



**Marin Energy Authority
Executive Committee Meeting
Wednesday, March 20, 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

**San Rafael Corporate Center, Boro 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. SEED Fund Opportunity (Discussion)**
- 5. Communications Update (Discussion)**
- 6. Regulatory Update (Discussion)**
- 7. Consideration of Regular Hire Staff Positions (Discussion)**
- 8. Review Draft Agenda of 4.4.13 Board Meeting (Discussion)**
- 9. Board Member & Staff Matters (Discussion)**
- 10. Adjourn**

781 Lincoln Avenue
Suite 320
San Rafael, CA 94901

1 (888) 632-3674
mceCleanEnergy.com



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 MEA 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.com not less than **four work days** in advance of the event.



SEED Fund

Sustainable Energy & Economic Development Fund

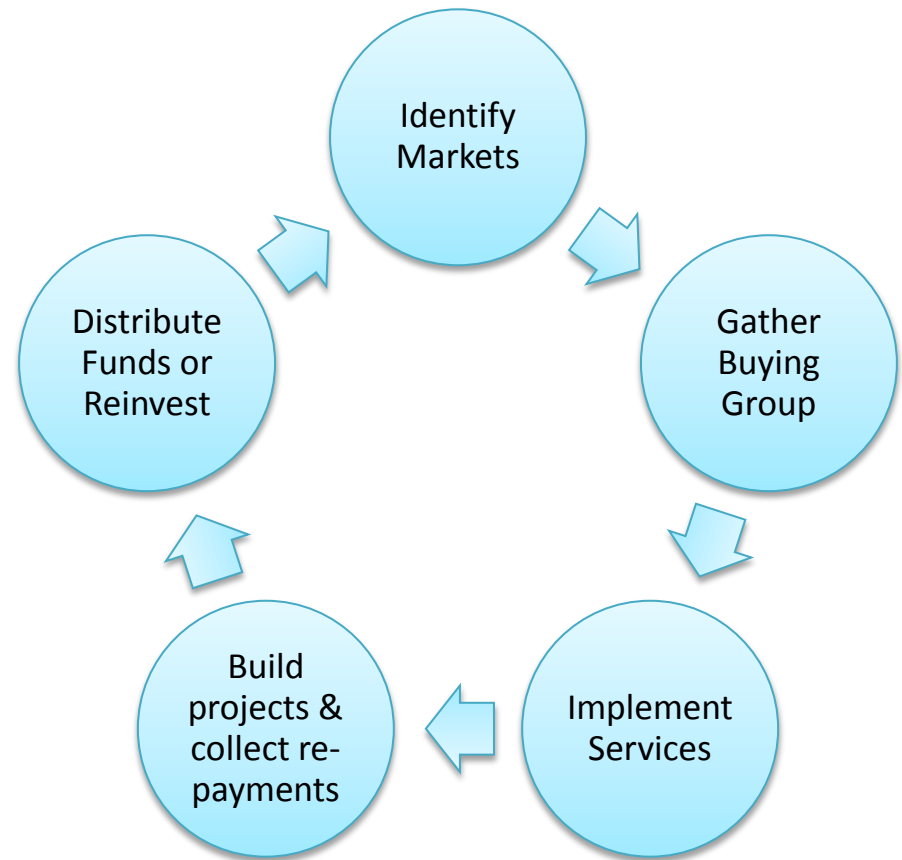
March 2013





What is SEED Fund

- Model
 - A revolving fund to defer upfront costs for public sector solar PV or energy efficiency project analysis and procurement
 - Built on a proven collaborative approach
- Municipal Benefits
 - Realize 10-12% in total project cost savings
 - Reduce transaction costs by 50-70%



Who is SEED Fund

- SEED Fund NP LLC
 - Wholly owned subsidiary of Strategic Energy Innovations, a California 501c3
 - Founded in 1997, Strategic Energy Innovations (SEI) is a non-profit that develops and delivers solutions customized to help communities accomplish their sustainability goals.
 - Optony Inc.: SEED Fund Technical Service Provider
 - Optony Inc is a global research and consulting services firm focused on enabling government and commercial organizations to bridge the gap between solar energy goals and real-world results.
 - Established with California Solar Initiative Research Design and Development Business Innovation grant of \$300,000
 - Grant is supported by PG&E and California Public Utilities Commission, and is implemented by Itron



Background

Silicon Valley Regional Project

Agenda Item #4: SEED Fund Opportunity



- Included 43 sites
 - Collaboration across 9 jurisdictions
 - 14.4MW of combined solar PV
- Multiple Site Types:
 - Carports
 - Rooftops
 - Ground mounted
- Largest multi-agency effort to date
 - County of Santa Clara
 - 6 Cities
 - 2 Special Districts
- LESSONS:
 - Aggregated purchase discounts 12%+
 - Reduced admin and transactions costs 50%+
 - Better negotiated contract terms & conditions

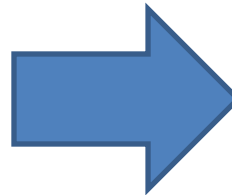
Background: Major Solar Industry Changes

Agenda Item #4: SEED Fund Opportunity



Recent Changes

- Dramatic Drop In Panel Prices
- Consolidation In The Industry
- New Financial Players In The Market
- Maturing Industry
- US Markets Are The New Focus
- Excess PV Capacity Coming Online
- Grid Parity Accelerating (without incentives)

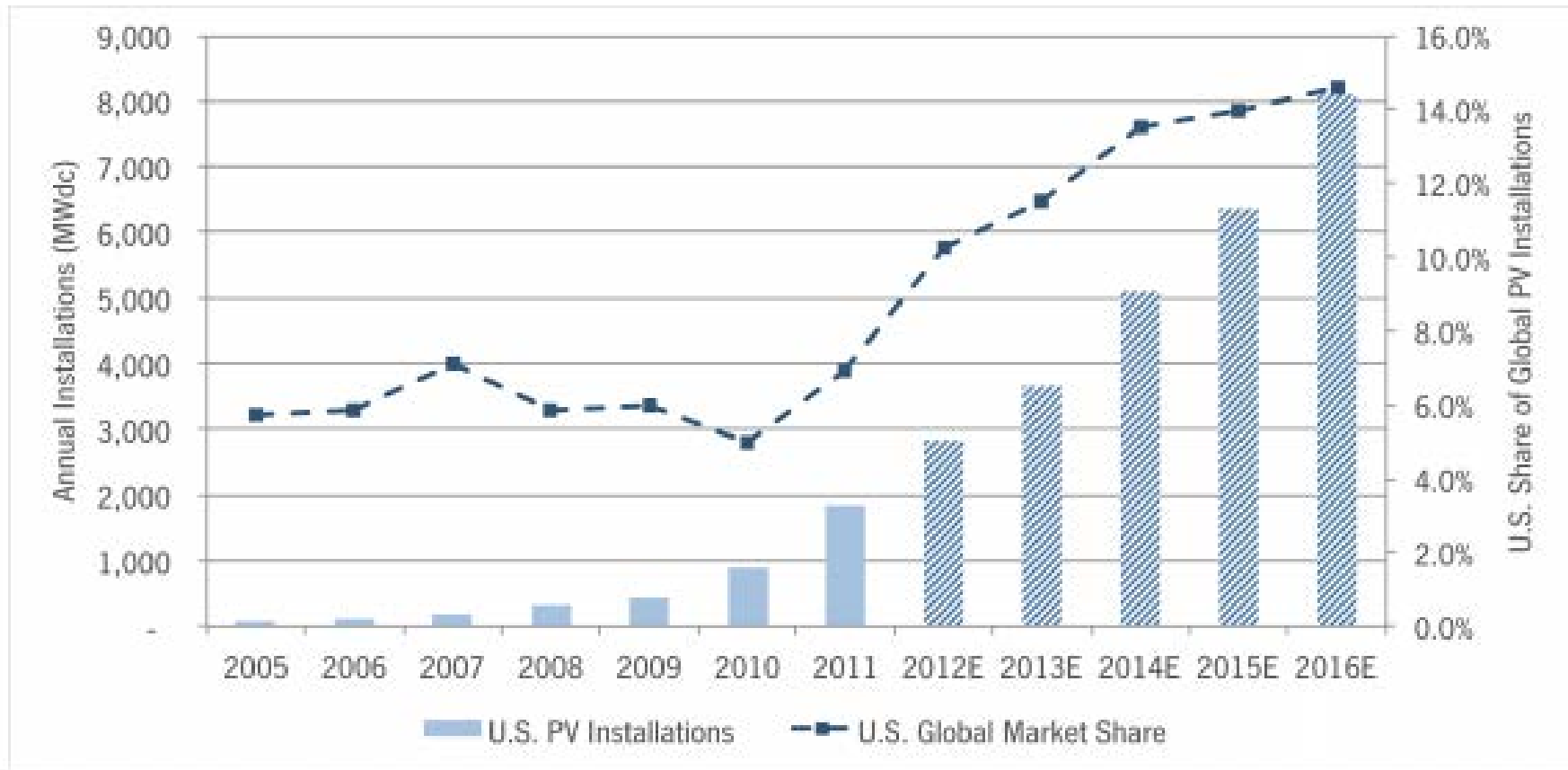


Major Impact On:

- Better Project Economics
- Few, Stronger Players
- Lower Cost Of Capital
- Better Results For Clients
- PV Mfrs Must Lower Cost
- Must Seek Long-Term Stability
- Mass Adoption Of Solar

Background: Solar Project Trends

Agenda Item #4: SEED Fund Opportunity

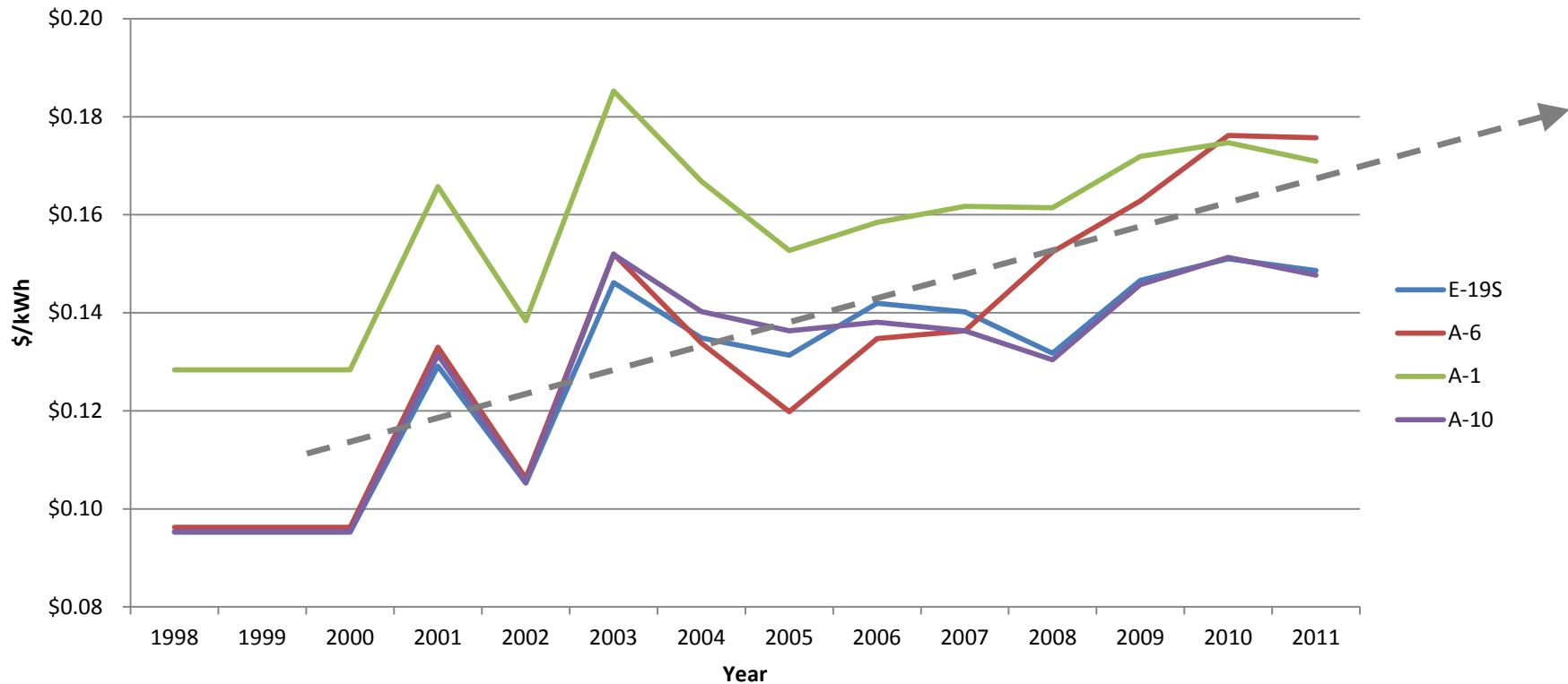


Background: Electricity Pricing Trends

Agenda Item #4: SEED Fund Opportunity



Average PG&E prices per kWh for
Commercial Facilities



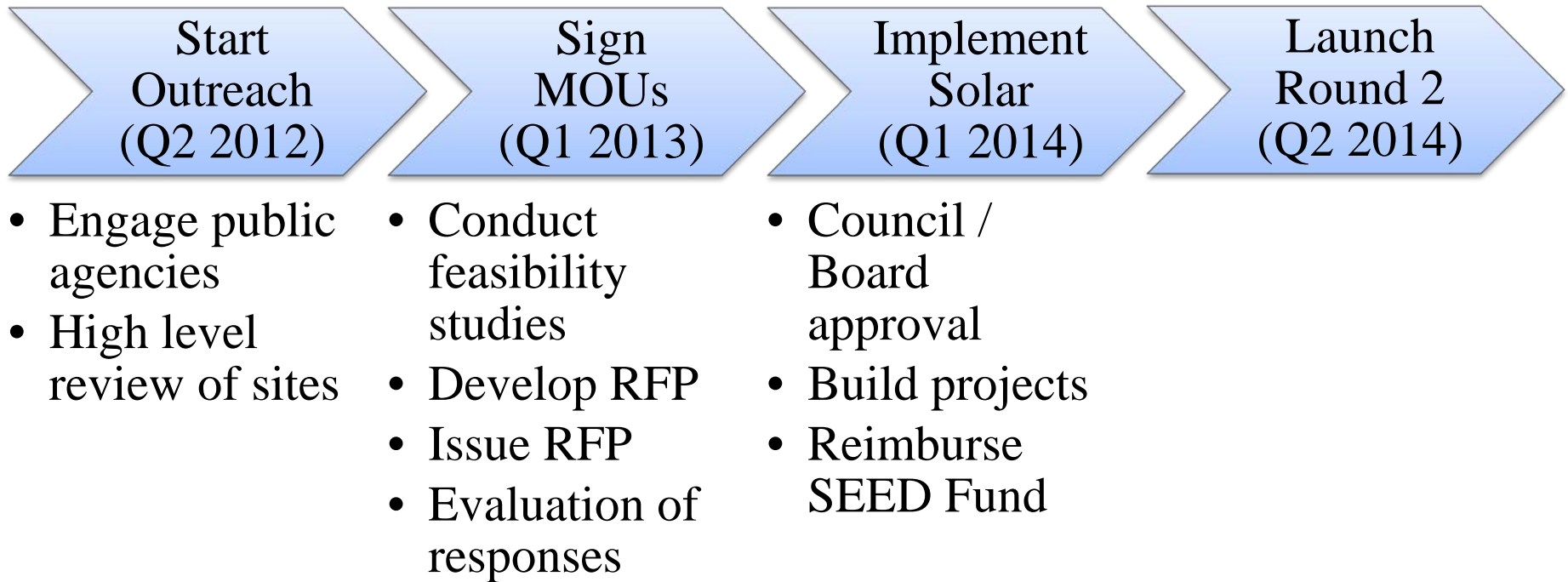


Goals of SEED Fund

- Bring at least 5 MW of new public renewable energy on line
- Realize 10-12% in total project cost savings
- Reduce transaction costs and administrative effort by 50-70%
- Deliver collaboration & technical support for 1.5-2% of total contracted solar project costs
- Create an economically sustainable revolving fund

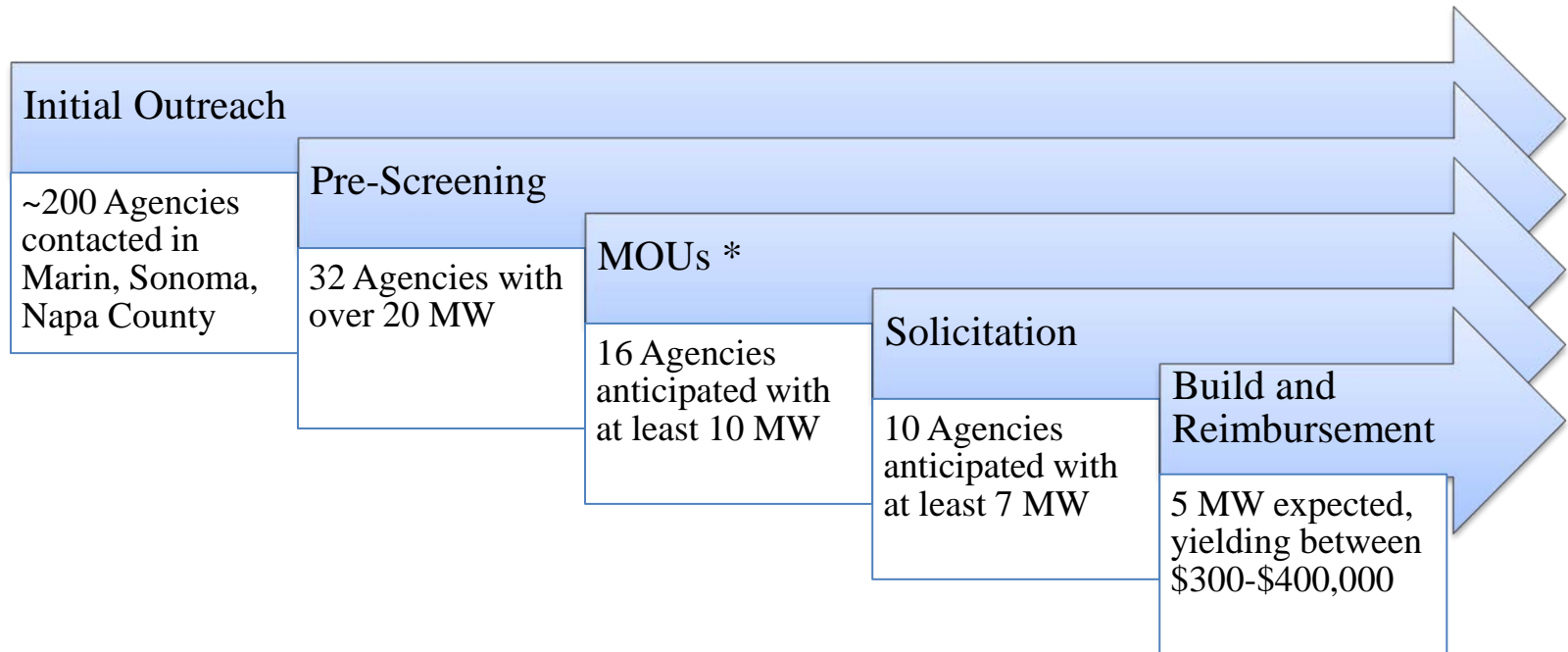


Timeline For North Bay Project





Current Program Pipeline



***Where we are currently**





Status of Current Participants

| MOU in progress or received | Total "A" PV (kW) |
|---|--------------------------|
| City of Mill Valley | 361 |
| Marinwood Community Services District | 84 |
| Napa County Office of Education | 478 |
| San Rafael | 1055 |
| Sonoma County General Services | 45 |
| Sonoma County Retirement Employee Association | 71 |
| Sonoma County Water Agency | 1290 |
| South Marin Fire Protection District | 49 |
| St. Helena | 927 |
| Yountville | 202 |
| Currently Under consideration | Total "A" PV (kW) |
| City of Cloverdale | 1043 |
| City of Novato | 49 |
| Marin County Office of Education | 230 |
| Sausalito | 201 |
| Sonoma County Library | 882 |
| Tamalpais Union High School District | 2445 |
| Town of Windsor | 146 |
| Wilmar Union School District | 39 |
| Total | 9597 |

“What you are proposing is very creative and seems like a great opportunity for Mill Valley to be involved in. I like the fact that there are stopping points along the way, where we are actually making a specific decision on a specific project. What I like is this is getting us in the pipeline and getting us in that collaborative spirit without necessarily over committing...To me this feels like a no-brainer and it fits right within our city goals and values.”

***Shawn Marshall, Vice Mayor
City of Mill Valley***





Coordinating Agency

- City of San Rafael
- Role:
 - Serve as primary governmental point-of-contact for participants
 - Perform legal review of bid documents
 - Issue bid documents
 - Serve as primary point-of-contact for potential bidders
 - Lead evaluation of proposals
 - Make bid award or notification of short-list
 - Lead contract negotiations
- All of the above responsibilities to be performed with significant SEED Fund support and guidance





MEA Role

- Support City of San Rafael (Coordinating Agency):
 - Business review of procurement documents
 - Assistance with responses to Requests for Information from potential bidders
 - Evaluation of vendors and proposals
 - Reporting/compliance consultation and other professional services as needed
- Spread public knowledge of SEED Fund program
 - Maximize co-branding opportunities with collaborating agencies and participating municipalities

** MEA to provide initial pro bono support in a variety of consultancy roles; following MEA will remain in the support role to the City of San Rafael and bill hourly based on services rendered.*





Questions & Discussion

Thank you!



April 1, 2013

<ACCOUNT HOLDER NAME>
<ADDRESS 1>
<ADDRESS 2>
<CITY><STATE><ZIP>

MCE has partnered with the City of Richmond to offer you a new clean electricity choice!

Dear {CUSTOMER},

We are pleased to inform you that your electric account(s) will be enrolled with MCE's Light Green 50% renewable energy service in July 2013—unless you choose to opt out. MCE is a public, not-for-profit electricity provider offering you the choice of having more of your electricity supplied from clean, renewable sources at stable and affordable rates.

The choice is yours—and there are now 3 important options you should know about:

- 1 MCE's Light Green 50% Renewable Energy offers more than twice the amount of renewable energy available from PG&E. If you take no action at all, your electric account(s) will be enrolled in MCE's Light Green service option in July 2013 on your regularly scheduled meter read date.
- 2 MCE's Deep Green 100% Renewable Energy is a voluntary program that allows customers to purchase all of their power from renewable sources for a small premium. And it's available to Richmond customers today.
- 3 You may also opt out of MCE and purchase PG&E's energy supply. To opt out, call 1 (888) 632-3674 or visit www.mceCleanEnergy.com. Please have your PG&E bill on hand because we'll need your account information to process your request.

If you choose MCE, PG&E will continue to read your meter, send your bill and provide the same power line maintenance and repair services they always have. The simple difference is that with MCE you can choose to purchase 50–100% of your electricity from clean, renewable sources such as solar, wind, water and bioenergy—compared to only 20% from PG&E.

You can expect to pay similar rates for MCE's 50% renewable energy compared to PG&E's 20% renewable energy. To see how choosing MCE will impact your bill based on your monthly usage, visit www.mceCleanEnergy.com/rate-calculator or call us at 1 (888) 632-3674.

In addition, as a not-for-profit agency, MCE reinvests a portion of your ratepayer dollars locally—meaning you'll be helping the environment and building a cleaner future for Richmond. For example, last month MCE committed to investing more than \$50,000 in Richmond's workforce training and job development to help

staff a new multifamily energy efficiency program in partnership with Rising Sun Energy Center's California Youth Energy Services program.

Remember, you don't need to do anything to be included in MCE's clean energy program. Because California State law requires programs like MCE to be run as 'opt out' programs, you'll be enrolled with MCE's Light Green service option in July 2013 unless you call or contact us online to opt up to Deep Green 100% Renewable Energy, or opt out of the program altogether.

It's entirely your choice.

Based in San Rafael, MCE is governed by a Board of Directors including local, elected representatives from the City of Richmond and Marin County.

For more information about MCE, to opt out, or to opt up to our Deep Green program: please call us at 1 (888) 632-3674 or visit www.mceCleanEnergy.com.

MCE RESIDENTIAL TERMS AND CONDITIONS OF SERVICE

RATES

MCE electric generation rates are stable and affordable. View our rates at www.mceCleanEnergy.com/rates or call 1-888-632-3674 for more information. Any changes to MCE rates will be adopted at duly noticed public meetings of the Marin Energy Authority Board of Directors. PG&E will also charge MCE customers a Power Charge Indifference Adjustment (PCIA) and Franchise Fee Surcharge. Please visit our website or contact PG&E for more information.

BILLING

You will receive a single monthly bill from PG&E which will include all of your electric charges. MCE customers do not pay duplicate charges for electricity. PG&E's charges for transmission, distribution, and public goods programs will still apply at the same rates they would otherwise charge you. MCE charges will appear on your PG&E bill to cover the cost of procuring electricity on your behalf, called generation. MCE's generation charge replaces PG&E's generation charge. PG&E will no longer charge you for generation.

ENROLLMENT

California State Assembly Bill 117, passed and signed into law in 2002, requires that MCE automatically enroll customers. MCE is now the default electricity provider in Marin County and the City of Richmond. You have been enrolled with MCE's Light Green 50% renewable energy service option. You may request to opt out at any time. You may also choose Deep Green 100% renewable energy. To opt out, or to sign up for Deep Green, please call 1-888-632-3674 or visit www.mceCleanEnergy.com. Please have your PG&E bill handy so that we may process your request.

OPT OUT

You may request to opt out of MCE at any time by calling 1-888-632-3674 or by visiting www.mceCleanEnergy.com. Please have your PG&E bill handy so that we may process your request. If you do not opt out within 60 days after the start of service with MCE you will be subject to the payment of a one-time \$5 (residential) termination fee, will not have the option to return to MCE for one year, and will be subject to PG&E's terms and conditions of service. For information on PG&E's terms and conditions visit www.marincleanenergy.com/terms. You will not be charged a termination fee if you opt out within the first 60 days after your enrollment with MCE or if you cancel electric service. You will be charged for all electricity procured by MCE on your behalf prior to the cancellation or transfer of electric service to PG&E. Accounts will be transferred to PG&E on the day of the electric account meter read and cannot be transferred during a billing cycle. In order for your opt out request to be processed on your next meter read date, your request must be received 5 business days prior to the meter read date.

FAILURE TO PAY

MCE may transfer your account to PG&E upon 14 calendar days' written notice to you if you fail to pay any portion of the MCE charges on your bill. If your service is transferred you will be required to pay the termination fee described above.



April 1, 2013

<ACCOUNT HOLDER NAME>
<ADDRESS 1>
<ADDRESS 2>
<CITY><STATE><ZIP>

MCE has partnered with the City of Richmond to offer you a new clean electricity choice!

Dear {CUSTOMER},

We are pleased to inform you that your company's electric account(s) will be enrolled with MCE's Light Green 50% renewable energy service in July 2013—unless you choose to opt out. MCE is a public, not-for-profit electricity provider offering you the choice of having more of your electricity supplied from clean, renewable sources at stable and affordable rates.

The choice is yours—and there are now 3 important options you should know about:

- 1 MCE's Light Green 50% Renewable Energy offers more than twice the amount of renewable energy available from PG&E. If you take no action at all, your electric account(s) will be enrolled in MCE's Light Green service option in July 2013 on your regularly scheduled meter read date.
- 2 MCE's Deep Green 100% Renewable Energy is a voluntary program that allows customers to purchase all of their power from renewable sources for a small premium. And it's available to Richmond customers today.
- 3 You may also opt out of MCE and purchase PG&E's energy supply. To opt out, call 1 (888) 632-3674 or visit www.mceCleanEnergy.com. Please have your PG&E bill on hand because we'll need your account information to process your request.

If you choose MCE, PG&E will continue to read your meter, send your bill and provide the same power line maintenance and repair services they always have. The simple difference is that with MCE you can choose to purchase 50–100% of your electricity from clean, renewable sources such as solar, wind, water and bioenergy—compared to only 20% from PG&E.

You can expect to pay similar rates for MCE's 50% renewable energy compared to PG&E's 20% renewable energy and many commercial customers see an overall savings on their electric bills. To see how choosing MCE will impact your company's bill based on your monthly usage, visit www.mceCleanEnergy.com/rates-com or call us at 1 (888) 632-3674.

At MCE, we believe success is a 2-way street and choosing MCE will help build customer loyalty for your business. With increasing environmental values taking root locally, more and more consumers are looking for products sold by companies that care about their customers and the environment. If you choose MCE we can

highlight your business as a local, green leader encouraging the thousands of people in our network to thank you through their trade.

In addition, as a not-for-profit agency, MCE reinvests a portion of your company's ratepayer dollars locally—meaning you'll be helping the environment and building a cleaner future for Richmond. For example, last month MCE committed to investing more than \$50,000 in Richmond's workforce training and job development to help staff a new multifamily energy efficiency program in partnership with Rising Sun Energy Center's California Youth Energy Services program.

Remember, you don't need to do anything to be included in MCE's clean energy program. Because California State law requires programs like MCE to be run as 'opt out' programs, you'll be enrolled with MCE's Light Green service option in July 2013 unless you call or contact us online to opt up to Deep Green 100% Renewable Energy, or opt out of the program altogether.

It's entirely your choice.

Based in San Rafael, MCE is governed by a Board of Directors including local, elected representatives from the City of Richmond and Marin County.

For more information about MCE, to opt out, or to opt up to our Deep Green program: please call us at 1 (888) 632-3674 or visit www.mceCleanEnergy.com.

MCE COMMERCIAL TERMS AND CONDITIONS OF SERVICE

RATES

MCE electric generation rates are stable and affordable. View our rates at www.mceCleanEnergy.com/rates or call 1-888-632-3674 for more information. Any changes to MCE rates will be adopted at duly noticed public meetings of the Marin Energy Authority Board of Directors. PG&E will also charge MCE customers a Power Charge Indifference Adjustment (PCIA) and Franchise Fee Surcharge. Please visit our website or contact PG&E for more information.

BILLING

You will receive a single monthly bill from PG&E which will include all of your electric charges. MCE customers do not pay duplicate charges for electricity. PG&E's charges for transmission, distribution, and public goods programs will still apply at the same rates they would otherwise charge you. MCE charges will appear on your PG&E bill to cover the cost of procuring electricity on your behalf, called generation. MCE's generation charge replaces PG&E's generation charge. PG&E will no longer charge you for generation.

ENROLLMENT

California State Assembly Bill 117, passed and signed into law in 2002, requires that MCE automatically enroll customers. MCE is now the default electricity provider in Marin County and the City of Richmond. You have been enrolled with MCE's Light Green 50% renewable energy service option. You may request to opt out at any time. You may also choose Deep Green 100% renewable energy. To opt out, or to sign up for Deep Green, please call 1-888-632-3674 or visit www.mceCleanEnergy.com. Please have your PG&E bill handy so that we may process your request.

OPT OUT

You may request to opt out of MCE at any time by calling 1-888-632-3674 or by visiting www.mceCleanEnergy.com. Please have your PG&E bill handy so that we may process your request. If you do not opt out within 60 days after the start of service with MCE you will be subject to the payment of a one-time \$25 (commercial) termination fee, will not have the option to return to MCE for one year, and will be subject to PG&E's terms and conditions of service. For information on PG&E's terms and conditions visit www.marincleanenergy.com/terms. You will not be charged a termination fee if you opt out within the first 60 days after your enrollment with MCE or if you cancel electric service. You will be charged for all electricity procured by MCE on your behalf prior to the cancellation or transfer of electric service to PG&E. Accounts will be transferred to PG&E on the day of the electric account meter read and cannot be transferred during a billing cycle. In order for your opt out request to be processed on your next meter read date, your request must be received 5 business days prior to the meter read date.

FAILURE TO PAY

MCE may transfer your account to PG&E upon 14 calendar days' written notice to you if you fail to pay any portion of the MCE charges on your bill. If your service is transferred you will be required to pay the termination fee described above.



March 20, 2013

TO: Marin Energy Authority Executive Committee

FROM: Emily Goodwin, Internal Operations Coordinator

RE: Regular Hire Staff Positions (Agenda Item #7)

ATTACHMENT: A. Proposed Organizational Chart
B. Job Description for Regulatory Counsel
C. Job Description for Account Manager I
D. Job Description for Community Affairs Representative
E. Job Description for Project Aide

Dear Board Members:

SUMMARY: Marin Clean Energy (MCE) has reached yet another positive milestone with the enrollment of Richmond customers beginning in July 2013. In consideration of this growth (projected to increase MCE's customer base by roughly 30%) and in addition to strategic planning with the Regulatory Team, development of a larger, local renewable energy supply and development of our Energy Efficiency programs, MCE has a need to transition four extra hire positions to regular hire positions. It is helpful to solidify staff positions in advance of the expansion and in advance of further development on strategic initiatives to ensure effective management of internal activities and proactive customer service.

Detailed job descriptions for the four positions are attached for your review. The job descriptions and proposed salary ranges provided below have been developed based on research and analysis of similar positions in place throughout a variety of public and private agencies in the region, and review by our internal Human Resources Team. The proposed job descriptions have been structured to provide basic documented information for compliance with the Americans with Disabilities Act and appropriate qualifications, knowledge, skills and other requirements that are job-related and meet legal guidelines as determined by the Fair Labor Standards Act.

Regulatory Counsel

The Regulatory Counsel reports to the Legal Director and has responsibility for a wide range of Marin Energy Authority (MEA) regulatory matters, with particular emphasis on representation of MEA's interests at the California Public Utilities Commission (CPUC). The Regulatory Counsel evaluates proposed regulatory policies to assess the impact on MEA, helps develop MEA positions on issues, and develops analyses, written reports, and presentation materials to support MEA's position. The Regulatory Counsel represents MEA in administrative proceedings before applicable regulatory agencies, including the CPUC, and may participate as an expert witness in regulatory proceedings; also performs related work and other analytic tasks for MEA as required.

The Regulatory Counsel performs assignments under the general supervision of the Legal Director or the Executive Officer. The Regulatory Counsel participates as a MEA representative before various regulatory agencies, including the CPUC, in matters affecting community choice aggregators (CCAs) and other electric utilities, including in ratemaking proceedings, rulemakings, and proposed rules and regulations. The Regulatory Counsel is tasked with reviewing and drafting comments and briefs; providing technical and/or analytic input on regulatory matters; preparation of data requests, testimony, and hearing exhibits, participation in administrative hearings; and researching and preparing analyses for the Legal Director and the Executive Officer.

Recommendation: Approve job description for the MEA Regulatory Counsel position and set annual salary range for this position at \$64,000 - \$82,000, with exact compensation to be determined by Executive Officer within existing Board-approved budget.

Account Manager I

The Account Manager I is the entry level staff member of the Account Manager team, within MCE's Public Affairs Division. The Account Manager I reports directly to the Communications Director and has responsibility for a range of customer service matters. The Account Manager I will work to provide customer satisfaction, respond to customer billing and rate inquiries and address individual and systemic issues as they arise. The Account Manager I will help customers and the public become familiar with the products and programs of MEA and will articulate the special features and qualities of products and services, so that customers participate and gain satisfaction. The Account Manager I will also work to solve problems identified by customers and others involved in customer care.

The Account Manager I performs customer-related tasks and oversight under the general supervision of the Communications Director and will respond to inquiries from customers including key accounts via email, telephone, and in-person dialogue. The Account Manager I will monitor and improve billing presentment where possible and perform customer data tracking, customer program development and monitoring, and build relationships with specific customer groups as well as third-party vendors involved in customer care. The Account Manager will be responsible for communicating MCE's key, strategic messages consistently to target audiences via printed literature, web-based material, electronic correspondence, and in verbal interactions. The Account Manager I will also participate in community events and perform related work and tasks as needed.

Recommendation: Approve job description for the MEA Account Manager I position and set annual salary range for this position at \$48,000 - \$68,000, with exact compensation to be determined by Executive Officer within existing Board-approved budget.

Community Affairs Representative

The Community Affairs Representative works under direction from the Communications Director and has a wide range of responsibilities for implementing and organizing community outreach efforts in the Public Affairs division of MEA.

The Community Affairs Representative interfaces with a wide range of community, stakeholder, and customer groups. The Community Affairs Representative will respond to inquiries from customers via email, telephone, and in-person dialogue. The Community Affairs representative will conduct community organizing and outreach

campaigns to provide information about MEA products and programs. The Community Affairs Representative will be responsible for communicating MCE's key, strategic messages consistently to target audiences via printed literature, web-based material, electronic correspondence, and in verbal interactions. The Community Affairs Representative will also participate in community events and perform related work and tasks as needed.

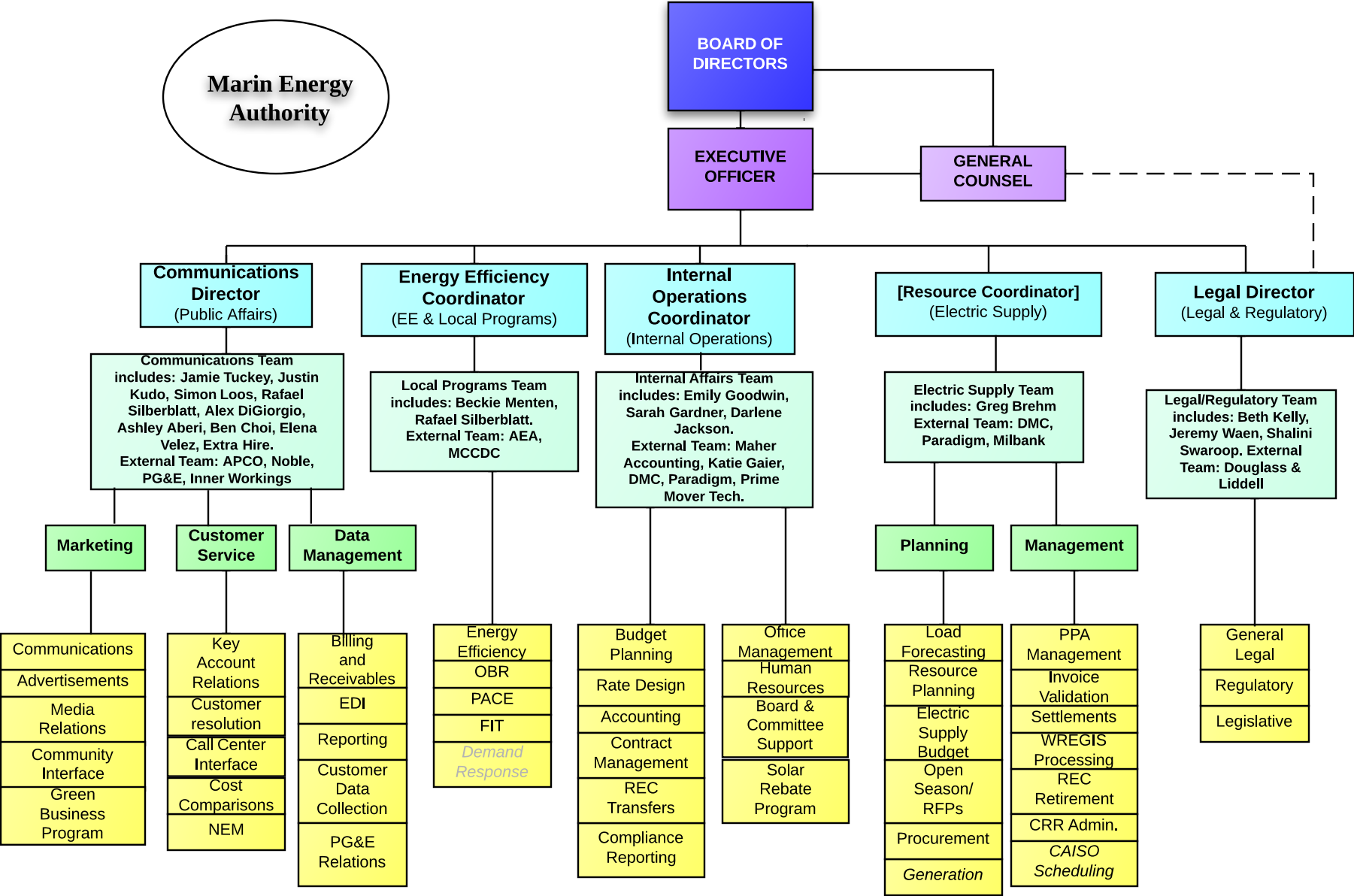
Recommendation: Approve job description for the MEA Community Affairs position and set annual salary range for this position at \$42,000 - \$52,000, with exact compensation to be determined by Executive Officer within existing Board-approved budget.

Project Aide

The Project Aide works under direction from the Communications Director but also provides support directly to any division of MEA including Regulatory and Internal Operations. This position has a wide range of responsibilities to assist MEA staff in general and particularly with implementation of community outreach efforts in the Public Affairs division of MEA.

In addition to assisting with implementation and creation of community outreach programs, the Project Aide assists the Legal and Regulatory division of MEA with administrative functions, including filing and serving documents with the California Public Utilities Commission. The Project Aide also assists the Internal Operations division of MEA with as-needed HR and administrative assistance. The Project Aide interfaces with a variety of agencies and stakeholder groups and interacts with a wide range of customer groups.

Recommendation: Approve job description for the MEA Project Aide position and set annual salary range for this position at \$32,000 – 45,000, with exact compensation to be determined by Executive Officer within existing Board-approved budget.





Regulatory Counsel Job Description

Salary Range \$64,000 – \$82,000

Summary

The Regulatory Counsel works under direction from the Executive Officer or the Legal Director and has responsibility for a wide range of Marin Energy Authority (MEA) regulatory matters, with particular emphasis on representation of MEA's interests at the California Public Utilities Commission (CPUC). The Regulatory Counsel evaluates proposed regulatory policies to assess the impact on MEA, helps develop MEA positions on issues, and develops analyses, written reports, and presentation materials to support MEA's position. The Regulatory Counsel represents MEA in administrative proceedings before applicable regulatory agencies, including the CPUC, and may participate as an expert witness in regulatory proceedings. Performs related work and other analytic tasks for MEA as required.

Class Characteristics

The Regulatory Counsel performs assignments under the general supervision of the Executive Officer or the Legal Director. Regulatory Counsel participates as a MEA representative before various regulatory agencies, including the CPUC, in matters affecting community choice aggregators (CCAs) and other electric utilities, including in ratemaking proceedings, rulemakings, and proposed rules and regulations. The Regulatory Counsel is tasked with reviewing and drafting comments and briefs; providing technical and/or analytic input on regulatory matters; preparation of data requests, testimony, and hearing exhibits, participation in administrative hearings; and researching and preparing analyses for the Legal Director and the Executive Officer.

Essential Duties and Responsibilities (Illustrative Only)

- Develop reports and analysis for the MEA Board of Directors on regulatory developments.
- Develop policy on key regulatory issues affecting MEA.
- Represent MEA in regulatory proceedings through preparation of data requests and responses, analytical models, testimony, and exhibits.
- Review, analyze and summarize filings prepared by utilities and other entities.
- Analyze and interpret regulatory proposals, legislation, and other policy issues.
- Work with Legal Director, technical experts and external regulatory counsel to develop effective and persuasive communications before the CPUC.

Supervisory Responsibilities

This job may have some supervisory responsibilities.

Break-down of Time spent on various work areas

| | |
|---|-----|
| Regulatory – CPUC Filings and Case Management | 65% |
| Regulatory – Data Analysis | 25% |
| Other Analytical Tasks | 10% |

Qualifications

Experience/Education

Bachelor's or Master's degree in accounting, economics, engineering or finance. Minimum of two (2) years of progressively responsible experience in regulatory affairs at an electric utility or in a closely related field. Knowledge of and sensitivity with CCA related issues a plus.

Knowledge

- Knowledge of California electric utility regulatory issues, CPUC regulatory practices and procedures.
- Experience in utility rate design, electric resource planning or regulatory relations.
- Knowledge of Excel, Word, Adobe Acrobat, and PowerPoint.

Language and Reasoning Skills

- Exercise exceptional analytical skills, sound judgment, creative problem solving, and commercial awareness.
- Analyze and interpret large amounts of information quickly and accurately, and make sound policy recommendations.
- Develop high-quality writing, research and communication work products.
- Deliver clear and persuasive oral communication.
- Interact effectively with administrative bodies and MEA's Regulatory and Legal Counsel, Executive Officer and Board of Directors.
- Manage projects and time efficiently.

Ability to

- Manage multiple priorities.
- 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.
- Work accurately and swiftly under pressure.
- Demonstrate patience, tact, and courtesy.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. 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 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.



Account Manager I

Job Description

Salary Range: \$48,000 – \$68,000

SUMMARY

The Account Manager I (“Account Manager”) works under direction from the Communications Director and has responsibility for a range of customer service matters. The Account Manager I will work to provide customer satisfaction, respond to customer billing and rate inquiries and address individual and systemic issues as they arise. The Account Manager I will help customers and the public become familiar with the products and programs of MEA and will articulate the special features and qualities of products and services, so that customers participate and gain satisfaction. The Account Manager I will also work to solve problems identified by customers and others involved in customer care.

CLASS CHARACTERISTICS

The Account Manager I performs customer-related tasks and oversight under the general supervision of the Communications Director and will respond to inquiries from customers including key accounts via email, telephone, and in-person dialogue. The Account Manager I will monitor and improve billing presentment where possible and perform customer data tracking, customer program development and monitoring, and build relationships with specific customer groups as well as third-party vendors involved in customer care. The Account Manager I will be responsible for communicating MCE’s key, strategic messages consistently to target audiences via printed literature, web-based material, electronic correspondence, and in verbal interactions. The Account Manager I will also participate in community events and perform related work and tasks as needed.

ESSENTIAL DUTIES & RESPONSIBILITIES (Illustrative Only)

- Effectively explain terms and conditions of service to customers and respond to questions clearly and adequately.
- Oversee interactions with billing agent regarding billing presentment.
- Perform rate and bill analysis for customers as appropriate.
- Interface with MEA’s call center, data management team, and PG&E representatives to ensure consistent interaction with customers.
- Manage incoming customer inquiries with professionalism and tact.
- Conduct customer follow-up as needed, including providing billing analysis and interfacing with key accounts.
- Insure accurate monitoring and tracking of interactions with customers.
- Attend community events/meetings to represent and present on behalf of MEA as needed.

- Attend MEA Board and Committee meetings as needed.
- Insure correspondence with customers is clear, consistent and timely.

SUPERVISORY RESPONSIBILITIES

Supervisory responsibilities are not required for this position. This position remains junior to the Account Manager II and will take direction on work products from the Communications Director or Executive Officer.

BREAK-DOWN OF TIME SPENT ON VARIOUS WORK AREAS

- | | |
|---------------------------------------|-----|
| • Direct Customer Interface | 50% |
| • Customer Data Tracking and Planning | 25% |
| • Account Management Coordination | 25% |

QUALIFICATIONS

- Minimum 2 years of experience managing key accounts with a utility or energy service provider.
- Bachelor's degree in a related field.

KNOWLEDGE

- Knowledge of utility billing structures and bill presentment.
- Knowledge of Excel, Word, Adobe Acrobat, and PowerPoint.
- Knowledge of account management, marketing and salesmanship.

SKILLS AND ABILITIES

- Perform rate comparisons and bill calculations with multiple rate classes, tiers and billing components.
- Possess strong phone etiquette skills, verbal communications, grammatical and professional business skill sets.
- Interact effectively with customers, local community groups and organizations, and MEA staff.
- Exercise sound judgment, creative problem solving, and commercial awareness.
- Deliver clear oral communication.
- Manage projects and time efficiently.
- Outgoing, confident and detail oriented.
- Adept at multi-tasking.
- 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.
- Demonstrate patience, tact, and courtesy.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. 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 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.



Community Affairs Representative Job Description

Salary Range:

\$42,000 - \$52,000

SUMMARY

The Community Affairs Representative works under direction from the Communications Director and has a wide range of responsibilities for implementing and organizing community outreach efforts in the Public Affairs division of MEA. This may be structured as a part time position.

CLASS CHARACTERISTICS

The Community Affairs Representative interfaces with a wide range of community, stakeholder, and customer groups. The Community Affairs Representative will respond to inquiries from customers via email, telephone, and in-person dialogue. The Community Affairs representative will conduct community organizing and outreach campaigns to provide information about MEA products and programs. The Community Affairs Representative will be responsible for communicating MCE's key, strategic messages consistently to target audiences via printed literature, web-based material, electronic correspondence, and in verbal interactions. The Community Affairs Representative will also participate in community events and perform related work and tasks as needed.

ESSENTIAL DUTIES & RESPONSIBILITIES (Illustrative Only)

- Organize and implement community outreach programs to assist in marketing MEA to the general public, customers, and to public agencies.
- Initiate and develop relationships with community members and stakeholders.
- Act as a liaison to local community groups and mobilize local community members and organizations.
- Make presentations to and meet with community groups and stakeholders.
- Assist, organize and staff community events.
- Respond to customer inquiries.
- Translate materials to Spanish.
- Produce informational materials in Spanish.

SUPERVISORY RESPONSIBILITIES

Supervisory responsibilities are not required for this position.

BREAK-DOWN OF TIME SPENT ON VARIOUS WORK AREAS

| | |
|-----------------------------------|-----|
| Community outreach and organizing | 50% |
| Translation services | 30% |
| Responding to customer inquiries | 20% |

QUALIFICATIONS

- Bachelor's degree in a related field.
- Knowledge of and sensitivity with CCA related issues a plus.

KNOWLEDGE

- Knowledge of Excel, Word, Adobe Acrobat, and PowerPoint.
- Understanding of diverse communities and cultures.
- Fluent in Spanish.

SKILLS AND ABILITIES

- Possess strong phone etiquette skills, verbal communications, grammatical and professional business skill sets.
- Interact effectively with customers, local community groups and organizations, and MEA staff.
- Manage projects and time efficiently.
- Outgoing, confident and detail oriented.
- Adept at multi-tasking.
- 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.
- Demonstrate patience, tact, and courtesy.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. 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 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.



Project Aide Job Description

Salary Range:

\$32,000 - \$45,000

SUMMARY

The Project Aide works under direction from the Communications Director and has a wide range of responsibilities for assisting MEA staff with implementation of community outreach efforts in the Public Affairs division of MEA. The Project Aide may help assist any division of MEA.

CLASS CHARACTERISTICS

In addition to assisting with implementation and creation of community outreach programs, the Project Aide assists the Legal and Regulatory division of MEA with administrative functions, including filing and serving documents with the California Public Utilities Commission. The Project Aide also assists the Internal Operations division of MEA with as-needed HR and administrative assistance. The Project Aide interfaces with a variety of agencies and stakeholder groups and interacts with a wide range of customer groups.

ESSENTIAL DUTIES & RESPONSIBILITIES (Illustrative Only)

- Assist and staff community events.
- Track and coordinate MEA sponsorships.
- Track and coordinate MEA community events and meetings.
- Administer social media campaigns.
- Assist with marketing campaigns.
- Track Deep Green customer enrollments.
- Prepare and mail Deep Green welcome packets.
- Prepare, maintain and deliver Deep Green Champion marketing materials.
- Interface with Deep Green Champions.
- Complete website updates.
- Prepare miscellaneous documents as needed.
- File and serve documents with the California Public Utilities Commission.

SUPERVISORY RESPONSIBILITIES

Supervisory responsibilities are not required for this position.

BREAK-DOWN OF TIME SPENT ON VARIOUS WORK AREAS

- | | |
|-----------------------------------|-----|
| • Assistance to Public Affairs | 85% |
| • Assist Legal & Regulatory Team | 10% |
| • Assist Internal Operations Team | 5% |

QUALIFICATIONS

- Bachelor's degree in a related field.

KNOWLEDGE

- Knowledge of social media marketing.
- Knowledge of Excel, Word, Adobe Acrobat, and PowerPoint.

SKILLS AND ABILITIES

- Possess strong phone etiquette skills, verbal communications, grammatical and professional business skill sets.
- Interact effectively with customers, local community groups and organizations, and MEA staff.
- Manage projects and time efficiently.
- Outgoing, confident and detail oriented.
- Adept at multi-tasking.
- 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.
- Demonstrate patience, tact, and courtesy.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. 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 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

**Marin Energy Authority
Board of Directors
Thursday, April 4, 2013
7:00 P.M.**

**San Rafael Corporate Center, Tamalpais Room
750 Lindero Street, San Rafael, 94901**

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 3.7.13 Board Meeting Minutes**
 - C.2 Monthly Budget Report**
 - C.3 Report on Approved Contracts**
- 5. Resolution 2013-01 of the Board of Directors of the Marin Energy Authority Honoring MEA Board Member Richard Collins (Discussion/Action)**
- 6. Addition of Board Member(s) to the Technical Committee (Discussion/Action)**
- 7. Creation of 2013 Ad Hoc Contracts Committee (Discussion/Action)**

**Marin Energy Authority
Board Meeting
Thursday, April 4, 2013**

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

Agenda – Page 2 of 2

- 8. Addition of Regular Hire Staff Positions
(Discussion/Action)**
- 9. SEED Fund Opportunity (Discussion/Action)**
- 10. Board Member & Staff Matters (Discussion)**
- 11. Adjourn**