



Regular Meeting of the Board of Directors of the Peninsula Clean Energy Authority (PCEA) Minutes

Thursday, February 23, 2023
6:30 p.m.

Zoom Video Conference and Teleconference

CALL TO ORDER

Meeting was called to order at 6:35 p.m. in virtual teleconference.

SWEARING IN OF NEW BOARD MEMBERS

David Silberman, General Counsel, presided over the official swearing-in of new Board Member Ray Mueller from San Mateo County.

ROLL CALL

Participating Remotely:

Ray Mueller, San Mateo County
Rick DeGolia, Atherton, *Chair*
Julia Mates, Belmont
Coleen Mackin, Brisbane
Donna Colson, Burlingame, *Vice Chair*
Carlos Romero, East Palo Alto
Harvey Rarback, Half Moon Bay
Leslie Ragsdale, Hillsborough
Betsy Nash, Menlo Park, arrived at 6:37 p.m.
Anders Fung, Millbrae
Tygarjas Bigstycck, Pacifica
Jeff Aalfs, Portola Valley
Elmer Martinez Saballos, Redwood City
Marty Medina, San Bruno
Amourence Lee, San Mateo
James Coleman, South San Francisco

Pradeep Gupta, Director Emeritus
John Keener, Director Emeritus

Absent:

Dave Pine, San Mateo County
Ken Gonzalez, Colma
Roderick Daus-Magbual, Daly City
Sam Hindi, Foster City
Paul Llanez, Los Banos
John Dugan, San Carlos
Jennifer Wall, Woodside

A quorum was established.

PUBLIC COMMENT

Diane Bailey

ACTION TO SET THE AGENDA AND APPROVE REMAINING CONSENT AGENDA ITEMS

Director Emeritus Gupta commented on Agenda Item Number 2, noting that Staff would like to complete the process before the April 13th deadline for NEM 3.0.

Peter Levitt, Programs Manager, noted that Staff is confident that applications will get in before that time, noting that site visits are complete and that design process and submitting the interconnection applications are all that remain.

Director Emeritus Gupta also commented on Agenda Item Number 4, stating he has enjoyed the work and discussions over the last 3 years as the current Director Emeritus and hopes to continue.

Chair DeGolia said on the Director Emeritus item which is on the Consent Agenda, it is not eliminating the involvement but rather creating a new group called Director Emeritus Advisory Group which will be able to advise Peninsula Clean Energy. They are ending the formal limitation of the two Director Emeritus positions they have worked with over the last few years.

Vice Chair Colson added that this format was developed to create a more inclusive format and structure for those who want to remain involved so that as people who move off of elected office but want to stay involved and have talents to share will be able to sit on a subcommittee or other committee and be involved in other needs. This also prevents meetings from becoming cumbersome.

Director Emeritus Keener noted that as a member of the committee, he fully supports the recommendation and echoed Director Emeritus Gupta's comments.

MOTION: Director Medina moved, seconded by Director Rarback to set the Agenda, and approve the Agenda Items Numbers 1-4.

1. Adopt Findings Pursuant to AB 361 to Continue Fully Teleconferenced Committee Meetings Due to Health Risks Posed by In-Person Meetings
2. Approval of Contracts for SepiSolar and NV5 for Solar and Storage on Public Buildings Design Support
3. Approval of JPA (Joint Powers Authority) Weighted Voting Shares Allocation
4. Approval of Peninsula Clean Energy Ex-Officio Board of Director Seat and Alumni Engagement

MOTION PASSED: 15-0 (Absent: San Mateo County, Colma, Daly City, Foster City, Los Banos, Menlo Park, San Carlos, Woodside)

JURISDICTION	BOARD MEMBER	YES	NO	ABSTAIN	ABSENT
San Mateo County	Director Pine				X
San Mateo County	Director Mueller	X			
Atherton	Director DeGolia	X			
Belmont	Director Mates	X			
Brisbane	Director Mackin	X			
Burlingame	Director Colson	X			
Colma	Director Gonzalez				X
Daly City	Director Daus-Magbual				X
East Palo Alto	Director Romero	X			
Foster City	Director Hindi				X
Half Moon Bay	Director Rarback	X			
Hillsborough	Director Ragsdale	X			
Los Banos	Director Llanez				X
Menlo Park	Director Nash				X
Millbrae	Director Fung	X			
Pacifica	Director Bigstyc	X			
Portola Valley	Director Aalfs	X			
Redwood City	Director Martinez Saballos	X			
San Bruno	Director Medina	X			
San Carlos	Director Dugan				X
San Mateo	Director Lee	X			
South San Francisco	Director Coleman	X			
Woodside	Director Wall				X
	Total	15			8

REGULAR AGENDA

5. Chair Report

Chair DeGolia reported he has established a CEO Transition Subcommittee that consists of himself, Donna Colson, Dave Pine and Marty Medina. Their job will be to implement the terms for the CEO transition the Board approved in the amendment to Jan Pepper's contract in September/October. The four of them will meet and work with Jan to put together a job description which will be published on the Peninsula Clean Energy website for anyone interested in applying for the CEO position and a Board discussion will follow on a replacement contract that will describe what Jan will do as she goes into her first year of retirement from PCE.

6. CEO Report

Jan Pepper, CEO, gave a report including the following: staffing updates, results of 24/7 media outreach, PG&E rate change, an update on the Solar and Storage on Public Buildings Program, a legislative update, information on the upcoming Board orientation and mentor program: and recruitment for ad-hoc subcommittees.

Vice Chair Colson said if any past Board Members such as Director Emeritus would be interested in mentoring a new Board Member, it would be great to stay involved. Secondly, now that they are moving back to in-person meetings she asked how Staff will handle not having quorums.

Jan said later on in the meeting hybrid meetings will be discussed which will cover this question. They are working with some members of the legislature about passing legislation that would allow multi-jurisdictional agencies like this to be able to continue with Zoom meetings.

8. Selection of Board of Directors Chair and Vice Chair (Action)

Director Mates reported that Rick DeGolia was nominated to remain Chair and Donna Colson to remain as Vice Chair.

MOTION: Director Mates moved, seconded by Director Medina to select Director DeGolia as Board Chair and Donna Colson as Vice Chair.

MOTION PASSED: 15-0 (Absent: San Mateo County, Colma, Daly City, Foster City, Los Banos, Menlo Park, San Carlos, Woodside)

JURISDICTION	BOARD MEMBER	YES	NO	ABSTAIN	ABSENT
San Mateo County	Director Pine				X
San Mateo County	Director Mueller	X			
Atherton	Director DeGolia	X			
Belmont	Director Mates	X			
Brisbane	Director Mackin	X			
Burlingame	Director Colson	X			
Colma	Director Gonzalez				X
Daly City	Director Daus-Magbual				X
East Palo Alto	Director Romero	X			
Foster City	Director Hindi				X
Half Moon Bay	Director Rarback	X			
Hillsborough	Director Ragsdale	X			
Los Banos	Director Llanez				X
Menlo Park	Director Nash				X
Millbrae	Director Fung	X			
Pacifica	Director Bigstyk	X			
Portola Valley	Director Aalfs	X			
Redwood City	Director Martinez Saballos	X			
San Bruno	Director Medina	X			
San Carlos	Director Dugan				X
San Mateo	Director Lee	X			
South San Francisco	Director Coleman	X			
Woodside	Director Wall				X
	Total	15			8

7. Citizens Advisory Committee Report, Including the Results of the Citizens Advisory Committee 2022 Feedback Survey (Discussion)

Cheryl Schaff, Citizens Advisory Committee (CAC) Chair, reported the CAC met Thursday, February 9th and listened to self-introductions by their new Board liaisons. They deeply appreciate their ideas and guidance. She shared that Brian Tran of South San Francisco resigned from the CAC. They spent most of the meeting talking about PCE's building electrification strategy.

CAC members asked questions relating to financing support, what portion of upgrade cost has been covered by rebates and zero percent loans. Common concerns were shared from the recent CAC feedback survey including an interest in better aligning committee activities with its stated mission. Overall, the CAC was happy with the interaction with, and support of, Staff.

The numbers on the survey were better than they have been but they all felt like there had not been enough organized outreach, no legislative support, they were not necessarily invited to advise on new programs being discussed or thought about by PCE and wondered if they would be able to accomplish more if their goals had been more appropriate for their group. The group said they would like for the Board to give more input and more visibility so as to better serve the organization, and they now have 3 Board liaisons this coming year. A working group from the CAC has asked California Aggregators to share input on best practices of their community advisory groups and Staff liaisons, and they are totaling those responses.

Director Ragsdale wondered if they know someone who might be interested in joining the CAC she asked how they would express their interest. Chair Schaff said it states an application is on the website and those must be submitted by March 31st.

Director Mackin thanked the CAC, commended staff on high ratings from committee, asked for advertising materials to recruit new CAC members, which can be sent to students and those in interested fields.

9. Update on Hybrid Meetings Beginning in March 2023

Nelly Wogberg, Board Clerk, said starting March 1, 2023 in-person attendance of Brown Act meeting groups will be required. She noted increased participation from the public by using virtual meeting styles since they went remote in March 2020, as well as the addition of a new community in Los Banos, and noted to be accessible as possible for that community, hybrid meetings seem like a necessity. Also, she looked into other locations that could hold a 23-member Board which were limited. With some creative thinking they will plan to convene at 2075 Woodside Road, their main offices and the Board and Citizens Advisory Committee (CAC) will split between 3 conference rooms that will be open to the public and are all at the same address. The main lobby area can fit about 13 Board Members or CAC members, 2 other conference rooms that can fit 6 between the 2 rooms. The Audit & Finance Committee and the Executive Committee would meet in the main lobby.

Regarding the question asked earlier, she will be reaching out 2 days before each meeting to confirm attendance of Board Members and Alternates and ask if they are able to attend or not, which will help address quorums. The meeting rooms mentioned will be using Owl meeting cameras. These capture a 360-degree view of the room and pivot to focus on whoever is speaking. Testing has been done so the 3 rooms can join and connect to Zoom and join the public, Staff, or others joining in. Currently, masks are required in the office. They have also added air purifiers to each of the conference rooms. They will not be providing food and drink at this time as an encouragement to keep masks on. This solution allows the public to attend in-person or virtually, so they open the possibility of everyone being able to join and not just those are able to commute to the Peninsula Clean Energy Redwood City offices.

For Los Banos, they have a meeting room set aside at the Los Banos City Hall. Community members there have the option to join in-person at City Hall or virtually as well. Staff can participate virtually or in-person to limit the occupancy within the building. Their first meeting that will follow this hybrid plan is the CAC meeting on March 9th followed by the Executive Committee on March 13th, and then the Board meeting.

Vice Chair Colson questioned the reasoning behind the mask policy.

Nelly explained that right now their policies are masks for all Staff when entering the office. They could look at reconvening their internal staff committee and see if this is a policy change, but at the moment this is the policy in place with Staff. They are looking to be as extra cautious as possible and ensure everybody are as safe as possible.

Director Harvey noted that it may be possible to fit the Board into the main lobby.

Nelly explained that the feedback she received is that it is very cozy in the room; however, that is up to the Board's comfort level when they are meeting. Currently, they have tables spaced apart so everyone has their own personal space, but if the Board would feel more comfortable having more people in the same room, this can be done, but they also have the availability for those who would feel more comfortable in a separate space to meet there, as well.

Director Mueller said he is interested in the idea. If they are splitting up in rooms anyway he asked if there is any interest in splitting the meeting in 3 different locations, such as one for the coast, one for north county and one for south county.

David Silberman, General Counsel, said they are doing a teleconference meeting with Los Banos already, so whether they could legally break up into different locations, they could. All locations need to be noticed and available to the public. The concern about setting up locations throughout county was the Staff support necessary to staff those various locations.

Chair DeGolia said he thinks they should continue to look at this and is sure Staff has evaluated the issue of the multiple locations and what can be done.

David Silberman added that this is not a done deal in the sense that if what happens in March is not working, they can always change it.

Vice Chair Colson said if they are going to have 3 separate locations and there are people with varying degrees of comfort and Staff can Zoom in, if there is a group who prefer to be masked they could take one room. She is not comfortable communicating and receiving communications with a mask, and she asked if the rooms could be divided that way so those can be masked or not masked.

Chair DeGolia said if someone is sick, this is a valid excuse not to attend the meeting and they can be on-line attending the meeting.

Director Bigstycck agreed that having a mask between one's face and what one is trying to communicate makes it difficult.

10. Approval of Contract Amendment with Richard Heath & Associates (RHA) to Increase the Contract by \$1,500,000 to a Total of \$3,500,000 and Extend the Contract Term Through June 30, 2024

Alejandra Posada, Associate Programs Manager, Customer Programs, gave a presentation regarding background and context about the Home Upgrade Program, how it fits into their 2035 decarbonization plan, information and outcomes from the Home Upgrade Program over the past 1.5 years, including next steps for the program and the proposed contract amendment. She described the new contract for \$1.5 million for one year and part of it would be for the current fiscal year and through the end of next fiscal year. The contract will continue the program in its current form for 1 electrification upgrade per home, minor home repairs, would serve the wait list first, and thereafter a targeted outreach, incorporate 120 volt water heaters which can help lower installation cost, and whole home electrification upgrades in a few homes, and she recapped the recommendation.

Vice Chair Colson said she did not think they should have a wait list and asked how it could be cleared. She asked if it is money, time or resources needed to clear it.

Alejandra explained that the contract amendment is needed, adding that the vision would be to scale the program up to serve more homes, complete more in each home and offer turnkey services to non-income qualifying residents. As this would be a large program it would be better integrated under one program umbrella. The budget for the program would be fairly large and she thinks it would be better served as a competitive process to select the new implementor for the scaled up multi-year program.

Director Fung questioned the percentages of homes that are low income and asked what languages are used to reach out to constituents, recognizing the Diversity, Equity, Accessibility and Inclusion (DEAI) context.

Alejandra explained that homeowners served under the Home Upgrade Program are those that have an income of less than 80% of the average median income of the county. In terms of outreach, the initial program goal is to serve 200 homes. Outreach is largely conducted with community partners and non-profits that work with low-income residents.

Kirsten Andrews-Schwind, Senior Manager of Community Relations, added that the languages outreach partners are doing for this and other programs are done in English, Spanish, Mandarin and Cantonese, and less formally in Samoan, Arabic, Farsi and others. This year they will be adding Tagalog.

Director Mackin asked if there were requests from a broad spectrum across the entire San Mateo County, and Alejandra explained that the homes that have been served by the program already are well-distributed throughout the County.

Director Mackin asked if there are big initiatives for seniors of fixed incomes noting this group would greatly benefit from this and she asked to find a way to outreach to them.

Public comments: Diane Bailey

MOTION: Director Bigstyk moved, seconded by Director Aalfs to approve a contract amendment with Richard Heath & Associates (RHA) to increase the contract by \$1,500,000 to a total of \$3,500,000 and extend the contract term through June 30, 2024.

MOTION PASSED: 14-0 (Absent: San Mateo County, San Mateo County, Colma, Daly City, Foster City, Los Banos, Menlo Park, San Carlos, Woodside)

JURISDICTION	BOARD MEMBER	YES	NO	ABSTAIN	ABSENT
San Mateo County	Director Pine				X
San Mateo County	Director Mueller (left at 7:33 p.m.)				X
Atherton	Director DeGolia	X			
Belmont	Director Mates	X			
Brisbane	Director Mackin	X			
Burlingame	Director Colson	X			
Colma	Director Gonzalez				X
Daly City	Director Daus-Magbual				X
East Palo Alto	Director Romero	X			
Foster City	Director Hindi				X
Half Moon Bay	Director Rarback	X			
Hillsborough	Director Ragsdale	X			
Los Banos	Director Llanez				X
Menlo Park	Director Nash				X
Millbrae	Director Fung	X			
Pacifica	Director Bigstyk	X			
Portola Valley	Director Aalfs	X			
Redwood City	Director Martinez Saballos	X			
San Bruno	Director Medina	X			
San Carlos	Director Dugan				X
San Mateo	Director Lee	X			
South San Francisco	Director Coleman	X			
Woodside	Director Wall				X
	Totals	14			9

11. Update on Community Outreach Grants (Discussion)

Kirsten Andrews-Schwind, Senior Manager of Community Relations, presented an overview of how they conduct community outreach with community-based organization partners with Peninsula Clean Energy for the Home Upgrade Program and a number of other programs including about background of the grant program, tracking of opt-outs, and development of an RFP and award of grants to 5 community-based organizations to help them reach customers in English, Spanish and other languages and through trusted community partners.

Vanessa Shin, Community Outreach Specialist, continued the presentation, stating that the grantees facilitated an estimated 2.3 million interactions with their content which they broke them down to handing out flyers at in-person events, having one on one conversations while hosting a workshop, digital engagement, social media, on-line ads, promotion of messages through radio, advertisements, and interviews on local stations in different languages. She worked with 11 organizations across 12 grants for total funding of \$310,000. This year they are working with many of the same organizations but new ones as well for a total of 14 grants and funding across \$415,000.

Chair DeGolia noted that Peninsula Clean Energy has many programs and he thinks it is very helpful to get a comprehensive summary and review on community outreach and grant partners.

Director Fung asked if these partners were selected year-round, asked if there was a deadline, and if there was media outreach in getting the word out on programs.

Kirsten explained that all grantees are media organizations who happen to be non-profits and are eligible to apply for the grant. Vanessa explained the application cycle which is on a calendar year basis and applications are opened in the fall.

Director Fung asked about social media outreach with these community partners. Vanessa explained that almost all the organizations are active on social media. What they do to streamline and make it easy to share information is they develop media toolkits that have graphics and sample captions. Many media kits are translated into 3 languages and are provided to grantees to make it easy to share on Peninsula Clean Energy's behalf.

12. Board Members' Reports

None

ADJOURNMENT

Meeting was adjourned at 8:35 p.m.