



**REGULAR MEETING of the Citizens Advisory Committee
of the Peninsula Clean Energy Authority (PCEA)
Thursday, May 14, 2020
MINUTES**

Video conference and teleconference
6:30 p.m.

CALL TO ORDER

Meeting was called to order at 6:36 pm.

ROLL CALL

- Present:** Desiree Thayer, Burlingame, *Chair*
Gladwyn D'Souza, Belmont, *Vice Chair*
Diane Bailey, Belmont
Allen Brown, Unincorporated San Mateo County
Morgan Chaknova, Redwood City
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:** Steven Booker, Half Moon Bay
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
KJ Janowski, Director of Marketing and Community Affairs
Phillip Kobernick, Programs Manager
Peter Levitt, Associate Manager of Distributed Energy Resources (DER)
Jennifer Stalzer Kraske, Deputy County Counsel
- Board Members:** Jeff Aalfs, Board Chair

A quorum was established.

PUBLIC COMMENT

Brian Schmidt, Mid-Peninsula Water District
Gladwyn D'Souza, Citizens Advisory Committee

Motion to call a Special Meeting of the Citizens Advisory Committee (CAC) to discuss and make a recommendation on whether Peninsula Clean Energy (PCE) should accept PG&E's offer of a nuclear powered electricity (*or should this say "allocation"*).

Motion Made / Seconded: Closson / Mendelson

Motion passed 11-1 (Against: Bailey. Absent: Booker, Melville, Ruigomez)

ACTION TO SET THE AGENDA AND APPROVE CONSENT AGENDA

Motion Made / Seconded: Creech / Closson

Motion passed 13-0 (Absent: Booker, Melville, Ruigomez)

REGULAR AGENDA

1. Chair Report (Discussion)

No report.

2. Legislative and Regulatory Update (Discussion)

Kirsten Andrews-Schwind, *Senior Manager of Community Relations*, reported on increases to the PCIA (Power Charge Indifference Adjustment) over the next two years that will impact PCE's revenues but will not impact PCE's strong financial position. Kirsten reported that the Legislature and Assembly have reconvened but are primarily focused on the budget and COVID-19.

3. E-bike Program Update (Discussion)

Phillip Kobernick, *Programs Manager*, reported on a proposal to create a program of incentives to promote the use and adoption of electric bikes (e-bikes) as a low-cost alternative to cars. Phillip reported that PCE's program would focus on lower-income communities with a point of sale rebate, and promotions like giveaways at schools. He reported that the program launch is currently slated for mid-September 2020.

Committee members suggested having the program start earlier, partnering with San Mateo County Office of Education's Safe Routes to School program, and partnering with Silicon Valley Bike Coalition to offer classes for people new to biking. Committee members suggested using apps that track miles traveled by foot, bike, or car to estimate GHG reductions and reduced use of cars.

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

Michael Closson, *Work Planning Working Group Chair*, reported that the Working Group met to identify ways that the CAC can become more effective. Michael introduced a memo entitled “Recommendations for CAC operational improvements” with 10 recommendations to improve the CAC’s role and effectiveness, and 5 recommendations to improve monthly meetings. Michael also referenced a memo outlining staff feedback on the CAC recommendations. Members of the Work Planning Working Group took turns reviewing each item in the memo.

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.*

Michael Closson presented a memo defining “major decisions” as those that affect the future health and welfare of PCE, and he outlined criteria including items requiring significant financial commitment, new programs impacting the community, major structural changes, and issues likely to be publicly controversial. Michael reported that the purpose is to support the CAC’s advisory role.

Committee members discussed examples of issues that were brought to the CAC for feedback, and issues that bypassed the CAC and went directly to the Executive Committee and the Board. The committee reached a consensus supporting this recommendation.

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.”*

Allen Brown reported this recommendation formalizes what is already happening and it relates to recommendation number 4. The Committee discussed staff’s need to be nimble and flexible, and that this objective would enable the CAC to be more engaged with the organization when appropriate. The committee reached a consensus supporting this recommendation.

3. *Develop an annual CAC workplan that will set out the committee’s priorities each year.*

Jason Mendelson reported this recommendation would create an annual workplan as a prioritized list that could be sent to the Board for their input, and would serve as a guideline for the CAC for the rest of the year. The committee reached a consensus supporting this recommendation.

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).*

Scott Harmon reported that this recommendation supports creating a process for identifying the staff projects with which staff would like CAC help, and the projects with which that CAC members would like to participate.

Kirsten Andrews-Schwind reported that staff identified projects with which they would like CAC assistance. Committee members discussed placing projects within the existing work groups listed by topic in the “Work Plan Draft Option 2” document. The Committee reached a consensus supporting this recommendation.

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).*

Scott Harmon reported that this recommendation is underway with half of CAC members submitting a 1-page bio with more detail on their backgrounds. Scott requested the remainder of the bios be submitted prior to the next meeting. Committee members discussed balancing their interests with staff priorities, and reached a consensus supporting this recommendation.

6. *Sponsor periodic public forums on critical issues of importance to PCE customers. (CAC Objective 5.)*

Janet Creech reported this recommendation is an opportunity to connect with the community to educate and gather input and support. The Committee discussed balancing CAC community forums with the bandwidth of staff, and reached a consensus supporting this recommendation.

7. *Monitor the objectives and activities of other CCAs and CCA advisory committees to identify best practices and “lessons learned” to share with PCE.*

Scott Harmon reported this is a competitive analysis of other CCAs (Community Choice Aggregator). Kirsten Andrews-Schwind reported that California CCAs belong to CalCCA (California Community Choice Association), and that departmental counterparts in the CCAs communicate regularly. The Committee reached a consensus that this recommendation is not a priority, except as it may relate to a specific topic or project in which a CAC work group is involved.

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

Allen Brown reported that this recommendation is to enhance the roll of the CAC in the strategic planning process and ensure feedback to the CAC on common themes. KJ Janowski, *Director of Marketing and Community Affairs*, reported that the strategic planning consultant presented findings to date at the January Strategic Planning Board Retreat. Committee members discussed reviewing the January Strategic Planning presentation on PCE’s website. The Committee did not reach a consensus on this recommendation.

9. *Recommend that a PCE board member be appointed as an official liaison to the CAC.*

Jason Mendelson reported that this recommendation is designed to have the Board appoint an official liaison as an advocate to the CAC, in addition to and as a back-up for Jeff Aalfs, *Board Chair*. Committee members discussed having both Jeff and the liaison

attend CAC meetings. The Committee reached a consensus supporting this recommendation.

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.*

Allen Brown reported that it would be beneficial to have existing CAC members involved in the process of selecting new CAC members. The Committee discussed CAC selection criteria, having CAC members participate in the interviews, having the Board Ad Hoc CAC Recruitment Committee consult with the CAC about important criteria for CAC members, and that CAC members will still be selected and appointed by the Board. The Committee reached a consensus supporting this recommendation.

CAC monthly meeting format revisions

Desiree Thayer requested that the next five recommendations be discussed as a group.

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.*

Committee members discussed recommendation #1 and reached a consensus that the intent is to have report-outs by working groups to the overall Committee. Committee members and staff discussed less time for staff reports, the need to receive agenda packet documents and presentations in advance, and allotting time for items where staff want CAC input and feedback. The Committee reached a consensus supporting all five recommendations, with clarification on #1. The Committee deferred action until June.

5. Workforce Discussion (Discussion)

Joe Fullerton reported that workforce development, unions, community colleges, and trade schools need more funding to expand their programs post COVID-19. Joe reported that the need goes beyond workforce development to market solutions.

Kirsten Andrews-Schwind shared her notes on "Current Questions Staff Are Considering" relating to a workforce development grant program. Committee members discussed reach codes and electrification, the need to engage architects, engineers, contractors, plumbers, and employers for both the residential and commercial markets, training for retrofits and replacements, the need for remote augmented reality training, the need for jobs to be available after the workforce training, and offering a guarantee to upgrade panels on households.

The Committee created a Workforce work group, with Diane Bailey, Gladwyn D'Souza, and Morgan Chaknova as members, and Joe Fullerton as Chair.

PUBLIC COMMENT:

Rick Raybin, Climate Smart Home Committee

6. Work Group Reports (Discussion)

Diane Bailey reported that reach codes have stalled due to COVID-19, and that an existing buildings electrification program will be brought to the Board on May 28, 2020. Desiree Thayer reported a low-income program RFP (Request for Proposal) is being drafted, and for interested CAC members to contact Rafael.

7. Upcoming Topics for Discussion (Discussion)

Kirsten Andrews-Schwind reviewed draft topics for the May 28, 2020 Board agenda, including appointments to the Executive Committee and other Standing Committees, CAC appointments and approval of a CAC attendance policy, reviewing the draft Fiscal Year 2020-2021 Budget, approving the PG&E GHG-free allocation, approving the existing buildings electrification program, and discussion of the Integrated Resource Plan (IRP) process.

8. Committee Members' Reports

The Committee reached a consensus to hold a Special Meeting on Thursday, May 21, 2020 at 6:30 p.m.

ADJOURNMENT

Meeting was adjourned at 9:02 pm.