Silicon Valley Clean Energy
Executive Committee Meeting
Friday, October 25, 2019
9:00 am
**Note Special Time**

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 August 27, 2019, Executive Committee Meeting
1b) Recommend Board Approval of Operating Rules and Regulations Amendments

Regular Calendar

2) Customer Resource Center Update (Discussion)
3) Member Agency Results Communication (Discussion)
4) Virtual Power Plant (VPP) Program Update (Discussion)
5) SVCE Information Update Related to 2020 SVCE Board Elections (Discussion)
6) CEO Update (Discussion)

Public Comment on Closed Session

The public may provide comments regarding the Closed Session item(s) just prior to the Board beginning the Closed Session. Closed Sessions are not open to the public.

svcleanenergy.org
333 W El Camino Real
Suite 290
Sunnyvale, CA 94087
Convene to Closed Session

Conference with Real Property Negotiators
Property: 333 W. El Camino Real, Sunnyvale, CA
910 Hamilton Avenue, Campbell, CA
1919 Bascom Avenue, Campbell, CA
2105 South Bascom Avenue, Campbell, CA
100 Mathilda Avenue, Sunnyvale, CA
Agency Negotiator: Girish Balachandran, CEO
Negotiating Parties: Newmark Knight Frank
Under Negotiation: Price and Terms of Payment

Report from Closed Session

Committee/Staff Remarks

Adjourn

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333 W El Camino Real
Suite 290
Sunnyvale, CA 94087

Pursuant to the Americans with Disabilities Act, if you need special assistance in this meeting, please contact the Clerk for the Authority at (408) 721-5301 x1005. Notification 48 hours prior to the meeting will enable the Authority to make reasonable arrangements to ensure accessibility to this meeting. (28 CFR 35.105 ADA Title II).
Call to Order
Chair Abe-Koga called the meeting to order at 9:33 a.m.

Roll Call
Present:
Chair Margaret Abe-Koga, Mountain View  
Vice Chair Howard Miller, City of Saratoga (arrived at 9:38 a.m.)  
Director Liz Gibbons, City of Campbell (arrived at 9:38 a.m.)  
Director Nancy Smith, City of Sunnyvale  
Director Rod Sinks, City of Cupertino  

Absent:
None.

Public Comment on Matters Not Listed on the Agenda
James Tuleya, resident of Sunnyvale, commented the County of Santa Clara would be voting on declaring a climate emergency at their Board of Supervisors meeting on August 27, 2019.

Bruce Karney, resident of Mountain View, commented on the measurement activity SVCE undertakes to identify the greenhouse gas (GHG) emissions inventory for member cities. Karney commented cities did not share their measurement data with the public last year, and provided some suggestions as to how the data could be shared.

CEO Girish Balachandran noted he would meet with Karney to discuss ideas and provided information on the plans for distributing the data.

Sam Irvine, E-Mobility Group, introduced his colleague Richard Schorske and commented they were present to be a resource when discussing the electric vehicle joint action plan item.
Consent Calendar

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

The motion carried unanimously.

1) Approve Minutes of the May 24, 2019, Executive Committee Meeting

Regular Calendar

2) CEO Update (Discussion)

CEO Balachandran provided a CEO update which included updates on the FY 19-2020 budget which would be provided at the September board meeting, the legislative session, and PG&E filing its reorganization plan.

Chair Abe-Koga opened public comment.
No speakers.
Chair Abe-Koga closed public comment.

3) Customer Communications – Evolution and Approach (Discussion)

Communications Manager Pamela Leonard and Director of Account Services and Community Relations Don Bray presented a PowerPoint presentation and responded to committee member questions.

Chair Abe-Koga opened public comment.

Bruce Karney commented on his work experience when solar was transitioning from a typical model to venture capital funded companies, and his opinion that without venture capital transforming the nature of what a solar installer was, we would never have gotten to where we are with residential rooftop solar. Karney encouraged staff to give thought to how a public agency can help pick installers who have the desire to be different in a big way for the heat pump water heater installations.

James Tuleya, resident of Sunnyvale, noted he is enthusiastic about the transition and commented on the timing of the approval of Sunnyvale’s Climate Action Plan 2.0.

Chair Abe-Koga closed public comment.

CEO Balachandran noted staff would bring this topic back to the Executive Committee and also to the Board.

4) Workforce Development Initiative Update (Discussion)

Manager of Regulatory and Legislative Affairs Hilary Staver presented a PowerPoint presentation and responded to committee questions.
Committee members provided suggestions and feedback on the proposed program including: keeping developers, architects and engineers involved, a request for any recommended contacts be sent to staff, and a request to address permitting in the customer experience slide of the presentation.

Chair Abe-Koga opened public comment.

Tuleya offered to meet with Manager of Regulatory and Legislative Affairs Staver to provide information regarding the heating, ventilation, and air conditioning (HVAC) industry.

Karney provided a use case example on the complex process to install a heat pump water heater and noted making the process easy enough for the customer experience to result in a sale is critical.

Chair Abe-Koga closed public comment.

Chair Abe-Koga requested to move Item 6) Executive Committee Regular Meeting Schedule and January Board of Directors Meeting Date prior to Item 5) Electric Vehicle Infrastructure Joint Action Plan; there were no objections from the committee.

6) Executive Committee Regular Meeting Schedule and January Board of Directors Meeting Date (Action)

Following Item 4, the committee considered Item 6.

Following committee member discussion on availability, the committee was in consensus to direct staff to send a poll to committee members to reschedule the September, October, November, and January Executive Committee meetings.

Following brief discussion on the January 8, 2020 meeting date, staff noted they would revisit the request to change the date of the meeting.

Chair Abe-Koga opened public comment.
No speakers.
Chair Abe-Koga closed public comment.

Chair Abe-Koga left the meeting at 10:58 a.m.

Vice Chair Miller presided over the remainder of the meeting.

5) Electric Vehicle Infrastructure Joint Action Plan (Discussion)

Following Item 6, the committee heard Item 5.

Director of Account Services Bray introduced consultants Sam Irvine and Richard Schorske from the E-Mobility Group, and presented a PowerPoint presentation with Analyst Justin Zagunis. Staff and E-Mobility Group consultants responded to committee member questions.

Director Smith left the meeting at 11:18 a.m.
Committee members provided comments and suggestions on the recommended programs including: changing the term "garden style property" to shared spaces in multifamily residential properties, understanding how the time-of-use rate changes in 2020 may impact the recommended programs, use of different vendors for public charging among member agencies, looking at the criteria for workplace charging, and a recommendation to move the programs priorities to the front of the presentation with high level detail to the Board.

Vice Chair Miller opened public comment.

Bruce Karney proposed a clipper card or clipper-like phone application which would work across different platforms, and voiced support of employee chargers being available to the general public following work hours.

Vice Chair Miller closed public comment.

**Committee/Staff Remarks**
Director Sinks commented he appreciates the marketing effort in conjunction with programs and his support for tools to make analysis for consumers easier.

Vice Chair Miller and Director Sinks commented on incentives for sales professionals and customers.

**Adjournment**
Vice Chair Miller adjourned the meeting at 11:41 a.m.
Staff Report – Item 1b

Item 1b: Recommend Board Approval of Operating Rules and Regulations Amendments

To: Silicon Valley Clean Energy Executive Committee

From: Andrea Pizano, Board Clerk/Executive Assistant

Date: 10/25/2019

RECOMMENDATION
Staff recommends the Executive Committee recommend the Board approve the proposed amendments to SVCE’s Operating Rules and Regulations (ORR).

BACKGROUND
SVCE’s ORR were first adopted in June 2016 as the Authority was in its infancy with the intent that they can be expanded as the board further addressed its operations and policies.

The ORR have been previously amended to include/revise:
- Regular meeting location
- Authorization for the Chair of the Board to designate an alternative meeting place within the jurisdiction of the authority after consultation with the Chief Executive Officer on available meeting locations in the event that the Cupertino Community Hall is not available for a regular or adjourned regular meeting
- Changing the Date of the Annual Meeting and the Appointment of Officers and Committee Members and Conforming the Provisions Regarding the Holding of Regular Meetings to Board Resolution Nos. 2016-14 and 2017-11

ANALYSIS & DISCUSSION
At the request of the Executive Committee, staff and SVCE’s general counsel have reviewed the existing ORR for any recommended updates or changes.

Areas identified include:

Defining unexcused absences from board meetings (Article 3, Section 5a)
Unexcused absences were not previously defined. Staff would like to propose defining an unexcused absence as failure to notify the Chair and/or Board Clerk within 24 hours of any regular meeting that they will not be in attendance. This would not include an emergency or unforeseen situation.

Code of Ethics Policy (Article 3, Section 5c)
The Code of Ethics Policy was adopted by SVCE’s Board of Directors in February 2019. A Director may be subject to removal for cause if the Board determines there is a violation of the Code of Ethics Policy.

Committee Membership (Article 4, Section 1)
In the past, there has been confusion regarding the make up of committees. Staff proposes identifying that an alternate Director may not attend a committee meeting on behalf of an absent regular Director. With the exception of the Executive Committee, an Alternate Director of the Board can be appointed to serve on SVCE’s other committees.
Staff would also like to clarify that no more than one committee member shall represent their respective member agency.

**Clarification of Executive Committee appointments in January of each year (Article 5, Section 3)**
The existing ORR states committee members will be appointed in January of each year; staff would like to clarify that Executive Committee members are appointed in January (all others are appointed in February, as mentioned in Article 4, Section 1, Establishment of Committees).

**ALTERNATIVE**
Staff is open to suggestions from the committee regarding any clarifications or changes that should be made to SVCE’s existing ORR.

**FISCAL IMPACT**
No fiscal impact as a result of recommending the proposed ORR amendments.

**ATTACHMENT**
1. SVCE Operating Rules and Regulations Amendments Draft (redline)
2. SVCE Operating Rules and Regulations Amendments (clean)
SILICON VALLEY CLEAN ENERGY AUTHORITY

OPERATING RULES AND REGULATIONS

ARTICLE I

FORMATION

The Silicon Valley Clean Energy Authority (the “Authority”) was established on March 31, 2016 pursuant to the execution of the Silicon Valley Clean Energy Authority Joint Powers Agreement (the “Agreement”) by the County of Santa Clara, the Cities of Campbell, Cupertino, Gilroy, Los Altos, Monte Sereno, Morgan Hill, Mountain View, Saratoga and Sunnyvale and the Towns of Los Altos Hills and Los Gatos. The members of the Authority are referred to as Party or Parties in these Operating Rules and Regulations. As defined by the Agreement, these Operating Rules and Regulations consist of rules, regulations, policies, bylaws and procedures governing the operation of the Authority.

ARTICLE II

PURPOSES

The Authority is formed to study, promote, develop, conduct, operate, and manage energy and energy-related climate change programs, and to exercise all other powers necessary and incidental to accomplishing this purpose. These programs include but are not limited to the establishment of a Community Choice Aggregation Program known as Silicon Valley Clean Energy in accordance with the terms of the Agreement.

ARTICLE III

BOARD OF DIRECTORS

Section 1. Appointment of Chair and Vice-Chair. The Board shall appoint from among themselves by majority vote a Chair and Vice-Chair. The Chair and Vice-Chair shall be appointed for one-year terms expiring at the annual meeting held in January of each year. As provided by the Agreement, there are no limits on the number of terms that a Board member may serve as Chair or Vice-Chair.

Section 2. Appointment of Secretary and Treasurer. The Secretary and Treasurer shall be appointed by the Board for one-year terms expiring at the annual meeting held in January of each year.

Section 3. Extension of Term of Office. If for any reason, the appointment of a Board officer is not made in January of any year, such officer shall continue to serve in his or her position until an appointment is made at a meeting of the Board.

Section 4. Removal of Officers. An officer of the board shall be subject to removal as an officer of the board at any time for any reason by a majority vote of the entire Board.
Section 5. Removal of Board Members for Cause. A Director may be removed by the Board for cause. Cause shall be defined for the purposes of this section as follows:

a. Unexcused absences from three consecutive Board meetings. Board members shall make every effort to notify the Chair and/or Board Clerk no later than 24 hours prior to any regular meeting of his/her absence. The failure to give such notice shall be deemed an unexcused absence unless the failure to give timely notice was due to emergency circumstances.

b. Unauthorized disclosure of confidential information or documents from a closed session or the unauthorized disclosure of information or documents provided to the Director on a confidential basis and whose public disclosure may be harmful to the interests of the Authority.

c. Failure to comply with SVCE’s Code of Ethics Policy.

Written notice shall be provided to the Director proposed for removal and the governing body that appointed such Director at least thirty days prior to the meeting at which the proposed removal will be considered by the Board. The notice shall state the grounds for removal, a brief summary of the supporting facts, and the date of the scheduled hearing on the removal. The Director proposed for removal shall be given an opportunity to be heard at the removal hearing and to submit any supporting oral or written evidence. A Director shall not be removed for cause from the Board unless two-thirds of all Directors on the Board (excluding the Director subject to removal) vote in favor of the removal.

ARTICLE IV

COMMITTEES

Section 1. Establishment of Committees. The Executive Committee and all other Committees of the Board shall be selected as provided by Sections 4.6 and 4.7 of the Agreement. Each duly established Committee may establish any Standing or Ad Hoc Committees determined to be appropriate or necessary. The duties and authority of all Committees shall be subject to the approval and direction of the Board. The term of office for each Committee established by the Board shall be one year. The Executive Committee members shall be appointed at the annual meeting in January with all other Committee members appointed in February. There are no limits on the number of terms that a Director may serve on a Committee. If for any reason, the appointment of Committee members is not made at either the January or February meeting of the Board in any year as provided above, such Committee members shall continue to serve in their positions until an appointment is made at a meeting of the Board. An alternate Director may not attend a Committee meeting on behalf of an absent regular Director. Except for the Executive Committee, alternate Directors may be appointed by the Board to Committees. However, for each Committee, not more than one Committee member shall represent a particular member agency.

Section 2. Executive Committee. There shall be an Executive Committee consisting of five Board members. The duties of the Executive Committee shall be to review and provide advice
to the Chief Executive Officer and the entire Board on policy, operational and organizational matters and perform such other responsibilities, tasks or activities as delegated to it by the Board.

ARTICLE V

MEETINGS

Section 1. Regular Meetings. The regular meetings of the Board of Directors of Authority shall be held on the second Wednesday of each month at the hour of 7 p.m. at the Cupertino Community Hall, located at 10350 Torre Avenue, in Cupertino, California. In the event that Cupertino Community Hall is not available for a regular or adjourned regular meeting, the Chair of the Board may designate an alternative meeting place within the jurisdiction of the Authority after consultation with the Chief Executive Officer on available meeting locations.

Section 2. Special Meetings. Special meetings of the Board may be called at any time and may be held in any location within the jurisdiction of the Authority as provided by the notice for the special meeting.

Section 3. Annual Meeting. Commencing in 2017, the Board shall hold an annual meeting in January of each year at which time it will appoint Board officers and Executive Committee members.

Section 4. Open Meeting Requirements. The meetings of the Board, the Executive Committee and all other committees established by the Board shall be governed by the provisions of the Ralph M. Brown Act (Government Code Section 54950 et seq.).

ARTICLE VI

AMENDMENTS

These Operating Rules and Regulations may be amended by a majority vote of the full membership of the Board but only after such amendment has been proposed at a regular meeting and acted upon at the next or later regular meeting of the Board for final adoption. The proposed amendment shall not be finally acted upon unless each member of the Board has received written notice of the amendment at least 10 days prior to the date of the meeting at which final action on the amendment is to be taken. The notice shall include the full text of the proposed amendment.
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Revised 11/14/18
Proposed Revisions: 10/25/19
to the Chief Executive Officer and the entire Board on policy, operational and organizational matters and perform such other responsibilities, tasks or activities as delegated to it by the Board.

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Staff Report – Item 2

**Item 2:** Customer Resource Center Update

To: Silicon Valley Clean Energy Executive Committee

From: Don Bray, Director of Account Services and Community Relations
       Pamela Leonard, Communications Manager

Date: 10/25/2019

This item will be addressed in the form of a presentation to the Executive Committee. This presentation will provide an overview of the Customer Resource Center (CRC) program, as well as an update on development of the CRC.

**ATTACHMENT:**
1. Customer Resource Center Presentation
Customer Resource Center Update

Don Bray & Pamela Leonard
Purpose

• Provide an update on development of the Customer Resource Center (CRC)
• Receive direction on bringing contracts to the Board of Directors in December
  • Building the CRC will include 3 – 5 contracts
CRC Program Overview

• Program approved with Decarb Roadmap
  o Highly recommended by CPAG
  o $350k approved with Roadmap – Budgeted: $150k FY18-19; $200k FY19-20
  o Additional marketing budget for website development

• Develop an online tool for customer engagement, awareness-building, education and action

• Help customers assess energy use, costs and impacts, and opportunities for vehicle and building electrification
**Customer Engagement Evolution**

**CCE Launch**
*(2016 – 2018)*

- Focus on selling CCE throughout enrollment period, soft messaging (i.e. customer choice, lower rates, local control)
- Customer retention and education

**Electrification & Decarbonization**
*(2019 – )*  

- Proactive  
- Focus on community benefits and value proposition  
- Draw interest in programs and Customer Resource Center  
- Longer-term transformation  
- Customer retention and education
Market Segmentation

Estimated Distribution of Personas

- Energy Wonk: 25%
- Sustainably Rooted: 20%
- Busy Suburban: 25%
- Green on the Go: 15%
- Making Ends Meet: 15%
- Rather Not: 5%
I want to install solar with energy storage. Who do I talk to?
Market Segmentation

- **Energy Wonk**: 25%
- **Sustainably Rooted**: 20%
- **Busy Suburban**: 25%
- **Green on the Go**: 15%
- **Making Ends Meet**: 10%
- **Rather Not**: 5%

We recycle and buy local, what more can we do?
Market Segmentation

I’m really busy, why should I care? How quick and easy is it?

- Energy Wonk: 20%
- Sustainably Rooted: 25%
- Busy Suburban: 25%
- Green on the Go: 15%
- Making Ends Meet: 5%
- Rather Not: 10%
Market Segmentation

What can I do to be more sustainable as a renter?

- Energy Wonk: 25%
- Sustainably Rooted: 20%
- Busy Suburban: 25%
- Green on the Go: 15%
- Making Ends Meet: 15%
- Rather Not: 5%
Why is my energy bill so high? How can I lower it?

- **Energy Wonk**: 25%
- **Sustainably Rooted**: 20%
- **Busy Suburban**: 25%
- **Green on the Go**: 15%
- **Making Ends Meet**: 10%
- **Rather Not**: 5%
Market Segmentation

- Energy Wonk: 25%
- Sustainably Rooted: 20%
- Busy Suburban: 25%
- Green on the Go: 15%
- Making Ends Meet: 15%
- Rather Not: 5%

No thanks. Where do I find the opt out button?
CRC Focus Areas & Outcomes

Focus Areas
1. Energy and Emissions
2. Mobility
3. Built Environment
4. Self-Generation & Resilience

Enabling Outcomes
Inspire
Educate
Act
CRC – Likely Multiple Contracts *(illustrative only)*

**Inspire**
- SVCleanEnergy.org Customer Messaging and Engagement
  - UX/UI
  - Portal/Platform Sign On

**Educate**
- Personalized Energy Use Analysis and Recommendations
- HVAC, Lighting, Appliance and Controls, Products and Incentives
- Personalized Solar + Storage Catalog and Analysis
- Personalized Electric Vehicle Catalog, Incentives and Analysis

**Act**
- Qualified Contractors, Quotes and Installation
- Product Pricing, Purchase and Delivery
- Qualified Solar Contractors, Quotes and Installation
- Electric Vehicle Dealer Referrals, Test Drives and Purchase
CRC – Planned Engagement Mechanisms

Driving User Interaction with the CRC . . .

- Email marketing
- Newsletters
- Direct outreach
- Advertising - mass awareness opportunity
- Utilize partner outreach channels

Equity and Access

- Meaningful resource for all customer segments
## Timeline

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<td>✓ Completed Request for Information (RFI) to assess available tools - 8 responses</td>
<td>✓ Developed and launched Request for Proposals (RFP)</td>
<td>✓ RFP closed ✓ 16 responses - Interviewing and selecting top bidders - Refine initial CRC scope - Contracting</td>
<td>- Bring 1 – 4 contracts to board for approval  - Start work  - Target for launch of initial elements in April 2020</td>
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Gaining BOD support for CRC-related contract commitments

- CRC background and high-level goals
- Link specific CRC investments with SVCE mission/strategy
  - potential for customer education, impressions, engagement metrics
  - potential carbon reduction impacts
  - one-time installation costs, ongoing annual subscription costs
- Consideration/review of alternatives
- Related/phased future costs as applicable

Future: tracking of actual customer interactions/metrics
Questions?
Staff Report – Item 3

Item 3: Member Agency Results Communication

To: Silicon Valley Clean Energy Executive Committee

From: Don Bray, Director of Account Services and Community Relations

Date: 10/25/2019

This item will be addressed in the form of an oral report to the Executive Committee; attached is an example of a draft 2019 Community Benefits Summary.
2019 Community Benefits Summary

City of Cupertino and Silicon Valley Clean Energy

In 2016, the City of Cupertino and twelve other local communities formed Silicon Valley Clean Energy (SVCE) to provide our region with clean electricity at competitive rates, reduce greenhouse gas emissions and fight climate change. SVCE supplies electricity principally from wind, solar and hydro resources, and is helping communities switch from fossil fuels to clean electricity in buildings and transportation.

Over this past year, Cupertino residents and businesses received clean electricity, significantly reduced carbon emissions and saved money.

Cupertino Results - Clean, Safe, Affordable

- 28,980 households and businesses served with electricity from carbon-free sources
- $1,637,900 in electricity savings for Cupertino customers
- $52,800 in cash payments to customers for generating surplus solar energy
- 29 million pounds of greenhouse gas emissions avoided by providing clean energy

2019 Regional Achievements

- 19.8% community-wide greenhouse gas emissions reduction from 2015 baseline
- 270,000+ residential and commercial customers - a 96% participation rate
- $28.7 million in electricity savings for customers
- 537.9 million pounds of greenhouse gas emissions avoided
- 310 megawatt of renewable energy projects under development
- $8 million approved by SVCE Board for investment in regional Electric Vehicle Plan

2019 figures listed are from Oct. 2018 through Sept. 2019
Silicon Valley Clean Energy in Cupertino

SVCE is working in your community to advance clean energy awareness, education and programs, including:

- Annual sponsor of Earth and Arbor Day Festival
- Monthly meetings with city staff
- Local building code updates
- Rebates for Heat Pump Water Heater installations
- All-Electric Showcase Awards

Looking Forward: The All-Electric ‘FutureFit’ Home

SVCE is working with our local communities to help create a healthier environment and combat climate change. Switching from fossil fuels to clean electricity in our homes and transportation will dramatically reduce emissions - and make our community more efficient, comfortable and safe.

Look for more information on the all-electric ‘FutureFit’ home at [www.svcleanenergy.org/electrify](http://www.svcleanenergy.org/electrify).

For more information contact us at:

- Website: SVCleanEnergy.org
- Email: info@svcleanenergy.org
- Phone: (408) 721-5301
- Office: 333 W. El Camino Real, Suite 290 Sunnyvale, CA 94087
Staff Report – Item 4

Item 4: Virtual Power Plant (VPP) Program Update

To: Silicon Valley Clean Energy Executive Committee

From: Aimee Bailey, Director of Decarbonization and Grid Innovation Programs

Date: 10/25/2019

This item will be addressed in the form of a presentation to the Executive Committee.
Staff Report – Item 5

Item 5: SVCE Information Update Related to 2020 SVCE Board Elections

To: Silicon Valley Clean Energy Executive Committee

From: Andrea Pizano, Board Clerk/Executive Assistant

Date: 10/25/2019

RECOMMENDATION
Staff recommends that the Executive Committee recommend the Board appoint SVCE’s Chair, Vice Chair, and Executive Committee members at the annual meeting in January, with remaining committees assigned at the February Board of Directors meeting per SVCE’s Operating Rules and Regulations, with a selection process similar to 2019.

BACKGROUND
At the October 24, 2018 meeting, the Board approved a timeline to appoint SVCE’s Chair, Vice Chair and Executive Committee members in January, with remaining committees assigned at the February Board of Directors meeting. SVCE’s Operating Rules and Regulations were then amended in November 2018 to reflect the timing of selections.

SVCE has been using a selection process for the positions of Chair, Vice Chair, and committees which includes the Board Clerk requesting letters of interest for the positions of Chair and Vice Chair prior to the board meeting to be included in the agenda packet, and requesting board members complete a committee matrix which indicates interest in either continuing their membership in a committee, dropping their membership in a committee, or joining a committee.

The roles of Chair, Vice Chair, and the Executive Committee are scheduled to be selected at the January 8, 2020 meeting, with remaining committee assignments made at the February 12, 2019 meeting.

ANALYSIS & DISCUSSION
Using a similar process followed in previous years, the Board Clerk will send information to the Board of Directors three weeks prior to the January board meeting with a call for letters of interest for the positions of Chair and Vice Chair; letters of interest received for these positions will be included in the January Board of Directors meeting agenda packet. Directors interested in serving on the Executive Committee will also be asked to notify the Board Clerk during this time and names will be included in the staff report for the January board meeting. Nominations will also be accepted from the floor for Chair, Vice Chair and Executive Committee membership.

Following the January board meeting, the Board Clerk will distribute a matrix to board members to indicate interest in SVCE’s other committees (Finance and Administration Committee, Audit Committee, and any additional committees formed by the Board between now and January). These spreadsheets will be collected a week and a half prior to the February board meeting, and staff will include the names of interested directors for each committee in the February board meeting staff report. Requests to join committees will be accepted from the floor.
STRATEGIC PLAN
Appointing SVCE’s representatives supports our mission and goals of the Strategic Plan.

ALTERNATIVE
Staff is open to suggestions from the committee on the process for Chair/Vice Chair and committee selections.

FISCAL IMPACT
There would be no fiscal impact as a result of making appointments.

ATTACHMENTS
1. 2020 Proposed Timeline
2. Draft Committee Matrix for 2020
SVCE Board Elections Timeline

October 25, 2019: Discussion of process and timeline with Executive Committee

November 13, 2019: Discussion of process and timeline with SVCE Board as part of the Regular Agenda

December 11, 2019: SVCE Board Chair reminds Board of the process and timeline at the December 11 Board meeting. Board Clerk also sends reminder to Board on process for appointments

December 13, 2019: Board Clerk will send a request for letters/indications of interest for the Chair/Vice Chair positions as well as indications of interest from members interested in serving on the Executive Committee for 2020

December 19, 2019: Letters of interest for Chair/Vice Chair and expression of interest for Executive Committee membership responses due to Board Clerk

January 8, 2020: Chair, Vice Chair, and Executive Committee selections made at the Board of Directors meeting

January 10, 2020: Board Clerk will distribute Committee Matrix worksheet to Directors to indicate interest in serving/continuing to serve on remaining committees

January 31, 2020: Committee Matrix worksheets due to Board Clerk

February 12, 2020: SVCE Committee assignments will be made
# 2020 Committee Matrix Worksheet

<table>
<thead>
<tr>
<th>Committee</th>
<th>Description</th>
<th>Meeting Details</th>
<th>Current Roster</th>
<th>Interest in serving for 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Executive Committee</strong></td>
<td>The Executive Committee is a subset of the Board of Directors; they provide input and support to SVCE on operational and policy matters. The Executive Committee is made up of five Directors of the Board.</td>
<td><strong>Time</strong>: 9am-11am</td>
<td>• Margaret Abe-Koga (Chair)</td>
<td>Yes</td>
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<td></td>
<td></td>
<td><strong>Frequency</strong>: Monthly</td>
<td>• Howard Miller (Vice Chair)</td>
<td>Yes</td>
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<td></td>
<td></td>
<td><strong>Location</strong>: SVCE Office</td>
<td>• Liz Gibbons</td>
<td>No</td>
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<td></td>
<td></td>
<td></td>
<td>• Rod Sinks</td>
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<td></td>
<td></td>
<td></td>
<td>• Nancy Smith</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td><strong>Not on committee, but interested for 2020</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Finance &amp; Administration Committee</strong></td>
<td>The Finance &amp; Administration Committee consists of no fewer than three members and no greater than six members, and can be Board members, Alternate Board members, or a Board appointed Agency staff member. The Finance and Administration Committee works with SVCE staff on items related to financial and administrative issues that impact the agency.</td>
<td><strong>Time</strong>: 12pm-2pm</td>
<td>• Howard Miller (Chair)</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Frequency</strong>: Quarterly &amp; as needed</td>
<td>• Rob Rennie (Vice Chair)</td>
<td>Yes</td>
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<td></td>
<td></td>
<td><strong>Location</strong>: SVCE Office</td>
<td>• Javed Ellahie</td>
<td>No</td>
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<td></td>
<td></td>
<td></td>
<td>• Liz Gibbons</td>
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<td></td>
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<td></td>
<td>• Maria Öberg</td>
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<td><strong>Not on committee, but interested for 2020</strong></td>
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<tr>
<td><strong>Audit Committee</strong></td>
<td>The Audit Committee consists of no fewer than three members and no greater than six members, and can be Board members, Alternate Board members, or a Board appointed Agency staff member. The Audit Committee works with SVCE staff on the initiation and receiving of the annual audit.</td>
<td><strong>Time</strong>: TBD</td>
<td>• Courtenay Corrigan</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Frequency</strong>: Twice yearly &amp; as needed</td>
<td>• Jeannie Bruins</td>
<td>Yes</td>
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<td></td>
<td></td>
<td><strong>Location</strong>: SVCE Office</td>
<td>• Nancy Smith</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><strong>Not on committee, but interested for 2020</strong></td>
<td></td>
</tr>
</tbody>
</table>
### Staff Report – Item 6

**Item 6: CEO Update**

**To:** Silicon Valley Clean Energy Executive Committee

**From:** Girish Balachandran, CEO

**Date:** 10/25/2019

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