



**REGULAR MEETING of the Executive Committee of the
Peninsula Clean Energy Authority (PCEA)
Monday, November 13, 2017
MINUTES**

8:00 a.m.

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

CALL TO ORDER

Meeting was called to order at 8:12 a.m.

ROLL CALL

Present: Dave Pine, County of San Mateo, *Chair*
Carole Groom, County of San Mateo
Jeff Aalfs, Town of Portola Valley, *Vice Chair*
Rick DeGolia, Town of Atherton
Pradeep Gupta, City of South San Francisco

Absent: Gary Pollard, City of Foster City
Wayne Lee, City of Millbrae

Staff: Jan Pepper, CEO
Jay Modi, Director of Finance and Administration
Siobhan Doherty, Director of Power Resources
Dan Lieberman, Director of Marketing and Public Affairs
Leslie Brown, Manager of Customer Care
David Silberman, General Counsel
Anne Bartoletti, Board Clerk/Executive Assistant to the CEO

A quorum was established.

PUBLIC COMMENT

James Tuleya, Home Energy Analytics

ACTION TO SET AGENDA AND TO APPROVE CONSENT AGENDA ITEMS

Motion Made / Seconded: DeGolia / Groom

Motion passed unanimously 5-0 (Absent: Pollard, Lee)

REGULAR AGENDA

1. CHAIR REPORT

Dave Pine—Chair—welcomed the Executive Committee members and audience.

2. CEO REPORT

Jan Pepper—Chief Executive Officer—reported that Peninsula Clean Energy (PCE) has three new positions open for a Key Accounts Executive, a Power Resources Manager, and a part-time Creative Content Designer (contract position). She reported that the Senior Regulatory Analyst position was not filled and will be reposted, and that the next positions to be posted will be an Energy Programs Manager or Director, and a Legislative Analyst.

Jan reported that she and Joe Wiedman will meet with Senator Jerry Hill on Friday to discuss upcoming legislation, and that PCE staff are working on creating an online application for local programs and projects.

PUBLIC COMMENT

James Tuleya, Home Energy Analytics

3. UPDATE ON NEW RATES

Leslie Brown—Manager of Customer Care—outlined PG&E’s rate filing process that precedes their annual rate change, but she reported that the actual breakdown by rate class won’t be made public until the new rates become effective on January 1. She reported that PCE and Pacific Energy Advisors (PEA) analyzed PG&E’s filings from June through November to project an estimate of what PG&E’s rates will be on January 1.

Leslie reported that PCE staff are preparing to make a proposal to the Board that it make a pre-emptive adjustment before January in order to minimize the impact of PG&E’s rate change and to ensure that PCE’s rates remain at 5% less than PG&E’s generation rates. In addition, she reported that PCE plans to review PG&E’s new rates after January 1 and make any necessary adjustments to maintain PCE’s 5% savings compared to PG&E’s generation rates.

4. INTEGRATED RESOURCE PLAN (IRP) UPDATE

Siobhan Doherty—Director of Power Resources—reported that PCE staff are continuing a systematic analysis of risks to develop guidelines for procurement, including outlining guidelines for location, ownership, technology, term length, and project size.

5. CONSIDER ENDORSING CITIZEN CLIMATE LOBBY

Dave Pine reported that the Citizen Climate Lobby (CCL) is a national group advocating for carbon fees and consumer dividends, and that they presented to the County of San Mateo Board of Supervisors. Jan Pepper reported that PCE staff are considering presenting a recommendation to the Board that it endorse the proposal. Jan announced that Gary White from CCL will present to the Board at its next meeting.

6. DELEGATION OF AUTHORITY POLICY

Jan Pepper reported that the Delegation of Authority Policy would be used internally to delegate authority to Jay Modi—Director of Finance and Administration—to approve expenditures under \$10,000.

7. PCE CHANGING BANKS

Jay Modi reported that he completed an in-depth analysis of PCE's current bank compared to six other banks and credit unions regarding fees and investment options. He reported that First Republic Bank would be the best choice for PCE.

8. EARLY REPAYMENT OF COUNTY OF SAN MATEO LOANS

Jay Modi announced that PCE plans to repay the loans from the County of San Mateo by the end of this year, which is ahead of schedule.

9. EARLY REPAYMENT OF BARCLAYS LOAN

Jan Pepper announced that PCE plans to pay back the loan from Barclays Bank by the end of this year, which is ahead of schedule. PCE will likely continue to keep a line of credit open with Barclays.

10. APPROVAL OF RECOMMENDATION OF 2018 EXECUTIVE COMMITTEE MEETING DATES AND 2018 BOARD OF DIRECTORS MEETING DATES

Anne Bartoletti—Board Clerk and Executive Assistant to the CEO—reported that staff reviewed potential 2018 meeting dates for the Executive Committee and Board of Directors, and would like the Executive Committee’s feedback on and approval of the recommended dates. The Executive Committee reached a consensus on changing the October Executive Committee meeting to the 15th, and changing the September Board of Directors meeting to the 22nd from 8:00 a.m. until 12:00 p.m. to accommodate the Board Retreat.

Motion Made / Seconded: Aalfs / DeGolia

Motion passed unanimously 5-0 (Absent: Pollard, Lee)

11. COMMITTEE MEMBERS’ REPORTS

None.

ADJOURNMENT

Meeting was adjourned at 9:38 a.m.