



**REGULAR MEETING of the Executive Committee of the  
Peninsula Clean Energy Authority (PCEA)  
Monday, August 10, 2020  
8:00 a.m.**

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*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](mailto: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](mailto: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. Review Municipal Fleets Program (Discussion)
4. Review Used EV (Electric Vehicle) and Updated Overall EV Incentives Budget (Discussion)
5. Discuss a succession process for key staff executives and the Board of Directors that addresses planned and emergency transitions and optimizes the role of Board Alternates (Discussion)
6. Review Peninsula Clean Energy sponsorships and memberships (Discussion)
7. Discuss possible options for additional customer financial assistance related to COVID-19 impact (Discussion)
8. Committee Members' Reports (Discussion)

## **CONSENT AGENDA**

9. Approval of the Minutes for the July 13, 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>.

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### 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

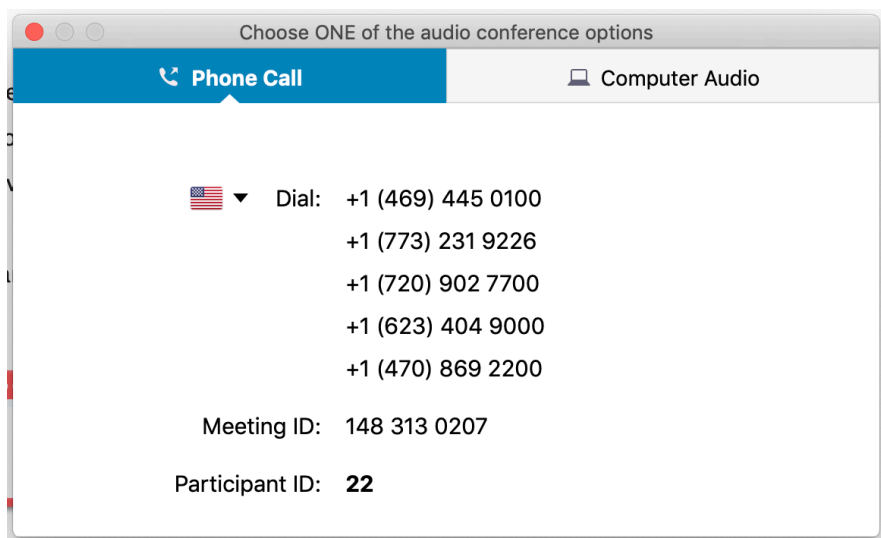
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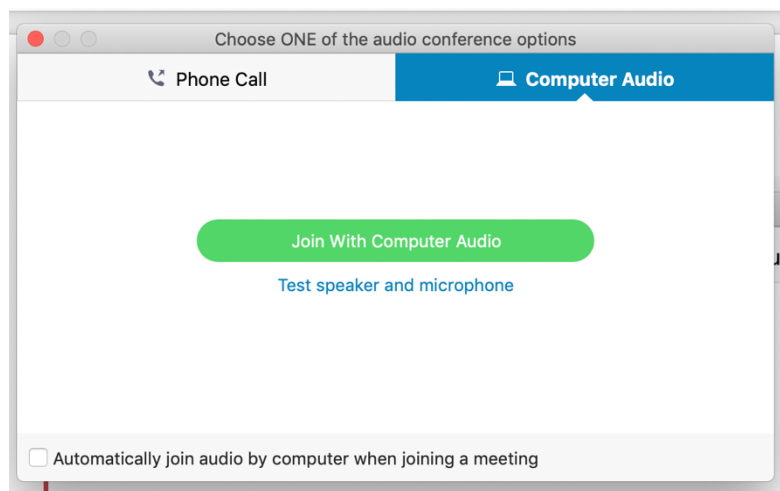


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  - +1 (623) 404 9000
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- After the application opens, the pop-up screen below will appear asking you to choose ONE of the audio conference options. Click on the Computer Audio option at the top of the pop-up screen.



- Click the green **Join With Computer Audio** button
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Dial a following number based off of your location:

**+1(623)4049000 (US West)**

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You will be instructed to enter the **meeting ID: 149 805 7102 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 30, 2020  
**BOARD MEETING DATE:** August 10, 2020  
**SPECIAL NOTICE/HEARING:** None  
**VOTE REQUIRED:** None

**TO:** Honorable Peninsula Clean Energy Authority Executive Committee  
**FROM:** Jan Pepper, Chief Executive Officer, Peninsula Clean Energy  
Rafael Reyes, Director of Energy Programs  
**SUBJECT:** Fleets Three Year Program

**RECOMMENDATION**

Executive Committee recommendation of approval to the Board for the proposed Fleets Program for a total of \$900,000 over three years.

**BACKGROUND**

Peninsula Clean Energy's mission is to reduce greenhouse gas (GHG) emissions in San Mateo County and California's goal is to be carbon neutral by 2045, which PCE aims to support through investment in local community programs. In support of this effort, the Board approved the PCE Program Roadmap in September 2018, 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 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. Approximately 40% of transportation emissions are from local commercial, rental, and government fleets that range from light-duty passenger vehicles to heavy-duty trucks.

**DISCUSSION**

The proposed Fleets Program focuses on three areas to help public agencies transition to electric vehicles: technical assistance, gap funding, and a vehicle to building demonstration project.

To support public agencies in the planning process, the proposed Fleets Program would develop a robust technical assistance offering, estimated to cost up to \$350,000 total over three years. This will consist of new resources for local fleets, such as a total cost of ownership (TCO) calculator that factors in PCE's electricity rates for fleet managers to create fuel-cost estimates, shows the business case for EVs, and outlines the implications of various charging infrastructure options and benefits of managed charging. Workshops, trainings, and vehicle demonstration events will also be planned for local agency fleets in coordination with partnerships such as the Silicon Valley Clean Cities Coalition. Whenever available and useful for local fleets, the PCE program will utilize or build upon existing resources, such as the City of Fremont's Fleet Electrification Study,<sup>1</sup> which provides guidance on "EV First" policies and other best practices, and the Climate Mayors Electric Vehicle Purchasing Collaborative<sup>2</sup>, which provides procurement streamlining options for public agencies.

In addition to generally available resources to help guide fleet transition planning, in-depth technical assistance will be available for 1-2 projects per year that need hands-on help to replace several vehicles at once. Local agency fleet staff often lack the bandwidth or technical expertise to handle these projects, so the technical consulting in the proposed Fleets Program would help fleets that are interested in transitioning to EVs but are otherwise unable to execute these projects on their own by guiding them through the entire process from planning to closeout. This custom technical assistance will help fleets with project planning including, infrastructure cost estimates and design, grant application assistance (when relevant), specification guidance for procurement or piggybacking assistance, construction management, and EVSE setup and energy management controls. PCE would release an RFP to select the consulting team to provide these technical assistance services.

The proposed Fleets Program includes a funding component of up to \$300,000 over three years. These funds are intended to be stacked on existing funding opportunities such as the Hybrid and Zero-Emissions Truck and Bus Voucher Incentive Program (HVIP), the Bay Area Air Quality Management District's Carl Moyer and other vehicle incentives, and PG&E's EV Fleets Program. The funds will be first-come, first-served to eligible fleets (outlined in further detail below) and can be used for EVSE, the incremental cost of an EV and ICE replacement, installation costs, and energy management subscriptions. Agencies are expected to utilize available state or local funding first, and the PCE funds would be used to fill in the remaining gaps needed to make a project work. Funds used for stacking will be identified in the application process or through PCE's hands-on technical assistance work. The amount of funding from PCE will be made available based on the scope of the project not already covered by existing rebates and incentives, as outlined in the table immediately below. Local

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<sup>1</sup> <https://evfleet.tools/>

<sup>2</sup> <https://driveevfleets.org/>

agencies will be able to access up to 25% of unfunded project scope or \$25,000 regardless of project size. School districts will have access to up to 50% or \$50,000 for projects whose unfunded scope is less than \$100,000 and up to 50% or \$100,000 for projects whose unfunded project scope is more than \$100,000. Between 1-4 projects would receive funding per year, depending on the project scope and funding amount.

**PCE Funding Availability per Project:**

Unfunded Project Scope	Local Agencies	Schools
<\$100K	Up to 25% or \$25K per project (whichever is less)	Up to 50% or \$50K per project (whichever is less)
>\$100K		Up to 50% or \$100K per project (whichever is less)

To qualify for either the in-depth technical assistance or funding, fleets must meet a few eligibility requirements. First, they must be a PCE customer who is a public agency or public-school district. Second, they must commit to replacing at least 5 vehicles per project site (with an exception for schools) to focus efforts on projects with higher impact. The 5-vehicle minimum also aligns with PG&E’s EV Fleets Program, allowing for possible stacking with that program in which PG&E facilitates the in front of the meter installation components and PCE assists in funding the behind the meter installation components and vehicle replacement planning. Finally, agencies must delegate their access to Low Carbon Fuel Standard (LCFS) credits to PCE for reinvestment in future PCE EV programming, as allowed for in CARB regulations. All EV types from light duty to heavy duty would be eligible for participation in this program.

The final component of the proposed Fleets Program is a Vehicle to Building Resiliency Demonstration Project, with up to \$250,000 in project funding. This project is designed to demonstrate the potential benefits of fleet electrification in emergency situations such as Public Safety Power Shut Offs by allowing the vehicles to provide power to a critical facility through a bi-directional EV charging station. This component would include a detailed feasibility analysis to outline the technical elements and associated costs with the project, the procurement of 1-2 EVs that are capable of bi-directional charging such as the Nissan Leaf and EV charging stations that are capable of bi-directional charging, installation at one critical facility, and an evaluation. This demonstration would be in coordination with PCE’s existing solar and storage effort at local critical facilities and provides additional value by showcasing how EVs can augment existing solar and battery storage to enhance the power available in emergencies.

**FISCAL IMPACT:**

Up to \$900,000 over 3 years (Fiscal Year 2020-2021 through Fiscal Year 2022-2023) for Fleets Program.





**PENINSULA CLEAN ENERGY  
JPA Board Correspondence**

**DATE:** August 7, 2020  
**BOARD MEETING DATE:** August 10, 2020  
**SPECIAL NOTICE/HEARING:** None  
**VOTE REQUIRED:** None

**TO:** Honorable Peninsula Clean Energy Authority Executive Committee

**FROM:** Jan Pepper, Chief Executive Officer, Peninsula Clean Energy  
Rafael Reyes, Director of Energy Programs

**SUBJECT:** Revamped Vehicle Incentive Programs and Three-Year Budget

**RECOMMENDATION**

Executive Committee recommendation of approval to the Board for an updated vehicle incentive programs budget which includes an expanded Used EV Incentive and updated New EV Incentive. The request includes:

- Three-year \$4.7 million for New and Used Vehicle Incentive Programs for FY21-22 through FY 23-24, and
- A revised and expanded Used EV Incentive Program, which would introduce used EV incentives for any San Mateo County resident and retain larger incentives for low income residents, and
- Continuation of the New EV Incentive program, with proposed revisions, which provides for an annual fourth quarter promotion with incentives to County residents for new EVs purchased irrespective of purchase source.

**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. On-road transportation 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. There are approximately 600,000 personal vehicles registered in San Mateo County, of which only 4% are full battery electric vehicles (BEVs) or plug-in hybrid electric vehicles (PHEVs). Increasing EV adoption is critical to achieve deep decarbonization in San Mateo County. The up-front cost of EVs is one of the key

barriers to adoption thus incentive programs remain important to continue to encourage EV adoption. Research by the Massachusetts Institute of Technology (MIT) and National Renewable Energy Lab (NREL) indicates that every \$1,000 in incentives yields an 8% increase in adoption of EVs<sup>1</sup>.

In April 2018, the Board approved the first phase of EV programs, including a pilot for New EV incentives in Q4 through local dealerships, Used EV incentives for low income residents, and a pilot for EV Ride & Drive events. Staff implemented these programs in 2018, with the exception of the Used EV low income program which did not launch until 2019. 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. In January 2019, the Board approved a contract with Peninsula Family Service to assist with the low income Used EV program. The program launched and has been running since March 2019. In February and April 2019, the Board approved a three-year extension of the EV Ride & Drive program and New EV program, respectively.

In July 2020, the Executive Committee was consulted on changes to the New EV program, which will be implemented in Q4 2020. In addition to the modifications to the New EV program, staff is proposing an expanded Used EV program to include not only low-income incentives, but also incentives for non-low-income San Mateo County residents as well as the enhanced incentive for residents with low incomes. If approved, this revamped Used EV program would launch Q1 2021. Funding from approved budgets is estimated to be enough to run both modified programs in the FY20-21 budget, however they are conceived to be models for future years. As such, staff is seeking Board approval of a three-year budget for both New and Used EV programs for FY22 through the end of FY24. This memo describes the revamped New and Used EV program models and approximate allocation of the requested three-year budget starting next fiscal year.

## **DISCUSSION**

PCE has been running two separate incentive programs to address up-front cost, which is one of the key barriers to EV adoption: a New EV incentive which runs in the 4<sup>th</sup> quarter of each year and a year-long low-income Used EV program. Staff is proposing making modifications and enhancements to both programs to address the need to drive greater adoption.

### **New EV Program**

The Board approved the continuation of the “New EV Dealer Incentive Program” over three years (2019-2021) following a 2018 pilot. The program provided time-limited discounts and incentives on the purchase or lease of new EVs in the 4<sup>th</sup> quarter of 2018 and 2019. The PCE incentive, \$700 for PHEVs and \$1,000 for BEVs, was only available through participating dealerships which were selected annually through a competitive

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<sup>1</sup> <https://www.sciencedirect.com/science/article/abs/pii/S0095069618303115>

process in which San Mateo County dealers were eligible to apply by offering discounts below the Manufacturer's Suggested Retail Price (MSRP) on their EVs. In addition to incentives, the program provided a "hook" for broad based marketing across the county intended to not only motivate immediate purchases but also increase awareness and interest in EVs to foster future purchases. The marketing for the incentive did appear to increase awareness and interest. PCE's 2020 market survey indicates high awareness (88%) and favorability (78%) but low familiarity (39%) suggesting that market education remains very important. Also, buyers reported high significance in the PCE incentive: 46% stated the program was crucial in their decision and 38% stated that it was very important.

Vehicles sold/leased through the program were 120 in 2018 and 167 in 2019. Low uptake on the program primarily relates to the program approach. In 2019 only 16% of EVs were purchased at dealers within San Mateo County. These factors make the potential of in-County dealer-based sales model highly limited.

The incentive program remains important to continue to encourage EV adoption. The State budget is severely impacted by the economic downturn and state incentives are expected to decline or be eliminated. Following consultation with the Executive Committee at the July 2020 meeting, staff is restructuring the program for the 2020 Q4 cycle to address the need to drive greater adoption while applying the incentive to purchase more likely to be "additive" (i.e., purchases that occur because of the incentive). The program will still be run as a 4<sup>th</sup> quarter promotion to provide marketing motivation and only be available to San Mateo County residents, but the following modifications will be introduced to the incentives. The revised incentives can be utilized:

- For in-county *and* out-of-county purchases
- Only for vehicles with a purchase price of under \$45,000
- Targeted to "first time" EV buyers and past PCE EV incentive recipients will be ineligible for another incentive
- For purchases, not leases
- As post-purchase rebates mailed directly to the customer

It is anticipated that this approach will increase uptake while still ensuring strong additionality (incentives being used by individuals who would not otherwise have purchased an EV). This new program model will be implemented Q4 2020, but it is also assumed to be the model for following three years (2021-2023) if the new budget is approved. Funding for this year is already approved through the 2019 request.

### **Used EV Program (incl. low income)**

In March 2019, PCE launched the low income Used EV incentive program, also referred to as "DriveForward Electric," which provides incentives up to \$4,000 for low income (defined as 400% of Federal Poverty Level) San Mateo County residents to purchase used PHEVs or BEVs. The program operates in partnership with Peninsula Family Service's DriveForward program, a program that provides vehicle loans and financial coaching to help participants purchase used vehicles. PCE's incentive may be combined with other low income EV incentive programs such as Clean Cars for All Program from

the Bay Area Air Quality Management District or the state-wide Clean Vehicle Assistance Program. When combined with another program, PCE incentive is \$2,000; when not combined it is \$4,000. PCE provides robust EV education and personalized assistance to all participants, typically by phone. All participants are told about the other programs and encouraged to apply. In some cases, assistance includes helping participants apply for the other programs and “handholding” throughout the process. When stacking incentives, participants can get a combined amount between \$6,500 to \$11,500 (depending on the program and participant’s income). Though most participants combine with another program and get \$2,000 from PCE, PCE still offers the \$4,000 standalone option to assist residents who are in urgent need of a vehicle and cannot wait to be approved for one of the other programs which can take a couple of weeks to process their application. Additionally, if funding for those programs were to run out, having the increased incentive allows PCE to continue to offer substantial assistance to make used EVs more affordable for low income residents. The program is under continuous operation and as of July 31, 2020 has provided rebates to 60 residents.

Because the economic downturn is anticipated to shift more buyers to the used car market and the general lack of incentives for used EVs, staff proposes to offer Used EV incentives to non-low-income San Mateo County residents in addition to the larger incentive for low-income San Mateo County residents. The used vehicle market is roughly 3 times the size of the new vehicle market; however used EV sales in 2019 were roughly half of that of new EVs.

There are no “general” incentive programs for used EVs (i.e. that aren’t limited to low-income individuals) so PCE’s incentive would be the only incentive available to non-income qualifying San Mateo County residents. To decrease customer confusion, staff proposes to join the current low income used EV program and the general used EV under one program. This transition is also timed with the conclusion of the current contract with Peninsula Family Service.

This revamped program would have a “base” incentive available to any resident and an “add on” for low income residents. The program would retain the current incentive levels for low income residents for BEVs but reduce it by \$300 for PHEVs. The proposed incentive levels would be as follows:

- Base incentive: \$700 for PHEVs or \$1,000 for BEVs
- Low income add on: +1,000 if stacking with another program OR +\$3,000 if not, which would result in \$1,700 or \$3,700 for PHEVs (changed offering) or \$2,000 or \$4,000 for BEVs (same offering)

The incentive would be a post-purchase rebate, though participants would have the option to apply before purchasing and get their rebate reserved. As with the current program, participants could purchase their vehicle at an in-county or out-of-county dealership of their choice (no private sales allowed).

PCE staff intend to release of Request for Proposals (RFP) for a program implementer for the overall Used EV Program. The implementer would be tasked with managing both

general and low-income program applications, however a primary focus of their scope would be to provide one-on-one education and assistance to low income residents as the current program does. The contract for the selected implementer would be brought to the Board at a later date, and the projected costs for this administration are included in the proposed budget below.

Peninsula Family Service (PFS) has been a partner on the low income used EV program since inception and has provided important support to the program. PCE's contract with PFS is coming to a closure in February 2021 and staff anticipates engaging them on how to work with them going forward.

The current low income used EV program will continue to run until the new expanded Used EV program is launched. If approved, PCE staff is aiming for a Q1 2021 launch.

### **Three-Year Budget Request**

Staff estimates there are enough funds from previously approved budgets to run the revised New EV program and Used EV program for the current fiscal year (FY21) , approximately \$900,000 as shown on the table on the following page. The proposed three-year budget would be starting next fiscal year, from FY21-22 through FY 23-24. The budget is within approved and forecasted budgets. It also includes reallocation of unused funds: \$480,000 from the New EV Incentive (projected "left over" funds after this FY), \$200,000 from the low income EV program (only \$170,000 have been used as of July 31, 2020 from the approved \$500,000 budget), and \$200,000 from the EV Ride & Drive program (this assumes FY21-22 returns to a "normal" event level thus retains some of its budget).

The following table outlines the approximate distributions of the proposed 3-year \$4.7 million budget for FY21-22 to FY23-24. This authorization request is consistent with the overall Community Energy Programs budget adopted in June. Previously approved funds and the current request are detailed in the table on the following page.

<b>Segment</b>	<b>Projected 3-yr total</b>	<b>Vehicle volumes total</b>
New EV incentives	\$2.06 M	~2,200
Used EV incentives (general)	\$1.4 M	~1,800
Used EV incentives (low income)	\$850k	~300
Admin	\$180k	
Marketing	\$210k	
<b>Total</b>	<b>\$4.7 M</b>	<b>~4,100</b>

Segment budget and counts are approximate as uptake may vary across segments.

**FISCAL IMPACT:**

Up to \$4,700,000 over 3 years (Fiscal Year 2021-2022 through Fiscal Year 2023-2024) for new and used vehicle incentive programs. This includes reallocation of previously authorized funds: \$480,000 from the New EV Incentive, \$200,000 from the low income EV program and \$200,000 from the EV Ride & Drive program. Net new proposed funds total \$3,820,000.

Community Energy Programs Approved by Board	Proposed Program	Program Amount Approved by Board	Board Approval Date	Term	Already Spent as of July 1, 2020	Estimated Spending in Current FY (prior to June 30, 2021)	Future Fiscal Year Spending for Approved and Proposed EV Programs (FY22-24)
<b>Approved by the Board</b>							
New EV Incentives		1,500,000	04/27/19	3 years	220,000	800,000	480,000
Low Income Used EV - Contract with Peninsula Family Services		500,000	01/24/19	2 years	220,000	80,000	200,000
Ride & Drive EV Marketing - Contract with Reach Strategies		750,000	02/28/19	3 years	215,000	50,000	485,000
<b>Approved Vehicle Incentives &amp; Engagement Programs</b>		<b>2,750,000</b>			<b>655,000</b>	<b>930,000</b>	<b>1,165,000</b>
<b>Updated New and Used EV Incentives</b>		<b>4,700,000</b>		<b>3 years</b>			
Reallocated Funds from New EV Incentives	(480,000)						
Reallocated Funds from Low Income Used EV	(200,000)						
Reallocated Funds from Ride & Drive EV Marketing	(200,000)						
Requested New Funds	3,820,000						3,820,000
<b>Approved and Proposed Vehicle Incentives &amp; Engagement Programs</b>		<b>-</b>			<b>655,000</b>	<b>930,000</b>	<b>4,985,000</b>



**PENINSULA CLEAN ENERGY**  
**JPA Board Correspondence**

**DATE:** August 3, 2020  
**BOARD MEETING DATE:** August 10, 2020  
**SPECIAL NOTICE/HEARING:** None  
**VOTE REQUIRED:** None

**TO:** Honorable Peninsula Clean Energy Authority Executive Committee

**FROM:** Jan Pepper, Chief Executive Officer

**SUBJECT:** Discuss a succession process for key staff executives and the Board of Directors that addresses planned and emergency transitions and optimizes the role of Board Alternates (Discussion)

**BACKGROUND:**

The Peninsula Clean Energy Board and staff embarked on a Strategic Planning process last fiscal year. Gallagher Consulting Group (GCG) was hired to assist Peninsula Clean Energy in this process, and a Strategic Planning Subcommittee was formed to work with GCG throughout the strategic planning process.

The Peninsula Clean Energy Board held a retreat to focus specifically on the Strategic Plan on January 11, 2020 which was facilitated by GCG. Peninsula Clean Energy senior staff and GCG held a staff retreat on February 5, 2020 to review the results of the Board retreat and develop specific goals and objectives for the PCE organization that support the mission, vision, and overall priorities as developed at the Board retreat. The Board approved the final draft strategic plan on April 23, 2020. Since that time, PCE staff have been working on implementation of the Strategic Plan, developing key tactics and tasks to achieve the strategic plan goals and objectives.

**DISCUSSION:**

One of the Goals of the Strategic Plan is “Organizational Excellence: Ensure organizational excellence by adhering to sustainable business practices and fostering a workplace culture of innovation, diversity, transparency, and integrity”.

One of the Objectives under Organizational Excellence is “Governance: Follow best practices for governance and succession to engage and develop qualified, diverse Board members”. One of the Key Tactics under Governance is “Develop a succession process for key staff executives and the Board of Directors that addresses planned and emergency transitions and optimizes the role of Board Alternates.”

PCE staff want to engage the Executive Committee on your thoughts about:

1. How to develop a succession process for key staff executives and the Board of Directors, and
2. How to better engage Board Alternates.





**PENINSULA CLEAN ENERGY**  
**JPA Board Correspondence**

**DATE:** August 3, 2020  
**BOARD MEETING DATE:** August 10, 2020  
**SPECIAL NOTICE/HEARING:** None  
**VOTE REQUIRED:** None

**TO:** Honorable Peninsula Clean Energy Authority Executive Committee  
**FROM:** KJ Janowski, Director of Marketing and Community Affairs  
**SUBJECT:** Review Peninsula Clean Energy sponsorships and memberships (Discussion)

**BACKGROUND:**

At the July 13, 2020 Executive Committee, Peninsula Clean Energy Director Donna Colson noted that Peninsula Clean Energy sponsors many events and groups with the excess funds generated by our operations. There was concern expressed about some of these groups taking political positions in local elections and whether sponsorship of some of these organizations should be reconsidered. Attached is a list of sponsorships and organizations for FY20 for the Executive Committee to review and provide direction to staff.

## **Peninsula Clean Energy Memberships and Sponsorships of Organizations and Events FY20**

### **Belmont**

Chamber of Commerce

Water Dog Run Sponsorship

### **Brisbane**

Chamber of Commerce

### **Burlingame**

Chamber of Commerce

Annual Meeting

Burlingame Fall Fest

### **Daly City**

Chamber of Commerce (incl. Colma)

Kasayahan Sa Daly City - Tabling Event

### **East Palo Alto**

Revitalization Fair

### **Foster City**

Foster City Chamber of Commerce

### **Half Moon Bay**

Chamber of Commerce

Chamber Annual Dinner

### **Menlo Park**

Chamber of Commerce (incl. Atherton, Portola Valley, Woodside)

### **Millbrae**

Chamber of Commerce

Rotary Club of Millbrae Lunar New Year Banquet

### **Pacifica**

Chamber of Commerce

Pacifica Tree Lighting Holiday Event

### **Redwood City**

Chamber of Commerce

Regional Consortium Membership Fees

**San Bruno**

Chamber of Commerce

**San Mateo**

Chamber of Commerce (incl. Foster City)

Chamber Color Run

Chamber State of the City - "Good Morning San Mateo"

Health and Wellness Expo

**San Carlos**

Chamber of Commerce

Chamber Annual Dinner

**South San Francisco**

Chamber of Commerce

Annual Award Dinner Ticket

SSF Senior Fair

Scholarships 1K each

**Countywide / Regional Spending**

Fiestas Patrias - regional Latino festival tabling event

Pacific Beach Regional Coalition Coastal Cleanup

Acterra Party for the Planet

Sustainable San Mateo Sponsorship

Joint Venture Silicon Valley State of the Valley Event Sponsorship

Sierra Club Sponsorship of Annual Dinner

Thrive Nonprofit Network Membership

Silicon Valley Leadership Group Energy & Sustainability Summit

Siena youth - Youth Summer camp

Multi Chamber Business Expo

Getting to Zero Forum

Verge Sponsorship with EBCE

SVCE Gridshift Hackathon

CAPIO Membership

LEAN Energy - Supporting Sponsor

Silicon Valley Bike Coalition

PBC Charity (fiscal sponsor for an event)

Grid Alternatives - Interconnection "Ray" Sponsorship

Marine Science Institute - Earth Day on the Bay

San Diego Energy District

Women in Cleantech and Sustainability



**PENINSULA CLEAN ENERGY  
JPA Board Correspondence**

**DATE:** August 5, 2020  
**BOARD MEETING DATE:** August 10, 2020  
**SPECIAL NOTICE/HEARING:** None  
**VOTE REQUIRED:** None

**TO:** Honorable Peninsula Clean Energy Authority Executive Committee  
**FROM:** Andy Stern, Chief Financial Officer  
**SUBJECT:** Discuss possible options for additional customer financial assistance related to COVID-19 impact (Discussion)

**Summary:**

At the April 23, 2020 Meeting of the Board of Directors, the Board authorized a \$100 bill credit for CARE/FERA residential customers of Peninsula Clean Energy. The total maximum amount of authorized credit was \$3.1 million. At its subsequent meeting on April 23, 2020, the Board authorized an additional amount not to exceed \$600,000 (total authorization of \$3.7 million).

Given the continuing economic impact of the COVID-19 pandemic, Staff will present alternative ways of providing financial support to PCE customers and residents of San Mateo County for the Executive Committee to consider.



**REGULAR MEETING of the Executive Committee of the  
Peninsula Clean Energy Authority (PCEA)  
Monday, July 13, 2020  
MINUTES**

8:00 a.m.

Peninsula Clean Energy  
Video conference and teleconference

**CALL TO ORDER**

Meeting was called to order at 8:03 a.m.

**ROLL CALL**

**Present:** Jeff Aalfs, Town of Portola Valley, *Chair*  
Dave Pine, County of San Mateo  
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:** Rick DeGolia, Town of Atherton, *Vice Chair*

**Staff:** Jan Pepper, CEO  
Andy Stern, CFO  
Siobhan Doherty, Director of Power Resources  
Rafael Reyes, Director of Energy Programs  
Phillip Kobernick, Programs Manager  
Alejandra Posada, Energy Programs Specialist  
KJ Janowski, Director of Marketing and Community Affairs  
Leslie Brown, Director of Customer Care  
Jennifer Stalzer Kraske, Deputy County Counsel  
Anne Bartoletti, Board Clerk/Executive Assistant to the CEO

**A quorum was established.**

**PUBLIC COMMENT**

Donna Colson

**ACTION TO SET AGENDA AND TO APPROVE CONSENT AGENDA ITEMS**

Motion Made / Seconded: Bonilla / Pine

**Motion passed unanimously 7-0 (Absent: DeGolia, Carlton)**

**REGULAR AGENDA**

**1. CHAIR REPORT**

Board Chair Jeff Aalfs reported that the Closed Session for the Chief Executive Officer (CEO) review will be pushed to the August meeting to allow time for staff feedback, and that an item will be added to the July 23, 2020 Board meeting agenda to explore options to appoint a liaison to the Citizens Advisory Committee (CAC).

**2. CEO REPORT**

Chief Executive Officer Jan Pepper provided an update on staffing, and she announced that an RFO (Request for Offers) will be issued for long term renewable energy plus storage. Jan reported that the Strategic Plan has been posted on the website, and that a Community page will be added in the next month or so to the website which will include information specific to each city.

**3. RECOMMEND APPROVAL OF INTEGRATED RESOURCE PLAN (IRP) FOR SUBMISSION TO CALIFORNIA PUBLIC UTILITIES COMMISSION (CPUC)**

Director of Power Resources Siobhan Doherty presented background information on the Integrated Resource Plan (IRP) and reviewed the IRP submission process. Siobhan reviewed California's GHG (greenhouse gas) reduction goals and the modeling requirements of scenarios to meet those goals.

Committee members discussed IRP submission requirements, compliance, scenarios that could achieve 100% Renewable Energy on a Time Coincident basis, and next steps in the IRP process.

Motion Made / Seconded: Colson / Mates

**Motion passed unanimously 8-0 (Absent: DeGolia)**

**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 over three years. He reviewed existing E-Bike incentive programs and comments provided by the Committee at the June meeting. Rafael reviewed updated program components including collaboration with local organizations and local retail, program eligibility, and the program budget.

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

**Motion passed unanimously 8-0 (Absent: DeGolia)**

**5. REVIEW PROPOSED BUILDING ELECTRIFICATION AWARENESS PROGRAM CONTRACT**

Director of Marketing and Community Affairs KJ Janowski reported that the Building Electrification Awareness Program will address education and training for developers, contractors, and consumers. KJ reported on the “Switch is On” collaboration with the Building Decarbonization Coalition, and outlined deliverables that will be provided by a contract with the Gelfand Partners Team.

Committee members discussed outreach to local organizations that promote appliances, culinary arts classes, and ways to use social media to counter gas-focused campaigns.

**6. REVIEW OF NEW EV (ELECTRIC VEHICLE) PROGRAM**

Rafael Reyes reviewed the Programs Roadmap for Transportation, the 2018-2019 EV Program results, and current EV market conditions and uncertainties. Rafael reported that the EV Ride and Drive program is on hiatus due to COVID-19, and he reviewed new EV Program options including a 4<sup>th</sup> Quarter incentive for plug-in hybrids and battery EVs.

Committee members discussed the timing of incentives, results of the low-income used-EV program, synergies with the E-Bike program, which EV models to include or exclude from the new program, and marketing as a first time EV-buyer program.

**7. COMMITTEE MEMBERS’ REPORTS**

Donna Colson reported that Burlingame passed their Reach Codes, and Jeff Aalfs reported that Reach Codes are moving forward in Portola Valley. Dave Pine reported that Menlo Park is considering a Climate Action Plan to reach carbon neutrality by 2030. Pradeep Gupta reported that contractors and consumers face additional infrastructure costs when they upgrade to electric appliances due to upgrading their panel from 100 amps to 200 amps.

**ADJOURNMENT**

Meeting was adjourned at 10:11 a.m.