

**SPECIAL Meeting of the Board of Directors of the  
Peninsula Clean Energy Authority (PCEA)  
AGENDA****Thursday, April 27, 2023  
6:15 p.m.**

**PLEASE NOTE: This meeting will be held in a hybrid format with both in-person and Zoom participation options for members of the public; Board members shall appear in person**

**In-Person Meeting Locations:**

PCEA Lobby, **2075 Woodside Road, Redwood City, CA 94061**  
Los Banos City Hall, **Conference Room A, 520 J Street, Los Banos, CA 93635**  
The Foundry Hotel Asheville, Room TBD, **51 S Market St, Asheville, NC 28801**

Zoom, **Virtual Meeting Link:** <https://pencleanenergy.zoom.us/j/82483097057>  
**Meeting ID:** 824-8309-7057 **Passcode:** 2075 **Phone:** +1(669) 444-9171

This meeting of the Board of Directors will be held at the Peninsula Clean Energy Lobby: 2075 Woodside Road, Redwood City, CA 94061 and Los Banos City Hall, Conference Room A, 520 J Street, Los Banos, CA 93635 and by teleconference pursuant to California Assembly Bill 2449 and the Ralph M. Brown Act, CA Gov't Code. Section 54950, et seq. **Members of the Board are expected to attend the meeting in person** and should reach out to Assistant General Counsel for Peninsula Clean Energy, Jennifer Stalzer, with questions or accommodation information ([jstalzer@smcgov.org](mailto:jstalzer@smcgov.org)). For information regarding how to participate in the meeting remotely, please refer to the instructions at the end of the agenda. In addition, a video broadcast of the meeting can be viewed at <https://www.peninsulacleanenergy.com/board-of-directors> following the meeting.

**Public Participation**

The PCEA Board meeting may be accessed through Zoom online at <https://pencleanenergy.zoom.us/j/82483097057>. The meeting ID is: 824-8309-7057 and the passcode is 2075. The meeting may also be accessed via telephone by dialing +1(669) 444-9171. Enter the webinar ID: 824-8309-7057, then press #. (Find your local number: <https://pencleanenergy.zoom.us/u/kTIH1Ocod>). Peninsula Clean Energy uses best efforts to insure audio and visual clarity and connectivity. However, it cannot guarantee the connection quality.

Members of the public can also attend this meeting physically at the **Peninsula Clean Energy Lobby** at 2075 Woodside Road, Redwood City, CA 94061 or **Los Banos City Hall**, Conference Room A, 520 J Street, Los Banos, CA 93635 or **The Foundry Hotel Asheville**, Room TBD, 51 S Market St, Asheville, NC 28801.

Written public comments may be emailed to PCEA Board Clerk, Nelly Wogberg ([nwogberg@peninsulacleanenergy.com](mailto:nwogberg@peninsulacleanenergy.com)) and such written comments should indicate the specific agenda item on which the member of the public is commenting.

Spoken public comments will be accepted during the meeting in the Board Room(s) or remotely through Zoom at the option of the speaker. Please use the “Raise Your Hand” function in the Zoom platform, or press \*6 if you phoned into the meeting, to indicate that you would like to provide comment. Public comments via Zoom will be taken first followed by speakers in person.

### **ADA Requests**

Individuals who require 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, should contact Nelly Wogberg, Board Clerk, by 10:00 a.m. on the day of the meeting at ([nwogberg@peninsulacleanenergy.com](mailto:nwogberg@peninsulacleanenergy.com)). Notification in advance of the meeting will enable PCEA to make reasonable arrangements to ensure accessibility to this meeting, the materials related to it, and your ability to comment.

Closed Captioning is available for all PCEA Board meetings. While watching the video broadcast in Zoom, please enable captioning.

### **CALL TO ORDER / ROLL CALL/ APPROVE TELECONFERENCE PARTICIPATION UNDER AB 2449**

*This item is reserved to approve teleconference participation request for this meeting by Director pursuant to Brown Act revisions of AB 2449 due to an emergency circumstance to be briefly described.*

### **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 Board are customarily limited to two minutes per speaker. The Board Chair may increase or decrease the time allotted to each speaker.*

### **ACTION TO SET AGENDA AND TO APPROVE CONSENT AGENDA ITEMS**

1. Approval of Renewal of Insurance Package Coverage for the Period From May 1, 2023 Through April 30, 2024 at an Annual Cost Not-to-Exceed \$181,966

### **ADJOURNMENT**

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>.

## 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

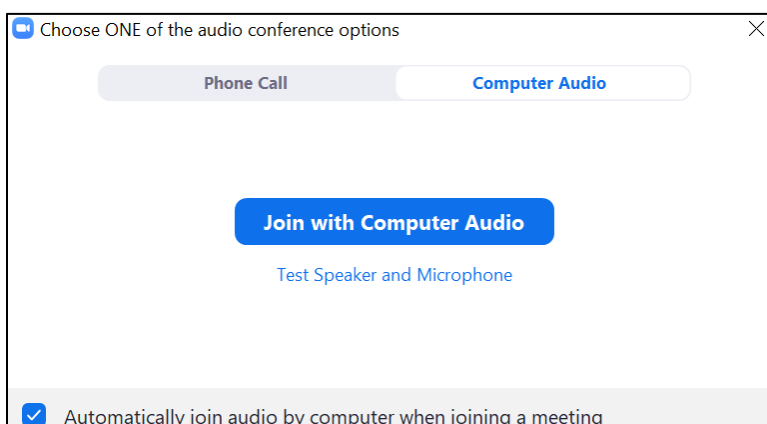
### Videoconference Options:

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:**

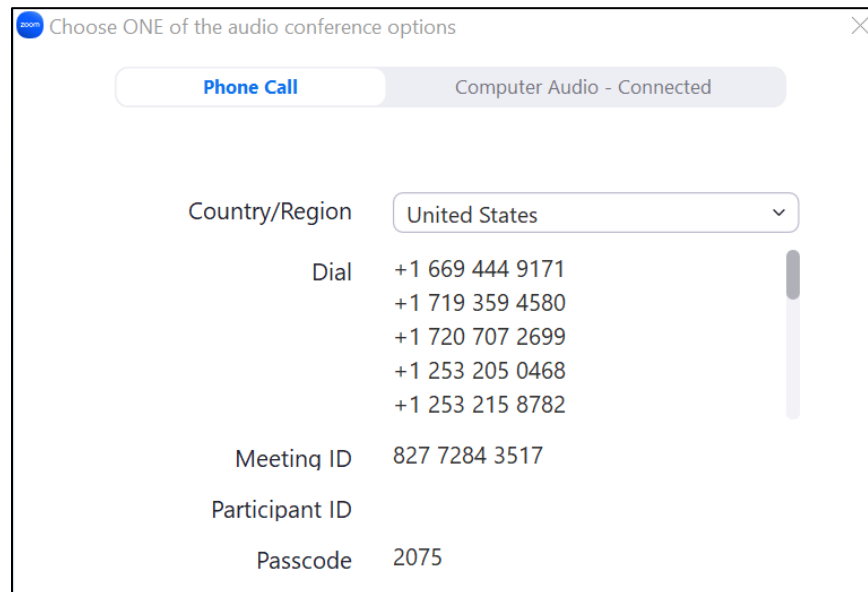
1. From your computer, click on the following link that is also included in the Meeting Calendar Invitation: <https://pencleanenergy.zoom.us/j/82483097057>
2. The Zoom application will open on its own or you will be instructed to open Zoom.
3. After the application opens, the pop-up screen below will 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/82483097057>
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.
4. Please dial +1(669) 444-9171
5. You will be instructed to enter the meeting ID: **824-8309-7057 followed by #**
6. 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
7. After a few seconds, your phone audio should be connected to the Zoom 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

## **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:**

1. Dial +1(669) 444-9171
2. You will be instructed to enter the meeting ID: **824-8309-7057 followed by #**
3. 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 press # to stay on the line
4. You will be instructed to enter the meeting passcode **2075 followed by #**

**PENINSULA CLEAN ENERGY  
JPA Board Correspondence**

**DATE:** April 26, 2023  
**BOARD MEETING DATE:** April 27, 2023  
**SPECIAL NOTICE/HEARING:** None  
**VOTE REQUIRED:** Majority Present

**TO:** Honorable Peninsula Clean Energy Authority Board of Directors

**FROM:** Andy Stern, Interim Chief Financial Officer

**SUBJECT:** Approve Renewal of Insurance Package Coverage for the Period from May 1, 2023 through April 30, 2024 at an annual cost not to exceed \$181,966.

**RECOMMENDATION:**

Approve renewal for insurance package coverage for the period from May 1, 2023 through April 30, 2024 at a cost not to exceed \$181,966.

**BACKGROUND:**

Following a detailed review of PCE's exposures and requirements, PCE staff recommended adoption of an expanded and enhanced insurance package to PCE's Board on April 25, 2019. That proposal was adopted unanimously by the Board at that meeting. On April 23, 2020, the Board approved renewal of those policies with immaterial cost changes to most of the insurance coverage areas. However, at the time of that renewal, PCE's insurance broker, ABD Insurance, informed Staff that the then-current insurance market was very tight and changing largely due to significant exposure and events of the past few years (e.g. COVID-19, wildfires, increased cybercrime attacks, increased shareholder activism, etc.). Many of those same areas remain concerns of the insurance industry – some of which have become even more intense (e.g. cybercrime).

As part of the current proposed renewal, the two highest cost coverage areas increased over last year's costs. The budget that was proposed a year ago was \$180,184. The amounts for some areas have increased largely due to the higher revenue/budget projections of the PCE business including expansion to Los Banos. However, even in light of the higher revenues and expenses levels, this year's estimate is less than 1% higher than the amount approved by the Board at last year's renewal. Some highlights include:

1. Cyber Crime/Liability coverage – the market remains extremely tight, and costs have continued to increase significantly as a result of escalating criminal activity. The cost for this insurance increased by nearly \$9,000 to approximately \$69,000 per year.

2. D&O insurance – Cost of this coverage has also increased. We were able to obtain coverage through the same high-quality carrier at the \$5,000,000 level for approximately \$75,000, an increase of approximately \$5,000 per year.
3. All other insurance coverages remained the same from the prior year with the same carriers and with minor cost increases or reductions.

**Recommendation**

PCE staff is recommending renewing the annual insurance package at an annual cost not to exceed of \$181,966.

**Financial Impact**

The annual cost of the proposed insurance renewal would be at a cost not to exceed \$181,966, an increase of approximately \$10,622 above the actual cost for last year. (although just slightly higher than the approved level of \$180,184 in the prior period). The actual cost for Worker's Compensation Insurance is an estimate since actual costs will be based on actual payroll during the covered period.

**Strategic Plan**

The proposed insurance coverage is aligned with the Strategic Plan's Goal 5 to employ sound fiscal strategies to promote long-term organizational sustainability.

RESOLUTION NO. \_\_\_\_\_

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

\* \* \* \* \*

RESOLUTION APPROVING RENEWAL OF INSURANCE PACKAGE COVERAGE  
FOR THE PERIOD FROM MAY 1, 2023 THROUGH APRIL 30, 2024 AT AN ANNUAL  
COST NOT TO EXCEED \$181,966

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**RESOLVED**, by the Peninsula Clean Energy Authority of the County of San Mateo,  
State of California, that

**WHEREAS**, the Board of the Peninsula Clean Energy Authority reviewed and  
approved a revised and expanded insurance package at its meeting on April 25, 2019,  
and

**WHEREAS**, the policies in the current insurance package were renewed by  
approval of the Board in April of 2020, April of 2021, and April of 2022, and

**WHEREAS**, the policies in the current insurance package have an expiration date  
of April 30, 2023, and

**WHEREAS**, Peninsula Clean Energy Authority's staff engaged its insurance  
broker to seek competitive bids from the insurance marketplace and found that some  
insurance areas, particularly cyber insurance, are very tight as a result of increasing  
exposures and breaches across the market, and

**WHEREAS**, Peninsula Clean Energy Authority desires to continue its insurance policies and coverage, inclusive of approximately \$69,000 for Cyber Crime and Liability insurance and \$75,000 for D&O coverage, for the period of May 1, 2023 through April 30, 2024.

**NOW, THEREFORE, IT IS HEREBY DETERMINED AND ORDERED** that the Board approves the renewal of the insurance policy package coverage for the period from May 1, 2023 through April 30, 2024 at an annual cost not to exceed \$181,966.

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