



**Marin Clean Energy
Executive Committee Meeting
Wednesday, November 19, 2014
9:00 A.M.**

Dawn Weisz
Executive Officer

Kathrin Sears
Chair
County of Marin

Tom Butt
Vice Chair
City of Richmond

Bob McCaskill
City of Belvedere

Sloan C. Bailey
Town of Corte Madera

Larry Bragman
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

Ray Withy
City of Sausalito

Emmett O'Donnell
Town of Tiburon

1 (888) 632-3674
mceCleanEnergy.org

781 Lincoln Ave., #320
San Rafael, CA 94901

**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 Executive Officer (Discussion)
4. Approval of 10.15.14 Meeting Minutes (Discussion/Action)
5. McGlashan Advocacy Award Nominations (Discussion/Action)
6. MCE Finance Functions (Discussion)
7. New MCE Staff Positions (Discussion/Action)
8. MCE Service Area, Governance, and Support for new CCAs (Discussion)
9. Review 12.4.14 Draft Board Agenda (Discussion)
10. Members & Staff Matters (Discussion)



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11. Adjourn



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**MARIN CLEAN ENERGY
EXECUTIVE COMMITTEE MEETING
WEDNESDAY, OCTOBER 15, 2014
9:00 A.M.
SAN RAFAEL CORPORATE CENTER, BORO ROOM
750 LINDARO STREET, SAN RAFAEL, CA 94901**

Roll Call

Present:

Damon Connolly, City of San Rafael, Chair
Tom Butt, City of Richmond
Denise Athas, City of Novato
Sloan Bailey, Town of Corte Madera
Bob McCaskill, City of Belvedere

Absent: Kate Sears, County of Marin

Staff: Dawn Weisz, Executive Officer
Beth Kelly, Legal Director
Jeremy Waen, Regulatory Analyst II
Jamie Tuckey, Communications Director
Allison Kirk, Account Manager I
Emily Goodwin, Director of Internal Operations

Agenda Item #4 – Approval of 8.20.14 Minutes (Discussion/Action)

M/s Bailey/McCaskill (passed 4-0) the approval of the 8.20.14 Executive Committee minutes. Director Athas abstained. Director Sears was absent.

Agenda Item #7 – Draft Addendum to Agreement with Noble Energy Solutions (Discussion/Action)

M/s Bailey/McCaskill (passed 5-0) approved the proposed edits to the draft addendum to Agreement with Noble Energy Solutions for November Board consideration. Director Sears was absent.

ATTEST:

Dawn Weisz, Executive Officer



November 19, 2014

TO: Marin Clean Energy Executive Committee
FROM: Alex DiGiorgio, Community Affairs Coordinator
RE: Charles F. McGlashan Advocacy Award Nominations (Agenda Item #05)

Dear Board Members:

SUMMARY:

The Charles F. McGlashan Advocacy Award was established to recognize individuals and organizations who have demonstrated passion, dedication and leadership on behalf of MCE. The award also honors and commemorates the life and legacy of environmental leadership left behind by former MCE Chairman Charles F. McGlashan.

Recipients of the award are recognized with a ceremony held at a regular meeting of the MCE Board of Directors. Recipients will also have their names inscribed on a plaque that shares other awardee names and is displayed in the McGlashan Room at the MCE offices.

It is the responsibility of the Executive Committee to review nominations and make recommendations for which advocate should be recognized with the Charles F. McGlashan Advocacy award.

To date, the Charles F. McGlashan Advocacy Award has been awarded to Barbara George in 2011, The Mainstreet Moms in 2012, and Lea Dutton in 2013.

This year's Charles F. McGlashan Advocacy Award Nominations include Dameion D. King, Doria Robinson, and Bea Roberson.

NOMINATIONS:

Dameion D. King

Through his thoughtful public statements at numerous Richmond City Council meetings, Dameion D. King distinguished himself as an early supporter of the City of Richmond's decision to join MCE. Mr. King volunteered to become the first member of Richmond's Community Leader Advisory Group (CLAG) and to appear in MCE's public service announcements. As someone born and raised in Richmond's 'Iron Triangle,' Mr. King facilitated introductions to many other community members who later became MCE advocates. He also helped to arrange public presentations at churches and other local

institutions, including the Richmond Housing Commission, on which he sits as a voting member. Mr. King provided the closing remarks at MCE's first Town Hall meeting in Richmond, and has continued to offer feedback and referrals to help MCE's ongoing community outreach.

Doria Robinson

As the Executive Director of Richmond's Urban Tilth, Doria Robinson provided MCE with a high degree of visibility and credibility early in the community outreach process. Through personal introductions, frequent feedback, and invitations to participate in local events, Ms. Robinson helped MCE's public affairs team refine its messaging and expand its reach. Ms. Robinson also participated on Richmond's Community Leader Advisory Group (CLAG), and graciously agreed to appear on the cover of MCE's enrollment notices, along with her mother and daughter. Ms. Robinson remains eager to collaborate with MCE on urban agricultural projects, and to help develop local solar installations at community gardens.

Bea Roberson

Few Richmond residents are as politically active as Bea Roberson, or have as extensive a network of community leaders. For this reason, it was worrisome to discover Ms. Roberson was opposed to Richmond joining MCE. Nevertheless, Ms. Roberson offered to help inform Richmond residents about MCE, because she believed everyone should be able to make an informed decision. Ms. Roberson volunteered on Richmond's Community Leader Advisory Group (CLAG), and helped schedule presentations before community groups and neighborhood councils. Despite her personal opposition to Richmond joining MCE, Ms. Roberson worked collaboratively with MCE staff, and continues to offer candid feedback on MCE's programs and policies.

Recommendation: Select the 2014 recipient of the Charles F. McGlashan Advocacy Award to be presented at the December 4, 2014 regular meeting of the MCE Board of Directors.

Finance Functions: Traditional vs. MCE

(Note: brown text indicates areas of overlap)

Traditional Business Finance Functions

Asset and Debt Management

- **Oversee long-term asset and debt planning and costs management in alignment with company's strategic plan including sponsorships, potential acquisitions, and collaborations with external organizations.**
- **Assess organizational performance against both the annual budget and company's long-term strategy**

Investment Control

- **Develop tools and systems to provide critical investment information to the CEO and make actionable recommendations on both strategy and operations.**
- **Initiate appropriate strategies to enhance cash positions**

Tax Liability Management and Reporting

- **Ensure compliance with all federal, state and local tax regulatory agencies including all appropriate reporting requirements**

Budget Development and Control

- **Oversee budgeting and implementation of budgets in order to monitor progress and present financial metrics both internally and externally**
- **Manage cash flow and forecasting and develop a reliable cash flow projection process and reporting mechanism that includes minimum cash flow threshold to meet operating needs**
- **Engage the board finance, audit, and investment committees around issues, trends, and changes in the operating model(s) and operational delivery**

Banking Oversight

- **Optimize the handling of banking relationships**
- **Oversee company's banking operations for compliance with appropriate rules and legal guidelines**

Accounting and Auditing

- **Oversee all accounts, ledgers and reporting systems**
- **Maintain internal safeguards, coordinate audit activities, ensure compliance with audit requirements**

Payroll Management

- **Ensure compliance with all federal, state and local payroll requirements (including State Wage and Hour Laws for non-governmental organizations)**
- **Ensure that specialized IT systems are in place to handle employee payroll**

Current MCE Finance Functions

- Maintenance of annual and long term sales forecast, and financial pro forma
 - Modeling projected load
 - Data analysis
 - Market analysis
 - CAISO invoice review to track load changes
 - Maintain supply visualizer model to assist with procurement planning
- Rate setting
- Budget development and control
 - Use rate and load projections to prepare annual budget
 - Provide a means of maintaining appropriate segregation of duties and other internal controls
 - Maintain segregated account structure to enable regulatory accounting for energy efficiency program, maintenance of incentive payments and budget reporting
 - Monitor compliance with budgetary limits over expenditures
 - Manage general ledger and prepare analyses to reconcile bank and other accounts
 - Manage cash balances
 - Oversee payroll (ensuring compliance with all federal, state and local payroll requirements)
 - Monitor services provider contract fiscal provisions
 - Validate power-supply invoices and CAISO statements
 - Validate non-power supply invoices and process cash disbursements
 - Prepare timely monthly and annual financial statements
- Finance structuring for power supply transactions
- Credit and collateral postings
- Financial reporting to the board, public and counterparties
- Regulatory support on finance/economic issues such as PCIA, CAM, etc.
- Borrowing and debt management

Future MCE Finance Functions

- Finance structuring for owned projects (power expertise)
- Bond issuance
- Asset management
- Investment



MCE and Finance Functions

November 2014



Traditional Finance Functions

Primary responsibilities of a traditional Chief Financial Officer (CFO) include:

- Asset and debt management
- Investment control
- Tax liability management and reporting
- Budget development and control
- Banking oversight
- Accounting and auditing
- Payroll management

MCE Finance Functions

Primary finance functions
for MCE:

Current

- Maintenance of load forecast
- Rate setting
- Financial pro modeling and planning
- Budget development and control
- Finance structuring for power supply transactions
- Credit and collateral postings
- Financial reporting to the board, public and counterparties

Primary finance functions for MCE (cont.):

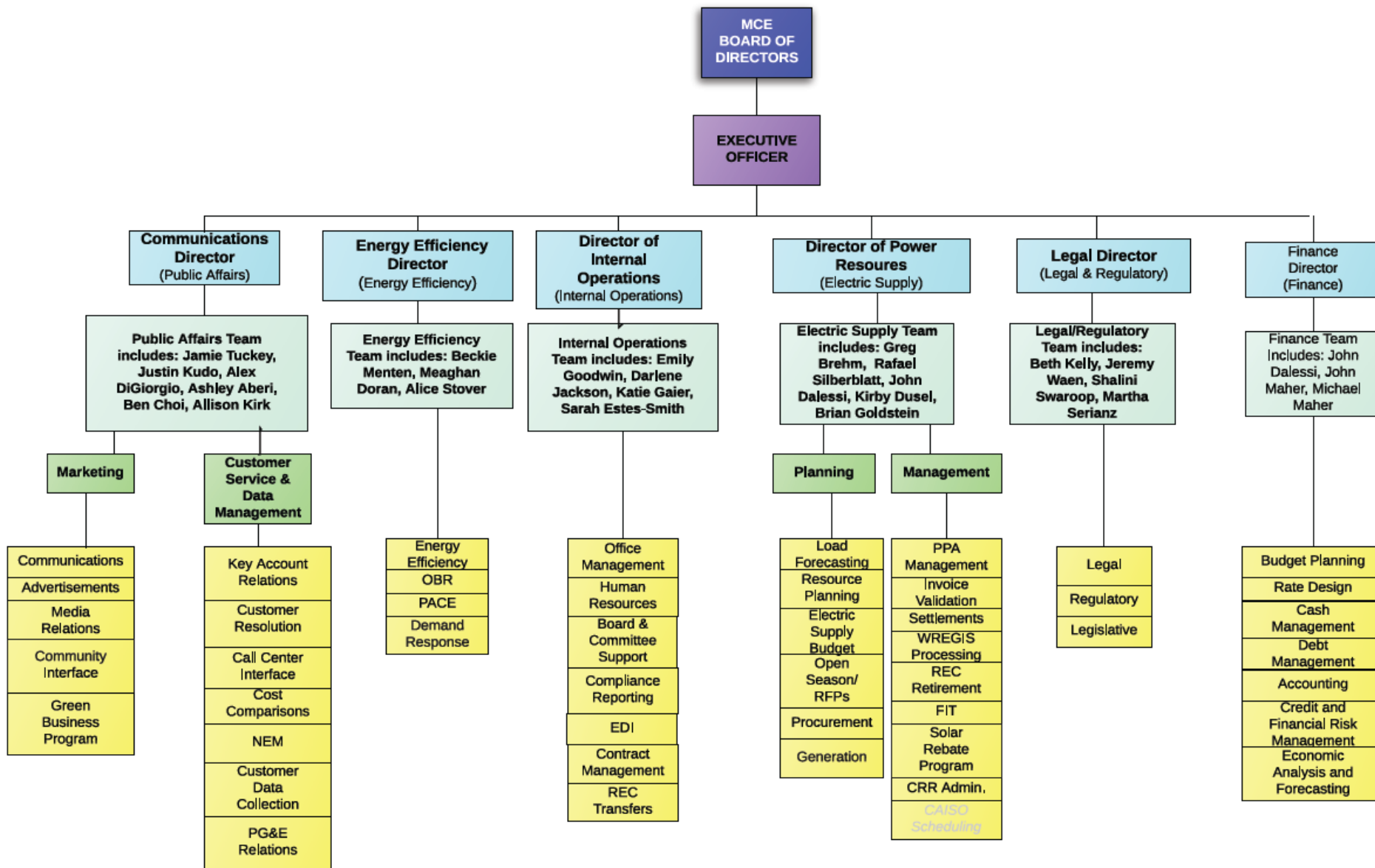
Current

- Regulatory support on issues with economic impact
- Cash and debt management

Future

- Finance structuring for owned projects
- Bond issuance
- Asset management

Organizational Overview



Are there any gaps or problems to address?

Ideas for Discussion:

- No change
- Formalize or modify existing roles
- Include in potential new role



November 19, 2014

TO: Marin Clean Energy Executive Committee

FROM: Katie Gaier, Human Resources Coordinator

RE: New and Revised MCE Positions (Agenda Item #07)

ATTACHMENTS: A. Job Description for Senior Regulatory Analyst
B. Job Description for Regulatory Associate
C. Job Description for Power Supply Contracts Manager
D. Job Description for Energy Efficiency Program Specialist Tier II
E. Job Description for Clerk

SUMMARY:

As MCE has grown in our service offerings, our engagement in regulatory and legislative activities, energy efficiency activities and our internal procurement activities, the need for staff support in these areas has grown as well. In addition, one staff position within MCE has developed to take on new tasks that are needed by the agency. To address these needs staff recommends changes to the compensation range for the Clerk position, and recommends the addition of four new positions as follows:

- Senior Regulatory Analyst
- Regulatory Associate
- Power Supply Contracts Manager
- Energy Efficiency Program Specialist Tier II

The attached draft job descriptions and compensation level recommendations have been developed for consideration by the MCE Executive Committee and if approved, would subsequently be brought for consideration by the MCE Board of Directors.

Senior Regulatory Analyst

The Senior Regulatory Analyst position would serve as an advanced journey level position on the Regulatory Team to represent MCE's interests at the CPUC as well as other regulatory agencies with a specialization in one of the other MCE functional areas. At this time, the Senior Regulatory Analyst position is needed for high-level analytical work supporting the Energy Efficiency Team. While the Senior Regulatory Analyst will report to the Legal Director, the position may provide support to the Energy Efficiency team as assigned. The salary for the

Senior Regulatory Analyst was set internally, at a level of 12.6% above the Regulatory Analyst Tier II at the top of the range as the level of duties and responsibilities are commensurate.

Recommendation: Approve the job description for the new position of Senior Regulatory Analyst and set the salary range at \$87,860 - \$98,000 with exact compensation to be determined by the Executive Officer within the existing Board approved budget.

Regulatory Associate

In addition to the Senior Regulatory Analyst, the Regulatory Team requires a position at the Regulatory Associate level for more experienced and journey level administrative support of the Regulatory Team. The salary for this new position was set internally in order to create a career ladder within the regulatory team and as compared to similarly situated positions within MCE.

Recommendation: Approve the job description for the new position of Regulatory Associate and set the salary range at \$53,144 - \$69,646 with exact compensation to be determined by the Executive Officer within the existing Board approved budget.

Power Supply Contracts Manager

In order to manage the increasing number of power supply contracts, a specialized position of Power Supply Contracts Manager is needed. This position would assist the Director of Power Resources by managing contracts in the power supply area as well as review, validate and process power supply invoices. The salary for this position was set internally, as there were insufficient external matches to use for comparison, and it was compared to similarly situated internal positions.

Recommendation: Approve the job description for the new position of Power Supply Contracts Manager and set the salary range at \$53,144 - \$69,646 with exact compensation to be determined by the Executive Officer within the existing Board approved budget.

Energy Efficiency Program Specialist Tier II

On the Energy Efficiency Team, there is a need for a higher level Specialist position to assume the increasing demands on the team. This position will work with a higher level of autonomy, provide lead work direction, and have more responsibility for presentations to the Board and the public. The salary for this position was set internally at 12.6% above the Tier I level and in line with distinction in levels similar to the Regulatory Team.

Recommendation: Approve the job description for Energy Efficiency Specialist Tier II and set the salary at \$59,842 - 78,421 with exact compensation to be determined by the Executive Officer within the existing Board approved budget.

Clerk

The existing position of Clerk has assumed additional and higher level responsibilities related to the support of the Board of Directors and its committees, as well as the assignment of the role as Executive Assistant to the Executive Officer. The revised job description has been approved

by the Executive Officer, under existing delegated authority. An external salary comparison was conducted with positions performing similar duties within other jurisdictions.

Recommendation: Approve a salary range increase from \$34,748 - \$45,900 to \$43,000 - \$62,000 with exact compensation to be determined by the Executive Officer within the existing Board approved budget.



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1. Board Announcements (Discussion)
2. Public Open Time (Discussion)
3. Report from Executive Officer (Discussion)
4. Consent Calendar (Discussion/Action)
 - C.1 11.6.14 Board Minutes
 - C.2 Monthly Budget Report
 - C.3 Approved Contracts Update
5. Resolution 2014-XX Approving the City of El Cerrito as an MCE Member and Authorizing: 1. Amendment XX to the MCE JPA Agreement and 2. Submittal of Amendment to MCE Revised Implementation Plan Adding the City of El Cerrito (Discussion/Action)
6. Energy Efficiency Update (Discussion)





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7. Communications Update (Discussion)
8. Regulatory and Legislative Update (Discussion)
9. Board Member & Staff Matters (Discussion)
10. Adjourn

