



**REGULAR MEETING of the Executive Committee of the
Peninsula Clean Energy Authority (PCEA)
Monday, September 14, 2020
8:00 a.m.**

**PLEASE NOTE: for Video conference: <https://meetings.ringcentral.com/j/1480617303>
for Audio conference: dial +1(623) 404-9000,
then enter the Meeting ID: 148 061 7303 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. Review Draft Board Retreat Agenda (Discussion)
4. Discuss Curbside Charging Program (Discussion)
5. Discuss Constraints for Organization and Event Sponsorships (Discussion)
6. Review Existing Building Electrification Incentives (Discussion)
7. Committee Members' Reports (Discussion)

CONSENT AGENDA

8. Approval of the Minutes for the August 10, 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

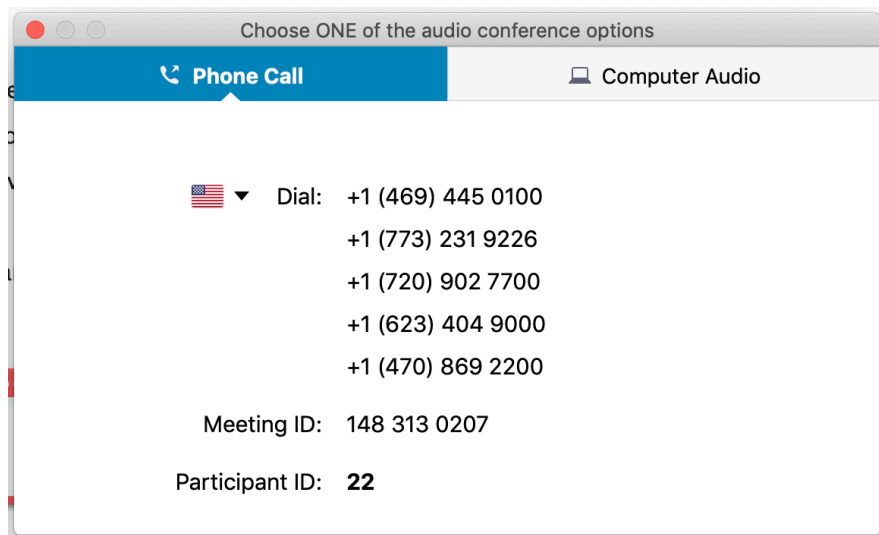
Videoconference Options:

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/1480617303>
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.

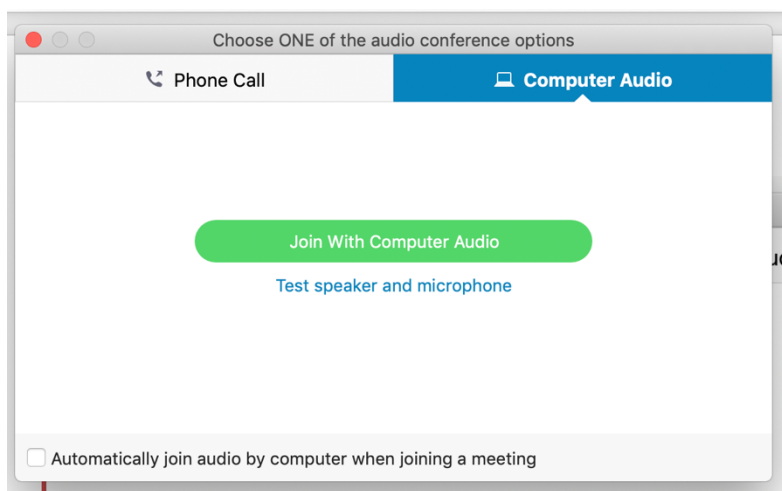


IMPORTANT: Please do not use the Participant ID that is in the picture to the left. Enter the Participant ID that appears on your own personal pop-up.

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: **148 061 7303 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/1480617303>
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,,1480617303# (US West)

+1(720)9027700,,1480617303# (US Central)

+1(773)2319226,,1480617303# (US North)

+1(469)4450100,,1480617303# (US South)

+1(470)8692200,,1480617303# (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: 148 061 7303 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.



**REGULAR MEETING of the Board of Directors of the
Peninsula Clean Energy Authority (PCEA)
Saturday, September 26, 2020
Start time at 8:00 am or 9:00 am / End at 12:00 pm noon**

**PLEASE NOTE: for Video conference: <https://meetings.ringcentral.com/j/XXXXXXXXXX>
for Audio conference: dial 1-623-404-9000, or 1-773-231-9226,
then enter the Meeting ID: 14X XXX XXXX followed by #
You will be instructed to enter your participant ID followed by #.**

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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. Strategic Plan Update (Discussion)
 - Review of Strategic Plan Updates
 - Review and Discussion of Strategic Plan Dashboard
2. High Level Review of Market Research Results (Discussion)
3. Financial Update (Discussion)
4. Review of Approved Community Energy Programs and Budgets/Allocation (Discussion)

CONSENT AGENDA

5. Approve Power Content Label (Action)
6. Retroactive resolution to approve budget overages per line item (Action)
7. Approval of the Minutes for the August 27, 2020 Meeting (Action)

INFORMATION ONLY REPORTS

8. Marketing and Outreach Report
9. Regulatory and Legislative Report
10. Community Energy Programs Report
11. Procurement Report
12. Resiliency Strategy Report

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**PENINSULA CLEAN ENERGY AUTHORITY
JPA Board Correspondence**

DATE: September 1, 2020
BOARD MEETING DATE: September 14, 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: Discuss Constraints for Organization and Event Sponsorships

BACKGROUND:

At the August 10, 2020 meeting of the Executive Committee, the topic of Peninsula Clean Energy Sponsorships and Memberships was discussed. The chief concern of the committee members was the use of ratepayer funds to support organizations that endorse particular political candidates. Constituents have a range of political views and such endorsements could be offensive. Moreover, such endorsements of candidates for local offices, e.g. city council candidates, could create ethics issues for Peninsula Clean Energy Board Members who themselves are elected officials or candidates.

DISCUSSION:

Staff is requesting guidance from the Board of Directors to address the abovementioned concerns. Among the options that could be considered are the following:

1. Restrict sponsorship or membership to organizations that do not endorse or oppose political candidates. (This would eliminate funding of some environmental advocacy organizations or their fundraising events as well as funding any Chamber of Commerce or other organization that endorses candidates. As a practical matter, the immediate impact would be that Peninsula Clean Energy would no longer sponsor the Sierra Club Loma Prieta Chapter annual fundraiser and would no longer be a paying member of the Pacifica Chamber of Commerce.)
2. Restrict sponsorship or membership to organizations that do not endorse or oppose either political candidates OR political initiatives. (This would likely be too restrictive as many local Chambers of Commerce, for example, do routinely take positions on local initiatives.)

3. Allow Peninsula Clean Energy to continue to sponsor or pay membership fees to organizations that endorse or oppose political candidates or political initiatives but restrict staff or board members from participating in endorsement processes such organizations may undertake. (This would be the least restrictive of three options listed here and may not adequately address the concerns raised by Board members.)



**REGULAR MEETING of the Executive Committee of the
Peninsula Clean Energy Authority (PCEA)
Monday, August 10, 2020
MINUTES**

8:00 a.m.

Peninsula Clean Energy
Video conference and teleconference

CALL TO ORDER

Meeting was called to order at 8:04 a.m.

ROLL CALL

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

Absent: Catherine Mahanpour, City of Foster City

Staff: Jan Pepper, CEO
Andy Stern, CFO
Hailey Wu, Senior Financial Analyst
Leslie Brown, Director of Customer Care
Rafael Reyes, Director of Energy Programs
Phillip Kobernick, Programs Manager
Alejandra Posada, Energy Programs Specialist
KJ Janowski, Director of Marketing and Community Affairs
Kirsten Andrews-Schwind, Senior Manager of Community Relations
Michael Arnaldo, Digital Marketing Specialist
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: Bonilla / DeGolia

Motion passed unanimously 8-0 (Absent: Mahanpour)

REGULAR AGENDA

1. CHAIR REPORT

Board Chair Jeff Aalfs reported that he is preparing the Chief Executive Officer (CEO) review, and he asked Board members to turn in their feedback in a survey.

2. CEO REPORT

Chief Executive Officer Jan Pepper provided an update on staffing and Board subcommittee meetings. She announced that she attended the San Mateo County Economic Recovery Committee and that an RFO (Request for Offers) was posted on Friday, August 7, 2020, for a consultant to develop a data warehouse.

3. REVIEW MUNICIPAL FLEETS PROGRAM

Programs Manager Phillip Kobernick presented program elements including technical assistance and gap funding, and reviewed eligibility requirements for public agencies and public-school districts. Phillip presented a fleet funding example, and a Vehicle to Building (V2B) resiliency pilot in which vehicle batteries can be utilized as storage.

Committee members discussed public access to chargers, working with garbage companies that use anaerobic digesters to produce biogas to instead switch to electric vehicles (EVs), how PG&E incentives support work up to the meter and PCE incentives support work behind the meter, and program funding and priorities.

4. REVIEW USED EV (ELECTRIC VEHICLE) AND UPDATED OVERALL EV INCENTIVES BUDGET

Community Programs Director Rafael Reyes reported that the 2020 New EV Incentive for San Mateo County residents has been revised to target first time EV buyers with a post-purchase mail-in rebate. Rafael reviewed incentives for Used EV sales and the scope of support through the Peninsula Family Service (PFS) partnership.

Board members discussed the market for new EVs versus used EVs, first-time EV buyers vs repeat EV buyers, how to get more EVs on the road, and a broad approach on incentives that includes low income.

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

Jan Pepper reported that succession planning is part of the strategic planning process, and that city council elections highlight the need to keep momentum on the Board. Committee members offered suggestions, including checking-in with new Mayors, outreach from the Chair or Vice Chair, creating a job description of skills and experience, and engaging seasoned Board members to mentor and train new Board members and Alternates.

Committee members discussed creating a subcommittee to work on succession planning, and Carole Groom, Donna Colson, and Catherine Carlson volunteered to serve. Julia Mates also volunteered but expressed limited availability at this time.

6. REVIEW PENINSULA CLEAN ENERGY SPONSORSHIPS AND MEMBERSHIPS

Director of Marketing and Community Affairs KJ Janowski reviewed a list of Peninsula Clean Energy's sponsorships and memberships. Board members discussed which organizations endorse candidates, have political affiliations, and advocate or lobby for political issues and legislative measures. Committee members discussed reviewing current criteria for sponsorships and memberships, and providing feedback to KJ and Jan for next month.

7. DISCUSS POSSIBLE OPTIONS FOR ADDITIONAL CUSTOMER FINANCIAL ASSISTANCE RELATED TO COVID-19 IMPACT

Director of Customer Care Leslie Brown reviewed actions that PCE has taken, including \$100 bill credits to CARE (California Alternate Rates for Energy Program) and FERA (Family Electric Rate Assistance Program) residential customers, and a contribution to San Mateo County Strong. Leslie reviewed additional relief options to consider. Committee members discussed additional CARE/FERA bill credits, small business assistance, contributing to San Mateo County Strong, and re-evaluating every couple of months.

8. COMMITTEE MEMBERS' REPORTS

None.

ADJOURNMENT

Meeting was adjourned at 10:24 a.m.