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OAKLEY | PINOLE | PITTSBURG | RICHMOND | SAN PABLO | SAN RAMON | WALNUT CREEK

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Executive Committee Meeting Friday, May 4, 2018 12:00 P.M.

The Barbara George Conference Room, 1125 Tamalpais Ave., San Rafael, CA 94901

One Concord Center, 2300 Clayton Road, Suite 1150, Concord, CA 94920

OPEN SESSION

ROLL CALL/QUORUM

CLOSED SESSION

Public Employee Performance Evaluation
Title: Chief Executive Officer

CLOSED SESSION

Conference with Labor Negotiator
Agency Designated Representative: Board Chair
Unrepresented Employee: Chief Executive Officer

OPEN SESSION

- 1. Board Announcements (Discussion)**
- 2. Public Open Time (Discussion)**
- 3. Report from Chief Executive Officer (Discussion)**
- 4. Consent Calendar (Discussion/Action)**
 - C.1 Approval of 4.6.18 Meeting Minutes**



Agenda material can be inspected at 1125 Tamalpais Avenue, San Rafael, CA 94901 on the Mission Avenue side of the building and One Concord Center, 2300 Clayton Road, Concord, CA 94520 at the Main entrance. 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.



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5. FY 2017/18 Budget Update (Discussion)
6. MCE Electric Vehicle Program Update (Discussion)
7. Green and Healthy Homes Initiative (GHHI) Marin Program Update (Discussion)
8. MCE Job Description: Chief Executive Officer (Discussion/Action)
9. Compensation Studies for Director of Power Resources and Community Affairs Coordinator (Discussion/Action)
10. Review Draft 5.17.18 Board Agenda (Discussion)
11. Committee Member & Staff Matters (Discussion)
12. Adjourn



DRAFT

MCE

EXECUTIVE COMMITTEE MEETING

Friday, April 6, 2018

12:00 P.M.

One Concord Center, 2300 Clayton Road, Room 650, Concord, CA 94520
The Barbara George Conference Room, 1125 Tamalpais Avenue, San Rafael, CA 94901

Roll Call

Present:

Denise Athas, City of Novato (*San Rafael*)
Sloan Bailey, Town of Corte Madera (*San Rafael*)
Tom Butt, City of Richmond, Committee Chair (*San Rafael*)
Barbara Coler, Town of Fairfax (*San Rafael*)
Ford Greene, Town of San Anselmo (*San Rafael*)
Kevin Haroff, City of Larkspur (*San Rafael*)
Bob McCaskill, City of Belvedere (*San Rafael*)
Kate Sears, County of Marin (*San Rafael*)

Absent:

Edi Birsan, City of Concord
Lisa Blackwell, Town of Danville
Federal Glover, Contra Costa County
Dave Trotter, Town of Moraga

Staff:

Greg Brehm, Director of (*San Rafael*)
Jesica Brooks, Board Assistant (*San Rafael*)
John Dalessi, Planning and Implementation (*Dial-in*)
Katie Gaier, Manager of Human (*San Rafael*)
Darlene Jackson, Board Clerk (*San Rafael*)
Sam Kang, Resource Planning (*Dial-in*)
Justin Kudo, Deputy Director of Account Services (*San Rafael*)
David McNeil, Manager of Finance (*San Rafael*)
Enyonam Senyo-Mensah, Internal Operations Assistant (*Concord*)
Dawn Weisz, CEO (*San Rafael*)

Quorum was established and the regular Executive Committee meeting was called to order at 12:04 P.M. by Chair Tom Butt.

Agenda Item #03 – Report from Chief Executive Officer (Discussion)

In the absence of CEO Dawn Weisz, Deputy General Counsel Shalini Swaroop reported on the PCIA testimony, Director of Public Affairs Jamie Tuckey shared a video of the new MCE office in Concord, and it was announced that the 2018 Energy Efficiency Business Plan was approved.

Agenda Item #04 – Consent Calendar (Discussion/Action)

- C.1 Approval of 3.2.18 Meeting Minutes
- C.2 Monthly Budget Update
- C.3 First Agreement with Conservation Corps North Bay

Chair Butt asked for public comment and there was none.

ACTION: It was M/S/C (Greene/Athas) to **approve Consent Calendar Items C.1 and C.3.** Item C.2 was pulled for further discussion. Motion carried by unanimous roll call vote. (Abstain on C.1: Bailey) (Absent: Directors Birsan, Blackwell, Glover and Trotter.)

Agenda Item #05 – Proposed Electric Vehicle Rates for FY 2018/19 (Discussion/Action)

Justin Kudo, Deputy Director of Account Services, introduced this item and addressed questions from the Committee. Chair Butt asked for public comment and there was none.

ACTION: It was M/S/C (Bailey/Greene) to **recommend that the Board adopt proposed Electric Vehicle Rates for FY 2018/19.** Motion carried by unanimous roll call vote. (Absent: Directors, Birsan, Blackwell, Glover and Trotter.)

Agenda Item #06 – Proposed Amendment to MCE Policy 014: Investment Policy (Discussion/Action)

David McNeil, Manager of Finance, presented this item and addressed questions from the Committee. Chair Butt asked for public comment and there was none.

ACTION: It was M/S/C (McCaskill/Sears) to **recommend to the Board for approval at its next meeting the (i) proposed amended MCE Policy 014: Investment Policy and (ii) Proposed Resolution 2018-05 Authorizing Investment of Monies in the Local Agency Investment Fund.** Motion carried by unanimous roll call vote. (Absent: Directors Birsan, Blackwell, Glover and Trotter.)

Agenda Item #07 – MCE New Staff Position (Discussion/Action)

Katie Gaier, Manager of Human Resources, presented this item and addressed questions from the Committee. Chair Butt asked for public comment and there was none.

ACTION: It was M/S/C (Sears/Greene) to **approve the proposed Director of Regulatory and Legislative Policy job description and salary range.** Motion carried by unanimous roll call vote. (Absent: Directors Birsan, Blackwell, Glover and Trotter.)

The meeting was adjourned at 1:45 P.M. to the next scheduled Executive Committee Meeting on May 4, 2018.

Tom Butt, Executive Committee Chair

ATTEST:

Dawn Weisz, Chief Executive Officer



May 4, 2018

TO: MCE Executive Committee

FROM: Meaghan Doran, Manager of Customer Programs Operations

RE: Green and Healthy Homes Initiative (GHHI) Marin Program Update
(Agenda Item #07)

Dear Executive Committee Members:

SUMMARY:

MCE's Single Point of Contact Model

MCE makes it easy for customers to navigate energy savings and resource conservation opportunities by providing a Single Point of Contact (SPOC) for in-house and community partner programs. The SPOC serves as a facilitator and participant advocate, helping to guide the property owner through the process from initial contact to project completion.

Specifically, the SPOC:

- Develops an integrated assessment process;
- Identifies energy efficiency, water conservation, renewable energy, health, safety, comfort, and other upgrade opportunities;
- Works with participants to develop a scope of work based on their immediate needs, long-term goals, budget, and timeline;
- Provides project management support; and
- Develops and maintains a long-term relationship with participants.

MCE has integrated the SPOC model into its Multifamily Energy Savings Program and, upon approval of the MCE Energy Efficiency Business Plan application, will implement the model as a core aspect of the foundation of all its programs, service area wide. The Green and Health Homes Initiative (GHHI) Marin's health and safety offerings have already been integrated into the comprehensive assessment being conducted at qualifying multifamily properties participating in MCE's Multifamily Energy Savings Program in Marin. Contra Costa County staff are also interested in offering a similar program to residents as resources become available.

Green and Health Homes Initiative Overview

The Green and Healthy Homes Initiative (GHHI) is a national non-profit organization dedicated to breaking the link between unhealthy housing and unhealthy families. GHHI was originally established in 2008 with support from the U.S. Department of Housing and Urban Development (HUD), the Center for Disease Control and Prevention (CDC), 30 philanthropic foundations, and 12 pilot cities to advance the work of lead poisoning prevention and healthy homes in a more

comprehensive, sustainable, and cost-effective manner.

GHHI replaces stand-alone housing intervention programs with an integrated, whole-house approach that produces sustainable, green, healthy, and safe homes. As a result, GHHI is improving health, economic, and social outcomes for families across the country.

GHHI Marin Overview

MCE has been working alongside the Marin Community Foundation (MCF), Community Action Marin (CAM), the County of Marin, Marin Housing Authority, and many other local stakeholders to bring the GHHI Initiative to Marin. In September 2016, Marin County became a new site in the nationally-renowned Green & Healthy Homes Initiative, and the Advisory Committee of stakeholders became known as GHHI Marin.

The local project, spearheaded by MCF in collaboration with a comprehensive network of nonprofit organizations and public agencies, has adapted the GHHI model to the unique operating environment and demographics of Marin County. GHHI Marin is focused on improved health outcomes (primarily the reduction of asthma), safe home conditions in support of independent living and “aging in place”, and resource conservation through reduced energy use, waste reduction, and water conservation.

The home—in addition to the surrounding community—directly impacts the health and well-being of its inhabitants, and is also a significant source of energy use. While a number of programs exist to help low-income homeowners and rental property owners address energy and resource consumption, health, and home safety issues, several factors impede optimum utilization of these resources: a lack of comprehensive outreach and education; an uncoordinated, siloed delivery system that is difficult to navigate without assistance; and insufficient subsidies and rebates that cover a fraction of associated costs. GHHI Marin’s theory of change proposes:

If low- to moderate-income Marin residents can seamlessly access the information, incentives, and services necessary for integrated energy, health, and home safety improvements, then more residents will utilize related programs and services, which will reduce energy/water consumption, waste generation, and greenhouse gas emissions, as well as enable more Marin residents to experience improved health and safety within their homes.

MCF Grant Opportunity

In June 2017, MCF approved GHHI Marin for a “Program Support Fund” grant of \$400,000. The grant funds can be used for staff, materials, space, and other needs to meet the stated objectives. Examples of funds use are:

- Finance a home repair/home improvement loan fund for “gap population” homeowners whose level of income is not low enough to qualify for free services, yet not high enough to afford the required repairs or improvements.
- Provide contingency services for incidental repairs not covered by other funding sources in a home already being serviced in partnership with GHHI Marin.
- Provide cross-trainings for home assessors participating in GHHI Marin.
- Recruit, train, and imbed residential health educators into the GHHI Marin model.

MCE as Lead Agency

MCE was nominated to become GHHI Marin's Lead Agency due to its Single Point of Contact (SPOC) model, which is in alignment with GHHI Marin's model of braiding funds. In April 2017, Your Committee approved MCE as the Lead Agency for the GHHI Marin Program Support Fund, and in doing so MCE accepted the following responsibilities:

1. Manage the GHHI Marin contingency service funds;
2. Provide support for the sustainability of GHHI Marin; and
3. Facilitate the on-boarding and housing of a Service Coordinator.

Budget

The GHHI Marin Program Support Fund includes three major categories of funding:

1. Grant Administration / Lead Agency Overhead
Covers the cost for MCE to serve as the fiscal agent (accounting, reporting, processing, and dispersing rebate checks, and contracting of sub-grants).
2. Contingency Services
Covers rebates for qualified measures, workforce development training, gaps in service, and sub-grants for program services and to partners.
3. Service Coordinator
Covers the cost of a Climate Corp Bay Area Fellow, a position sponsored in partnership with Strategic Energy Innovations (SEI). This budget line item may increase after the total grant administrative burden is determined. GHHI Marin compensates Fellows at a rate of \$20 per hour.

The GHHI Marin Program Support Fund budget breakdown is as follows:

Budget Line Item	Amount
<i>MCE Grant Administration (up to 20%)</i>	\$60,000-80,000
<i>Contingency Services</i>	\$268,750-288,750
<i>Service Coordinator</i>	\$51,250
Total Budget	\$400,000

GHHI Marin Program Status Update

The GHHI Marin Advisory Committee met in April 2018 to discuss continuous improvement opportunities for the program. Due to unforeseen issues with program service partners (lack of funds, inability to implement programs in 2017, and overspending program budgets) the program was unable to meet its aggressive goals. However, there were a number of lessons learned that the Committee identified and will leverage to improve the program delivery model moving forward. The primary challenge is developing a referral network instead of a standalone program.

In total, 49 single family homes were referred between service partners. In order for a unit to be considered as served through GHHI Marin it must receive services from two or more partner organizations. Five (5) single family homes were served through the program and 26 more homes have already received services from one program partner. The Triage Committee is in the process of reviewing pipeline projects to determine additional eligible measures and whether or not the measures are also eligible to be funded through the Contingency Fund.

To date, no multifamily units have been served through GHHI Marin. There are a few reasons for this: 1) the extended timeline for enrolling multifamily properties and completing upgrade projects, 2) lack of resources from services providers, and 3) the split incentive issue (property owners having to pay for measures that benefit the residents) / shared cost model. There are currently 53 units in the pipeline that qualify for services from GHHI Marin partners and have measures eligible to be funded through the Contingency Fund. MCE is the lead agency on the multifamily projects and has completed comprehensive assessments of 12 units and is in the process of verifying eligibility and scheduling assessments for another 41 units.

MCE is considering the possibility of becoming the employer of record for GHHI Marin's sole employee. The focus of the employee would incorporate fundraising activities which would allow the program to become sustainable and would allow the program to expand offerings to the rest of MCE's service area as part of the SPOC model.

Fiscal Impact: No fiscal impact at this time.

Recommendation: Discussion item only.



May 4, 2018

TO: MCE Executive Committee
FROM: Katie Gaier, Manager of Human Resources
RE: MCE Job Description – Chief Executive Officer (AI #08)
ATTACHMENT: Proposed Revised Job Description – Chief Executive Officer

Dear Executive Committee Members:

SUMMARY:

The job description for MCE's Chief Executive Officer (CEO) was created in 2012 and approved by the Board of Directors at that time. It had not been updated since 2013, and as such did not reflect the level of management and supervisory responsibilities of the incumbent. Staff revised the job description to include the duties and employment standards of the position.

Fiscal Impact: The approval of the job description for the CEO has no impact on the Fiscal Year 2018/19 approved budget.

Recommendation: Approve the proposed revised job description for Chief Executive Officer as a final version, effective May 4, 2018.



JOB DESCRIPTION CHIEF EXECUTIVE OFFICER

Summary

The Chief Executive Officer (CEO) reports directly to the Board of Director of MCE and has responsibility for providing strategic leadership and direction to MCE in alignment with MCE's mission, vision and values.

Class Characteristics

The CEO is responsible to the Board of Directors for the strategic direction and overall performance of MCE, providing oversight and direction to all MCE departments, directly or through senior-level management staff. The position operates with a high level of autonomy, reporting directly to the Board of Directors. The incumbent represents the agency before the Board of Directors and other external entities, including regulatory and legislative bodies. The CEO exercises critical thinking and provides support to the Board in ensuring that MCE is strategic, compliant, credible, and efficient and that the performance of the agency aligns with its mission, vision, and values.

Supervisory Responsibilities

The CEO has specific supervisory responsibilities for the Chief Operating Officer, the General Counsel, and the Directors of Policy and Public Affairs. The CEO provides regular feedback, conducts performance appraisals, and reviews and approves professional development opportunities.

Essential Duties and Responsibilities (Illustrative Only)

- Ensures that MCE activities are consistent with MCE's mission, vision, values, goals, and policy objectives.
- Ensures strategic, efficient, and consistent implementation of MCE goals and objectives and other key performance indicators.
- Coordinates the preparation of periodic and ad-hoc reports as required by MCE's Board of Directors and Committees, funding agencies, or other interested parties.
- Ensures that MCE work products are accurate, comprehensive, timely, well documented, and maintain MCE credibility.

- Provides consistent operational support, guidance, tools, and feedback to the Chief Operating Officer, the General Counsel, and the Directors of Policy and Public Affairs.
- Oversees and completes multiple projects simultaneously, often within stringent time constraints.
- Communicates with persons outside the organization, representing MCE to customers, the public, government officials, and other external entities in person, in writing, and by telephone and email.

Organization/Team Development

- Coaches and develops the leadership team using a supportive and collaborative approach: assigns accountabilities, sets objectives, establishes priorities, and monitors and evaluates results.
- Provides regular, consistent, direct, fact-based, specific feedback to individuals to instill a strong sense of teamwork and success.
- In coordination with members of MCE's senior managerial team, ensures individual divisions of MCE are meeting objectives and operating within agency expectations.
- Ensures that the performance of MCE's teams successfully aligns with its mission, vision, values and strategic plan.

Employment Standards

Experience/Education

Education and experience equivalent a bachelor's degree or equivalent in economics, business, planning, public administration, or a field directly related to the work and at least ten years' experience at an executive or senior management level in the utility industry, which included direction to operations, regulatory, legislative, and public affairs staff. A master's degree in a related field and previous work in a public agency are desirable.

Knowledge of:

- MCE's mission, vision, values, and goals
- Principles and practices of public administration, including supervision, strategic planning, goal setting, program development, implementation, and evaluation
- Principles and practices of finance and budgeting consistent with MCE's mission and goals
- Principles of good utility practice
- Principles of financial modeling and customer data analysis
- Principles and practices of contract development and management
- Regulatory compliance filing requirements
- Principles related to negotiation with power producers to achieve costs consistent with MCE's pro forma budget
- CPUC, CEC, CAISO, CARB and legislative proceedings and advocacy filings

- Electricity program rates and rate structures, project development, and resource procurement
- State and federal employment laws and regulations and their application to a public agency
- Power generation, balancing area operations, distribution, and transmission planning
- Scheduling and settlement protocols and market operations of the California Independent System Operator
- Facility construction and operations
- Environmental review and permitting of renewable and distributed energy systems
- Energy efficiency and demand side management
- Electric and alternative fuel vehicles
- Emerging technologies
- Revenue collection
- Marketing and customer outreach

Ability to:

- Oversee progress towards achievement of agency goals, including directing and expediting the work of assigned personnel, consultants, and independent contractors
- Document new and existing processes clearly and accurately, and explain work processes and process changes to others
- Recognize deficiencies, issues, or challenges and work with staff to propose timely solutions
- Appear before the Board of Directors and at other public and private agency meetings
- Represent MCE before regulatory agencies, legislative bodies, other service providers, and the public as needed
- Communicate effectively both verbally and in writing
- Establish and maintain positive and constructive working relationships with persons encountered during the performance of duties

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 required to use hands to finger, handle or feel and reach with hands and arms. The employee is occasionally required to stand. The employee must occasionally lift and/or move up to 20 pounds.

Work Environment

The work environment described here are representative of those an employee may encounter while performing the essential duties of the job. The noise level in the

work environment is usually moderate. The work at times may be fast-paced with multiple critical deadlines.

An incumbent in this job class must be able to work at any MCE office and travel between offices, as assigned.

The job may require travel to off-site meetings as well as attend evening and occasionally weekend events.

ADA Compliance

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



May 4, 2018

TO: MCE Executive Committee

FROM: Katie Gaier, Manager of Human Resources

RE: Compensation Studies for Director of Power Resources and Community Affairs Coordinator (AI #09)

ATTACHMENTS: A. Job Description: Director of Power Resources
B. Salary Analysis for Director of Power Resources
C. Job Description: Community Affairs Coordinator
D. Salary Analysis for Community Affairs Coordinator

Dear Executive Committee Members:

SUMMARY:

MCE staff periodically conduct compensation studies for job positions on an as-needed basis. At this time, a salary analysis has been prepared for each of two positions: Director of Power Resources and Community Affairs Coordinator. The job descriptions are attached for reference only as they are both existing MCE job descriptions.

Director of Power Resources

As the CCA movement continues to grow in California, the comparable labor market for the Director of Power Resources position has changed and has warranted a study of the market at this time. There were six comparable positions at CCA's across California. In addition, the duties of the Power Resources team have grown with the latest expansion and the need to procure renewable energy for nearly 470,000 customers, increasing the level of management responsibilities of the Director. The study results and MCE compensation procedures indicate a new salary range of \$164,388 - \$213,606. This represents an average 18.5% increase over the current range. The incumbent is currently within the range of the salary study results.

Community Affairs Coordinator

With expansion into the nine new Contra Costa communities and the increase in customers, there is a need for ongoing community outreach and responsiveness. The position of Community Affairs Coordinator has not been filled for over a year. Also, because there were no incumbents at the time of the 2014 compensation study, the position was not studied. It has, therefore, fallen behind in its relative labor market. To provide current market information, staff recently conducted two compensation studies, one that included Marin Municipal Water District (MMWD) and one without. Keeping MMWD in the survey did not significantly impact the results of the study. BART was also included in the current studies, but no comparable class was

found. The study results and MCE compensation procedures indicate a new salary range of \$59,388 - \$89,575. This represents an average 16% increase over the current range. MCE expects to recruit to fill three Community Affairs Coordinator positions effective July 1, 2018 and the positions are included in the current fiscal year budget.

Fiscal Impact: The approval of the new salary ranges for Director of Power Resources and Community Affairs Coordinator job classes will have no impact on the Fiscal Year 2018/19 approved budget.

Recommendation: Approve the results of the compensation studies for Director of Power Resources and Community Affairs Coordinator and direct staff to update the salary ranges for the positions.



JOB DESCRIPTION DIRECTOR OF POWER RESOURCES

SUMMARY

The Director of Power Resources, under direction of the Chief Operating Officer, has responsibility for a wide range of matters to support MCE resource planning, analysis, and management of the utilities' power resources portfolio and procurement efforts. The Director of Power Resources works with cross-functional groups which include the public, legislative and regulatory agencies, fellow CCAs, energy services vendors, project developers, brokers, and consultants providing direction and information on specific programs, tariffs, and projects as well as prospective programs, tariffs, and offerings. Responsibilities include oversight and supervision of multiple Power Supply Contract Managers, Settlement Analysts, and consultants who perform due diligence with respect to: resource planning and optimization, power operations and risk mitigation, contract settlements, contractor performance monitoring and dispute resolution, invoice validation, analysis and resolution of commercial issues, and compliance filings. The Director of Power Resources is also responsible for identification and review of potential power supply and local resource development opportunities, as well as drafting, negotiation and administration of power purchase agreements. The Director of Power Resources also oversees the preparation of certain regulatory compliance reports focused on resource procurement, climate impacts, annual greenhouse gas inventory and emissions reporting, Renewable Portfolio Standard reporting, Resource Adequacy filings, and preparation of informational material for the MCE Board and public regarding power resource allocations. The Director of Power Resources oversees the administration of MCE's feed-in tariff and develops strategies to accelerate local renewable generation development within budgetary constraints.

CLASS CHARACTERISTICS

The Director of Power Resources performs assignments under direction of the Chief Operating Officer and works closely with MCE's internal departments and technical team including external consultants and counsel. This position interfaces with developers and brokers of power and other interested parties to assist with the identification of power supply opportunities that are appropriate for MCE's power mix. The incumbent oversees the administration of request for proposal (RFP) processes, including MCE's Open Season process (for renewable energy procurement), Ad Hoc RFOs for Resource Adequacy, conventional energy, Scheduling Coordination, portfolio management, various data and power supply services and assessment of unsolicited proposals. The position may act as compliance lead and liaison regarding the Agency's lead agency status in compliance with the California Environmental Quality Act (CEQA). The Director develops proposals to address commercial issues and business strategy, presenting to Board members, committee members and staff as required.

SUPERVISORY RESPONSIBILITIES

The Director of Power Resources supervises positions assigned to the Power Resources team, including, but not limited to, Power Supply Contracts Managers, Settlement Analysts, and administrative staff. The Director recruits, trains and develops emerging and experienced team

members to consistently achieve organizational objectives, expand their commercial experience and abilities and establishes a highly functioning and engaged team. The position supervises staff in the drafting of staff reports and presentations for timely submittal to the MCE Board. The Director oversees staff review and analysis of power supply proposal materials from developers and brokers of conventional and renewable electricity. He also manages assignments and delegates responsibilities among team members, balancing the importance of providing opportunities for learning and professional growth with the need to meet regulatory deadlines and deliver high quality products.

ESSENTIAL DUTIES AND RESPONSIBILITIES (ILLUSTRATIVE ONLY)

- Leads or oversees preparation of MCE's Integrated Resource Plan (IRP).
- Ensures adherence to and implementation of the IRP through procurement decisions.
- Ensures MCE is meeting all power supply and power service needs cost effectively and in line with MCE's mission and established policies.
- Leads the administration of Request for Proposal (RFP) processes, the Open Season process and the assessment of unsolicited proposals.
- Leads or oversees negotiations and execution of renewable energy transactions, resource adequacy contracts, and energy storage agreements.
- Reviews and analyzes proposals for electric power supply and services submitted to MCE by developers, service providers and brokers.
- Leads renewable energy and energy storage procurement strategy, including identification and evaluation of financial, commercial, legal and technical risks.
- Oversees the preparation and presentation of information and recommendations to assist MCE staff and Board in assessing and identifying 'best fit' market opportunities for MCE that align with the IRP and financial objectives.
- Leads the preparation and updates of reports of wholesale energy products and resource planning studies to yield a portfolio of supply resources to best meet the agency's needs content targets consistent with the IRP.
- Participates in interactions with power developers and brokers during pre-contract discussions, contract negotiations and Board discussion.
- Oversees the administration of MCE power contract portfolio, evaluates the status and performance of MCE resource portfolio and recommends adjustments as needed.
- Prepares materials for the MCE Board and its Committees as well as MCE staff to facilitate policy discussions related to procurement and resource planning.
- Oversees contract performance auditing and monitoring for existing MCE contracts for events of default or breach of contract, reviews terms and perform relevant analysis to build business case for or against contract terminations.
- Keeps abreast of developments in resource planning processes and in energy resource technologies, seeking out new technologies from public or private sources, evaluating new supplies as appropriate.
- Serves as energy market subject matter expert to identify areas for contract improvement and risk mitigation to ensure renewable energy and energy storage products correspond with immediate and future use cases.
- Represents MCE on external agencies' task forces and working groups as assigned
- Oversees the management and administration of MCE's various renewable energy certificate accounts within the WREGIS system.
- Oversees the preparation of compliance reports and materials related to MCE power supply, including those required by the California Public Utilities Commission (CPUC), California Energy Commission (CEC), California Independent System Operator (CAISO), The Climate Registry, and the Department of Energy (DOE).
- As assigned, assists with the implementation of MCE's Strategic Plan.

MINIMUM QUALIFICATIONS

Experience/Education

Education and experience equivalent to a Bachelor's degree in engineering, finance, economics or accounting, supplemented by a minimum of seven (7) years of progressively responsible experience at an electric utility, municipal utility, a Community Choice Aggregation program or in a closely related field. Technical experience in the utility industry is required. A Master's degree is desirable.

Knowledge of:

- Energy generation technologies including carbon neutral electric energy, conventional energy, and renewable energy such as wind, biomass, geothermal, solar, concentrating solar, energy storage, and hydroelectric.
- Procurement process and use of renewable energy certificates to support RPS compliance and voluntary programs.
- The California Independent System Operator (CAISO) scheduling coordination and settlement processes.
- The structure and content of standard power purchase agreements and best practices for various resource types including resource adequacy.
- California's Renewables Portfolio Standard, resource adequacy obligations, Power Content Label obligations and Power Source Disclosure program.
- Power scheduling and good utility practice.
- Power purchase agreement structures, general terms and conditions and basic requirements.
- Microsoft Office software including Excel, Word and PowerPoint.
- The Western Renewable Energy Information System (WREGIS).
- Congestion revenue rights allocation and auction processes, as well as congestion analysis.
- Load and generation scheduling, curtailment and impacts on pricing and settlements.
- Best practices for energy risk management.
- Regulatory reporting and compliance requirements of the California Public Utilities Commission (CPUC), CEC and CAISO.

Ability to:

- Manage multiple priorities and quickly adapt to changing priorities in a fast paced dynamic environment.
- Take responsibility and work independently, as well as coordinate team efforts.
- Be thorough and detail-oriented.
- Manage projects, coordinate efforts of others.
- Prepare professional reports and request for proposals.
- Perform quantitative data and statistical analysis and effectively communicate results to others.
- Work accurately and swiftly under pressure.
- Demonstrate patience, tact, and courtesy.
- Establish and maintain effective working relationships with persons encountered during the performance of duties.

Language and Reasoning Skills

- Exercise sound judgment, creative problem solving, and commercial awareness.
- Develop high-quality writing, research and communication work products.

- Deliver clear oral communications.
- Effectively interpret and apply contract language and commercial agreements.
- Analytical skills to evaluate contractor performance and potential project opportunities, and project siting, permitting and interconnection issues.
- Interact professionally and effectively with developers and power brokers, commercial partners, MCE staff team and Board of Directors.
- Apply strong analytical and problem-solving skills.
- Manage projects and time efficiently.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals; compute rate, ratio, and percent and to create and interpret bar graphs; calculate Levelized Cost of Electricity (LCOE). Understanding of net present value (NPV) and appropriate application of discount rates.

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 is occasionally required to stand.

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.

The incumbent may be required to attend night and weekend meetings and conferences and to travel between MCE offices.

ADA Compliance

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

AI #09_Att. B: Salary Analysis for Director of Power Resources

Salary Survey Director of Power Resources 5.4.18							
CCA's		Bottom Range	Top Range	Top of Range + 15%	# Customers	# Staff	Annual Budget
Pensinsula Clean Energy	Director of Power Resources	\$ 180,000	\$ 180,000		290,000	14	\$ 250,000,000
Silicon Valley Clean Energy	Director of Power Resources	\$ 164,388	\$ 258,324		242,500	21	\$ 250,000,000
East Bay Community Energy	Director - Power Resources	\$ 175,000	\$ 175,000		600,000	9	N/A first budget in June
San Jose Community Energy	Deputy Dir of Power Resources	\$ 116,893	\$ 182,084		350,000	4	\$ 99,000,000
Monterey Bay Community Power	Director of Power Services	\$ 150,000	\$ 240,000		307,000	15	N/A first budget not yet approved
Clean Power SF	Manager VII	\$ 145,548	\$ 185,744		81,000	N/A*	\$ 40,000,000
Sonoma Clean Power	Director of Power Resources	\$ 210,000	\$ 210,000		226,687	21	\$ 161,000,000
LA Community Choice	No comparable class						
Median		\$ 164,388	\$ 185,744	\$ 213,606			
MCE	Director of Power Resources	\$ 122,421	\$ 206,546		470,000	50	\$ 385,000,000
*Part of C/C San Francisco							



Job Description

Community Affairs Coordinator

SUMMARY

The Community Affairs Coordinator works under direction of either a Community Development Manager or the Deputy Director of Public Affairs, Community Development and has a wide range of responsibilities to support MCE's programs, including conducting strategic community outreach and advocacy for the Public Affairs team, and performing related tasks as assigned.

CLASS CHARACTERISTICS

The Community Affairs Coordinator interfaces with a wide range of community, stakeholder, and customer groups. Incumbents conduct strategic outreach and community organizing efforts to advance MCE programs, policies and service options; are responsible for cultivating, developing, and maintaining relationships with key customer and stakeholder groups; and communicating MCE's central messages consistently to target audiences via professional networking, printed literature, web-based material, electronic correspondence, public presentations, and verbal interactions. The Community Affairs Coordinator also participates in community events, conducts local government outreach, and responds to inquiries from customers via email, telephone, and in-person dialogue. Depending upon the assignment, an incumbent may provide analytical and planning support to a Community Development Manager and/or provide for ESL content drafting for web and print materials.

Supervisory Responsibilities

The Community Affairs Coordinator may supervise or provide direction to interns and/or fellows.

ESSENTIAL DUTIES & RESPONSIBILITIES (Illustrative Only)

- Assist in implementing community outreach efforts to enhance marketing of MCE services and programs to the general public, customers, and public agencies.
- Assist in maintaining relationships with community members, local business owners, municipal staff, local public officials, and other key stakeholders as necessary.
- Act as a liaison to local groups, civic institutions, and community-based organizations.
- Support customer enrollments and program participation, by emailing, in-site visits, and cold-calling as directed.
- Deliver presentations to various community groups and local representatives.
- Staff and attend community events to distribute information about MCE and interact with members of the public.
- Respond to customer inquiries.
- Assist with updates to municipal partners.
- Engage in social media, including drafting content, answering questions, and hosting Facebook live events.

- Analyze data, including cost comparisons and greenhouse gas inventory analyses.
- Support various community programs, including climate action planning, energy planning, building and transportation electrification, generation of metrics, and grant and report writing.
- May assist with MCE's Community Power Coalition meetings, develop multilingual materials, and support MCE's environmental justice work, including providing non-English presentations.
- As assigned, assist with the MCE Strategic Plan.

MINIMUM QUALIFICATIONS

Education or experience equivalent to a Bachelor's degree in Communications, Public Administration, Environmental Planning, Business, or a related field. Depending upon the assignment, must be able to read, write, speak, translate, and develop materials in Spanish and English.

Knowledge of:

- MCE's mission, vision and values.
- The role of CCA's in California, in particular in the MCE service area.
- Environmental policy, public administration, renewable energy, and energy regulation.
- Microsoft Office Suite including Excel, Word, PowerPoint and Adobe Acrobat.
- Commercial social media engagement including Facebook, Instagram and Twitter.
- Best practices of community engagement and outreach.
- Diverse communities and cultures.
- Depending upon the assignment, methods of data analysis, climate action planning, energy planning, building and transportation electrification, generation of metrics, and grant and report writing.

Ability to:

- Demonstrate strong interpersonal and phone etiquette skills, verbal communications, grammatical and professional business skill sets.
- Interact effectively and communicate concisely with customers, local community groups, organizations, and MCE staff.
- Efficiently manage projects and time.
- Be outgoing, confident, and detail oriented.
- Be self-motivated with a strong drive to resolve issues quickly and effectively.
- Manage multiple priorities and quickly adapt to changing priorities in a fast paced, dynamic environment.
- Take responsibility and work independently, as well as coordinate team efforts.
- Work accurately and swiftly under pressure and multi-task.
- Demonstrate patience, tact, courtesy, and flexibility.
- Establish and maintain effective working relationships with persons encountered during the performance of duties.
- For the community power assignment, read, write, speak, translate and prepare materials in Spanish and English.

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 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.

Incumbents must be available to work evenings and weekends, and to travel between MCE offices and to event and community locations.

ADA Compliance

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

AI #09_Att. D: Salary Analysis for Community Affairs Coordinator

Salary Survey - Community Affairs Coordinator May 2018				
Jurisdiction	Job Title	Bottom of Range	Top of Range	Top of Range + 15%
City of Redding	Electrical Utility DSM Coordinator	\$ 59,388	\$ 93,984	
MMWD	Communications Specialist	\$ 85,400	\$ 102,444	
Anaheim PUD	Community Services Specialist	\$ 48,714	\$ 62,172	
Western Muni Water Dis	Commuity Affairs Representative I	\$ 58,174	\$ 77,892	
County of Sonoma	Water Agency Program Specialist I	\$ 61,326	\$ 74,448	
County of Marin	No comparable class			
City of Palo Alto	No comparable class			
BART	No comparable class			
Median		\$ 59,388	\$ 77,892	\$ 89,576
Median w/o MMWD		\$ 58,781	\$ 76,170	\$ 87,596
MCE	Community Affairs Coordinator	\$ 48,311	\$ 82,015	



DRAFT

**Board of Directors Meeting
Thursday, May 17, 2018
7:00 P.M.**

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

One Concord Center, 2300 Clayton Road, Suite 1150, Concord, CA 94920

Agenda Page 1 of 2

1. Board Announcements (Discussion)
2. Public Open Time (Discussion)
3. Report from Chief Executive Officer (Discussion)
4. Consent Calendar (Discussion/Action)
 - C.1 Approval of 4.19.18 Meeting Minutes
 - C.2 Approved Contracts Update
 - C.3 1st Agreement with Cloud Co-Op
5. MCE Greenhouse Gas Reporting and Power Supply Statistics (Discussion)
6. Proposed Amendment to FY 2017/18 Operating Fund Budget (Discussion/Action)
7. Ratesetting Process Overview and Ratification of Current Rates (Discussion/Action)
8. Update on AB1110 Proceeding and Integrated Resource Plan Proceeding (Discussion)





MARIN COUNTY | NAPA COUNTY | UNINCORPORATED CONTRA COSTA COUNTY
BENICIA | CONCORD | DANVILLE | EL CERRITO | LAFAYETTE | MARTINEZ | MORAGA
OAKLEY | PINOLE | PITTSBURG | RICHMOND | SAN PABLO | SAN RAMON | WALNUT CREEK

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Agenda Page 2 of 2

9. Communications Update (Discussion)

10. Board Member & Staff Matters (Discussion)

11. 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.