Marin Clean Energy
Executive Committee Meeting
Wednesday, January 21, 2015
10:00 A.M.

San Rafael Corporate Center, Boro Room
750 Lindaro Street, San Rafael, CA 94901

1. Board Announcements (Discussion)

2. Public Open Time (Discussion)

3. Report from Chief Executive Officer (Discussion)

4. Approval of 12.17.14 Meeting Minutes (Discussion/Action)

5. Budget Adjustment for Fiscal Year 2015 (Discussion/Action)

6. Proposed Budget for Fiscal Year 2016 (Discussion/Action)

7. Proposed Rates for Fiscal Year 2016 (Discussion/Action)

8. Update on MCE Office Space (Discussion)

9. Communications Update (Discussion)

10. Regulatory and Legislative (Discussion)
11. Review 2.5.15 Draft Board Agenda (Discussion)

12. Members & Staff Matters (Discussion)

13. Adjourn
Roll Call
Present:
Kate Sears, County of Marin
Tom Butt, City of Richmond
Denise Athas, City of Novato
Sloan Bailey, Town of Corte Madera
Kevin Haroff, City of Larkspur
Bob McCaskill, City of Belvedere
Ford Greene, Town of San Anselmo

Absent: Denise Athas, City of Novato

Staff: Dawn Weisz, Chief Executive Officer
Shalini Swaroop, Legal Counsel
Greg Brehm, Director of Power Resources
Alex DiGiorgio, Community Affairs Representative
Emily Goodwin, Director of Internal Operations
Jennifer Dowdell, Technical Consultant

Agenda Item #4 – Approval of 11.19.14 Minutes (Discussion/Action)

M/s Bailey/Sears (passed 5-0) the approval of the 11.19.14 Executive Committee minutes. Director Greene abstained. Director Athas was absent.

ATTEST:

Dawn Weisz, Chief Executive Officer
### MARIN CLEAN ENERGY

#### OPERATING FUND

**Proposed Budget Amendments**  
**Fiscal Year 2014-15**

<table>
<thead>
<tr>
<th>2013/14 Budget</th>
<th>2014/15 Proposed</th>
<th>Actual 14/15</th>
<th>Proposed Amended</th>
<th>2014/15 Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>REVENUE AND OTHER SOURCES:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Revenue - Electricity (net of allowance)</td>
<td>$86,865,000</td>
<td>101,138,394</td>
<td>99,126,000</td>
<td>(2,012,000)</td>
</tr>
<tr>
<td>Revenue - Consideration from lease termination</td>
<td></td>
<td>400,000</td>
<td>400,000</td>
<td></td>
</tr>
<tr>
<td><strong>Total sources</strong></td>
<td>$86,865,000</td>
<td>101,138,394</td>
<td>99,526,000</td>
<td>(1,612,000)</td>
</tr>
</tbody>
</table>

| **EXPENDITURES AND OTHER USES:** |
| **CURRENT EXPENDITURES** |
| Cost of energy | 77,777,000 | 88,410,551 | 87,901,000 | (510,000) | 87,900,551 |
| Personnel | 1,557,000 | 1,950,000 | 2,140,000 | 190,000 | 2,140,000 |
| Technical consultants | 574,000 | 560,000 | 536,000 | (15,000) | 545,000 |
| Legal counsel | 250,000 | 335,000 | 405,000 | 70,000 | 405,000 |
| Communications consultants and related expenses | 750,000 | 750,000 | 750,000 | - | 750,000 |
| Data manager | 2,534,000 | 2,670,000 | 2,550,000 | (120,000) | 2,550,000 |
| Service fees - PG&E | 603,000 | 670,000 | 705,000 | 35,000 | 705,000 |
| Other services | 300,000 | 300,000 | 354,000 | 54,000 | 354,000 |
| General and administration | 340,000 | 350,000 | 370,000 | 20,000 | 370,000 |
| Marin County green business program | 15,000 | 15,000 | 15,000 | - | 15,000 |
| Solar rebates | 10,000 | 25,000 | 25,000 | - | 25,000 |
| **Total current expenditures** | 84,710,000 | 96,035,551 | 95,751,000 | (276,000) | 95,759,551 |
| **CAPITAL OUTLAY** | 20,000 | 20,000 | 420,000 | 400,000 | 420,000 |
| **DEBT SERVICE** | 1,195,000 | 1,195,000 | 1,195,000 | - | 1,195,000 |
| **INTERFUND TRANSFER TO:**  
Local Renewable Energy Development Fund | 51,536 | 109,994 | 109,994 | - | 109,994 |
| **Total expenditures** | 85,976,536 | 97,360,545 | 97,475,994 | 124,000 | 97,484,545 |
| **Net increase (decrease) in available fund balance** | $888,464 | $3,777,849 | $2,050,006 | (1,736,000) | $2,041,849 |

**NOTES/COMMENTS**

**Electricity Revenue** - projected to come in under budget as volume less than expected.

**Cost of energy** - projected to come in under budget as volume less than expected.

**Personnel** - staff hires occurred earlier than assumed in original budget, pay raises, and COLA adjustment.

**Technical consultants** - slightly under budget.

**Legal** - additional counsel for AB 2145 pushed legal expenses past expected levels.

**Communications** - budget likely to be expended in full, costs include those related to Napa expansion.

**Data Manager** - Noble Solutions, charged by the meter. Customer increase in Napa more than offset by amended agreement that decreased the charge per meter and eliminated the monthly flat fee.

**Service Fees PG&E** - charged by the account, increased caused by the Napa expansion.

**Other Services** - primary driver was unexpected increase in legislation consulting costs.

**G&A** - an approximate savings of $100,000 from rental termination. Increases in other sub expenses reduce this savings considerably - addition for various costs related to move has been added.

**Capital Outlay** - a $400,000 to match expected lease termination consideration to go toward tenant improvements.
## OPERATING FUND
### Proposed Budget for FY2016

**REVENUE AND OTHER SOURCES:**

<table>
<thead>
<tr>
<th>Source</th>
<th>2014/15 Proposed Amended Budget</th>
<th>2015/16 Proposed Budget</th>
<th>Increase (Decrease)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenue - Electricity (net of allowance)</td>
<td>$99,126,394</td>
<td>$144,788,097</td>
<td>$45,661,703</td>
</tr>
<tr>
<td>Revenue - Consideration from lease termination</td>
<td>400,000</td>
<td></td>
<td>(400,000)</td>
</tr>
<tr>
<td>Total sources</td>
<td>99,526,394</td>
<td>144,788,097</td>
<td>45,261,703</td>
</tr>
</tbody>
</table>

**EXPENDITURES AND OTHER USES:**

**CURRENT EXPENDITURES**

<table>
<thead>
<tr>
<th>Category</th>
<th>2014/15</th>
<th>2015/16</th>
<th>Increase (Decrease)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cost of energy</td>
<td>87,900,551</td>
<td>129,522,715</td>
<td>41,622,164</td>
</tr>
<tr>
<td>Personnel</td>
<td>2,140,000</td>
<td>2,869,000</td>
<td>729,000</td>
</tr>
<tr>
<td>Technical consultants</td>
<td>545,000</td>
<td>629,000</td>
<td>84,000</td>
</tr>
<tr>
<td>Legal counsel</td>
<td>405,000</td>
<td>360,000</td>
<td>(45,000)</td>
</tr>
<tr>
<td>Communications consultants and related expenses</td>
<td>750,000</td>
<td>751,000</td>
<td>1,000</td>
</tr>
<tr>
<td>Data manager</td>
<td>2,550,000</td>
<td>2,862,000</td>
<td>312,000</td>
</tr>
<tr>
<td>Service fees - PG&amp;E</td>
<td>705,000</td>
<td>921,000</td>
<td>216,000</td>
</tr>
<tr>
<td>Other services</td>
<td>354,000</td>
<td>418,000</td>
<td>64,000</td>
</tr>
<tr>
<td>General and administration</td>
<td>370,000</td>
<td>329,000</td>
<td>(41,000)</td>
</tr>
<tr>
<td>Occupancy</td>
<td>-</td>
<td>260,000</td>
<td>260,000</td>
</tr>
<tr>
<td>Marin County green business program</td>
<td>15,000</td>
<td>10,000</td>
<td>(5,000)</td>
</tr>
<tr>
<td>Solar rebates</td>
<td>25,000</td>
<td>35,000</td>
<td>10,000</td>
</tr>
<tr>
<td>Total current expenditures</td>
<td>95,759,551</td>
<td>138,966,715</td>
<td>43,207,164</td>
</tr>
</tbody>
</table>

**CAPITAL OUTLAY**

<table>
<thead>
<tr>
<th>Category</th>
<th>2014/15</th>
<th>2015/16</th>
<th>Increase (Decrease)</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEBT SERVICE</td>
<td>1,195,000</td>
<td>1,020,000</td>
<td>(175,000)</td>
</tr>
</tbody>
</table>

**INTERFUND TRANSFER TO:**

<table>
<thead>
<tr>
<th>Fund</th>
<th>2014/15</th>
<th>2015/16</th>
<th>Increase (Decrease)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local Renewable Energy Development Fund</td>
<td>109,994</td>
<td>151,383</td>
<td>41,389</td>
</tr>
</tbody>
</table>

**Total expenditures**

<table>
<thead>
<tr>
<th>Category</th>
<th>2014/15</th>
<th>2015/16</th>
<th>Increase (Decrease)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>97,484,545</td>
<td>140,288,098</td>
<td>42,803,553</td>
</tr>
</tbody>
</table>

| Net increase (decrease) in available fund balance | $2,041,849 | $4,500,000 | $2,458,151        |

### NOTES/COMMENTS

**Electricity Revenue** - projected revenue includes expanded territories.

**Cost of energy** - projected cost of energy includes expanded territories.

**Personnel** - increase due to planned staff hires for new territories, transitioning work performed by external Communications consultants in-house, and cost of living adjustments.

**Technical consultants** - currently in negotiations.

**Legal** - drop from prior year, when unexpected costs related to AB 2145 occurred.

**Communications** - essentially holding flat, with transition to replace external consultants with staff.

**Data Manager** - Noble Solutions, charged by the meter which increased with territory expansion.

**Service Fees PG&E** - charged by the account which increased with territory expansion.

**Other Services** - planned increase for inflation adjustments, costs related to new building i.e. IT...

**G&A** - this category no longer includes rent, so the budget has dropped from last year. Other costs associated with the new building and additional staff will offset some of this savings.

**Occupancy** - rent expense is now reported separately. Includes utilities, maintenance…

**Capital Outlay** - capital required for tenant improvements, employee workstations in new building.
## MARIN CLEAN ENERGY

### ENERGY EFFICIENCY PROGRAM FUND

**Proposed Budget**  
Fiscal Year 2015/16

<table>
<thead>
<tr>
<th>2014/15 Budget</th>
<th>2015/16 Proposed Budget</th>
<th>Increase (Decrease)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>REVENUE AND OTHER SOURCES:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Public purpose energy efficiency program</td>
<td>$1,505,702</td>
<td>$1,505,702</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2014/15 Budget</th>
<th>2015/16 Proposed Budget</th>
<th>Increase (Decrease)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>EXPENDITURES AND OTHER USES:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CURRENT EXPENDITURES</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Public purpose energy efficiency program</td>
<td>$1,505,702</td>
<td>$1,505,702</td>
</tr>
</tbody>
</table>

Net increase (decrease) in fund balance

<table>
<thead>
<tr>
<th>2014/15 Budget</th>
<th>2015/16 Proposed Budget</th>
<th>Increase (Decrease)</th>
</tr>
</thead>
</table>

## LOCAL RENEWABLE ENERGY DEVELOPMENT FUND

**Proposed Budget**  
Fiscal Year 2015/16

<table>
<thead>
<tr>
<th>2014/15 Budget</th>
<th>2015/16 Proposed Budget</th>
<th>Increase (Decrease)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>REVENUE AND OTHER SOURCES:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transfer from Operating Fund</td>
<td>$109,994</td>
<td>$151,383</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2014/15 Budget</th>
<th>2015/16 Proposed Budget</th>
<th>Increase (Decrease)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>EXPENDITURES AND OTHER USES:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Capital Outlay</td>
<td>$109,994</td>
<td>$151,383</td>
</tr>
</tbody>
</table>

Net increase (decrease) in fund balance

<table>
<thead>
<tr>
<th>2014/15 Budget</th>
<th>2015/16 Proposed Budget</th>
<th>Increase (Decrease)</th>
</tr>
</thead>
</table>
New Office Space Update
Emily Goodwin | Director of Internal Operations

January 21, 2015
Highlights

- **Occupancy date of March 2\textsuperscript{nd} or March 9\textsuperscript{th} on target**
  - *March 9\textsuperscript{th} - contract occupancy date – aiming for week prior*
  - *April Board & Committee meetings planned for new building*

- **Building improvements are within MCE cost cap**
  - *Includes additional work (stairs, glass security, conference rooms, etc.)*
  - *SRCC lease termination funds available for future onsite needs or projects*

- **Upgraded Electrical and HVAC installed by owner**
  - *Energy efficient, comfortable and healthy indoor environment*
  - *Costs covered by landlord; energy savings realized by MCE*

- **Collaboration on Special Building & Location Features**
  - *Energy efficiency demonstration room and ‘parklet’ in design*
  - *LEED certification planned; new building materials pre-qualified for points*
  - *EV charging station & solar roof top and car port shade structure being considered; potential union labor and pre-apprentice component*
Start of Demolition – November 2014
Lobby facing north—former stairs removed

Natural light enhancing stringer stairs planned with glass encasing to ensure 2nd floor security
Lobby facing NE to EE Demonstration Room

Original offices combined to create EE & Renewables Demonstration Library
Large Conference Room – facing north

Original wall expanded westward to accommodate Board meetings
Facing north along west corridor

Westward conf. room wall expansion & stringer stairs allow more natural light to flood west corridor and adjoining offices.
Upstairs – facing north

Existing skylight (not featured in this photo) floods natural light onto 2nd floor - additional skylights (2) planned in featured view

9 ft. + ceiling
Additional skylights will offer significantly more natural light to this existing view.

9 ft. + ceiling
Questions? Comments?
Marin Clean Energy
Board of Directors Meeting
Thursday, February 5, 2015
7:00 P.M.

San Rafael Corporate Center, Tamalpais Room
750 Lindaro Street, San Rafael, CA 94901

1. Swearing in of New MCE Board Members

2. Board Announcements (Discussion)

3. Public Open Time (Discussion)

4. Report from Chief Executive Officer (Discussion)

5. Consent Calendar (Discussion/Action)
   C.1 12.4.14 Board Minutes
   C.2 Approved Contracts Update
   C.3 2nd Addendum to 3rd Agreement with Ellison Schneider & Harris
   C.4 1st Agreement with Corporate Media Systems, Inc.
   C.5 1st Agreement with Ted Shuel
   C.6 2nd Addendum to 2nd Agreement with Troutman Sanders

6. Resolution 2014-09 Honoring Board Member Lawrence W. Bragman (Discussion/Action)

Agenda Item #11: 2.5.15 Draft Board Agenda
Marin Clean Energy
Board of Directors Meeting
Thursday, February 5, 2015
7:00 P.M.

San Rafael Corporate Center, Tamalpais Room
750 Lindaro Street, San Rafael, CA 94901

7. Budget
   a. Monthly Budget Update
   b. Budget Adjustment for FY 2014/15 (Discussion/Action)
   c. Proposed Budget for FY 2015/16 (Discussion/Action)

8. Proposed Rates for FY 2015/16 (Discussion/Action)

9. Energy Efficiency Update (Discussion)

10. Communications Update (Discussion)

11. Board Member & Staff Matters (Discussion)

12. Adjourn