

MCE
EXECUTIVE COMMITTEE MEETING
Friday, February 2, 2018
12:00 P.M.

One Concord Center
2300 Clayton Road, Room 650
Concord, CA 94520

APPROVED
MAR 02 2018
MARIN CLEAN ENERGY

Remote location:

MCE's 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, Acting Committee Chair (*Concord*)
Edi Birsan, City of Concord (*Concord*)
Barbara Coler, Town of Fairfax (*San Rafael*)
Federal Glover, County of Contra Costa (*Concord*)
Ford Greene, Town of San Anselmo (*San Rafael*)
Dave Trotter, Town of Moraga (*Concord*)

Absent:

Lisa Blackwell, Town of Danville
Tom Butt, City of Richmond, Committee Chair
Kevin Haroff, City of Larkspur
Bob McCaskill, City of Belvedere
Kate Sears, County of Marin

Staff:

Sarah Estes-Smith, Director of Internal Operations (*San Rafael*)
Jessica Flores-Brooks, Board Assistant (*San Rafael*)
Darlene Jackson, Board Clerk (*Concord*)
Elizabeth Kelly, General Counsel (*Concord*)
David McNeil, Manager of Finance (*San Rafael*)
Justine Parmelee, Internal Operations Manager (*Concord*)
Enyonam Senyo-Mensah, Internal Operations Assistant (*Concord*)
Dawn Weisz, CEO (*Concord*)

Quorum was established and the regular Executive Committee meeting was called to order at 12:06 P.M. by Acting Committee Chair, Sloan Bailey.

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

CEO, Dawn Weisz shared with the Committee information regarding the following:

- Remote location participants joining from the San Rafael office.

- Success of CalCCA-sponsored Supplier Diversity Symposium, January 26th, City of Richmond.
- Concord Office Update:
 - The lease agreement with One Concord Center, located at 2300 Clayton Road, for MCE's new Concord office was finalized and fully executed in December as directed by the Executive Committee in its Meeting on November 3.
 - The Agreement includes:
 - Term of five years, 8 months
 - Over 9,000 rentable square feet of space, to be used for MCE's Concord Office
 - Maximum monthly base rent of \$31,239
 - Seven months of rent abatement
 - Free temporary space in the building until completion of the office build-out
 - Construction drawings were prepared and permits obtained from the City of Concord and the fire department in record time.
 - Property management is reviewing contractor bids presently and should have a construction schedule for MCE within the next couple weeks.
 - MCE anticipates construction will happen in February-March, with MCE moving in by the end of April.
- Joint Petition for Modification of Code of Conduct was filed by IOUs and MCE will file its comments within 28 days.
- The Draft Resolution regarding CCA launch timing and resource adequacy is on the agenda for CPUC action next week.
- Successful Legislative Days with CalCCA in Sacramento last week.
- MCE Open Season launched, bids are due March 1.
- New members will be invited to join Ad Hoc Contracts Committee at the February 15th Board meeting.
- There are some concerns with recent IBEW 1245 publications that are disparaging of MCE and CCAs in general, and are based on false information. These actions conflict with MCE/IBEW discussions about partnership and engagement. MCE is hoping IBEW 1245 will correct the published misinformation so that collaboration with IBEW can continue.

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

- C.1 Approval of 12.1.17 Meeting Minutes
- C.2 Monthly Budget Update
- C.3 Third Amendment to the Second Agreement with Malen Concepts
- C.4 Second Amendment to the Fifth Agreement with the Association for Energy Affordability
- C.5 Second Amendment to the First Agreement with Keyes & Fox, LLP
- C.6 First Amendment to the Fifth Agreement with Troutman Sanders, LLP
- C.7 First Agreement with DNV GL

Acting Chair Bailey asked for public comment and there was none.

ACTION: It was M/S/C (Birsan/Glover) to **approve Consent Calendar**. Motion carried by unanimous roll call vote. (Abstain: Director Coler on C.1) (Absent: Directors Blackwell, Butt, Haroff, McCaskill and Sears).

Agenda Item #05 – Proposed Budgets for Fiscal Year 2018/19 (Discussion/Action)

David McNeil, Manager of Finance introduced this item and addressed questions from the Committee.

Acting Chair Bailey asked for public comment and there was none.

ACTION: It was M/S/C (Trotter/Birsan) to **direct Staff to present proposed FY 2018/19 Operating Fund, Energy Efficiency Program Fund, Local Renewable Energy Development Fund, and Renewable Energy Reserve Fund Budgets to the Board for approval at its February 2018 meeting**. Motion carried by unanimous roll call vote. (Absent: Directors Blackwell, Butt, Haroff, McCaskill and Sears).

Agenda Item #06 – Procurement Manual and Contracting Processes (Discussion/Action)

General Counsel, Elizabeth Kelly presented this item and addressed questions from the Committee. It was the decision of the Committee to not approve the item in its entirety but to present the item to the Board for discussion at its February 2018 meeting.

Acting Chair Bailey asked for public comment and there was none.

ACTION: It was M/S/C (Bailey/Trotter) to **direct Staff to present Agenda Item #06 to the Board for discussion at its February 2018 meeting**. Motion carried by unanimous roll call vote. (Absent: Directors Blackwell, Butt, Haroff, McCaskill and Sears).

Agenda Item #07 – New Community Enrollment Communications Update (Discussion)

Jamie Tuckey, Director of Public Affairs presented this item and addressed questions from the Committee.

Acting Chair Bailey asked for public comment and there was none

ACTION: No action required.

Agenda Item #08 – MCE Investment Update (Discussion)

David McNeil, Manager of Finance presented this item and addressed questions from the Committee.

Acting Chair Bailey asked for public comment and there was none.

ACTION: No action required.

Agenda Item #09 – MCE Joint Powers Agreement and Local Planning Obligations (Discussion/Action)

ACTION: It was M/S/C (Trotter/Birsan) to **direct Staff to present Agenda Item #09 to the Board for discussion at its February 2018 meeting.** Motion carried by unanimous roll call vote. (Absent: Directors Blackwell, Butt, Haroff, McCaskill and Sears).

Agenda Item #10 – Review Draft 2.15.18 Board Agenda (Discussion)

ACTION: No action required.

The meeting was adjourned at 1:40 P.M. to the next scheduled Executive Committee Meeting on March 2, 2018.



~~Sloan Bailey, Acting Executive Committee Chair~~

Tom Butt,

ATTEST:



Dawn Weisz, Chief Executive Officer