



**Marin Energy Authority  
Executive Committee Meeting  
Tuesday, February 12, 2013  
9:00 A.M.**

**Dawn Weisz**  
Executive Officer

**Damon Connolly**  
Chair  
City of San Rafael

**Kathrin Sears**  
Vice Chair  
County of Marin

**Tom Cromwell**  
City of Belvedere

**Alexandra Cock**  
Town of Corte Madera

**Larry Bragman**  
Town of Fairfax

**Len Rifkind**  
City of Larkspur

**Ken Wachtel**  
City of Mill Valley

**Denise Athas**  
City of Novato

**Tom Butt**  
City of Richmond

**Carla Small**  
Town of Ross

**Ford Greene**  
Town of San Anselmo

**Ray Withy**  
City of Sausalito

**Emmett O'Donnell**  
Town of Tiburon

781 Lincoln Avenue  
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**San Rafael Corporate Center, Tamalpais Room  
750 Lindero Street San Rafael, CA 94901**

**Agenda – Page 1 of 1**

- 1. Board Announcements (Discussion)**
- 2. Public Open Time (Discussion)**
- 3. Report from Executive Officer (Discussion)**
- 4. Communications Update (Discussion)**
- 5. Regulatory Update (Discussion)**
- 6. Proposed Changes to Executive Officer Contracting Authority (Discussion)**
- 7. Review Draft Agenda of 3.7.13 Board Meeting (Discussion)**
- 8. Board Member & Staff Matters (Discussion)**
- 9. Adjourn**



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March 7, 2013

TO: Marin Energy Authority Board

FROM: Elizabeth Kelly, Legal Director

RE: Resolution Authorizing Executive Officer to Enter into and Execute Contracts Not Exceeding \$XX (Agenda item #X)

ATTACHMENT: Resolution No. 2013-\_\_ - Resolution of Marin Energy Authority Authorizing Executive Officer to Enter into and Execute Contracts Not Exceeding \$XX.

Dear Board Members:

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**SUMMARY:**

Section 2.5 of the Marin Energy Authority Joint Powers Agreement authorizes the Authority to make and enter into contracts, and to employ staff to administer the Authority. On January, 2010, your Board approved Resolution 2010-05A which authorized the Interim Director to enter into contracts not to exceed \$20,000 for a specific scope of work.

This Resolution authorizes the Executive Officer to enter into and execute contracts for an amount not to exceed \$XX, consistent with the Authority's budget and the limitations of its Joint Powers Agreement and Operating Rules and Regulations. The Resolution requires that the Executive Officer report all contracts executed by her under this authorization to the Board of Directors at their next regular meeting. The attached Resolution would rescind Resolution No. 2010-05A to avoid duplication and confusion.

The changes that the proposed resolution would implement are:

<b>Revision</b>	<b>Current (Resolution 2010-05A)</b>	<b>Proposed (Resolution 2013-01)</b>	<b>Comments/Notes</b>
<b>Title</b>	Interim Director	Executive Officer	
<b>Contracting Authority</b>	\$20,000	\$XX,000	MMWD contracting authority for General Manager is \$56,275. (See MMWD Code Section 2.90.120)
<b>Timeframe of Authority</b>	n/a	Per fiscal year	Current authority is a "lifetime" cap of \$20,000 on a specific scope of work; this would allow for several contracts to be entered in to with a specific contractor so long as the scope of work is different.
<b>Authority Basis</b>	Per specific scope of work	Per specific contractor	Creates greater cost control for Board on a per contractor basis; better fits MEA operations.
<b>Rescission</b>	n/a	Rescinds Resolution 2010-05A	

These revisions would allow for more efficient contracting at amounts under \$XX,000, which reduces administrative burden for staff while allowing for greater Board oversight over contractors performing various scopes of work.

**Recommendation:** Approve resolution authorizing the Executive Officer to enter into certain contracts.



**Marin Energy Authority  
Board Meeting  
Thursday, March 7, 2013  
7:00 P.M.**

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**Agenda – Page 1 of 2**

- 1. Board Announcements (Discussion)**
- 2. Public Open Time (Discussion)**
- 3. Report from Executive Officer (Discussion)**
- 4. Consent Calendar (Discussion/Action)**
  - C.1 2.7.13 Board Meeting Minutes**
  - C.2 Monthly Budget Report**
- 5. Energy Efficiency Program Update (Discussion)**
- 6. Agreement with Rising Sun Energy for Energy Efficiency Services (Discussion/Action)**
- 7. Agreement with Community Energy Services Corporation for Energy Efficiency Services (Discussion/Action)**
- 8. Agreement with Richmond/BUILD for Energy Efficiency Services (Discussion/Action)**
- 9. Communications Update (Discussion)**



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**10. Approval of MCE Budget for FY14 (Discussion/Action)**

**11. Proposed Change in Executive Officer Contracting Authority (Discussion/Action)**

**12. Resolution of the Board of Directors of the Marin Energy Authority Authorizing the Executive Officer to enter Into and Execute Contracts (Discussion/Action)**

**13. Regulatory Update (Discussion)**

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

**15. Adjourn**