Call to Order
Chair Miller called the meeting to order at 1:02 p.m.

Roll Call
Present:
Chair Howard Miller, City of Saratoga
Vice Chair Nancy Smith, City of Sunnyvale
Director Liz Gibbons, City of Campbell
Director Rod Sinks, City of Cupertino

Absent:
Director Margaret Abe-Koga, Mountain View

Public Comment on Matters Not Listed on the Agenda
No speakers.

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

The motion carried unanimously with Director Abe-Koga absent.

1a) Approve Minutes of the January 31, 2020, Executive Committee Meeting
1b) Approve Cancellation of July 24, 2020 Executive Committee Meeting

Regular Calendar

2) CEO Update (Discussion)
CEO Girish Balachandran provided an update which included a meeting of the newly formed legislative ad hoc committee would be scheduled, and an announcement on CalCCA’s Lobby Day on March 10, 2020.
Chair Miller opened public comment.
No speakers.
Chair Miller closed public comment.

3) **Board Succession Planning, Communications, and Orientation/Continuous Education Update (Discussion)**

Board Clerk Andrea Pizano presented a PowerPoint presentation and responded to committee member questions.

The committee discussed SVCE communications amongst the board, member agency councils/board, city managers, and member agency working group (MAWG) members.

Chair Miller opened public comment.
Bruce Karney supported the idea of two-year terms for board members and inquired what is expected of alternate directors.

Chair Miller closed public comment.

Board Clerk Pizano introduced Exercise #1 and requested committee members provide feedback on five draft interview questions that would be asked of existing board members to help staff understand various learning techniques to assist future board members (Attachment 1).

At 1:23 p.m. the group reviewed the questions individually for approximately five minutes; staff responded to committee member questions.

Committee members provided feedback on the draft questions. Following feedback on the draft questions, the committee proceeded to Exercise #2.

Board Clerk Pizano introduced Exercise #2 and requested committee members take five minutes to write down what they consider to be fundamental topics related to SVCE and the energy business.

The committee displayed their post-its on the whiteboard (Attachment 2); staff distributed a list of topics compiled by staff directors.

The committee provided feedback on the concepts and suggested including high-level and big picture concepts, for example SVCE’s Strategic Plan, and suggested presenting the concepts in a way that is not overwhelming.

Director Sinks suggested offering an option to test knowledge learned by taking a quiz following the completion of learning modules. Director Smith suggested presenting information graphically and offering a library of job aides and Director Gibbons suggested developing an interactive glossary.

Board Clerk Pizano confirmed the list of topics from staff directors would be distributed electronically to committee members to provide additional feedback.
Chair Miller opened public comment. Bruce Karney suggested MAWG members be the first group to learn the material and provide feedback prior to making the modules available to board members.

Chair Miller closed public comment.

4) **Built Environment Programs Update (Discussion)**

Director of Decarbonization and Grid Innovation Programs Aimee Bailey and Account Services Manager John Supp presented a PowerPoint presentation and responded to committee member questions.

Director Gibbons suggested staff include engineers and members of the Construction Specifications Institute in the expansion of the built environment program, and when offering technical support, consider the use of Leadership in Energy and Environmental Design (LEED) and the California Green Building Standards Code and how they interface.

Committee members suggested breaking down the chart of adopted reach codes to be more specific.

Director Sinks requested to see an overarching page which shows reach code adoption in other cities and counties.

Chair Miller opened public comment. Bruce Karney commended the reach code effort and suggested a utility user tax.

James Tuleya, resident of Sunnyvale and Chair of Carbon Free Silicon Valley, encouraged adding to the lessons learned the importance of advocacy. Tuleya suggested providing a simple version of what would be provided to architects and developers for technical assistance to councilmembers across the region, and noted Peninsula Clean Energy already approved the staff recommendation. Tuleya noted the City of Sunnyvale’s Climate Action Plan mentions utility user taxes as something to look into.

Chair Miller closed public comment.

5) **Customer Resource Center – Appliance Marketplace Contract (Discussion)**

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

Chair Miller left the meeting at 2:48 p.m.; Vice Chair Smith presided over the remainder of the meeting.

Vice Chair Smith opened public comment. James Tuleya, Home Energy Analytics, noted ‘Energy Use and Emissions’ was no longer listed as a key element, and recommended the overarching website include a page that would reference existing programs that are already being paid for by rate payers.

Vice Chair Smith closed public comment.
Chair of Account Services and Community Relations Bray addressed the comment from Tuleya.

**Committee/Staff Remarks**
Director Gibbons thanked staff for addressing a question last week, and announced she would be unable to attend the March Executive Committee meeting.

**Adjournment**
Vice Chair Smith adjourned the meeting at 2:56 p.m.

**Attachments**
1. Executive Committee Exercise Prompts
2. Exercise #2 Post-it Responses from Executive Committee Members

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