



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

**PLEASE NOTE: for Video conference: <https://meetings.ringcentral.com/j/1482511526>
for Audio conference: dial +1(623) 404-9000,
then enter the Meeting ID: 148 251 1526 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 Executive 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 Executive Committee and included in the official record, please send to abartoletti@peninsulacleanenergy.com.

CALL TO ORDER / ROLL CALL

PUBLIC COMMENT

This item is reserved for persons wishing to address the Committee on any PCEA-related matters that are as follows: 1) Not otherwise on this meeting agenda; 2) Listed on the Consent Agenda; 3) Chief Executive Officer's or Staff Report on the Regular Agenda; or 4) Committee Members' Reports on the Regular Agenda. Public comments on matters not listed above shall be heard at the time the matter is called.

As with all public comment, members of the public who wish to address the Committee are requested to complete a speaker's slip and provide it to PCEA staff. Speakers are customarily limited to two minutes, but an extension can be provided to you at the discretion of the Committee Chair.

ACTION TO SET AGENDA AND TO APPROVE CONSENT AGENDA ITEMS

This item is to set the final consent and regular agenda, and for approval of the items listed on the consent agenda. All items on the consent agenda are approved by one action.

REGULAR AGENDA

1. Chair Report (Discussion)
2. CEO Report (Discussion)
3. Recommend Approval of Integrated Resource Plan (IRP) for Submission to California Public Utilities Commission (CPUC) (Action)
4. Recommend Approval of E-Bike Program (Action)
5. Review Proposed Building Electrification Awareness Program Contract (Discussion)
6. Review of New EV (Electric Vehicle) Program (Discussion)
7. Committee Members' Reports (Discussion)

CONSENT AGENDA

8. Approval of the Minutes for the June 8, 2020 Meeting (Action)

Public records that relate to any item on the open session agenda for a regular board meeting are available for public inspection. Those records that are distributed less than 72 hours prior to the meeting are available for public inspection at the same time they are distributed to all members, or a majority of the members of the Board. The Board has designated the Peninsula Clean Energy office, located at 2075 Woodside Road, Redwood City, CA 94061, for the purpose of making those public records available for inspection. The documents are also available on the PCEA's Internet Web site. The website is located at: <http://www.peninsulacleanenergy.com>.

Instructions for Joining a RingCentral Meeting via Computer or Phone

Best Practices:

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

Options for Joining

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

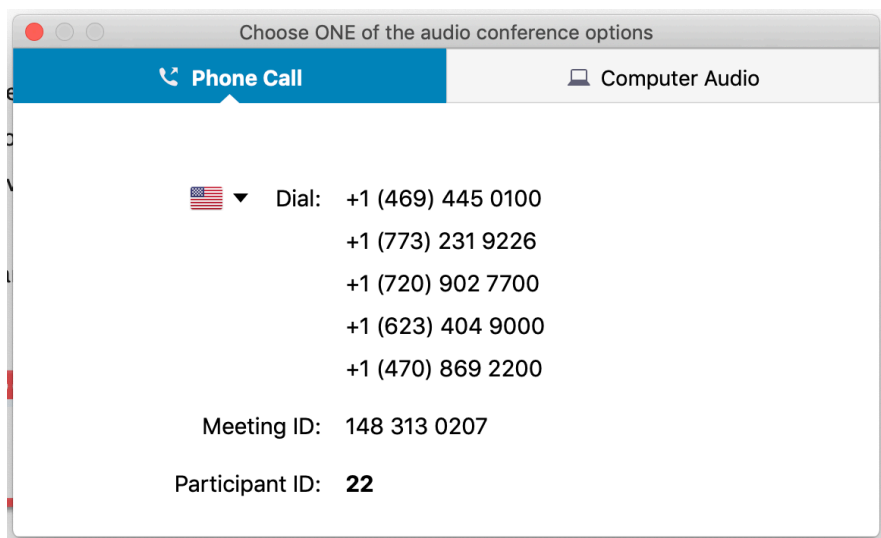
Videoconference Options:

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

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

Option 1 Videoconference with Phone Call Audio (Recommended):

1. From your computer, click on the following link:
<https://meetings.ringcentral.com/j/1482511526>
2. The RingCentral Application will open on its own or you will be instructed to Open RingCentral Meetings.
3. After the application opens, the pop-up screen below will appear asking you to choose ONE of the audio conference options. Click on the Phone Call option at the top of the pop-up screen.

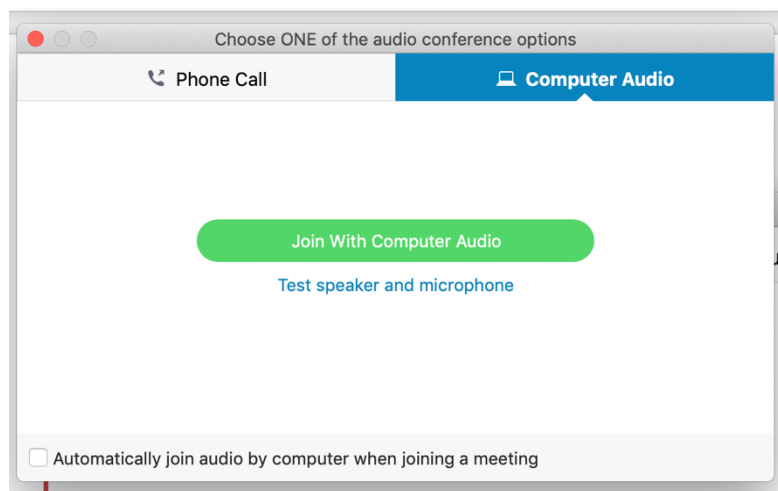


IMPORTANT: Please do not use the Participant ID that is in the picture to the left. Enter the Participant ID that appears on your own personal pop-up.

4. Please dial one of the phone numbers for the meeting (it does not matter which one):
 - +1 (623) 404 9000
 - +1 (469) 445 0100
 - +1 (773) 231 9226
 - +1 (720) 902 7700
 - +1 (470) 869 2200
5. You will be instructed to enter the meeting ID: **148 251 1526 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:
<https://meetings.ringcentral.com/j/1482511526>
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.



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,,1482511526# (US West)

+1(720)9027700,,1482511526# (US Central)

+1(773)2319226,,1482511526# (US North)

+1(469)4450100,,1482511526# (US South)

+1(470)8692200,,1482511526# (US East)

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

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

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

Option 4: Calling in via Telephone/Landline:

Dial a following number based off of your location:

+1(623)4049000 (US West)

+1(720)9027700 (US Central)

+1(773)2319226 (US North)

+1(469)4450100 (US South)

+1(470)8692200 (US East)

You will be instructed to enter the **meeting ID: 148 251 1526 followed by #**

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

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



**PENINSULA CLEAN ENERGY
JPA Board Correspondence**

DATE: July 2, 2020
BOARD MEETING DATE: July 13, 2020
SPECIAL NOTICE/HEARING: None
VOTE REQUIRED: Majority Present

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 including transportation electrification measures, such as new and used vehicle purchase incentives, a multi-year electric vehicle (EV) infrastructure program, fleets, and shared mobility such as ride-hailing and other alternatives.

Transportation emissions are 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 and often replace trips that would otherwise be taken by cars¹. E-bikes utilize a battery powered motor to assist riders, making it

¹ A study by CalBike showed that e-bikes replaced cars between 33-50% of the time.
<https://www.calbike.org/wp-content/uploads/2019/02/A-North-American-Survey-of-Electric-Bicycle-Owners.pdf>

easier to travel farther and less strenuous to navigate hills and transport children or heavier items thus improving accessibility to daily commuters, parents, and seniors.

The proposed three-year program provides a rebate to reduce the upfront cost of e-bikes to customers with lower incomes 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 focus on customers with low to moderate incomes. The cost range of a modern more-affordable e-bike is typically between \$700 to \$2,000 with higher end models costing considerably more, providing a significant upfront barrier to more widespread adoption. The proposed program includes a rebate of up to 80% of the cost of an e-bike with a cap at \$800 per bike, which provides for an estimated 300 bikes over the three-year program term. This rebate amount is higher than a similar program recently launched by Redwood Coast Energy Alliance (a \$500 rebate²). However, given that PCE's proposed program is targeted to customers with lower incomes instead of a broadly available program, there is an increased need for a higher incentive. The incentive may be adjusted over the course of the program based on response.

These rebates would be redeemable in person at bike shops in San Mateo County and neighboring jurisdictions and online retailers. PCE plans to work with local bike shops around the peninsula to offer the rebate as a point of sale discount to pre-qualified customers (additional details on qualification outlined below). PCE would then reimburse the bike shops for the rebate amount passed on to the customer by the shops. By facilitating a point of sale discount, buyers are provided with the convenience of paying a lower amount right away instead of waiting to receive a mail in rebate and the bike shops benefit through increased sales. For some customers, an online purchase may be preferable. In these instances, PCE plans to provide a pre-qualification voucher to the customer and then mail a rebate after the customer purchases their bike.

Eligibility is limited to customers with low to moderate incomes and PCE plans to pre-qualify customers so that they can redeem a rebate at an in-person bike shop or to receive a post-purchase rebate after an online sale. The proposed income-eligibility cutoff is 400% of the Federal Poverty Level, consistent with other rebate programs such as the Clean Vehicle Assistance Program. PCE will seek to streamline the pre-qualification application as much as possible, including utilizing other programs such as participation in California Alternate Rates for Energy Program (CARE) or Family Electric Rate

² <https://redwoodenergy.org/services/transportation/electric-bikes-rebate/>

Assistance Program (FERA), the CalFresh nutrition assistance program, or residency in an Affordable Housing program (such as MidPen Housing residents) as an automatic qualification. Applicants will be required to submit evidence of participation in these programs, proof of income, or other verification such as proof of unemployment claims. In addition, rebates will be limited to a maximum of one per residential address.

A solicitation and enrollment process will be utilized by PCE to qualify bike shops for participation and to select which bikes would be eligible for the program. Staff intends to include models that are the most affordable and utilitarian in nature in order to serve transportation and commuting needs rather than recreational needs. To be eligible, bikes need to be new and have a retail price less than \$1,800. Local bike shops will be encouraged to expand their offering to include more-affordable bikes for this program, when possible. Bike shops and online retailers will be encouraged to provide an additional discount to further reduce the price. Further, PCE staff are exploring other financing and discount mechanisms to alleviate the upfront cost burden to customers. Based on preliminary discussions with bike shops, PCE staff anticipates securing discounts of 5-10%. Current high demand for e-bikes and the low volume of this program make larger discounts through “bulk purchase” mechanisms less feasible at this time. However, it may be possible to explore “bulk purchase” alternatives in the future if the program is expanded.

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 a follow-on incentive (typically gift cards) to encourage recipients to regularly 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.

PCE staff envisions that outreach partnerships will play a key role in promoting the program to customers. The budget for this program includes \$60,000 over three years designated for the Silicon Valley Bicycle Coalition (SVBC) to provide community outreach and promotion, education, and bicycle safety training courses to customers in connection with this program. The scope of the marketing budget allows for up to eight events per year, including online or in-person safety classes and group bike rides, as well as general outreach and promotional campaigns such as an e-bike giveaway contest. SVBC also has extensive connections with the Affordable Housing community, shown in their recent work promoting the Bike Share for All program to income-qualifying residents, which will be vital in rolling out the program. Additional community partnerships through service organizations such as Peninsula Family Service and Puente De Costa Sur will also be explored.

To evaluate program success, PCE staff intends to capture several key metrics. These will include the overall amount of rebates (both for online and in-person retailers) and utilization rate, customer satisfaction (collected via surveys), performance and utilization (collected via trailing surveys and the partnership with Commute.org), and other supporting indicators to be determined by PCE staff.

Following Board approval in July 2020, PCE staff aims to have the program launched by fall.

FISCAL IMPACT: Up to \$300,000 over 3 years



**REGULAR MEETING of the Executive Committee of the
Peninsula Clean Energy Authority (PCEA)
Monday, June 8, 2020
MINUTES**

8:00 a.m.

Peninsula Clean Energy
Video conference and teleconference

CALL TO ORDER

Meeting was called to order at 8:06 a.m.

ROLL CALL

Present: Jeff Aalfs, Town of Portola Valley, *Chair*
Rick DeGolia, Town of Atherton, *Vice Chair*
Carole Groom, County of San Mateo
Julia Mates, City of Belmont
Donna Colson, City of Burlingame
Catherine Mahanpour, City of Foster City
Catherine Carlton, City of Menlo Park
Rick Bonilla, City of San Mateo
Pradeep Gupta, Director Emeritus
John Keener, Director Emeritus

Absent: Dave Pine, County of San Mateo

Staff: Jan Pepper, CEO
Andy Stern, CFO
Rafael Reyes, Director of Energy Programs
Phillip Kobernick, Programs Manager
Alejandra Posada, Energy Programs Specialist
KJ Janowski, Director of Marketing and Community Affairs
Sara Maatta, Renewable Energy and Compliance Analyst
Jennifer Stalzer Kraske, Deputy County Counsel
Anne Bartoletti, Board Clerk/Executive Assistant to the CEO

A quorum was established.

PUBLIC COMMENT

None

ACTION TO SET AGENDA AND TO APPROVE CONSENT AGENDA ITEMS

Motion Made / Seconded: Groom / Bonilla

Motion passed unanimously 7-0 (Absent: Aalfs, Pine)

REGULAR AGENDA

1. CHAIR REPORT

Board Chair Jeff Aalfs welcomed Julia Mates to the Executive Committee, as she was newly appointed to the Committee at the May 2020 Board meeting.

2. CEO REPORT

Chief Executive Officer Jan Pepper provided an update on staffing and implementation of the Strategic Plan. Jan reported that the MAG5 (Peninsula Clean Energy, Silicon Valley Clean Energy, East Bay Community Energy, Monterey Bay Community Power, San Jose Clean Energy) hired a PR agency to help with messaging, and the MAG5 issued an RFO (Request for Offers) for long-term storage. Jan reported that the City Council of Los Banos has agreed to move forward with a technical study to join (PCE).

3. REVIEW REVISED EMPLOYEE HANDBOOK

Chief Financial Officer Andy Stern reported that revisions to the Employee Handbook remove unused sections, address new laws, provide gender language updates, and add a Work from Home policy and Personal Leave of Absence policy. Committee members discussed work schedules, remote work options, and the environmental benefits of working from home.

4. RECOMMEND APPROVAL OF E-BIKE PROGRAM

Director of Energy Programs Rafael Reyes presented a rebate program for 300 electric bicycles for low income residents. He reviewed existing E-bike incentive programs locally and around the country. Rafael reviewed program components including a focus on low-income communities and collaboration with local organizations.

Committee members discussed online and bulk options for E-bike purchases, E-bike prices and program incentive levels, using E-bikes for commuting, and tracking how many E-bikes replace cars on the road. The online Chat is reproduced here:

- 08:51:30 From Donna Colson : Could we do a group purchase agreement and negotiate bulk pricing on the bikes?
08:51:44 From Catherine Carlton : Good idea!
08:53:32 From Rick DeGolia : I agree with Cat
08:55:01 From Rick DeGolia : regarding implementation of programs that aren't fully formed. It's good to bring a program concept at this level to the EC, but I think that it needs to be more fully developed and mentioned issues addressed before it comes to the full Board for approval and implementation
08:56:51 From jwkeener : I support the \$900 rebate, and think this is an interesting program. Let's see how it goes.
08:58:00 From Julia's iPad : Agree with Rick DG. We can discuss first and then have staff come back with a more fully baked program we can bring to full board
08:58:06 From Jennifer Stalzer Kraske : Please read these comments into the record
09:00:36 From Catherine Carlton : What about the flexible payment, say 75% up to 900\$, as many e-bikes are \$900 or less?

Committee members requested additional details and refinement of the E-bike program.

Motion Made to continue to next month / Seconded: Bonilla / Carlton

Motion passed unanimously 8-0 (Absent: Pine)

5. RECOMMEND APPROVAL OF BUILDING ELECTRIFICATION CONTRACT

Rafael Reyes reviewed the proposed Heat Pump Water Heater (HPWH) contract with CLEAResult, including water heater replacement incentives to single family customers, integration with BayREN (Bay Area Regional Energy Network) Home+ program, and workforce development through contractor training.

Committee members discussed marketing the benefits of all-electric homes, the costs involved in electrification of new construction versus retrofitting existing homes, and engaging the IBEW (International Brotherhood of Electrical Workers) and BayREN for contractor training.

Motion Made to continue to next month / Seconded: Bonilla / Groom

Motion passed unanimously 8-0 (Absent: Pine)

6. COMMITTEE MEMBERS' REPORTS

None.

ADJOURNMENT

Meeting was adjourned at 9:20 a.m.