



**REGULAR MEETING of the Executive Committee of the
Peninsula Clean Energy Authority (PCEA)
Monday, April 13, 2020
8:00 a.m.**

**PLEASE NOTE: for Video conference: <https://meetings.ringcentral.com/j/1494084696>
for Audio conference: dial +1(623) 404-9000,
then enter the Meeting ID: 149 408 4696 followed by #
You will be instructed to enter your participant ID followed by #.**

NOTE: Please see attached document for additional detailed teleconference instructions.

PCEA shall make every effort to ensure that its video conferenced meetings are accessible to people with disabilities as required by Governor Newsom's March 17, 2020 Executive Order N-29-20. 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. Notification in advance of the meeting will enable PCEA to make best efforts to reasonably accommodate accessibility to this meeting and the materials related to it.

If you wish to speak to the Board, please use the "Raise Your Hand" function on the Ring Central platform. If you have anything that you wish to be distributed to the Board and included in the official record, please send to abartoletti@peninsulacleanenergy.com.

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. Discuss Adoption of a Resolution Delegating Authority to the Chief Executive Officer until July 23, 2020 to Award Certain Contracts, Execute Agreements, Approve the Budget, and Set Customer Rates on Behalf of Peninsula Clean Energy in the Event that Board Meetings are Cancelled or No Quorum Can Be Reached Due to the COVID-19 Public Health Emergency (Discussion)
4. Review PG&E Rate Update (Discussion)
5. Committee Members' Reports (Discussion)

CONSENT AGENDA

6. Approval of the Minutes for the March 9, 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>.

Instructions for Joining a RingCentral Meeting via Computer or Phone

Best Practices:

- Please mute your microphone when you are not speaking to minimize audio feedback
- If possible, utilize headphones or ear buds to minimize audio feedback
- If participating via videoconference, audio quality is often better if you use the dial-in option (Option 1 below) rather than your computer audio

Options for Joining

- A. Videoconference with Phone Call Audio (*Recommended*) – see Option 1 below
- B. Videoconference with Computer Audio – see Option 2 below
- C. Calling in from iPhone using one-tap – see Option 3 below
- D. Calling in via Telephone/Landline – see Option 4 below

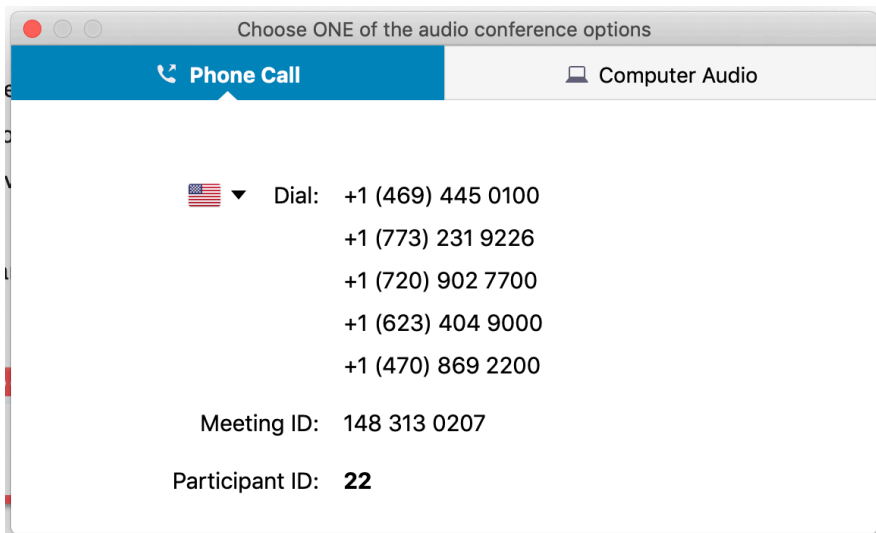
Videoconference Options:

Prior to the meeting, we recommend that you install the RingCentral Meetings application on your computer by clicking here: <https://www.ringcentral.com/apps/rc-meetings>

If you want full capabilities for videoconferencing (audio, video, screensharing) you must download the RingCentral application.

Option 1 Videoconference with Phone Call Audio (Recommended):

1. From your computer, click on the following link:
<https://meetings.ringcentral.com/j/1494084696>
2. The RingCentral Application will open on its own or you will be instructed to Open RingCentral Meetings.
3. After the application opens, the pop-up screen below will appear asking you to choose ONE of the audio conference options. Click on the Phone Call option at the top of the pop-up screen.

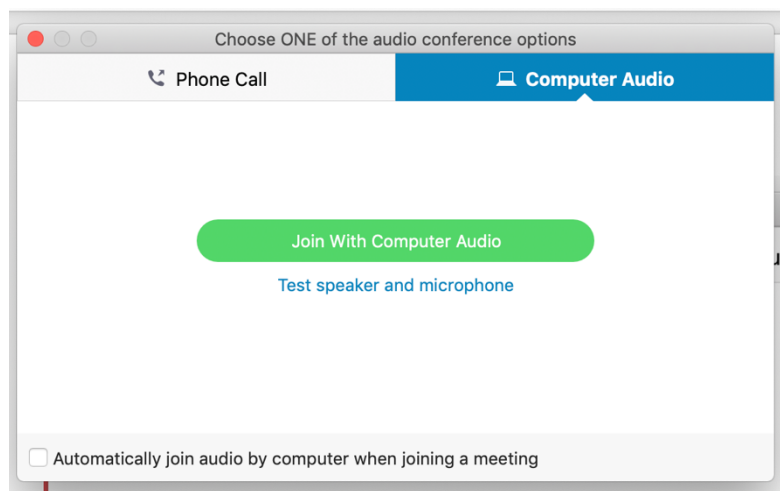


IMPORTANT: Please do not use the Participant ID that is in the picture to the left. Enter the Participant ID that appears on your own personal pop-up.

- Please dial one of the phone numbers for the meeting (it does not matter which one):
 - +1 (469) 445 0100
 - +1 (773) 231 9226
 - +1 (720) 902 7700
 - +1 (623) 404 9000
 - +1 (470) 869 2200
- You will be instructed to enter the meeting ID: **149 408 4696 followed by #**
- You will be instructed to enter in your **Participant ID followed by #**. Your Participant ID is unique to you and is what connects your phone number to your RingCentral account.
- After a few seconds, your phone audio should be connected to the RingCentral application on your computer.
- In order to enable video, click on “Start Video” in the bottom left hand corner of the screen. This menu bar is also where you can mute/unmute your audio.

Option 2 Videoconference with Computer Audio:

- From your computer, click on the following link:
<https://meetings.ringcentral.com/j/1494084696>
- The RingCentral Application will open on its own or you will be instructed to Open RingCentral Meetings.
- After the application opens, the pop-up screen below will appear asking you to choose ONE of the audio conference options. Click on the Computer Audio option at the top of the pop-up screen.



- Click the green Join With Computer Audio button
- In order to enable video, click on “Start Video” in the bottom left hand corner of the screen. This menu bar is also where you can mute/unmute your audio.

Audio Only Options:

Please note that if you call in/use the audio only option, you will not be able to see the speakers or any presentation materials in real time.

Option 3: Calling in from iPhone using one-tap

Click on one of the following “one-tap” numbers from your iPhone. Any number will work, but dial by your location for better audio quality:

+1(623)4049000,,1494084696# (US West)

+1(720)9027700,,1494084696# (US Central)

+1(773)2319226,,1494084696# (US North)

+1(469)4450100,,1494084696# (US South)

+1(470)8692200,,1494084696# (US East)

This is the call-in number followed by the meeting ID. Your iPhone will dial both numbers for you.

You will be instructed to **enter your participant ID followed by #**

If you do not have a participant ID or do not know it, you can stay on the line and you will automatically join the meeting

Option 4: Calling in via Telephone/Landline:

Dial a following number based off of your location:

+1(623)4049000 (US West)

+1(720)9027700 (US Central)

+1(773)2319226 (US North)

+1(469)4450100 (US South)

+1(470)8692200 (US East)

You will be instructed to enter the meeting ID: **149 408 4696 followed by #**

You will be instructed to enter your **participant ID followed by #**.

If you do not have a participant ID or do not know it, you can stay on the line and you will automatically join the meeting.



**PENINSULA CLEAN ENERGY AUTHORITY
Board Correspondence**

DATE: April 9, 2020
BOARD MEETING DATE: April 13, 2020
SPECIAL NOTICE/HEARING: None
VOTE REQUIRED: None

TO: Honorable Peninsula Clean Energy Authority Executive Committee

FROM: Jan Pepper, Chief Executive Officer

SUBJECT: Discuss Adoption of a Resolution Delegating Authority to the Chief Executive Officer until July 23, 2020 to Award Certain Contracts, Execute Agreements, Approve the Budget, and Set Customer Rates on Behalf of Peninsula Clean Energy in the Event that Board Meetings are Cancelled or No Quorum Can Be Reached Due to the COVID-19 Public Health Emergency (Discussion)

BACKGROUND:

A number of CCAs have adopted resolutions delegating authority to the CEO for a limited amount of time to ensure that operations can continue and time sensitive decisions can be made in the event that the board is unable to meet or establish a quorum. Although PCE has been able to conduct board meetings through remote online meetings, this meeting method relies heavily on internet availability and online access. An interruption to internet access may interrupt PCE's ability to conduct remote meetings. This discussion will provide an overview of what other CCAs have done in terms of temporarily delegating certain contracting powers to their respective CEOs. The Board shall determine whether PCE should adopt a similar temporary policy. Such a policy may include allowing certain operational activities and decisions to be made by the CEO in consultation with the Board Chair and the General Counsel in a manner similar to the processes in place for review and approval of power supply procurement contracts.



**REGULAR MEETING of the Executive Committee of the
Peninsula Clean Energy Authority (PCEA)
Monday, March 9, 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 8:10 a.m.

ROLL CALL

Present: Jeff Aalfs, Town of Portola Valley, *Chair*
Rick DeGolia, Town of Atherton, *Vice Chair*
Donna Colson, City of Burlingame
Catherine Mahanpour, City of Foster City
Wayne Lee, City of Millbrae
Rick Bonilla, City of San Mateo
Pradeep Gupta, Director Emeritus

Absent: Dave Pine, County of San Mateo
Carole Groom, County of San Mateo
Catherine Carlton, City of Menlo Park

Staff: Jan Pepper, CEO
Andy Stern, CFO
KJ Janowski, Director of Marketing and Community Affairs
Kirsten Andrews-Schwind, Senior Manager of Community Relations
Siobhan Doherty, Director of Power Resources
David Silberman, General Counsel
Jennifer Stalzer Kraske, Deputy County Counsel
Shayna Barnes, Administrative Assistant
Anne Bartoletti, Board Clerk/Executive Assistant to the CEO

A quorum was established.

PUBLIC COMMENT

Tom Kabat

ACTION TO SET AGENDA AND TO APPROVE CONSENT AGENDA ITEMS

Motion Made / Seconded: Lee / Bonilla

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

REGULAR AGENDA

1. CHAIR REPORT

No report.

2. CEO REPORT

Chief Executive Officer Jan Pepper provided an update on staffing, strategic planning, and outreach to Merced County. Jan reported that she attended the 2020 Yosemite Policymakers Conference March 5-8, 2020, and that San Jose Mayor Sam Liccardo and CPUC (California Public Utilities Commission) Commissioner Martha Guzman Aceves also attended.

3. REVIEW CITIZENS ADVISORY COMMITTEE OBJECTIVES

Jan Pepper reported on the history of the Citizens Advisory Committee (CAC), and that staff has struggled to effectively use the CAC. Kirsten Andrews-Schwind—Senior Manager of Community Relations— reviewed five objectives that were outlined for the CAC in 2017.

Executive Committee members reviewed written comments from Michael Closson and discussed his suggestions for improvement. Committee members discussed the CAC's role in community outreach; CAC involvement in projects like Reach Codes and educational programs; and having more Board members attend CAC meetings. Committee members also discussed a desire to tap into CAC expertise, desire to have more CAC involvement in outreach and community connections, and agreement to seek CAC opinions on issues before or between Board meetings. There was general consensus to create a subcommittee to address operational and perception issues.

PUBLIC COMMENT:

Michael Closson
Janet Creech
Morgan Chaknova

4. PRESENTATION ON COMMUNITY IMPACT REPORT

KJ Janowski—Director of Marketing and Community Affairs—reported that a Community Impact Report is being developed to increase awareness of Peninsula Clean Energy. She presented an overview of potential content, including Peninsula Clean Energy’s power mix, resiliency program, education programs, and how Peninsula Clean Energy is reinvesting in the community.

5. COMMITTEE MEMBERS’ REPORTS

Jeff Aalfs announced that nominations are being taken for the Board Chair and Vice Chair. Committee Members discussed Brown Act requirements for teleconferencing or videoconferencing amid concerns about coronavirus and restrictions on public gatherings. Staff will monitor possible legislative changes to the Brown Act.

ADJOURNMENT

Meeting was adjourned at 9:38 a.m.