

**REGULAR MEETING of the Board of Directors of the
Peninsula Clean Energy Authority (PCEA)
Thursday, August 22, 2019
MINUTES**

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

CALL TO ORDER

Meeting was called to order at 6:35 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*
Julia Mates, City of Belmont
Donna Colson, City of Burlingame
Roderick Daus-Magbual, City of Daly City
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
Deirdre Martin, City of Pacifica
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
Daniel Yost, Town of Woodside
John Keener, Director Emeritus
Pradeep Gupta, Director Emeritus

Absent: City of Brisbane
Town of Colma

Staff: Jan Pepper, Chief Executive Officer
Andy Stern, Chief Financial Officer
Leslie Brown, Director of Customer Care
Rafael Reyes, Director of Energy Programs
Siobhan Doherty, Director of Power Resources
Matt Sanders, Deputy County Counsel
Tj Carter, Marketing Associate
Anne Bartoletti, Board Clerk/Executive Assistant to the CEO

A quorum was established.

PUBLIC COMMENT:

Diane Bailey, MenloSpark
Mark Roest, SeaWave Battery
Georgi LaBerge, Sustainable San Mateo County
Doug Silverstein, Burlingame

ACTION TO SET THE AGENDA AND APPROVE CONSENT AGENDA ITEMS

Motion Made / Seconded: Lee / Carlton

Motion passed unanimously 18-0 (Absent: County of San Mateo, Brisbane, Burlingame, Colma)

REGULAR AGENDA

1. CHAIR REPORT

Jeff Aalfs—Chair—reported that the Board Retreat will be on Saturday, September 28, 2019.

2. CEO REPORT

Jan Pepper—Chief Executive Officer—provided an update on new hires and staffing changes. She reported that the City of San Mateo adopted new Reach Codes, and she provided a status update on other cities reviewing new Reach Codes. Jan reviewed the objectives and timeline for PCE’s development of a five-year Strategic Plan, and reviewed the status of the development of a three-year Marketing Plan.

Jan reported that the September Executive Committee meeting was moved to Tuesday, September 10 at 8:00 a.m., the September Audit and Finance Committee meeting had been cancelled, and the annual Board Retreat will take place on Saturday, September 28 from 8:00 a.m. to 1:00 p.m.

3. CITIZENS ADVISORY COMMITTEE REPORT

Desiree Thayer—Chair—reported that the Citizens Advisory Committee (CAC) elected her as chair, elected Gladwyn D’Souza as Vice Chair, and swore in a new member. She reported that the Committee received an overview of Distributed Energy Resources (DER), and discussed developing a Zero Carbon Toolkit of electrification resources for municipalities.

4. AUTHORIZE THE CEO TO EXECUTE AMENDMENT(S) TO THE AGREEMENT(S) WITH WOODSIDE ROAD HOLDINGS, LLC, IN A FORM APPROVED BY COUNSEL, TO ADD OFFICE SPACE IN THE 2055 WOODSIDE ROAD BUILDING TO PCE’S LEASE, EXTEND THE CURRENT LEASE AT THE 2075 WOODSIDE ROAD LOCATION BY TWO YEARS THROUGH SEPTEMBER 30,2026, ADD EV CHARGING STATIONS, AND PURCHASE FURNITURE AND OFFICE SUPPLIES IN AN AMOUNT NOT TO EXCEED \$1,800,000

Andy Stern—Chief Financial Officer—reported that PCE’s existing office space is quickly running out of room for new staff and planned hires. He reported that additional space is opening up in the building next door that would support eight additional staff, supporting a total of 35 staff members between the two spaces. Andy reported that the proposed agreement extends the lease for the existing space for two additional years, adds a lease for the new space, and includes the installation of four additional EV (electric vehicle) charging stations dedicated to PCE. Andy reported that total expenses, including furniture and office equipment for the new space, are estimated not to exceed \$1,800,000 over seven years.

PUBLIC COMMENT:

Michael Closson, Citizens Advisory Committee

Motion Made / Seconded: Carlton / May

Motion passed unanimously 20-0 (Absent: Brisbane, Colma)

5. AUTHORIZE THE CHIEF EXECUTIVE OFFICER TO EXECUTE AGREEMENT(S) WITH CONSULTANTS FOR THE EV CHARGING TECHNICAL ASSISTANCE PROGRAM

Rafael Reyes—Director of Energy Programs—announced that the California Energy Commission (CEC) will allocate \$12 Million to San Mateo County, and \$21 Million for Santa Clara County, via the California Electric Vehicle Incentive Program (CALeVIP). Rafael reviewed the Electric Vehicle Infrastructure Program that was approved by the Board in December 2018, and requested the Board delegate authority to CEO Jan Pepper to execute an agreement with CLEAResult, the selected Technical Assistance Consultant, for up to \$2 Million.

PUBLIC COMMENT:

Ted Howard, Independent Consultant to PG&E

Motion Made / Seconded: Lee / Bonilla

Motion passed unanimously 19-0 (Absent: Brisbane, Colma, Menlo Park)

6. AUTHORIZE THE CHIEF EXECUTIVE OFFICER TO EXECUTE AGREEMENT(S) FOR IRP (INTEGRATED RESOURCE PLAN) JOINT CONSULTING

Jan Pepper reported that the Board previously authorized the execution of cost sharing agreements between five CCAs (Community Choice Aggregator) - PCE, SVCE (Silicon Valley Clean Energy), SJCE (San Jose Clean Energy), MBCP (Monterey Bay Community Power), and EBCE (East Bay Community Energy) - but this IRP Agreement expands the field of signatories to include the Clean Power Alliance (CPA), plus additional parties that may join.

Board members discussed the resolution outlining six CCAs, and how many additional CCAs they should authorize for this joint consulting cost sharing agreement.

Motion amended to cover the six current CCAs and up four additional co-signers, for a total of 10 CCAs.

Motion Made as amended / Seconded: Lee / Martin

Motion passed unanimously 19-0 (Absent: Brisbane, Colma, Menlo Park)

7. APPROVE RESOLUTION DELEGATING AUTHORITY TO THE CHIEF EXECUTIVE OFFICER TO ATTEST TO THE ACCURACY OF THE INFORMATION PROVIDED IN PCE'S 2018 POWER CONTENT LABEL

Siobhan Doherty—Director of Power Resources—reported that the California Public Utilities Code requires all retail sellers of electric energy to disclose “accurate, reliable, and simple-to-understand information on the sources of energy” that are delivered to their respective customers. She reported that PCE staff performed a detailed review of all power purchases completed for the 2018 calendar year.

Motion Made / Seconded: Yost / Lee

Motion passed unanimously 19-0 (Absent: Brisbane, Colma, Menlo Park)

8. APPROVE PARTICIPATION IN TOU (TIME OF USE) RATES TRANSITION AND USE OF BILL PROTECTION

Leslie Brown—Director of Customer Care—reported that Time of Use (TOU) rates encourage customers to shift usage to times of day that support a cleaner, more reliable grid. She reported that the CPUC (California Public Utilities Commission) set out specific guidelines, including requiring that the IOU's (Investment Owned Utility) provide bill protection to enable customers to try the new TOU rate schedule for a full year without concerns about cost. Leslie reviewed the transition timeline, outreach and education efforts, notifications, and bill protection analysis.

PUBLIC COMMENT:

Ted Howard, Independent Consultant to PG&E
Mark Roest, SeaWave Battery

Motion Made / Seconded: DeGolia / Mates

Motion passed unanimously 19-0 (Absent: Brisbane, Colma, Menlo Park)

9. APPROVE AMENDED CONTRACT OF PCE CHIEF EXECUTIVE OFFICER

Jeff Aalfs reported that the Board met in closed sessions in May and July (*he said it was June & July, but it was actually May and July*) to review Jan and come up with a final amendment to her contract. Jeff reported that Board members had a copy of the full contract and the resolution to amend it. It is a restatement of the prior contract so it will run from July 1, 2019 to July 1, 2020. The two substantive changes are an increase in severance from three to six months, and an increase in salary from \$300,000 to \$315,000. Those were the two changes agreed to in the closed sessions.

Motion Made / Seconded: Romero / May

Motion passed unanimously 19-0 (Absent: Brisbane, Colma, Menlo Park)

10. BOARD MEMBERS' REPORTS

Wayne Lee reported that Millbrae will have an auto show as part of its annual Labor Day weekend festival.

ADJOURNMENT

Meeting was adjourned at 8:30 p.m.