



**REGULAR MEETING of the Citizens Advisory Committee of the
Peninsula Clean Energy Authority (PCEA)
Thursday, June 10, 2021
6:30 p.m.**

**PLEASE NOTE: for Video conference: <https://meetings.ringcentral.com/j/1466706184>
for Audio conference: dial +1(623) 404-9000,
then enter the Meeting ID: 146 670 6184 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 Kirsten Andrews-Schwind, Senior Manager of Community Relations at least 2 working days before the meeting at kandrews-schwind@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 kandrews-schwind@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.

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 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. Swearing-in of Newly Appointed Members (est. 5 minutes)
2. Chair Report (Discussion) (est. 5 minutes)
3. Member Introductions (Discussion) (est. 20 minutes)
4. Brown Act Training (Discussion) (est. 30 minutes)
5. Workforce Development Discussion (Discussion) (60 minutes)
6. Work Group Reports (Discussion) (est. 5 minutes)
7. Upcoming Topics for Discussion (Discussion) (est. 5 minutes)
8. Committee Members' Reports (Discussion) (est. 5 minutes)

CONSENT AGENDA

9. Approval of the Minutes for the May 13, 2021 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– 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:

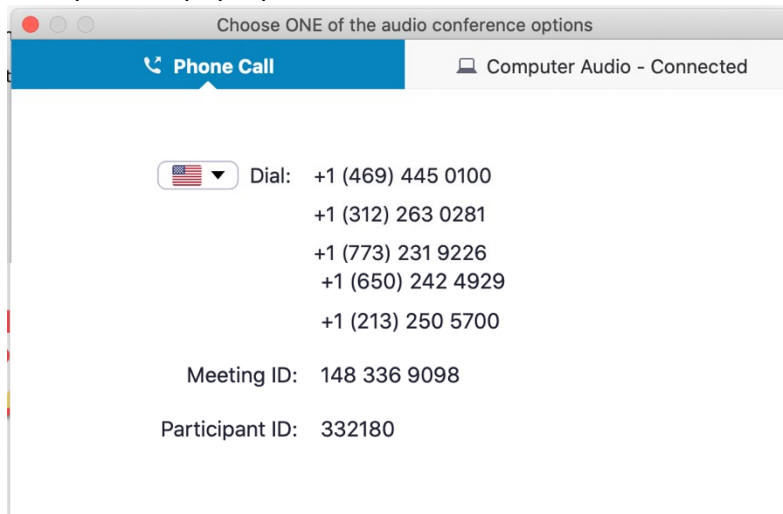
Prior to the meeting, we recommend that you install the RingCentral Meetings application on your computer by clicking here:

<https://support.ringcentral.com/download.html>

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/1483369098>
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.

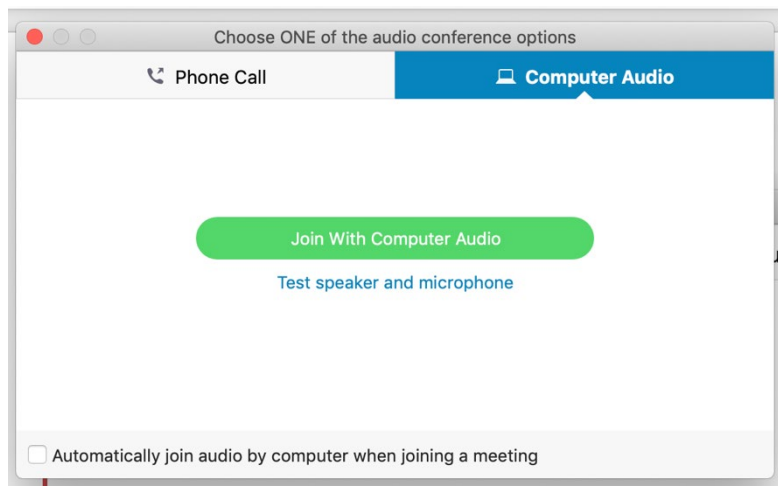
4. Please dial one of the phone numbers for the meeting (it does not matter which one) :

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

5. You will be instructed to enter the meeting ID: **148 336 9098 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/1483369098>
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(213)2505700,,1483369098#
+1(650)2424929,,1483369098#
+1(346)9804201,,1483369098#
+1(623)4049000,,1483369098#
+1(720)9027700,,1483369098#
+1(470)8692200,,1483369098#
+1(646)3573664,,1483369098#
+1(773)2319226,,1483369098#
+1(312)2630281,,1483369098#
+1(469)4450100,,1483369098#

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

You will be instructed to enter the meeting ID: **148 336 9098 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 Citizens Advisory Committee
of the Peninsula Clean Energy Authority (PCEA)
Thursday, May 13, 2021
MINUTES**

Video conference and teleconference
6:30 p.m.

CALL TO ORDER

Meeting was called to order at 6:34 pm.

ROLL CALL

Present: Desiree Thayer, Burlingame, *Chair*
Ray Larios, Burlingame, *Vice Chair*
Diane Bailey, Belmont
Tim Bussiek, Belmont
Michael Closson, Menlo Park
Janet Creech, Millbrae
Kathryn Green, San Mateo
Alexander Melendrez, San Bruno
Jason Mendelson, Redwood City
Steven Booker, Half Moon Bay
Janelle London, Menlo Park

Absent: Morgan Chaknova, Redwood City
Joe Fullerton, Half Moon Bay
Terri Givens, Unincorporated Menlo Park
Allen Brown, Unincorporated San Mateo County

Staff: KJ Janowski, Director of Marketing and Community Affairs
Kirsten Andrews-Schwind, Senior Manager of Community Relations
Marc Hershman, Director of Government Affairs
Doug Karpa, Senior Regulatory Analyst
Phillip Kobernick, Programs Manager
Jennifer Stalzer Kraske, Deputy County Counsel
Shayna Barnes, Operations Specialist

Board

Members: Donna Colson, Board Vice Chair
Jeff Aalfs, Board Member

A quorum was established.

PUBLIC COMMENT

ACTION TO SET THE AGENDA AND APPROVE CONSENT AGENDA

Motion Made / Seconded: Creech/Closson

Motion passed 10-0 (Absent: Brown, Chaknova, Fullerton, Givens, Melendrez)

REGULAR AGENDA

1. Chair Report (Discussion)

Desiree Thayer, *Chair*, and Kirsten Andrews-Schwind, *Senior Manager of Community Relations*, thanked outgoing committee members Janelle London and Allen Brown for their service. Board member Jeff Aalfs and committee members Jason Mendelson, Diane Bailey, Michael Closson, and Ray Larios thanked Janelle and Allen for their commitment, and contributions to the Citizens Advisory Committee.

2. Legislative Update (Discussion)

Kirsten Andrews-Schwind introduced Marc Hershman, *Director of Government Affairs*. Marc Hershman provided a legislative update to the committee. Marc described the process for the approval of the state budget for the next fiscal year and provided status updates on some key bills that Peninsula Clean Energy supports, including Senate Bill (SB) 612, SB 67, and SB 68. Marc provided his contact information to the committee and encouraged committee members to reach out to him and connect.

3. Equity Project Update (Discussion)

Shayna Barnes, *Operations Specialist*, and Kirsten Andrews-Schwind provided an update on the Diversity, Equity, Accessibility, and Inclusion (DEAI) project. Shayna described how Peninsula Clean Energy staff met with the Board subcommittee on Diversity, Equity, Accessibility and Inclusion on April 22nd, 2021 and discussed the scope of work, selection criteria, and timeline for the project. Kirsten Andrews-Schwind, Shayna Barnes, and Board member Donna Colson answered questions from committee members on how they can continue to be involved in the project.

4. E-bike Program Discussion (Discussion)

Phillip Kobernick, *Programs Manager*, provided an update on Peninsula Clean Energy's electric bicycle program *E-bikes for Everyone*. Phillip described the specifics of the program, including launch date for the program, incentive levels for bicycles, and how the program is targeted for residents with low-to-moderate incomes. Phillip answered questions from committee members regarding types of qualifying bicycles, program marketing, and options for online purchases.

Committee member Tim Bussiek described the electric bicycle program at his son's high school, Carlmont High School, including funding sources and goals regarding program uptake.

5. Work Group Reports (Discussion)

Committee member Diane Bailey reported that the City of Daly City adopted both a building and Electric Vehicle (EV) reach code following the Peninsula Clean Energy model codes.

6. Sign up for CAC Working Groups (Discussion)

Kirsten Andrews-Schwind described the work plan and work group projects that were approved by the Peninsula Clean Energy Board of Directors at their meeting on April 22nd, 2021. Kirsten Andrews-Schwind noted that there was an addition of deliverables to the Citizens Advisory Committee work plan, and committee members signed up for work group projects. A list of work group projects and Citizens Advisory Committee volunteers for each project are provided below:

Project	Staff Liaison	CAC Volunteers
Assist with design and launch of income-qualified home upgrade program	Alejandra Posada, Programs Team	CAC Lead: Diane Bailey Other Members: Janet Creech, Katie Green
Support building electrification	Rafael Reyes, Programs Team	CAC Lead: Jason Mendelson Other members: Ray Larios, Diane Bailey
Assess EV charging infrastructure permitting processes	Phillip Kobernick, Programs Team	No volunteers
Support site identification for Community Solar DER installations	Peter Levitt and Dave Fribush, Programs Team	CAC Lead: Alex Melendrez Other members: Desiree Thayer, Jason Mendelson, Michael Closson
Microgrids research	Peter Levitt and Dave Fribush, Programs Team	CAC Lead: Michael Closson Other Member: Jason Mendelson
Review DER program grading and evaluation criteria	Peter Levitt and Dave Fribush, Programs Team	CAC Lead: Michael Closson Other members: Jason Mendelson, Janet Creech

Assist with distribution of the Student Activity Packet	Shayna Barnes	CAC Lead: Janet Creech Other members: Desiree Thayer, Ray Larios
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7. Upcoming Topics for Discussion (Discussion)

Kirsten Andrews-Schwind reviewed agenda items for upcoming Board meetings. Kirsten noted that new appointments to the Citizens Advisory Committee will be made at the Board meeting on May 27, 2021. Kirsten asked committee member Steven Booker about planning a workforce development panel with committee member Joseph Fullerton for the June Citizens Advisory Committee meeting.

8. Committee Members' Reports

Diane Bailey provided a report on the Electric Home Ambassador Program and encouraged committee members to sign up to become an ambassador and to order a free yard sign at the following link: <https://fossilfreebuildings.org/electric-home-ambassador-program/>

Committee member Alexander Melendrez reported that May is affordable housing month and invited committee members to sign up for a free virtual event sponsored by the Housing Leadership Council on May 18th called *Emerging Trends in Affordable Housing Construction*. Biographies of the panelists and opportunities to register for the event or donate are available at the following link <https://hlcsmc.salsalabs.org/ahm2021-ahconstruction/index.html>

ADJOURNMENT

Meeting was adjourned at 8:15 pm.