



**REGULAR MEETING of the Citizens Advisory Committee
of the Peninsula Clean Energy Authority (PCEA)
Thursday, June 11, 2020
MINUTES**

Video conference and teleconference
6:30 p.m.

CALL TO ORDER

Meeting was called to order at 6:35 pm.

ROLL CALL

- Present:** Desiree Thayer, Burlingame, *Chair*
Diane Bailey, Belmont
Allen Brown, Unincorporated San Mateo County
Tim Bussiek, Belmont
Morgan Chaknova, Redwood City
Michael Closson, Menlo Park
Janet Creech, Millbrae
Joe Fullerton, Half Moon Bay
Terri Givens, Unincorporated Menlo Park
Kathryn Green, San Mateo
Jason Mendelson, Redwood City
- Absent:** Steven Booker, Half Moon Bay
Ray Larios, Burlingame
Janelle London, Menlo Park
Walter Melville, 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
David Silberman, Deputy County Counsel
- Board
Members:** Jeff Aalfs, Board Chair

A quorum was established.

1. Swearing-in of New Members

New members Tim Bussiek, Terri Givens, and Kathryn Green were sworn-in by David Silberman, *General Counsel*.

PUBLIC COMMENT

None

ACTION TO SET THE AGENDA AND APPROVE CONSENT AGENDA

Motion Made / Seconded: Mendelson / Closson

Motion passed 11-0 (Absent: Booker, Larios, London, Melville)

REGULAR AGENDA

2. Recognize Outgoing CAC Members (Discussion)

Kirsten Andrews-Schwind, *Senior Manager of Community Relations*, thanked outgoing CAC (Citizens Advisory Committee) members, Gladwyn D'Souza, Scott Harmon, and James Ruigomez. Jason Mendelson requested that the Committee adopt a resolution to recognize and thank the former CAC members.

3. Committee Member Introductions (Discussion)

All members of the CAC and staff present introduced themselves, as did David Silberman, *General Counsel*, and Jeff Aalfs, *Board Chair*.

4. Chair Report (Discussion)

Desiree Thayer, *Chair*, reported that the Board approved the staff recommendation on the PG&E GHG (greenhouse gas) free allocation. She reviewed the CAC attendance policy that was included in the agenda packet and that is posted on the CAC page of the PCE website.

5. Programs and Resiliency Update (Discussion)

Kirsten Andrews-Schwind reviewed programs supporting solar and battery storage backup for critical municipal facilities, single family and multi-family residences, and medically vulnerable customers impacted by PSPS (Public Safety Power Shutoff) events. Kirsten also reviewed an E-Bike program for low-income customers.

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

Michael Closson, *Work Planning Working Group Chair*, reported that the Working Group met and brought two sets of recommendations. Michael reviewed a memo dated June 1, 2020, entitled "CAC recommendations reorganized for further discussion and decision".

Members of the Work Planning Working Group took turns reviewing each recommendation in the memo.

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>]*

Michael Closson reported that this is already happening but it’s not currently outlined in the CAC objectives.

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.]*

Jason Mendelson reported that the CAC changed their meeting dates to enable participation with the Board agenda creation. Jason reported appreciation for having Jeff Aalfs, *Board Chair*, attend CAC meetings, and this recommendation would create a formal liaison from the Board. Jeff Aalfs expressed support for this recommendation. Michael Closson explained this would ensure one Board member attends each CAC meeting.

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.]*

Michael Closson reported that the Work Planning Working Group recommends increasing CAC involvement in the screening and selection of new members and that CAC members can field questions from applications. Jeff Aalfs reported that the Board is the final decision maker on appointing members to the CAC, but he expressed support for CAC involvement in the selection process.

Recommendations 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.]*

Michael Closson outlined several issues that were not brought to the CAC before going to the Board. There was a general consensus that this recommendation supports the CAC’s advisory role.

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.]*

Michael Closson reported this recommendation would formalize a process for enhancing CAC engagement with PCE staff on targeted projects, and that this is already happening with Working Groups working with staff.

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.]*

Michael Closson reported this is already outlined in CAC Objective 5, and suggested a forum on invoices and improving the bills. Kirsten Andrews-Schwind suggested using video conference for public forums. KJ Janowski, *Director of Marketing and Community Affairs*, expressed interest in a public forum on the concerns and needs of small and medium sized businesses. Michael suggested brainstorming on public forum topics at the next meeting.

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.]*

Michael Closson explained this recommendation is already happening, and CAC members would like it to continue.

Recommendations that will require the active support of CAC members:

Michael Closson reviewed each recommendation in this section.

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.]*

Michael suggested the CAC discuss their 2020 Work Plan at the 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.]*

Michael suggested the bios include CAC member interests as well as expertise.

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.]*

Michael Closson reported that staff reports are important, but the CAC wants to balance that with Working Group activities.

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.]*

Michael Closson reported this may vary from meeting to meeting. Kirsten Andrews-Schwind recommended CAC members read departmental informational reports in the monthly Board agenda packet. Michael Closson recommended that CAC members attend Board meetings.

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?]*

Kirsten Andrews-Schwind reported on regular communication and collaboration between CCAs (Community Choice Aggregators) and specific departments within CCAs. Kirsten suggested CAC members review the CalCCA (California Community Choice Association) website: CalCCA home page: <https://cal-cca.org/>
CalCCA resources page: <https://cal-cca.org/resources/>

Michael Closson suggested this item may not be necessary as a formal recommendation, and Jeff Aalfs agreed. Michael suggested CAC members sign-up for the Clean Power Exchange newsletter from The Climate Center:
<https://cleanpowerexchange.org/newsletter-sign-up/>
<https://cleanpowerexchange.org/>
<https://cleanpowerexchange.org/communities/all-news/>

KJ Janowski suggested CAC members check the CalCCA news page:
<https://cal-cca.org/news/>

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.]*

Michael Closson reported that CAC members made recommendations in the Strategic Planning process but didn’t see evidence their recommendations were incorporated. CAC members discussed the strategic planning process and reached a consensus that this item not be included in the formal recommendations.

Motion Made / Seconded: Closson / Fullerton

Final Motion: Approve the CAC recommendations, minus A.7 and A.8, and send the first three to the Board for approval (A.2, A.9, A.10), with the other recommendations included for the Board’s information, with the Board appointing a Liaison to the CAC.

Motion passed as amended 11-0 (Absent: Booker, Larios, London, Melville)

Peninsula Clean Energy Citizens Advisory Committee Work Plan Draft

Morgan Chaknova reviewed a memo dated June 2, 2020, entitled “Peninsula Clean Energy Citizens Advisory Committee Work Plan Draft” and reported this plan’s goal is to make it easy for CAC members to align with PCE staff priorities and get involved. Morgan reviewed a spreadsheet within the memo, entitled “Workplan: Potential CAC Working Groups”, and reported the list is like a menu that the CAC members can use to identify the focus and tasks with which they would like to get involved.

CAC members discussed the structure of the Working Groups, the Strategic Plan, PCE’s Strategic Goals, and the meaning and impact of goals that are years away:

- 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

CAC members came to a consensus that the Work Plan discussion will continue at the July meeting, and CAC members will review the “Potential CAC Working Groups” spreadsheet to identify Working Groups for the annual Work Plan.

7. Work Group Reports (Discussion)

Desiree Thayer provided an update for the Building Electrification Work Group, and provided an update on Reach Codes. Desiree reported on the Technical Assistance Program that will provide support for developers and training for contractors.

Joe Fullerton reported that the Workforce Work Group met to discuss how to frame their area of focus, immediate needs and long-term goals that support PCE’s Policy 10, the Inclusive and Sustainable Workforce Policy.

8. Upcoming Topics for Discussion (Discussion)

Kirsten Andrews-Schwind reviewed draft topics for the June 25, 2020 Board agenda, including approving the CAC work plan or procedural recommendations, approving the Fiscal Year 2020-2021 Budget, approving contracts for preferred vendors for the Resiliency Solar program, and a presentation on the preliminary Integrated Resource Plan (IRP).

9. Committee Members' Reports

Jason Mendelson reported that PG&E's semi-annual insert in the May bill was confusing relating to PG&E's rate increase. KJ Janowski reported that PCE will post a response on Next Door.

Joe Fullerton reported on a San Mateo County committee on COVID-19 that doesn't have PCE represented. KJ provided a link to that committee's report:

https://storage.googleapis.com/proudcity/colmaca/uploads/2020/06/San_Mateo_Co_COVID-19_Strategic_Plan_JUNE2020.pdf

ADJOURNMENT

Meeting was adjourned at 8:41 pm.