



**Silicon Valley Clean Energy
Executive Committee Meeting**

Tuesday, January 29, 2019
11:00 am

City of Campbell

City of Cupertino

City of Gilroy

City of Los Altos

Town of Los Altos Hills

Town of Los Gatos

City of Milpitas

City of Monte Sereno

City of Morgan Hill

City of Mountain View

County of Santa Clara

City of Saratoga

City of Sunnyvale

Silicon Valley Clean Energy Office
Conference Room
333 W El Camino Real, Suite 290
Sunnyvale, CA

AGENDA

Call to Order

Roll Call

Public Comment on Matters Not Listed on the Agenda

The public may provide comments on any item not on the Agenda. Speakers are limited to 3 minutes each.

Consent Calendar (Action)

- 1a) Approve Minutes of the December 4, 2018, Executive Committee Meeting
- 1b) Approve Minutes of the December 4, 2018, Executive Committee Special Meeting

Regular Calendar

- 2) Elect Chair/Vice Chair of the Executive Committee (Action)
- 3) Select a Regular Meeting Schedule for 2019 Executive Committee Meetings (Action)
- 4) 2020 Time-of-Use Rate Transition for Residential Customers (Discussion)
- 5) Code of Ethics Policy (Discussion)
- 6) Future Stakeholder and Customer Input Processes (Discussion)
- 7) Board Agenda Packet Size Reduction by Replacing Power Contracts Executed by the CEO as Attachments with a Summary Table (Discussion)
- 8) CEO Update (Discussion)

svcleanenergy.org

333 W El Camino Real
Suite 290
Sunnyvale, CA 94087

Committee/Staff Remarks

Adjourn



Courtenay C. Corrigan, Chair
Town of Los Altos Hills

Margaret Abe-Koga, Vice Chair
City of Mountain View

Liz Gibbons
City of Campbell

Rod Sinks
City of Cupertino

Daniel Harney
City of Gilroy

Jeannie Bruins
City of Los Altos

Rob Rennie
Town of Los Gatos

Marsha Grilli
City of Milpitas

Burton Craig
City of Monte Sereno

Steve Tate
City of Morgan Hill

Dave Cortese
County of Santa Clara

Howard Miller
City of Saratoga

Nancy Smith
City of Sunnyvale

**Silicon Valley Clean Energy
Executive Committee Meeting**

Tuesday, December 4, 2018
11:30 am

Silicon Valley Clean Energy Office
Conference Room
333 W El Camino Real, Suite 290
Sunnyvale, CA

DRAFT MINUTES

Call to Order

Chair Corrigan called the meeting to order at 11:36 a.m.

Roll Call

Present:

Chair Courtenay Corrigan, Town of Los Altos Hills
Director Liz Gibbons, City of Campbell
Director Rod Sinks, City of Cupertino (arrived at 11:45 a.m.)
Director Nancy Smith, City of Sunnyvale

Absent:

Vice Chair Margaret Abe-Koga, Mountain View

Public Comment on Matters Not Listed on the Agenda

Bruce Karney stated his appreciation for SVCE.

Consent Calendar

MOTION: Director Gibbons moved and Director Smith seconded the motion to approve the Consent Calendar.

The motion carried unanimously with Vice Chair Abe-Koga and Director Sinks absent.

1a) Approve Minutes of the September 25, 2018, Executive Committee Meeting

Regular Calendar

2) Draft Decarbonization Strategy and Programs Roadmap (Discussion)

Board Clerk Andrea Pizano noted CEO Girish Balachandran would be joining the meeting via video conference.



Courtenay C. Corrigan, Chair
Town of Los Altos Hills

Margaret Abe-Koga, Vice Chair
City of Mountain View

Liz Gibbons
City of Campbell

Rod Sinks
City of Cupertino

Daniel Harney
City of Gilroy

Jeannie Bruins
City of Los Altos

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Dave Cortese
County of Santa Clara

Howard Miller
City of Saratoga

Nancy Smith
City of Sunnyvale

Director of Decarbonization and Grid Innovation Programs Aimee Bailey presented the item and a PowerPoint presentation. Director of Decarbonization and Grid Innovation Programs Bailey introduced Robert Spragg, master's student at Stanford University, who assisted SVCE staff with modeling work related to the programs roadmap; staff responded to committee questions. Director of Account Services and Community Relations Don Bray provided additional information on the definition of a virtual power plant.

The committee provided feedback to the roadmap including:

- Providing more information, including a real-world example that people can identify with, when explaining the definition and concept of a virtual power plant;
- Consolidating information to a diagram with a breakdown of proposed programs to reduce carbon emissions;
- Request for an explanation of the curve as shown in the greenhouse gas (GHG) emissions trajectory slide;
- Communication to the public using specific examples of the challenge to reduce carbon emissions;
- Including a footnote in the GHG emissions trajectory slide for SVCE's GHG emissions, noting the figure was very low, or remove it altogether;
- Including outcomes SVCE would appreciate as a result of implementation;
- Including a summary page for each program; and,
- Creating a handout which lists all of the programs on one sheet for the Board.

Chair Corrigan opened public comment.

Bruce Karney commented on goal setting, the need to set GHG reduction goals every year, and his belief that non-attainment of goals should have appropriate consequences. Karney provided comments on the GHG Emissions Trajectory slide and opposed the idea of incentives for used products such as electric vehicles.

Chair Corrigan closed public comment.

3) Strategic Plan Update (Discussion)

CEO Balachandran presented the item and a PowerPoint presentation on an update to SVCE's Strategic Plan; CEO Balachandran responded to committee questions.

Chair Corrigan opened public comment.

No speakers.

Chair Corrigan closed public comment.

4) Increase Approval Limit for CEO (Discussion)

Director of Finance and Administration Don Eckert presented the item and a Powerpoint presentation, and responded to committee questions.

Chair Corrigan requested to include a limitation to a one-time contract and to clarify the approval increase would not reflect salary increases or any internal approvals that could be misinterpreted.



Courtenay C. Corrigan, Chair
Town of Los Altos Hills

Chair Corrigan opened public comment.
No speakers.
Chair Corrigan closed public comment.

Margaret Abe-Koga, Vice Chair
City of Mountain View

Committee/Staff Remarks
None.

Liz Gibbons
City of Campbell

Adjournment

Rod Sinks
City of Cupertino

Chair Corrigan adjourned the meeting at 1:24 p.m.

Daniel Harney
City of Gilroy

Immediately following the adjournment of the regular meeting, the committee addressed the special meeting agenda.

Jeannie Bruins
City of Los Altos

Rob Rennie
Town of Los Gatos

Marsha Grilli
City of Milpitas

Burton Craig
City of Monte Sereno

Steve Tate
City of Morgan Hill

Dave Cortese
County of Santa Clara

Howard Miller
City of Saratoga

Nancy Smith
City of Sunnyvale



**Silicon Valley Clean Energy
Executive Committee Special Meeting**

Tuesday, December 4, 2018
11:30 am

Silicon Valley Clean Energy Office
Conference Room
333 W El Camino Real, Suite 290
Sunnyvale, CA

DRAFT MINUTES

Courtenay C. Corrigan, Chair
Town of Los Altos Hills

Margaret Abe-Koga, Vice Chair
City of Mountain View

Liz Gibbons
City of Campbell

Rod Sinks
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Steve Tate
City of Morgan Hill

Dave Cortese
County of Santa Clara

Howard Miller
City of Saratoga

Nancy Smith
City of Sunnyvale

Call to Order

Immediately following the adjournment of the regular meeting at 1:24 p.m., the committee addressed the special meeting agenda.

Roll Call

A roll call was not heard; the following Directors were in attendance:

Present:

Chair Courtenay Corrigan, Town of Los Altos Hills
Director Liz Gibbons, City of Campbell
Director Rod Sinks, City of Cupertino
Director Nancy Smith, City of Sunnyvale

Absent:

Vice Chair Margaret Abe-Koga, Mountain View

Regular Calendar

1) SVCE 2019 Electric Rates – Outlook and Rate Setting Process (Discussion)

Director of Account Services and Community Relations Don Bray introduced the staff report on anticipated SVCE 2019 electric rates and the rate setting timeline. Director of Account Services and Community Relations Bray responded to committee questions; CEO Girish Balachandran provided additional information on SVCE financials.

Director Gibbons left the meeting at 1:31 p.m.

Committee/Staff Remarks

None.

Adjournment

Chair Corrigan adjourned the meeting at 1:33 p.m.



Staff Report – Item 2

To: Silicon Valley Clean Energy Executive Committee

From: Girish Balachandran, CEO

Item 2: Elect Chair/Vice Chair of the Executive Committee

Date: 1/29/2019

RECOMMENDATION

Establish a Chair and Vice Chair of the Executive Committee to preside over committee meetings.

BACKGROUND

As an appointed ongoing committee of the SVCE Board of Directors, Executive Committee meetings are public meetings subject to the Ralph M. Brown Act.

ANALYSIS & DISCUSSION

With Executive Committee appointments made at the January 9, 2019 Board meeting, staff recommends the Committee appoint a Chair and Vice Chair to preside over its meetings for 2019. In the past, these roles have been held by the Board Chair and Vice Chair, though this is not required.

Staff recommends the committee establish the Chair and Vice Chair of the Executive Committee for 2019.

STRATEGIC PLAN

N/A

ALTERNATIVE

N/A

FISCAL IMPACT

No fiscal impact as a result of selecting a Chair and Vice Chair of the committee.



Staff Report – Item 3

To: Silicon Valley Clean Energy Executive Committee

From: Girish Balachandran, CEO

Item 3: Select a Regular Meeting Schedule for 2019 Executive Committee Meetings

Date: 1/29/2019

RECOMMENDATION

Approve an ongoing meeting date and time for 2019 Executive Committee meetings.

BACKGROUND

In June 2016, the SVCEA Board approved the formation of the Executive Committee with the role of advising the CEO and Board on matters pertaining to the operations of SVCE. The approved role of the Executive Committee is advisory to the Board unless the Board directs or delegates specific decision-making authority to the Committee, such as delegating final approval of a professional services agreement to the Committee.

ANALYSIS & DISCUSSION

At the February 2018 Executive Committee meeting, members approved to hold meetings every fourth Tuesday of the month from 11:30 a.m.-1:30 p.m., with the exception of the November and December meetings which would be combined and scheduled for December 4, 11:30 a.m. – 1:30 p.m.

With a new member of the Executive Committee voted in at the January 9, 2019 Board meeting, staff would like to revisit the schedule to check availability of all committee members for 2019.

All meetings would be held at the SVCE office located at 333 W. El Camino Real, Suite 290 in Sunnyvale.

STRATEGIC PLAN

N/A

ALTERNATIVE

This item is for discussion; staff is open to any suggestions from the committee.

FISCAL IMPACT

No fiscal impact as a result of selecting a regular meeting schedule.



Staff Report – Item 4

To: Silicon Valley Clean Energy Executive Committee

From: Girish Balachandran, CEO

Item 4: 2020 Time-of-Use Rate Transition for Residential Customers

Date: 1/29/2019

RECOMMENDATION

Receive staff report on current plans for an October 2020 transition of residential Tiered-Rate customers to Time-of-Use rates.

BACKGROUND

Changing Grid Dynamics

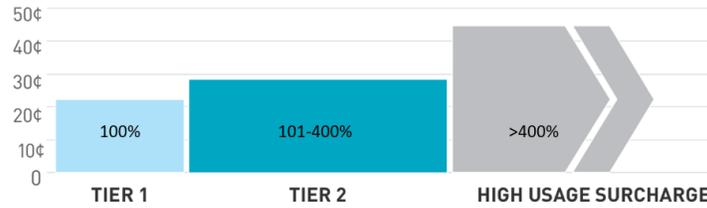
California leads the nation in solar energy generation, with thousands of megawatts of new solar capacity deployed over the last decade. This has transformed the state's wholesale electricity market. Now, during the mid-day peak demand period (e.g. 11am to 3pm) California's grid is flooded with inexpensive solar power, and excess power is sometimes exported to other states at negative prices.

The abundance of solar power has shifted peak demand for conventional generation to later in the day (4pm to 9pm), when residential energy use peaks and solar generation wanes. To meet this requirement, grid operators must call on natural gas-powered generators to rapidly ramp up operations for a few hours in the evening, increasing costs and GHG emissions. Viewed graphically, the steep ramp of natural gas-fired generation to meet demand in the evening hours is referred to as "the Duck Curve". Wholesale electricity prices for power during the evening peak are now typically 50-100% more expensive than at other hours of the day.

Tiered Rates vs. Time-of-Use Rates

To date, tiered rate structures have been standard for residential customers. In PG&E territory, the standard tiered residential rate schedule is designated 'E1.' Customers are charged on a volumetric basis, with increasing rates based on total monthly electricity usage. Customers are allowed a monthly "baseline" quantity of electricity usage at a low rate, determined by climate zone and kilowatt-hours typically required per day. The baseline rate is then increased through two higher-priced rate tiers, depending on customers' usage beyond the baseline quantity. This schedule's pricing is not time-dependent.

Tiered pricing is designed to reward efficiency and reduce power use, yet it has proved ineffective in mitigating the steep ramp in demand for power between the hours of 4pm - 9pm. Tiered pricing can also penalize strategic electrification efforts, by charging higher rates for additional electricity used to charge an electric vehicle or heat pump water heater.



Time-of-Use (TOU) rates are based on the time of day that customers use power. The highest rates apply to peak-period usage, and lowest prices to off-peak usage. These schedules may also have a volumetric element, such as lower prices across TOU periods for a baseline quantity of power. Customers on TOU schedules are incentivized to reduce their consumption during the grid’s hours of highest demand, and to use power during the hours of greatest solar abundance.

When customers are transitioned from tiered pricing to TOU pricing, it is inevitable that some customers will naturally save money, and some won’t - due to the wide variety in hourly usage profiles. To mitigate customer uncertainty about the potential financial impacts of moving to a TOU rate, PG&E has committed to “bill-protect” customers in their first year of TOU service. They offer to credit customers the annual difference if they spend more on TOU than they would have on an E1 schedule.



CPUC and PG&E Direction

As part of a statewide effort directed by the CPUC, PG&E will begin full-scale transition of residential customers to time-of-use in October of 2020, impacting 250,000-500,000 customers monthly into mid-2021. Customers will pay the highest prices between 4pm - 9pm daily including weekends, and lower prices during all other hours.

PG&E is currently piloting this TOU transition with approximately 150,000 residential E1 customers, approximately 25,000 of which are CCA customers. All pre-selected pilot customers and voluntary enrollees were offered bill protection for their first year on the pilot rate. CCA customers’ protection on the generation side of the bill is being provided by the CCAs, while the non-generation portions of the bill will be protected by PG&E. All customers participating in the pilot rate were sent communications from PG&E including personalized information about their usage and tips on how to be successful on TOU rates.

ANALYSIS & DISCUSSION

SVCE TOU Pilot and Impacts

SVCE, Marin Clean Energy, and Sonoma Clean Power each have customers participating in PG&E’s 2018 pilot roll-out of the new TOU rate (known as TOU-C). This rate was also made available on a voluntary basis to all PG&E customers. The SVCE pilot group was approximately 7,500 customers, consisting entirely of new enrollees brought on in Milpitas in June 2018. Of these customers, about 70% opted to participate in the pilot under the new TOU-C rate. Of the remainder, 15% chose to switch to another TOU rate upon notification, and 15% chose to return to E1 service.

Under the marketing, education and outreach (ME&O) requirements set forth by the CPUC, PG&E communicated directly with pilot customers in four separate direct mailings prior to the transition. In the case of CCA customers, co-branded letters were sent at 90, 60, and 30 days prior, followed by a welcome letter during the month of the transition. The 60-day-prior communication included a customized rate comparison based on that customer’s interval meter data. It displayed what the customer would pay on an E1 schedule versus TOU-C and another TOU option. This helped ensure that an individual customer’s choice of rate was based on the best-available information.

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Early analysis of data from the TOU pilot is showing that the transition from E1 to a TOU rate to be effective at reducing load during peak times. Loads were assessed for the Summer time period (June through September) using standard Demand Response protocol models across all day types (week day, weekend/holiday), climate zones (hot, moderate, cool) and customer segments (CARE, non-CARE). Load reductions were observed across all different segments and day types during peak hours with non-CARE customers reducing more (up to 5%) than CARE customers (around 0.5%). Hotter climate zones were also found to shed the most load during peak times. Off peak reductions were also observed across all day types and customer segments, suggesting an absolute reduction of usage rather than shifting of loads to less expensive periods. These results are preliminary and will require further analysis by both PG&E and SVCE.

The utility-wide transition in 2020 is meant to be revenue neutral for the utility and participating CCAs, as well as cost neutral to the overall customer base - though individual results may vary. Most customers are expected to see a small increase or decrease in their annual energy costs, if there is no change to the way they currently use energy.

Early indication suggests that slightly more than half of the participating customers will be entitled to some amount of bill protection at the end of the pilot period. The majority of these customers will fall into the \$.01-\$10.00 range and the fewest number of customers falling into the >\$100.00 range for a 12-month period. SVCE intends to review the results of the initial TOU-C participants in July 2019 to further understand this impact.

Key Considerations

Approximately 87% of SVCE's residential customers (208,000) are currently subscribed to the E1 tiered rate schedule - representing nearly 30% of SVCE's electric load. These customers are currently scheduled for transition in October of 2020. San Jose Clean Energy customers are also scheduled for October 2020 - so that the transition applies uniformly across PG&E customers in Santa Clara County. This aids public education and communications efforts. And given Santa Clara County's climate and energy use profile, October is a good month for transition - it is typically a low to average month usage-wise. This will be PG&E's first full-scale TOU rollout.

SVCE staff and directors should anticipate focused E1 and TOU rate analysis and rate setting for 2020 and 2021. In addition, the impacts of offering bill protection will need to be modeled, and accommodated in the rate structure. Special attention will need to be paid to ensure that financial impacts of the transition are revenue neutral to SVCE.

In summer of 2019, based on a full year of results for SVCE's TOU pilot customers, staff will have additional data with which to evaluate on the full financial impacts of the TOU-C rate, and associated bill protection costs.

SVCE must also establish a plan for engaging with and potentially supplementing PG&E's market education and outreach efforts. These efforts will be informative as well as present an opportunity to connect with customers as an agency that is deeply involved in the community.

Next Steps

In April timeframe, confirm participation with PG&E for CPUC filings

- confirm SVCE TOU transition and timing
- confirm SVCE will offer bill protection for first year

In late-2019/early-2020, perform financial modeling and rate analysis for E1 to TOU

- setting of 2020 E1 and E-TOU rates

STRATEGIC PLAN

Time of use pricing for residential customers is directly supported by 5.3 and 5.3.3 of the Strategic Plan:

Agenda Item: 4**Agenda Date: 1/29/2019**

5.3: Develop and conduct SVCE programs that promote decarbonization via grid innovation and fuel switching to clean electricity and increased energy efficiency.

5.3.3: Engage industry partners (e.g. startups, corporations, academia) in designing innovative grid technology programs that provide value to customers and help enable further grid decarbonization.

FISCAL IMPACT

With the effective residential rate-setting in late 2019/early 2020, the fiscal impact of the TOU transition will be neutral. To support rate setting efforts, SVCE can evaluate data collected during the 2018 pilot enrollment of SVCE customers in TOU-C. This analysis can include revenues from sales over a 12-month period as well as bill protection payments to customers for the same period.



Staff Report – Item 5

To: Silicon Valley Clean Energy Executive Committee

From: Girish Balachandran, CEO

Item 5: Code of Ethics Policy

Date: 1/29/2019

RECOMMENDATION

Consider for recommendation to the Board of Directors General and Administrative Policy #5 – Code of Ethics.

BACKGROUND

To foster public confidence in the integrity of Silicon Valley Clean Energy (SVCE), it is important to insure that public officials act independently and impartially in exercising judgement when taking action on issues which impact SVCE.

ANALYSIS & DISCUSSION

The Code of Ethics Policy (Attachment 1) establishes guidelines for Board Directors and employees of SVCE in identifying and handling potential conflicts of interest involving SVCE business.

STRATEGIC PLAN

The recommendation supports the strategic plan.

FISCAL IMPACT

There is no fiscal impact to the agency with this report.

ATTACHMENTS

1. GAP5 – Code of Ethics



GAP5

Category: General and Administrative

CODE OF ETHICS

I. Purpose and Scope

In order to best serve SVCE customers, the agency's officers and employees must act individually and collectively to create a public agency that is responsible, fair, honest and open. SVCE officers and employees are expected to demonstrate the highest standards of personal integrity, honesty and conduct in all activities in order to inspire public confidence and trust.

The purpose of this Code of Ethics is to establish policy and guidelines that reflect the expected values and behaviors for SVCE officers and employees.¹ It is to be viewed as a supplement to applicable local, state, and federal legal and ethical requirements, and is not intended as a comprehensive summary of such requirements. Officers and employees are encouraged to seek assistance from the General Counsel's Office or their managers or supervisors for any legal or ethical concerns.

II. Policy

A. Responsibilities of Public Service

Officers and employees of SVCE at all levels are guardians of the public trust. SVCE officers and employees are required to be impartial and responsible in the fulfillment of their duties. The customers of SVCE expect and must receive the highest standard of ethics from all those in public service.

SVCE officers and employees are obligated to uphold the Constitution of the United States and the Constitution of the State of California and to comply with Federal and State laws and SVCE policies, rules and regulations. Recognizing the special responsibilities of serving SVCE customers, SVCE officers and employees are required to maintain the highest standards of

¹ "Officers" includes the members of the Board of Directors and Board-created advisory commissions, boards, or committees.



GAP5

Category: General and Administrative

integrity and honesty, and they are expected to treat all members of the public and fellow SVCE employees with respect, courtesy, concern and responsiveness.

The conduct of SVCE officers and employees in both their official and private affairs should be above reproach to assure that their position is not used for personal gain. Officers and employees shall refrain from abusive conduct, personal charges, or verbal attacks upon the character or motives of other officers or employees or members of the public.

Officers and employees are bound to discharge the duties of their offices regardless of personal consideration. Public interest must be their primary concern.

B. Open Government

SVCE is committed to open and transparent government and strives to consistently meet the community's expectations by providing excellent service in a positive, timely, and transparent manner. SVCE officers and employees are obligated to serve the public by reaching decisions and conducting activities in full view of the public in accordance with the Brown Act (Government Code Section 54950 *et seq.*).

C. Conflicts of Interest

A conflict of interest arises when a SVCE officer or employee is in a position to benefit personally, whether directly or indirectly, from his or her dealings with an organization, contractor, consultant, or person conducting business with SVCE. Officers and employees are expected to avoid conflicts of interest. Further, officers and employees should avoid the appearance of conflicts of interest in order to ensure that SVCE decisions are made in an independent and impartial manner.

SVCE officers and employees are prohibited from making, participating in making, or attempting to influence a decision of SVCE in which he or she has a financial interest as defined by law. If an officer or employee believes he or she may have a financial interest related to a contemplated decision, he or



GAP5

Category: General and Administrative

she must disclose their interest to their immediate supervisor or the General Counsel's Office and remove themselves from any decision-making process.

In accordance with state law, officers and employees who are designated in the SVCE Conflict of Interest Code or are listed in Government Code Section 87200 shall file annual written disclosures of their economic interests.

For additional rules and regulations related to conflicts of interest, please refer to the Political Reform Act of 1974 (Government Code Section 87100 *et seq.*), Government Code Section 1090 *et seq.*, and related state and federal laws.

D. Favors, Gratuities, and Gifts

SVCE officers and employees shall not accept money, gratuities, gifts, or other consideration or favors from anyone other than SVCE for the performance of an act which they would be required or expected to perform in the regular course of their duties; nor shall such persons accept any gifts as defined under the Political Reform Act which could be perceived or interpreted as an attempt to influence their actions with respect to SVCE business.

If you encounter a situation which could tend to compromise this policy, you should courteously decline such an offer or consult a supervisor or the General Counsel. In the event perishable gifts are received and are unable to be returned, supervisors may wish to contact the Director of Finance and Administration to arrange for such gifts to be donated to a local non-profit.

This is just a summary of your obligations. For additional information regarding specific regulations on the acceptance of gifts, please refer to Government Code Sections 89500 to 89522 and 2 California Code of Regulations Sections 18930 to 18961.

E. Use of SVCE Resources for Personal Gain

SVCE officers and employees shall not use SVCE resources not available to the general public (e.g., SVCE staff time, funds, facilities, equipment, or



GAP5

Category: General and Administrative

supplies) for personal gain or for campaign related political activities, nor shall they use or attempt to use their position to secure unwarranted privileges or exemptions for themselves or others.

F. Use of Confidential Information

SVCE officers and employees shall respect the confidentiality of information concerning the property, personnel, and affairs of SVCE. They shall neither disclose confidential information without proper legal authorization, nor use such information to advance their personal, financial, or other private interests. Any official or employee who is aware of a breach of confidentiality is expected to bring forth that information to the appropriate supervisor or official in a timely manner.

In accordance with the Brown Act, SVCE officers and employees shall uphold the public's right to know not only the decisions taken, but also the deliberations which shape agency policies conducted by the Board of Directors and Board-created advisory commissions, boards, or committees that are subject to the Brown Act's open meeting requirements.

G. Outside Employment

No employee shall engage in any work, employment or occupation outside SVCE employment which is detrimental to SVCE service, which prevents or impedes the efficient performance of their duties in SVCE employment, or which in any way conflicts with their employment with SVCE. No employee shall engage in any work, employment, or occupation outside of SVCE unless they have notified their department head and such outside work has been approved by the Chief Executive Officer.

H. Reporting of Improper Activities

SVCE has a responsibility to conduct its affairs ethically and in compliance with the law. SVCE officers and employees are expected and encouraged to promptly raise questions and concerns regarding possible violations of SVCE policy, rules or regulations or state or federal law with his or her immediate supervisor, department head, or the General Counsel.



GAP5

Category: General and Administrative

I. Fair and Equal Treatment

In dealing with the public, the guiding principle should be to provide courteous and fair treatment. SVCE officials and employees shall not, in the performance of their duties, discriminate against any person on the basis of race, color, religion, national origin, ancestry, age, sex, gender, pregnancy, childbirth or related medical condition, sexual orientation, marital status, disability, medical condition, and actual or perceived gender identity. SVCE officials and employees shall reinforce SVCE's commitment to equal employment opportunity and a work environment free of discrimination and harassment, including sexual harassment; shall behave in a respectful manner towards others; and shall refrain from abusive or disruptive conduct, personal charges or verbal attacks upon the character, motives, ethics or morals of others.

III. Violations

In addition to any other penalty as provided by law, employees who violate the Code of Ethics will be subject to disciplinary action, up to and including termination.

Members of the Board of Directors or other officers who intentionally or repeatedly do not follow this Code of Ethics may be reprimanded or formally censured by the Board, lose committee assignments, or have official travel restricted. Serious or repeated violations by a Board member should be referred by the Board to the governing body of the Party that appointed such Board member. Officers should point out violations of the Code of Ethics to the offending officer. If the offenses continue, then the matter should be referred to the Chair of the Board. If the Chair is the individual whose actions violate the Code of Ethics, then the matter should be referred to the Vice Chair.

IV. Distribution

This policy shall be distributed to all SVCE officers and employees upon appointment or hire, and annually thereafter.



Staff Report – Item 6

To: Silicon Valley Clean Energy Executive Committee

From: Girish Balachandran, CEO

Item 6: Future Stakeholder and Customer Input Processes

Date: 1/29/2019

This item will be addressed in the form of a presentation to the Executive Committee.



Staff Report – Item 7

To: Silicon Valley Clean Energy Executive Committee

From: Girish Balachandran, CEO

Item 7: Board Agenda Packet Size Reduction by Replacing Power Contracts Executed by the CEO as Attachments with a Summary Table

Date: 1/29/2019

RECOMMENDATION

Discussion item relating to the possibility of removing power contracts executed by the CEO, consistent with the authority delegated by the Board, in Board of Directors meeting packets to reduce packet size.

BACKGROUND

As of the March 14, 2018 meeting, all power contracts executed by the CEO have been included in our Board of Directors regular meeting packets as a part of the CEO's monthly report to the Board. Prior to being included as attachments, the contracts were listed under the "CEO Agreements Executed" portion of the CEO report.

ANALYSIS & DISCUSSION

In the September 12, 2018 Board of Directors agenda packet, power contracts made up 73 pages of the 498 page packet; similarly, the October 24, 2018 agenda packet included 89 pages of power contracts. November's materials consisted of 191 pages of power contracts in a 298 page packet.

As a result of the large packets, staff received a request from a Board member to consider slimming the packet by eliminating the inclusion of the CEO report's power contract attachments. Eliminating the inclusion of these power contracts would slim down packets and streamline the ability for Directors and members of the public to navigate SVCE's board packets.

A table detailing the transactions would continue to be included in the CEO report, with a note that these contracts would be on file with the Board Clerk and available for public review by request.

STRATEGIC PLAN

N/A

ALTERNATIVE

This item is for discussion; staff is open to input and suggestions from the committee.

FISCAL IMPACT

No fiscal impact as a result of this discussion.



Staff Report – Item 8

To: Silicon Valley Clean Energy Executive Committee

From: Girish Balachandran, CEO

Item 8: CEO Update

Date: 1/29/2019

This item will be addressed in the form of an oral report to the Executive Committee.