

**Regular Meeting of the Executive Committee of the  
Peninsula Clean Energy Authority (PCEA)****Monday, September 13, 2021****10:00 a.m.****Zoom Link:** <https://pencleanenergy.zoom.us/j/99823324713>**Meeting ID:** 998-2332-4713 **Passcode:** 774-118 **Phone:** +1(669)900-9128**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 to participate in this meeting, or who have a disability and wish to request an alternative format for the meeting materials should contact Nelly Wogberg, Board Clerk, at least 2 working days before the meeting at [nwogberg@peninsulacleanenergy.com](mailto:nwogberg@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 in the Zoom platform or press \*6 if you phoned into the meeting. If you have anything that you wish to be distributed to the Executive Committee and included in the official record, please send to [nwogberg@peninsulacleanenergy.com](mailto:nwogberg@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 not otherwise on this meeting agenda. Public comments on matters listed on the agenda shall be heard at the time the matter is called. Members of the public who wish to address the Committee are customarily limited to two minutes per speaker. The Committee Chair may increase or decrease the time allotted to each speaker.*

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

1. Approval of the Minutes for the August 9, 2021 Meeting

**REGULAR AGENDA**

2. Chair Report (Discussion)
3. CEO Report (Discussion)
4. Audio/Visual Update to the PCE Board Room (Discussion)
5. Disadvantaged Communities Green Tariff (DAC-GT) Update (Discussion)
6. Committee Members' Reports (Discussion)

## **ADJOURNMENT**

Public records that relate to any item on the open session agenda are available for public inspection. The records are available at the Peninsula Clean Energy offices or on PCEA's Website at: <https://www.peninsulacleanenergy.com>.

## Instructions for Joining a Zoom 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

1. **Videoconference with Computer Audio** – see Option 1 below
2. **Videoconference with Phone Call Audio**– see Option 2 below
3. **Calling in via Telephone/Landline** – see Option 3 below

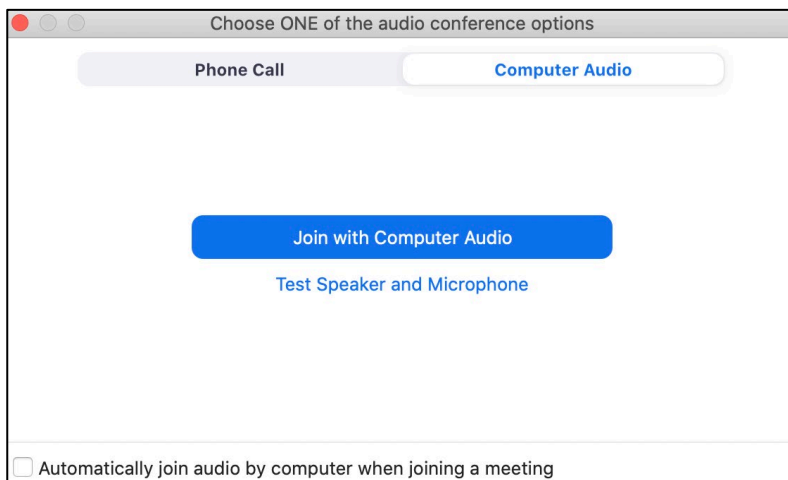
### Videoconference Options:

Prior to the meeting, we recommend that you install the Zoom Meetings application on your computer by clicking here <https://zoom.us/download>

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

### Option 1 Videoconference with Computer Audio:

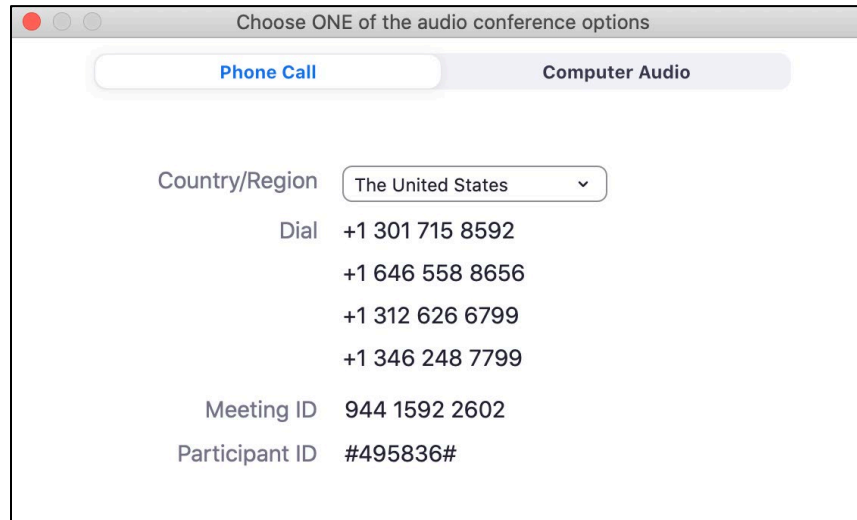
1. From your computer, click on the following link that is also included in the PCE Citizens Advisory Committee Meeting Calendar Invitation : <https://pencleanenergy.zoom.us/j/99823324713>
2. The Zoom application will open on its own or you will be instructed to open Zoom.
3. After the application opens, 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 blue 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.

### **Option 2 Videoconference with Phone Call Audio:**

1. From your computer, click on the following link that is also included in the Meeting Calendar Invitation: <https://pencleanenergy.zoom.us/j/99823324713>
2. The Zoom Application will open on its own or you will be instructed to open Zoom.
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.



4. Please dial +1 669 900 9128
5. You will be instructed to enter the meeting ID: **998-2332-4713 followed by #**
6. You will be instructed to enter in your **Participant ID**. Your participant ID is unique to you and is what connects your phone number to your Zoom account.
7. After a few seconds, your phone audio should be connected to the Zoom 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.

### **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 via Telephone/Landline:**

1. Dial +1 669 900 9128
2. You will be instructed to enter the meeting ID: **998-2332-4713 followed by #**
3. You will be instructed to enter your **participant ID followed by #**.
4. If you do not have a participant ID or do not know it, you can press # to stay on the line.
5. You will be instructed to enter the meeting passcode **774118** followed by pound.

## Regular Meeting of the Executive Committee of the Peninsula Clean Energy Authority (PCEA)

### Minutes

Monday, August 9, 2021

10:00 a.m.

#### **CALL TO ORDER**

Meeting was called to order at 10:02 a.m. in virtual teleconference.

#### **ROLL CALL**

##### **Participating Remotely:**

Rick DeGolia, Town of Atherton, *Chair*  
Julia Mates, City of Belmont  
Giselle Hale, City of Redwood City  
Marty Medina, City of San Bruno  
Laura Parmer-Lohan, City of San Carlos  
Rick Bonilla, City of San Mateo  
Pradeep Gupta, Director Emeritus  
John Keener, Director Emeritus

##### **Absent:**

Dave Pine, County of San Mateo  
Donna Colson, City of Burlingame, *Vice Chair*  
Jeff Aalfs, Town of Portola Valley

##### **Staff:**

Jan Pepper, Chief Executive Officer  
Andy Stern, Chief Financial Officer  
Leslie Brown, Director of Account Services  
Rafael Reyes, Director of Energy Programs  
Marc Hershman, Director of Government Affairs  
KJ Janowski, Director of Marketing and Community Relations  
Siobhan Doherty, Director of Power Resources  
Jennifer Stalzer Kraske, Deputy County Counsel  
Kirsten Andrews-Schwind, Senior Manager of Community Relations  
Shayna Barnes, Operations Specialist  
Sally Chen, Power Resources Manager  
Chelsea Keys, Power Resources Manager  
Kim Le, Senior Manager of Data & Technology  
Vanessa Shin, Community Outreach Associate  
Hailey Wu, Senior Financial Analyst  
Nelly Wogberg, Board Clerk, Executive Assistant to the CEO, and Office Manager

**A quorum was established.**

**PUBLIC COMMENT**

None

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

**Motion:** Director Bonilla moved, seconded by Director Hale to set the Agenda and approve Agenda Item Number 1.

1. Approval of the Minutes for the June 14, 2021 Meeting

**Motion passed:** 6-0 (San Mateo County, Burlingame, Portola Valley absent)

**REGULAR AGENDA**

2. Chair Report

None

3. CEO Report

Jan Pepper, *CEO*, provided a CEO report that covered the following topics: a staffing update, an update on remote work, the upcoming Board Retreat in September, and an update on CC Power. Jan solicited the Committee's input on holding Peninsula Clean Energy's Board Retreat virtually, given the increasing Covid cases in the area. Committee members were enthusiastic about a virtual board retreat and voiced their support for future meeting spaces to allow for room to spread out.

4. Building Electrification On-Bill Financing Program Approval

Rafael Reyes, Director of Energy Programs, gave a presentation on the building electrification on-bill financing program. The presentation covered how building electrification needs large upfront capital and financing can help reduce the upfront cost barrier. Rafael detailed on-bill financing programs from both Sonoma Clean Power and Silicon Valley Clean Energy and proposed a timeline with a program launch in January 2022. Rafael asked the Committee to recommend approval of an on-bill finance program with \$1 million loan capital to the Board of Directors.

**Motion:** Director Bonilla moved, seconded by Director Hale that the Executive Committee recommend the Board of Directors approve the development of an on-bill finance program with \$1 million loan capital.

**Motion passed:** 5-0 (San Mateo County, Belmont, Burlingame, Portola Valley absent)

5. Proposal to Expand Pilot of School District Energy/Sustainability Dashboards

KJ Janowski, Director of Marketing and Community Relations, gave a presentation on the expansion of the School District Energy/Sustainability Dashboards. KJ shared findings on the

pilot program which was first implemented in the San Carlos School District and shared the benefits of the Dashboard, including benefits for learning, advocacy, and action.

KJ shared that Ravenswood School District and San Mateo Union High School District are interested in the pilot project and have already completed a baseline building analysis. Menlo Park City School District and Bayshore School District have expressed interest as well. KJ asked for feedback to recommend to the board the option to restart/refine the San Carlos School District Dashboard Pilot and build out a dashboard pilot for at least two additional districts (Ravenswood School District and San Mateo Union High School District and possibly one additional school district to be determined). Committee Members expressed interest in covering the cost for the first two years of the subscription to the dashboard.

6. Summary of Findings from Annual Awareness/Perception Research

KJ Janowski, Director of Marketing and Community Relations, gave a presentation on assessing the awareness and perception among San Mateo County Residents about the PCE brand and the benefits, obstacles, and purchase interest in Electric Vehicles. KJ detailed the findings of surveys sent to random households in San Mateo County in comparison to results from 2020.

7. Committee Members' Reports

Rick Bonilla reported on upcoming Saturday, August 21 at 2 p.m. San Mateo Youth Citizens Climate Lobby student demonstration with speeches from Dave Pine, Josh Becker, Rick Bonilla and more at 3pm.

**ADJOURNMENT**

Meeting was adjourned at 12:03 p.m.