee, please fill out a speaker's slip located on the tables as you enter the meeting room. If you have anything that you wish to be distributed to the Committee and included in the official record, please hand it to a member of PCEA staff who will distribute the information to the Committee members and other staff.*

**CALL TO ORDER / ROLL CALL**

**PUBLIC COMMENT**

This item is reserved for persons wishing to address the Committee on any PCEA-related matters that are as follows: 1) Not otherwise on this meeting agenda; 2) Listed on the Consent Agenda; 3) Chief Executive Officer's or Staff Report on the Regular Agenda; or 4) Committee Members' Reports on the Regular Agenda. Public comments on matters not listed above shall be heard at the time the matter is called.

As with all public comment, members of the public who wish to address the Committee are requested to complete a speaker's slip and provide it to PCEA staff. Speakers are customarily limited to two minutes, but an extension can be provided to you at the discretion of the Committee Chair.

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

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

## **REGULAR AGENDA**

1. Chair Report (Discussion)
2. CEO Report (Discussion)
3. Review current Insurance Coverage and new Insurance Coverage options (Discussion)
4. Review New EV Dealer Incentive Program (Discussion)
5. Committee Members' Reports (Discussion)

## **CONSENT AGENDA**

6. Approval of the Minutes for the March 11, 2019 Meeting (Action)

Public records that relate to any item on the open session agenda for a regular board meeting are available for public inspection. Those records that are distributed less than 72 hours prior to the meeting are available for public inspection at the same time they are distributed to all members, or a majority of the members of the Board. The Board has designated the Peninsula Clean Energy office, located at 2075 Woodside Road, Redwood City, CA 94061, for the purpose of making those public records available for inspection. The documents are also available on the PCEA's Internet Web site. The website is located at: <http://www.peninsulacleanenergy.com>.



**REGULAR MEETING of the Executive Committee of the  
Peninsula Clean Energy Authority (PCEA)  
Monday, March 11, 2019  
MINUTES**

8:00 a.m.

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

**CALL TO ORDER**

Meeting was called to order at 8:12 a.m.

**ROLL CALL**

**Present:** Dave Pine, County of San Mateo  
Rick DeGolia, Town of Atherton, *Vice Chair*  
Donna Colson, City of Burlingame  
Wayne Lee, City of Millbrae  
Rick Bonilla, City of San Mateo

**Absent:** Carole Groom, County of San Mateo  
Jeff Aalfs, Town of Portola Valley, *Chair*  
Catherine Carlton, City of Menlo Park

**Staff:** Jan Pepper, CEO  
Andy Stern, CFO  
Sven Thesen, Clean Energy Programs Manager  
Maggie Tides, Deputy County Counsel  
Anne Bartoletti, Board Clerk/Executive Assistant to the CEO

**A quorum was established.**

**PUBLIC COMMENT**

No public comment.

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

Motion Made / Seconded: Bonilla / Lee

**Motion passed unanimously 5-0 (Absent: Groom, Aalfs, Carlton)**

**REGULAR AGENDA**

**1. CHAIR REPORT**

No report.

**2. CEO REPORT**

Chief Executive Officer Jan Pepper reported that meetings are taking place with representatives from Merced County to support their research into Community Choice Aggregation. She announced a series of public meetings on Reach Codes to focus on building electrification and EV (Electric Vehicle) infrastructure in San Mateo and Santa Clara Counties. Jan reported that PCE received six proposals in response to the Marketing Strategy Consulting RFP (Request for Proposals), and those proposals are being reviewed.

**3. REVIEW PCE STAFFING AND ORGANIZATIONAL CHANGES**

Jan Pepper reported that Jay Modi—former Director of Finance and Administration—has left PCE for another opportunity. She reported that a newly hired Senior Regulatory Analyst starts today, March 11, 2019, and that currently PCE has positions posted for a Senior Financial Analyst, an Electric Vehicle Program Specialist, and a Manager of Distributed Energy Resource (DER) Strategy.

**4. DISCUSS POTENTIAL CHANGES TO PCE JPA AGREEMENT TO ALLOW MEMBER JURISDICTIONS TO APPOINT CITIZENS AS ALTERNATE BOARD MEMBERS**

Executive Committee members reviewed Article 3, section 3.1, of PCE's JPA (Joint Powers Authority) Agreement. Executive Committee members discussed the need to maintain institutional knowledge on the Board, and inquired about Ex Officio or Directors Emeritus appointments to the Board. Maggie Tides—Deputy County Counsel—said she would research the options and report back to the Board at the March 28, 2019 meeting.

**5. REVIEW MULTI-UNIT DWELLING (MUD) LOW POWER PILOT PROJECT**

Jan Pepper reviewed the RFP that was issued for PCE's Multi-Unit Dwelling (MUD) Low

Power Pilot Project. Sven Thesen—Clean Energy Programs Manager—reported on the lack of EV (Electric Vehicle) charging infrastructure in most MUDs across San Mateo County, and that this project will involve research to identify solutions to MUD EV charging. Executive Committee members discussed Level 1 versus Level 2 charging, municipal fleets, and the public EV charging locations in their municipalities that residents use due to a lack of infrastructure at their homes or work locations.

#### **6. COMMITTEE MEMBERS' REPORTS**

Donna Colson reported on a new development in Burlingame being built as mixed-use, providing more density, more parking, more electrification, and more green space. Rick Bonilla reported that density restrictions were put in place in 1991 in San Mateo.

#### **ADJOURNMENT**

Meeting was adjourned at 9:55 a.m.