



**REGULAR MEETING of the Executive Committee of the  
Peninsula Clean Energy Authority (PCEA)  
Monday, August 10, 2020  
MINUTES**

8:00 a.m.

Peninsula Clean Energy  
Video conference and teleconference

**CALL TO ORDER**

Meeting was called to order at 8:04 a.m.

**ROLL CALL**

**Present:** Jeff Aalfs, Town of Portola Valley, *Chair*  
Rick DeGolia, Town of Atherton, *Vice Chair*  
Dave Pine, County of San Mateo  
Carole Groom, County of San Mateo  
Julia Mates, City of Belmont  
Donna Colson, City of Burlingame  
Catherine Carlton, City of Menlo Park  
Rick Bonilla, City of San Mateo  
Pradeep Gupta, Director Emeritus  
John Keener, Director Emeritus

**Absent:** Catherine Mahanpour, City of Foster City

**Staff:** Jan Pepper, CEO  
Andy Stern, CFO  
Hailey Wu, Senior Financial Analyst  
Leslie Brown, Director of Customer Care  
Rafael Reyes, Director of Energy Programs  
Phillip Kobernick, Programs Manager  
Alejandra Posada, Energy Programs Specialist  
KJ Janowski, Director of Marketing and Community Affairs  
Kirsten Andrews-Schwind, Senior Manager of Community Relations  
Michael Arnaldo, Digital Marketing Specialist  
Jennifer Stalzer Kraske, Deputy County Counsel  
Anne Bartoletti, Board Clerk/Executive Assistant to the CEO

**A quorum was established.**

**PUBLIC COMMENT**

None

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

Motion Made / Seconded: Bonilla / DeGolia

**Motion passed unanimously 8-0 (Absent: Mahanpour)**

**REGULAR AGENDA**

**1. CHAIR REPORT**

Board Chair Jeff Aalfs reported that he is preparing the Chief Executive Officer (CEO) review, and he asked Board members to turn in their feedback in a survey.

**2. CEO REPORT**

Chief Executive Officer Jan Pepper provided an update on staffing and Board subcommittee meetings. She announced that she attended the San Mateo County Economic Recovery Committee and that an RFO (Request for Offers) was posted on Friday, August 7, 2020, for a consultant to develop a data warehouse.

**3. REVIEW MUNICIPAL FLEETS PROGRAM**

Programs Manager Phillip Kobernick presented program elements including technical assistance and gap funding, and reviewed eligibility requirements for public agencies and public-school districts. Phillip presented a fleet funding example, and a Vehicle to Building (V2B) resiliency pilot in which vehicle batteries can be utilized as storage.

Committee members discussed public access to chargers, working with garbage companies that use anaerobic digesters to produce biogas to instead switch to electric vehicles (EVs), how PG&E incentives support work up to the meter and PCE incentives support work behind the meter, and program funding and priorities.

**4. REVIEW USED EV (ELECTRIC VEHICLE) AND UPDATED OVERALL EV INCENTIVES BUDGET**

Community Programs Director Rafael Reyes reported that the 2020 New EV Incentive for San Mateo County residents has been revised to target first time EV buyers with a post-purchase mail-in rebate. Rafael reviewed incentives for Used EV sales and the scope of support through the Peninsula Family Service (PFS) partnership.

Board members discussed the market for new EVs versus used EVs, first-time EV buyers vs repeat EV buyers, how to get more EVs on the road, and a broad approach on incentives that includes low income.

**5. DISCUSS A SUCCESSION PROCESS FOR KEY STAFF EXECUTIVES AND THE BOARD OF DIRECTORS THAT ADDRESSES PLANNED AND EMERGENCY TRANSITIONS AND OPTIMIZES THE ROLE OF BOARD ALTERNATES**

Jan Pepper reported that succession planning is part of the strategic planning process, and that city council elections highlight the need to keep momentum on the Board. Committee members offered suggestions, including checking-in with new Mayors, outreach from the Chair or Vice Chair, creating a job description of skills and experience, and engaging seasoned Board members to mentor and train new Board members and Alternates.

Committee members discussed creating a subcommittee to work on succession planning, and Carole Groom, Donna Colson, and Catherine Carlson volunteered to serve. Julia Mates also volunteered but expressed limited availability at this time.

**6. REVIEW PENINSULA CLEAN ENERGY SPONSORSHIPS AND MEMBERSHIPS**

Director of Marketing and Community Affairs KJ Janowski reviewed a list of Peninsula Clean Energy's sponsorships and memberships. Board members discussed which organizations endorse candidates, have political affiliations, and advocate or lobby for political issues and legislative measures. Committee members discussed reviewing current criteria for sponsorships and memberships, and providing feedback to KJ and Jan for next month.

**7. DISCUSS POSSIBLE OPTIONS FOR ADDITIONAL CUSTOMER FINANCIAL ASSISTANCE RELATED TO COVID-19 IMPACT**

Director of Customer Care Leslie Brown reviewed actions that PCE has taken, including \$100 bill credits to CARE (California Alternate Rates for Energy Program) and FERA (Family Electric Rate Assistance Program) residential customers, and a contribution to San Mateo County Strong. Leslie reviewed additional relief options to consider. Committee members discussed additional CARE/FERA bill credits, small business assistance, contributing to San Mateo County Strong, and re-evaluating every couple of months.

**8. COMMITTEE MEMBERS' REPORTS**

None.

**ADJOURNMENT**

Meeting was adjourned at 10:24 a.m.