



**REGULAR MEETING of the Executive Committee of the
Peninsula Clean Energy Authority (PCEA)
Monday, March 9, 2020
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 Citizens Advisory Committee Objectives (Discussion)
4. Presentation on Community Impact Report (Discussion)
5. Committee Members' Reports (Discussion)

CONSENT AGENDA

6. Approval of the Minutes for the February 10, 2020 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>.



**PENINSULA CLEAN ENERGY AUTHORITY
Board Correspondence**

DATE: March 3, 2020
BOARD MEETING DATE: March 9, 2020
SPECIAL NOTICE/HEARING: None
VOTE REQUIRED: Majority Present

TO: Honorable Peninsula Clean Energy Authority Executive Committee
FROM: Kirsten Andrews-Schwind, Senior Manager of Community Relations
SUBJECT: Review of Objectives for Citizens Advisory Committee

RECOMMENDATION: Review objectives for Peninsula Clean Energy's Citizens Advisory Committee and recommend updates if needed.

BACKGROUND:

The Peninsula Clean Energy Authority Board of Directors approved a resolution on February 23, 2017 creating a Citizens Advisory Committee.

This resolution listed the objectives of this committee as:

1. *The CAC shall act as a liaison to the community, in furtherance of PCE's mission.*
2. *The CAC may provide input on both specific PCE Board agenda items as well as on PCE's general policy and operational objectives.*
3. *The CAC may engage in outreach to the community, including encouraging ratepayers to opt up to ECO100 (PCE's 100% renewable energy product offering) and implement other carbon reducing practices.*
4. *The CAC may assist with legislative advocacy.*

5. *The CAC shall provide a forum for community discussions on a wide variety of strategies to reduce carbon emissions.*

DISCUSSION:

As Peninsula Clean Energy is undergoing a strategic planning process, it is an appropriate time to review the objectives originally set out for this committee and recommend any updates if needed. The Citizens Advisory Committee is also beginning a priority setting and work planning process for 2020, and any changes to their overall objectives would inform this process.

A memo is attached with questions and comments about the role of the Citizens Advisory Committee submitted by the committee's former Chair and current member Michael Closson.

March 2, 2020

TO: Members of PCE's Citizens Advisory Committee, Jan Pepper and Kirsten Andrews-Schwind

FROM: Michael Closson

Subject: Maximizing the use of the Citizens Advisory Committee

Peninsula Clean Energy's Citizens Advisory Committee has been in operation for nearly three years and this is a good time to assess its progress and ways to make it more effective.

For background, here is the stated mission of the CAC:

- Act as a liaison to the community
- Provide input on both specific PCE board agenda items as well as on PCE's general policy and operational objectives
- Engage in outreach to the community, including encouraging ratepayers to opt-up to ECO100 and implement other carbon-reducing practices
- Assist with legislative advocacy
- Provide a forum for community discussions on a wide variety of strategies to reduce carbon emissions

In recent months, there have been frustrations expressed by some of PCE's staff and board members about the committee's functioning. In addition, some CAC members have expressed frustrations of their own.

Staff and board perspectives appear to include:

- The CAC has been a modest success but has added little value to PCE's operations.
- Too much staff time and energy are required to support the CAC.
- The CAC should primarily function as a liaison group and play a very limited advisory role.
- CAC members need to volunteer more at community events on behalf of PCE.
- CAC members have little of substance to offer PCE programmatically and not a valuable resource to be tapped

Regarding the members of the CAC, it should be stressed that not all of them have expressed frustration with the committee or their work on it. The principle concerns of those committee members who have them seem to be:

- Monthly CAC meetings are largely taken up with staff reports to the committee and relatively little time is devoted to substantive discussion of important issues.
- PCE staff are undertaking a number of important and interesting projects that some CAC members would like to assist but this has rarely been effectively accomplished thus far.
- The committee's advisory role has been under-utilized and the staff has excluded it from discussing and providing advice on some very important "policy and operational issues" facing PCE. Examples of such issues are:
 - Resilience plan – a cursory overview of this plan was given to the CAC with little time for discussion. The fully formed plan went straight to the Executive Committee & Board for approval, without allowing the CAC to view it and provide feedback prior to the board action.
 - Building electrification – same as above.
 - Taking nuclear power from PG&E – a very general overview of this issue was provided to the CAC without discussion and lacking important details. Staff later consulted with CAC members individually, saving the substantive discussion at the CAC until after the board voted on the item.
 - Expansion into Merced County – this critical item which could significantly affect PCE's operations has not been slated for discussion at the CAC.

Suggestions for CAC improvement:

- An annual CAC workplan should be developed by committee members in close consultation with senior PCE staff members.
- The workplan should include potential activities in each of the committee's five areas of focus.
- PCE's board and staff should commit to making the CAC a real advisory committee and bring to it in a timely manner important PCE policy and operational matters.

- For example, any community or climate program receiving a significant funding allocation should go to CAC or a CAC subcommittee for review and collaboration with staff.
- Move to a “focus of the month” approach in CAC meetings — discussing and advising on one important issue or program for most of each meeting.
- PCE staff members identify important projects for (very interested) CAC members to assist with. Then both parties work out a project plan and pursue it to completion.
- An ad hoc sub-committee of CAC members should be formed to identify ways to improve the CAC’s operations (such as those suggested above) and present these ideas to the full committee, the staff and the board for discussion and ultimately implementation.



**PENINSULA CLEAN ENERGY AUTHORITY
Board Correspondence**

DATE: February 22, 2017
BOARD MEETING DATE: February 23, 2017
SPECIAL NOTICE/HEARING: None
VOTE REQUIRED: Majority Present

TO: Honorable Peninsula Clean Energy Authority Board of Directors
FROM: Dave Pine, Chair, Peninsula Clean Energy Authority
SUBJECT: Proposed Formation of New Citizens Advisory Committee

RECOMMENDATION: Adopt a Resolution on Formation of a new Citizens Advisory Committee (CAC) as outlined below.

BACKGROUND:

The San Mateo County Community Choice Energy (CCE) Advisory Committee held its first meeting on May 28, 2015. The Advisory Committee was comprised of elected officials from all 20 cities in the County and the County itself, as well as representatives from several labor, environmental and other community organizations.

On March 24, 2016, the Board of Directors of Peninsula Clean Energy (PCE), comprised only of elected officials, met for the first time and an Ad-Hoc Citizens Advisory Committee (CAC) was formed of the non-elected CCE Advisory Committee members, with the intent of having this committee serve until PCE was launched in October. On September 22, 2016, the PCE Board voted to extend the Ad-Hoc CAC until the end of 2016.

On December 12, 2016, an ad-hoc committee of PCE's Board was formed to develop a recommendation for the full Board as to objectives, composition and structure of a new CAC. The following PCE Board members volunteered to serve on the ad-hoc committee: Rick Bonilla, Cameron Johnson, Dave Pine, and Charles Stone. Public input on this matter was received from Menlo Spark, San Mateo Community Choice, and former members of the original Ad-Hoc Citizens Advisory Committee. The Board ad-hoc committee's recommendations were also reviewed by the PCE Executive Committee.

DISCUSSION:

The ad-hoc committee recommends the following objectives, composition and structure for the new CAC:

Proposed Objectives for the CAC

The goal of PCE is to reduce greenhouse gas emissions by providing cleaner power to County residents and businesses at competitive rates. PCE will also develop new renewable energy sources, including within San Mateo County, and implement programs to further reduce greenhouse gas emissions. To further PCE's mission, the CAC would:

- Act as a liaison to the community.
- Provide input on both specific PCE Board agenda items as well as on PCE's general policy and operational objectives.
- Engage in outreach to the community, including encouraging ratepayers to opt-up to ECO100 (PCE's 100% renewable energy product offering) and implement other carbon reducing practices.
- Assist with legislative advocacy.
- Provide a forum for community discussions on a wide variety of strategies to reduce carbon emissions.

Proposed Composition and Structure of the CAC

- The CAC would be comprised of 11 to 15 members drawn from the community and appointed by the PCE Board. Members might be affiliated with a community group, but would not formally represent that group on the CAC. Members would be selected by the Board after an application process where candidates would first be vetted by an ad-hoc committee of the Board.
- Composition & Qualifications:
 - Reside or work in San Mateo County.
 - From geographically diverse areas of the County.
 - Have a relevant background in, or expertise related to, the electricity field and/or community outreach and engagement.
 - Have the capability to build connections to local communities to encourage adoption of ECO100 and other carbon reducing practices.
 - A personal commitment of time and energy to attending CAC and PCE meetings and to helping the organization attain its full potential.
- Terms:
 - CAC members would serve three-year terms. The terms would be staggered so that one third of the committee members' terms expire each year.
 - Term limit of three terms.

- Meetings:
 - The CAC would meet on a monthly basis, typically one week prior to the PCE's monthly Board meeting.

- Other:
 - The CAC would be chaired by a member of the CAC selected by the CAC membership.
 - The CAC Chair, or the Chair's designee, would provide a report to the PCE Board at each PCE Board meeting.
 - A stipend for expenses would be available only upon request to those members who are low-income individuals.
 - The members of the CAC would be subject to all applicable conflict of interest laws.

FISCAL IMPACT:

The new CAC will require PCE staff time to prepare for and conduct the CAC meetings.

RESOLUTION NO. _____

PENINSULA CLEAN ENERGY AUTHORITY, COUNTY OF SAN MATEO,

STATE OF CALIFORNIA

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**RESOLUTION ESTABLISHING THE PENINSULA CLEAN ENERGY AUTHORITY
CITIZENS ADVISORY COMMITTEE.**

RESOLVED, by the Peninsula Clean Energy Authority of the County of San Mateo, State of California (“Peninsula Clean Energy” or “PCE”), that

WHEREAS, PCE was formed on February 29, 2016; and

WHEREAS, Section 3.5 of the PCE Joint Powers Agreement states that the “Board may establish any advisory commissions, boards, and committees as the Board deems appropriate to assist the Board”; and

WHEREAS, PCE believes that establishment of an advisory committee, made up of members drawn from the community, would assist PCE in carrying out its mission.

NOW, THEREFORE, IT IS HEREBY DETERMINED AND ORDERED that the Board approves the creation of a Citizens Advisory Committee (“Committee” or “CAC”) structured as follows:

1. The CAC shall comply with the requirements of the Ralph M. Brown Act.
2. The members of the CAC are subject to all applicable conflict of interest laws, and shall avoid impropriety and the appearance of impropriety, and

shall not use their position to further their own pecuniary gain or for any other purpose not directly related to the governmental function which they have been appointed to perform.

3. The CAC shall act as a liaison to the community, in furtherance of PCE's mission.
4. The CAC may provide input on both specific PCE Board agenda items as well as on PCE's general policy and operational objectives.
5. The CAC may engage in outreach to the community, including encouraging ratepayers to opt up to ECO100 (PCE's 100% renewable energy product offering) and implement other carbon reducing practices.
6. The CAC may assist with legislative advocacy.
7. The CAC shall provide a forum for community discussions on a wide variety of strategies to reduce carbon emissions.
8. The CAC shall be made up of 11 to 15 members drawn from the community and appointed by the PCE board. Although some members may be affiliated with a community group, such members would not formally represent that group on the CAC.
9. CAC members shall be appointed by the PCE Board through an application process that shall include review and recommendation by an ad-hoc committee of the PCE Board. The PCE Board will seek to create a

CAC whose membership represents geographically diverse areas of San Mateo County.

- 10. The CAC members serve at the pleasure of the PCE Board and any member may be removed by a majority vote of the PCE Board.
- 11. CAC members must either reside or be employed in San Mateo County, and should have relevant backgrounds or expertise related to the electricity field and/or community outreach and engagement. CAC members should have the capability to build connections to local communities to encourage adoption of ECO100 and other carbon reducing practices. CAC members must demonstrate and maintain a personal commitment of time and energy to attending CAC and PCE meetings and to helping the organization attain its full potential.
- 12. The general term for CAC members shall be three years. However, initial CAC members shall be appointed for staggered terms of one year, two years, or three years. CAC members may serve no more than three terms.
- 13. The CAC shall meet on a monthly basis, typically one week prior to PCE's monthly Board meeting. The CAC shall choose a Chair from among its membership. The CAC Chair, or the Chair's designee, shall provide a report to the PCE Board at each PCE Board meeting.

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**REGULAR MEETING of the Executive Committee of the
Peninsula Clean Energy Authority (PCEA)
Monday, February 10, 2020
MINUTES**

8:00 a.m.

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

CALL TO ORDER

Meeting was called to order at 8:06 a.m.

ROLL CALL

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

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

Staff: Jan Pepper, CEO
Andy Stern, CFO
Siobhan Doherty, Director of Power Resources
Rafael Reyes, Director of Energy Programs
Ilana Parmer Mandelbaum, 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 / Pine

Motion passed unanimously 6-0 (Absent: Groom, Mahanpour, Carlton)

REGULAR AGENDA

1. CHAIR REPORT

Jeff Aalfs—Chair—reported that he was one of the judges at the Gridshift Hackathon, and he reported on the winning teams of programmers that developed software-based applications to help CCAs (Community Choice Aggregators).

2. CEO REPORT

Chief Executive Officer Jan Pepper provided an update on staffing, strategic planning, and the status of the PG&E bankruptcy proceeding.

3. REVIEW NEM (NET ENERGY METERING) CASHOUT CAP PROPOSAL

Chief Financial Officer Andy Stern reviewed a proposal to limit the amount of the annual NEM cash payout. Committee members reviewed the top payouts from 2018 and 2019, and discussed reasons for anomalies.

4. INCLUSION OF NEW COMMUNITIES FROM THE CENTRAL VALLEY IN THE PENINSULA CLEAN ENERGY JOINT POWERS AUTHORITY (JPA) AGREEMENT

Jan Pepper reviewed Peninsula Clean Energy’s Strategic Goal #10, which states that PCE shall “Assist in setting up CCAs in other areas of the state, including where PCE has utility scale generation.” The 200 Megawatt Wright Solar Project is located in Los Banos, in Merced County. Some PCE staff and board members have met with jurisdictions in Merced County to educate them about community choice energy programs. Los Banos city staff recently contacted PCE indicating interest in possibly joining Peninsula Clean Energy.

Committee members and staff discussed potential synergies with having Los Banos join PCE, and came to a consensus that further examination of PCE’s Joint Powers Authority Agreement is needed.

5. STRATEGIC PLANNING RETREAT UPDATE

Jan Pepper reported that PCE staff had a Strategic Planning Retreat on February 5, 2020, to review results of the Board Strategic Planning Retreat on January 11, 2020. Staff discussed overarching goals and staff will work on creating objectives to bring to the Board in March or April.

6. COMMITTEE MEMBERS' REPORTS

Rick Bonilla reported that he has been appointed to ABAG (Association of Bay Area Governments) Regional Planning Committee Plan Bay Area 2050, RHNA (Regional Housing Need Allocation) methodology committee.

Jan Pepper announced that the Wright Solar ribbon cutting event will take place on May 8, 2020.

ADJOURNMENT

Meeting was adjourned at 9:50 a.m.