REGULAR MEETING of the Citizens Advisory Committee of the Peninsula Clean Energy Authority (PCEA)
Thursday, June 11, 2020
6:30 p.m.

PLEASE NOTE: for Video conference: https://meetings.ringcentral.com/j/1483914721
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NOTE: Please see attached document for additional detailed teleconference instructions.

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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. Swearing-in of New Members (est. 5 minutes)
2. Recognize Outgoing CAC Members (Discussion) (est. 5 minutes)
3. Committee Member Introductions (Discussion) (est. 20 minutes)
4. Chair Report (Discussion) (est. 5 min.)
5. Programs and Resiliency Update (Discussion) (est. 10 minutes)
6. CAC 2020 Priority Setting and Work Planning (Action) (est. 40 min)
7. Work Group Reports (Discussion) (est. 5 mins)
8. Upcoming Topics for Discussion (Discussion) (est. 5 min)
9. Committee Members' Reports (Discussion) (est. 5 min.)

CONSENT AGENDA

10. Approval of the Minutes for the May 14, 2020 Meeting (Action)
11. Approval of the Minutes for the May 21, 2020 Special Meeting (Action)

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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

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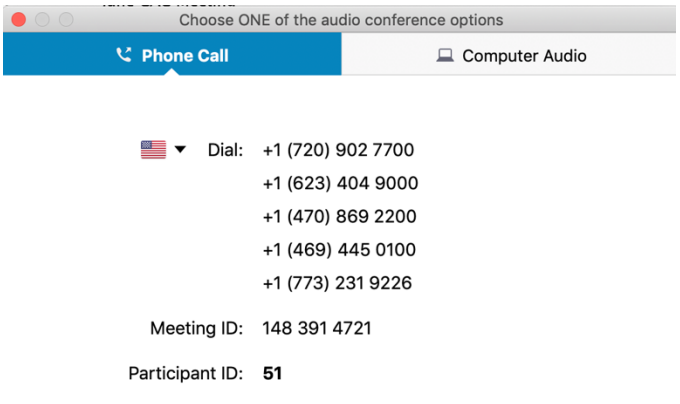

IMPORTANT: Please do not use the Participant ID that is in the picture to the left. Enter the Participant ID that appears on your personal pop-up.

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   +1 (720) 902 7700
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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/1483914721
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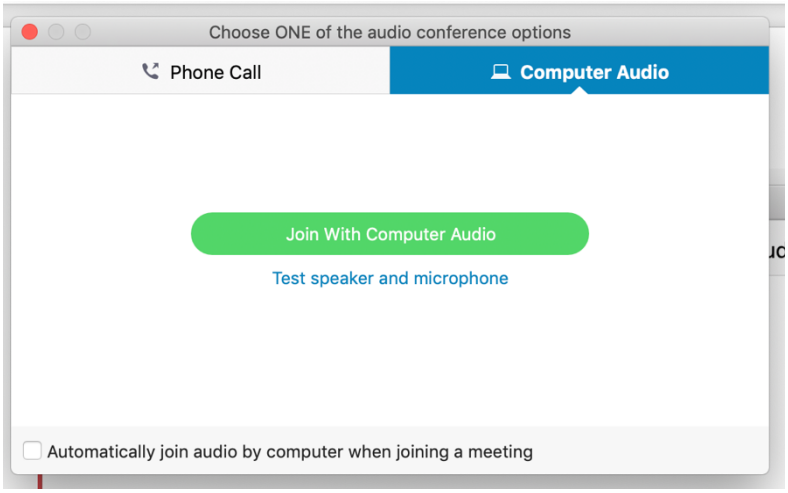

4. Click the green Join With Computer Audio button
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This is the call-in number followed by the meeting ID. Your iPhone will dial both numbers for you.

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

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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: **148 391 4721 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

June 1, 2020

TO: Members of PCE's Citizens Advisory Committee

FROM: Michael Closson

SUBJECT: CAC recommendations reorganized for further discussion and decision

Recommendations that require board approval

A.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." [This would formalize a CAC function that is already taking place. See this link for the other five objectives: https://www.peninsulacleanenergy.com/wp-content/uploads/2015/08/PCE-CAC-Objectives.pdf]

A.9. Recommend that a PCE board member be appointed as an official liaison to the CAC. [This would formalize a practice that is already underway. It could be the Board Chair or another board member. Ideally this person would function in the liaison role for a fairly long period of time – e.g. one year.]

A.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. [Selecting members of the CAC is the Board's decision. But it seems that existing CAC members should be able to suggest areas of expertise we'd like to have on the committee and suggest possible candidates to fill vacancies. Also, some of us could be available to field questions from applicants.]

Recommendation that require the CEO's ongoing attention.

A.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. [Jan Pepper has responded positively to this recommendation.]

Recommendations that will need active staff support

A.4. Formalize a process for enhancing CAC engagement with PCE staff on targeted projects (Form working groups that match the expertise and interests of CAC members with relevant projects; select chairpersons of working groups to report back to the CAC on their progress). [This would improve the process that is already underway.]

A.6. Sponsor periodic public forums on critical issues of importance to PCE customers. (CAC Objective 5.) [We can start this by brainstorming possible public forum topics.]

B.3. Receive slides and other materials from staff in advance of their presentations to CAC meetings. [We made a nice start on this with our last meeting's discussion of the proposed E-Bike program. Let's continue operating in this fashion.]

Recommendations that will require the active support of CAC members

A.3. Develop an annual CAC workplan that will set out the committee's priorities each year. [This would help us allocate our time and energy to the topics we think are most important and have them sanctioned by the Board and staff. We can start discussing an annual workplan at our June or July CAC meeting.]

A.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). [This is already taking place. Every time a new member is added to the CAC, that person should create and share such a bio.]

B.4. Appoint a timekeeper at the start of each meeting to monitor the meeting's timing and flow. [We can implement this starting with our June CAC meeting.]

B.5. Conclude every CAC meeting with the identification of "next steps" to be accomplished by working groups and/or committee members. [We can implement this starting with our June CAC meeting. Perhaps this should be part of our committee chair's role?]

Recommendations that may need further CAC discussion

B.1. Create a better balance in our CAC monthly meetings between staff reports and time for reports on and discussion of our working groups' activities. [We recognize the great importance of staff reports but also want to empower our working groups. See B.2. below.]

B.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 60 minutes. [This time breakdown would be a goal, not a rule. Ideally, as with staff reports, working group reports should be part of the CAC agenda and slides (when available) provided in advance of the meeting.]

Recommendations that we may want to significantly modify or drop?

A.7. Monitor the objectives and activities of other CCAs and CCA advisory committees to identify best practices and "lessons learned" to share with PCE. [PCE's staff may be up to speed on this? If they are, it would be helpful if they shared this info with the CAC. Perhaps we should focus some attention on the activities of other CCA advisory committees?]

A.8. Recommend that PCE staff respond in writing to CAC members regarding specific recommendations submitted as part of PCE's periodic strategic planning process. [We would like to have our ideas taken seriously, but let's drop this recommendation.]

June 2, 2020

TO: Peninsula Clean Energy Authority Citizens Advisory Committee (CAC)

FROM: Morgan Chaknova

SUBJECT: Peninsula Clean Energy Citizens Advisory Committee Work Plan Draft

Peninsula Clean Energy Citizens Advisory Committee Work Plan Draft

Goal: Make it easy for CAC members to align with PCE staff priorities and get involved in driving PCE strategic initiatives

How to use this document (for CAC): Review list, let Chair and staff liaisons know which area you're interested in

How to use this document (for PCE staff): See list of CAC members interested in active engagement OR with expertise to leverage for each area

Brown Act reminder: Communication with fellow CAC members pursuant to this Work Plan should be done in compliance with the Brown Act; please direct questions to staff/County Counsel

Guiding Principles

- Minimize CAC impact on using staff resources
- Ensure CAC members feel fully engaged and utilized if they have interest and bandwidth
- Ensure PCE Staff and Board understand how to leverage CAC in a way that is useful and drives PCE strategic priorities

CAC role & responsibilities:

Simplified definition of CAC charter (need CAC to vote/decide, then align with PCE board and staff):

Current:

- Act as liaison to community
- Provide feedback on PCE policy and operational objectives
- Engage in outreach to community, including encouraging ratepayers to opt up to eco1--and implement other carbon reducing practices
- Assist w/ leg advocacy in conjunction w/ staff and board
- Provide forum for community discussions on wide variety of strategies to reduce carbon emissions in conjunction w/ staff and board

Proposed (from ad hoc working group):

- Waiting on word doc from Michael as presented in May CAC meeting

- Definition of “major decision”

PCE Board/Staff strategic goals for 2020 (figure out how CAC can support and align work):

Peninsula Clean Energy seeks to obtain 100% of the electricity that we sell from carbon-free sources to minimize greenhouse gas (GHG) emissions for a cleaner and safer environment. We offer programs focused on reducing GHG emissions from all energy uses in San Mateo County. These programs include advancing the adoption of electric transportation and transitioning building energy uses to low-carbon electricity.

Organizational priorities:

- Design a power portfolio that is sourced by 100% carbon-free* energy by 2025 that aligns supply and consumer demand a 24 x 7 basis
- Contribute to San Mateo County reaching the state’s goal to be 100% greenhouse gas-free by 2045

See PCE’s 2020 Strategic Plan in the Master Presentation Slides for the April 2020 board meeting, starting on slide 48:
https://www.peninsulacleanenergy.com/wp-content/uploads/2020/04/PCE-Board-COMBINED-Master-Presentation-Slides-4-23-20.pdf

Process for CAC to engage with PCE Staff

1. CAC members identify areas of expertise, interest and available bandwidth
    a. For example:
        i. I am an architect
        ii. I am interested in building electrification
        iii. I want to get involved with the established sub-committee working group (formerly reach codes focus)
    b. Figure out what else is happening across PCE (and maybe even broader CCA/environmental world)
    c. Perhaps propose a new idea myself
    d. All depending on bandwidth + interest from staff

2. CAC members interested in further engagement evaluate PCE staff/CAC proposed 2020 work plan

    Categories of work across PCE (need CAC leads for each?):
    a. Transportation
        i. EV program
    b. Buildings

        i. Outreach
        ii. Low-income
        iii. Tech pilot
    c. Education
        i. Science fair awards
        ii. Internships
        iii. Curricula for teachers (Janet)
        iv. Dashboards
    d. Workforce
        i. Workforce development in electrification
    e. Resiliency and DER
        i. Outreach
    f. Legislative & Regulatory
        i. Promote policies

3. Communicate to Chair or staff liaisons area of interest
    a. If existing group, Chair or staff liaisons connect CAC member to CAC member lead
    b. If new area, identify appropriate next steps (new working group? Get sign off with staff lead for working area, and staff support required)

4. CAC working group lead and staff lead connect and establish the way to work together productively
    a. Reach code group w/ Rafael available as proven working model, monthly meetings + individual action

5. Refine/improve as needed

Workplan: Potential CAC Working Groups

Focus	Task	PCE Dept	Staff Liaison	CAC member lead
Transpor-tation	Help promote EV engagement strategies, leverage networks and relationships with community groups	Marketing	KJ, Jerry	
	Help generate ideas for promoting participation in e-bike programs	Marketing	Phillip, KJ, Jerry	
Buildings	Heat pump water heater and electrification outreach to assist with promotion and buy-in with other enviro groups	Marketing	KJ, Jerry	
	Support development of programs for low-income residents	Programs	Alejandra	
	Participate in tech pilot "assessment team"	Programs	Alejandra	
Education	Continue & build upon existing education programs (science fair awards, internship programs, dashboards, curricula)	Outreach	TJ	
Work Force	Assist with programs for work force development in electrification	Programs	Rafael	
	Advise on grant program	Programs	Rafael	
Resiliency & DER	Promote participation in resilience programs	Marketing	Kirsten, Jerry	
	Research life cycle of existing renewable technologies including solar, wind, and lithium-based energy storage.	Energy Resources	Peter L.	
	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	Energy Resources	Siobhan or Peter L.	

	barriers to adoption			
	Support local sourcing of generation and distributed energy resources	Energy Resources	Siobhan or Peter L.	
Legislative & Regulatory	Assist in timely advocacy and participate in promoting policies to support CCAs	Leg/Reg	Joe or Jeremy	
	Reach code advocacy	Programs	Rafael	
PCE Strategic Priorities	Continue to respond to issues raised by the organization. For example: Diablo Canyon, Central Valley, Resiliency, Storage	All	Kirsten, Jan	
	Explore options for future of ECOplus and ECO100	Marketing	KJ	
General Marketing/ Outreach	Explore potential op-ed pieces (which Peninsula Clean Eergy can help ghostwrite and pitch) to support building electrification and other programs	Marketing	KJ	
	Promote PCE messages eg via social media	Marketing	Kirsten	
	Write blog posts on specific topics to support engagement in programs and initiatives	Marketing	KJ	
Equity	Equity working group to ensure equity is a priority across all working groups and built into PCE strategic priorities	All	Kirsten?	

REGULAR MEETING of the Board of Directors of the
Peninsula Clean Energy Authority (PCEA)
Thursday, June 25, 2020
6:30 pm

PLEASE NOTE: for Video conference: https://meetings.ringcentral.com/j/149XXXXXXX
for Audio conference: dial 1-623-404-9000, or 1-773-231-9226,
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CALL TO ORDER / ROLL CALL

PUBLIC COMMENT
This item is reserved for persons wishing to address the Board on any PCEA-related matters that are as follows: 1) Not otherwise on this meeting agenda; 2) Listed on the Consent Agenda and/or Closed Session Agenda; 3) Chief Executive Officer's or Staff Report on the Regular Agenda; or 4) Board 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 Board shall be given an opportunity to do so by the Board Chair during the videoconference meeting. Speakers are customarily limited to two minutes, but an extension can be provided to you at the discretion of the Board Chair.

ACTION TO SET AGENDA and TO APPROVE CONSENT AGENDA ITEMS
This item is to set the final consent and regular agenda, and for the 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. Citizens Advisory Committee Report (Discussion)

4. Audit and Finance Committee Report (Discussion)

5. Approve Citizens Advisory Committee Work Plan (Action)

6. Approve Fiscal Year 2020-2021 Budget (Action)

7. Authorize Chief Executive Officer to execute a contract amendment to Agreement with TerraVerde Energy, LLC for Distributed Resource Adequacy Capacity Request for Proposals in an amount not to exceed $250,000 and for a term through December 31, 2021. (Action)

8. Authorize Chief Executive Officer to execute a Load Modifying Agreement (LMA) for Distributed Resource Adequacy Capacity with Sunrun Inc. and any necessary ancillary documents in an amount not to exceed $2,867,700, and for a term from January 1, 2022 through December 31, 2031. (Action)

9. Review Preliminary Integrated Resource Plan (IRP) Results (Discussion)

10. Approve Contract with CLEAResult for Building Electrification Program in an amount not to exceed $3 Million (Action)

11. Approve E-Bike Program (Action)

12. Board Members' Reports (Discussion)

CONSENT AGENDA

13. Approve Update to Revised Conflict of Interest Code for Peninsula Clean Energy (Action)

14. Approve Revised Employee Handbook (Action)

15. Authorize an Extension to the Agreement between Peninsula Clean Energy and Essense Partners through December 31, 2020 (Action)

16. Approval of the Minutes for the May 28, 2020 Meeting (Action)

DRAFT

INFORMATION ONLY REPORTS

17. Marketing and Outreach Report

18. Regulatory and Legislative Report

19. Community Energy Programs Report

20. Procurement Report

21. Resiliency Strategy Report

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DRAFT

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.

SPECIAL MEETING of the Citizens Advisory Committee
of the Peninsula Clean Energy Authority (PCEA)
Thursday, May 21, 2020
MINUTES

Video conference and teleconference
6:30 p.m.

CALL TO ORDER

Meeting was called to order at 6:32 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
Morgan Chaknova, Redwood City
Michael Closson, Menlo Park
Janet Creech, Millbrae
Scott Harmon, Portola Valley
Ray Larios, Burlingame
Janelle London, Menlo Park
Walter Melville, San Bruno
Jason Mendelson, Redwood City

Absent: Joe Fullerton, Half Moon Bay
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
Siobhan Doherty, Director of Power Resources
Jan Pepper, CEO
Jennifer Stalzer Kraske, Deputy County Counsel

Board Members: Jeff Aalfs, Board Chair

A quorum was established.

PUBLIC COMMENT

None.

ACTION TO SET THE AGENDA

Motion Made / Seconded: D'Souza / Creech

Motion passed unanimously (Absent: Fullerton, Ruigomez)

SPECIAL AGENDA

1. **Discuss and Make Recommendation to the Board of Directors on PG&E Nuclear Allocation (Action)**

   Desiree Thayer, *Chair*, directed attendees to the Memo and presentation slides in the Agenda Packet. Jan Pepper, *CEO*, reviewed slides that had been presented to the Executive Committee on May 11, 2020, which included background information on PG&E's allocation of GHG-free resources (large hydro and nuclear) to LSEs (Load Serving Entities) in PG&E's territory. Jan reviewed load forecasts based on the impact of COVID-19, the reduction in expected allocation volumes, and Peninsula Clean Energy's (PCE) GHG-free and Renewable energy targets.

   KJ Janowski, *Director of Marketing and Community Affairs*, reviewed results from a market research survey that showed most respondents preferred a power mix without nuclear. Jan outlined a staff recommendation to accept the PG&E hydro allocation but not accept the PG&E nuclear allocation. Committee members discussed the market research response rate, the reduction in expected allocation volumes, the decreased load forecast, and PCE's procurement status.

   PUBLIC COMMENT

   Eric Brooks, Californians for Energy Choice

   Motion Made to accept the staff recommendation to accept PG&E hydro allocation and not accept PG&E nuclear allocation / Seconded: D'Souza / Creech

   Motion passed unanimously (Absent: Bailey, Fullerton, Melville, Ruigomez)

ADJOURNMENT

Meeting was adjourned at 7:35 pm.