

MARIN ENERGY AUTHORITY  
BOARD MEETING  
THURSDAY, April 4, 2013  
7:00 P.M.  
SAN RAFAEL CORPORATE CENTER, TAMALPAIS ROOM  
750 LINDARO STREET, SAN RAFAEL, CA 94901



**Roll Call**

**Present:** Damon Connolly, City of San Rafael, Chair  
Kathrin Sears, County of Marin  
Bob McCaskill, City of Belvedere  
Alexandra Cock, Town of Corte Madera  
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 Green, Town of San Anselmo  
Ray Withy, City of Sausalito

**Absent:** Emmett O'Donnell, Town of Tiburon  
Larry Bragman, Town of Fairfax

**Staff:** Dawn Weisz, Executive Officer  
Elizabeth Kelly, Legal Director  
Beckie Menten, Energy Efficiency Coordinator  
Jamie Tuckey, Communications Director  
Emily Goodwin, Internal Operations Coordinator  
Shalini Swaroop, Regulatory Counsel  
Darlene Jackson, Clerk

**Public Session: 7:11 PM**

**Agenda Item #1- Board Announcements (Discussion)**

Oath of Office for new board member, Bob McCaskill, was administered by Executive Officer Dawn Weisz.

**Agenda Item #2 – Public Open Time (Discussion)**

None

**Agenda Item #3 – Report from Executive Officer (Discussion)**

Executive Officer Dawn Weisz reported on the following:

- Legal Director Beth Kelly introduced new Regulatory Counsel, Shalini Swaroop and welcomed her to MEA.

Ms. Swaroop received her Juris Doctorate from Boalt Hall, University of Berkeley. Ms. Kelly worked with Ms. Swaroop at the CPUC and is happy to have her as a part of the MEA team.

- Green Power Partnership – City/town applications have been approved, and listed on the EPA Green Power Partnership website. Road signs have been delivered to MCE for distribution to qualifying cities/towns. If qualifying cities/towns want to have a formal presentation at a council meeting, please let Dawn or MEA representative know. It was suggested that signs be strategically displayed for maximum visibility.
- Executive Committee meeting will be held at the regular time Wednesday, April 17<sup>th</sup> at 9:00 AM but, the Technical Committee meeting has been moved to Monday, April 22<sup>nd</sup> at 9:00 AM.

**Agenda Item #4 – Consent Calendar (Discussion/Action)**

- C.1 Minutes from 3.7.13 Board Meeting
- C.2 Monthly Budget Report
- C.3 Report on Approved Contracts
- C.4 Approval of MEA Rates for FY14

**M/s Sears/Athas (Passed 10-0-0) approved all items on the consent calendar. Directors Bragman, Greene and O'Donnell were absent.**

**Agenda Item #5 – Resolution 2013-01 of the Board of Directors of the Marin Energy Authority Honoring MEA Board Member Richard Collins (Discussion/Action)**

Resolution for Director Collins was read by Chair Connolly. The Resolution and award will be mailed to him.

**M/s Sears/Rifkind (Passed 10-0-0) approved Resolution 2013-01 Honoring MEA Board Member Richard Collins. Directors Bragman, Greene and O'Donnell were absent.**

**Agenda Item #6 Addition of Board Member(s) to the Technical Committee (Discussion/Action)**

Executive Officer Weisz explained that Chair Connolly will be stepping down from his seat on the Technical Committee. Director Sears has assumed the Chair role and Director Withy has offered to take the open seat on the Technical Committee.

Ms. Weisz responded to questions from the Board.

**M/s Athas/Sears (Passed 10-0-0) approved Addition of Board Member(s) to the Technical Committee. Directors Bragman, Greene and O'Donnell were absent.**

**Agenda Item #7 – Creation of 2013 Ad Hoc Contracts Committee (Discussion/Action)**

Executive Director Weisz reported that due to the open season and activities associated therein there is a need to establish a 2013 Ad Hoc Contracts Committee. The following persons have agreed to sit on this committee: Directors Connolly, O'Donnell, Athas, Cock, Greene and McCaskill. Director Connolly expressed his appreciation to everyone for stepping up.

Ms. Weisz responded to questions from the Board.

**M/s Sears/McCaskill (Passed 10-0-0) approved the Creation of 2013 Ad Hoc Contracts Committee. Directors Bragman, Greene and O'Donnell were absent.**

**Agenda Item #8 – Support for Local Renewable Installations through SEED Fund (Discussion/Action)**

Internal Operations Coordinator Emily Goodwin introduced the SEED Team, Kip Scheuer, Jonathan Whelan & Rebecca Woodbury.

Mr. Scheuer spoke briefly on:

- What is SEED Fund - the Model and the Municipal Benefits?
- Who is SEED Fund – SEED Fund NP LLC and SEED Fund Background related to Silicon Valley Regional Project?
- SEED Fund Goals, Timeline for North Bay Project, Current Program Pipeline, Coordinating Agency and MEA's Role.

Mr. Whelan spoke briefly on:

- Background related to major solar industry changes and solar project trends.

Ms. Goodwin expressed her appreciation to the City of San Rafael for agreeing to be the supporting/coordinating agency and explained MEA's Role in SEED Fund. MEA will serve as technical consultant, and at a discounted rate. MEA benefits could include potential future co-branding opportunities and possible light and deep green lead generation potential. Ms. Weisz added that \$7,000 would be coming to MEA as a result of this partnership, based on the fee for service arrangement with the City of San Rafael. Alameda County and the North Bay SEED projects are similar in nature, relevant to the City of Richmond and potential SEED Fund participation, which would occur through Alameda County's specific program.

Ms. Goodwin and Ms. Weisz responded to questions from the Board.

**Note: Director Greene arrived during this presentation.**

**M/s Wachtel/Greene (Passed 11-0-0) approved Execution of the Proposed Agreement with the City of San Rafael to provide technical support services for the SEED Fund Program. Directors Bragman and O'Donnell were absent.**

**Agenda Item #9 – Energy Efficiency Program Update (Discussion)**

Energy Efficiency Coordinator Beckie Menten provided a brief update on the EE Program and the following components

- Single Family – Single family website was soft launched on March 6<sup>th</sup>. Planet Ecosystems, Inc. (PEI) is working with Strategic Energy Innovations (SEI) to deliver a school based curriculum which is tied to the web portal.
- Multi-Family – furthest along of all the programs. MEA held the first Direct Install team training with a total of 12 participants from the Community Energy Services Organization (CESC).
- Small Commercial Program – Looking to expand list of qualified contractors.
- Financing – MEA staff have worked closely with River City Bank to clarify details and mechanics of the small commercial and multifamily financing program, and is working towards a May launch date.

Ms. Menten responded to questions from the Board and Chair Connolly thanked her for consistent detailed

reporting and asked that she follow the same approach each month to keep Board and public posted in a consistent manner.

**Agenda Item #10 Agreement with RichmondBUILD to provide Energy Efficiency Workforce Development Training (Discussion/Action)**

Ms. Menten reported on and provided an overview of the benefits and rewards of the RichmondBuild program. RichmondBuild Project Manager Nicolas Alexander presented and spoke about the benefits of leveraged funding. Vice Chair Sears commended the program and asked about the potential for job retention, following training and completion of specific projects. Per Nicolas, RichmondBuild tries to ensure that graduates are kept working through connections such as apprenticeship programs, unions, etc. The City of Richmond has a local hire ordinance which helps enable this long term relationship and sustainable employment model as well.

Ms. Menten responded to questions from the Board.

**M/s Greene/McCaskill (Passed 11-0-0) approved Execution of First Agreement with RichmondBuild to provide Energy Efficiency Workforce Development Training. Directors Bragman and O'Donnell were absent.**

**Agenda Item #11 Additions and Adjustments to Regular Hire Staff Positions (Discussion/Action).**

Executive Officer Weisz explained the need for a transition for some staff from extra hire positions into regular hire positions. She also explained the need to adjust job descriptions and salary ranges to salary ranges for two existing regular hire positions which have undergone considerable increase in scope and reach of responsibilities over the last 6 months.

Ms. Goodwin explained the benefits of transitioning four of the recent extra hire positions to regular hire positions. She also explained that position descriptions and compensation levels are based on comparative analysis of similar positions within industry, information which was also thoroughly vetted and previously discussed in the March Executive Committee meeting.

Ms. Weisz and Ms. Goodwin responded to questions from the Board, specifically noting there is no increase in the budget for transitioning extra hires to regular hires, as that line item expense to the agency was already factored into and included in the approved FY 14 budget.

**M/s Sears/Greene (Passed 11-0-0) approved Additions and Adjustments to Regular Hire Staff Positions. Directors Bragman and O'Donnell were absent.**

**Agenda Item #12 Communications Update (Discussion)**

Communications Director Jamie Tuckey presented all new MCE promotional material, bags, and new brochures. There will be a community town hall meeting on April 22<sup>nd</sup> in Richmond in both English and Spanish. In July, every customer who does not choose to opt out will be automatically enrolled in MCE and will receive two additional opt out notices. She spoke about who the target audience or core group is regarding strategic outreach in the Richmond community pre-enrollment.

Communications Team was commended on their efforts, especially producing new, innovative brochures in



different languages.

Ms. Tuckey responded to questions from the Board.

**Agenda Item #13 Regulatory Update (Discussion)**

Ms. Kelly presented an overview of the Cost Allocation Mechanism and its implications for MEA. Ms. Kelly advised the Board of MEA's next steps in the Long Term Procurement Plan proceeding.

Ms. Kelly then discussed PG&E Advice Letter 4210-E. PG&E was required by the Commission to state whether it is a marketing or non-marketing utility with respect to community choice aggregators. Ms. Kelly discussed PG&E's vague statements in its Advice Letter. She noted that since the Advice Letter did not comply with the California Public Utilities Commission requirements that it did not pose an immediate concern but that MEA would be responding to the Advice Letter and would advise the Board of developments.

Ms. Kelly responded to questions from the Board.

**Agenda Item #14 Board Member & Staff Matters (Discussion)**

Per Director Rifkind Ms. Weisz will be speaking before the Marin County Bar Association.

**Agenda Item #15 – Adjourn**

9:23 PM

ATTEST:

  
Dawn Weisz, Executive Officer

  
Damon Connolly, Chair, Marin Energy Authority

