



**Regular Meeting of the Citizens Advisory Committee of the
Peninsula Clean Energy Authority (PCEA)**

Thursday, November 4, 2021

6:30pm

Zoom Link:

<https://pencleanenergy.zoom.us/j/84975390654?pwd=RWZwOUdHMFR3a0R0VmJtemttdmlrdz09>

Meeting ID: 849-7539-0654 Passcode: 2075 Phone: +1 (253-215-8782)

NOTE: Please see attached document for additional detailed teleconference instructions.

In accordance with AB 361, the Committee will adopt findings that meeting in person would present imminent risks to the health or safety of attendees of in-person meetings. Consistent with those findings, this Committee meeting will be held remotely.

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. 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 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 Committee and included in the official record, please send to 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 October 14, 2021, Regular Meeting (Action)
2. Adopt Findings Pursuant to AB 361 to Continue Fully Teleconferenced Committee Meetings Due to Health Risks Posed by In-Person Meetings (Action)

REGULAR AGENDA

3. Chair Report (Discussion) (est. 5 minutes)
4. Phase 2 Managed Charging Pilot Update (Discussion, est. 15 minutes)
5. Schedule December Special Meeting (Discussion, est. 10 minutes)

6. Approve CAC Meeting Schedule for 2022 (Action, est. 10 minutes)
7. Diversity, Equity, Accessibility, and Inclusion (DEAI) Update (Discussion) (est. 20 minutes)
8. Marketing and Outreach Report (Discussion) (est. 10 minutes)
9. Working Group Reports (Discussion) (est. 10 minutes)
10. Upcoming Topics for Discussion (Discussion) (est. 5 minutes)
11. Committee Members' Reports (Discussion) (est. 5 minutes)

ADJOURNMENT

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 2 below) rather than your computer audio

Options for Joining

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

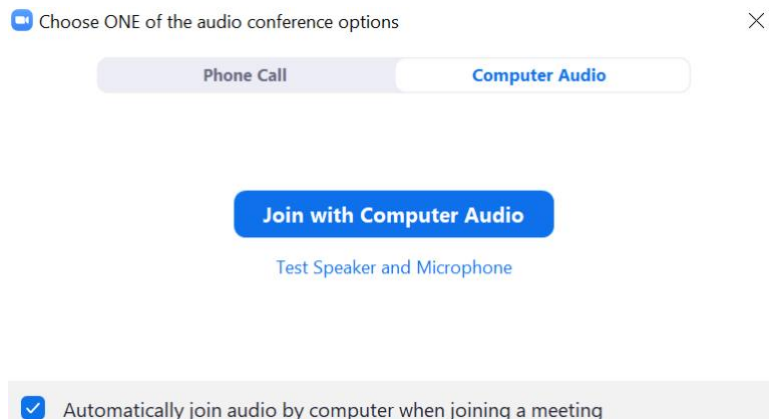
Videoconference Options:

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 Meeting Calendar Invitation:
<https://pencleanenergy.zoom.us/j/84975390654?pwd=RWZwOUdHMFR3a0R0VmJtemttmIrdz09>
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.

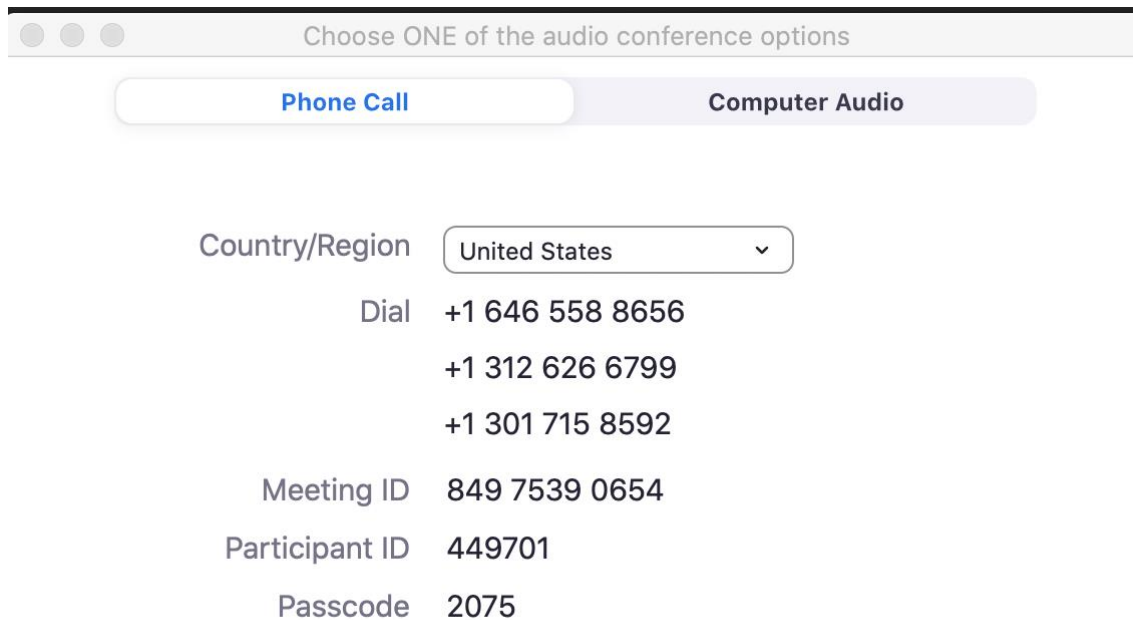


4. Click the blue, “Join with Computer Audio” button

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/84975390654?pwd=RWZwOUdHMFR3a0R0VmJtemttbmIrdz09>
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 audioconference options. Click on the Phone Call option at the top of the pop-up screen.



1. Please dial +1 (253) 215-8782
2. You will be instructed to enter the meeting ID: **849-7539-0654 followed by #**
3. 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.
4. After a few seconds, your phone audio should be connected to the Zoom application on your computer.
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 via Telephone/Landline:

Dial +1 (253) 215-8782

You will be instructed to enter the meeting ID: **849-7539-0654 followed by #**

You will be instructed to enter the meeting passcode **2075 followed by #**

**REGULAR MEETING of the Citizens Advisory Committee
of the Peninsula Clean Energy Authority (PCEA)
Thursday, October 14, 2021
MINUTES**

Video conference and teleconference
6:30 p.m.

CALL TO ORDER

Meeting was called to order at 6:40 pm.

ROLL CALL

Present:

Ray Larios, Burlingame, *Chair*
Morgan Chaknova, *Vice Chair*
Diane Bailey, Belmont
Steven Booker, Half Moon Bay
Janet Creech, Millbrae
Kathryn Green, San Mateo
Cheryl Schaff, Menlo Park
Desiree Thayer, Burlingame

Absent:

Daniel Baerwaldt, Los Banos
Tim Bussiek, Belmont
Michael Closson, Menlo Park
Joe Fullerton, Half Moon Bay
Terri Givens, Unincorporated Menlo Park
Alexander Melendrez, San Bruno
Jason Mendelson, Redwood City

Staff:

Kirsten Andrews-Schwind, Senior Manager of Community Relations
Shayna Barnes, Operations Specialist
Vanessa Shin, Community Outreach Associate
David Silberman, General Counsel
Peter Ambiel, Program Specialist

**Board
Members:**

A quorum was established.

PUBLIC COMMENT

No public comment

ACTION TO SET THE AGENDA AND APPROVE CONSENT AGENDA

- 1. Approval of the Minutes for September 9, 2021, Regular Meeting**
- 2. Approval of the Minutes for September 30, 2021, Special Meeting**
- 3. Adopt Findings Pursuant to AB 361 to Continue Fully Teleconferenced Committee Meetings Due to Health Risks Posed by In-Person Meetings**

Motion Made / Seconded: Booker/Creech

Motion passed 8-0 (Absent: Baerwaldt, Bussiek, Closson, Fullerton, Givens, Melendrez, Mendelson)

REGULAR AGENDA

4. Chair Report (Discussion)

Ray Larios, *Chair*, acknowledged Morgan Chaknova, *Vice Chair*, for representing the CAC during the Peninsula Clean Energy Board Retreat on September 25, 2021. Morgan presented the Committee's recommendation regarding Peninsula Clean Energy's organizational goals, which was adopted during the CAC meeting on September 9, 2021.

5. Approving Resolution Thanking Desiree Thayer for her Services as CAC Chair (Action)

Kirsten Andrews-Schwind, *Senior Manager of Community Relations*, expressed gratitude for Desiree Thayer's service to the CAC and longstanding environmental leadership in San Mateo County. Steven Booker praised Desiree's dedication and leadership as CAC Chair.

Motion Made / Seconded: Chaknova / Larios

Motion passed 8-0 (Absent: Baerwaldt, Bussiek, Closson, Fullerton, Givens, Melendrez, Mendelson)

6. EV Charging Approach for Equity and Access

Peter Ambiel, *Program Specialist*, provided an overview of the Peninsula Clean Energy's approach to expanding access to electric vehicle charging infrastructure in multi-family buildings. Committee members discussed the challenges and potential

solutions for funding and deploying EV charging installations. Peter also explained Peninsula Clean Energy's Managed Charging Pilot.

7. Diversity, Equity, Accessibility, and Inclusion (DEAI) Update

Kirsten Andrews-Schwind announced that Peninsula Clean Energy is currently finalizing a consultant to lead the organization's DEAI process. Kirsten informed the CAC that Committee members will be engaged by the DEAI consultant through the community consultation process.

8. Marketing Report (Discussion)

Kirsten Andrews-Schwind introduced Vanessa Shin, *Community Outreach Associate*, who will provide staff support to the CAC moving forward. Kirsten and the Committee members expressed appreciation for Shayna Barnes, *Operations Specialist*, for her support of the CAC over the past two years.

Kirsten reported that the Home Upgrade Program has launched. The marketing team will distribute a media toolkit for the Used EV, Heat Pump Water Heater, and Power on Peninsula programs to Committee members.

9. Working Group Reports

No working group reports.

10. Upcoming Topics for Discussion

Kirsten Andrews-Schwind reviewed agenda items for the upcoming Peninsula Clean Energy Board Meeting on October 28, 2021. Kirsten proposed a presentation on Peninsula Clean Energy's recent market research survey as a potential topic for the CAC. Ray Larios expressed interest in receiving an update on the status of outreach events. Kirsten agreed to provide updates on this topic during the Marketing Report. Cheryl Schaff requested talking points and resources for discussing Peninsula Clean Energy with community members.

11. Committee Members' Reports

Diane Bailey announced reach code updates and upcoming meetings for the City of Half Moon Bay, Atherton, Belmont, and Hillsborough.

ADJOURNMENT

Meeting was adjourned at 8:11 pm.

**PENINSULA CLEAN ENERGY AUTHORITY
JPA Board Correspondence**

DATE: September 28, 2021
COMMITTEE MEETING DATE: November 4, 2021
SPECIAL NOTICE/HEARING: None
VOTE REQUIRED: Majority Present

TO: Honorable Peninsula Clean Energy Authority Citizens Advisory Committee

FROM: Jan Pepper, Chief Executive Officer, Peninsula Clean Energy Authority

SUBJECT: Resolution to Make Findings Allowing Continued Remote Meetings Under Brown Act

RECOMMENDATION:

Adopt a resolution finding that, as a result of the continuing COVID-19 pandemic state of emergency declared by Governor Newsom, meeting in person would present imminent risks to the health or safety of attendees.

BACKGROUND:

On June 11, 2021, Governor Newsom issued Executive Order N-08-21, which rescinded his prior Executive Order N-29-20 and set a date of October 1, 2021 for public agencies to transition back to public meetings held in full compliance with the Brown Act. The original Executive Order provided that all provisions of the Brown Act that required the physical presence of members or other personnel as a condition of participation or as a quorum for a public meeting were waived for public health reasons. If these waivers fully sunset on October 1, 2021, legislative bodies subject to the Brown Act would have to contend with a sudden return to full compliance with in-person meeting requirements as they existed prior to March 2020, including the requirement for full physical public access to all teleconference locations from which committee members were participating.

On September 16, 2021, the Governor signed AB 361, a bill that formalizes and modifies the teleconference procedures implemented by California public agencies in response to the Governor's Executive Orders addressing Brown Act compliance during shelter-in-place periods. AB 361 allows a local agency to continue to use teleconferencing under the same basic rules as provided in the Executive Orders when certain circumstances occur or when certain findings have been made and adopted by the local agency.

AB 361 also requires that, if the state of emergency remains active for more than 30 days, the agency must make findings by majority vote every 30 days to continue using the bill's exemption to the Brown Act teleconferencing rules. The findings are to the

effect that the need for teleconferencing persists due to the nature of the ongoing public health emergency and the social distancing recommendations of local public health officials. **Effectively, this means that agencies, including PCEA, must agendaize a Brown Act meeting once every thirty days to make findings regarding the circumstances of the emergency and to vote to continue relying upon the law's provision for teleconference procedures in lieu of in-person meetings.**

AB 361 provides that Brown Act legislative bodies must return to in-person meetings on October 1, 2021, unless they choose to continue with fully teleconferenced meetings because a specific declaration of a state or local health emergency is appropriately made. AB 361 allows for meetings to be conducted virtually *as long as* there is a gubernatorially-proclaimed public emergency in combination with (1) local health official recommendations for social distancing or (2) adopted findings that meeting in person would present risks to health. AB 361 is effective immediately as urgency legislation and will sunset on January 1, 2024.

On September 25, 2021, the Peninsula Clean Energy Board of Directors approved a thirty (30) day extension of remote meetings in accordance with AB 361. Out of an abundance of caution given AB 361's narrative that describes each legislative body's responsibility to reauthorize remote meetings, staff and counsel brings this memo and corresponding resolution to the attention of the Citizens Advisory Committee.

DISCUSSION:

Because local rates of transmission of COVID-19 are still in the "substantial" tier as measured by the Centers for Disease Control, it is recommended that the Peninsula Clean Energy Citizens Advisory Committee avail itself of the provisions of AB 361 allowing continuation of online meetings by adopting findings to the effect that conducting in-person meetings would present an imminent risk to the health and safety of attendees. A resolution to that effect, and directing staff to return each 30 days with the opportunity to renew such findings, is attached hereto.



Citizens Advisory Committee Meeting Schedule 2022

Location: Please Check Agenda for Details

Meeting Date:	Time:	Location:
January 13, 2022	6:30 pm	Check Agenda for Details
February 10, 2022	6:30 pm	Check Agenda for Details
March 10, 2022	6:30 pm	Check Agenda for Details
April 14, 2022	6:30 pm	Check Agenda for Details
May 12, 2022	6:30 pm	Check Agenda for Details
June 9, 2022	6:30 pm	Check Agenda for Details
July 14, 2022	6:30 pm	Check Agenda for Details
August 11, 2022	6:30 pm	Check Agenda for Details
September 8, 2022	6:30 pm	Check Agenda for Details
October 13, 2022	6:30 pm	Check Agenda for Details
November 3, 2022	6:30 pm	Check Agenda for Details
December 1, 2022	6:30 pm	Check Agenda for Details