



**Marin Clean Energy
Executive Committee Meeting
Wednesday, January 21, 2015
10:00 A.M.**

Dawn Weisz
Chief Executive Officer

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

Babara Coler
Town of Fairfax

Kevin Haroff
City of Larkspur

Garry Lion
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

1 (888) 632-3674
mceCleanEnergy.org

7811 Lincoln Ave. #320

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

Agenda Page 1 of 2

1. Board Announcements (Discussion)
2. Public Open Time (Discussion)
3. Report from Chief Executive Officer (Discussion)
4. Approval of 12.17.14 Meeting Minutes (Discussion/Action)
5. Budget Adjustment for Fiscal Year 2015 (Discussion/Action)
6. Proposed Budget for Fiscal Year 2016 (Discussion/Action)
7. Proposed Rates for Fiscal Year 2016 (Discussion/Action)
8. Update on MCE Office Space (Discussion)
9. Communications Update (Discussion)
10. Regulatory and Legislative (Discussion)



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11. Review 2.5.15 Draft Board Agenda (Discussion)
12. Members & Staff Matters (Discussion)
13. Adjourn



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**MARIN CLEAN ENERGY
EXECUTIVE COMMITTEE MEETING
WEDNESDAY, DECEMBER 17, 2014
10:00 A.M.
SAN RAFAEL CORPORATE CENTER, BORO ROOM
750 LINDARO STREET, SAN RAFAEL, CA 94901**

Roll Call

Present:

Kate Sears, County of Marin
Tom Butt, City of Richmond
Denise Athas, City of Novato
Sloan Bailey, Town of Corte Madera
Kevin Haroff, City of Larkspur
Bob McCaskill, City of Belvedere
Ford Greene, Town of San Anselmo

Absent: Denise Athas, City of Novato

Staff: Dawn Weisz, Chief Executive Officer
Shalini Swaroop, Legal Counsel
Greg Brehm, Director of Power Resources
Alex DiGiorgio, Community Affairs Representative
Emily Goodwin, Director of Internal Operations
Jennifer Dowdell, Technical Consultant

Agenda Item #4 – Approval of 11.19.14 Minutes (Discussion/Action)

M/s Bailey/Sears (passed 5-0) the approval of the 11.19.14 Executive Committee minutes. Director Greene abstained. Director Athas was absent.

ATTEST:

Dawn Weisz, Chief Executive Officer

MARIN CLEAN ENERGY

OPERATING FUND
Proposed Budget Amendments
Fiscal Year 2014-15

	<u>2013/14 Budget</u>	<u>2014/15 Budget</u>	<u>Projected Actual 14/15</u>	<u>Proposed Amendments</u>	<u>Proposed Amended 2014/15 Budget</u>
REVENUE AND OTHER SOURCES:					
Revenue - Electricity (net of allowance)	\$ 86,865,000	101,138,394	99,126,000	(2,012,000)	\$ 99,126,394
Revenue - Consideration from lease termination			400,000	400,000	\$ 400,000
Total sources	<u>86,865,000</u>	<u>101,138,394</u>	<u>99,526,000</u>	<u>(1,612,000)</u>	<u>99,526,394</u>
EXPENDITURES AND OTHER USES:					
CURRENT EXPENDITURES					
Cost of energy	77,777,000	88,410,551	87,901,000	(510,000)	87,900,551
Personnel	1,557,000	1,950,000	2,140,000	190,000	2,140,000
Technical consultants	574,000	560,000	536,000	(15,000)	545,000
Legal counsel	250,000	335,000	405,000	70,000	405,000
Communications consultants and related expenses	750,000	750,000	750,000	-	750,000
Data manager	2,534,000	2,670,000	2,550,000	(120,000)	2,550,000
Service fees - PG&E	603,000	670,000	705,000	35,000	705,000
Other services	300,000	300,000	354,000	54,000	354,000
General and administration	340,000	350,000	370,000	20,000	370,000
Marin County green business program	15,000	15,000	15,000	-	15,000
Solar rebates	10,000	25,000	25,000	-	25,000
Total current expenditures	<u>84,710,000</u>	<u>96,035,551</u>	<u>95,751,000</u>	<u>(276,000)</u>	<u>95,759,551</u>
CAPITAL OUTLAY	20,000	20,000	420,000	400,000	420,000
DEBT SERVICE	1,195,000	1,195,000	1,195,000	-	1,195,000
INTERFUND TRANSFER TO:					
Local Renewable Energy Development Fund	51,536	109,994	109,994	-	109,994
Total expenditures	<u>85,976,536</u>	<u>97,360,545</u>	<u>97,475,994</u>	<u>124,000</u>	<u>97,484,545</u>
Net increase (decrease) in available fund balance	<u>\$ 888,464</u>	<u>\$ 3,777,849</u>	<u>\$ 2,050,006</u>	<u>\$ (1,736,000)</u>	<u>\$ 2,041,849</u>

NOTES/COMMENTS

Electricity Revenue - projected to come in under budget as volume less than expected.

Cost of energy - projected to come in under budget as volume less than expected.

Personnel - staff hires occurred earlier than assumed in original budget, pay raises, and COLA adjustment.

Technical consultants - slightly under budget.

Legal - additional counsel for AB 2145 pushed legal expenses past expected levels.

Communications - budget likely to be expended in full, costs include those related to Napa expansion.

Data Manager - Noble Solutions, charged by the meter. Customer increase in Napa more than offset by amended agreement that decreased the charge per meter and eliminated the monthly flat fee.

Service Fees PG&E - charged by the account, increased caused by the Napa expansion.

Other Services - primary driver was unexpected increase in legislation consulting costs.

G&A - an approximate savings of \$100,000 from rental termination. Increases in other sub expenses reduce this savings considerably
- addition for various costs related to move has been added.

Capital Outlay - a \$400,000 to match expected lease termination consideration to go toward tenant improvements.

MARIN CLEAN ENERGY

OPERATING FUND Proposed Budget Fiscal Year 2015/16

	2014/15 Proposed Amended Budget	2015/16 Proposed Budget	Increase (Decrease)
REVENUE AND OTHER SOURCES:			
Revenue - Electricity (net of allowance)	\$ 99,126,394	\$ 144,788,097	\$ 45,661,703
Revenue - Consideration from lease termination	400,000	-	(400,000)
Total sources	<u>99,526,394</u>	<u>144,788,097</u>	<u>45,261,703</u>
EXPENDITURES AND OTHER USES:			
CURRENT EXPENDITURES			
Cost of energy	87,900,551	129,522,715	41,622,164
Personnel	2,140,000	2,869,000	729,000
Technical consultants	545,000	629,000	84,000
Legal counsel	405,000	360,000	(45,000)
Communications consultants and related expenses	750,000	751,000	1,000
Data manager	2,550,000	2,862,000	312,000
Service fees - PG&E	705,000	921,000	216,000
Other services	354,000	418,000	64,000
General and administration	370,000	329,000	(41,000)
Occupancy	-	260,000	260,000
Marin County green business program	15,000	10,000	(5,000)
Solar rebates	25,000	35,000	10,000
Total current expenditures	<u>95,759,551</u>	<u>138,966,715</u>	<u>43,207,164</u>
CAPITAL OUTLAY	420,000	150,000	(270,000)
DEBT SERVICE	1,195,000	1,020,000	(175,000)
INTERFUND TRANSFER TO:			
Local Renewable Energy Development Fund	109,994	151,383	41,389
Total expenditures	<u>97,484,545</u>	<u>140,288,098</u>	<u>42,803,553</u>
Net increase (decrease) in available fund balance	<u>\$ 2,041,849</u>	<u>\$ 4,500,000</u>	<u>\$ 2,458,151</u>

NOTES/COMMENTS

Electricity Revenue - projected revenue includes expanded territories.

Cost of energy - projected cost of energy includes expanded territories.

Personnel - increase due to planned staff hires for new territories, transitioning work performed by external Communications consultants in-house, and cost of living adjustments.

Technical consultants - currently in negotiations.

Legal - drop from prior year, when unexpected costs related to AB 2145 occurred.

Communications - essentially holding flat, with transition to replace external consultants with staff.

Data Manager - Noble Solutions, charged by the meter which increased with territory expansion.

Service Fees PG&E - charged by the account which increased with territory expansion.

Other Services - planned increase for inflation adjustments, costs related to new building i.e. IT...

G&A - this category no longer includes rent, so the budget has dropped from last year. Other costs associated with the new building and additional staff will offset some of this savings.

Occupancy - rent expense is now reported separately. Includes utilities, maintenance...

Capital Outlay - capital required for tenant improvements, employee workstations in new building.

MARIN CLEAN ENERGY

ENERGY EFFICIENCY PROGRAM FUND

Proposed Budget

Fiscal Year 2015/16

	<u>2014/15 Budget</u>	<u>2015/16 Proposed Budget</u>	<u>Increase (Decrease)</u>
REVENUE AND OTHER SOURCES:			
Public purpose energy efficiency program	\$ 1,505,702	\$ 1,505,702	-
EXPENDITURES AND OTHER USES:			
CURRENT EXPENDITURES			
Public purpose energy efficiency program	1,505,702	1,505,702	-
Net increase (decrease) in fund balance	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

LOCAL RENEWABLE ENERGY DEVELOPMENT FUND

Proposed Budget

Fiscal Year 2015/16

	<u>2014/15 Budget</u>	<u>2015/16 Proposed Budget</u>	<u>Increase (Decrease)</u>
REVENUE AND OTHER SOURCES:			
Transfer from Operating Fund	\$ 109,994	\$ 151,383	41,389
EXPENDITURES AND OTHER USES:			
Capital Outlay	109,994	151,383	41,389
Net increase (decrease) in fund balance	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>



New Office Space Update

Emily Goodwin | Director of Internal Operations

January 21, 2015



Highlights

- **Occupancy date of March 2nd or March 9th on target**
 - *March 9th - contract occupancy date – aiming for week prior*
 - *April Board & Committee meetings planned for new building*
- **Building improvements are within MCE cost cap**
 - *Includes additional work (stairs, glass security, conference rooms, etc.)*
 - *SRCC lease termination funds available for future onsite needs or projects*
- **Upgraded Electrical and HVAC installed by owner**
 - *Energy efficient, comfortable and healthy indoor environment*
 - *Costs covered by landlord; energy savings realized by MCE*
- **Collaboration on Special Building & Location Features**
 - *Energy efficiency demonstration room and ‘parklet’ in design*
 - *LEED certification planned; new building materials pre-qualified for points*
 - *EV charging station & solar roof top and car port shade structure being considered; potential union labor and pre-apprentice component*



Start of Demolition – November 2014



Current Lobby – former stairs removed



Lobby facing north— former stairs removed



Natural light enhancing stringer stairs planned with glass encasing to ensure 2nd floor security



Lobby facing NE to EE Demonstration Room



Large Conference Room – facing north



Facing north along west corridor

Westward conf. room wall expansion & stringer stairs allow more natural light to flood west corridor and adjoining offices



Upstairs – facing north



Existing skylight (not featured in this photo) floods natural light onto 2nd floor - additional skylights (2) planned in featured view



Upstairs – north end of building



Questions? Comments?





**Marin Clean Energy
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Thursday, February 5, 2015
7:00 P.M.**

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Agenda Page 1 of 2

1. Swearing in of New MCE Board Members
2. Board Announcements (Discussion)
3. Public Open Time (Discussion)
4. Report from Chief Executive Officer (Discussion)
5. Consent Calendar (Discussion/Action)
 - C.1 12.4.14 Board Minutes
 - C.2 Approved Contracts Update
 - C.3 2nd Addendum to 3rd Agreement with Ellison Schneider & Harris
 - C.4 1st Agreement with Corporate Media Systems, Inc.
 - C.5 1st Agreement with Ted Shuel
 - C.6 2nd Addendum to 2nd Agreement with Troutman Sanders
6. Resolution 2014-09 Honoring Board Member Lawrence W. Bragman (Discussion/Action)





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Agenda Page 2 of 2

7. Budget
 - a. Monthly Budget Update
 - b. Budget Adjustment for FY 2014/15 (Discussion/Action)
 - c. Proposed Budget for FY 2015/16 (Discussion/Action)
8. Proposed Rates for FY 2015/16 (Discussion/Action)
9. Energy Efficiency Update (Discussion)
10. Communications Update (Discussion)
11. Board Member & Staff Matters (Discussion)
12. Adjourn

