



**REGULAR MEETING of the Executive Committee of the
Peninsula Clean Energy Authority (PCEA)
Tuesday, September 10, 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. 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 Financial Reports and Investment Summary for Fourth Quarter and Full Year FY2018-2019 (Discussion)
4. Update on Audit Schedule (Discussion)
5. Review Financial Risk Scenarios (Discussion)
6. Review Cost and Emissions impacts of imported GHG (greenhouse gas) free and PCC2 (Portfolio Content Category 2) Resources (Discussion)
7. Committee Member's Reports (Discussion)

CONSENT AGENDA

8. Approval of the Minutes for the August 8, 2019 Meeting (Action)
9. Community Outreach Grants Status Update (Report)

Public records that relate to any item on the open session agenda for a regular Board or Committee meeting are available for public inspection. Those records that are distributed less than 72 hours prior to the meeting are available for public inspection at the same time they are distributed to all members, or a majority of the members of the 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>.



**SPECIAL MEETING of the Executive Committee of the
Peninsula Clean Energy Authority (PCEA)
Thursday, August 8, 2019
MINUTES**

10:00 a.m.

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

CALL TO ORDER

Meeting was called to order at 10:12 a.m.

ROLL CALL

Present: Dave Pine, County of San Mateo
Jeff Aalfs, Town of Portola Valley, *Chair*
Rick DeGolia, Town of Atherton, *Vice Chair*
Donna Colson, City of Burlingame
Wayne Lee, City of Millbrae
John Keener, Director Emeritus
Pradeep Gupta, Director Emeritus

Absent: Carole Groom, County of San Mateo
Catherine Mahanpour, City of Foster City
Catherine Carlton, City of Menlo Park
Rick Bonilla, City of San Mateo

Staff: Jan Pepper, CEO
Andy Stern, CFO
Siobhan Doherty, Director of Power Resources
Rafael Reyes, Director of Energy Programs
Kirsten Andrews-Schwind, Senior Manager, Communications & Outreach
Phillip Kobernick, Programs Manager
Jennifer Stalzer Kraske, 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: Lee / DeGolia

Motion passed unanimously 5-0 (Absent: Groom, Mahanpour, Carlton, Bonilla)

SPECIAL MEETING AGENDA

1. CHAIR REPORT

No report.

2. CEO REPORT

Chief Executive Officer Jan Pepper reviewed the 2019 Meeting Schedule of the Executive Committee and Audit & Finance Committee, and it was agreed that the October Executive Committee meeting would be moved to October 15, 2019, and the November meeting would be moved to November 13, 2019. It was further agreed that the October Audit & Finance Committee meeting would be moved to November 13, 2019.

Jan provided a staffing update, and she reported that a proposal will be brought to the Board authorizing PCE to rent additional space in the building next door for PCE's growing staff.

3. DISCUSSION OF POTENTIAL TOPICS FOR THE BOARD RETREAT AGENDA

Jan Pepper reviewed a draft agenda for the September Board Retreat and reviewed an email from Board Member Daniel Yost outlining Board Retreat agenda items for consideration. Committee members reached a general consensus that the Board Retreat agenda should focus more on risk analysis, and that a review of PCE's Strategic Goals should take place during the planned Strategic Planning Process with a Strategic Planning Consultant.

4. DISCUSS PROPOSED CHANGES TO EMPLOYEE BENEFIT PLANS

Chief Financial Officer Andy Stern reviewed PCE's current employee benefits options and costs, and reviewed current dependent coverage comparing PCE's coverage to

other CCAs (Community Choice Aggregator). Andy proposed expanding coverage for dependents, and adding Long-Term Disability coverage for employees.

PUBLIC COMMENT

Kirsten Andrews-Schwind, PCE Employee

5. COMMITTEE MEMBERS' REPORTS

Wayne Lee reported that a huge energy expo is going to take place in Shanghai, China.

ADJOURNMENT

Meeting was adjourned at 11:35 a.m.



**PENINSULA CLEAN ENERGY AUTHORITY
JPA Executive Committee Correspondence**

DATE: August 29, 2019
COMMITTEE MEETING DATE: September 10, 2019
SPECIAL NOTICE/HEARING: None
VOTE REQUIRED: None

TO: Honorable Peninsula Clean Energy Authority Executive Committee

FROM: Kirsten Andrews-Schwind, Senior Manager, Communications and Outreach
Carlos Moreno, Community Outreach Associate

SUBJECT: Community Outreach Grants Update

BACKGROUND:

In 2018 Peninsula Clean Energy (PCE) conducted a successful community outreach grant pilot program to create and enhance partnerships with community organizations to expand PCE's overall outreach. This initial effort focused on education on PCE to prevent opt-outs and resulted in 100,000 PCE impressions in five languages. In June 2019 PCE issued an RFP for nonprofit organizations and local government agencies to collaborate with PCE on a second round of outreach grants communicating our current key messages in general, with the goal of providing some grants to focus on underserved populations and some grants to focus on general education about building and transportation electrification. Proposals were due July 31, 2019.

DISCUSSION:

PCE is pleased to report that we received nine applications for our community outreach grants, eight with complete work plans. Note that organizations were eligible to submit more than one application.

Staff are in the process of evaluating proposals. Proposals with complete work plans were received from the following organizations:

(1) Sound of Hope Radio
Amount Requested: \$40,000

Goal: Communicate basic PCE messages and programs to Chinese-speaking community through a variety of marketing tools including radio ads and interviews, in-person workshop, videos, and digital media.

(2) Peninsula YMCA

Amount Requested: \$10,450

Goal: Leverage existing relationships to conduct target outreach to hard-to-reach and underserved communities with PCE messages. The proposal focuses on three audiences: afterschool enrichment program participants, high school program participants, and Peninsula Family YMCA members.

(3) Acterra

Amount Requested: \$40,000

Goal: Communicate PCE's key messages through two existing Acterra programs:

- 1) GoEV Program - Provide local citizens with hands-on opportunities to experience electric vehicles and raise awareness that there is an EV to suit every budget.
- 2) Community Resiliency - Provide education and outreach programming to low-income communities about PCE billing, discount programs, and used EV program.

(4) Menlo Spark & Housing Leadership Council

Amount Requested: \$40,000

Goal: Engage affordable housing developers about the benefits of all-electric, affordable housing. Explore and develop strategies to prevent cost increases from being passed down to renters. Educate other community leaders and local government staff on all-electric housing.

(5) Sustainable San Mateo County

Application A

Amount Requested: \$39,790

Goal: To inform the community about PCE, SSMC proposes to host eight community gatherings throughout the County, hold a hackathon for Millennials, produce paid social media campaigns, as well as other outreach actions.

(6) Sustainable San Mateo County

Application B

Amount Requested: \$40,000

Goal: In parallel with Application A, this application focuses on outreach to SMC residents through faith communities. Conduct outreach to about 170 congregations to help them get funding and technical support for EV chargers, set up workshops at places of worship on energy efficiency, and work with faith leaders to plan services with a theme of environmental stewardship.

(7) Sustainable Future Outdoor Academy

Amount Requested: \$120,000 in the form of three \$40,000 grants (through one application)

Goal: The SFOA is a Boy Scouts Pacific Skyline Council outdoor camp curriculum that combines hands-on activities, field trips to local destinations, and educational lectures about climate change. They are requesting funding to expand this curriculum to public and private schools in San Mateo County, as well as improve the quality of the program. Students do not have to be members of the Boy Scouts to participate.

(8) El Concilio of San Mateo County

Amount Requested: \$40,000

Goal: Communicate basic PCE key messages, specifically around cost-savings and eligibility for PCE's used EV program, to mainly Spanish-speaking communities in San Mateo County. Includes tabling at community events, one-on-one case management, radio ads, and presentations.