



**REGULAR MEETING of the Citizens Advisory Committee of the  
Peninsula Clean Energy Authority (PCEA)  
Thursday, May 13, 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 Shayna Barnes, Operations Specialist at least 2 working days before the meeting at [sbarnes@peninsulacleanenergy.com](mailto:sbarnes@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 [sbarnes@peninsulacleanenergy.com](mailto:sbarnes@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 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) (est. 5 minutes)
2. Legislative Update (Discussion) (est. 20 minutes)
3. Equity Project Update (Discussion) (est. 10 minutes)
4. E-bike Program Discussion (Discussion) (est. 20 minutes)
5. Work Group Reports (Discussion) (est. 15 minutes)
6. Sign up for CAC Working Groups (Discussion) (est. 30 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 April 8, 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

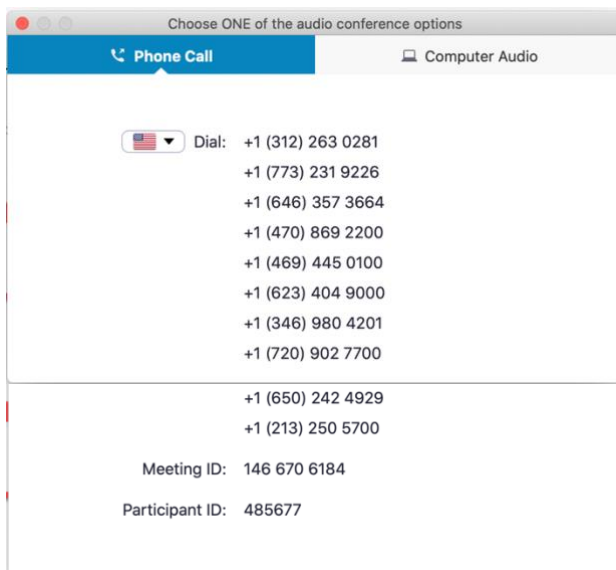
### Videoconference Options:

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/1466706184>
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.

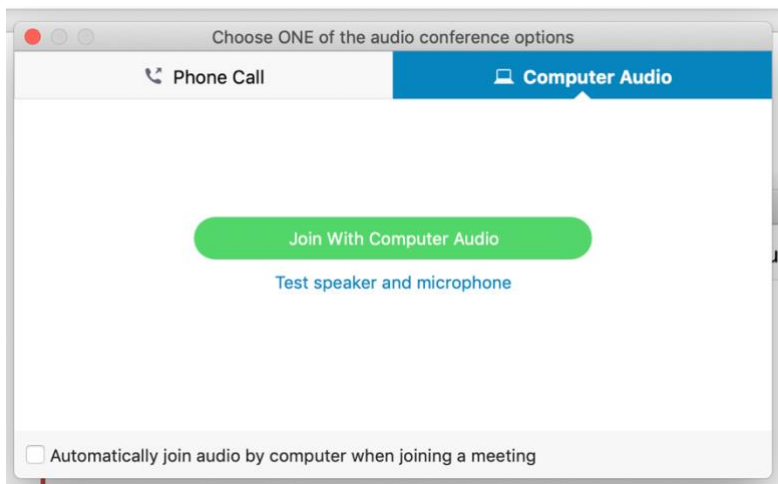
4. Please dial one of the phone numbers for the meeting (it does not matter which one) :

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

- 5. You will be instructed to enter the meeting ID: **146 670 6184 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/1466706184>
- 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,,1466706184#  
+1(650)2424929,,1466706184#  
+1(720)9027700,,1466706184#  
+1(346)9804201,,1466706184#  
+1(623)4049000,,1466706184#  
+1(469)4450100,,1466706184#  
+1(470)8692200,,1466706184#  
+1(646)3573664,,1466706184#  
+1(773)2319226,,1466706184#  
+1(312)2630281,,1466706184#

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(720)9027700  
+1(346)9804201  
+1(623)4049000  
+1(469)4450100  
+1(470)8692200  
+1(646)3573664

+1(773)2319226

+1(312)2630281

You will be instructed to enter the meeting ID: **146 670 6184 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.

## **Peninsula Clean Energy Citizens Advisory Committee 2021 Proposed 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 to 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 Projects

Project	Description	Staff Liaison
<b>Assist with design and launch of income-qualified home upgrade program</b>	Assist staff with a) community relationships and outreach, and b) technical design guidelines and outcomes for the program. <i>Deliverable: Brief memo summarizing input on technical design guidelines and outcomes for the program.</i>	Alejandra Posada, Programs Team
<b>Support building electrification</b>	Conduct community education about reach codes and other electrification measures and their importance to GHG reduction goals. <i>Deliverable: Brief memo summarizing community education conducted by CAC members regarding reach codes.</i>	Rafael Reyes, Programs Team
<b>Assess EV charging infrastructure permitting processes</b>	Conduct an assessment of current EV charging infrastructure permitting processes across PCE jurisdictions, focusing on those that have not yet begun streamlining these processes. <i>Deliverable: Written assessment of EV charging permitting processes.</i>	Phillip Kobernick, Programs Team
<b>Support site identification for Community Solar DER installations</b>	Research possible sites for community solar development in disadvantaged communities and introduce local site managers to PCE staff. <i>Deliverable: Email introductions to local site managers.</i>	Peter Levitt and Dave Fribush, Programs Team
<b>Microgrids research</b>	Conduct a literature review on methods for establishing quantifiable value streams for societal and customer-level benefits of microgrids. <i>Deliverable: Summary of findings and annotated literature review with citations and links.</i>	Peter Levitt and Dave Fribush, Programs Team



<p><b>Review DER program grading and evaluation criteria</b></p>	<p>Provide feedback to staff on criteria for choosing future community Distributed Energy Resources projects, emphasizing diverse perspectives. <i>Deliverable: Brief memo summarizing feedback to staff.</i></p>	<p>Peter Levitt and Dave Fribush, Programs Team</p>
<p><b>Assist with distribution of the Student Activity Packet</b></p>	<p>Leverage the impact of an existing PCE educational resource by getting it implemented in more schools and youth programs. <i>Deliverable: Brief memo summarizing actions taken to expand the use of PCE student activity packet.</i></p>	<p>Shayna Barnes</p>

**REGULAR MEETING of the Citizens Advisory Committee  
of the Peninsula Clean Energy Authority (PCEA)  
Thursday, April 8, 2021  
MINUTES**

Video conference and teleconference  
6:30 p.m.

**CALL TO ORDER**

Meeting was called to order at 6:36 pm.

**ROLL CALL**

**Present:** Desiree Thayer, Burlingame, *Chair*  
Ray Larios, Burlingame, *Vice Chair*  
Diane Bailey, Belmont  
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  
Alexander Melendrez, San Bruno  
Jason Mendelson, Redwood City

**Absent:** Steven Booker, Half Moon Bay  
Allen Brown, Unincorporated San Mateo County  
Janelle London, Menlo Park

**Staff:** Jan Pepper, Chief Executive Officer  
KJ Janowski, Director of Marketing and Community Affairs  
Kirsten Andrews-Schwind, Senior Manager of Community Relations  
Rafael Reyes, Director of Energy Programs  
Siobhan Doherty, Director of Power Resources  
David Silberman, General Counsel  
Shayna Barnes, Administrative Assistant  
Anne Bartoletti, Board Clerk/Office Manager/Executive Assistant to the CEO

**Board**

**Members:** Rick DeGolia, Board Chair, CAC Alternate Liaison  
Donna Colson, Board Vice Chair, CAC Alternate Liaison, Co-Chair DEAI Subcommittee  
Rick Bonilla, Board Member, CAC Alternate Liaison  
Michael Smith, Board Alternate for Redwood City, Co-Chair DEAI Subcommittee

**A quorum was established.**

**PUBLIC COMMENT**

Terri Givens

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

Motion Made / Seconded: Larios / Mendelson

**Motion passed 10-0 (Absent: Booker, Brown, Bussiek, London. Abstain: Melendrez)**

**REGULAR AGENDA**

**1. Chair Report (Discussion)**

No report.

**2. Legislative Update**

Jan Pepper, *Chief Executive Officer*, announced that Marc Hershman is joining PCE on April 12 as Director of Government Affairs. Jan reviewed the summary Fact Sheets of bills supported by PCE, including SB67 – The 24/7 Clean Energy Standard, SB68 – Reducing the Barriers to Electrification, AB843 – Enabling Community Choice Agencies to Access CPUC Bioenergy Funds, and SB612 – Ratepayer Equity. The Fact Sheets are included in the agenda packet.

Committee members discussed PCE support for AB1139 – California Alternate Rates for Energy Program, and any known opposition to the bills.

**3. Work Group Reports (Discussion)**

Desiree Thayer, *Chair*, reported that the CAC is in transition to new work groups, so no reports this month.

**4. Updating CAC Work Plan (Discussion)**

Kirsten Andrews-Schwind, *Senior Manager of Community Relations*, reported that Morgan Chaknova updated the preamble of the work plan, condensed it to one page, and added a DER (Distributed Energy Resources) project. Kirsten reported that the draft work plan will be presented to the Executive Committee, and then to the Board for approval, and then back to the CAC for volunteers to become members of each work group. Kirsten reported these will be short, task-oriented working groups, not long-standing committees.

Committee members discussed the student activity packet, workforce development, the CAC's Role and Responsibilities, and the possibility of adding other work group projects.

**5. Discussion of Diversity, Equity, Accessibility, and Inclusion (DEAI) Process (Discussion)**

Michael Smith, *Board Alternate for Redwood City and Co-Chair of the DEAI Subcommittee*, introduced himself and reported that the Board will work with the CAC to build on the CAC's equity statement to create a DEAI organizational policy and equity action plan. Shayna Barnes, *Administrative Assistant*, reviewed key elements of the DEAI Scope of Work for a potential consultant to conduct an organizational needs assessment, and she reviewed a proposed RFP (Request for Proposal) timeline.

Committee members and Board members discussed DEAI deliverables and making them actionable, including representation from the coastal communities, and having the CAC provide feedback on the RFP. Diane Bailey volunteered to participate in the RFP process. Joe Fullerton offered to serve in any capacity.

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

Desiree Thayer requested a workforce trades presentation, and Kirsten Andrews-Schwind offered to contact Steven Booker and Joe Fullerton for speakers. Kirsten reviewed the agendas for the Executive Committee and Board. Committee members discussed reconstituting a Legislative Work Group, and suggested inviting Marc Hershman to the next meeting.

**7. Committee Members' Reports**

Ray Larios reported he rented a Tesla through the PCE program. Diane Bailey provided updates on fossil free buildings and reach codes. Joe Fullerton reported on Earth Month activities. Kirsten Andrews-Schwind reported that PCE is finalizing elements of a new E-bike rebate program which is slated to be launched in May.

**ADJOURNMENT**

Meeting was adjourned at 7:53 pm.