



**Marin Clean Energy  
Executive Committee Meeting  
Wednesday, July 16, 2014  
9:00 A.M.**

**San Rafael Corporate Center, Boro Room  
750 Lindero Street, San Rafael, CA 94901**

Dawn Weisz  
Executive Officer

Damon Connolly  
Chair  
City of San Rafael

Kathrin Sears  
Vice Chair  
County of Marin

Bob McCaskill  
City of Belvedere

Sloan C. Bailey  
Town of Corte Madera

Larry Bragman  
Town of Fairfax

Kevin Haroff  
City of Larkspur

Garry Lion  
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

1 (888) 632-3674  
[mceCleanEnergy.org](http://mceCleanEnergy.org)

781 Lincoln Ave., #320  
San Rafael, CA 94901

**Agenda**

- 1. Board Announcements (Discussion)**
- 2. Public Open Time (Discussion)**
- 3. Report from Executive Officer (Discussion)**
- 4. Approval of 4.16.14 Meeting Minutes (Discussion/Action)**
- 5. Approval of 6.18.14 Meeting Minutes (Discussion/Action)**
- 6. MCE Office Space Proposal (Discussion/Action)**
- 7. Monthly Budget Reporting Format (Discussion/Action)**
- 8. Labor and Prevailing Wage Policy (Discussion/Action)**
- 9. Legislative Policy (Discussion)**
- 10. Review Draft Board Retreat Agenda (Discussion)**



Agenda material can be inspected in the Marin County Sheriff's lobby, located at 3501 Civic Center Drive, San Rafael, CA 94903. 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](mailto:djackson@mceCleanEnergy.org) not less than **four work days** in advance of the event.



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**11. Members & Staff Matters (Discussion)**

**12. Adjourn**



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**MARIN CLEAN ENERGY  
EXECUTIVE COMMITTEE MEETING  
WEDNESDAY, APRIL 16, 2014  
9:00 A.M.  
SAN RAFAEL CORPORATE CENTER, BORO ROOM  
750 LINDARO STREET, SAN RAFAEL, CA 94901**

**Roll Call**

**Present:**

Damon Connolly, City of San Rafael, Chair  
Kate Sears, County of Marin  
Bob McCaskill, City of Belvedere  
Sloan Bailey, Town of Corte Madera

**Absent:**

Tom Butt, City of Richmond  
Denise Athas, City of Novato

**Staff:**

Dawn Weisz, Executive Officer  
Emily Goodwin, Director of Internal Operations  
Shalini Swaroop, Legal Counsel

**Agenda Item #4 – Approval of Minutes from 1.15.14 (Discussion/Action)**

M/s Sears/Bailey (passed 4-0) approval of minutes from 1.15.14 Meeting. Directors Butt and Athas were absent.

**Agenda Item #5 – Approval of Minutes from 3.19.14 (Discussion/Action)**

M/s Sears/Bailey (passed 4-0) approval of minutes from 3.19.14 Meeting. Directors Butt and Athas were absent.

**Agenda Item #6 and #7 - NO ACTION TAKEN. Discussion only.**

**Agenda Item #8 – Records Retention Adjustment (Discussion/Action)**

M/s Bailey/Sears (passed 4-0) approved the final revised version of Policy 003 Records Retention and recommended Board consideration at the May meeting. Directors Butt and Athas were absent.

**Agenda Item #9 – MCE Position Transition from Extra Hire to Regular Hire (Discussion/Action)**

**M/s McCaskill/Bailey (passed 4-0) approved the MCE position transition from extra hire to regular hire for the HR Coordinator and recommended Board action at the May meeting. Directors Butt and Athas were absent.**

\_\_\_\_\_  
**Damon Connolly, Chair**

**ATTEST:**

\_\_\_\_\_  
**Dawn Weisz, Executive Officer**

**MARIN CLEAN ENERGY  
EXECUTIVE COMMITTEE MEETING  
WEDNESDAY, JUNE 18, 2014  
9:00 A.M.  
SAN RAFAEL CORPORATE CENTER, BORO ROOM  
750 LINDARO STREET, SAN RAFAEL, CA 94901**

**Roll Call**

**Present:**

Tom Butt, City of Richmond  
Denise Athas, City of Novato  
Bob McCaskill, City of Belvedere  
Sloan Bailey, Town of Corte Madera

**Absent:**

Damon Connolly, City of San Rafael, Chair  
Kate Sears, County of Marin

**Staff:**

Dawn Weisz, Executive Officer  
Beth Kelly, Legal Director  
Greg Brehm, Director of Power Resources  
Emily Goodwin, Director of Internal Operations  
Pierce Few, MCE Intern

**Agenda Item #7 – Office Space Proposal (Discussion/Action)**

**M/s Athas/McCaskill (passed 4-0) the request to delegate authority from the Board to the July Executive Committee to sign proposed lease for new office space. Directors Connolly and Sears were absent.**

**Agenda Item #8 – Land Lease for 2MW Solar Installation in Richmond (Discussion/Action)**

**M/s McCaskill/Bailey (passed 4-0) the recommendation to bring Land Lease for 2MW Solar Installation in Richmond to the July Board meeting. Directors Connolly and Sears were absent.**

**Agenda Item #9 – Report on Membership Analysis for the City of San Pablo (Discussion/Action)**

**M/s Butt/McCaskill (passed 4-0) the recommendation to bring the Membership Analysis for the City of San Pablo to the July Board meeting. Directors Connolly and Sears were absent.**

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**Damon Connolly, Chair**

**ATTEST:**

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**Dawn Weisz, Executive Officer**



July 16, 2014

TO: Marin Clean Energy Executive Committee  
FROM: Greg Morse, Business Analyst  
RE: Changes to Monthly Budget Report (Agenda Item #07)  
ATTACHMENT: MCE Budget Reports 2014-05 (Unaudited)  
Budget Idea

Dear Executive Committee Members:

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**SUMMARY:**

During the June Board meeting Director alternate Katie Hoertkorn, suggested possible improvements that could be made for the format in which monthly financial information is presented to the board. Working with Director McCaskill and Maher Accountancy, MCE staff has created a new format for monthly budget reports. This new format compares year-to-date spending in the various expense categories with the same year-to-date spending in the previous year, the budgeted year to date spending, and overall annual budget. This new format should help the Board and members of the public get a better snapshot of MCE's spending activities and how the agency is performing relative to projections.

**Recommendation:** The Executive Committee considers adoption of the proposed and adjusted budget format.

**MARIN CLEAN ENERGY**  
**OPERATING FUND**  
**BUDGETARY COMPARISON SCHEDULE**  
**April 1, 2014 through May 31, 2014**

	2013/14 YTD Actual	2014/15 YTD Budget	2014/15 YTD Actual	2014/15 YTD Actual/ Budget	2014/15 Annual Budget	2014/15 Budget Remaining
<b>REVENUE AND OTHER SOURCES:</b>						
Revenue - Electricity (net of allowance)	\$ 10,157,798	\$ 16,172,904	\$ 15,488,541	95.77%	\$ 101,138,394	\$ 85,649,853
<b>EXPENDITURES AND OTHER USES:</b>						
<b>CURRENT EXPENDITURES</b>						
Cost of energy	10,319,119	13,199,030	12,785,702	96.87%	88,410,551	75,624,849
Staffing	213,608	310,375	305,969	98.58%	1,950,000	1,644,031
Technical consultants	98,500	89,549	81,925	91.49%	560,000	478,075
Legal counsel	19,463	69,792	38,485	55.14%	335,000	296,515
Communications consultants and related expenses	232,668	93,750	93,041	99.24%	750,000	656,959
Data manager	336,155	445,000	438,559	98.55%	2,670,000	2,231,441
Service fees- PG&E	79,004	111,667	117,723	105.42%	670,000	552,277
Other services	27,987	50,000	48,364	96.73%	300,000	251,636
General and administration	52,792	58,333	56,658	97.13%	350,000	293,342
Marin County green business program	-	-	-	0.00%	15,000	15,000
Solar rebates	-	-	-	0.00%	25,000	25,000
Total current expenditures	<u>11,379,296</u>	<u>14,427,495</u>	<u>13,966,426</u>	96.80%	96,035,551	82,069,125
CAPITAL OUTLAY	-	3,333	5,992	179.76%	20,000	14,008
DEBT SERVICE	244,195	199,167	198,980	99.91%	1,195,000	996,020
<b>INTERFUND TRANSFER TO:</b>						
Local Renewable Energy Development Fund	<u>51,536</u>	109,994	<u>109,994</u>	100.00%	109,994	-
Total expenditures	<u>11,675,027</u>	<u>14,739,989</u>	<u>14,281,392</u>	96.89%	97,360,545	\$ 83,079,153
Net increase (decrease) in available fund balance	<u>\$ (1,517,229)</u>	<u>\$ 1,432,915</u>	<u>\$ 1,207,149</u>		<u>\$ 3,777,849</u>	



**DISCUSSION DRAFT**  
**MCE Union Labor and Prevailing Wage Policy**

**MCE efforts to contract for generation supply shall include requirements in the bid process as follows:**

**Information Collection:**

Marin Clean Energy shall collect information from respondents to any Open Season and/or RFP process regarding past, current and/or planned efforts by project developers and their contractors to:

- Employ C-10 licensed contractors and certified electricians.
- Pay the prevailing wage for electricians pursuant to the Labor Code.
- Utilize local apprentices during construction and maintenance.
- Pay workers the correct prevailing wage rates for each craft, classification and type of work performed.
- Utilize Project Labor Agreements on the proposed project or prior project developments.
- Display a poster at jobsites informing workers of prevailing wage requirements.
- Provide workers compensation coverage.

**Bid Analysis:**

Relevant information submitted by bidders will be used to evaluate potential workforce impacts of proposed projects with the goal of promoting fair worker treatment and support of the existing wage base in local communities where contracted projects will be located.

**Standard Form Power Purchase Agreement Prevailing Wage Terms:**

The MCE standard form Power Purchase Agreement will include a requirement for project developers to make reasonable efforts to pay prevailing wage, utilize local apprenticeship programs where available, and utilize multi-trade project labor agreements.



**DISCUSSION DRAFT**

**Marin Clean Energy  
Legislative Policy Guidelines**

The Legislative Policy Guidelines are designed to provide MCE staff standing authority to take action on legislative matters that relate to furthering MCE's mission and provide MCE lobbyists a better understanding of the organizational preferences regarding the variety of issues that will arise during the course of a legislative session.

***Support California Community Choice Aggregation***

Support legislation that protects and fosters CCA within the state. Support legislation that supports CCA autonomy in policymaking and decision-making. Oppose legislation that unfairly discriminates against CCAs or CCA customers or reduces CCA policymaking or decision-making autonomy.

***Reduce Greenhouse Gas Emissions***

Support legislation that would reduce greenhouse gas emissions in electricity through renewable energy and demand reduction. Support energy efficiency programs for CCA customers and non-customers through CCAs, local governments and partnerships. Support legislation that facilitates cost-effective renewable energy in California. Support cost-effective deployment of electric vehicles, demand response, energy storage and other tools to reduce greenhouse gas emissions. [Monitor and consider supporting efforts that accelerate bringing renewables to market such as streamlining land-use and permitting processes.]

***Promote Local Economic and Workforce Benefits***

Support legislation that improves workforce development in energy efficiency and renewable energy in California. Support prevailing wage policies in MCE territories in energy- and energy efficiency-related fields.



**Marin Clean Energy  
SPECIAL MEETING**  
Thursday, September 18, 2014  
9:30AM – 4:00PM

**The Marin Art & Garden Center, Livermore Pavilion  
30 Sir Francis Drake Blvd. Ross, CA 94957**

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