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

Thursday, April 14, 2022

6:30pm

Zoom Link: <https://pencleanenergy.zoom.us/j/84975390654>

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. 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 Vanessa Shin at least 2 working days before the meeting at vshin@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 vshin@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 March 10, 2022 Regular Meeting
2. Adopt Findings Pursuant to AB 361 to Continue Fully Teleconferenced Committee Meetings Due to Health Risks Posed by In-Person Meetings

REGULAR AGENDA

3. Chair Report (Discussion, est. 5 minutes)
4. Distributed Energy Resources Programs Update (Discussion, est. 30 minutes)
5. Discussion on Best Use of the Citizen Advisory Committee (Discussion, est. 30 minutes)

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>.

6. Proposed Citizen Advisory Committee Work Plan Approval (Action, 30 minutes)
7. Marketing Report (Discussion, est. 5 minutes)
8. Working Group Reports (Discussion, est. 10 minutes)
9. Upcoming Topics for Discussion (Discussion, est. 5 minutes)
10. 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

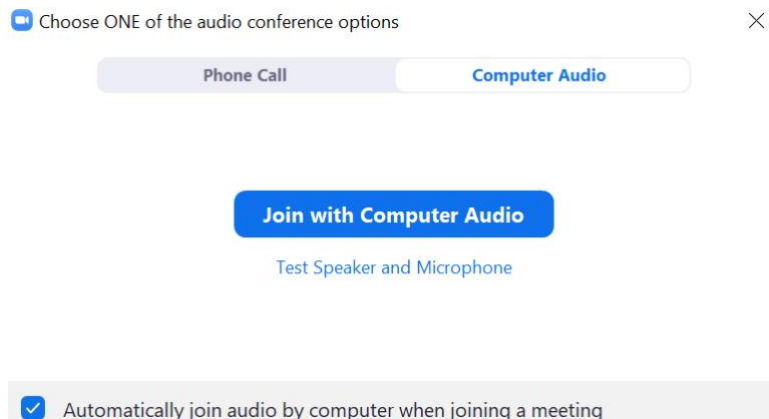
Videoconference Options:

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.

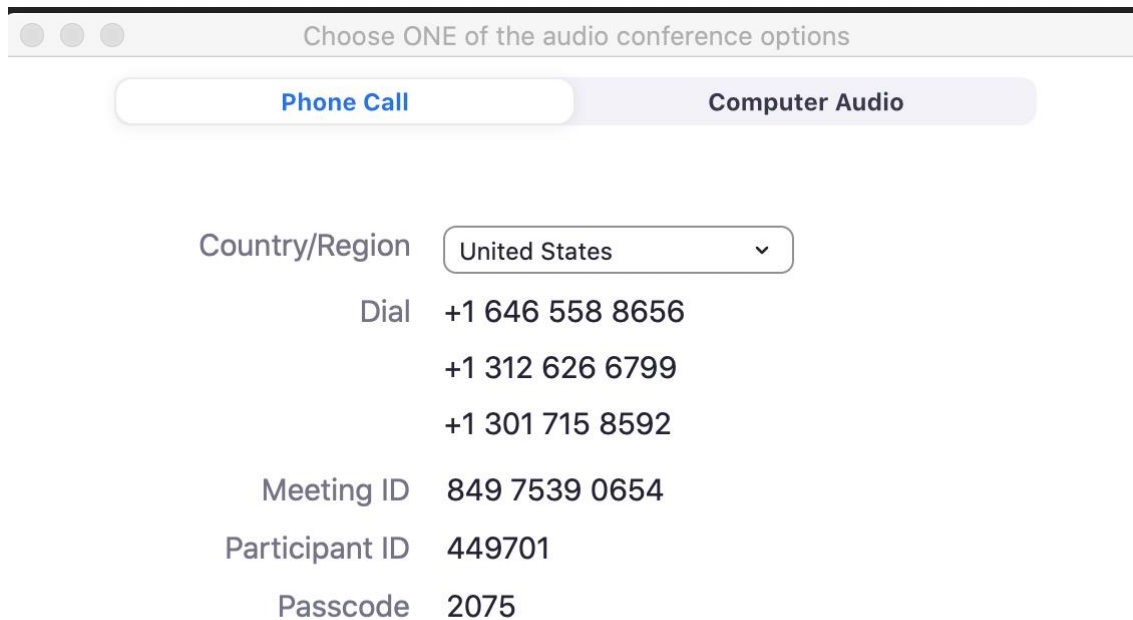


4. Click the blue, “Join with Computer Audio” button

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, March 10, 2022
MINUTES**

Video conference and teleconference
6:30 p.m.

CALL TO ORDER

Meeting was called to order at 6:35.

ROLL CALL

Present:

Daniel Baerwaldt, Los Banos
Diane Bailey, Belmont
Steven Booker, Half Moon Bay
Morgan Chaknova, Redwood City, *Chair*
Michael Closson, Menlo Park
Joe Fullerton, Half Moon Bay
Kathryn Green, San Mateo
Jason Mendelson, Redwood City
Cheryl Schaff, Menlo Park, *Vice Chair*
Desiree Thayer, Burlingame

Absent:

Janet Creech, Millbrae
Alexander Melendrez, San Bruno

A quorum was established.

PUBLIC COMMENT

No public comment

ACTION TO SET THE AGENDA AND APPROVE CONSENT AGENDA

- 1. Approval of the Minutes for the February 10, 2022, Regular Meeting**
- 2. Adopt Findings Pursuant to AB 361 to Continue Fully Teleconferenced
Committee Meetings Due to Health Risks Posed by In-Person Meetings**

Motion Made / Seconded: Closson / Mendelson

Motion passed 7-0 (Absent: Bailey, Booker, Creech, Fullerton, Melendrez)

REGULAR AGENDA

3. Chair Report (Discussion)

Morgan Chaknova, *Chair*, reported that she shared the Citizen Advisory Committee's (CAC) recommendation on the 2035 Decarbonization Feasibility Plan with the Peninsula Clean Energy Board 2035 Decarbonization Subcommittee.

4. Discussion on Citizen Advisory Committee (CAC) Experiences Installing Heat Pump Water Heaters (Discussion)

Peter Levitt, *Associate Manager, Distributed Energy Resources*, reviewed the framework and status of Peninsula Clean Energy's Heat Pump Water Heater program. Committee members who have installed heat pump water heaters shared their experiences, challenges, and ideas for improving the process. Comments highlighted the opportunities to lower costs of installation, unanticipated barriers in the program process, and lack of public awareness and experienced contractors.

PUBLIC COMMENT

Bill

Carol C

Kathleen Goforth

5. Citizens Advisory Committee 2022 Work Planning (Discussion)

Kirsten Andrews-Schwind, *Senior Manager of Community Relations*, reviewed a draft of proposed working groups based on input from CAC members and staff. Committee members provided feedback on the objectives and deliverables of the proposed working groups.

6. Peninsula Clean Energy Key Messages and Outreach Training (Discussion)

Kirsten Andrews-Schwind led an overview of Peninsula Clean Energy key messages for communicating with the public and demonstrated how to respond to common questions.

7. Marketing Report (Discussion)

Vanessa Shin, *Community Outreach Associate*, announced an update to Peninsula Clean Energy's Power on Peninsula program, in which incentive amounts will change after March 2022.

8. Working Group Reports (Discussion)

Jason Mendelson, *Committee member*, reported that the working group focused on building electrification met with a member of the Peninsula Clean Energy Board 2035 Decarbonization Subcommittee.

Diane Bailey, *Committee member*, provided an update on the status and enrollment statistics of the home upgrade program.

9. Upcoming Topics for Discussion (Discussion)

Kirsten Andrews-Schwind previewed topics for the upcoming Peninsula Clean Energy Board of Directors meeting. Recommendations from Committee members included a presentation on community microgrids, an update on the Energize Colleges Program, and a discussion on how to best utilize volunteer resources of the CAC.

10. Committee Members' Reports (Discussion)

Steven Booker, *Committee member*, expressed appreciation for Chair Morgan Chaknova and his fellow CAC members. Desiree Thayer, *Committee member*, encouraged members to continue promoting the CAC application, especially among communities that have been less represented on the CAC.

ADJOURNMENT

Meeting was adjourned at 8:35.

PENINSULA CLEAN ENERGY AUTHORITY
JPA Board Correspondence

DATE: April 11, 2022
COMMITTEE MEETING DATE: April 14, 2022
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.

RESOLUTION NO. _____

**PENINSULA CLEAN ENERGY AUTHORITY, COUNTY OF SAN MATEO, STATE OF
CALIFORNIA**

* * * * *

**RESOLUTION FINDING THAT, AS A RESULT OF THE CONTINUING COVID-19
PANDEMIC STATE OF EMERGENCY DECLARED BY GOVERNOR NEWSOM,
MEETING IN PERSON FOR MEETINGS OF THE PENINSULA CLEAN ENERGY
CITIZENS ADVISORY COMMITTEE WOULD PRESENT IMMINENT RISKS TO THE
HEALTH OR SAFETY OF ATTENDEES**

WHEREAS, on March 4, 2020, the Governor proclaimed pursuant to his authority under the California Emergency Services Act, California Government Code section 8625, that a state of emergency exists with regard to a novel coronavirus (a disease now known as COVID-19); and

WHEREAS, on June 4, 2021, the Governor clarified that the “reopening” of California on June 15, 2021 did not include any change to the proclaimed state of emergency or the powers exercised thereunder, and as of the date of this Resolution, neither the Governor nor the Legislature have exercised their respective powers pursuant to California Government Code section 8629 to lift the state of emergency either by proclamation or by concurrent resolution in the state Legislature; and

WHEREAS, on March 17, 2020, Governor Newsom issued Executive Order N-29-20 that suspended the teleconferencing rules set forth in the California Open Meeting law, Government Code section 54950 et seq. (the “Brown Act”), provided certain requirements were met and followed; and

WHEREAS, on September 16, 2021, Governor Newsom signed AB 361 that provides that a legislative body subject to the Brown Act may continue to meet without fully complying with the teleconferencing rules in the Brown Act provided the legislative body determines that meeting in person would present imminent risks to the health or safety of attendees, and further requires that certain findings be made by the legislative body every thirty (30) days; and,

WHEREAS, California Department of Public Health (“CDPH”) and the federal Centers for Disease Control and Prevention (“CDC”) caution that the Delta variant of COVID-19, currently the dominant strain of COVID-19 in the country, is more transmissible than prior variants of the virus, may cause more severe illness, and that even fully vaccinated individuals can spread the virus to others resulting in rapid and alarming rates of COVID-19 cases and hospitalizations (<https://www.cdc.gov/coronavirus/2019-ncov/variants/delta-variant.html>); and,

WHEREAS, the CDC has established a “Community Transmission” metric with 4 tiers designed to reflect a community’s COVID-19 case rate and percent positivity; and,

WHEREAS, the County of San Mateo currently has a Community Transmission metric of “substantial” which is the second most serious of the tiers, and;

WHEREAS, the Committee has an important governmental interest in protecting the health, safety and welfare of those who participate in its meetings;

WHEREAS, 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 bring this resolution to the attention of the Citizens Advisory Committee, and;

WHEREAS, in the interest of public health and safety, as affected by the emergency caused by the spread of COVID-19, the Committee deems it necessary to find that meeting in person would present imminent risks to the health or safety of attendees, and thus intends to invoke the provisions of AB 361 related to teleconferencing;

NOW, THEREFORE, IT IS HEREBY DETERMINED AND ORDERED that

1. The recitals set forth above are true and correct.
2. The Committee finds that meeting in person would present imminent risks to the health or safety of attendees.
3. Staff is directed to return no later than thirty (30) days after the adoption of this resolution with an item for the Committee to consider making the findings required by AB 361 in order to continue meeting under its provisions.
4. Staff is directed to take such other necessary or appropriate actions to implement the intent and purposes of this resolution.

* * * * *

Peninsula Clean Energy Citizens Advisory Committee 2022 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

- 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 2022

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:

Priorities

- Design a power portfolio that is sourced by 100% renewable energy by 2025
- Contribute to our community reaching a goal of 100% greenhouse gas-free by 2035

Strategic plan on PCE website [here](#)

2022 Peninsula Clean Energy Citizens Advisory Committee
Working Group Proposals

Note: Once the specified deliverable is completed, the working group shall no longer meet unless a new deliverable is identified and it is requested to meet by staff.

Project	Proposed Task Description and Deliverables	Staff Liaison	CAC Working Group Members (* indicates lead)
Home Upgrade Program	<p>Review data and results from the first completed homes. Provide input on technical design guidelines, outcomes for the program, and future program enhancement as needed.</p> <p><i>Deliverable: Brief memo summarizing input on technical design guidelines and outcomes for the program provided between June 2022 and April 2023. Delivered to staff prior to the April 2023 CAC meeting.</i></p>	Alejandra Posada, Programs Team	
Building Electrification Education	<p>Conduct community education around the Reach Code 2.0 effort and/or building electrification contribution to 2035 decarbonization goal.</p> <p><i>Deliverable: Brief memo summarizing community education conducted by CAC members regarding reach codes and/or building electrification between June 2022 and April 2023. Delivered to staff prior to the April 2023 CAC meeting.</i></p>	Rafael Reyes, Programs Team	

<p>Demand-Side Strategies for 24/7 Grid Decarbonization</p>	<p>Provide input on the Distributed Energy Resources (DER) framework, focusing on demand-side strategies (e.g., load management / shaping) to accomplish our planned 24/7 grid decarbonization.</p> <p><i>Deliverable: Brief memo summarizing input for DER programs provided between June 2022 and April 2023. Delivered to staff prior to the April 2023 CAC meeting.</i></p>	<p>Peter Levitt and Dave Fribush, Programs Team</p>	
<p>Education Initiatives</p>	<p>Provide input on initiatives to expand clean energy curriculum and decarbonization projects in schools.</p> <p><i>Deliverable: Brief memo summarizing input on education initiatives provided between June 2022 and April 2023. Delivered to staff prior to the April 2023 CAC meeting.</i></p>	<p>Vanessa Shin, Marketing Team</p>	
<p>Role of Citizen Advisory Committees</p>	<p>Research the roles, objectives, basic functioning, and impact to date of citizen advisory committees at other CCAs and similar public agencies in California.</p> <p><i>Deliverable: Brief memo summarizing research on citizen advisory committees and any resulting recommendations for Peninsula Clean Energy provided between June 2022 and April 2023. Delivered to staff prior to the April 2023 CAC meeting.</i></p>	<p>Kirsten Andrews-Schwind, Marketing Team</p>	