



Executive Committee Meeting
Wednesday, April 6, 2016
10:00 A.M.

The Barbara George Conference Room
1125 Tamalpais Avenue, San Rafael, CA 94901

Agenda Page 1 of 2

Kathrin Sears, Chair
County of Marin

Tom Butt, Vice Chair
City of Richmond

Bob McCaskill
City of Belvedere

Alan Schwartzman
City of Benicia

Sloan C. Bailey
Town of Corte Madera

Greg Lyman
City of El Cerrito

Barbara Coler
Town of Fairfax

Kevin Haroff
City of Larkspur

Sashi McEntee
City of Mill Valley

Brad Wagenknecht
County of Napa

Denise Athas
City of Novato

Carla Small
Town of Ross

Ford Greene
Town of San Anselmo

Genoveva Calloway
City of San Pablo

Andrew McCullough
City of San Rafael

Ray Withy
City of Sausalito

Emmett O'Donnell
Town of Tiburon

1125 Tamalpais Avenue
San Rafael, CA 94901

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1. Board Announcements (Discussion)
2. Public Open Time (Discussion)
3. Report from Chief Executive Officer (Discussion)
4. Approval of 3.2.16 Meeting Minutes (Discussion/Action)
5. Proposed Adjustments to Preparation of MCE Minutes (Discussion/Action)
6. MCE Investment Policy (Discussion/Action)
7. Inclusion of New Communities (Discussion)
8. MCE Branding and Community Outreach (Discussion)
9. Proposed Ad Hoc Audit Committee (Discussion/Action)
10. Review Draft 4.21.16 Board Agenda (Discussion)



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11. Strategic Planning Update (Discussion)

12. Board Member & Staff Matters (Discussion)

13. Adjourn



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**MARIN CLEAN ENERGY
EXECUTIVE COMMITTEE MEETING
Wednesday, March 2, 2016
10:00 A.M.**

**The Barbara George Conference Room
1125 Tamalpais Avenue, San Rafael, CA 94901**

Roll Call

Present:

Sloan Bailey, Town of Corte Madera
Tom Butt, City of Richmond
Kevin Haroff, City of Larkspur
Kate Sears, County of Marin

Absent:

Denise Athas, City of Novato
Ford Greene, Town of San Anselmo
Bob McCaskill, City of Belvedere

Staff:

Alex DiGiorgio, Community Development Manager
Sarah Estes-Smith, Director of Internal Operations
Katie Gaier, Human Resources Manager
David McNeil, Finance and Project Manager
Dawn Weisz, Chief Executive Officer

Action Taken:

Agenda Item #4 – Approval of 2.3.16 Meeting Minutes (Discussion/Action)

M/s Sears/Haroff (passed 3-0) the approval of 12.2.15 Meeting Minutes. Director Bailey Abstained. Directors Athas, Greene and McCaskill were absent.

Agenda Item #5 – Budget for FY 2016/17 (Discussion/Action)

Staff presented, and Committee members discussed, adjustments to the originally proposed Budget for FY 2016/17, and the consideration of allowing some replacement of vendor services with staff support in three areas: Legal, Internal Operations and Communications.

M/s Haroff/Sears (passed 4-0) the approval of Budget for FY 2016/17. Directors Athas, Greene and McCaskill were absent.

Agenda Item #6 – Proposed Adjustment to Preparation of MCE Board Minutes (Discussion/Action)

Staff presented, and Committee members discussed adjustments to reduce time and expense on the preparation of detailed minutes in light of the extensive Board packet material and live recordings also available. Staff was directed to use a new streamlined approach for the March Board meeting and present for discussion in the April Executive Committee Meeting.

M/s Sears/Bailey (passed 4-0) the approval of proposed adjustment to preparation of MCE Board Minutes. Directors Athas, Greene and McCaskill were absent.

Agenda Item #7 – MCE New Staff Legal Team Positions for 2016 (Discussion/Action)

M/s Bailey/Sears (passed 4-0) the approval of MCE New Legal Team Staff Position. Directors Athas, Greene and McCaskill were absent.

The meeting was adjourned to the next Executive Committee Meeting on April 6, 2016.

Tom Butt, Executive Committee Chair

ATTEST:

Dawn Weisz, Chief Executive Officer

MARIN CLEAN ENERGY

BOARD MEETING MINUTES

Thursday, March 17, 2016

7:00 P.M.

**THE CHARLES F. MCGLASHAN BOARD ROOM
1125 TAMALPAIS AVENUE, SAN RAFAEL, CA 94901**

Roll Call: Director Kate Sears called the regular Board meeting to order at 7:10 p.m. An established quorum was met.

Present: Denise Athas, City of Novato
Sloan Bailey, Town of Corte Madera
Tom Butt, City of Richmond
Genoveva Calloway, City of San Pablo
Barbara Coler, Town of Fairfax
Ford Greene, Town of San Anselmo
Kevin Haroff, City of Larkspur
Greg Lyman, City of El Cerrito
Bob McCaskill, City of Belvedere
Sashi McEntee, City of Mill Valley
Andrew McCullough, City of San Rafael
Alan Schwartzman, City of Benicia
Kate Sears, County of Marin
Carla Small, Town of Ross

Absent: Emmett O'Donnell, Town of Tiburon
Brad Wagenknecht, County of Napa
Ray Withy, City of Sausalito

Staff: John Dalessi, Operations & Development
Alex DiGiorgio, Community Development Manager
Carol Dorsett, Administrative Assistant
Kirby Dusel, Resource Planning & Renewable Energy Programs
Brian Goldstein, Resource Planning & Implementation
Allison Hang, Community Development Manager
LaWanda Hill, Administrative Assistant
Darlene Jackson, Board Clerk
David McNeil, Finance and Project Manager
Beckie Menten, Director of Customer Programs
Dawn Weisz, Chief Executive Officer

1. Board Announcements (Discussion)

There were no announcements.

2. Public Open Time (Discussion)

There were no speakers.

3. Report from Chief Executive Officer (Discussion)

Dawn Weisz, Executive Officer reported on the following:

- March 8th PCIA Workshop held at the CPUC.
- Ad Hoc Inclusion Committee (formerly “expansion”) Meeting to be held March 25, 2016.
- Ad Hoc Contracts Committee Meeting to be held April 11, 2016 to discuss shortlist selection.
- Earth Day Event to be held at MCE Headquarters on April 22, 2016 to include actual launch of the Barbara George Learning Center.

4. Consent Calendar (Discussion/Action):

- C.1 2.18.16 Meeting Minutes
- C.2 Approved Contracts Update
- C.3 Monthly Budget Report
- C.4 MCE Legal Team Staff Position
- C.5 Agreement to Evaluate Environment, Economic & Avoided Costs & Benefits of Developing CCA in California
- C.6 1st Addendum to 6th Agreement with Richards, Watson & Gershon
- C.7 7th Agreement with Richards, Watson & Gershon
- C.8 5th Agreement with Jay Marshall
- C.9 8th Agreement with Maher Associates
- C.10 4th Agreement with Braun, Blaising, McLaughlin & Smith
- C.11 2nd Agreement with Davis Wright Tremaine LLP
- C.12 6th Agreement with Niemela Pappas & Associates
- C.13 4th Agreement with Troutman Sanders
- C.14 1st Amendment to the River City Bank Non-Revolving Credit Agreement

Chair Sears opened the public comment period and there were no speakers.

ACTION: It was M/S/C (Bailey/Small) to approve Consent Calendar Items C.1 through C.14. Motion carried by unanimous roll call vote: (Abstain on Item C.1: Lyman & Schwartzman; Absent: Greene, Wagenknecht & Withy).

5. Proposed Budget for FY 2016/17 (Discussion/Action)

David McNeil, Finance and Project Manager reported on this item and addressed questions during Q&A.

Chair Sears opened the public comment period and there were no speakers.

Note: Director Greene arrived prior to vote.

ACTION: It was M/S/C (Bailey/Greene) to 1. Approve Proposed Revenues and Expenditures for the Operating Fund, Energy Efficiency Program Fund, Renewable Energy Reserve Fund and the Local Renewable Energy Reserve Fund for Fiscal Year Ending March 31, 2017, and 2. Authorize Staff to direct the following transfers at Staff's discretion: Transfer from Other Services to Personnel an amount not to exceed \$110,000; Transfer from Communications Consultants and Related to Personnel an amount not to exceed \$80,000; Transfer from Legal Counsel to Personnel an amount not to exceed \$200,000 during FY2016/17. Motion carried by unanimous roll call vote: (Absent: Wagenknecht & Withy).

6. MCE Greenhouse Gas Emissions Factor for 2014 (Discussion/Action)

Kirby Dusel, Resource Planning & Renewable Energy Programs Consultant, presented this item and addressed questions during Q&A.

Chair Sears opened the public comment period and there were no speakers.

ACTION: It was M/S/C (Haroff/Lyman) to Approve 1. the use, distribution and web posting of MCE's Emission Factor Certificate Template, as provided by The Climate Registry (CY 2014), and 2. the use, distribution and web posting of the "Understanding MCE's GHG Emissions Factors – Calendar Year 2014" document. Motion carried by unanimous roll call vote: (Absent: Wagenknecht & Withy).

7. MCE Rates for FY 2016/17 (Discussion)

John Dalessi, Operations & Development, presented this discussion item.

Chair Sears opened the public comment period and there were no speakers.

ACTION: No action required. Maintain current rates through FY 2016/17.

8. Inclusion of New Communities in MCE (Discussion)

Alex DiGiorgio, and Allison Hang, MCE's Community Development Managers presented this discussion item.

Chair Sears opened the public comment period and there were no speakers.

ACTION: No action required.

9. Amended and Restated Power Purchase Agreement with Stion MCE Solar One, LLC (Discussion/Action)

This item was not discussed and was deferred to a future meeting.

ACTION: No action required.

10. Energy Efficiency Update (Discussion)

Beckie Menten, Director of Customer Programs, presented this discussion item and responded to questions during Q&A.

Chair Sears opened the public comment period and there were no speakers.

ACTION: No action required.

11. Board Member & Staff Matters (Discussion)

There were none.

12. Adjournment

The Board of Directors adjourned the meeting at 9:10 p.m. to the next Regular Board Meeting on April 21, 2016.

Kate Sears, Chair

Attest:

Dawn Weisz, Secretary



DRAFT

POLICY 014: Investment Policy

This Investment Policy establishes guidelines for the management of cash, deposits and investments (together, “funds”) at MCE. When managing funds, MCE’s primary objectives, in order of importance, shall be to safeguard the principal of the funds, meet the liquidity needs of MCE and achieve a return on investment on funds in MCE’s control.

Safety: Safety of principal is the foremost objective of cash and investment management activities. The investment of funds shall be undertaken in a manner that seeks to ensure the preservation of principal.

Liquidity: The funds of the agency shall remain sufficiently liquid to meet all operating needs that may be reasonably anticipated. Since all possible cash demands cannot be anticipated, the investment of funds in deposits or instruments available on demand is recommended.

Return on Investment: The deposit and investment portfolio shall be designed with the objective of attaining a market rate of return throughout the economic cycle taking into account risk and liquidity constraints. The return on deposits and investments is of secondary importance compared to the safety and liquidity objectives described above.

Standard of Care

MCE will manage funds in accordance with the Prudent Investor Standard pursuant to California Government Code 53600.3.1: “Governing bodies of local agencies or persons authorized to make investment decisions on behalf of those local agencies investing public funds are trustees and therefore fiduciaries subject to the prudent investor standard. When investing, reinvesting, purchasing, acquiring, exchanging, selling or managing public funds, a trustee shall act with care, skill, prudence and diligence under the circumstances then prevailing, that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the agency. Within the limitations of this section and considering individual investments as part to an overall strategy, investments may be acquired as authorized by law.” The responsibility to manage is delegated to the Finance and Project Manager or in lieu thereof the Chief Executive Officer.

Authorized Investments

The following types are investments are permitted;

Deposits at Bank(s): Funds may be invested in non-interest bearing depository accounts to meet MCE’s operating and collateral needs and grant requirements. Funds not needed for these purposes will be invested in interest bearing depository accounts or certificates of deposit with maturities not to exceed six months.

Banks eligible to receive deposits will be federally or state chartered institutions and will conform to Government Code 53635.2: "To be eligible to receive local agency money, a bank, savings association, federal association, or federally insured industrial loan company shall have received an overall rating of not less than "satisfactory" in its most recent evaluation by the appropriate federal financial supervisory agency of its record of meeting the credit needs of California's communities, including low- and moderate-income neighborhoods, pursuant to Section 2906 of Title 12 of the United States Code."

Local Agency Investment Fund (LAIF): Funds may be invested in the Local Agency Investment Fund. The LAIF was established by the California State Treasurer for the benefit of local agencies. Statutory requirements of the Local Agency Investment Fund include:

California Government Code 16429.1

- a. There is in trust in the custody of the Treasurer the Local Agency Investment Fund, which fund is hereby created. The Controller shall maintain a separate account for each governmental unit having deposits in this fund.
- e. The local governmental unit, the nonprofit corporation, or the quasi-governmental agency has the exclusive determination of the length of time its money will be on deposit with the Treasurer.
- j. Money in the fund shall be invested to achieve the objective of the fund which is to realize the maximum return consistent with safe and prudent treasury management.
- i. Immediately at the conclusion of each calendar quarter, all interest earned and other increment derived from investments shall be distributed by the Controller to the contributing governmental units or trustees.... An amount equal to the reasonable costs incurred in carrying out the provisions of this section, not to exceed a maximum of 5 percent of the earnings of this fund and not to exceed the amount appropriated in the annual Budget Act for this function, shall be deducted from the earnings prior to distribution.

California Government Code 16429.4

The right of a city, county, city and county, special district, nonprofit corporation, or qualified quasi-governmental agency to withdraw its deposited moneys from the Local Agency Investment Fund, upon demand, may not be altered, impaired, or denied, in any way, by any state official or state agency based upon the state's failure to adopt a State Budget by July 1 of each new fiscal year.

Agenda Item #7: Inclusion of New Communities

Inclusion of New Communities

April 6, 2016

CCA Forming in Over 80 Jurisdictions



Operational CCAs

MCE Clean Energy
Lancaster Choice Energy
Sonoma Clean Power

2016 Launch

City/County of San Francisco
San Mateo County*

Exploring / in Process

Alameda County*
Butte County
City of Arcata/Humboldt County
City of Davis/Yolo County*
City of San Diego
City of Sunnyvale/Silicon Valley Partnership*
Contra Costa County*
LA County/South Bay Consortium
Lake County
Mendocino County*
Monterey Bay Community Power (Tri-County)*
Napa County Cities
Riverside County
San Bernardino County
San Diego County
San Luis Obispo/Morro Bay
Santa Barbara County*
Solano County
Ventura County

MCE Inclusion Background

September 25, 2013

- Board approved Policy 007: New Customer Communities

2013, 2014, and 2015

- Inclusion of five new communities

June 18, 2015

- Ad Hoc Inclusion Committee established

September 17, 2015

- Adjustments to Policy 007
- Adjustments MCE Affiliate Membership Process
- A formal six-month inclusion period

Formal Inclusion Period

Napa County

Napa
American Canyon
St. Helena
Calistoga
Yountville

Contra Costa County

Lafayette
Walnut Creek



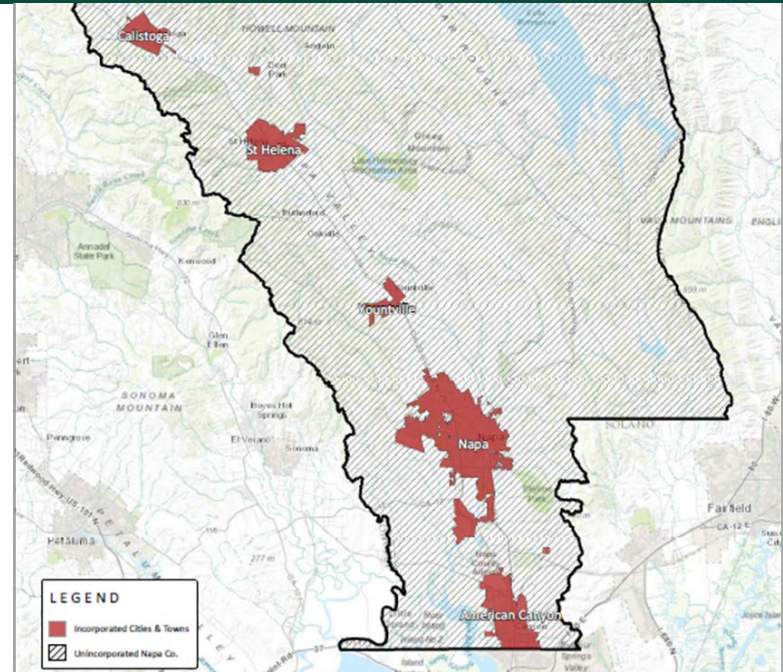
Napa County

Napa | American Canyon | St. Helena | Calistoga | Yountville

Sustainable Napa County has been highly involved in MCE membership.

Napa Countywide Community Climate Action Framework included CCA as a high impact option to meet GHG reduction targets.

Interest in and opportunities for local energy projects.



Contra Costa County

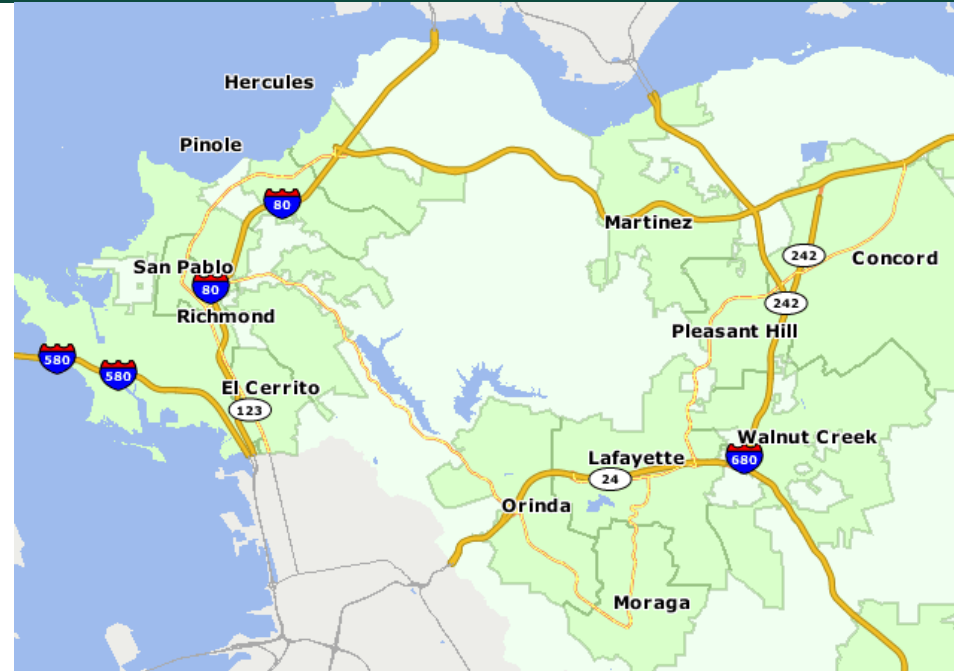
Lafayette | Walnut Creek

Lafayette's Environmental Task Force:

- Two year study of MCE/CCA
- Recommended MCE membership
- City staff report 200+ pages
- City-wide survey demonstrated public support
 - Nearly 200 respondents
 - 45% said they would opt-UP
 - 42% said they would remain Light Green
 - 12.87% said they would opt out

Walnut Creek

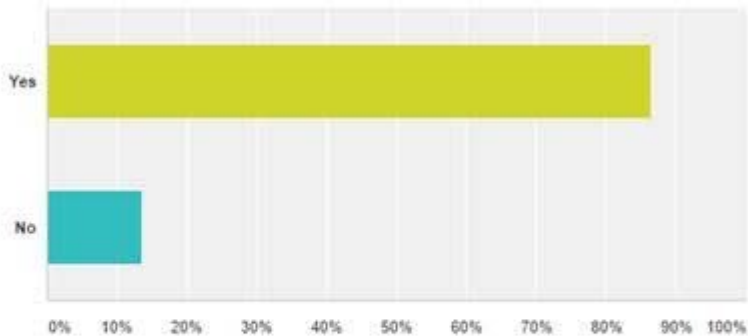
- Seven City Council discussions on MCE/CCA
- Ambitious Climate Action Plan (CAP)
- Split Supervisorial District



Lafayette's City-Wide Survey

At this time, do you support the City joining MCE Clean Energy?

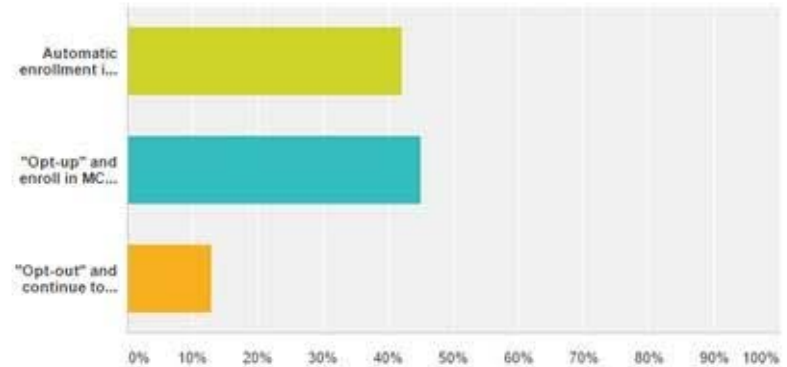
Answered: 170 Skipped: 5



Answer Choices	Responses	Count
Yes	86.47%	147
No	13.53%	23
Total		170

If Lafayette joined MCE, what option would you choose? (Please choose one.)

Answered: 171 Skipped: 4



Answer Choices	Responses
Automatic enrollment in MCE's "Light Green" service which provides energy from 50% renewable sources (current rates are less expensive than PG&E rates).	42.11% 72
"Opt-up" and enroll in MCE's "Deep Green" service which provides energy from 100% renewable sources (current rates are around \$0.01/kilowatt hour more expensive than PG&E rates).	45.03% 77
"Opt-out" and continue to purchase power from PG&E, which provides energy from 22% renewable sources.* Since the survey was initially created PG&E has reported an increase to 27% renewable sources.	12.87% 22
Total	171

Next Steps



Step 5: Economic analysis

Step 6: Analysis presented to MCE Board

Step 7: New jurisdiction executes JPA Agreement

Step 8: Updated Implementation Plan to CPUC

Community Outreach

Enrollment Period

Thank You

info@mceCleanEnergy.org
www.mceCleanEnergy.org





April 6, 2016

TO: Marin Clean Energy Executive Committee
FROM: David McNeil, Finance and Project Manager
RE: Proposed Ad Hoc Audit Committee

Dear Executive Committee Members:

BACKGROUND:

MCE's financial statements are audited by a third party auditor on an annual basis. The auditor begins work in May following the closing of MCE's March 31 year end statements and concludes their audit by the end of July. The financial statements and the auditor's report are presented to the Board at the August Board meeting.

Staff recommends the creation of an Ad Hoc Audit Committee at the April Board meeting. The work of the Committee would continue until the audit report and financial statements are presented to the Board at which time its mandate would conclude for the year. This year Staff expects the audit to be completed by the end of June. Staff proposes the following number of members, meetings and mandate for the Ad Hoc Audit Committee:

Number of Members: 2 or 3 depending on interest of board members
Number of Meetings: 2 or 3 - one in April before the audit, one with staff (as needed) during the preparation of the audit, and one with the auditor at the conclusion of the audit
Mandate:
i. Appoint the auditor and sign audit engagement letter
ii. Review the auditor's audit plan
iii. Meet with Staff as needed
iv. Meet in camera with the auditor at the conclusion of the audit
v. Review significant financial reporting issues and judgments as needed
vi. Investigate matters as needed
vii. Report results of the audit to the Board

FISCAL IMPACT: None

RECOMMENDATION: Recommend the creation of an Ad Hoc Audit Committee to the Board at its April 21st meeting.



DRAFT

Board of Directors Meeting

Thursday, April 21, 2016

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1. Board Announcements (Discussion)
2. Public Open Time (Discussion)
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4. Consent Calendar (Discussion/Action)
 - C.1 3.17.16 Meeting Minutes
 - C.2 Approved Contracts Update
 - C.3 Monthly Budget Report
 - C.4
5. Resolution 2016-XX Approving the Cities of American Canyon, Calistoga, Lafayette, Napa, St. Helena, Walnut Creek and the Town of Yountville as MCE Members and Authorizing: 1. Amendment 10 to the MCE JPA Agreement and 2. Submittal of Addendum 4 to MCE Revised Implementation Plan Adding the Cities of American Canyon, Calistoga, Lafayette, Napa, St. Helena, Walnut Creek and the Town of Yountville (Discussion/Action)
6. Creation of Ad Hoc Audit Committee (Discussion/Action)
7. Policy 014: Investment Policy (Discussion/Action)

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