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

Thursday, May 12, 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 April 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. Diversity, Equity, Accessibility, and Inclusion (DEAI) Update (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>.

5. Review Fiscal Year 2022-2023 Draft Budget (Discussion, est. 40 minutes)
6. Marketing and Community Liaison Update (Discussion, est. 5 minutes)
7. Upcoming Topics for Discussion (Discussion, est. 5 minutes)
8. Recognize Citizens Advisory Committee Members Terming or Stepping Off the Committee (Action, est. 15 minutes)
9. 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

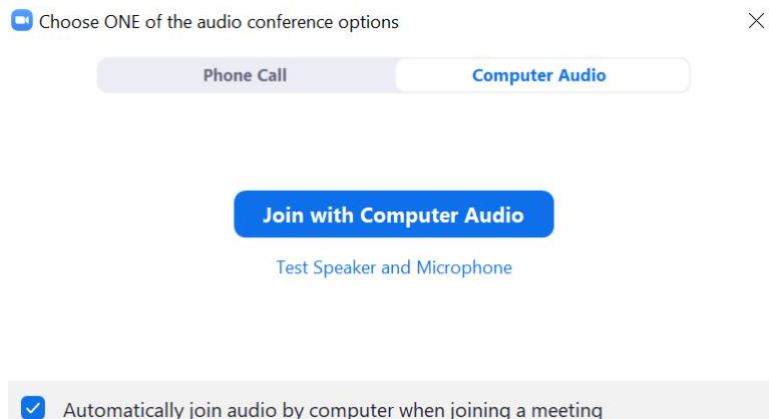
Videoconference Options:

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.

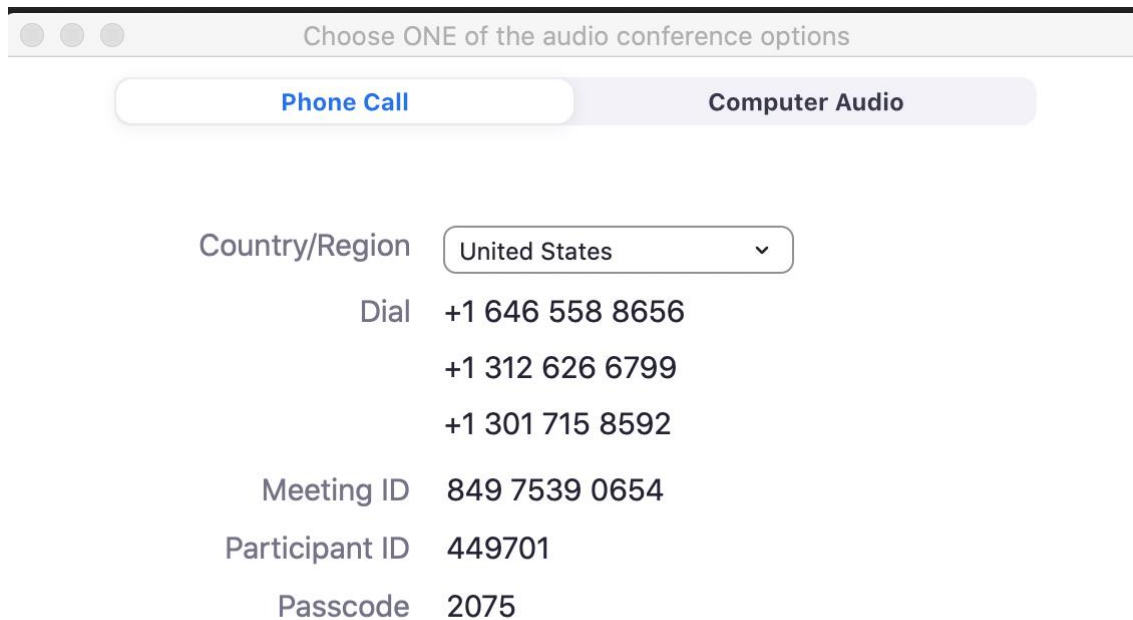


4. Click the blue, “Join with Computer Audio” button

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, April 14, 2022
MINUTES**

Video conference and teleconference
6:30 p.m.

CALL TO ORDER

Meeting was called to order at 6:39 p.m.

ROLL CALL

Present:

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

Absent:

Joe Fullerton, Half Moon Bay
Alexander Melendrez, San Bruno
Jason Mendelson, Redwood City

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 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**

Motion Made / Seconded: Schaff / Booker

Motion passed 9-0 (Absent: Fullerton, Melendrez, Mendelson)

REGULAR AGENDA

3. Chair Report (Discussion)

No Chair Report

4. Distributed Energy Resources Programs Update (Discussion)

Rafael Reyes, *Director of Energy Programs*, overviewed Peninsula Clean Energy's distributed energy resources (DER) programs portfolio and previewed programs that are in development. Committee members discussed how the DER programs relate to Peninsula Clean Energy's goals and overall programs strategy. Diane Bailey, *Committee member*, recommended exploring opportunities to lower the cost of batteries through bulk purchases.

5. Discussion on Best Use of the Citizen Advisory Committee (Discussion)

Morgan Chaknova, *Chair*, and Cheryl Schaff, *Vice Chair*, invited Committee members to share their feedback and ideas for improving the effectiveness of the Citizens Advisory Committee (CAC).

Committee members discussed how the role of the CAC has evolved over time to reflect the needs of the agency. Some members highlighted how the lack of in-person interactions has negatively impacted their experience of serving on the CAC, and others expressed interest in supporting public outreach and education. Additionally, Committee members expressed interest in receiving guidance from the Board of Directors to align priorities to maximize the CAC's impact.

6. Proposed Citizen Advisory Committee Work Plan Approval (Action)

Kirsten Andrews-Schwind, *Senior Manager of Community Relations*, reviewed the proposed CAC work plan, including the working groups that the Committee developed in collaboration with staff. Morgan Chaknova made a motion to approve the proposed CAC work plan.

Motion Made / Seconded: Chaknova / Booker

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

7. Marketing Report (Discussion)

Vanessa Shin, *Community Outreach Associate*, demonstrated how to access Peninsula Clean Energy outreach toolkits, materials, and resources online through a shared folder. Vanessa also provided an update to the rebate amounts for the Used Electric Vehicle program.

PUBLIC COMMENT
Rahul Bahadur

8. Working Group Reports (Discussion)

No Working Group Reports

9. Upcoming Topics for Discussion (Discussion)

Kirsten Andrews-Schwind presented suggested topics for the upcoming CAC meeting, including a presentation on model reach codes, a discussion on the Diversity, Equity, Accessibility, and Inclusion (DEAI) process, or an update on modeling for 24/7 100% renewable energy procurement. Diane Bailey recommended a presentation and discussion about community solar project in Belle Haven.

PUBLIC COMMENT
Rahul Bahadur

10. Committee Members' Reports (Discussion)

Diane Bailey provided information about the We Love Earth Festival and announced an upcoming study session in Menlo Park about city-wide electrification partnerships. Desiree Thayer, *Committee member*, reported the success of the recent Environmental Student Film Fest.

ADJOURNMENT

Meeting was adjourned at 8:38 p.m.



PENINSULA CLEAN ENERGY AUTHORITY
JPA Board Correspondence

DATE: May 9, 2022
COMMITTEE MEETING DATE: May 12, 2022
SPECIAL NOTICE/HEARING: None
VOTE REQUIRED: Majority Present

TO: Honorable Peninsula Clean Energy 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. On January 5, 2022, Governor Newsom extended the sunset provision of AB361 and Government Code Section 11133(g) from January 31, 2022 to April 1, 2022 due to the surge in Omicron variant related COVID-19 cases and hospitalizations.

AB 361 requires that, if the state of emergency remains active for more than thirty (30) days, the agency must make findings by majority vote 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 and make findings regarding the circumstances of the emergency on a thirty (30) day basis. If at least thirty (30) days have transpired since its last meeting, the Boards must vote whether to continue to rely upon the law's provision for teleconference procedures in lieu of in-person meetings.**

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 will now sunset on January 1, 2024.

On September 30, 2021, the Peninsula Clean Energy Citizens Advisory Committee 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.

On October 14, 2021, the Peninsula Clean Energy Citizens Advisory Committee approved a thirty (30) day extension of remote meetings in accordance with AB 361.

On November 4, 2021 the Peninsula Clean Energy Citizens Advisory Committee approved a thirty (30) day extension of remote meetings in accordance with AB 361.

On December 2, 2021 the Peninsula Clean Energy Citizens Advisory Committee approved a thirty (30) day extension of remote meetings in accordance with AB 361.

On January 13, 2022 the Peninsula Clean Energy Citizens Advisory Committee approved a thirty (30) day extension of remote meetings in accordance with AB 361.

On February 10, 2022 the Peninsula Clean Energy Citizens Advisory Committee approved a thirty (30) day extension of remote meetings in accordance with AB 361.

On March 10, 2022 the Peninsula Clean Energy Citizens Advisory Committee approved a thirty (30) day extension of remote meetings in accordance with AB 361.

On April 14, 2022 the Peninsula Clean Energy Citizens Advisory Committee approved a thirty (30) day extension of remote meetings in accordance with AB 361.

DISCUSSION:

Because of continuing concerns regarding COVID-19 transmission, especially when individuals are grouped together in close quarters, 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 risk to the health and safety of attendees. A resolution to that effect and directing staff to agendize the renewal of such findings in the event that thirty (30) days has passed since the Committee's last meeting, 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, on January 5, 2022, Governor Newsom extended the sunset provision of AB361 and Government Code Section 11133(g) to January 1, 2024 due to surges and instability in COVID-19 cases; and,

WHEREAS, California Department of Public Health (“CDPH”) and the federal Centers for Disease Control and Prevention (“CDC”) caution that COVID-19 continues to be highly transmissible and that even fully vaccinated individuals can spread the virus to others; 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 30, 2021, the Peninsula Clean Energy Citizens Advisory Committee 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, on October 14, 2021, the Peninsula Clean Energy Citizens Advisory Committee approved a thirty (30) day extension of remote meetings in accordance with AB 361, and;

WHEREAS, on November 4, 2021, the Peninsula Clean Energy Citizens Advisory Committee approved a thirty (30) day extension of remote meetings in accordance with AB 361, and;

WHEREAS, on December 2, 2021, the Peninsula Clean Energy Citizens Advisory Committee approved a thirty (30) day extension of remote meetings in accordance with AB 361, and;

WHEREAS, on January 13, 2022, the Peninsula Clean Energy Citizens Advisory Committee approved a thirty (30) day extension of remote meetings in accordance with AB 361, and;

WHEREAS, on February 10, 2022, the Peninsula Clean Energy Citizens Advisory Committee approved a thirty (30) day extension of remote meetings in accordance with AB 361, and;

WHEREAS, on March 10, 2022, the Peninsula Clean Energy Citizens Advisory Committee approved a thirty (30) day extension of remote meetings in accordance with AB 361, and;

WHEREAS, on April 14, 2022, the Peninsula Clean Energy Citizens Advisory Committee approved a thirty (30) day extension of remote meetings in accordance with AB 361, 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, or, alternatively, at the next scheduled meeting of the Committee, 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.

* * * * *