



## Silicon Valley Clean Energy Executive Committee Meeting

Friday, April 24, 2026  
10:00 a.m.

Larry Klein, Chair  
City of Sunnyvale

Sally Meadows, Vice Chair  
City of Los Altos

Terry Hines  
City of Campbell

R "Ray" Wang  
City of Cupertino

Zach Hilton  
City of Gilroy

George Tyson  
Town of Los Altos Hills

Rob Rennie  
Town of Los Gatos

Garry Barbadillo  
City of Milpitas

Bryan Mekechuk  
City of Monte Sereno

Yvonne Martinez Beltran  
City of Morgan Hill

Pat Showalter  
City of Mountain View

Chuck Page  
City of Saratoga

Otto Lee  
County of Santa Clara

Silicon Valley Clean Energy Office  
333 W. El Camino Real, Suite 330  
Sunnyvale, CA

Teleconference Meeting Information:

<https://svcleanenergy-org.zoom.us/j/89480699116>

Telephone (Audio only):

US: +1 669 219 2599

Webinar ID: 894 8069 9116

Members of the public may observe this meeting electronically by accessing the meeting via instructions above. Public Comments can be sent in advance of the meeting via email up to three hours before the meeting begins to Board Clerk Andrea Pizano at [Andrea.Pizano@svcleanenergy.org](mailto:Andrea.Pizano@svcleanenergy.org) and will be distributed to the Executive Committee. The public will also have an opportunity to provide comments during the meeting. Members of the public using Zoom may comment during public comment or the applicable agenda item by using the Raise Hand feature and you will be recognized by the Chair. Those using the telephone (audio only) feature should press star 9 on your phones to initiate the "Raise Hand" function in Zoom. You will then be announced, unmuted, and your time to speak will begin.

The public may provide comments on any matter listed on the Agenda. Speakers are customarily limited to 3 minutes each, however, the Committee Chair may increase or decrease the time allotted to each speaker based on the number of speakers, the length of the agenda and the complexity of the subject matter. Speaking time will not be decreased to less than one minute.

If you are an individual with a disability and need a reasonable modification or accommodation pursuant to the Americans with Disabilities Act ("ADA") please contact Board Clerk Andrea Pizano at [Andrea.Pizano@svcleanenergy.org](mailto:Andrea.Pizano@svcleanenergy.org) prior to the meeting for assistance.

### AGENDA

Call to Order

Roll Call

[svcleanenergy.org](http://svcleanenergy.org)

Public Comment on Matters Not Listed on the Agenda

333 W El Camino Real  
Suite 330  
Sunnyvale, CA 94087

*The public may provide comments on any matter not listed on the Agenda provided that it is within the subject matter jurisdiction of SVCE. Speakers are customarily limited to 3 minutes each, however, the Committee Chair may increase or decrease*



*the time allotted to each speaker based on the number of speakers, the length of the agenda and the complexity of the subject matter. Speaking time will not be decreased to less than one minute.*

Larry Klein, Chair  
City of Sunnyvale

Consent Calendar (Action)

Sally Meadows, Vice Chair  
City of Los Altos

1a) Approve Minutes of the February 27, 2026, Executive Committee Meeting

1b) Approve Minutes of the March 27, 2026, Executive Committee Meeting

Terry Hines  
City of Campbell

Regular Calendar

R "Ray" Wang  
City of Cupertino

2) CEO Update (Discussion)

Zach Hilton  
City of Gilroy

3) Receive Report on SVCE Committee Vacancies and Select Vice Chair of the 2026 Executive Committee (Action)

George Tyson  
Town of Los Altos Hills

4) Recommend the SVCE Board of Directors Approve Amendments to Human Resources Policy 1: Personnel and Reimbursement, and Customer Confidentiality Policy (Action)

Rob Rennie  
Town of Los Gatos

5) Energy Products and Clean Accounting (Informational)

Garry Barbadillo  
City of Milpitas

Committee/Staff Remarks

Bryan Mekechuk  
City of Monte Sereno

Adjourn

Yvonne Martinez Beltran  
City of Morgan Hill

Pat Showalter  
City of Mountain View

Chuck Page  
City of Saratoga

Otto Lee  
County of Santa Clara

[svcleanenergy.org](http://svcleanenergy.org)

333 W El Camino Real  
Suite 330  
Sunnyvale, CA 94087



**Silicon Valley Clean Energy  
Executive Committee Meeting**

Friday, February 27, 2026  
2:00 p.m.

Silicon Valley Clean Energy Office  
333 W El Camino Real, Suite 330  
Sunnyvale, CA

Director Scozzola will participate remotely pursuant to  
Government Code Section 54953.8.7

**DRAFT MEETING MINUTES**

**Call to Order**

Chair Showalter called the meeting to order at 2:02 p.m.

**Roll Call**

**Present:**

Chair Pat Showalter, City of Mountain View  
Vice Chair Elliot Scozzola, City of Campbell (participated remotely under Gov Code Section 54953.8.7)  
Director Sally Meadows, City of Los Altos  
Director George Tyson, Town of Los Altos Hills  
Director Yvonne Martinez Beltran, City of Morgan Hill  
Director Larry Klein, City of Sunnyvale

**Absent:**

None

**Public Comment on Matters Not Listed on the Agenda**

No speakers.

**Consent Calendar**

Chair Showalter opened Public Comment.  
No speakers.  
Chair Showalter closed Public Comment.

**MOTION: Director Tyson moved and Director Klein seconded the motion to approve the Consent Calendar.**

**The motion carried unanimously by verbal roll call vote.**

- 1) Approve Minutes of the January 23, 2026, Executive Committee Meeting**



## Regular Calendar

### 2) CEO Update (Discussion)

Chief Executive Officer Monica Padilla provided a report which included:

- Information on a new midterm reliability procurement order from the California Public Utilities Commission; and
- An update from Zoe Elizabeth, Director of Decarbonization Policy and Community Strategies, on SVCE's new headquarters

Staff responded to questions and comments regarding timing of the new procurement order, target for procuring power to meet the new mandate, and anticipated completion of Phase one of construction at SVCE's new headquarters.

### 3) Recommend the SVCE Board of Directors Approve Addition to 2026 Legislative Policy Platform on a Diablo Canyon Nuclear Power Plant Extension (Action)

Bena Chang, Director of Government and Legislative Affairs, presented a request for the Executive Committee's recommendation that the Board of Directors approve adding support for the Diablo Canyon Nuclear Power Plant (Diablo) extension, subject to affordability provisions, to the 2026 SVCE Legislative Policy Platform.

Director of Government and Legislative Affairs Chang provided history on Diablo, outlined the benefits and challenges of Diablo, reviewed SVCE's relationship with Diablo, and shared potential anticipated legislation to extend Diablo.

Chair Showalter opened Public Comment.  
No speakers.  
Chair Showalter closed Public Comment.

Staff responded to questions and comments regarding the outlined affordability provisions and if they are anticipated to be in alignment with PG&E's position, why the allocations from Diablo were not available in 2024, potential long-term costs to keep Diablo operating and who would pay for those costs, inclusion of a general nuclear power investigation evaluation for the Legislative Policy Platform, and if there were any dedicated intent bills focused on Diablo.

Committee members who attended a tour of Diablo earlier in the month provided comments and takeaways.

**MOTION: Director Klein moved and Director Martinez Beltran seconded the motion to recommend the Silicon Valley Clean Energy Board of Directors add supporting an extension of the Diablo Canyon Nuclear Power Plant to the 2026 Legislative Policy Platform, subject to the following affordability provisions: reasonable cost and fair cost/benefit allocations; inclusion in planning and procurement orders; and maximizing market liquidity, and adding additional language to support nuclear investigation and development.**

The motion carried unanimously by verbal roll call vote.

### 4) Recommend Approval to Change SVCE's Fiscal Year Period from October to September to a Calendar Year Period, Effective January 1, 2027, and Other Necessary Changes to Allow for the Implementation of the New Fiscal Year (Action)



Amrit Singh, Chief Financial Officer (CFO), provided a presentation requesting the committee's support to recommend that the Board of Directors approve changing the fiscal period to a calendar year. CFO Singh reviewed the current budgeting and planning timeline and process, the revised timeline and process under a calendar year fiscal year period, the proposed transition plan that would include a stub fiscal period from October 2026 to December 2026, and proposed changes to the budget policy to remove the requirement to provide a budget overview two months prior to the end of the fiscal year.

Chair Showalter opened Public Comment.  
No speakers.  
Chair Showalter closed Public Comment.

Staff responded to questions and comments on the audit of the proposed three-month stub-period and if the auditors raised any concerns, timing of a new auditor and audit company, and timing of when final rates are received.

**MOTION: Director Tyson moved and Director Martinez Beltran seconded the motion to recommend the Silicon Valley Clean Energy Board of Directors approve:**

1. **Changing SVCE's fiscal period to a Calendar Year (January 1 to December 31), beginning January 1, 2027**
2. **Establishing an interim 3-month stub fiscal period, starting October 1, 2026, and ending December 31, 2026, and adopting a schedule to approve the stub period budget at the September 2026 Board meeting**
3. **Authorizing a combined two-period audit covering the 3-month stub-period, along with the first audit of the new fiscal year**
4. **Amending the Budget, Adoption, Control and Reporting Policy to remove the requirement to provide a budget overview two months prior to the end of a fiscal year.**

CEO Padilla inquired with the Board Chair, Director Klein, if the item was preferred on the Consent Calendar or the Regular Calendar for the March 11, 2026 Board of Directors meeting; Director Klein shared his preference of including the item on the Regular Calendar.

**The motion carried unanimously by verbal roll call vote.**

#### **5) Financial Levers Update: Modeled Scenario and Reflecting Feedback (Discussion)**

Justin Zagunis, Director of Customer Success, presented a continued discussion on financial levers, which was previously discussed with the committee and Board, with a request for additional feedback on scenario design and key datapoints. The presentation included a recap from the December discussion with the Board, review of key numbers, presentation of an example scenario to default customers to a clean product at a 4% premium with the ability to opt down, create a new minimum compliance product that is at a 1% discount to PG&E, and reduce program spend by 10%.

Chair Showalter opened Public Comment.

Bruce Karney, Mountain View resident, commented the following: SVCE was less clean than PG&E for the last three years, and the importance of forecasting if PG&E will become a dirtier utility or if SVCE has to get back to zero emissions in order to be cleaner than PG&E; understanding if all other CCAs are facing the same situation and how the choices they make might constrain or affect the choices that SVCE makes; Mr. Karney would love to see SVCE get back to being clean and does not think that a 4% premium would scare away too many



customers and was puzzled if SVCE would be going to a three product offering or if there would be a two product offering.

Chair Showalter closed Public Comment.

Staff responded to questions and comments on the feedback from credit rating agencies on target days of cash on hand, the amount of SVCE's Commercial and Industrial (C&I) and residential customers and the potential impact to both if there were a default premium, referencing other CCAs who have instituted a premium, education on SVCE's portion of the electricity bill and focusing on the impact to a standard residential customer bill, the importance of communication and messaging, customer discount rate variations and impact to the overall customer bill, inquiry on what value propositions customers care most about, distinction between customer classes and a tiered approach, and emissions reductions and environmental value.

Committee members shared their feedback on the example scenario and importance of the various value propositions presented.

**Committee/Staff Remarks**

None.

**Adjournment**

Chair Showalter adjourned the meeting at 3:56 p.m.

**ATTEST:**

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Andrea Pizano, Board Secretary



**Silicon Valley Clean Energy  
Executive Committee Meeting**

Friday, March 27, 2026  
10:00 a.m.

Silicon Valley Clean Energy Office  
333 W El Camino Real, Suite 330  
Sunnyvale, CA

**DRAFT MEETING MINUTES**

**Call to Order**

Director Klein called the meeting to order at 10:05 a.m.

**Roll Call**

**Present:**

Director Sally Meadows, City of Los Altos  
Director George Tyson, Town of Los Altos Hills  
Director Larry Klein, City of Sunnyvale

**Absent:**

Chair Pat Showalter, City of Mountain View  
Vice Chair Elliot Scozzola, City of Campbell  
Director Yvonne Martinez Beltran, City of Morgan Hill

Director Klein noted in the absence of a quorum, no action would be taken.

**Public Comment on Matters Not Listed on the Agenda**

No speakers.

**Consent Calendar**

Due to lack of quorum, this item was not heard.

**1) Approve Minutes of the February 27, 2026, Executive Committee Meeting**

**Regular Calendar**

**2) CEO Update (Discussion)**

Chief Executive Officer Monica Padilla announced there was nothing to report.

**3) Integrated Decarbonization Roadmap: Barriers and Targets (Discussion)**

Zoe Elizabeth, Director of Decarbonization Policy and Community Strategies, and Peter Mustacich, Manager of



Technical Decarb Strategy, provided a presentation on the integrated decarbonization roadmap. Discussion objectives for the item were to review program budget projections, review progress towards electrification goals and Silicon Valley Clean Energy's (SVCE) impact, and to discuss the prioritization strategy for program budget scenarios. Information covered during the presentation included:

- Financial Levers and Integrated Decarbonization Roadmap frameworks;
- Current planning forecast for the program budget;
- Climate targets;
- SVCE territory Heat Pump Water Heater projected installs by 2045;
- SVCE territory Heat Pump HVAC projected installs by 2045;
- SVCE territory light-duty Electric Vehicle projection by 2045;
- Review of previous input from December 2025 Special Board of Directors Workshop;
- Additional workshops held with community leaders, member agency staff, and SVCE staff;
- SVCE's role in market transformation; and
- Potential program budgets based on business-as-usual, high, medium, and low budget scenarios.

Staff responded to committee member questions on heat pump water heater installation numbers, if progress (percentage-wise) is being made in heat pump water heater installs, research and innovation examples, partnerships with other agencies to spread awareness and resources on rebates, investments in home weatherization upgrades, and how SVCE's programs portfolio budget scenarios reflect staffing needs.

Director Klein opened Public Comment.

No speakers.

Director Klein closed Public Comment.

#### **4) Silicon Valley Clean Energy Education Initiatives Overview (Discussion)**

Pamela Leonard, Deputy Director of Marketing and Communications, introduced the item and Juliette Pascual, Community Engagement Specialist, presented an update on SVCE's 2026 education initiatives. Staff's presentation included an overview of existing education initiatives, an update on the Education Nonprofit Pilot Grant, and review of the new student sponsorship approach.

Staff responded to questions and comments on the grant prize amounts, and nonprofit grant recipients.

Director Klein opened Public Comment.

No speakers.

Director Klein closed Public Comment.

#### **5) New SVCE Headquarters Update (Informational)**

Jessica Cornejo, Decarbonization and Community Strategies Lead, shared an informational update with photos on the progress of SVCE's new headquarters.

Staff responded to questions and comments from committee members on the pipe installation work, elevator servicing, community space size, timeline of move in, and if the space that is "to be determined" would be open during Phase 1.

Director Klein opened Public Comment.

No speakers.

Director Klein closed Public Comment.

#### **Committee/Staff Remarks**

None.



**Adjournment**

Director Klein adjourned the meeting at 11:16 a.m.

**ATTEST:**

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Andrea Pizano, Board Secretary



**Staff Report – Item 2**

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**Item 2: CEO Update**

From: Monica Padilla, CEO

Prepared by: Andrea Pizano, Sr. Executive Assistant and Board Clerk

Date: 4/24/2026

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This item will be addressed in the form of an oral report to the Executive Committee from Monica Padilla, Chief Executive Officer.



### Staff Report – Item 3

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**Item 3: Receive Report on SVCE Committee Vacancies and Select Vice Chair of the 2026 SVCE Executive Committee**

From: Monica Padilla, CEO

Prepared by: Andrea Pizano, Sr. Executive Assistant and Board Clerk

Date: 4/24/2026

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#### **RECOMMENDATION**

Staff recommends the Silicon Valley Clean Energy (SVCE) Executive Committee receive staff's report on 2026 SVCE Committee rosters and select a 2026 Vice Chair to preside over committee meetings in the absence of the Executive Committee Chair, Pat Showalter.

#### **BACKGROUND**

As an appointed ongoing committee of the SVCE Board of Directors (Board), Executive Committee meetings are public and subject to the Ralph M. Brown Act. Per [SVCE's Operating Rules and Regulations \(ORRs\)](#), the Executive Committee is appointed at the annual meeting in January and there are no limits on the number of terms that a Director may serve on a committee. The Chair and Vice Chair will be selected by the Executive Committee by an affirmative vote of a majority of all members of the entire committee ([SVCE's Joint Powers Agreement](#), Section 4.9.1). The 2026 Executive Committee Chair and Vice Chair were elected at the January 23, 2026 Executive Committee meeting. The 2026 Executive Committee Vice Chair is no longer on SVCE's Board, and the Executive Committee is in need of a Vice Chair.

#### **ANALYSIS & DISCUSSION**

##### **2026 SVCE Committees**

Following are the current SVCE Committee rosters for 2026:

##### **2026 Executive Committee**

1. Pat Showalter, Mountain View (Committee Chair)
2. Sally Meadows, Los Altos
3. George Tyson, Los Altos Hills
4. Yvonne Martinez Beltran, Morgan Hill
5. Larry Klein, Sunnyvale
6. Vacant

##### **2026 Finance and Administration Committee**

1. Murali Srinivasan, Sunnyvale (Committee Chair)
2. Bryan Mekechuk, Monte Sereno (Committee Vice Chair)
3. Maria Ristow, Los Gatos
4. Chuck Page, Saratoga
5. Vacant
6. Vacant

**Agenda Item: 3****Agenda Date: 4/24/2026****2026 Audit Committee**

1. Bryan Mekechuk, Monte Sereno (Committee Chair)
2. Harjot Sangha, Gilroy (Committee Vice Chair)
3. Jessie Kim, Los Altos
4. George Tyson, Los Altos Hills
5. Vacant
6. Vacant

**2026 Legislative Ad Hoc Committee**

1. Pat Showalter, Mountain View (Committee Chair)
2. Zach Hilton, Gilroy (Committee Vice Chair)
3. Garry Barbadillo, Milpitas
4. Bryan Mekechuk, Monte Sereno
5. Yvonne Martinez Beltran, Morgan Hill
6. Tina Walia, Saratoga

Given the number of vacancies and informal interest received for various committee membership, staff plan to work with the Board Chair to determine how to best address these vacancies or to leave membership as-is with the intent to report back to the full Board at the June 2026 regular meeting.

**Process and Procedure for Executive Committee Vice Chair Selection**

At the April 24, 2026 Executive Committee meeting, those interested in the role of 2026 Vice Chair will inform the Chair by self-nomination; nominations of other members of the committee will also be accepted. Once all nominations have been made, each interested member will be given an opportunity to make a statement.

If there is more than one person interested, a roll call vote will be performed by the Board Clerk. Each committee member will be asked to vote for their selection by name. For this Executive Committee of five members, a vote of three members will be required to identify the Chair/Vice Chair. A ratification vote will be taken to solidify the selection.

In the event three votes is not reached, the top two candidates with the most votes will continue for additional rounds of votes until three votes are received.

**STRATEGIC PLAN**

Not applicable.

**ALTERNATIVE**

Not applicable.

**FISCAL IMPACT**

No fiscal impact as a result of selecting a Vice Chair of the Executive Committee.



**Staff Report – Item 4**

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**Item 4: Recommend the SVCE Board of Directors Approve Amendments to Human Resources Policy 1: Personnel and Reimbursement, and Customer Confidentiality Policy**

From: Monica Padilla, CEO

Prepared by: Michael Callahan, General Counsel

Date: 4/24/2026

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**RECOMMENDATION**

Staff recommends the Silicon Valley Clean Energy (SVCE) Executive Committee (Committee) recommend the SVCE Board of Directors (Board) approve proposed amendments to the SVCE Human Resources Policy 1: Personnel and Reimbursement and the Customer Confidentiality Policy.

**BACKGROUND**

In 2024, staff performed a policy streamlining project to review, consolidate, and amend SVCE’s policies. As a result of the project, staff was able to retire policies that were no longer needed, standardize relevant policies, and create corresponding standards and procedures for internal use. Also identified in the project was the establishment of an update and training cadence for staff to review the policies on a more consistent basis for any changes and amendments needed. These changes to SVCE policies were approved by the Board of Directors on December 11, 2024.

Staff now undertakes regular reviews of policies and standards to identify potential improvements.

**ANALYSIS & DISCUSSION**

The following potential improvements to policies have been identified:

**Human Resources Policy 1: Personnel and Reimbursement**

The Personnel and Reimbursement Policy has proposed updates to: (1) shift the appointment of the General Counsel from the Board to the Chief Executive Officer (CEO); (2) clarify the CEO has authority to terminate staff which includes entering into severance agreements; (3) clarifying the budget shall include staff costs such as salaries and benefits; and (4) providing the CEO authority to modify benefits within budget, but requiring Board approval for increases or decreases to paid time off such as holidays, furloughs, bereavement leave, and regular paid time off. These changes are intended to clarify delegations to the CEO and reduce the administrative items that must be decided by the Board.

**Customer Confidentiality Policy**

The Customer Confidentiality Policy includes a proposed revision to clarify that SVCE may utilize customer data for a period beyond the current five-year default period. The data is used for load forecasting and other business purposes such as customer programs planning. The extended period will help SVCE manage its business risks and ensure forecasting and planning is based on the best available data.

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**Agenda Item: 4****Agenda Date: 4/24/2026**

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**STRATEGIC PLAN**

Reviewing, updating, and amending SVCE's policies applies to Goal 9 of SVCE's Strategic Plan to, "Implement industry best practices to enable data-driven decision making across the organization; enhance systems, standards and procedures to streamline business processes and improve operational effectiveness and reliability (aka SVCE 3.0)."

**ALTERNATIVE**

Staff is open to any suggestions from the Committee on the proposed amendments to the policies.

**FISCAL IMPACT**

No fiscal impact as a result of approving policy amendments as any additional delegated authority would remain limited by a Board-approved budget.

**ATTACHMENTS**

1. Human Resources Policy 1: Personnel and Reimbursement Policy – clean
2. Human Resources Policy 1: Personnel and Reimbursement Policy – redline
3. Customer Confidentiality Policy – clean
4. Customer Confidentiality Policy – redline



## **Human Resources Policy 1: Personnel and Reimbursement**

### **I. Purpose**

The purpose of the Personnel and Reimbursement Policy is to establish a uniform and equitable system of personnel administration to ensure effective service to and on behalf of SVCE and to support procedures for administering personnel matters and reimbursement in compliance with applicable laws and policies.

### **II. Scope**

The Personnel and Reimbursement Policy applies to all employees and any independent contractors that are embedded within SVCE departments. The policy is intended to promote fairness and equity to employees, to attract the best and most competent persons available, to assure the appointment and promotions of employees will be based on merit, to allow reimbursement for meetings and travel, and to incorporate best practices in the administration of SVCE's personnel system.

### **III. Policy**

#### **A. Personnel System**

- SVCE shall have a personnel system for the recruitment, selection, employment, classification, compensation, advancement, performance review, discipline, discharge and retirement of employees
- The Chief Executive Officer (CEO) shall be designated as the Personnel Officer and is authorized and directed to administer the personnel system. The Chief Executive Officer may delegate the powers of the Personnel Officer as they deem appropriate.

#### **B. Personnel Officer**

- The Personnel Officer shall:



- Act as the appointing authority for all employees of SVCE;
- Terminate individuals and/or eliminate positions as necessary including the offering of a severance package and/or settlement agreement;
- Prepare and implement an employee handbook, along with any personnel rules and regulations necessary for the administration of this personnel system;
- Define and prepare position classifications including the establishment of minimum standards of employment and qualifications for the various positions;
- Prepare a schedule of compensation including salary and other benefits covering all employees;
- Provide the publishing or posting of notices of recruitments for positions and develop and administer procedures of the selection process;
- Prepare and present to the Authority Board a budget for implementation of the personnel system including employee salary and benefit costs as part of the annual budget process; such budget shall be based on current approved FTE positions, including vacancies, expected cost of salaries adjusted for a cost of living increase and benefits based on a reasonable participation rates.
- Make adjustments to personnel benefits provided the cost of such adjustments does not exceed the total salary and benefit costs presented to the Authority Board and included as part of the Board-approved Operating Budget. Board approval is necessary for increases or decreases to paid time off benefits including holidays, furloughs, bereavement leave and regular PTO;
- Prepare policies and procedures regarding ethics and the conduct of business including, without limitation, policies relating to conflict of interest, fair and equitable treatment of employees, use and safeguarding of Authority property and resources, and standards of ethical conduct by employees.
- Perform such other functions as necessary to administer the personnel system as directed from time to time by the Authority



Board including authorization of spending for individual or group travel for meetings, training and workforce development.

#### C. Right to Contract for Special Services

- The Personnel Officer is also granted authority to take the following actions:
  - Contract for the performance of technical or special services necessary for the establishment or operation of the personnel system including, without limitation, services for the preparation of personnel rules and subsequent revisions and amendments thereof; preparation of classification and pay plans and subsequent revisions and amendments thereof; the design and conduct of employee training programs; the conduct of recruitment and hiring processes; and, other special and technical services of an advisory or informational character on matters related to the administration of the personnel system.
  - Outsource functions that are currently staffed by positions when contracting is more advantageous to the operations of the organization or is more cost effective.
  - Bring in-house any functions that are currently outsourced if the result would be advantageous to the operations of the organization or more cost effective.

#### D. Authority to Adjust Salary and Positions within Budget and Limits

- Adjust salary schedules for market flexibility during the year to attract and retain talent.
- Over-hire the number of positions shown in the annual budget as follows:
  - On a temporary basis to minimize the impact that pending vacancies may have on the organization by allowing for cross training and overlap;
  - On a permanent basis to improve operations and organization effectiveness, provided that the CEO may not over hire on a permanent basis in excess of 10% of the authorized number of



positions shown in the annual budget without prior approval of the Board.

- In no case shall positions be added or salaries be adjusted during the year that cause the total annual budget to be exceeded in total by fiscal year-end without prior Board approval by Resolution.
- In those instances where the CEO does over-hire positions during the year, he/she shall report such actions to the Board in a timely manner.
- Refer to Finance Policy 02: Budget Adoption, Control and Reporting for more policies related to the budget.

#### E. Reimbursement for Meetings and Travel

- All employees and Board members, including alternates, of SVCE may request reimbursement for actual expenses incurred to attend and travel to conferences and meetings for agency business. However, such meetings do not include SVCE Board of Directors or Committee meetings.
- Board members and staff shall get expenses approved in advance of incurring them and shall submit expenses for reimbursement within 180 days of incurring the expense.
- The Personnel Officer may adopt additional standards related to employee reimbursements.

### **IV. Policy Compliance**

#### A. Violations

- Any known violations of this policy must be immediately reported to the Finance and Administration Committee, CEO, and General Counsel.

#### B. Cadence for Review

- This Policy will be reviewed at least every five (5) years.



## **Human Resources Policy 1: Personnel and Reimbursement**

### **I. Purpose**

The purpose of the Personnel and Reimbursement Policy is to establish a uniform and equitable system of personnel administration to ensure effective service to and on behalf of SVCE and to support procedures for administering personnel matters and reimbursement in compliance with applicable laws and policies.

### **II. Scope**

The Personnel and Reimbursement Policy applies to all employees and any independent contractors that are embedded within SVCE departments. The policy is intended to promote fairness and equity to employees, to attract the best and most competent persons available, to assure the appointment and promotions of employees will be based on merit, to allow reimbursement for meetings and travel, and to incorporate best practices in the administration of SVCE's personnel system.

### **III. Policy**

#### **A. Personnel System**

- SVCE shall have a personnel system for the recruitment, selection, employment, classification, compensation, advancement, performance review, discipline, discharge and retirement of employees
- The Chief Executive Officer (CEO) shall be designated as the Personnel Officer and is authorized and directed to administer the personnel system. The Chief Executive Officer may delegate the powers of the Personnel Officer as they deem appropriate.

#### **B. Personnel Officer**

- The Personnel Officer shall:



- Act as the appointing authority for all employees of SVCE ~~with the exception of SVCE's General Counsel;~~
- Terminate individuals and/or eliminate positions as necessary including the offering of a severance package and/or settlement agreement;
- Prepare and implement an employee handbook, along with any personnel rules and regulations necessary for the administration of this personnel system;
- Define and prepare position classifications including the establishment of minimum standards of employment and qualifications for the various positions;
- Prepare a schedule of compensation including salary and other benefits covering all employees;
- Provide the publishing or posting of notices of recruitments for positions and develop and administer procedures of the selection process;
- Prepare and present to the Authority Board a budget for implementation of the personnel system including employee salary and benefit costs as part of the annual budget process; such budget shall be based on current approved FTE positions, including vacancies, expected cost of salaries adjusted for a cost of living increase and benefits based on a reasonable participation rates.
- Make adjustments to personnel benefits provided the cost of such adjustments does not exceed the total salary and benefit costs presented to the Authority Board and included as part of the Board-approved Operating Budget. Board approval is necessary for increases or decreases to paid time off benefits including holidays, furloughs, bereavement leave and regular PTO;
- Prepare policies and procedures regarding ethics and the conduct of business including, without limitation, policies relating to conflict of interest, fair and equitable treatment of employees, use and safeguarding of Authority property and resources, and standards of ethical conduct by employees.



- Perform such other functions as necessary to administer the personnel system as directed from time to time by the Authority Board including authorization of spending for individual or group travel for meetings, training and workforce development.

#### C. Right to Contract for Special Services

- The Personnel Officer is also granted authority to take the following actions:
  - Contract for the performance of technical or special services necessary for the establishment or operation of the personnel system including, without limitation, services for the preparation of personnel rules and subsequent revisions and amendments thereof; preparation of classification and pay plans and subsequent revisions and amendments thereof; the design and conduct of employee training programs; the conduct of recruitment and hiring processes; and, other special and technical services of an advisory or informational character on matters related to the administration of the personnel system.
  - Outsource functions that are currently staffed by positions when contracting is more advantageous to the operations of the organization or is more cost effective.
  - Bring in-house any functions that are currently outsourced if the result would be advantageous to the operations of the organization or more cost effective.

#### D. Authority to Adjust Salary and Positions within Budget and Limits

- Adjust salary schedules for market flexibility during the year to attract and retain talent.
- Over-hire the number of positions shown in the annual budget as follows:
  - On a temporary basis to minimize the impact that pending vacancies may have on the organization by allowing for cross training and overlap;
  - On a permanent basis to improve operations and organization effectiveness, provided that the CEO may not over hire on a



permanent basis in excess of 10% of the authorized number of positions shown in the annual budget without prior approval of the Board.

- In no case shall positions be added or salaries be adjusted during the year that cause the total annual budget to be exceeded in total by fiscal year-end without prior Board approval by Resolution.
- In those instances where the CEO does over-hire positions during the year, he/she shall report such actions to the Board in a timely manner.
- Refer to Finance Policy 02: Budget Adoption, Control and Reporting for more policies related to the budget.

#### E. Reimbursement for Meetings and Travel

- All employees and Board members, including alternates, of SVCE may request reimbursement for actual expenses incurred to attend and travel to conferences and meetings for agency business. However, such meetings do not include SVCE Board of Directors or Committee meetings.
- Board members and staff shall get expenses approved in advance of incurring them and shall submit expenses for reimbursement within 180 days of incurring the expense.
- The Personnel Officer may adopt additional standards related to employee reimbursements.

### **IV. Policy Compliance**

#### A. Violations

- Any known violations of this policy must be immediately reported to the Finance and Administration Committee, CEO, and General Counsel.

#### B. Cadence for Review

- This Policy will be reviewed at least every five (5) years.



# Customer Confidentiality Policy

## **Notice of Accessing, Collecting, Storing, Using, and Disclosing Energy Usage Information**

Silicon Valley Clean Energy (SVCE), its employees, agents, contractors, and affiliates shall maintain the confidentiality of individual customers' names, service addresses, billing addresses, telephone numbers, email addresses, account numbers, and electricity and gas consumption, except where reasonably necessary to conduct SVCE's business or to provide services to customers pursuant to the "Rules Regarding Privacy and Security Protections for Energy Usage Data" issued by the California Public Utilities Commission (CPUC). Examples of reasonably necessary business purposes include but are not limited to when such disclosure is necessary to (a) comply with law, regulation, or court order; (b) enable SVCE to provide service to its customers; (c) collect unpaid bills; (d) obtain and provide credit reporting information; (e) resolve customer disputes or inquiries; (f) communicate about demand response, energy efficiency, energy management, and conservation programs, or (g) in situation of imminent threat to life or property. SVCE shall not, under any circumstance, disclose customer information for third-party telemarketing, e-mail, or direct mail solicitation. Aggregated data that cannot be traced to specific customers may be released at SVCE's discretion.

Customer data, including individual customer names, addresses, and electric energy usage data, is collected via PG&E's metering systems. SVCE may share customer data with contractors and vendors for purposes of providing services and operating programs. Contractors and vendors are required to agree to only use customer data for program operational purposes and protect it under the same standards as SVCE. SVCE maintains customer-specific electricity and gas usage and billing information for only as long as is reasonably necessary, typically not more than five years unless otherwise required by law or regulation. Separately, SVCE customers may elect to authorize the secure sharing of their electricity and gas usage and billing data with third parties via SVCE services such as Data Hive.

Adopted: January 11, 2017  
Amended: October 12, 2022

The effective date of this policy is October 12, 2022. Notice of this policy will be provided annually to customers via an on-bill message guiding customers to the most updated version on Silicon Valley Clean Energy's website at [www.SVCleanEnergy.org](http://www.SVCleanEnergy.org). Any changes to this policy between notification periods will be communicated through Silicon Valley Clean Energy's website. Previous versions of this policy can be requested via email at [info@SVCleanEnergy.org](mailto:info@SVCleanEnergy.org) or by mailed request to Silicon Valley Clean Energy, Attention: Customer Care Team, 333 W. El Camino Real, Suite 330, Sunnyvale, CA 94087.

Customers having any questions or concerns regarding the collection, storage, use, or distribution of customer information, or who wish to view, inquire about, or dispute any customer information held by SVCE or limit the collection, use, or disclosure of such information, may contact the Customer Care Team via email at [info@SVCleanEnergy.org](mailto:info@SVCleanEnergy.org), by phone at (844) 474-7823 or by mail at 333 W. El Camino Real, Suite 330, Sunnyvale, CA 94087.



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Adopted: January 11, 2017

Amended: ~~October 12, 2022~~ May 13, 2026

The effective date of this policy is ~~October 12, 2022~~May 13, 2026. Notice of this policy will be provided annually to customers via an on-bill message guiding customers to the most updated version on Silicon Valley Clean Energy's website at [www.SVCleanEnergy.org](http://www.SVCleanEnergy.org). Any changes to this policy between notification periods will be communicated through Silicon Valley Clean Energy's website. Previous versions of this policy can be requested via email at [info@SVCleanEnergy.org](mailto:info@SVCleanEnergy.org) or by mailed request to Silicon Valley Clean Energy, Attention: Customer Care Team, 333 W. El Camino Real, Suite 330, Sunnyvale, CA 94087.

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Adopted: January 11, 2017  
Amended: ~~October 12, 2022~~May 13, 2026

Redline Copy



**Staff Report – Item 5**

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**Item 5: Energy Products and Clean Accounting**

From: Monica Padilla, CEO

Prepared by: Andrea Pizano, Sr. Executive Assistant and Board Clerk

Date: 4/24/2026

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This item will be addressed in the form of a presentation to the Executive Committee providing an overview of the electric system and grid, energy products, SVCE’s procurement strategy, and clean accounting.

**ATTACHMENT**

1. The presentation for this item will be posted to the SVCE website.