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

San Rafael Corporate Center, Boro Room
750 Lindaro Street, 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)

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

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Agenda

11. Members & Staff Matters (Discussion)

12. Adjourn
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
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.
Damon Connolly, Chair

ATTEST:

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)

Dear Executive Committee Members:

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

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<tbody>
<tr>
<td><strong>REVENUE AND OTHER SOURCES:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Revenue - Electricity (net of allowance)</td>
<td>$10,157,798</td>
<td>$16,172,904</td>
<td>$15,488,541</td>
<td>95.77%</td>
<td>$101,138,394</td>
<td>$85,649,853</td>
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<td><strong>EXPENDITURES AND OTHER USES:</strong></td>
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<tr>
<td>Current Expenditures</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Cost of energy</td>
<td>10,319,119</td>
<td>13,199,030</td>
<td>12,785,702</td>
<td>96.87%</td>
<td>88,410,551</td>
<td>75,624,849</td>
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<tr>
<td>Staffing</td>
<td>213,608</td>
<td>310,375</td>
<td>305,969</td>
<td>98.58%</td>
<td>1,950,000</td>
<td>1,644,031</td>
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<td>Technical consultants</td>
<td>98,500</td>
<td>89,549</td>
<td>81,925</td>
<td>91.49%</td>
<td>560,000</td>
<td>478,075</td>
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<td>Legal counsel</td>
<td>19,463</td>
<td>69,792</td>
<td>38,485</td>
<td>55.14%</td>
<td>335,000</td>
<td>296,515</td>
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<td>Communications consultants and related expenses</td>
<td>232,668</td>
<td>93,750</td>
<td>93,041</td>
<td>99.24%</td>
<td>750,000</td>
<td>656,959</td>
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<tr>
<td>Data manager</td>
<td>336,155</td>
<td>445,000</td>
<td>438,559</td>
<td>98.55%</td>
<td>2,670,000</td>
<td>2,231,441</td>
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<tr>
<td>Service fees- PG&amp;E</td>
<td>79,004</td>
<td>111,667</td>
<td>117,723</td>
<td>105.42%</td>
<td>670,000</td>
<td>552,277</td>
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<td>Other services</td>
<td>27,987</td>
<td>50,000</td>
<td>48,364</td>
<td>97.73%</td>
<td>300,000</td>
<td>251,836</td>
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<td>General and administration</td>
<td>52,792</td>
<td>58,333</td>
<td>56,658</td>
<td>97.13%</td>
<td>15,000</td>
<td>15,000</td>
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<tr>
<td>Marin County green business program</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0.00%</td>
<td>15,000</td>
<td>15,000</td>
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<tr>
<td>Solar rebates</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0.00%</td>
<td>25,000</td>
<td>25,000</td>
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<tr>
<td>Total current expenditures</td>
<td>11,379,296</td>
<td>14,427,495</td>
<td>13,966,426</td>
<td>96.80%</td>
<td>96,035,551</td>
<td>82,069,125</td>
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<tr>
<td>Capital Outlay</td>
<td>-</td>
<td>3,333</td>
<td>5,992</td>
<td>179.76%</td>
<td>20,000</td>
<td>14,008</td>
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<td>Debt Service</td>
<td>244,195</td>
<td>199,167</td>
<td>198,980</td>
<td>99.91%</td>
<td>1,195,000</td>
<td>996,020</td>
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<tr>
<td><strong>INTERFUND TRANSFER TO:</strong></td>
<td></td>
<td></td>
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<td></td>
<td></td>
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<tr>
<td>Local Renewable Energy Development Fund</td>
<td>51,536</td>
<td>109,994</td>
<td>109,994</td>
<td>100.00%</td>
<td>109,994</td>
<td>-</td>
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<tr>
<td>Total expenditures</td>
<td>11,675,027</td>
<td>14,739,989</td>
<td>14,281,392</td>
<td>96.89%</td>
<td>97,360,545</td>
<td>$83,079,153</td>
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<td>Net increase (decrease) in available fund balance</td>
<td>$ (1,517,229)</td>
<td>$1,432,915</td>
<td>$1,207,149</td>
<td>$3,777,849</td>
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**Agenda Item #07-Att: MCE Budget Reports 2014-15 (Unaudited)**
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.
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

Agenda

1. Board Announcements (Discussion)

2. Public Open Time (Discussion)

3. Report from Executive Officer (Discussion)

4. Board Member & Staff Matters (Discussion)

5. Adjourn

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