PENINSULA CLEAN ENERGY

REGULAR MEETING of the Citizens Advisory Committee of the Peninsula Clean Energy Authority (PCEA)
Thursday, May 14, 2020
6:30 p.m.

PLEASE NOTE: for Video conference: https://meetings.ringcentral.com/j/1499615883
for Audio conference: dial +1(623) 404-9000,
then enter the Meeting ID: 149 961 5883 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 Committee, please use the “Raise Your Hand” function on the Ring Central platform. If you have anything that you wish to be distributed to the Committee and included in the official record, please send to abartoletti@peninsulacleanenergy.com.

WELCOME

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) Chief Executive Officer’s Staff Report on the Regular Agenda; 3) 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 APPROVE CONSENT AGENDA
This item is to set the final regular agenda and approve the consent agenda.
REGULAR AGENDA

1. Chair Report (Discussion) (est. 5 min.)
2. Legislative and Regulatory Update (Discussion) (est. 5 min.)
3. E-bike Program Update (Discussion) (est. 10 min)
4. CAC 2020 Priority Setting and Work Planning (Action) (est. 50 min)
5. Workforce Discussion (Discussion) (est. 30 min)
6. Work Group Reports (Discussion) (est. 5 mins)
7. Upcoming Topics for Discussion (Discussion) (est. 5 min)
8. Committee Members’ Reports (Discussion) (est. 5 min.)

CONSENT AGENDA

9. Approval of the Minutes for the April 9, 2020 Meeting (Action)

Public records that relate to any item on the open session agenda for a regular 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 Committee. The Board of Directors 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 Website. 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 that is also included in the PCE Citizens Advisory Committee Meeting Calendar Invitation: https://meetings.ringcentral.com/j/1499615883
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.

![Choose ONE of the audio conference options](image)

**IMPORTANT:** Please do not use the Participant ID that is in the picture to the left. Enter the Participant ID that appears on your personal pop-up.
4. Please dial one of the phone numbers for the meeting (it does not matter which one):

   +1 (470) 869 2200
   +1 (469) 445 0100
   +1 (773) 231 9226
   +1 (720) 902 7700
   +1 (623) 404 9000

5. You will be instructed to enter the meeting ID: **149 961 5883 followed by #**

6. 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.

7. After a few seconds, your phone audio should be connected to the RingCentral application on your computer.

8. 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:**

   1. From your computer, click on the following link that is also included in the PCE Citizens Advisory Committee Meeting Calendar Invitation:
      [https://meetings.ringcentral.com/j/1499615883](https://meetings.ringcentral.com/j/1499615883)
   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 Computer Audio option at the top of the pop-up screen.

   ![Choose ONE of the audio conference options](image)

   4. Click the green Join With Computer Audio button
   5. 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,,1499615883# (US West)

+1(773)2319226,,1499615883# (US North)
+1(469)4450100,,1499615883# (US South)
+1(470)8692200,,1499615883# (US East)
+1(720)9027700,,1499615883# (US Central)

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(773)2319226 (US North)
+1(469)4450100 (US South)
+1(470)8692200 (US East)
+1(720)9027700 (US Central)

You will be instructed to enter the meeting ID: **149 961 5883 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
TO: Honorable Peninsula Clean Energy Authority Executive Committee
FROM: Jan Pepper, Chief Executive Officer, Peninsula Clean Energy
       Rafael Reyes, Director of Energy Programs
SUBJECT: E-Bike Three Year Program

RECOMMENDATION

Executive Committee recommendation of approval to the Board for the proposed E-Bike Rebate Program for a total of $300,000 over three years.

BACKGROUND

Peninsula Clean Energy’s mission is to reduce greenhouse gas (GHG) emissions in San Mateo County. California’s goal is to be carbon neutral by 2045, which PCE aims to support through investment in local community programs. In September 2018, the Board approved the PCE Program Roadmap, which identifies programs for 2019 and beyond to include transportation electrification measures, such as new and used vehicle purchase incentives, a multi-year electric vehicle (EV) infrastructure program, fleets, and new and shared mobility.

Transportation emissions pose the most significant challenge to deep decarbonization in San Mateo County. These on-road emissions account for 61% of direct emissions within the County and are still increasing. Half (54%) of transportation emissions are from personally owned vehicles such as sedans, light-duty trucks, and SUVs.

E-bikes are a growing transportation mode, which have shown the potential to often reduce trips that are otherwise taken by cars. A study by CalBike showed that e-bikes replaced cars between 33-50% of the time. 

to assist riders, making it easier to travel farther distances and less strenuous to
navigate hills and transport children or heavier items, improving accessibility to daily
commuters, parents, and seniors.

The proposed three-year program provides a point of sale rebate to reduce the upfront
cost of e-bikes and partners with Commute.org to encourage ongoing use of e-bikes as
a clean commute alternative.

DISCUSSION

The PCE Program Roadmap outlines transportation electrification measures to contribute
to community benefits and reduce GHG emissions. This proposed program expands the
personal vehicle electrification track to also include e-bikes, in addition to PCE’s other
electric vehicles programs.

The proposed E-bikes Rebate Program spans three years, for a total budget of $300,000,
and is designed to predominately benefit customers with low to moderate incomes. The
cost of a modern e-bike can range between $1,500 to $2,500, with higher end models
costing considerably more, creating a significant upfront barrier to more widespread
adoption. The proposed program will alleviate this barrier by including a point of sale
rebate, anticipated to be approximately $900 per bike, to be redeemed at bike shops in
San Mateo County. This rebate amount is higher than a similar program recently launched
at Redwood Coast Energy Alliance (a $500 rebate\(^2\)). This is because PCE’s proposed
program is more specifically targeted to customers with lower incomes instead of a
broadly available program, which increases the need for a higher incentive. PCE staff
plans to collaborate with Affordable Housing providers to make a final decision on the
incentive level and make any refinements that are needed to ensure that they are effective
at making these bikes accessible to a large number of residents. An early conversation
with one provider suggested that the proposed incentive level of $900 may be
effective, though an increase in the incentive level could be a possibility. Other
opportunities to reduce cost to customers, such as discounts given by bike shops, will
also be explored.

We would use a request for qualifications (RFQ) to qualify bike shops for participation
and select which bikes would be eligible in the program. We intend to include affordable,
utilitarian bikes that serve transportation and commuting needs more than recreational
needs. Bikes whose retail prices are below $1,800 are also to be preferred, as the
anticipated rebate would reduce the cost by at least half, bringing the cost under $1,000.
Bike shops will be encouraged to provide a discount to further reduce the price in the
RFQ.

The proposed E-bike Rebate Program would also seek to partner with Commute.org, San
Mateo County’s public agency whose mission is to reduce drive-alone commuting
throughout the County. Commute.org is proposing to include a follow-on incentive

\(^2\) [https://redwoodenergy.org/services/transportation/electric-bikes-rebate/](https://redwoodenergy.org/services/transportation/electric-bikes-rebate/)
(typically gift cards) to encourage recipients to utilize their bikes. These rewards are provided after bike trips are logged on an online platform run by Commute.org and specific milestones are met. This partnership provides further encouragement and motivation for customers to keep biking after the initial purchase.

The target market for the E-Bike Rebate Program is San Mateo County residents with low to moderate incomes. PCE staff envisions that partnerships with Affordable Housing providers will be a key opportunity to promote the program to their residents. This approach ensures the program benefits the target population and simplifies marketing and administration requirements.

Apart from the incentives, and marketing and promotion, leveraging partnerships will also be a key component of the program. Affordable Housing organizations are intended to be the primary channel for promotion to low-income residents. In addition, the program would also aim to promote e-bikes to parents with low to moderate incomes and school-age children. For this type of promotion, the E-Bikes Rebate Program would provide the full cost of up to 12 e-bikes (including related accessories, up to $2,000 total) to income-qualified parents across 3-4 schools per year as part of a raffle or giveaway. This will help to promote e-bikes among parents and build visibility for their utilization as an option in taking kids to school. Bike to School Day, a program promoted by San Mateo County Safe Routes to Schools, would be an ideal opportunity to promote these giveaways and is being rescheduled to October 2020.

Following Board approval in May 2020, PCE staff believe that the program can be launched by mid-September, in anticipation of Bike to Work Day on September 24, 2020.

**FISCAL IMPACT:**
Up to $300,000 over 3 years (Fiscal Year 2020-2021 through Fiscal Year 2022-2023) for E-Bikes Rebate Program.
May 6, 2020

TO: Members of PCE’s Citizens Advisory Committee

FROM: Allen Brown, Michael Closson, Janet Creech, Scott Harmon and Jason Mendelson

SUBJECT: Recommendations for CAC operational improvements

This is a list of our subgroup’s recommendations. At the CAC meeting on May 14 we will elaborate on these recommendations and, after all of us discuss and modify them as necessary, we hope that the CAC will vote to submit the revised version to PCE’s board for its approval.

CAC’s role and effectiveness

1. Recommend, in accordance with the CAC’s second objective (“provide input . . . on PCE’s general policy and operational objectives”), that major PCE decisions be consistently presented to the CAC before being finalized and the board informed of the CAC’s comments and suggestions on these matters.
2. Add a sixth item to CAC’s objectives: “Form working groups to assist PCE’s staff and board with projects of importance to the organization.”
3. Develop an annual CAC workplan that will set out the committee’s priorities each year.
4. Formalize a process for enhancing CAC engagement with PCE staff on targeted projects (e.g., match CAC members with specialized expertise to relevant projects; select chairpersons for all CAC working groups to advise relevant PCE staff on projects).
5. Expand awareness of the skills and expertise on the CAC (e.g., create a more detailed bio for each CAC member that is shared among ourselves and with the staff and board to facilitate increased collaboration).
6. Sponsor periodic public forums on critical issues of importance to PCE customers. (CAC Objective 5.)
7. Monitor the objectives and activities of other CCAs and CCA advisory committees to identify best practices and “lessons learned” to share with PCE.
8. Recommend that PCE staff respond in writing to CAC members regarding specific recommendations submitted as part of PCE’s periodic strategic planning process.
9. Recommend that a PCE board member be appointed as an official liaison to the CAC.
10. Enhance processes for reviewing and recommending the addition of new Advisory Committee members when filling open positions by increasing CAC involvement in their screening and selection.

CAC monthly meeting format revisions

1. Refocus CAC monthly meetings to enhance working group discussions so that they become a primary component of these meetings on an ongoing basis.
2. Except in rare instances, limit individual staff reports to the committee (including discussions) to 20 minutes in length and total staff reports per meeting to 45 minutes.
3. Receive slides and other materials from staff in advance of their presentations to CAC meetings.
4. Appoint a timekeeper at the start of each meeting to monitor the meeting’s timing and flow.
5. Conclude every CAC meeting with the identification of “next steps” to be accomplished by working groups and/or committee members.
TO: Peninsula Clean Energy Authority Citizens Advisory Committee (CAC)
FROM: Kirsten Andrews-Schwind, Senior Manager of Community Relations
SUBJECT: Staff Feedback on Draft Recommendations for CAC Operational Improvements from the CAC Work Planning Working Group

BACKGROUND:

The Peninsula Clean Energy Citizens Advisory Committee (CAC) formed a working group in at its April 2020 meeting to create a work plan and consider operational recommendations suggested by committee members. A set of draft recommendations created by this working group is included in this agenda packet. Some of these recommendations are already in place, are currently being implemented, or are relatively easy to implement.

Staff would like to request clarification or suggest amendments to some of these recommendations.

DISCUSSION:

Staff feedback on specific CAC draft recommendations is as follows:

- "Recommend, in accordance with the CAC’s second objective ("provide input . . . on PCE’s general policy and operational objectives"), that major PCE decisions be consistently presented to the CAC before being finalized and the board informed of the CAC’s comments and suggestions on these matters."
Staff recommends that the CAC clarify and propose criteria for “major decisions.” As PCE becomes more complex and more decisions are made, and considering CAC feedback that the CAC prefers that less meeting time be dedicated to receiving presentations from PCE staff, more clarity is needed on which type of decisions CAC members are most interested in.

- "Expand awareness of the skills and expertise on the CAC (e.g., create a more detailed bio for each CAC member that is shared to help facilitate increased collaboration)"

To better identify opportunities for CAC members to play the role of community liaisons, staff suggests these bios include a list of community constituents or organizations with whom CAC members are in regular communication and whose perspectives they can contribute to CAC meetings, as well as any difficult-to-reach populations with whom CAC members have connections.

- Recommend that PCE staff respond in writing to CAC members regarding specific recommendations submitted as part of PCE’s periodic strategic planning process.

Further clarification as to what the CAC means by this statement would be helpful.

- Enhance processes for reviewing and recommending the addition of new Advisory Committee members when filling open positions by increasing CAC involvement in their screening and selection.

The CAC is an advisory body to the PCE Board of Directors, and CAC member selection is the role and responsibility of the PCE Board members. It would be a decision of the board to change this process.

PCE staff also notes that each Board member receives a monthly agenda packet with relevant details to perform their governance role. CAC members may benefit from reviewing all of these materials which are publicly available and posted on the PCE website for PCE Board Meetings, Executive Committee meetings, and Audit & Finance Committee meetings. The presentations that accompany these meetings are also posted on the PCE website.
<table>
<thead>
<tr>
<th>CAC Objectives</th>
<th>Working Group Projects</th>
<th>Assignments &amp; CAC Lead</th>
<th>PCE Staff Liaison</th>
<th>Target Date</th>
<th>PCE Strategic Goals or Objectives this Project Supports</th>
<th>Status &amp; Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Act as a liaison to the community.</td>
<td>1.a. Continue reach code advocacy</td>
<td>Rafael</td>
<td>2020</td>
<td>Community Energy Programs Objective A: Signature Programs</td>
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<td></td>
<td>1.b. HPWH outreach subcommittee to assist with promotion and buy-in with other enviro groups (rec. meet monthly)</td>
<td>Alejandra</td>
<td></td>
<td>Community Energy Programs Objective A: Signature Programs</td>
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<td>2. Provide feedback on PCE policy and operational objectives.</td>
<td>2.a. Workforce development: advise on structuring grant program</td>
<td>Rafael</td>
<td>Spring/summer 2020</td>
<td>Community Energy Programs Objective B: Community Benefits</td>
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<td>2.b. Continue to respond to issues raised by the organization. For example: Diablo Canyon, Central Valley, Resiliency, Storage</td>
<td>Kirsten, Jan</td>
<td>Marketing &amp; Community Outreach Objective B: Engagement</td>
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<td>2.c. Encourage local sourcing of generation and DER</td>
<td>Peter L</td>
<td>Power Resources Objective C: Local Power Resources</td>
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<td>2.d. Support education components</td>
<td>Tj</td>
<td>Marketing &amp; Community Outreach Objective B: Engagement</td>
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<td>2.e. Explore options for future of ECOplus and ECO100</td>
<td>KJ</td>
<td>Marketing &amp; Community Outreach Objective B: Engagement</td>
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<td>3. Engage in outreach to the community &amp; encourage participation in PCE offerings.</td>
<td>3.a. Transportation: Help promote EV and e-bike engagement strategies, leverage networks and relationships with community groups (rec. meet monthly).</td>
<td>Phillip, KJ, Jerry</td>
<td>Marketing &amp; Community Outreach Objective B: Engagement</td>
<td>May involve schools outreach</td>
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<td>3.b. 1-2 CAC members participate in low income RFP process (ad hoc)</td>
<td>Alejandra</td>
<td>Community Energy Programs Objective B: Community Benefits</td>
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<td>3.c. Promote participation in resilience programs</td>
<td>Kirsten, Jerry</td>
<td>Summer 2020 - 2021</td>
<td>Marketing &amp; Community Outreach Objective B: Engagement</td>
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<td>3.d. Promote participation in building electrification programs</td>
<td>KJ</td>
<td>Late 2020 - 2021</td>
<td>Marketing &amp; Community Outreach Objective B: Engagement</td>
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<td>3.e. Continue general broadcasting of PCE messages, eg. via social media</td>
<td>Kirsten</td>
<td>Marketing &amp; Community Outreach Objective B: Engagement</td>
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<td>3.f. Explore potential op-ed pieces (which Peninsula Clean Energy can help ghostwrite and pitch) to support building electrification and other programs</td>
<td>KJ</td>
<td>Marketing &amp; Community Outreach Objective B: Engagement</td>
<td>For example “How I use ___ to be more energy efficient” or “Here’s what I learned from using an induction cooktop.”</td>
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<td>3.g. Write blog posts on specific topics to support engagement in programs and initiatives</td>
<td>KJ, Jerry</td>
<td>Marketing &amp; Community Outreach Objective B: Engagement</td>
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<td>4. Assist with legislative advocacy in conjunction with staff and board.</td>
<td>4.a. Local legislative advocacy to support positive energy bills</td>
<td>Joe, Kirsten</td>
<td>2020 legislative season</td>
<td>Public Policy Objective B: Legislative</td>
<td>Support positions taken as of 4.24.20, but unknown if bills are live due to COVID impacts on the session: AB 2547, SB 1117, and AB 3021</td>
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<td>4.b. Local advocacy on potential PCIA legislation</td>
<td>Jan, Joe</td>
<td>2020 legislative season</td>
<td>Public Policy Objective B: Legislative</td>
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<td>5. Provide a forum for community discussions on strategies to reduce carbon emissions.</td>
<td>5.a. Explore distributed energy options for renters and apartments, including portable storage devices, PACE financing, and potential landlord-PCE procurement pathways under single, double, and triple net leases</td>
<td>Peter L</td>
<td>Power Resources Objective C: Local Power Resources</td>
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<td></td>
<td>5.b. Help generate ideas for promoting participation in EV and e-bike programs</td>
<td>KJ, Jerry</td>
<td>Summer and Fall 2020</td>
<td>Marketing &amp; Community Outreach Objective B: Engagement</td>
<td>Could be folded into Phillip’s concept of monthly transportation meetings</td>
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<td>6. Working with staff on special projects (this objective is newly</td>
<td>6.a. Research life cycle of existing renewable technologies including solar, wind, and lithium-based energy storage.</td>
<td>Peter L</td>
<td>Power Resources Objective C: Local Power Resources and Objective D: New Power Resources</td>
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<td>6.b.</td>
<td>Explore trends in long-duration batteries, alternative forms of energy storage, distributed geothermal resources, and distributed biogas/anaerobic digestors; provide summary of technologies, qualitative costs and benefits, and potential barriers to adoption</td>
<td>Peter L</td>
<td>Power Resources Objective C: Local Power Resources and Objective D: New Power Resources</td>
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<td>6.c.</td>
<td>1-2 CAC members as part of the tech pilot “assessment team” (rec. meet qly)</td>
<td>Alejandra</td>
<td>Community Energy Programs Objective C: Pilot Programs</td>
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<td>Focus</td>
<td>Task</td>
<td>Meeting interval</td>
<td>Composition</td>
<td>Staff member</td>
<td>CAC member lead</td>
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<td>Transportation</td>
<td>Help promote EV engagement strategies, leverage networks and relationships with community groups</td>
<td>monthly</td>
<td>working group</td>
<td>Rafael</td>
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<td>Buildings - outreach</td>
<td>heat pump water heater outreach to assist with promotion and buy-in with other enviro groups</td>
<td>monthly</td>
<td>Working group</td>
<td>Rafael or Shraddha</td>
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<td>Buildings - low income RFP</td>
<td>participate in low income RFP</td>
<td>Ad hoc</td>
<td>1-2 members</td>
<td>Rafael</td>
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<td>Buildings - tech pilot</td>
<td>participate in tech pilot &quot;assessment team&quot;</td>
<td>quarterly</td>
<td>1-2 members</td>
<td>Rafael</td>
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<td>Education</td>
<td>continue &amp; build upon existing education programs (science fair awards, internship programs, dashboards, curricula)</td>
<td>quarterly</td>
<td>Working group</td>
<td>Kirsten or TJ</td>
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<td>Work Force</td>
<td>assist with programs for work force development in electrification</td>
<td>Quarterly or ad hoc</td>
<td>TBD by staff member</td>
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<td>Resiliency &amp; DER</td>
<td>participate in planning and outreach to assist with resiliency and DER programs</td>
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<td>Legislative &amp; Regulatory</td>
<td>assist in timely advocacy and participate in promoting policies to support CCAs</td>
<td>Ad hoc</td>
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Background
Charging access in San Mateo County remains a major barrier to electric vehicle (EV) adoption, particularly for half of the population without ready access to home charging. To address this need, Peninsula Clean Energy (PCE) is sponsoring a multifaceted incentive program to accelerate electric vehicle charging infrastructure deployment. This 4-year program encompasses Levels 1, Level 2, direct current fast charging (DCFC), ‘make ready’ stalls, and non-grid tied infrastructure across multi-unit dwellings, workplaces and public locations. The program includes the requirement that projects receiving PCE program funding utilize union labor. In addition, the program will include investments in workforce pipeline development as described below.

Workforce Program Objectives
1. Strengthen the pipeline of skilled labor into key areas supporting EV infrastructure installation and operation, especially those leading to direct tangible career opportunities (& ongoing career upgrades)
2. Ensure underserved communities have access to opportunities in the field
3. Foster early interest in the field and required skills through elementary and high school level programs
4. Support enabling services which may be necessary to access educational opportunities

Key Populations
- Current electrical workers in need of EV infrastructure specific training
- Underserved populations including low-income and ethnic minorities
- Veterans
- Career transition
- Youth
- Individuals with “barriers to entry” to workforce
- Persons with Disabilities

Candidate Programs/Partners
- **EV Infrastructure Training Program**: EVITP Training Program has rigorous training standards and is taught by instructors who have well documented qualifications and considerable experience in their areas of expertise. Offered at the San Mateo County Electrical Joint Apprenticeship & Training Center in San Carlos (IBEW 617) and taught by Atlas Pelizzari.
- **Trades Introduction Program (TIP)**: a 120-hour certificated pre-apprenticeship course. TIP links the community college directly with the apprenticeships to engage the unions, bring in the workforce development system and find community funding and support. to approximately 25 attendees per session. TIP assists trainees with supportive services such as clothing, parking fees and gas cards as needed. TIP then assists graduates with placement into trade apprenticeships and construction related jobs working directly with employers and their placement agencies.
- **IBEW 617 apprenticeship program**: Apprenticeship in low power trades for journeyman role. Required 8,000 hours on the job plus 1,000 hours in classroom in 5 years. Includes active recruitment of underserved community. Approximately 60 served per year.

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1. [https://evitp.org/](https://evitp.org/)
• **Community College Programs**: The intent of the Power Pathways certificate is to prepare students for work in a variety of industries that require knowledge of electronics and skills in the calibration of highly sensitive equipment/instrumentation.

• **Rising Sun Opportunity Build**: Pre-apprenticeship job training program for adults who are interested in starting a career in Construction, or Solar, or entering a union apprenticeship. 12-month program that begins with short-term training at our Oakland facility. After completing the training, participants benefit from ongoing case management and job placement assistance, as well as alumni events and resources. Addresses youth and populations with barriers to entry to workforce.

  - NOVA Workforce Investment Board
  - High school and Elementary programs

**Skills to Target**
- Direct EV infrastructure installation skills
- Foundational education such as math and professional work etiquette
- Systems integration skills such as multi-systems integration, hardware/software systems
- Operations, administration and utility grid services

**Strategies**
- Primary strategy: Grant program. 2 year cycles for program stability and administrability.
- Other potential strategies: Scholarships, youth workshops, access programs (online, transportation), PCE marketing support

**Budget**
- $1 M over 4-years workforce development

**Metrics**
TBD

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4 [http://collegeofsanmateo.edu/powersystems/](http://collegeofsanmateo.edu/powersystems/)
5 [https://risingsunopp.org/](https://risingsunopp.org/)

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Workforce Categories to Target:

- **Demographics**
  - Currently employed electricians who do not have training in EVSE installation
  - New apprentices
  - High-school or community college students
  - Underserved communities, including ones with barriers to employment

- **Temporal**
  - Short Term
    - Percentage or nominal number of electricians to complete programs that are <4 years (within program lifecycle)
  - Long Term
    - Higher percentage or nominal number of apprentices, vocational, or high school students to participate in IBEW apprenticeship programs or other programs whose lifecycle is >4 years

- **Implementation**
  - Nominal number of hours performed by apprentices or graduates of training programs on projects receiving funding

- **Education**
  - EV workshops or education materials provided to elementary schools, high schools, and community colleges
  - Shadowing opportunities for interested students with union electricians
REGULAR MEETING of the Citizens Advisory Committee of the Peninsula Clean Energy Authority (PCEA)
Thursday, April 9, 2020
MINUTES

Video conference and teleconference
6:30 p.m.

CALL TO ORDER

Meeting was called to order at 6:34 pm.

ROLL CALL

Present: Desiree Thayer, Burlingame, Chair
Gladwyn D’Souza, Belmont, Vice Chair
Diane Bailey, Belmont
Steven Booker, Half Moon Bay
Allen Brown, Unincorporated San Mateo County
Michael Closson, Menlo Park
Janet Creech, Millbrae
Joe Fullerton, Half Moon Bay
Scott Harmon, Portola Valley
Ray Larios, Burlingame
Janelle London, Menlo Park
Jason Mendelson, Redwood City

Absent: Morgan Chaknova, Redwood City
Walter Melville, San Bruno
James Ruigomez, San Bruno

Staff: Kirsten Andrews-Schwind, Senior Manager of Community Relations
Shayna Barnes, Administrative Assistant
Anne Bartoletti, Board Clerk/Office Manager/Executive Assistant to the CEO
Siobhan Doherty, Director of Power Resources
Karen Janowski, Director of Marketing and Community Affairs
Phillip Kobernick, Programs Manager
Rafael Reyes, Director of Energy Programs
Jan Pepper, CEO
Alejandra Posada, Energy Programs Specialist
Jennifer Stalzer Kraske, Deputy County Counsel

Board Members: Jeff Aals, Board Chair
A quorum was established.

PUBLIC COMMENT

None.

ACTION TO SET THE AGENDA AND APPROVE CONSENT AGENDA

Michael Closson requested to amend the minutes for Item 3 “Board Strategic Planning Meeting Recap by CAC Members” for the February 13, 2020 meeting. Michael reported that, in addition to providing feedback on how discussions might be improved, he also suggested involving staff members in the discussion more systematically.

Motion Made as amended / Seconded: Fullerton / Booker

Motion passed 12-0 (Absent: Chaknova, Melville, Ruigomez)

REGULAR AGENDA

1. Chair Report (Discussion)

Desiree Thayer, Chair, reported that the Board approved an on-bill credit of $100 to California Alternate Rates for Energy (CARE) and Family Electric Rate Assistance (FERA) customers.

2. Review Strategic Plan (Discussion)

Jan Pepper, CEO, reviewed the methodology used to develop Peninsula Clean Energy’s Strategic Plan, and the contents of the Plan. Jan outlined the Mission and Vision statements preferred by the Board, the Organizational Priorities, and Strategic Goals. Within each Strategic Goal, Jan also outlined the Objectives to meet the Goals, and the Key Tactics to meet the Objectives.

Jan reported that next steps include obtaining Board approval in April 2020, beginning implementation and work plans in May 2020, with annual updates to the Board from 2021-2025, and reviewing and updating the plan for the next five years in 2024.

PUBLIC COMMENT:

Tim, Member of the Public

3. Community Programs Update (Discussion)

Rafael Reyes, Director of Energy Programs, presented a detailed outline of the current and forthcoming programs in transportation electrification, building electrification, and Distributed Generation renewables and storage. Rafael reported on the potential impacts to programs from the COVID19 pandemic and possible recession.
Rafael reviewed San Mateo County emissions from transportation sources and buildings, and outlined objectives to address those emissions. Rafael also outlined opportunities for the CAC to provide input and support.

4. Update on Inclusion of New Communities from the Central Valley in the Peninsula Clean Energy Joint Powers Authority (JPA) Agreement (Discussion)

Kirsten Andrews-Schwind, Senior Manager of Community Relations, reviewed a memo from the February 10, 2020 Executive Committee meeting that described Peninsula Clean Energy (PCE) meetings with local officials in Merced County, and that Los Banos expressed interest in CCAs (Community Choice Aggregator) with specific interest in joining PCE because the Wright Solar Project is located in Los Banos. Kirsten also reviewed the current timeline of new CCA enrollments, and the fiscal impact to PCE to fund a feasibility study.

Michael Closson reported that a couple months ago he wrote a memo to Jan (dated 2/25/2020, Subject: Inclusion of Central Valley communities in PCE) outlining several reservations, but his main concern being that this might deflect PCE from concentrating on cities in San Mateo County.

Committee members discussed the pros and cons of including new communities:
- The addition of new communities should not detract from PCE’s programs.
- PCE expansion is not a priority, but having more CCAs increases leverage.
- If Merced creates its own CCE (Community Choice Energy), Los Banos should be allowed to transition back.
- Extending PCE services to the Central Valley and low-income communities is important.
- Incorporating Los Banos helps the Corporate Citizenship aspect of affluent areas obtaining their energy generation in agricultural regions.
- Los Banos’ motivation is saving money for their local residents, possibly at the expense of programs and carbon reduction.
- The formation of CCAs changes the political landscape and makes other officials more comfortable with the concept.
- It would be good if Los Banos joined, and other cities joined, to spur Merced County to create their own.
- PCE should continue to support Central Valley cities to create their own CCEs.

5. CAC 2020 Priority Setting and Work Planning (Action)

Desiree Thayer introduced a Work Plan template outlining CAC objectives and priorities as a framework to determine if this is the direction CAC members want to go, and brainstorm on the direction of the CAC, areas of interest, topics, and plug those into the template.

Michael Closson reported that he submitted a memo (dated 3/2/2020, Subject: Maximizing the use of the Citizens Advisor Committee) and would like to discuss how to make the CAC more effective. CAC members discussed how the CAC can play a more substantive advisory role and work with staff as a resource in guiding projects.

Jeff Aalfs, Board Chair, reported that the CAC objectives were formed by the Board four years ago and could be revisited. He asked are they the right objectives or is the question meeting them more effectively?
Motion to create a Work Planning Working Group.

Motion Made as amended / Seconded: Closson / Bailey

Motion passed 12-0 (Absent: Chaknova, Melville, Ruigomez)

Members to serve on this Working Group:
- Allen, Janet, Jason, Michael to be the lead, Scott

6. Work Group Reports (Discussion)

None.

7. Upcoming Topics for Discussion (Discussion)

Anne Bartoletti, Board Clerk, reviewed items on the draft Board agenda for the April 23, 2020, Board meeting. Jennifer Stalzer Kraske, Deputy County Counsel, outlined the Brown Act guidelines that apply to teleconferencing and that a special dispensation has been granted due to the COVID19 shutdown.

8. Committee Members’ Reports

None.

ADJOURNMENT

Meeting was adjourned at 8:54 pm.