



**REGULAR MEETING of the Executive Committee of the
Peninsula Clean Energy Authority (PCEA)
Monday, April 12, 2021
10:00 a.m.**

**PLEASE NOTE: for Video conference: <https://meetings.ringcentral.com/j/1461963978>
for Audio conference: dial +1(623) 404-9000,
then enter the Meeting ID: 146 196 3978 followed by #
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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 RingCentral 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 shall be given an opportunity to do so by the Committee 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 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 Six-Month Strategic Plan Status Update (Discussion)
4. Review Diversity, Equity, Accessibility, and Inclusion (DEAI) Process (Discussion)
5. Review Preliminary NEM Cash-Out Figures and Capped Payouts (Discussion)
6. Committee Members' Reports (Discussion)

CONSENT AGENDA

7. Approval of the Minutes for the March 8, 2021 Meeting (Action)
8. Recommend the Board approve the Citizens Advisory Committee Workplan for 2021 (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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- 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:

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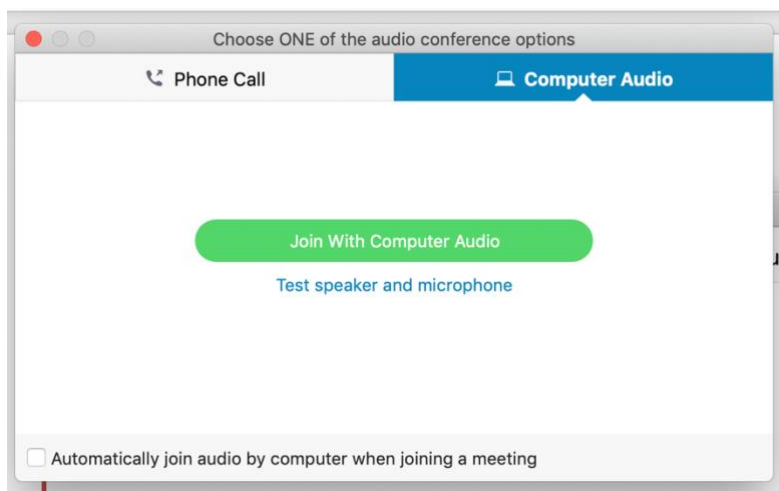


IMPORTANT: Please do not use the Participant ID that is in the picture to the left. Enter the Participant ID that appears on your own personal pop-up.

4. Please dial one of the phone numbers for the meeting (it does not matter which one):
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4. Click the green **Join With Computer Audio** button
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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.

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Dial a following number based off of your location:

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**PENINSULA CLEAN ENERGY
JPA Board Correspondence**

DATE: April 7, 2021
BOARD MEETING DATE: April 12, 2021
SPECIAL NOTICE/HEARING: None
VOTE REQUIRED: Majority Present

TO: Honorable Peninsula Clean Energy Authority Executive Committee
FROM: Jan Pepper, Chief Executive Officer, Peninsula Clean Energy
SUBJECT: Review Six-Month Strategic Plan Status Update

Senior staff members will be providing a semi-annual update of the PCE strategic plan. Updates will cover the following areas:

- Power Resources, including DER Programs
- Community Energy Programs
- Marketing, Outreach and Customer Care
- Public Policy
- Financial Stewardship
- Organizational Excellence

ATTACHMENTS:

Powerpoint presentations covering each of the areas

PCE Strategic Plan Update

Semi-annual Update

As of December 31, 2020

Agenda

- Intro - Jan
- Power Resources, including DER Programs – Siobhan
- Community Energy Programs - Rafael
- Marketing, Outreach and Customer Care - KJ and Leslie
- Public Policy - Jeremy
- Financial Stewardship - Andy
- Organizational Excellence - Jan
- Q&A

Our priorities

- Design a power portfolio that is sourced by 100% carbon-free energy by 2025 that aligns supply and consumer demand on a 24x7 basis
- Contribute to San Mateo County reaching the state's goal to be 100% greenhouse gas-free by 2045



5-Year Strategic Plan Progress 1st Half FY21 (July – December)

Power Resources Team

Strategic Objectives

Goal: Secure sufficient, low-cost, clean sources of electricity that achieve Peninsula Clean Energy's priorities while ensuring reliability and meeting regulatory mandates

- A. Low-Cost and Stable Power: Develop and implement power supply strategies to procure low-cost, reliable power
- B. Clean Power: Design a diverse power portfolio that is 100% carbon-free by 2021; and is 100% carbon-free by 2025 on a 24 x 7 basis
- C. Local Power Sources: Create a minimum of 20 MW of new power sources in San Mateo County by 2025
- D. New Power Sources: Continually explore and support innovative sources and solutions for clean energy

Key Performance Indicators

Power Resources – Measured on CY

	2019 Baseline	2020 Exp	2025 Target
2025 100% RE 24/7	47%	N/A	100%
Renewable Content (%)	52%	N/A	100%
Emissions Factor (lbs / MWh)	94	N/A	0
New Capacity Statewide (%)	0	14%	50%
Local Resources (MW)	0	.59 MW	20

First 3 KPIs will be available by June 2021, due to timing of receiving RECs for all renewable energy generation

July – Dec 2020 Key Accomplishments

A. Low Cost and Stable Power

- RFO and hired new scheduling coordinator (SC) and new load forecaster
- Built hourly cost of power model
- Started two analytical and risk analysis pilot projects
- Improved load forecasting model and built in Python

C. Local Power Resources

- Executed Sunrun contract and launched residential 1 – 5 MW load modification program
- RFO and hired engineering firm for DER evaluations for 17 county and municipal facilities
- Provided medically vulnerable customers with portable back up batteries – 123 customers reached

B. Clean Power

- Executed 3 wind PPAs – 245 MW
- Launched RE RFO and shortlisted Projects
- Built 100% renewable energy optimization model
- Submitted 2020 CPUC Integrated Resources Plan
- 100 MW Mustang Solar started operating

D. New Power Sources

- Launched long duration storage RFI and RFO in collaboration with group of CCAs

July – Dec 2020 Challenges

- Pandemic slowed roll out of Power on Peninsula – Homeowner program
- Pandemic slowed scheduling of site evaluations for County and municipal DER sites
- DER Strategy in progress but behind schedule
- RFO analysis took longer than predicted due to confirming information with bidders and more in-depth analysis compared to previous years

CY 2021 Priorities

A. Low Cost and Stable Power

- Negotiate contracts to achieve lowest cost of power
- Maintain cost of power below budget
- Continue to develop and refine risk management tools

C. Local Power Resources

- Complete DER Strategy and launch highest priority program(s)
- Finalize evaluations of County and muni facilities and launch RFO
- Implement DAC CSGT program

B. Clean Power

- Execute contracts from RFO shortlist
- Refine 100% RE model and develop procurement strategy

D. New Power Sources

- Complete analysis of Long Duration Storage RFO, shortlist and execute



5-Year Strategic Plan Progress

1st Half FY21

Programs Team

Executive Committee Review

Strategic Objectives

Organizational Priority: *Contribute to our region reaching the state's goal to be 100% greenhouse gas-free by 2045*

Community Energy Programs: *Implement robust energy programs that reduce greenhouse gas emissions, align energy supply and demand, and provide benefits to community stakeholder groups*

- A. Signature Programs:** Develop market momentum for electric transportation and initiate the transition to clean energy buildings
- B. Community Benefits:** Deliver tangible benefits throughout our diverse communities
- C. Innovation and Scale:** Leverage leadership, innovation and regulatory action for scaled impact

Key Performance Indicators

Community Energy – Calendar Year

	2019 Baseline	2020	2025 Target (sum of annual averages)
Overall County GHGs (MT)	4,100,000	TBD	TBD
Transportation: GHG Reductions (MT)	770	2,400	120,000
Buildings: GHG Reductions (MT)	1,600	3,800	10,600
EV Charging ports installed	0	13	6,200
Electric appliances installed	0	0	2,800
Funds for Low Income/ Underserved	11%	47%	20%

Notes:

- 2025 Target is a 6-year sum total of Programs impacts from 2020 – 2025
- No target (yet) set for total County emissions

Program Highlights

Metric	Outcome
Reach Codes	11 in San Mateo Co , 11 in SVCE adopted <ul style="list-style-type: none">• Half of the 42 adopted state-wide, catalyzed EBCE and San Luis Obispo• Supporting existing building code development @Menlo Park
	Tech assist. & training: >30 projects, >120 developers, 17 contractors
EV Charging	>3,200 ports applied for incentives
	Tech assist: >85 customer projects
Electric Vehicles	Incentives: 474 total (incl. 89 low-inc used)
	Consumer preference: >+10%
Innovation Pilots	6 in-progress
Leadership & Policy	<ul style="list-style-type: none">• PCE is “go-to” resource on EVs for CPUC, AQMD and CCAs• Influence: CPUC Transportation Framework, 2022 CA EV Code

2020 Challenges

- **Pandemic:** Slowed reach code adoption, electrification technical assistance and EV marketing events
- **EV Ready:** Contracting for EV incentives admin slowed launch
- **Electrification:** Low community and stakeholder awareness
- **Analytics:** Analytic capacities under development

Priorities for CY21

Top Priorities

- EV Ready: execution
- Reach Codes: 2/3rds cities + existing building policy development
- Buildings: Launch & implement incentive programs
- State policy engagement

Additional Priorities

- Development of On-Bill Finance offering
- Exploring additional funding sources
- Prepare for Los Banos enrollment

5-Year Strategic Plan Progress 1st Half FY21 (July – December)

Marketing and Customer Care Teams

Marketing & Customer Care Strategic Objectives

- A. Brand Reputation: Elevate Peninsula Clean Energy's brand reputation as a trusted leader in the community and the industry
- B. Engagement: Educate and engage stakeholders in order to gather input, inspire action, and drive program participation
- C. Customer Care: Ensure high customer retention and satisfaction

Key Performance Indicators

Marketing & Customer Care – Metrics at FY End

	2020 Baseline	First Half 2021	2025 Target
Participation Rate	97%	97%	97%
PCE Aided Awareness	34%	Survey in FQ4	60%
PCE Favorability	63%	Survey in FQ4	80%
Key Account Engagement	Low	Med/Low	High
Residential & SMB Engagement	Med/Low	Med/Low	High

We established some KPIs for the first year of the 5-year plan

Highlights of Progress

- Brand Reputation
 - Well-positioned as leaders/experts, good news coverage in Tier1 media
 - Several collaborations with other CCAs
- Engagement/Program Participation:
 - All-Electric Awards; Switch is On campaign
 - 10 outreach grantees for CY21 with more emphasis on low-income, diverse groups
 - Schools engagement (youth, faculty, admin)
 - Robust engagement with RICAPS
 - CAC working groups
- Storytelling:
 - Expanded reach via Nextdoor and switch to GovDelivery (Granicus email tool)
 - Improved messaging and evolution of website and branding
 - Collateral for leg/reg audiences
 - Community presence through virtual local events
- Customer Care:
 - SMB bill credit; CARE/FEER bill credit (FY20)
 - Market research
 - Increased strategic accounts engagement with first C&I customer workshop held 3/19

Challenges

- Building Electrification Awareness program
 - Slower than desired start for website content and demonstrations; aiming for mid-May featured projects page
 - Startup year of 3-year program provides foundation for future years
- Strategic Accounts Engagement
 - Businesses are still very much in flux with pandemic-restricted operations and have been less inclined to schedule one-on-one check-in meetings the past several months

Priorities for CY21

Top Priorities

- Building Electrification Awareness Program
- Transportation Electrification Awareness
- Prepare for Los Banos Enrollment
- Outreach Grantees and Schools programs
- Website redesign
- Program launch/promotional support (HPWH, eBikes, EV, DER programs)
- Utility API launch for strategic accounts

Key Messaging Themes/Campaigns

- Lower cost
- 100% carbon free energy
- Community investments

5-Year Strategic Plan Progress 1st Half FY21 (July – December)

Public Policy Team

Strategic Objectives

Department Goal: Strongly advocate for public policies that advance Peninsula Clean Energy's Organizational Priorities

- A. Regulatory: Educate and engage policymakers to develop policies that support Peninsula Clean Energy's organizational priorities
- B. Legislative: Engage state legislators to pass legislation that advances Peninsula Clean Energy's organizational priorities
- C. Growth of Community Energy and CCAs: Take a leadership position in supporting the growth of community energy and CCAs (Community Choice Aggregators) of community energy

Key Performance Indicators

	Public Policy – Calendar Year		
	2020 Baseline	2021	2025 Target
PCIA Containment	Low	Low	High
Legislative Impact	Medium	Medium	High
Regulatory Impact	High	High	High
Coalition Building	Low	Medium	High
Fostering CCA Growth	Medium	Medium	High

July – Dec 2020 Key Accomplishments

PCIA Containment

- Unwinding and forward removal of PCIA Cap & Trigger which created increased rate uncertainty
- Negotiating creation of "Master Data Requests" for future ERRA cases to improve transparency and intervention
- Increasing Joint CCA participation in PCIA-related cases and standardizing agreement structures for future cycles

Legislative Impact

- Established a good relationship with Senator Becker
- Cultivating relationships with representatives for Los Banos and broader central valley

Coalition Building

- Continued outreach with Environmental Justice and Ratepayer Advocates to build trust and understanding

Regulatory Impact

- Continued thought leadership through individual, joint, and CalCCA casework, including cases relating to:
 - Achievement of the State's climate goals while ensuring reliability and affordability (IRP/RA)
 - Support of PCE's programmatic objectives (Electrification, DAC-GT/CS, SGIP)
 - Adjustment of PG&E's PCIA and generation rates (ERRA, PCIA OIR, General Rate Case Phase 1 & 2)
- Focused on evolving relationship with CPUC and other State agencies to be more collaborative and coordinated

Fostering CCA Growth

- Supporting smooth inclusion of Los Banos
- Maintaining "open door" with CCA peers to advise and guide as appropriate

Challenges

- Impacts of COVID have reduced opportunities for demonstrating thought leadership through speaking at industry events
- Despite incremental changes, PCIA rates remain difficult to forecast and a very significant portion of our customers generation-side rates

CY 2021 Priorities

PCIA Containment

- Continue efforts to mitigate PCIA rate impacts, increase transparency and increase ability to forecast changes
- Explore all opportunities to accelerate unwinding of PCIA

Legislative Impact

- Deepen relationships with local elected representatives
- Demonstrate through leadership through proactive engagement in policy that aligns with our agency's goals

Coalition Building

- Broaden our relationships with other key stakeholders
- Explore productive opportunities for partnerships

Regulatory Impact

- Continued excellence in casework and thought leadership
- Proactively engage in policy venues to create opportunities for agency-wide success
- Cultivate further our relationship with CPUC to be more collaborative and coordinated
- Explore more opportunities with other State and Federal agencies to amplify our agency's success

Fostering CCA Growth

- Continue supporting a smooth inclusion of Los Banos
- Continue supporting other CCAs where appropriate
- Continue increasing the awareness of CCA statewide

5-Year Strategic Plan Progress

1st Half FY21

Financial Stewardship

Strategic Objectives

Goal: Employ sound fiscal strategies to promote long-term organizational sustainability

- A. Fiscal Health:** Strengthen and maintain Peninsula Clean Energy's fiscal health
- B. Financial Controls and Management:** Implement financial controls and policies that meet or exceed best practices for leading not-for-profit organizations
- C. Financial Sustainability:** Practice strategies to ensure long-term financial sustainability

Key Performance Indicators

Financial Stewardship – Metrics at FY End

	2020 Baseline	1 st Half FY2021 Update	Full-Year FY2021 Forecast	FY2025 Target
Days Cash On Hand (Unrestricted)	281	270	273	231
Credit Rating (Fitch/Moodys)	BBB+/Baa2	No change	No change	“A” Level
Change in Net Position (\$000s)	\$48,900	\$11,115	\$3,789	Positive
Investment Performance	TBD	n/a	n/a	TBD
Average Cost of Energy (\$/MWh)	\$61.92	\$67.09	\$61.94	\$62.73

Note: Days Cash on Hand based on revised Reserve Policy adopted 02/25/2021

Highlights of Progress

- Days Cash on Hand
 - Ended December 31, 2020 at 270
 - Forecasted for June 30, 2021 (end of Fiscal year) at 273
 - Current forecast for
 - FY25 is 241 vs. Target of 231
 - FY23 forecast of 215 (lowest point based on current 5-year forecast)
- Average Cost of Energy
 - \$67.09 YTD
 - Q2 was \$57.24
 - Substantial unexpected costs in Q1 related to extended heat waves and smoke periods in July-September quarter
 - Forecast for Full FY is \$61.94
 - Forecast for FY25 is \$56.58
- Change in Net Position
 - Positive \$11.2 million YTD vs. Budget of Negative (\$7.9 million)
 - Forecasted for Full FY \$3.8 million vs. Budget of Negative (\$8.5 million)
 - Current forecast for
 - FY25 is \$25.0 million
 - 5-year period Negative (\$2.2 million)
 - Lowest year in current forecast – FY22 at Negative (\$15.8 million)
- Credit Rating
 - Current
 - Moody's – Baa2
 - Fitch – BBB+
 - No change since last report

Challenges

- PCIA rate increases and forecasting uncertainty
 - Substantial increases in PCIA starting on January 1, 2021 will have significant impact on revenues over the next few years
 - Current forecast indicates that reserves can be maintained above policy levels, but will need to be monitored
- Net Position in Current Fiscal Year (2020-2021) impacted by significant, unexpected energy costs in Q1
 - FY21 was already expected to be less favorable than prior years due to revenue reductions from PCIA changes and PG&E Generation Rate decreases
 - Full-year currently expected to be above Budgeted level, but could be less if other surprises

Priorities for CY21

- Evaluate adding a 3rd rating agency
- Investment Performance
 - Still working on details of how to best present this info
 - Will schedule annual reviews for the A&F Committee with the 2 investment managers after June 30, 2021

5-Year Strategic Plan Progress

1st Half FY21

Organizational Excellence

Strategic Objectives

- A. **Culture and People**: Foster a workplace culture that attracts and develops exceptional talent and values all people
- B. **Innovation**: Foster a culture of innovation to yield solutions that accelerate our mission
- C. **Data and Technology**: Increase capabilities and efficient use of data and technology to support organizational decision making and program execution
- D. **External Vendor Partners**: Implement vendor policies that embrace diversity and inclusion and that optimize engagement results
- E. **Governance**: Follow best practices for governance and succession to engage and develop qualified, diverse Board members

Key Performance Indicators

Financial Stewardship – Metrics at FY End

	2020 Baseline	First Half FY21 Update	2025 Target
Governance	High	High	High
Staff Satisfaction	High	Initiating survey	High
Innovation Impact	High	Delayed	High
Organizational Policies	High	High	High
Technology and Systems	Medium	Medium	High

Highlights

Culture and People

- Employee Handbook updated in June 2020
- Continued hiring during COVID/WFH
- Held team building and other social activities during extended WFH

Innovation

- Supporting various innovation projects through grants and letters of support
- Additional expansion under development

Technology and Systems

- Hired data manager
- Implemented customer support and analytics tools
- Launched Data Warehouse Project

External Vendor Partners

- Reviewing internal policies

Governance

- Formed and met with Board Subcommittee to review and implement best practices

Challenges

- Work from home since March 2020; continuing until January 2022

FY 21 Priorities

Culture and People

- Staff Satisfaction Survey – in process
- Team-building and social opportunities
- Assess benefits and incentives compared to market and peers

Innovation

- Hire Innovation lead

Technology and Systems

- Data Warehouse Project
- Data Security Summary underway

External Vendor Partners

- Extensive DEAI work underway
- Update and implement Inclusive and Sustainable Workforce and Ethical Vendor Policies

Governance

- Complete and post Board member/alternate/CAC orientation/training modules
- Update policies:
 - Policy 16 updated March 2021
 - Policy 18 – updated Feb 2021
- Utilize EC to fuller advantage



Diversity, Equity, Accessibility, and Inclusion (DEAI) Request for Proposals Draft Scope of Work 3.30.21

This scope of work calls for designing and facilitating a process for the Board of Directors and staff of Peninsula Clean Energy to A) gain an understanding of the priority DEAI issues to be addressed by the organization, B) create and update policies to address these issues, and C) support staff in operationalizing these policies. The end product of this process will be the adoption of a Diversity, Equity, Accessibility, and Inclusion Policy and Action Plan by the Board of Directors, and accountability metrics to evaluate staff's work on an annual basis.

1. **Review Relevant DEAI Legislation and Regulatory Requirements.** Work with staff to review relevant legislation and regulatory reporting requirements for Peninsula Clean Energy regarding DEAI and identify best practices to improve performance on these metrics to be integrated into the policies and practices below. At a minimum this should include [Senate Bill 255 \(Bradford\)](#), [General Order 156 of the California Public Utilities Commission](#), and Proposition 209. Peninsula Clean Energy filed its [first GO 156 procurement report](#) in March 2021. More information on the California Public Utilities Commission's Supplier Diversity Program can be found here: <https://www.cpuc.ca.gov/supplierdiversity/>

Deliverable: Brief report identifying organization-specific areas for improvement and recommendations.

2. **Conduct DEAI organizational needs assessment.** Create and facilitate a process to assess specific organizational needs and room for improvement on DEAI issues by surveying Peninsula Clean Energy staff, Board Members, Citizens Advisory Committee members, and key community stakeholders. Report on findings and identify priority DEAI topics and issues to address in steps 3, 4, and 5 below. This assessment should at a minimum cover:
 - a) Identifying opportunities for enhancing equity fluent leadership within the organization
 - b) Identifying norms and processes that may contribute to implicit bias in contracting, employment, HR practices, and internal organizational culture
 - c) Identifying issues of environmental and social justice related to Peninsula Clean Energy's operations, emphasizing equitable access to clean and lower priced energy in the organization's customer offerings, programs, and benefits

Deliverable: Detailed presentation to Board of Directors and/or its DEAI subcommittee of results of survey, priority issues identified, and recommendations for the process moving forward based on these findings.

3. **Create organizational DEAI statement or policy.** Based on findings from the external and internal evaluations described above, facilitate the DEAI Subcommittee of the Board of

Directors in developing a Diversity, Equity, Accessibility and Inclusion statement or policy to be adopted by the Peninsula Clean Energy Board of Directors. This process should take into account and build on the Draft Equity Statement approved by the Peninsula Clean Energy Citizens Advisory Committee and accepted by the Board of Directors.

Deliverable: Peninsula Clean Energy Board of Directors approves an organizational DEAI statement or policy, an action plan to implement this policy.

4. **Update relevant organizational policies.** Facilitate a process with staff and the DEAI Subcommittee of the Board of Directors to review Peninsula Clean Energy's existing policies and update them as needed to align with the new DEAI statement/policy. At a minimum this should include:

- a) Peninsula Clean Energy's [Strategic Plan](#)
- b) Peninsula Clean Energy's Employee Handbook
- c) Peninsula Clean Energy's [Policy #9 Ethical Vendor Standards](#)
- d) Peninsula Clean Energy's [Policy #10 Inclusive and Sustainable Workforce Policy](#)

Deliverable: Updated versions of policies listed above are approved by Peninsula Clean Energy's Board of Directors.

5. **Create organizational departmental goals, practices, and metrics to operationalize DEAI policies.** Develop organization-specific diagnostic analyses to establish baseline metrics to grade how the organization is performing against DEAI policies, a description of actions to implement these policies, and specific processes, tools, and templates to evaluate and report on this work on an annual basis. Support senior staff in integrating these metrics into departmental goals and workplans. Support individual staff in integrating DEAI departmental goals and metrics into individual workplans and tasks as needed.

Deliverables:

- a) Updated contracting and grant processes, including language for requests for proposals and contract templates, approved and adopted by staff
- b) Updated processes for designing customer programs and communications approved and adopted by staff
- c) Improved organizational performance in regulatory reporting, including General Order 156, approved and adopted by staff
- d) Updated hiring and other HR processes approved and adopted by staff
- e) Training plan for PCE Board Members, staff, and CAC members completed
- f) Updated specific Key Performance Indicators in staff workplans approved and adopted by staff

**REGULAR MEETING of the Executive Committee of the
Peninsula Clean Energy Authority (PCEA)
Monday, March 8, 2021
MINUTES**

8:00 a.m.

Peninsula Clean Energy
Video conference and teleconference

CALL TO ORDER

Meeting was called to order at 8:05 a.m.

ROLL CALL

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

Absent: Carole Groom, County of San Mateo

Staff: Jan Pepper, CEO
Andy Stern, CFO
Leslie Brown, Director of Customer Care
Rafael Reyes, Director of Energy Programs
KJ Janowski, Director of Marketing and Community Affairs
Kirsten Andrews-Schwind, Senior Manager of Community Relations
Siobhan Doherty, Director of Power Resources
Jeremy Waen, Director of Regulatory and Legislative Affairs
Doug Karpa, Senior Regulatory Analyst
Mark Fenstermaker, Pacific Policy Group
Jennifer Stalzer Kraske, Deputy County Counsel
Shayna Barnes, Administrative Assistant
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 / Aalfs

Motion passed 5-0 (Absent: DeGolia, Groom)

REGULAR AGENDA

3. RECOMMENDATION FROM EXECUTIVE COMMITTEE TO THE BOARD THAT PCE SUPPORT SB67 AND SB68 FROM SENATOR BECKER AND ENCOURAGE THE SUPPORT OF CALCCA

Vice Chair Donna Colson introduced Senator Josh Becker. Chief Executive Officer Jan Pepper introduced Ken Branson, Senior Policy Advisor for Climate, Energy, and Environmental Issues for California State Senator Josh Becker, and former Board member Daniel Yost.

Sen. Becker reported that SB67 establishes tracking and compliance targets for a broader set of clean energy resources allowed under SB 100 (2018) while leaving existing RPS (Renewables Portfolio Standard) requirements unchanged, to set a path to achieving 100% clean energy. Sen. Becker reported that costly and lengthy electrical panel upgrades are barriers to building electrification, and that SB 68 addresses barriers by establishing service level standards for utilities to complete upgrades in a timely manner, and by supporting the development of guides and technologies.

Ken Branson, Daniel Yost, and Committee members discussed RPS and 24x7 clean energy time-matched goals, renewable sources and renewable credits, storage and DER (Distributed Energy Resources), and transmission loss.

Motion Made to support the Bills conditioned on staff approval of the final language / Seconded: Aalfs / Bonilla

Motion passed 6-0 (Absent: Groom)

1. CHAIR REPORT

Chair Rick DeGolia reported that he will make appointments to the Executive Committee and Audit and Finance Committee at the next Board meeting, and that the start time of the Committee meetings might change.

2. CEO REPORT

Chief Executive Officer Jan Pepper provided a staffing update and reported that CC Power created a Policy subcommittee to develop policies for the new JPA (Joint Powers Authority).

4. REVIEW AND RECOMMENDATION TO SUPPORT OR NOT SUPPORT AB 843, WHICH ALLOWS CCAS TO ACCESS THE BIOMAT PROGRAM, AN EXISTING STATE PROGRAM THAT SUPPORTS THE DEVELOPMENT OF RENEWABLE BIOENERGY ELECTRICITY PROJECTS

Jan Pepper reported that AB 843 allows Community Choice Aggregators (CCAs) to access funding for renewable bioenergy electricity projects, reduces procurement by IOUs (Investment Owned Utilities) on behalf of CCA customers, and reduces costs for renewable 24x7 biogas generation. Jan reviewed the types and categories of BioMAT projects and reported that PCE would not contract for biomass projects per prior board direction, but would support biogas and bioenergy. She reported that the staff recommendation is to support this bill.

Committee members discussed SB1383 organics recycling, non-bypassable charges, and the definition of renewables.

Motion Made to support / Seconded: Bonilla / Aalfs

Motion passed 6-0 (Absent: Groom)

5. REVIEW AND MAKE RECOMMENDATION TO THE BOARD TO APPROVE REVISED POLICY 16 SELECTION OF THE CHAIR AND VICE CHAIR AND APPOINTMENT TO THE EXECUTIVE COMMITTEE AND OTHER STANDING BOARD COMMITTEES

Rick DeGolia reviewed the current process which creates a nominating committee to nominate the Chair and Vice Chair at the February Board meeting, and have the newly elected Chair submit nominees for the Executive Committee and Audit and Finance Committee at the March Board meeting. He reported that due to municipal elections in November, some Committee members are lost, leaving open seats December to March.

Committee members discussed accelerating the process, amending the policy to give the Chair and Vice Chair authority to fill Committee vacancies sooner.

Motion Made / Seconded: Aalfs / Mates

Motion passed 6-0 (Absent: Groom)

6. RECOMMEND THE BOARD APPROVE LOW INCOME HOMES UPGRADE PROGRAM CONTRACT

Director of Energy Programs Rafael Reyes reported that the program will provide eligible residents turnkey no-cost healthy home upgrades and repairs, energy efficiency,

and electrification. Rafael reviewed background information on RHA, the selected consultant, and reviewed partnerships with El Concilio and Bright Ideas Construction for outreach and union contractors for electrification upgrades.

Committee members discussed future expansion of the program, promotion of the program with cities and local communities, homeowner selection criteria and geographic distribution, union labor and underserved community providers, and program administration.

Motion Made / Seconded: Colson / Pine

Motion passed 6-0 (Absent: Groom)

7. REVIEW PROPOSED LIST OF CITIZENS ADVISORY COMMITTEE WORKING GROUP PROJECTS FOR A CONCEPTUAL DISCUSSION ABOUT THE ITEMS AND THE ORDER OF PRIORITIZATION

Senior Manager of Community Relations Kirsten Andrews-Schwind reviewed the formation of the Citizens Advisory Committee (CAC) 2020 workplan, and reported that most projects are complete. Kirsten reviewed new projects proposed by staff for CAC collaboration.

Rick Bonilla offered to provide a presentation on CAC apprenticeship training programs. The Committee reached a general consensus supporting the new proposed CAC projects.

8. COMMITTEE MEMBERS' REPORTS

Jeff Aalfs reported that the Haas Energy Institute Power Conference will take place March 16-19. Donna Colson reported that she and Jan are working toward recruiting a third-party consultant to assist with the creation of a DEAI (Diversity, Equity, Access, and Inclusion) policy.

ADJOURNMENT

Meeting was adjourned at 9:48 a.m.



Peninsula Clean Energy Citizens Advisory Committee DRAFT 2021 Work Plan

Goal: make it easy for CAC members to align with PCE staff priorities and get involved in driving PCE strategic initiatives

Brown Act reminder: communication about working groups must be limited to less than a quorum (50%) of CAC members

Guiding Principles

For example:

- Ensure PCE Staff and Board understand how to leverage CAC in a way that is useful and drives PCE strategic priorities
- Ensure CAC members feel fully engaged and utilized if they have interest and bandwidth
- Maximize efficiency of CAC impact on staff resources

CAC role & responsibilities:

Current Objectives:

- Act as liaison to community
- Provide feedback on PCE policy and operational objectives
- Engage in outreach to community, including encouraging ratepayers to participate in PCE offerings and programs, and implement other carbon reducing practices
- Assist with legislative advocacy in conjunction with staff and board
- Provide forum for community discussions on wide variety of strategies to reduce carbon emissions in conjunction with staff and board

PCE strategic goals for 2021

The CAC will support and align its work with these goals.

MISSION: To reduce greenhouse gas emissions by expanding access to sustainable and affordable energy solutions.

VISION: A sustainable world with clean energy for everyone.

Organizational priorities:

- Design a power portfolio that is sourced by 100% renewable energy by 2025
- Contribute to San Mateo County reaching the state's goal to be 100% greenhouse gas-free by 2045

Strategic plan on PCE website [here](#)

2021 Proposed Citizens Advisory Committee Project List

Project	Description	Staff Liaison
Assist with design and launch of income-qualified home upgrade program	Assist staff with a) community relationships and outreach, and b) technical design guidelines and outcomes for the program	Alejandra Posada, Programs Team
Support building electrification	Conduct community education about reach codes and other electrification measures and their importance to GHG reduction goals	Rafael Reyes, Programs Team
Assess EV charging infrastructure permitting processes	Conduct an assessment of current EV charging infrastructure permitting processes across PCE jurisdictions, focusing on those that have not yet begun streamlining these processes	Phillip Kobernick, Programs Team
Support site identification for Community Solar DER installations	Research possible sites for community solar development in disadvantaged communities and introduce local site managers to PCE staff	Peter Levitt and Dave Fribush, Energy Resources Team
Microgrids research	Conduct a literature review on methods for establishing quantifiable value streams for societal and customer-level benefits of microgrids	Peter Levitt and Dave Fribush, Energy Resources Team
Review DER program grading and evaluation criteria	Provide feedback to staff on criteria for choosing future community Distributed Energy Resources projects, emphasizing diverse perspectives	Peter Levitt and Dave Fribush, Energy Resources Team
Assist with distribution of the Student Activity Packet	Leverage the impact of an existing PCE educational resource by getting it implemented in more schools and youth programs	Shayna Barnes