



**REGULAR MEETING of the Citizens Advisory Committee of the  
Peninsula Clean Energy Authority (PCEA)  
Thursday, August 13, 2020  
6:30 p.m.**

**PLEASE NOTE: for Video conference: <https://meetings.ringcentral.com/j/1498407251>  
for Audio conference: dial +1(623) 404-9000,  
then enter the Meeting ID: 149 840 7251 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](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 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](mailto: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. Chair Report (Discussion) (est. 5 minutes)
2. Legislative and Regulatory Update (Discussion) (est. 15 minutes)
3. Educational Programs Update (Discussion) (est. 15 minutes)
4. Work Group Reports (Discussion) (est. 45 minutes)
5. Discuss Topics for CAC Public Forums (Discussion) (est. 15 minutes)
6. Elections of Chair and Vice-Chair (Action) (est. 5 minutes)
7. Upcoming Topics for Discussion (Discussion) (est. 5 min)
8. Committee Members' Reports (Discussion) (est. 5 min.)

## **CONSENT AGENDA**

9. Approval of the Minutes for the July 9, 2020 Meeting (Action)

Public records that relate to any item on the open session agenda for a regular Committee 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 Committee. The Board of Directors 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 Website. 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

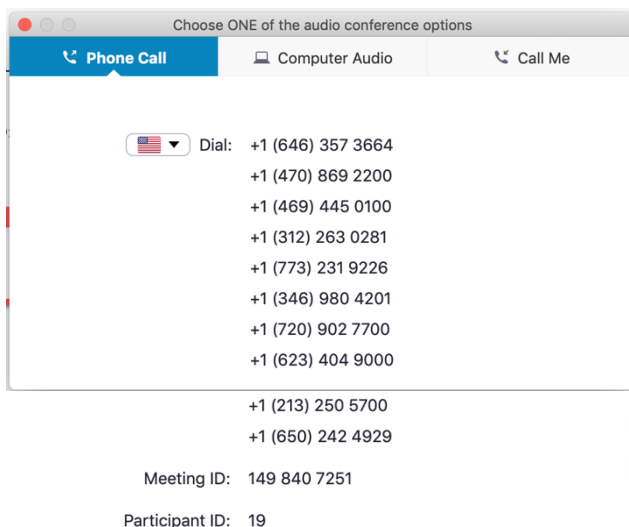
### Videoconference Options:

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 that is also included in the PCE Citizens Advisory Committee Meeting Calendar Invitation :  
<https://meetings.ringcentral.com/j/1498407251>
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 personal pop-up.

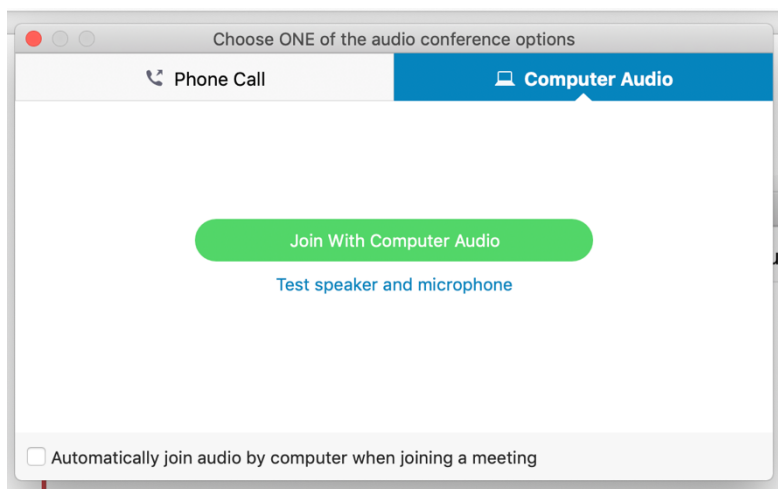
4. Please dial one of the phone numbers for the meeting (it does not matter which one) :

+1(650)2424929  
+1(213)2505700  
+1(623)4049000 (US West)  
+1(720)9027700 (US Central)  
+1(346)9804201  
+1(773)2319226 (US North)  
+1(312)2630281  
+1(469)4450100 (US South)  
+1(470)8692200 (US East)  
+1(646)3573664

5. You will be instructed to enter the meeting ID: **149 840 7251 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 that is also included in the PCE Citizens Advisory Committee Meeting Calendar Invitation :  
<https://meetings.ringcentral.com/j/1498407251>
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(650)2424929,,1498407251#  
+1(213)2505700,,1498407251#  
+1(623)4049000,,1498407251# (US West)  
+1(720)9027700,,1498407251# (US Central)  
+1(346)9804201,,1498407251#  
+1(773)2319226,,1498407251# (US North)  
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+1(470)8692200,,1498407251# (US East)  
+1(646)3573664,,1498407251#

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(650)2424929  
+1(213)2505700  
+1(623)4049000 (US West)  
+1(720)9027700 (US Central)  
+1(346)9804201  
+1(773)2319226 (US North)  
+1(312)2630281  
+1(469)4450100 (US South)  
+1(470)8692200 (US East)

+1(646)3573664

You will be instructed to enter the meeting ID: **149 840 7251 followed by #**

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

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**REGULAR MEETING of the Board of Directors of the  
Peninsula Clean Energy Authority (PCEA)  
Thursday, July 23, 2020  
6:30 pm**

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**CALL TO ORDER / ROLL CALL**

**PUBLIC COMMENT**

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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 (Action)
5. Approve Power Content Label (Action)
6. Approve Municipal Fleets Program (Action)
7. Approve Used EV (Electric Vehicle) and Updated Overall EV Incentives Budget (Action)
8. Review Market Research Results (Discussion)
9. Board Members' Reports (Discussion)

## **CONSENT AGENDA**

10. Approve Appointment of Citizen Advisory Committee (CAC) Liaison and Alternate (Action)
11. Approval of the Minutes for the July 23, 2020 Meeting (Action)

## **INFORMATION ONLY REPORTS**

12. Marketing and Outreach Report
13. Regulatory and Legislative Report
14. Community Energy Programs Report
15. Procurement Report
16. Resiliency Strategy Report
17. Financial Reports
18. Integrated Resource Plan (IRP) Update



## CLOSED SESSION

(The Board will adjourn to closed session to consider the following items at the end of the agenda, or at any time during the meeting as time permits. At the conclusion of closed session, the Board will reconvene in open session to report on any actions taken for which a report is required by law.)

1. PUBLIC EMPLOYEE PERFORMANCE EVALUATION  
Title: Chief Executive Officer
2. CONFERENCE WITH LABOR NEGOTIATORS  
Agency Designated Representatives: Jeff Aalfs and David Silberman  
Unrepresented Employee: Chief Executive Officer
3. RECONVENE OPEN SESSION AND REPORT ANY ACTION(S) TAKEN DURING  
CLOSED SESSION

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**REGULAR MEETING of the Citizens Advisory Committee  
of the Peninsula Clean Energy Authority (PCEA)  
Thursday, July 9, 2020  
MINUTES**

Video conference and teleconference  
6:30 p.m.

**CALL TO ORDER**

Meeting was called to order at 6:33 pm.

**ROLL CALL**

- Present:** Desiree Thayer, Burlingame, *Chair*  
Diane Bailey, Belmont  
Steven Booker, Half Moon Bay  
Allen Brown, Unincorporated San Mateo County  
Tim Bussiek, Belmont  
Michael Closson, Menlo Park  
Janet Creech, Millbrae  
Joe Fullerton, Half Moon Bay  
Kathryn Green, San Mateo  
Ray Larios, Burlingame  
Janelle London, Menlo Park  
Jason Mendelson, Redwood City
- Absent:** Morgan Chaknova, Redwood City  
Terri Givens, Unincorporated Menlo Park
- Staff:** Kirsten Andrews-Schwind, Senior Manager of Community Relations  
KJ Janowski, Director of Marketing and Community Affairs  
Siobhan Doherty, Director of Power Resources  
Alejandra Posada, Energy Programs Specialist  
Shayna Barnes, Administrative Assistant  
Anne Bartoletti, Board Clerk/Office Manager/Executive Assistant to the 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 AND APPROVE CONSENT AGENDA**

Motion Made / Seconded: Creech / Mendelson

**Motion passed 12-0 (Absent: Chaknova, Givens)**

## **REGULAR AGENDA**

### **1. Chair Report (Discussion)**

Desiree Thayer, *Chair*, thanked Committee members for submitting their bios which were included in the agenda packet. She reported that Sustainable San Mateo County's annual awards event will be held as a virtual meeting the evening of Friday, July 10, 2020, and they will present Reach Code Awards.

### **2. Approve a Resolution Recognizing and Thanking Former CAC Members (Action)**

Desiree Thayer introduced a resolution recognizing and thanking outgoing CAC (Citizens Advisory Committee) members, Gladwyn D'Souza, Scott Harmon, and James Ruigomez. Kirsten Andrews-Schwind, *Senior Manager of Community Relations*, reported that Walter Melville has resigned from the Committee. An amendment to the resolution was suggested and accepted to include Walter Melville in the Resolution.

Motion Made / Seconded: Mendelson / Larios

**Motion passed 11-0 (Absent: Chaknova, Givens Abstain: Fullerton)**

### **3. Power Resources Update (Discussion)**

Siobhan Doherty, *Director of Power Resources*, presented an overview of the Integrated Resource Plan (IRP), Renewable + Storage RFO (Request for Offers), Sunrun DER (Distributed Energy Resource) RA (Resource Adequacy) Contract, and DER Engineering Services RFP (Request For Proposals).

### **4. Community Grants Update (Discussion)**

Alejandra Posada, *Energy Programs Specialist*, presented the history and current status of community grants, reviewing the 2018 Community Pilots, the plans for 2020, and she asked the Committee for their feedback. Committee members shared several suggestions, including aligning grants with PCE's strategic goals, and including a focus on education, equity, and impact.

## 5. Work Group Reports (Discussion)

Desiree Thayer reported that the Reach Codes work group will meet next week, and that Burlingame passed their reach codes. Committee members discussed a community survey on Reach Codes posted by Redwood City. Diane Bailey reported on the status of Reach Codes in other cities and all-electric base codes in the 2023 cycle. Joe Fullerton discussed Work Force training programs through the College of San Mateo and building trades.

## 6. CAC 2020 Priority Setting and Work Group Planning/Assignments (Action)

Desiree Thayer introduced the spreadsheet of “Potential CAC Working Groups” from the Peninsula Clean Energy Citizens Advisory Committee Work Plan document, and asked Committee members to identify their interest in each focus area. CAC members volunteered to serve on, and in some cases lead, the following Work Groups:

<b>Work Group Focus</b>	<b>Members (CAC Lead listed first, in Bold)</b>
Transportation	<b>Janelle</b> , Ray, Tim
Buildings	<b>Diane</b> , Janet, Jason, Ray, Steven
Education	<b>Janet</b> , Allen, Desiree, Joe, Katie, Steven
Work Force	<b>Joe</b> , Diane, Ray, Steven
Resiliency & DER	<b>Michael</b> , Allen, Jason, Joe
Legislative & Regulatory	<b>Desiree</b> , Jason, Katie, Ray, Steven
PCE Strategic Priorities	<b>Tim</b> , Desiree, Janet, Michael
General Marketing / Outreach	<b>Desiree</b> , Tim
Equity	<b>Ray</b> , Diane, Jason, Katie
Grants Evaluation Group	<b>Ray</b> , Jason

Committee members agreed that two members not present, Morgan and Terri, will be able to join Work Groups. Jason Mendelson moved to make the “Peninsula Clean Energy Citizens Advisory Committee Work Plan” document an official document for onboarding new members, and to share it with the Board.

Motion Made / Seconded: Mendelson / Bailey

**Motion passed unanimously 11-0 (Absent: Chaknova, Fullerton, Givens)**

## 7. Nominations for Chair and Vice-Chair (Action)

Kirsten Andrews Schwind reported that the Chair and Vice Chair have one-year terms, Desiree’s term ends next month, and that the Vice Chair position is vacant. Michael Closson and Desiree Thayer reported on the Chair’s responsibilities.

Janet Creech nominated Desiree Thayer to serve a second term as Chair.

Tim Bussiek nominated Desiree Thayer and Michael Closson for either Chair or Vice Chair.

Michael Closson declined the nomination for either position.

Diane Bailey nominated Morgan Chaknova for Vice Chair.

Desiree announced other members may nominate themselves or another member, and the vote will take place next month.

## **8. Upcoming Topics for Discussion (Discussion)**

Kirsten Andrews-Schwind reviewed draft topics for the July 23, 2020 Board agenda, and CAC members discussed future topics for CAC meetings, including Community Public Forums, a Legislative and Regulatory update, and an update on Education Programs.

## **9. Committee Members' Reports**

Diane Bailey reported that Peninsula Clean Energy is not represented on the San Mateo County Communitywide COVID-19 Long-Term Strategic Plan committee. Kirsten Andrews-Schwind reported that several Peninsula Clean Energy Board members serve on the committee:

[https://storage.googleapis.com/proudcity/colmaca/uploads/2020/06/San\\_Mateo\\_Co\\_COVID-19\\_Strategic\\_Plan\\_JUNE2020.pdf](https://storage.googleapis.com/proudcity/colmaca/uploads/2020/06/San_Mateo_Co_COVID-19_Strategic_Plan_JUNE2020.pdf)

Kirsten also reported that a new marketing effort is about to launch to prepare for PSPS (Public Safety Power Shutoff) events and reach out to medically vulnerable customers.

## **ADJOURNMENT**

Meeting was adjourned at 8:39 pm.