



**REGULAR MEETING of the Board of Directors of the  
Peninsula Clean Energy Authority (PCEA)  
Thursday, February 27, 2020  
MINUTES**

Peninsula Clean Energy  
2075 Woodside Road, Redwood City, CA 94061  
6:30 p.m.

**CALL TO ORDER**

Meeting was called to order at 6:36 p.m.

**ROLL CALL**

**Present:** Dave Pine, County of San Mateo  
Jim Eggemeyer, County of San Mateo  
Jeff Aalfs, Town of Portola Valley, *Chair*  
Rick DeGolia, Town of Atherton, *Vice Chair*  
Clay Holstine, City of Brisbane  
Michael Brownrigg, City of Burlingame  
Carlos Romero, City of East Palo Alto  
Catherine Mahanpour, City of Foster City  
Harvey Rarback, City of Half Moon Bay  
Laurence May, Town of Hillsborough  
Catherine Carlton, City of Menlo Park  
Wayne Lee, City of Millbrae  
Ian Bain, City of Redwood City  
Marty Medina, City of San Bruno  
Laura Parmer-Lohan, City of San Carlos  
Rick Bonilla, City of San Mateo  
Flor Nicolas, City of South San Francisco  
Ned Fluet, Town of Woodside  
Pradeep Gupta, Director Emeritus  
John Keener, Director Emeritus

**Absent:** City of Belmont  
Town of Colma  
City of Daly City  
City of Pacifica

**Staff:** Jan Pepper, Chief Executive Officer  
Andy Stern, Chief Financial Officer  
KJ Janowski, Director of Marketing and Community Affairs  
Kirsten Andrews-Schwind, Senior Manager of Community Relations  
Tj Carter, Marketing Associate  
David Silberman, General Counsel  
Shayna Barnes, Administrative Assistant  
Anne Bartoletti, Board Clerk/Office Manager/Executive Assistant to the CEO

**A quorum was established.**

**PUBLIC COMMENT:**

Diane Bailey, Menlo Spark

**SWEARING IN OF NEW BOARD MEMBERS**

David Silberman—General Counsel—presided over the official swearing-in of new Board members and Alternates.

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

Motion Made / Seconded: Lee / Bonilla

**Motion passed unanimously 17-0 (Absent: Belmont, Colma, Daly City, Half Moon Bay, Pacifica)**

**REGULAR AGENDA**

**1. CHAIR REPORT**

Jeff Aalfs—Chair—announced the formation of a Nominations Committee to take nominations for the Chair and Vice Chair of the Board. Wayne Lee, Rick Bonilla, Laurence May, and Catherine Carlton volunteered to serve. Jeff reported that he is willing to continue serving as Chair, and Rick DeGolia—Vice Chair—reported that he is willing to continue serving as Vice Chair. Jeff asked all those interested in running or nominating someone please contact Wayne Lee.

**2. CEO REPORT**

Jan Pepper—Chief Executive Officer—provided an update on staffing, the strategic planning process, and Reach Codes, and she announced that the Wright Solar Project Ribbon Cutting will take place on May 8, 2020.

Jan reported that the Los Banos City Council is interested in exploring the possibility of joining Peninsula Clean Energy. Jan solicited volunteers to form a subcommittee to review the Joint Powers Authority and evaluate governance questions. Jeff Aalfs, Dave Pine, Rick Bonilla, Catherine Carlton, and Pradeep Gupta offered to serve on the committee.

### 3. CITIZENS ADVISORY COMMITTEE REPORT

Desiree Thayer—Chair—reported that the Citizens Advisory Committee (CAC) discussed the GHG-free (greenhouse gas free) allocation by PG&E and they did not reach a consensus. The Committee would like to revisit the topic when the allocations are made. She reported the CAC received an update on pilot programs and will set priorities for 2020 at the next meeting.

### 4. AUDIT AND FINANCE COMMITTEE REPORT

Carlos Romero reported that the Committee reviewed second quarter financials and the budget schedule, and the Committee recommended the reserve policy that is being brought to the Board for approval tonight. Laurence May reported that the Committee also discussed credit rating agencies and their rating criteria.

Andy Stern—Chief Financial Officer—reported that six proposals were received in response to Peninsula Clean Energy’s RFP (request for proposals) for a second investment manager. Andy reported that he worked with two committee members to review the proposals, and that the full committee will interview the company that rose to the top.

### 5. STATE LEGISLATIVE ADVOCACY

Mark Fenstermaker—Principal at Pacific Policy Group—provided an overview of legislative advocacy, which included information on the makeup and leadership of the State Senate and State Assembly, the life cycle of legislation, legislative deadlines, and the State budget process.

### 6. APPROVE REVISED RESERVES POLICY

Andy Stern reviewed the current Reserve Policy, Policy Number 18, as well as issues with the current policy that the Audit and Finance Committee had discussed. Andy outlined research that he has done and outlined his conclusions. The Board discussed increasing the Operating / Working Capital Reserve to 180 days, and possibly increasing it in coming years up to 210 days.

Counsel noted the draft revised Policy should be corrected to reflect “support PCE credit rating” rather than “secure future stand-alone PCE credit rating”.

Motion Made as amended by Counsel / Seconded: May / Lee

**Motion passed unanimously 18-0 (Absent: Belmont, Colma, Daly City, Pacifica)**

### 7. SCHOOLS PROGRAM UPDATE

Tj Carter—Marketing Associate—reported that Peninsula Clean Energy has engaged with schools, teachers, and students to increase understanding of energy usage and GHG (greenhouse gas) emissions reduction, and to encourage participation in energy programs and resiliency. Tj reported on programs including the Next Big Think STEM (Science, Technology, Engineering,

Math) awards, a Student Activity Packet for high school math and science students, and an online Dashboard Pilot to educate teachers and students about energy use.

Tj provided an in-depth review of the Clean Energy Teacher Fellowship that helps teachers develop lesson plans aimed at increasing environmental literacy, and the SMELC (San Mateo Environmental Learning Collaborative) Administrator Fellowship that supports educational leaders to drive environmental transformation across their school community.

**8. APPROVE GRANT FOR SAN MATEO COUNTY OFFICE OF EDUCATION (SMCOE) SAN MATEO ENVIRONMENTAL LEARNING COLLABORATIVE (SMELC) CLEAN ENERGY TEACHER FELLOWSHIP PROGRAM**

Tj reviewed a request that the Board approve up to \$90,000 in grant funding for the 2020-2021 Clean Energy Teacher Fellowship program, which would fund a stipend of \$1,000 per teacher for up to 40 teachers, plus \$50,000 in facilitation fees and event costs. Board members discussed teacher compensation, and a consensus was reached to raise the stipend per teacher to \$2,000 for 40 teachers, which would increase the total grant amount up to \$130,000.

**PUBLIC COMMENT:**

Mark Roest, SeaWave Battery

Motion Made to increase stipend/teacher to \$2,000 up to 40 teachers / Seconded: Carlton / Lee

Board members discussed the costs associated with supporting up to 50 teachers in the program.

Cat Carlton accepted a friendly amendment to increase the grant to support up to 50 teachers, plus \$10,000 for additional fixed costs, for a total grant amount up to \$160,000.

**Motion passed unanimously 18-0 (Absent: Belmont, Colma, Daly City, Pacifica)**

**9. APPROVE GRANT FOR SAN MATEO COUNTY OFFICE OF EDUCATION (SMCOE) SAN MATEO ENVIRONMENTAL LEARNING COLLABORATIVE (SMELC) CLEAN ENERGY ADMINISTRATOR FELLOWSHIP PROGRAM**

Tj reviewed a request that the Board approve up to \$50,000 in grant funding for the 2020-2021 Clean Energy Administrator Fellowship program, which would fund a stipend of \$2,500 per Administrator for up to 15 administrators, plus \$12,500 in facilitation and planning fees.

Motion Made as amended by Counsel / Seconded: DeGolia / Bain

**Motion passed unanimously 18-0 (Absent: Belmont, Colma, Daly City, Pacifica)**

**10. BOARD MEMBERS' REPORTS**

Jeff Aalfs announced that Jim Eggemeyer will be retiring. Jeff thanked Jim for supporting Peninsula Clean Energy since before its inception, and for the support of all the staff of the Office of Sustainability.

Wayne Lee reported on the stress businesses and restaurants are experiencing due to decreased customers due to fears of coronavirus. He urged elected officials to dispel fear.

**ADJOURNMENT**

Meeting was adjourned at 8:34 p.m.