

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

Monday, September 8, 2025

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; Board members shall appear in person.

In-Person Meeting Location:

**PCEA Lobby, 2075 Woodside Road, Redwood City, CA 94061
611 Gateway Blvd, Suite 1000, South San Francisco, CA 94080**

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 California Assembly Bill 2449 and the Ralph M. Brown Act, CA Gov't Code. Section 54950, et seq. **Members of the Committee are expected to attend the meeting in person** and should reach out to our General Counsel for Peninsula Clean Energy, Jennifer Stalzer, with questions or accommodation information (jstalzer@smcgov.org). 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 / APPROVE TELECONFERENCE PARTICIPATION UNDER AB 2449

This item is reserved to approve teleconference participation request for this meeting by Director pursuant to Brown Act revisions of AB 2449 due to an emergency circumstance to be briefly described.

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 July 14, 2025 Executive Committee Meeting](#)

REGULAR AGENDA

2. Chair Report (Discussion)
3. CEO Report (Discussion)
4. [Recommend to the Board of Directors Approval of Proposed Changes to the ECO100 Rate \(Action\)](#)
5. [Recommend to the Board of Directors Approval of the Amendments to the Zero-Carbon Intensity Low Carbon Fuel Standard Tariff \(Action\)](#)
6. [Recommend to the Board of Directors Approval of Amendments to the Records Retention Policy 20\(d\) \(Action\)](#)
7. [Discussion of the 2026-2030 Strategic Plan 5-Year Goals \(Discussion\)](#)
8. 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

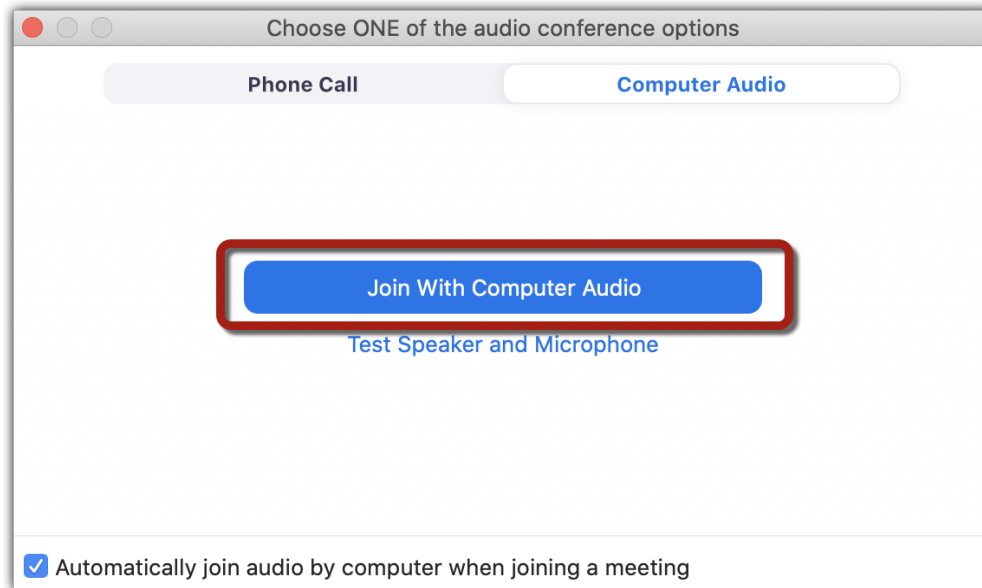
Videoconference Options:

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

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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: September 2, 2025
MEETING DATE: September 8, 2025
VOTE REQUIRED: Majority Vote

TO: Honorable Peninsula Clean Energy Authority Executive Committee
FROM: Nelly Wogberg, Board Clerk
SUBJECT: Approval of Minutes from the July 14, 2025 Executive Committee Meeting

RECOMMENDATION

Approval of Minutes from the July 14, 2025 Executive Committee Meeting

ATTACHMENTS:

[07-14-25 EC Draft Minutes.pdf](#)



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

Monday, July 14, 2025

10:00 a.m.

Zoom Video Conference and Teleconference

CALL TO ORDER

Meeting was called to order at 10:01 a.m. in virtual teleconference and in the Peninsula Clean Energy Authority lobby, and 611 Gateway Blvd, Suite 1000, South San Francisco, CA 94080.

ROLL CALL

Participating:

Lisa Gauthier, San Mateo County
Rick DeGolia, Atherton,
Coleen Mackin, Brisbane
Donna Colson, Burlingame, *Chair*
Leslie Ragsdale, Hillsborough
Betsy Nash, Menlo Park, arrived at 10:15 a.m.
Anders Fung, Millbrae, arrived at 10:10 a.m.
Marty Medina, San Bruno, *Vice Chair*
Adam Loraine, San Mateo, participating remotely

Absent:

A quorum was established.

PUBLIC COMMENT: None

ACTION TO SET AGENDA AND TO APPROVE CONSENT AGENDA ITEMS



Public Comment: None

MOTION: Director Gauthier moved, seconded by Vice Chair Medina to set the Agenda and approve Agenda Item Number 1.

1. Approval of the Minutes for the June 9, 2025 Executive Committee Meeting.

MOTION PASSED: 7-0 (Absent: Menlo Park, Millbrae)

JURISDICTION	BOARD MEMBER	YES	NO	ABSTAIN	ABSENT
San Mateo County	Director Gauthier	X			
Atherton	Director DeGolia	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 Mateo	Director Loraine	X			
Totals		7			2

REGULAR AGENDA

2. [Chair Report](#)

Chair Colson reported that the Committee to Review Committee Efficacy will begin meeting shortly.

3. CEO Report

None

4. [Discussion of HB-1 Reconciliation Bill and Trump Administration Executive Order 14315: Impacts on PCE Procurement and Programs \(Discussion\)](#)

Marc Hershman, Director of Government Affairs introduced the item and staff from Thorn Run Partners: Jim Davenport, Partner, and Kyler Phillips, Public Policy Manager. Roy Xu, Senior Director of Power Resources and Rafael Reyes, Senior Director of Energy Programs continued the presentation.

Public Comment: None

5. [PCE Brand Refresh and Naming Process Update \(Discussion\)](#)

Kerstin Grune, Director of Marketing and Community Relations introduced the item and Kennedy Placek from Lexicon Branding.

Public Comment: None

6. [Residential Finance and Solar Program \(Discussion\)](#)

Rafael Reyes, Senior Director of Energy Programs, provided a presentation on the Residential Finance and Solar Program.

Public Comment: None

7. [Committee Members' Reports](#)

Chair Colson shared a book recommendation.

ADJOURNMENT

Meeting was adjourned at 12:05 p.m.



PENINSULA CLEAN ENERGY AUTHORITY
JPA Board Correspondence

DATE: August 22, 2025

MEETING DATE: September 8, 2025

VOTE REQUIRED: Majority Vote

TO: Honorable Peninsula Clean Energy Authority Executive Committee

FROM: Justin Kudo, Associate Director, Rates and Strategic Analysis

SUBJECT: Recommend to the Board of Directors Approval of Proposed Changes to the ECO100 Rate (Action)

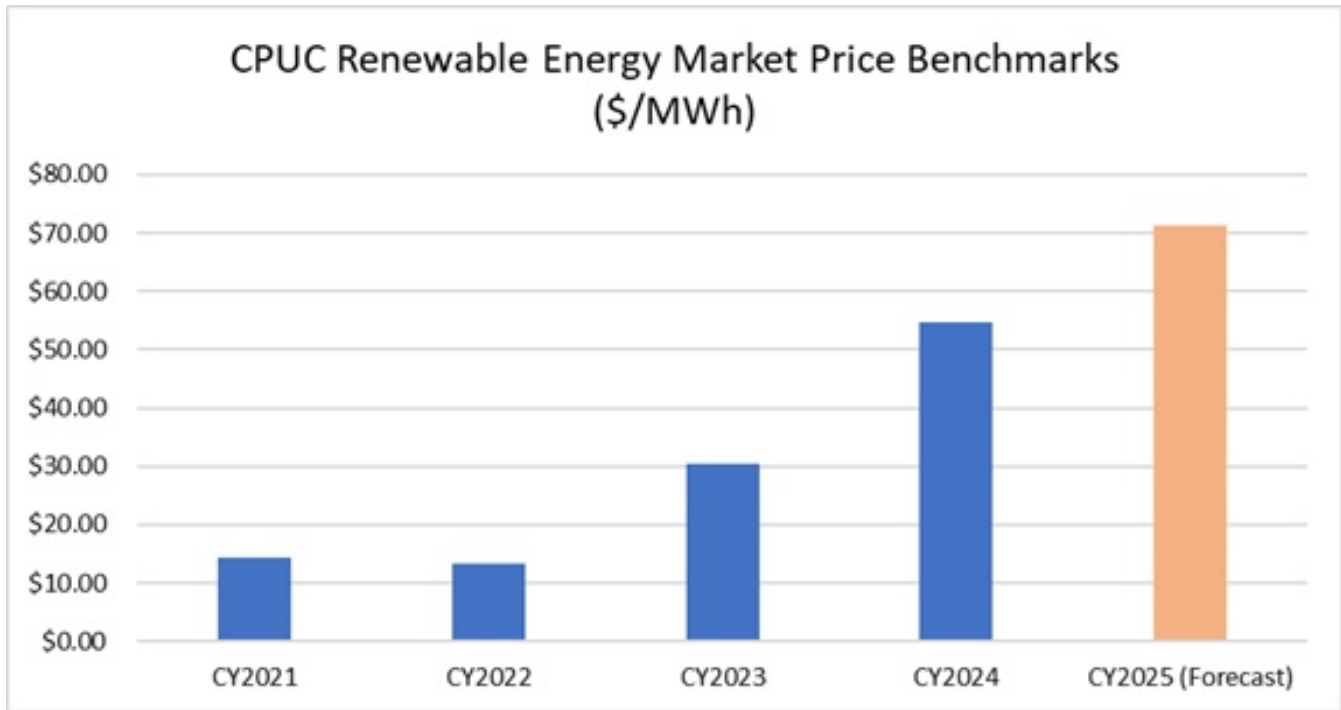
RECOMMENDATION

Recommend to the Board of Directors (Board) approval of the proposed change to ECO100 rates, reducing the premium from 1.5 cents per kilowatt-hour (kWh) to 1 cent per kWh.

BACKGROUND

On June 27, 2024, the Board voted to increase the additional rate associated with ECO100 service from 1 cent per kWh to 1.5 cents per kWh, effective January 1, 2025. ECO100 matches customer energy usage with 100% renewable resources, rather than PCE's baseline portfolio of 60% renewable and 40% carbon-free energy. This change was made based on a review of ECO100's operating costs, which includes staff hours, Green-e certification, and replacing carbon-free resources with renewable resources.

Key to this evaluation and recommendation was a significant increase in renewable energy premiums during 2024 and 2025. While exact contract prices and terms are not public information, the California Public Utilities Commission (CPUC) provides an aggregated Market Price Benchmark for renewable energy premiums, which was last updated in October 2024 and demonstrated the anticipated cost increase of renewable energy (see graph below).



The increased price of renewable resources significantly raised the forecast operational costs of ECO100, and a rate of 1.5 cents per kWh was recommended in June 2024 to ensure cost recovery from participating ECO100 customers. Several other CCAs made similar increases to their 100% renewable energy products last year as well.

DISCUSSION

Staff have continued to monitor the program costs and revenues associated with ECO100 to ensure proper cost recovery of the program from participating customers. Over the course of 2025, renewable premiums have dropped towards previous pre-2024 levels and are not expected to increase significantly through 2029. The forthcoming October 2025 CPUC Renewable Market Price Benchmark will likely show a large decrease in actual prices for 2025 and the 2026 forecast.

In consideration of the current trajectory of energy prices, Staff proposes returning to the original \$0.01 per kWh rate. Staff will continue to monitor costs and revenues associated with ECO100 to ensure adequate cost recovery of the program. Staff believes this updated rate should be sufficient until at least 2027, and likely longer.

As part of Green-e certification, PCE is obligated to provide advance notice to program participants of any changes to ECO100 rates. Staff's proposal would change rates effective January 1, 2026, which provides enough time for this notification process, and would simplify messaging of annual program specifications. Customers enrolled in ECO100 would receive emailed and/or mailed notices summarizing the downward pricing change.

FISCAL IMPACT

Decreasing ECO100 premiums by \$0.005 per kWh would decrease revenue by approximately \$1 million annually based on current ECO100 participation, and will result in a \$500,000 variance to the FY 2026 budget assuming a January 1, 2026 effective date.



PENINSULA CLEAN ENERGY AUTHORITY
JPA Board Correspondence

DATE: September 25, 2025
MEETING DATE: September 8, 2025
VOTE REQUIRED: Majority Vote

TO: Honorable Peninsula Clean Energy Authority Executive Committee

FROM: Justin Kudo, Associate Director of Rates and Strategic Analysis

SUBJECT: Recommend to the Board of Directors Approval of the Amendments to the Zero-Carbon Intensity Low Carbon Fuel Standard Tariff (Action)

RECOMMENDATION

Recommend approval to the Board of Directors the revised Zero-Carbon Intensity Low Carbon Fuel Standard Tariff (Tariff), as set forth in Exhibit A.

BACKGROUND

The Zero-Carbon Intensity Low Carbon Fuel Standard (ZCILCFS) Tariff provides local transit agencies with dedicated resources from 100% renewable energy, necessary to meet eligibility requirements for the Low Carbon Fuel Standards (LCFS) program operated by the California Air Resources Board (CARB). The program uses a cap-and-trade type system, where fuels with lower carbon emissions can earn additional revenues.

The ZCILCFS Tariff was adopted by PCE's Board on April 25, 2024, to provide eligible public transit agencies, such as Caltrain, with a zero-carbon intensity fuel pathway. Enrolled customers receive 100% renewable energy at ECOplus rates, as opposed to the higher-priced ECO100 rates.

This Tariff advances PCE's goal of reducing greenhouse gas emissions in San Mateo County by supporting the electrification of public transit on the Peninsula. In October 2024, Caltrain became the first public transit agency to enroll in this Tariff.

DISCUSSION

In September 2024, Caltrain transitioned its passenger rail system from a diesel fleet to an all-electric fleet, the first such transition in the Western United States. The new electric trains receive power through an overhead contact system, which connects to the electric grid at the San Jose Diridon station and the South San Francisco station. PCE serves the traction power station in South San Francisco, and San Jose Clean Energy serves the traction power station in San Jose.

Caltrain's new electric fleet generates electricity through regenerative braking. Like electric

vehicles, regenerative braking takes the kinetic energy which would typically be lost to friction and heat during braking and instead uses it to generate electricity. However, the mass of passenger trains generates significantly more kinetic energy than can be easily stored or used concurrently. While Caltrain overall continues to be a large consumer of electricity, their trains intermittently send excess regenerative braking energy to the grid (exports).

Energy exports are typically handled through the Net Billing Tariff (NBT), under which exports would be valued at an “Energy Export Credit” rate associated with the wholesale value of energy during each hourly interval of each month. However, regenerative braking is not defined as an eligible renewable resource in the California Public Utilities Code, which disqualifies it from NBT. This means that such exports are currently uncompensated by PG&E, San Jose Clean Energy or PCE.

In February 2025, Staff conducted extensive analysis of this policy issue and determined that it is appropriate to compensate transit agencies for exports from regenerative braking systems, as such exports reduce PCE’s procurement costs. Concurrently, AB 1372 (Papan), would reclassify regenerative braking as a renewable energy resource and therefore it would become eligible for NBT and associated export compensation. AB 1372 recently became a two-year bill, but staff’s recommended tariff amendments will address this issue in advance of any further action on AB 1372, providing fair compensation regardless of if or when the bill moves forward. It should be noted that, if this tariff amendment is approved by the Board, it is anticipated that PCE and SJCE will be removed from reference in the bill.

Another important issue is that PG&E’s billing system does not currently allow the NBT export compensation structure for commercial customers, which precludes the recommendations above. This is planned to be fixed by PG&E in April 2026.

SUMMARY OF PCE TARIFF CHANGES

The proposed amendments to the ZCILCFS Tariff create several Special Conditions, proposed to become effective October 2025 and designed to provide both interim and permanent solutions for providing export compensation for regenerative braking:

1. An **interim solution** would credit exports at a flat rate of \$0.06/kWh, which Staff has calculated as the average value of electricity produced by regenerative braking using current forward prices and available export data. This would remain in effect until PG&E’s billing systems allow for crediting exports on an hourly basis.
2. A **permanent solution** (unless modified) would go into effect once supported by PG&E’s billing systems, which would credit exports based on the average forward value of electricity used by the NBT program for other self-generating customers, such as those with solar.
3. Both the interim and permanent solution would be **superseded** if regenerative braking exports are reclassified as eligible for NBT by PG&E, at which point PCE would bill the customer according to NBT. This limits the need for further amendments to the Tariff if regenerative braking is made eligible for NBT by the Legislature.

Other minor grammatical changes were made to the existing Tariff provisions to make the language clearer, but these do not have a material impact.

FISCAL IMPACT

The exports received by PCE would be purchased at a wholesale market rate for electricity and would offset purchases otherwise made through the California Independent System Operator (CAISO). As these prices should be approximately equivalent, Staff considers any fiscal impact de minimis.

ATTACHMENTS:

[Green Transit Tariff Effective October 2025 \(Clean\).docx](#)

[Caltrain Support Letter 7-25-25.pdf](#)

Peninsula Clean Energy Authority

Zero-CI Low Carbon Fuel Standard Green Tariff

The Zero-CI Low Carbon Fuel Standard Tariff (Tariff) provides eligible public transit agencies with dedicated 100 percent solar and/or wind energy resources that meet California's Renewable Portfolio Standard ("RPS") for Portfolio Content Category 1 (PCC1), to support eligibility in the Low-Carbon Fuel Standard (LCFS) program administered by the California Air Resources Board (CARB).

Additionally, this tariff allows for surplus electricity generated through regenerative braking and delivered to PCE (exported) to be compensated at prevailing export rates.

APPLICABILITY

Eligibility: This Tariff is available to public transit agencies enrolled in Peninsula Clean Energy service. Only meters serving exclusively transportation electric load are eligible. The customer must also be certified as a Fuel Reporting Entity in the LCFS program, making the customer eligible to earn LCFS credits.

Enrollment and Cap: This Tariff is available to customers on a first-come, first-served basis, and has a maximum enrollment capacity of 100,000 MWh annually. Customers must request to be enrolled.

RATES

Usage: Customers will be charged for their electric usage (imports) at their otherwise applicable rate schedule.

SPECIAL CONDITIONS

- 1. Regenerative Braking:** Effective October 1st, 2025, customers with surplus electricity created through regenerative braking may receive export compensation. Surplus generation must be metered by PG&E and exported to PCE through an appropriate PG&E export-eligible interconnection agreement. Upon verification of exports and settlement with CAISO, customers are eligible for export compensation. Electricity exports will be credited using standard Net Billing Tariff Floating Vintage Generation export rates. These credits may only be netted out against customer usage charges within the same billing period and are ineligible for cash payment.
- 2. Interim Export Compensation:** Notwithstanding Special Condition #1, until PG&E billing systems are upgraded to support interval export billing for commercial customers, exports will be compensated at a rate of \$0.06/kWh.
- 3. Net Billing Tariff / Solar Billing Plan:** If the customer is enrolled in PG&E's Net Billing Tariff program, export compensation will instead be managed according to PCE's Solar Billing Plan Tariff.



BOARD OF DIRECTORS 2025

STEVE HEMINGER, CHAIR
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MICHELLE BOUCHARD
EXECUTIVE DIRECTOR

July 25, 2025

Shawn Marshall
Chief Executive Officer
Peninsula Clean Energy
2075 Woodside Rd
Redwood City, CA 94061

Lori Mitchell
Director
San Jose Clean Energy
200 E. Santa Clara St.
San José, CA 95113

Re: Support for Caltrain Rate Amendment

Dear Ms. Marshall and Ms. Mitchell,

On behalf of the Peninsula Corridor Joint Powers Board (Caltrain), I am writing to express our gratitude to our Community Choice Aggregator (CCA) partners, Peninsula Clean Energy (PCE) and San Jose Clean Energy (SJCE), for your incredible support of public transit and to voice our support for the rate amendments before your respective Board and City Council regarding Caltrain's regenerative braking energy. Caltrain could not be where it is today, up 75% in ridership over last year, without your help in supplying 100% renewable energy to power the electrification of Caltrain. Our collaboration not only helps improve air quality, but also demonstrates the power of community-facing organizations working together to benefit the public.

We deeply appreciate the work of your staff to develop an option to compensate Caltrain for the energy our trains regenerate and send back to the grid. Caltrain is supportive of the proposed flat interim credit of \$0.06/kWh effective no later than November 1, 2025 followed by transitioning those credits to standard Net Billing Tariff Floating Vintage Generation rates when Solar Billing Plan becomes available to non-residential customers. This compensation framework reflects a thoughtful, phased approach that values Caltrain's energy exports while minimizing unnecessary administrative burden to the CCAs .

With the approval of this rate amendment by the PCE Board and and San José City Council,

PENINSULA CORRIDOR JOINT POWERS BOARD
1250 San Carlos Avenue
San Carlos, CA 94070 (650) 508-6200

July 25, 2025

Caltrain commits that we will not sponsor any legislation that would adversely impact CCA autonomy in its rate setting authority. We feel that this local solution achieves the goals of supporting regional transit, renewable energy innovation, and an environmentally sound future. We would also like to thank Assemblymember Papan for her leadership on this issue and her tremendous support for public transit and renewable energy generation.

We are very grateful for your willingness to work with us on solutions that can compensate clean, efficient systems like Caltrain for the power we return—furthering sustainability in public infrastructure.

Thank you for your continued partnership, and for helping make a cleaner, smarter future for Bay Area mobility possible. We look forward to working together to deepen this collaboration as Caltrain's electrified service continues.

Please contact Devon Ryan, Government and Community Affairs Officer (650-730-6172, ryand@caltrain.com), with any questions.

Sincerely,

A handwritten signature in black ink, appearing to read 'MBouchard', with a stylized, flowing script.

Michelle Bouchard
Executive Director

cc: Peninsula Corridor Joint Powers Board of Directors
San José City Council
Peninsula Clean Energy Board of Directors



PENINSULA CLEAN ENERGY AUTHORITY
JPA Board Correspondence

DATE: August 27, 2025
MEETING DATE: September 8, 2025
VOTE REQUIRED: None

TO: Honorable Peninsula Clean Energy Authority Executive Committee

FROM: Jennifer Stalzer, General Counsel

SUBJECT: Recommend to the Board of Directors Approval of Amendments to the Records Retention Policy 20(d) (Action)

RECOMMENDATION

Recommendation to Approve Amendments to the Records Retention Policy 20(d) (Action)

BACKGROUND

In 2018, PCE's Records Retention Policy (Policy Number 20 d.) was adopted by the Board. The Records Retention Policy is now being updated to reflect the organization's growth in the context of California Public Records Act (CPRA) compliance.

DISCUSSION

The Records Retention Policy, Policy 20(d), is being revised to reflect the robust nature of PCE's work, as well as the addition of several new departments, programs, and initiatives since 2018. The Policy continues to adhere to the CPRA and recognize PCE's position as a public entity. The edited and expanded Retention Policy (second attachment) describes and categorizes records as they are currently utilized and maintained by PCE. The revisions were authored in conjunction with PCE leadership, including a number of PCE's directors with specific records expertise who provided input on the revised policy.

The revised policy is before the Executive Committee for discussion and action. After review of the policy and pending any further edits, the updated Retention Policy will be placed on the consent agenda for vote by the Board of Directors at their September 25 meeting.

FISCAL IMPACT

While there is no immediate fiscal impact, implementation of the revised Records Retention Policy, especially during early implementation, may require additional staff time.

ATTACHMENTS:

[2018 PCE-Policy-20.d-PCE-records-retention-policy.pdf](#)
[PCE Records Retention Policy Clean 082225.docx](#)

Records Retention Policy

Overview and Purpose –

PCE will retain its records for set periods of time in order to ensure adequate and manageable recordkeeping. Records outside the specified retention periods may be discarded according to the procedures in this policy. Records may be kept in electronic or paper format (or both).

a. Retention periods

<u>Record Type</u>	<u>Retention Period</u>	<u>Sample Descriptions</u>
Executed contracts	10 years after termination	Power supply contracts, contracts with vendors or consultants
Vendor invoices	2 years after contract completion	Vendor invoices for payment
Non-disclosure agreements	In perpetuity	NDA with vendor, employee, Board member or advisor
Board-approved decisions	In perpetuity	Resolutions, meeting minutes, and other items approved at regular or special Board meetings
Board and committee meeting materials	In perpetuity	Agendas, staff reports, and other material provided to Board members for meetings
Board-approved budgets	In perpetuity	Final, approved budgets
Document drafts	30 days after final version is approved	Draft of contracts, programs, RFPs, etc.
General electronic correspondence	2 years	Relevant email correspondence at staff discretion
Customer-specific usage information and data	2 to 10 years, but no longer than reasonably necessary	Electronic information and reporting from Director of Customer Care, customer bill analyses, customer consent for third-party disclosures
Marketing material	2 years after public distribution	Flyers, brochures, electronic ads
General educational or informational material	2 years	Brochures, reports, electronic information
Personnel information	5 to 10 years after employee end date	Offer letter, resume, evaluations

2. Procedures for discarding records

- a. When records are no longer required to be kept under the requirements above, they may be discarded.
- b. PCE will undertake a record purge at least every five years, identifying those records that may be discarded. The Office Manager will oversee the purge, in consultation with PCE's legal counsel.
- c. Records with confidential or sensitive information will be discarded in a secure manner, such that the confidential or sensitive information is no longer viewable or accessible after being discarded.

Policy 20 d.

Peninsula Clean Energy - Records Retention Policy

Peninsula Clean Energy (PCE) Records will be retained according to the following schedule. After the required retention date has passed all documents or electronic files will be deleted or discarded. If PCE is required to retain records not listed herein or retention timelines for those records that are listed herein change due to updates in law, PCE will retain those records pursuant to the current law. This Policy shall replace the Records Retention policy adopted December 20, 2018.

Record Type	Required Retention	Sample Descriptions
Executed Agreements	Operational, including vendor agreements (non-energy) – 10 years after termination date of the agreement	Agreements with vendors or consultants for goods and/or services including leases and property agreements
	Energy Procurement agreements – In perpetuity	Power supply agreements
Invoices from Vendors	Operational agreements – 2 years after term ends	Vendors or consultant invoices for payment for goods and services
	Energy Procurement Agreements – In perpetuity	Power Agreements and vendor invoices for payment
	Customer Program Implementers – In perpetuity	Customer program Implementer invoices for payment
Participation Agreements	Program participation agreement – 5 years after termination of the agreement or fulfillment of incentive	Program participation agreements and associated eligibility documentation.
Unsuccessful Bids and Proposals	Non-Energy Procurement – 2 years after close of solicitation	Requests for Proposals (RFPs), Open Season Bids, other competitive procurements
	Energy Procurement – 5 years after close of solicitation	
Non-Disclosure Agreements	In perpetuity	NDA with vendor, employee, Board member or advisor

Board/Committee Approved Decisions	In perpetuity	Resolutions, meeting minutes, and other items approved at regular or special Board/Committee meetings
Board and Committee Meeting Materials	In perpetuity	Agendas, staff reports, and other material provided to Board members in preparation for meetings, “in place” materials
Board Approved Budgets	In perpetuity	Final, approved budgets
Drafts of Documents	30 days after the final version is approved	Draft of agreements, programs, RFPs, etc. Duplicate versions of drafts should be deleted immediately.
General Electronic (E-mail) Correspondence	1 year	Email correspondence
Instant/Direct Messaging	90 days	Slack Messages
Customer Data Requests	5 years	Cost comparisons, bill analyses, usage history, billing history, including ad hoc requests
Customer Information	10 years	Customer lists, program data, account balances (identifiable info/PII)
Data Analytics Platform Information (Dashboard, Reports)	In perpetuity	Detailed customer information
AMI Data Lists and Reports supporting CPUC Savings Claims	7 years or longer, as required by the California Public Utilities Commission	Non-aggregated customer AMI data
Other AMI Data Lists and Reports	Deletion after staff use is completed	Non-aggregated customer AMI data
Process Data	5 years	Non-aggregated, non-AMI customer data pulled from PCE’s Data Analytics Platform

Marketing Material	2 years after date of public distribution	Flyers, brochures, electronic advertisements
General Educational or Informational Material	2 years	Brochures, reports, electronic information
Employee Files	7 years after end of employment	Resume, offer letter, change of status, benefits, evaluations, new hire forms
Recruitment Files	3 years after the end of employment for recruited position	Application, supporting materials, job announcement, testing materials, rating sheets, interview notes
Timecards and Other Payroll Records	Current year of employment + 3 years	Timecards and employee wage records
I-9 Forms	The longer of 3 years after employee hire date or 1 year after termination or end of employment	Forms retained for I-9 work authorization
Background Checks	5 years from consent or report issued, unless continuing consent obtained	Background consent forms, reports
Employee Leaves of Absence	3 years after employee end date	Forms, leave plans, etc. related to an employee leave of absence
Workers' Compensation Related Records	7 years after termination/end of employment	Employer's report of injury and related records
Miscellaneous Personnel Information	7 years after termination/end of employment	Benefit plan documents, training materials

Procedures for discarding records

- When records are no longer required per the requirements above, they may be discarded.
- PCE will undertake a record purge annually, identifying those records that may be discarded. The Board Clerk will oversee the purge, in consultation with PCE's legal counsel.
- When available, records may be automatically purged consistent with available auto-delete functions (e.g., auto-delete features on Gmail, Slack).
- Records with confidential or sensitive information will be discarded in a secure manner, such that confidential or sensitive information is no longer viewable or accessible after being discarded.



PENINSULA CLEAN ENERGY AUTHORITY
JPA Board Correspondence

DATE: August 26, 2025

MEETING DATE: September 8, 2025

VOTE REQUIRED: None

TO: Honorable Peninsula Clean Energy Authority Executive Committee
FROM: Shalini Swaroop, Chief Operating Officer and Nelly Wogberg, Board Clerk
SUBJECT: Discussion of the 2026-2030 Strategic Plan 5-Year Goals (Discussion)

RECOMMENDATION

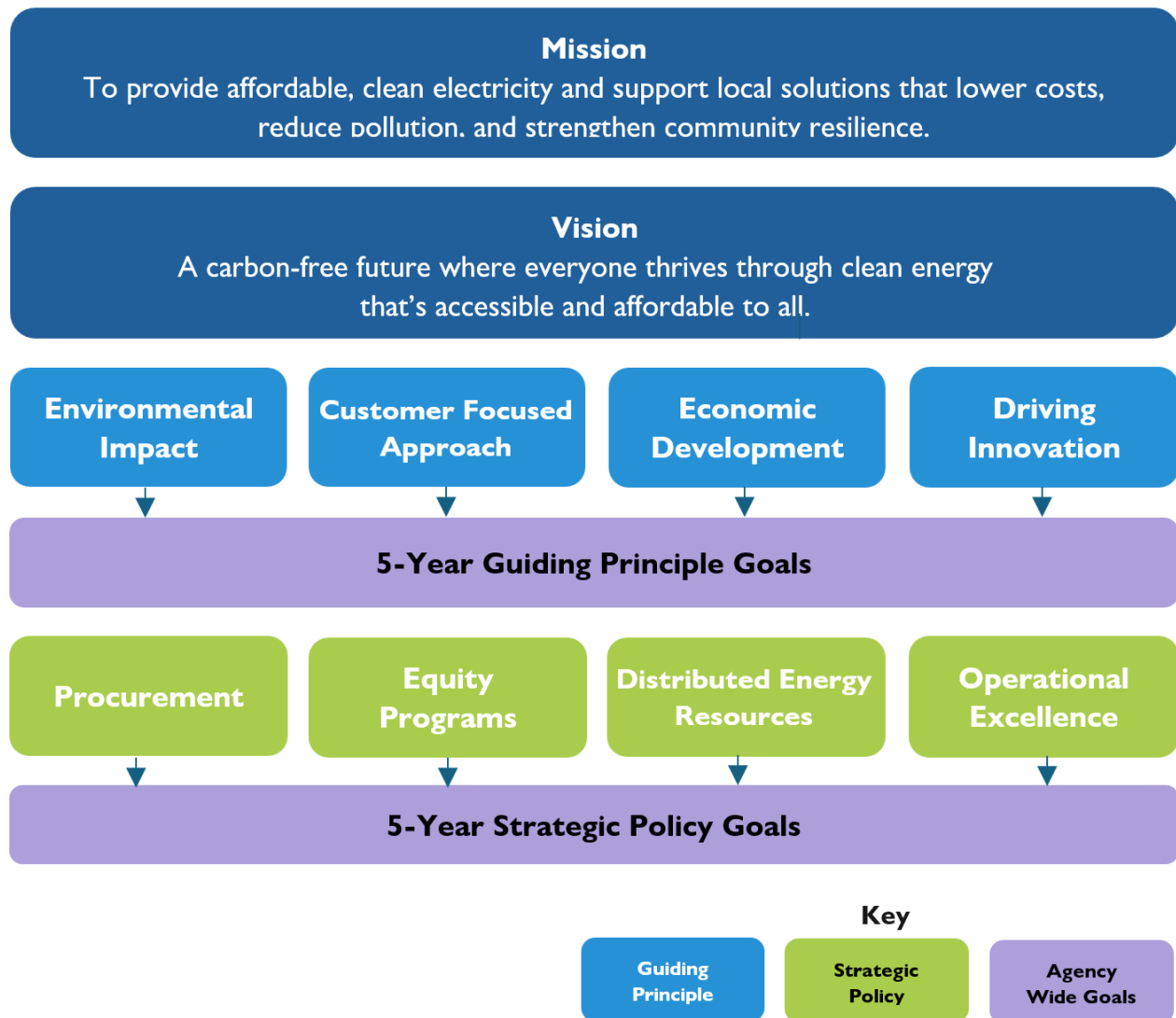
Discussion item only.

BACKGROUND

Peninsula Clean Energy (PCE) launched a strategic planning process in Summer 2024 to focus its efforts through 2030. Iterative conversations have included various community partners, the Community Advisory Committee, PCE Staff, the Board Ad Hoc Committee, and the Board of Directors. These conversations focused on identifying the critical questions PCE needed to address in its next phase of growth and operations. From there, contributing participants provided input into guiding principles and strategies in response to those questions. PCE's 2026-2030 Strategic Plan includes the following core elements:

- Updated Mission and Vision statements
- 4 Guiding Principles
- 4 Strategic Policies
- 8 Five-Year Agency Goals that "feed up" to a guiding principle or strategic policy

A structural overview of the 2026-2030 Strategic Plan framework is below:



The latest iteration of the Strategic Plan establishes eight agency-wide goals for PCE to achieve within the 2026–2030 time frame. These goals will be presented in September to the Executive Committee, the Community Advisory Committee, and the full Board of Directors for feedback, with the full Strategic Plan scheduled for Board adoption at its October 2025 retreat. This Executive Committee meeting provides an opportunity to review and discuss the proposed five-year agency goal statements aligned with each Guiding Principle and Strategic Priority, which the Board has previously reviewed and approved. Following is a recap of PCE's 2026-2030 guiding principles and strategic policies:

Guiding Principles

1. Environmental Impact

PCE was founded on the vision of a sustainable world for everyone; a world in which energy choice can dramatically reduce harmful greenhouse gas emissions by accelerating the transition from a fossil-based grid to one that runs principally on carbon-free and renewable resources. PCE will continue to be a champion for the environment in its procurement and program initiatives. PCE will continue to include environmental justice in its decision-making and new clean energy technologies that leverage local renewables to support energy

resilience and reliability.

2. Customer-Focused Approach

PCE would not exist without its customers. Keeping customer and community needs at the forefront of decision-making and program design while seeking to provide affordable energy is central to PCE's continued success and will be at the core of what differentiates PCE from other providers in the future. PCE's customers are not only the clients it serves; they are PCE's critical partners in the transition to a clean energy future.

3. Economic Development

In its quest to expand renewable energy production, support electrification, and reduce greenhouse gases, PCE will serve as an economic engine for its service area. This includes maintaining affordable electric generation rates, investing in local decarbonization and electrification efforts, supporting the development of electrified housing and local renewable energy projects, and strengthening the "green economy," by fostering local workforce development and local jobs.

4. Driving Innovation

PCE will continue to be an innovator and thought leader in the CCA industry — recognized locally, statewide and nationally for its leading-edge renewable procurement strategies, scalable building and transportation programs and policies, workforce DEAI initiatives, and piloted distributed energy resource projects. These efforts, designed to be replicated, will maximize environmental, economic, and customer impact while resulting in broader market change.

Strategic Policies

1. Procurement

PCE will maintain a 100% zero-carbon power resource portfolio while working towards delivering 100% renewable energy on an annual basis by 2030 through strategic and cost-effective procurement that can maximize PCE's 24/7 hourly matching of renewable energy to PCE's load while prioritizing reducing grid emissions and customer costs.

This policy statement encompasses the following key elements:

- Continued commitment to achieving industry-leading renewable energy targets
- Built-in flexibility on the 24/7 hourly matching goal to balance against cost impacts on PCE's customers
- Emphasis on strategic procurement to minimize cost and risk exposure to PCE, limit cost pressures for customers, and maintain PCE's financial health
- Targeted 60% minimum Renewable Portfolio Standard (RPS) of PCE's annual retail sales prior to 2030, with flexibility on the remaining portfolio composition to balance incremental gains toward the 100% renewable goal while maintaining cost-competitiveness
- Operating PCE's resource fleet to reduce grid emissions by displacing fossil fuel generation

2. Equity Programs

PCE will reduce GHGs as quickly as possible by continuing to deliver programs and services that benefit all customers, including certain programs and services with equity and vulnerable customers' needs in mind by:

- Prioritizing rate affordability for all customers
- Advancing policy initiatives and utilizing external (non-PCE-ratepayer) funding for programs that benefit vulnerable and equity customers, improving affordability and access to PCE services and benefits
- Partnering with community-based organizations (CBOs) as outreach partners to engage diverse and vulnerable communities, support equity customers, and gather feedback on ways to improve our services.

3. Distributed Energy Resources

PCE will accelerate the development of carbon-free distributed energy resources (DERs) to drive innovation and market transformation of distributed and advanced energy technologies, accelerate greenhouse gas (GHG) reductions, and enhance community resilience, including:

- Expanding DER project development support
- Increasing customer access to capital for DER/electrification projects
- Providing technical assistance and support for local resiliency projects
- Advancing relevant policy development and advocacy

4. Operational Excellence

PCE will invest in its people, infrastructure, systems, and processes to strengthen effectiveness, efficiency, and resiliency. PCE operations will align with industry best practices, leverage technology, and support a high-performing workforce equipped to meet evolving customer and stakeholder needs, while advancing the Agency's commitments to diversity, equity and inclusion. Operational enhancements support PCE's ability to meet its mission and include:

- Maintaining strong and effective Agency governance
- Best in class rate analysis and design and prudent financial management
- Scaling project and process optimization through effective use of technology
- Empowering an agile, motivated, and diverse workforce
- Driving decisions with quality data
- Ensuring cybersecurity and IT resilience
- Promoting equity and accessibility in operations
- Managing risk and maintaining regulatory compliance

DISCUSSION

The 2026-2030 Strategic Plan provides PCE with an important opportunity to align its mission, policies, and operations under a cohesive framework. The draft plan presents a clear structure: mission and vision, guiding principles, strategic policies, and measurable five-year goals which are designed to guide the Agency's next phase of growth and operations. This Executive Committee will have the opportunity to discuss the five-year agency goal

statements, considering whether the goals strike the right balance of ambition and feasibility, confirm alignment with PCE's guiding principles and strategic priorities, and identify areas that may need further refinement before the Plan advances to the full Board for adoption at the October 2025 retreat.

This round of edits includes proposed updates to the Economic Development Guiding Principle and the Equity Programs Strategic Priority, and minor edits have been made across several goals for brevity and clarity without altering their substance. The proposed update to the Economic Development principle includes support for the development of electrified housing. The proposed updates to the Equity Programs priority provide greater clarity around funding sources and place a stronger emphasis on partnerships with community-based organizations. The five-year goal for the Procurement Strategic Priority references a target of 500 MW of new clean/renewable resources, which is currently a placeholder pending further analysis and adoption of the Agency's Integrated Resource Plan in Q1 2026.

During the presentation on this item, the rationale behind the measurable metrics in the draft goals will be provided so that Executive Committee members understand the basis for the numbers and can properly ascertain the balance between ambitious and achievable.

Proposed 5-Year Agency Goals

1. Environmental Impact

Accelerate electrification across energy, transportation, and the built environment to cut electricity-related GHG emissions by [100,000 metric tons annually].

2. Customer-Focused Approach

Maintain customer participation rates above [96%], increase customer participation in energy programs by [200%], achieve at least 60% brand awareness across our service territory, and achieve high ratings for customer confidence and satisfaction as defined by operational objectives and measured by targeted customer feedback and surveys.

3. Economic Development

Contain costs to keep customer rates below competitors while investing at least [\$150 million] in local clean energy projects and advanced energy solutions that reduce carbon emissions, strengthen community resilience, support jobs and housing, and deliver broad economic benefits across PCE's service territory.

4. Driving Innovation

Drive adoption and/or co-development of at least [10] PCE-originated programs, policies, procurement models, technologies, or operational tools by peer CCAs, other utilities, policy makers, or other market participants.

5. Procurement

By 2030, execute contracts for an additional [500 MW] of new clean/renewable resources and minimize the reliance on capacity products from fossil fuel resources while maintaining 100% compliance in an increasingly complex regulatory environment.

6. Equity Programs

Secure at least \$20 million in external funding to design, launch, and grow equity-focused energy programs that deliver direct benefits to vulnerable customers and communities. Expand PCE's work with local community partners on effective program design, customer access and feedback.

7. Distributed Energy Resources

Accelerate distributed energy resource adoption by adding at least 15 MW of local solar, 35 MWh of storage at customer sites, and launching a 10 MW virtual power plant that delivers value to customers, communities, and the grid.

8. Operational Excellence

Implement meaningful improvements in PCE's operational effectiveness, efficiency, and resilience and provide evidence through data and performance metrics on an annual basis.