



**Marin Clean Energy
Executive Committee Meeting
Wednesday, March 2, 2016
10:00 A.M.**

Kathrin Sears, Chair
County of Marin

Tom Butt, Vice Chair
City of Richmond

Bob McCaskill
City of Belvedere

Alan Schwartzman
City of Benicia

Sloan C. Bailey
Town of Corte Madera

Greg Lyman
City of El Cerrito

Barbara Coler
Town of Fairfax

Kevin Haroff
City of Larkspur

Sashi McEntee
City of Mill Valley

Brad Wagenknecht
County of Napa

Denise Athas
City of Novato

Carla Small
Town of Ross

Ford Greene
Town of San Anselmo

Genoveva Calloway
City of San Pablo

Andrew McCullough
City of San Rafael

Ray Withy
City of Sausalito

Emmett O'Donnell
Town of Tiburon

1125 Tamalpais Avenue
San Rafael, CA 94901

1 (888) 632-3674
mceCleanEnergy.org

**The Barbara George Conference Room
1125 Tamalpais Avenue, San Rafael, CA 94901**

Agenda Page 1 of 2

1. Board Announcements (Discussion)
2. Public Open Time (Discussion)
3. Report from Chief Executive Officer (Discussion)
4. Approval of 2.3.16 Meeting Minutes (Discussion/Action)
5. Budget for FY 2016/17 (Discussion/Action)
6. Proposed Adjustments to Preparation of MCE Minutes (Discussion/Action)
7. MCE Legal Team Staff Position (Discussion/Action)
8. Strategic Planning Update (Discussion)
9. Update on New Community Inclusion Process (Discussion)
10. Review Draft 3.17.16 Board Agenda (Discussion)



Agenda material can be inspected at 1125 Tamalpais Avenue, San Rafael, CA 94901 on the Mission Avenue side of the building. The meeting facilities are in accessible locations. If you are a person with a disability and require this document in an alternate format (example: Braille, Large Print, Audiotape, CD-ROM), you may request it by using the contact information below. If you require accommodation (example: ASL Interpreter, reader, note taker) to participate in any MCE program, service or activity, you may request an accommodation by calling (415) 464-6032 (voice) or 711 for the California Relay Service or by e-mail at djackson@mceCleanEnergy.org not less than four work days in advance of the event.



**Marin Clean Energy
Executive Committee Meeting
Wednesday, March 2, 2016
10:00 A.M.**

Kathrin Sears, Chair
County of Marin

Tom Butt, Vice Chair
City of Richmond

Bob McCaskill
City of Belvedere

Alan Schwartzman
City of Benicia

Sloan C. Bailey
Town of Corte Madera

Greg Lyman
City of El Cerrito

Barbara Coler
Town of Fairfax

Kevin Haroff
City of Larkspur

Sashi McEntee
City of Mill Valley

Brad Wagenknecht
County of Napa

Denise Athas
City of Novato

Carla Small
Town of Ross

Ford Greene
Town of San Anselmo

Genoveva Calloway
City of San Pablo

Andrew McCullough
City of San Rafael

Ray Withy
City of Sausalito

Emmett O'Donnell
Town of Tiburon

1125 Tamalpais Avenue
San Rafael, CA 94901

1 (888) 632-3674
mceCleanEnergy.org

**The Barbara George Conference Room
1125 Tamalpais Avenue, San Rafael, CA 94901**

Agenda Page 2 of 2

11. Board Member & Staff Matters (Discussion)

12. Adjourn



Agenda material can be inspected at 1125 Tamalpais Avenue, San Rafael, CA 94901 on the Mission Avenue side of the building. The meeting facilities are in accessible locations. If you are a person with a disability and require this document in an alternate format (example: Braille, Large Print, Audiotape, CD-ROM), you may request it by using the contact information below. If you require accommodation (example: ASL Interpreter, reader, note taker) to participate in any MCE program, service or activity, you may request an accommodation by calling (415) 464-6032 (voice) or 711 for the California Relay Service or by e-mail at djackson@mceCleanEnergy.org not less than four work days in advance of the event.

**MARIN CLEAN ENERGY
EXECUTIVE COMMITTEE MEETING
Wednesday, February 3, 2016
10:00 A.M.**

**The Barbara George Conference Room
1125 Tamalpais Avenue, San Rafael, CA 94901**

Roll Call

Present: Denise Athas, City of Novato
Tom Butt, City of Richmond
Kevin Haroff, City of Larkspur
Bob McCaskill, City of Belvedere
Kate Sears, County of Marin

Absent: Sloan Bailey, Town of Corte Madera
Ford Greene, Town of San Anselmo

Staff: Chris Kubik, Manager of Business and Community Development
Mike Maher, Maher Accountancy
David McNeil, Finance and Project Manager
C. C. Song, Regulatory Analyst
Dawn Weisz, Chief Executive Officer

Action Taken:

Agenda Item #4 – Approval of 1.13.16 Meeting Minutes (Discussion/Action)

M/s Sears/Athas (passed 5-0) the approval of 1.13.16 Meeting Minutes. Directors Bailey and Greene were absent.

Agenda Item #5 – Proposed FY2016/17 Rates (Discussion/Action)

M/s Sears/Haroff (passed 5-0) the approval of proposed FY2016/17 Rates. Directors Bailey and Greene were absent.

Agenda Item #6 – Proposed Budget for FY2016/17 (Discussion/Action)

M/s Sears/Haroff (passed 5-0) the approval of Budget for FY2016/17. Directors Bailey and Greene were absent.

Agenda Item #7 – MCE Reserve Policy (Discussion/Action)

M/s Sears/Athas (passed 5-0) the approval of MCE Reserve Policy. Directors Bailey and Greene were absent.

Agenda Item #8 – MCE Funding Indirect Costs Policy (Discussion/Action)

No action was taken on this item.

Agenda Item #9 – CCA Benefits Study (Discussion)

Information was presented and no action was required.

Agenda Item #10 – Agreement with River City Bank for On Bill Repayment Program (Discussion/Action)

M/s Sears/Athas (passed 5-0) the approval of agreement with River City Bank for on bill repayment program. Directors Bailey and Greene were absent.

Agenda Item #12 – Budget Adjustment for FY2015/16 (Discussion)

M/s Haroff/Athas (passed 5-0) the approval of Budget Adjustment for FY2015/16. Directors Bailey and Greene were absent.

Tom Butt, Executive Committee Chair

ATTEST:

Dawn Weisz, Chief Executive Officer



Job Description

Legal Operations Manager

Summary

The Legal Operations Manager has a wide range of responsibilities for the coordination, management, oversight, and/or implementation of various Regulatory, Legislative, Legal, and Strategic operations. This position serves as a central point of information and knowledge related to the internal operations and processes of the Legal and Regulatory Team.

Class Characteristics

The Legal Operations Manager works under the general direction of the Marin Clean Energy (MCE) General Counsel and receives occasional direction from the Regulatory Counsel, Regulatory Analyst, and Chief Executive Officer. The position works closely with other MCE departments and MCE contractors including external counsel, lobbyists, and advisors.

Supervisory Responsibilities

This position is responsible for the management and supervision of administrative support staff.

Essential Duties and Responsibilities (Illustrative Only)

- Oversee and manage MCE's compliance and reporting obligations
- Oversee and manage responses to public record requests
- Oversee and manage agency wide contract monitoring, auditing, and fulfillment
- Collect and manage information related to internal functioning of the Legal and Regulatory Team
- Ensure storage and management of MCE records and information as required by applicable policies and regulations
- Create and maintain internal documentation and develop systems for retaining institutional knowledge
- Develop and manage improved internal processes for the Legal and Regulatory Team and for the agency, when directed by the CEO and in collaboration with the Director of Internal Operations
- Manage projects that support the strategic initiatives of the Legal and Regulatory Team and for the agency, when directed by the CEO and in collaboration with the Director of Internal Operations
- Facilitate stakeholder relationships with persons outside of the organization on regulatory and legislative issues
- Organize and attend regulatory and legislative meetings with MCE staff
- Support regulatory and legislative initiatives and report progress to managers
- Manage and maintain Legal and Regulatory Team information and tracking systems

- Prepare informational handouts, filings, and other documents as needed

Break-Down of Time Spent on Various Work Areas

Legal, Regulatory, and Compliance Operations	60%
Strategic Project Management	20%
Coordination and Administrative Tasks	15%
Other	5%

Minimum Qualifications

To perform this job successfully, an individual must be able to perform the essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Experience/Education

Education and experience equal to a Bachelor's degree and the knowledge, skills, and ability to perform the essential functions of the position and a minimum of three years of coordination and management work, preferably for a public utility or other public or not for profit agency. A graduate degree in business administration, public policy, or a related field is desirable.

Knowledge of

- Community Choice Aggregation (CCA) and the California electric utility market
- The purpose, organization, and operations of a public agency
- Statewide legislative processes and policies in California
- Regulatory processes and practices including those at the CPUC
- Practices and principles of data analysis
- Information systems management
- Energy and environmental issues, especially in key CCA knowledge areas
- Demographics of the service areas
- Scheduling, maintaining calendars, and internal filing systems
- Microsoft Office Suite, including Word, Outlook and Power Point

Ability to

- Self-start and work independently with minimal oversight
- Communicate effectively both verbally and in written form
- Research and analyze data related to the regulatory and legislative functions of MCE
- Organize work in an efficient and time-sensitive manner
- Manage multiple priorities and adapt to changing priorities in a fast-paced environment
- Be thorough and detail-oriented
- Maintain confidentiality over sensitive items
- Operate standard office equipment
- Establish and maintain effective working relationships with those encountered during the performance of duties

Language and Reasoning Skills

- Exercise analytical skills, sound judgment, creative problem-solving, and commercial awareness
- Analyze and interpret information quickly and accurately
- Develop high-quality writing, research, and communication work products
- Deliver clear oral communication
- Interact effectively with administrative bodies and MCE's Legal Team, Executive Officer, and Board of Directors
- Manage projects and time efficiently

Mathematical Skills

Ability to add, subtracts, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and create and interpret bar graphs.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to use hands to finger, handle, or feel and reach with hands and arms. The employee must occasionally lift and/or move up to 20 pounds.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually moderate.

ADA Compliance

MCE will make reasonable accommodation of the known physical or mental limitations of a qualified applicant with a disability upon request.



DRAFT
Marin Clean Energy
Board of Directors Meeting
Thursday, March 17, 2016
7:00 P.M.

Kathrin Sears, Chair
County of Marin

Tom Butt, Vice Chair
City of Richmond

Bob McCaskill
City of Belvedere

Alan Schwartzman
City of Benicia

Sloan C. Bailey
Town of Corte Madera

Greg Lyman
City of El Cerrito

Barbara Coler
Town of Fairfax

Kevin Haroff
City of Larkspur

Sashi McEntee
City of Mill Valley

Brad Wagenknecht
County of Napa

Denise Athas
City of Novato

Carla Small
Town of Ross

Ford Greene
Town of San Anselmo

Genoveva Calloway
City of San Pablo

Andrew McCullough
City of San Rafael

Ray Withy
City of Sausalito

Emmett O'Donnell
Town of Tiburon

1125 Tamalpais Avenue
San Rafael, CA 94901

1 (888) 632-3674
mceCleanEnergy.org

The Charles F. McGlashan Board Room
1125 Tamalpais Avenue, San Rafael, CA 94901

Agenda Page 1 of 1

1. Board Announcements (Discussion)
2. Public Open Time (Discussion)
3. Report from Chief Executive Officer (Discussion)
4. Consent Calendar (Discussion/Action)
 - C.1 2.18.16 Meeting Minutes
 - C.2 Approved Contracts Update
 - C.3 Monthly Budget Report
 - C.4 MCE Legal Team Staff Position
 - C.5 CCA Benefits Study
5. MCE Budgets for FY 2016/17 (Discussion/Action)
6. MCE Rates for FY 2016/17 (Discussion/Action)
7. Inclusion of New Communities in MCE (Discussion/Action)
8. MCE Greenhouse Gas Emissions Factor for 2014 (Discussion)
9. Energy Efficiency Update (Discussion)
10. Communications Update (Discussion)
11. Board Member & Staff Matters (Discussion)
12. Adjourn



Agenda material can be inspected at 1125 Tamalpais Avenue, San Rafael, CA 94901 on the Mission Avenue side of the building. The meeting facilities are in accessible locations. If you are a person with a disability and require this document in an alternate format (example: Braille, Large Print, Audiotape, CD-ROM), you may request it by using the contact information below. If you require accommodation (example: ASL Interpreter, reader, note taker) to participate in any MCE program, service or activity, you may request an accommodation by calling (415) 464-6032 (voice) or 711 for the California Relay Service or by e-mail at djackson@mceCleanEnergy.org not less than four work days in advance of the event.