

**SPECIAL MEETING of the Executive Committee of the  
Peninsula Clean Energy Authority (PCEA)  
Thursday, August 8, 2019  
MINUTES**

10:00 a.m.

Peninsula Clean Energy  
2075 Woodside Road, Redwood City, CA 94061

**CALL TO ORDER**

Meeting was called to order at 10:12 a.m.

**ROLL CALL**

**Present:**

Dave Pine, County of San Mateo  
Jeff Aalfs, Town of Portola Valley, *Chair*  
Rick DeGolia, Town of Atherton, *Vice Chair*  
Donna Colson, City of Burlingame  
Wayne Lee, City of Millbrae  
John Keener, Director Emeritus  
Pradeep Gupta, Director Emeritus

**Absent:**

Carole Groom, County of San Mateo  
Catherine Mahanpour, City of Foster City  
Catherine Carlton, City of Menlo Park  
Rick Bonilla, City of San Mateo

**Staff:**

Jan Pepper, CEO  
Andy Stern, CFO  
Siobhan Doherty, Director of Power Resources  
Rafael Reyes, Director of Energy Programs  
Kirsten Andrews-Schwind, Senior Manager, Communications & Outreach  
Phillip Kobernick, Programs Manager  
Jennifer Stalzer Kraske, Deputy County Counsel  
Anne Bartoletti, Board Clerk/Executive Assistant to the CEO

**A quorum was established.**

**PUBLIC COMMENT**

No public comment.

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

Motion Made / Seconded: Lee / DeGolia

**Motion passed unanimously 5-0 (Absent: Groom, Mahanpour, Carlton, Bonilla)**

**SPECIAL MEETING AGENDA**

**1. CHAIR REPORT**

No report.

**2. CEO REPORT**

Chief Executive Officer Jan Pepper reviewed the 2019 Meeting Schedule of the Executive Committee and Audit & Finance Committee, and it was agreed that the October Executive Committee meeting would be moved to October 15, 2019, and the November meeting would be moved to November 13, 2019. It was further agreed that the October Audit & Finance Committee meeting would be moved to November 13, 2019.

Jan provided a staffing update, and she reported that a proposal will be brought to the Board authorizing PCE to rent additional space in the building next door for PCE's growing staff.

**3. DISCUSSION OF POTENTIAL TOPICS FOR THE BOARD RETREAT AGENDA**

Jan Pepper reviewed a draft agenda for the September Board Retreat and reviewed an email from Board Member Daniel Yost outlining Board Retreat agenda items for consideration. Committee members reached a general consensus that the Board Retreat agenda should focus more on risk analysis, and that a review of PCE's Strategic Goals should take place during the planned Strategic Planning Process with a Strategic Planning Consultant.

**4. DISCUSS PROPOSED CHANGES TO EMPLOYEE BENEFIT PLANS**

Chief Financial Officer Andy Stern reviewed PCE's current employee benefits options and costs, and reviewed current dependent coverage comparing PCE's coverage to

other CCAs (Community Choice Aggregator). Andy proposed expanding coverage for dependents, and adding Long-Term Disability coverage for employees.

**PUBLIC COMMENT**

Kirsten Andrews-Schwind, PCE Employee

**5. COMMITTEE MEMBERS' REPORTS**

Wayne Lee reported that a huge energy expo is going to take place in Shanghai, China.

**ADJOURNMENT**

Meeting was adjourned at 11:35 a.m.