

**APPROVED**

**MAR 15 2018**

**MARIN CLEAN ENERGY**

**MCE BOARD MEETING MINUTES  
Thursday, February 15, 2018  
7:00 P.M.**

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

**Remote location:  
One Concord Center  
2300 Clayton Road, Suite 650  
Concord, CA 94520**

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**Roll Call:** Director Kate Sears called the regular Board meeting to order at 7:02 p.m. By roll call vote, an established quorum was met.

**Present:** Denise Athas, City of Novato (*San Rafael*)  
Sloan Bailey, Town of Corte Madera (*Concord*)  
Juan Banales, City of Pittsburg Alternate (*Concord*)  
Lisa Blackwell, Town of Danville (*Concord*)  
Tom Butt, Vice Chair, City of Richmond (*San Rafael*)  
Barbara Coler, Town of Fairfax (*San Rafael*)  
Kevin Haroff, City of Larkspur (*San Rafael*)  
Sue Higgins, City of Oakley (*Concord*)  
Greg Lyman, City of El Cerrito (*San Rafael*)  
Bob McCaskill, City of Belvedere (*San Rafael*)  
Andrew McCullough, City of San Rafael (*San Rafael*)  
Sashi McEntee, City of Mill Valley (*San Rafael*)  
Alan Schwartzman, City of Benicia (*Concord*)  
Scott Perkins, City of San Ramon (*Concord*)  
P. Rupert Russell, Town of Ross (*San Rafael*)  
Kate Sears, Chair, County of Marin (*Concord*)  
Don Tatzin, City of Lafayette (*Concord*)  
Maureen Toms, City of Pinole (*San Rafael*)  
Dave Trotter, Town of Moraga (*Concord*)  
Brad Wagenknecht, County of Napa (*San Rafael*)  
Jon Welner, Town of Tiburon (*San Rafael*)  
Kevin Wilk, City of Walnut Creek (*Concord*)  
Ray Withy, City of Sausalito (*San Rafael*)

**Absent:** Edi Birsan, City of Concord  
Arturo Cruz, City of San Pablo  
Federal Glover, County of Contra Costa  
Ford Greene, Town of San Anselmo  
Rob Schroder, City of Martinez

**Staff:** Jessica Brooks, Board Assistant (*San Rafael*)  
John Dalessi, Operations and Development (*San Rafael*)  
Kirby Dusel, Resource Planning and Renewable Energy Programs (*San Rafael*)  
Brian Goldstein, Resource Planning and Implementation (*San Rafael*)  
Darlene Jackson, Board Clerk (*San Rafael*)  
Sam Kang, Resource Planning (*San Rafael*)  
Elizabeth Kelly, General Counsel (*San Rafael*)  
David McNeil, Finance Manager (*San Rafael*)  
Enyo Senyo-Mensah, Operations Assistant (*Concord*)  
C.C. Song, Senior Policy Analyst (*San Rafael*)  
Maira Strauss, Customer Programs Assistant (*San Rafael*)  
Justine Parmelee, Operations Manager (*Concord*)  
Alice Stover, Manager of Customer Programs, Policy and Planning (*San Rafael*)  
Jamie Tuckey, Director of Public Affairs (*San Rafael*)  
Dawn Weisz, Chief Executive Officer (*San Rafael*)  
Sandra Zelaya, Public Affairs Assistant (*Concord*)

The following Board members completed the Oath of Office administered by CEO, Dawn Weisz:

- Rich Carlston, City of Walnut Creek
- Sue Higgins, City of Oakley
- Maureen Toms, City of Pinole
- Jon Welner, Town of Belvedere

New Board members were welcomed.

**1. Board Announcements (Discussion)**

There were none.

**2. Public Open Time (Discussion)**

Chair Sears opened the public comment period and there were comments from members of the public, Pam Reaves and Kelsey Morales.

**3. Report from Chief Executive Officer (Discussion)**

CEO, Dawn Weisz, reported on the following:

- Reminder to Chair and Board that we are connected via webinar from a remote location in Concord. This Concord location is in the same building as MCE's second office, but is in a shared meeting space for the office building. The final meeting location will be within MCE's office on a different floor starting in May.
- Board members at both locations were reminded to state their name before speaking.
- Sam Kang, new staff consultant with the Pacific Energy Advisors Team was introduced and welcomed.

- Ms. Weisz noted that MCE hosted a Supplier Diversity Symposium on Friday, January 26<sup>th</sup> at the Richmond City Hall. It was a success with a big turn-out locally and participation from around the state including Senator Ricardo Lara from Southern California and Senator Skinner from our own district.
- A thank you was extended to Supervisor Glover for kicking off the Symposium and Councilmember Meryl Craft from the City of Pittsburg for moderating a moving panel of FutureBuild and RichmondBuild graduates. Programs from the event are at the dais to look at or to take with you.
- Ms. Weisz shared that MCE Solar One is delivering power and a ribbon-cutting is being planned for April near Earth Day.
- Planning Department permit approval is complete for the electric vehicle/solar carport parking lot in San Rafael. Construction should be complete in July.
- The new MCE Pittsburg call center is up and running. It is housing 11 full-time staff, some of whom came from the FutureBuild training program. More information will be coming regarding a tour in March.
- Updates on the new Concord office:
  - a. Leased space is under construction. In the meantime, we now have free use of a temporary space in the same building. Approximately 5 staff members are using the temporary space, primarily for community outreach activities. Construction includes improvements to the lighting, flooring, and some wall removal.
  - b. The lease agreement with One Concord Center for MCE's new office was fully executed in December.
  - c. Nearly 100% of the renovation work will be done at the landlord's expense
  - d. Construction drawings were prepared and permits obtained from the City of Concord and the fire department in record time.
  - e. Property management selected a contractor and has prepared a preliminary construction schedule.
  - f. Demolition should begin next week (2/20) and the goal is for construction to be completed by the end of March.
  - g. Staff (Sarah, Justine) will be participating in weekly construction meetings to ensure that everything is moving forward as planned.
  - h. With final permitting, furniture installation, and information technology set-up, we hope to have the space ready for staff to move in by May 1.
- 2017 Ad Hoc Contracts Committee held their last meeting in January. Members of that Committee were thanked for their service.

4. **Consent Calendar (Discussion/Action)**

- C.1 Approval of 11.16.17 Meeting Minutes
- C.2 Approved Contracts Update

Chair Sears opened the public comment period and there were no speakers.

**ACTION:** It was M/S/C (Bailey/McEntee) to **approve Consent Calendar**. Motion carried by unanimous roll call vote. (Abstain on C.1: Directors Banales, Blackwell, Carlston, Coler, Higgins, Lyman, McCaskill, McEntee, Welner and Toms). (Absent: Directors Birsan, Cruz, Glover, Greene, and Schroder).

5. **Resolution 2018-01 Honoring Board Member Emmett O'Donnell (Discussion/Action)**

CEO, Dawn Weisz, introduced this item and addressed questions from Board members.

Chair Sears opened the public comment period and there were no speakers.

**ACTION:** It was M/S/C (Bailey/McEntee) to **approve Resolution 2018-01 Honoring Board Member Emmett O'Donnell**. Motion carried by unanimous roll call vote. (Absent: Directors Birsan, Cruz, Glover, Greene, and Schroder).

6. **Proposed Fiscal Year 2018/19 Budget (Discussion/Action)**

David McNeil, Finance Manager, introduced this item and addressed questions from Board members.

Chair Sears opened the public comment period and there were no speakers.

**ACTION:** It was M/S/C (Bailey/Haroff) to **approve the proposed FY 2018/19 Operating Fund, Energy Efficiency Program Fund, Local Renewable Energy Development Fund, and Renewable Energy Reserve Fund Budgets**. Motion carried by unanimous roll call vote. (Absent: Directors Birsan, Cruz, Glover, Greene, and Schroder).

7. **New Board Member Additions to Committees (Discussion/Action)**

CEO, Dawn Weisz, introduced this item and shared with the Board that the 2017 Ad Hoc Contracts Committee held its final meeting on January 1, 2018. As is customary, new ad hoc committees are formed each year and the invitation is opened at Board meetings for Board members to serve on the 2018 Ad Hoc Contracts Committee as well as other Standing Committees.

The following persons volunteered for the 2018 Ad Hoc Contracts Committee for Open Season:

Sloan Bailey  
Rich Carlston  
Kevin Haroff  
Greg Lyman  
Scott Perkins  
Don Tatzin  
Maureen Toms

Ms. Weisz also noted that Board member Ford Greene has rotated off the Technical Committee, therefore, leaving an available seat. Ms. Weisz addressed questions from Board members.

Chair Sears opened the public comment period and there were no speakers.

**ACTION:** It was M/S/C (Tatzin/Lyman) to **approve the 2018 Ad Hoc Contracts Committee consisting of the following members: Sloan Bailey, Rich Carlston, Kevin Haroff, Greg Lyman, Scott Perkins, Don Tatzin, and Maureen Toms.** Motion carried by unanimous roll call vote. (Absent: Directors Birsan, Cruz, Glover, Greene, and Schroder).

**8. Streamlining Public Works Contracting (Discussion/Action)**

**1) Proposed Resolution No. 2018-02 Electing to Become Subject to the Uniform Public Cost Accounting Act**

**2) First Reading of Ordinance No. 2018-01 Establishing Informal Bidding Procedures under the Uniform Public Cost Accounting Act**

Elizabeth Kelly, General Counsel, introduced this item and addressed questions from Board members.

Chair Sears opened the public comment period and there were no speakers.

**ACTION:** It was M/S/C (Trotter/Higgins) to **adopt proposed Resolution 2018-02 Electing to Become Subject to the Uniform Public Cost Accounting Act.** Motion carried by unanimous roll call vote.

**ACTION:** It was M/S/C (Trotter/Haroff) to **waive full reading, read by title only, and introduce for first reading Ordinance No. 2018-01 of the Board of Directors of Marin Clean Energy Establishing Informal Bidding Procedures under the Uniform Public Cost Accounting Act.** Motion carried by unanimous roll call vote. (Absent: Directors Birsan, Cruz, Glover, Greene, and Schroder).

**9. Customer Programs Quarterly Update (Discussion)**

Alice Stover, Manager of Customer Programs, Policy and Planning, introduced this item and addressed items from Board members.

Chair Sears opened the public comment period and there were no speakers.

**ACTION:** No action required.

**10. New Enrollment Communications Update (Discussion)**

Jamie Tuckey, Director of Public Affairs, introduced this item and addressed questions from Board members.

Chair Sears opened the public comment period and there were no speakers.

ACTION: No action required.

**11. Policy Update (Discussion)**

C.C. Song, Senior Policy Analyst, introduced this item and addressed questions from Board members.

Chair Sears opened the public comment period and there no speakers.

ACTION: No action required.

**12. Board Member & Staff Matters (Discussion)**

There were no announcements.

**13. Adjournment**

Director Kate Sears adjourned the meeting at 9:01 p.m. to the next scheduled Board Meeting on March 15, 2018.

  
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Kate Sears, Chair

Attest:

  
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Dawn Weisz, Secretary