



**REGULAR MEETING of the Citizens Advisory Committee of the  
Peninsula Clean Energy Authority (PCEA)  
Thursday, October 8, 2020  
6:30 p.m.**

**PLEASE NOTE: for Video conference: <https://meetings.ringcentral.com/j/1487319162>  
for Audio conference: dial +1(623) 404-9000,  
then enter the Meeting ID: 148 731 9162 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. High Level Review of Market Research Results (Discussion) (est. 15 minutes)
3. Review Community Programs (Discussion) (est. 30 minutes)
4. Discuss CAC Recommendations on Equity (Discussion) (est. 15 minutes)
5. Work Group Reports (Discussion) (est. 35 minutes)
6. Continue Discussion on Topics for CAC Public Forums (Discussion) (est. 10 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 September 10, 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

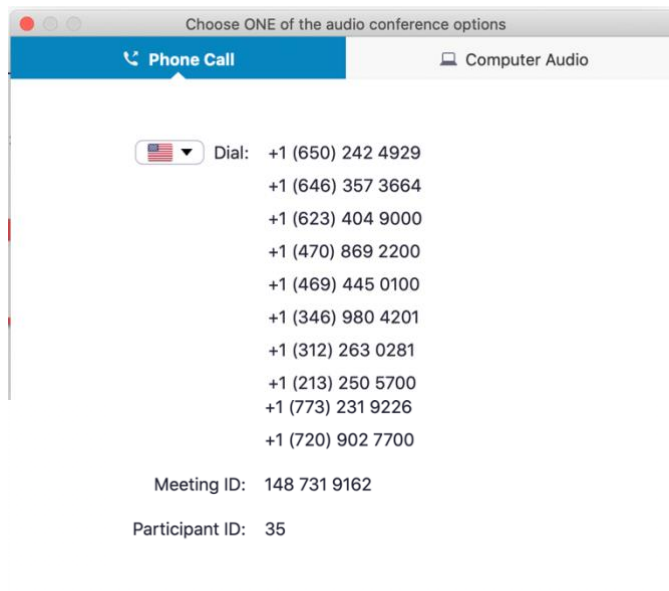
### Videoconference Options:

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/1487319162>
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.

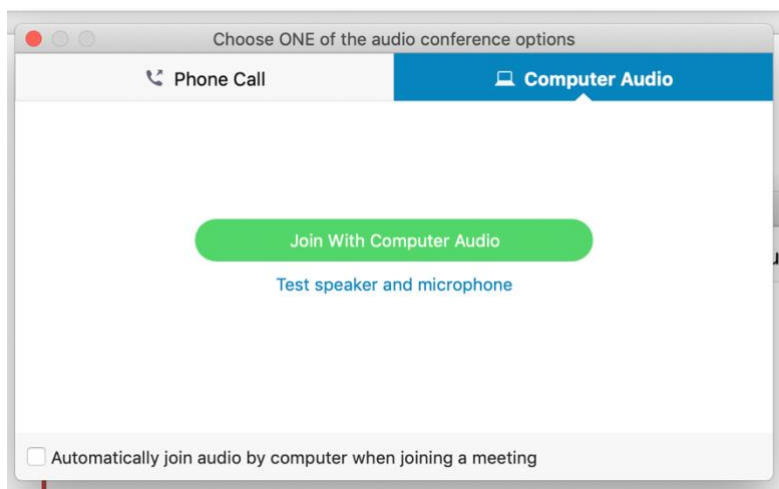
4. Please dial one of the phone numbers for the meeting (it does not matter which one) :

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

5. You will be instructed to enter the meeting ID: **148 731 9162 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/1487319162>
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(720)9027700,,1487319162# (US Central)  
+1(773)2319226,,1487319162# (US North)  
+1(213)2505700,,1487319162#  
+1(312)2630281,,1487319162#  
+1(346)9804201,,1487319162#  
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+1(646)3573664,,1487319162#  
+1(650)2424929,,1487319162#

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(720)9027700 (US Central)  
+1(773)2319226 (US North)  
+1(213)2505700  
+1(312)2630281  
+1(346)9804201  
+1(469)4450100 (US South)  
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+1(646)3573664

+1(650)2424929

+1(773)2319226 (US North)

You will be instructed to enter the meeting ID: **148 731 9162 followed by #**

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**REGULAR MEETING of the Citizens Advisory Committee  
of the Peninsula Clean Energy Authority (PCEA)  
Thursday, September 10, 2020  
MINUTES**

Video conference and teleconference  
6:30 p.m.

**CALL TO ORDER**

Meeting was called to order at 6:35 pm.

**ROLL CALL**

**Present:**

Desiree Thayer, Burlingame, *Chair*  
Allen Brown, Unincorporated San Mateo County  
Tim Bussiek, Belmont  
Morgan Chaknova, Redwood City  
Michael Closson, Menlo Park  
Janet Creech, Millbrae  
Joe Fullerton, Half Moon Bay  
Terri Givens, Unincorporated Menlo Park  
Kathryn Green, San Mateo  
Ray Larios, Burlingame  
Janelle London, Menlo Park  
Jason Mendelson, Redwood City

**Absent:**

Diane Bailey, Belmont  
Steven Booker, Half Moon Bay

**Staff:**

Jan Pepper, Chief Executive Officer  
KJ Janowski, Director of Marketing and Community Affairs  
Kirsten Andrews-Schwind, Senior Manager of Community Relations  
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: Fullerton / Creech

**Motion passed 12-0 (Absent: Bailey, Booker)**

## **REGULAR AGENDA**

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

No report.

### **2. Preview of Board Annual Retreat (Discussion)**

Jan Pepper, *Chief Executive Officer*, reviewed a draft of the agenda for the annual Board Retreat taking place the morning of Saturday, September 26, 2020. Jan reported that staff will provide detailed reports in the agenda packet so there is more focus on discussion during the Retreat. Jan also reviewed the Strategic Plan, including priorities and strategic goals from 2020 through 2025, and the Strategic Plan Dashboard that will be used to track Peninsula Clean Energy's (PCE) progress toward targets.

Committee members discussed exceeding targets, expanding social equity and environmental justice, and bringing a resolution of Citizen Advisory Committee (CAC) recommendations to the Board.

### **3. New Community Inclusion Update (Discussion)**

Jan Pepper reported that the City of Los Banos is interested in joining PCE to obtain power from the Wright Solar Project and lower rates. Jan said that a technical study was recently completed, and results were received last Friday, September 4, 2020. She reported that the technical study was reviewed with a Board subcommittee, and the subcommittee voted to invite Los Banos to join PCE. Jan reviewed the timeline and next steps.

Committee members discussed the importance of introducing the benefits of CCAs (Community Choice Aggregators) to Central Valley communities.

### **4. Discuss Nexus between Equity and other CAC Working Groups (Discussion)**

Ray Larios reported that the Equity Workgroup is developing a draft statement to present at the October meeting. Terri Givens reported the workgroup is looking at having two statements, perhaps one specifically for Black Lives Matter and police violence, and a broader equity statement to address race, ethnicity, and bridging racial divides. Jason Mendelson reported a goal of having equity factored into all PCE decisions.

Committee members discussed tying equity to PCE's mission, philanthropic efforts not being directly tied to energy, implicit bias training, multi-family housing issues, community



energy programs, and reducing the burden of the cost of energy bills for low income and disadvantaged communities.

#### **5. Discuss Work Group Recommendations and Resolution on Equity (Discussion)**

Desiree Thayer, *Chair*, reported that this topic was covered in the discussion of the previous agenda item.

#### **6. Work Group Reports (Discussion)**

Janet Creech reported that the Education Workgroup met with Tj Carter and Shayna Barnes, and Tj reviewed new PCE programs with the group.

Tim Bussiek reported that the Strategic Plan Workgroup is reviewing PCE's strategic priorities and discussing how to operationalize the goals.

Janelle London reported that the Transportation Workgroup is developing recommendations on short term goals, key metrics, a survey, and effective messaging. KJ Janowski reported that market research results will be presented to the CAC at the October meeting.

Allen Brown reported that the Resiliency and DER (Distributed Energy Resources) Workgroup met with staff to discuss the pilot project with seven sites in the county and expand the DER vision. Michael Closson reported that the Workgroup is looking into developing DER goals.

Desiree Thayer reported that the Marketing and Outreach Workgroup met with KJ Janowski, and that the Board passed a bill credit for small business. She asked CAC members to share the news.

Kirsten Andrews-Schwind, *Senior Manager of Community Relations*, invited CAC members to make a Public Comment at the Board Retreat, and reminded workgroups to work with their staff liaison, and to first bring Board recommendations to the CAC for approval.

#### **7. Discuss Topics for CAC Public Forums (Discussion)**

Desiree Thayer asked the Committee for topics that might be of interest to the public.

Committee members identified topics for discussion including:

- public meetings around the sites of the DER projects
- plan big public celebrations of reaching 100% carbon free, including in schools
- present resiliency from PCE's perspective, including microgrids
- listening sessions
- do a survey of the community to identify what topics they are interested in
- educational sessions on what PCE is doing in their community

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

Desiree Thayer discussed adding more time on the next meeting agenda for the Public Forum discussion, and Kirsten Andrews-Schwind suggested having an update on Community Programs.

**9. Committee Members' Reports**

None.

**ADJOURNMENT**

Meeting was adjourned at 8:35 pm.