

**Executive Committee of the
Peninsula Clean Energy Authority (PCEA)
AGENDA**

**Monday, May 11, 2026
10:00 am**

PLEASE NOTE: This meeting will be held in a hybrid format with both in-person and Zoom participation options for members of the public.

In-Person Meeting Location:
PCEA Lobby, **2075 Woodside Road, Redwood City, CA 94061**
1601 Bayshore Highway, Suite 240, Burlingame, CA 94010

Zoom, Virtual Meeting Link: <https://pencleanenergy.zoom.us/j/83252507093>
Meeting ID: 832-5250-7093 Passcode: 2075 Phone: +1 (669) 444-9171

This meeting of the Peninsula Clean Energy Executive Committee will be held at the Peninsula Clean Energy Lobby: 2075 Woodside Road, Redwood City, CA 94061 and by teleconference pursuant to the Ralph M. Brown Act, CA Gov't Code. Section 54950, et seq. Members of the Committee should reach out to General Counsel, Jennifer Stalzer, with questions or accommodation information (jstalzer@peninsulacleanenergy.com). For information regarding how to participate in the meeting remotely, please refer to the instructions at the end of the agenda. In addition, a video broadcast of the meeting can be viewed at <https://www.peninsulacleanenergy.com/meetings-events> following the meeting.

Public Participation

The PCEA Executive Committee meeting may be accessed through Zoom online at <https://pencleanenergy.zoom.us/j/83252507093>. The meeting ID is: 832 5250 7093 and the passcode is: 2075. The meeting may also be accessed via telephone by dialing +1(669) 444-9171. Enter the webinar ID: 832 5250 7093, then press #. (Find your local number: <https://pencleanenergy.zoom.us/u/kTIH1Ocod>). Peninsula Clean Energy uses best efforts to ensure audio and visual clarity and connectivity. However, it cannot guarantee the connection quality.

Members of the public can also attend this meeting physically at the **Peninsula Clean Energy Lobby** at 2075 Woodside Road, Redwood City, CA 94061.

Written public comments may be emailed to PCEA Board Clerk, Nelly Wogberg (nwogberg@peninsulacleanenergy.com) and such written comments should indicate the specific agenda item on which the member of the public is commenting.

Spoken public comments will be accepted during the meeting in the Board Room(s) or remotely through Zoom at the option of the speaker. Please use the "Raise Your Hand" function in the Zoom platform, or press *6 if you phoned into the meeting, to indicate that you would like to provide comment.

Please note that Peninsula Clean Energy Executive Committee meetings are a limited public forum, and all public comment must relate to something that is within the subject matter jurisdiction of the

Committee. If comments do not relate to the subject matter jurisdiction of the Committee, we will stop the comment and move on to the next speaker. General Counsel will assist in identifying comments that are not related to the subject matter jurisdiction of the Committee.

ADA Requests

Individuals who require special assistance or a disability related modification or accommodation to participate in this meeting, or who have a disability and wish to request an alternative format for the meeting, should contact Nelly Wogberg, Board Clerk, by 10:00 a.m. on the day before the meeting at (nwogberg@peninsulacleanenergy.com). Notification in advance of the meeting will enable PCEA to make reasonable arrangements to ensure accessibility to this meeting, the materials related to it, and your ability to comment.

Closed Captioning is available for all PCEA Board meetings. While watching the video broadcast in Zoom, please enable captioning.

CALL TO ORDER / ROLL CALL

PUBLIC COMMENT

This item is reserved for persons wishing to address the Committee on any PCEA-related matters that are not otherwise on this meeting agenda. Public comments on matters listed on the agenda shall be heard at the time the matter is called. Members of the public who wish to address the Committee are customarily limited to two minutes per speaker. The Committee Chair may increase or decrease the time allotted to each speaker.

ACTION TO SET AGENDA AND TO APPROVE CONSENT AGENDA ITEMS

1. [Approval of Minutes from the April 13, 2026 Executive Committee Meeting](#)

REGULAR AGENDA

2. Chair Report (Discussion)
3. CEO Report (Discussion)
4. [Receive New Office Update and Recommend Approval to the Board of Directors for the Chief Executive Officer to Negotiate and Enter into Agreements with a Furniture Dealer and Audiovisual Contractor, Each in an Amount Not-to-Exceed \\$400,000 \(Action\)](#)
5. Committee Members' Reports (Discussion)

ADJOURNMENT

Public records that relate to any item on the open session agenda are available for public inspection. The records are available at the Peninsula Clean Energy offices or on PCEA Website at: <https://www.peninsulacleanenergy.com>.

Instructions for Joining a Zoom Meeting via Computer or Phone

Best Practices:

- Please mute your microphone when you are not speaking to minimize audio feedback
- If possible, utilize headphones or ear buds to minimize audio feedback
- If participating via videoconference, audio quality is often better if you use the dial-in option (option 2 below) rather than your computer audio

Options for Joining

- Videoconference with Computer Audio - see Option 1 below
- Videoconference with Phone Call Audio - see Option 2 below
- Calling in via Telephone/Landline - see Option 3 below

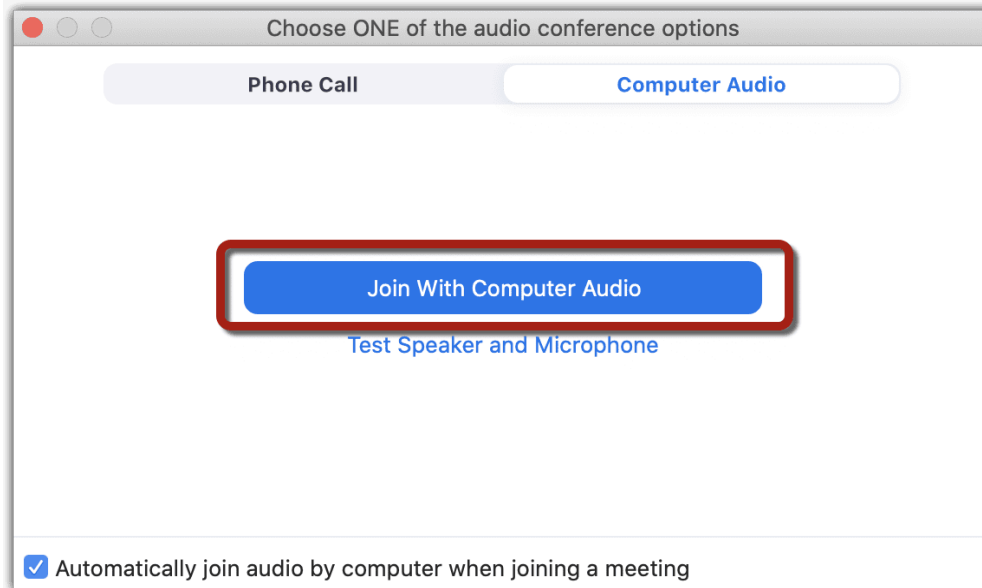
Videoconference Options:

Prior to the meeting, we recommend that you install the Zoom Meetings application on your computer by clicking here <https://zoom.us/download>.

If you want full capabilities for videoconferencing (audio, video, screensharing) you must download the Zoom application.

Option 1 Videoconference with Computer Audio:

- From your computer, click on the following link that is also included in the meeting calendar invitation: <https://pencleanenergy.zoom.us/j/83252507093>
- The Zoom application will open on its own or you will be instructed to open Zoom.
- After the application opens, the pop-up screen below will appear asking you to choose ONE of the audio conference options. Click on the Computer Audio option at the top of the pop-up screen.

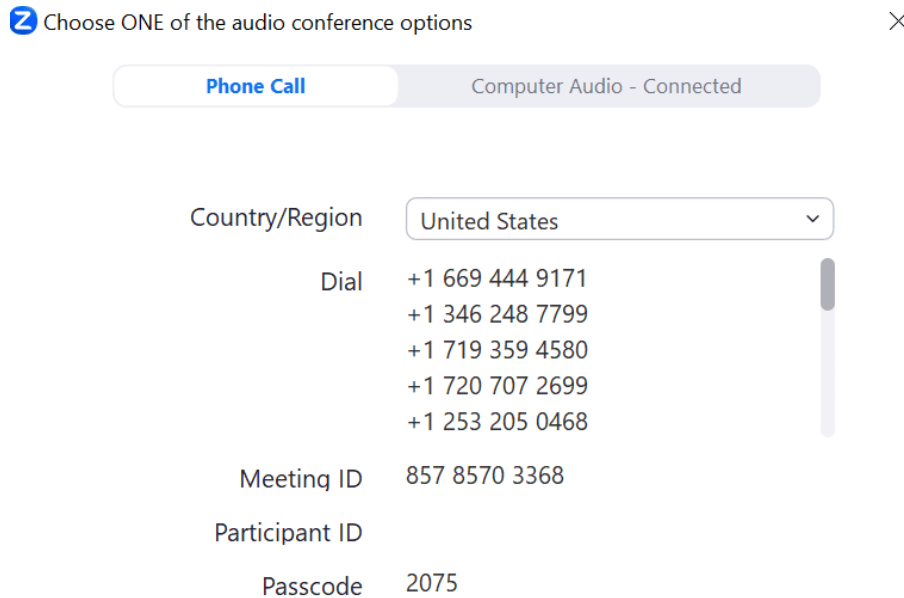


- Click the blue, "Join with Computer Audio" button.
- In order to enable video, click on "Start Video" in the bottom left-hand corner of the screen. This menu bar is also where you can mute/unmute your audio.

Option 2 Videoconference with Phone Call Audio

- From your computer, click on the following link that is also included in the meeting calendar invitation: <https://pencleanenergy.zoom.us/j/83252507093>
- The Zoom Application will open on its own or you will be instructed to Open Zoom.

- After the application opens, the pop-up screen below will appear asking you to choose ONE of the audio conference options. Click on the Phone Call option at the top of the pop-up screen.



Choose ONE of the audio conference options

Phone Call Computer Audio - Connected

Country/Region United States

Dial +1 669 444 9171
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Meeting ID 857 8570 3368

Participant ID

Passcode 2075

- Please dial +1 (669) 444-9171.
- You will be instructed to enter the meeting ID: **832-5250-7093 followed by #.**
- You will be instructed to enter in your participant ID. Your participant ID is unique to you and is what connects your phone number to your Zoom account.
- After a few seconds, your phone audio should be connected to the Zoom application on your computer.
- In order to enable video, click on "Start Video" in the bottom left-hand corner of the screen. This menu bar is also where you can mute/unmute your audio.

Audio Only Options:

Please note that if you call in/use the audio only option, you will not be able to see the speakers or any presentation materials in real time.

Option 3: Calling in via Telephone/Landline:

- Please dial +1 (669) 444-9171.
- You will be instructed to enter the meeting ID: **832-5250-7093 followed by #.**
- You will be instructed to enter your **Participant ID** followed by #. If you do not have a participant ID or do not know it, you can press # to stay on the line.
- You will be instructed to enter the meeting passcode **2075 followed by #.**



PENINSULA CLEAN ENERGY AUTHORITY
JPA Board Correspondence

DATE: May 5, 2026
MEETING DATE: May 11, 2026
VOTE REQUIRED: Majority Vote

TO: Honorable Peninsula Clean Energy Authority Executive Committee
FROM: Nelly Wogberg, Board Clerk
SUBJECT: Approval of Minutes from the April 13, 2026 Executive Committee Meeting

RECOMMENDATION

Approval of Minutes from the April 13, 2026 Executive Committee Meeting

ATTACHMENTS:

[04-13-2026 EC Draft Minutes.pdf](#)



Regular Meeting of the Executive Committee of the Peninsula Clean Energy Authority (PCEA) Minutes

Monday, April 13, 2026
10:00 a.m.
Zoom Video Conference and Teleconference

[CALL TO ORDER](#) [YouTube](#)

Meeting was called to order at 10:02 a.m. in virtual teleconference, in the Peninsula Clean Energy Authority lobby, and at 1601 Bayshore Highway, Suite 240, Burlingame, CA 94010.

[ROLL CALL](#) [YouTube](#)

Participating:

Rick DeGolia, Atherton,
Tom McCune, Belmont
Coleen Mackin, Brisbane
Leslie Ragsdale, Hillsborough, *Vice Chair*
Betsy Nash, Menlo Park
Anders Fung, Millbrae, *participating from Burlingame*
Marty Medina, San Bruno, *Chair*

Absent:

Donna Colson, Burlingame
John Dugan, San Carlos

A quorum was established.

PUBLIC COMMENT

None

[ACTION TO SET AGENDA AND TO APPROVE CONSENT AGENDA ITEMS](#) [YouTube](#)

Public Comment: None

MOTION: Director DeGolia moved, seconded by Director Mackin to set the Agenda and approve Agenda Item Number 1.

1. Approval of the Minutes for the March 9, 2026 Executive Committee Meeting.

MOTION PASSED: 7-0 (Absent: Burlingame, San Carlos)

JURISDICTION	BOARD MEMBER	YES	NO	ABSTAIN	ABSENT
Atherton	Director DeGolia	X			
Belmont	Director McCune	X			

Brisbane	Director Mackin	X			
Burlingame	Director Colson				X
Hillsborough	Director Ragsdale	X			
Menlo Park	Director Nash	X			
Millbrae	Director Fung	X			
San Bruno	Director Medina	X			
San Carlos	Director Dugan				X
	Totals	7			2

REGULAR AGENDA

2. [Chair Report](#) [YouTube](#)

Chair Medina reported that the Executive Committee and Audit and Finance appointments have been made.

3. [CEO Report](#) [YouTube](#)

Shawn Marshall, Chief Executive Officer, provided a brief oral report on the Best Places to Work status and future plan.

Public Comment: None

4. [Provide Direction on WestLight Energy Visual Identity and Brand Expression \(Discussion\)](#) [YouTube](#)

Gwen Rose, Director of Marketing and Community Relations, introduced Robyn Baker from Owen Jones & Partners, who made the presentation of directions for WestLight Energy's brand direction and gathered feedback from the Committee.

Public Comment: None

5. [Recommend that the Board of Directors Approve an Agreement with the Association for Energy Affordability for the Equitable Building Decarbonization Program for a Total Not-to-Exceed Amount of \\$2,412,000 Inclusive of \\$1,440,000 to Serve Single-Family Homes and \\$972,000 to Serve Multi-Family Homes \(Action\)](#) [YouTube](#)

Jana Kopychiok-Lande, Director of Innovation Strategy, gave a presentation on the Equitable Building Decarbonization Program.

Public Comment: None

MOTION: Director Nash moved, seconded by Director McCune to Recommend that the Board of Directors delegate authority to the Chief Executive Officer (CEO) to execute an agreement with the Association for Energy Affordability (AEA) for the Equitable Building Decarbonization (EBD) Program with a term through November 2029 and a total not to exceed amount of \$2,412,000 inclusive of \$1,440,000 to serve single-family homes and \$972,000 to serve multi-family homes.

MOTION PASSED: 7-0 (Absent: Burlingame, San Carlos)

JURISDICTION	BOARD MEMBER	YES	NO	ABSTAIN	ABSENT
Atherton	Director DeGolia	X			
Belmont	Director McCune	X			
Brisbane	Director Mackin	X			
Burlingame	Director Colson				X
Hillsborough	Director Ragsdale	X			
Menlo Park	Director Nash	X			
Millbrae	Director Fung	X			
San Bruno	Director Medina	X			
San Carlos	Director Dugan				X
	Totals	7			2

6. [Update on Peninsula Clean Energy's Enterprise Risk Management Program, Key Risks and Mitigations \(Discussion\)](#) **YouTube**

Nick Bijur, Chief Financial Officer, and Kelly Lew-Quintal, Risk Manager, gave a presentation on the Enterprise Risk Management Program.

Public Comment: None

7. Committee Members' Reports

Public Comment: None

CLOSED SESSION

8. PUBLIC EMPLOYEE PERFORMANCE EVALUATION PURSUANT TO GOV'T CODE SEC. § 54957(b)(4)

Title: Chief Executive Officer

9. Reconvene Open Session (If Necessary) To Report Any Action(s) Taken During Closed Session

Public Comment: None

No reportable action.

ADJOURNMENT

Meeting was adjourned at 12:18 p.m.



PENINSULA CLEAN ENERGY AUTHORITY
JPA Board Correspondence

DATE: May 4, 2026

MEETING DATE: May 11, 2026

VOTE REQUIRED: Majority Vote

TO: Honorable Peninsula Clean Energy Authority Executive Committee

FROM: Nick Bijur, Chief Financial Officer, Nelly Wogberg, Office Manager

SUBJECT: Receive New Office Update and Recommend Approval to the Board of Directors for the Chief Executive Officer to Negotiate and Enter into Agreements with a Furniture Dealer and Audiovisual Contractor, Each in an Amount Not-to-Exceed \$400,000 (Action)

RECOMMENDATION

Recommend approval for the Chief Executive Officer to negotiate and enter into agreements with a furniture dealer and audiovisual contractor, each in an amount not to exceed \$400,000.

BACKGROUND

The lease for Peninsula Clean Energy's (PCE) current Redwood City office expires on September 30, 2026 and PCE has outgrown the space. In January 2025, PCE engaged JLL Commercial Real Estate to identify a new office location to meet the Agency's long-term needs. Following a comprehensive search process, PCE selected the 14th floor at 400 South El Camino Real in San Mateo for a term of seven years at a per square foot price that is nearly identical (actually \$0.03 lower) than the per square foot cost of our current space on Woodside Rd. In October 2025, the Board of Directors (Board) delegated authority to the Chief Executive Officer to finalize lease negotiations and execute the agreement, which was signed on December 23, 2025.

The lease at 400 South El Camino Real commences on the later of October 1, 2026, or completion of tenant improvements. The current tenant is scheduled to vacate the office by July 15, leaving a limited construction window to complete tenant improvements. The lease also includes provisions for penalty payments if the move-in date extends beyond November 1. Given the potential for schedule constraints, PCE negotiated a one-month lease extension at its current office and may seek an additional extension if needed.

After receiving proposals from three firms, PCE selected and engaged RMW Architecture & Interiors to lead space planning, finishes, and furniture selection. Staff worked closely with RMW to iterate on layout options, incorporating operational needs, staff feedback, and financial constraints. The final design reflects space efficiency, functionality for hybrid work, and alignment with PCE's cost-control objectives. Key elements include right-sized

workstations, a functional boardroom, improved meeting and collaboration spaces, and ADA-compliant upgrades, including an all-gender restroom. The floor plan and design package have now been completed and approved for construction documentation.

DISCUSSION

The lease at 400 South El Camino, approved by the Board in December 2025, includes a tenant improvement (TI) allowance of up to \$897,770 (\$85 per square foot), with PCE responsible for any costs above that amount. The current estimated total cost of tenant improvements is approximately \$1.4 million, or \$133 per square foot, resulting in an anticipated PCE contribution of approximately \$500,000, which is offset by six months of free rent negotiated as part of the lease agreement. The initial cost estimate for tenant improvements was approaching \$1.8 million, which was reduced through reuse of some existing office features and value engineering. PCE's share of TI costs will be included in the FY2026–27 budget for Board consideration at the June 25, 2026 meeting.

With the floor plans finalized, the project is entering the construction documentation phase. The landlord requested that PCE utilize its preferred contractor, DA Pope, for delivery of tenant improvements. To validate pricing, staff obtained a comparative bid from an alternate contractor; proposals were generally comparable, with DA Pope slightly less expensive. Thus, DA Pope is currently developing mechanical, electrical, and plumbing (MEP) drawings, which are expected to be completed by the end of the week. Upon completion, the project will transition to permitting and material procurement.

Staff is managing scope and costs carefully, guided by the following principles:

- Reuse existing infrastructure and finishes where feasible
- Ensure compliance with ADA standards, including incorporation of an all-gender restroom
- Select standard, mid-range finishes and design elements
- Prioritize essential upgrades such as ADA compliance, electrical systems, restrooms, and boardroom functionality, while phasing discretionary elements as needed to manage costs

In parallel to this work, staff is working on plans for audiovisual (AV) systems and furniture, fixtures, and equipment (FF&E). For AV, staff is designing a system that delivers clear audio quality, ease of use, and reliability for hybrid meetings, while avoiding unnecessary complexity or overly high-end features. The system will also incorporate security and networking components to ensure reliable Wi-Fi access and connectivity throughout the space. The approach prioritizes mid-range solutions and includes reuse of existing equipment from the current office where feasible. Staff has solicited proposals from three vendors and expects to receive quotes by the time of the Executive Committee meeting, with preliminary cost estimates ranging from a low of \$200,000 to a high of \$400,000.

For FF&E, staff is evaluating furniture solutions that better align with the new space and our operational needs. While existing furniture will be reused where feasible, certain elements such as desks and workstations will be replaced, as current configurations are larger than appropriate for the new layout. Staff is also evaluating second-hand furniture options where they meet functional and aesthetic standards, and are developing a plan to responsibly reuse, donate, or recycle surplus furniture to minimize landfill impacts. Proposals have been

requested from three furniture dealers with experience supporting Community Choice Aggregation (CCA) agencies in the Bay Area, with expected cost ranges between \$250,000 to \$400,000.

Depending on final contract values, if costs exceed the Chief Executive Officer's \$250,000 signing authority, the AV and FF&E contracts will be brought to the Board for approval.

FISCAL IMPACT

Initial rent at 400 S. El Camino Real is \$824,000 per year with a standard 3% annual escalation. The initial rent per square foot of \$6.50 represents a slight decrease from our current rent, although the square footage has increased 38%. The 87-month lease includes six months of rent abatement, which will be reflected in the proposed budget. The landlord has provided a tenant improvement allowance of \$85 per square foot (approximately \$900,000). PCE will fund additional construction costs, currently estimated at approximately \$500,000. In addition, PCE will purchase office furniture and AV equipment (estimated to cost between \$450,000–\$800,000 combined), and pay for the installation of 10 dedicated Level 2 EV chargers (approximately \$100,000). All associated costs will be included in the Fiscal Year 2026-27 budget.