

**MCE EXECUTIVE COMMITTEE MEETING MINUTES**  
**Friday, September 3, 2021**  
**12:15 P.M.**

The Executive Committee Meeting was conducted pursuant to the provisions of the Governor's [Executive Order](#) N-29-20 (March 17, 2020) which suspends certain requirements of the Ralph M. Brown Act. Committee Members, staff and members of the public were able to participate in the Committee Meeting via teleconference.

---

**Present:** Denise Athas, City of Novato  
Edi Birsan, City of Concord  
Tom Butt, City of Richmond  
Barbara Coler, Town of Fairfax  
Cindy Darling, City of Walnut Creek  
Ford Greene, Town of San Anselmo  
Kevin Haroff, City of Larkspur, Committee Chair  
Devin Murphy, City of Pinole  
Shanelle Scales-Preston, City of Pittsburg  
Gabriel Quinto, City of El Cerrito  
Brad Wagenknecht, County of Napa  
Sally Wilkinson, City of Belvedere

**Staff  
& Others:** Jessica Brooks, Assistant Board Clerk  
Darlene Jackson, Board Clerk  
Melissa Giles, Manager of Strategic Marketing and Communications  
Alice Havenar-Daughton, Director of Customer Programs  
Vicken Kasarjian, Chief Operating Officer  
Zae Perrin, Manager of Customer Operations  
Sol Phua, Administrative Services Assistant  
Garth Salisbury, Director of Finance  
Heather Shepard, Director of Public Affairs  
Elyse Thomas, Administrative Services Assistant  
Dawn Weisz, Chief Executive Officer

**1. Roll Call**

Chair Haroff called the regular Executive Committee meeting to order at 12:15 p.m. with quorum established by roll call.

**2. Board Announcements (Discussion)**

Comments were made by Directors Birsan and Quinto.

**3. Public Open Time (Discussion)**

Chair Haroff opened the public comment period and there were no comments.

**4. Report from Chief Executive Officer (Discussion)**

CEO, Dawn Weisz, reported the following:

- Calistoga's City Council recently voted unanimously to opt-up their city accounts to Deep Green. They are the fifth community in Napa to do so after Napa County (2016), City of Napa (2016), St. Helena (2019), and Yountville (2020).
- MCE released the final Evaluation, Measurement and Verification (EM&V) report from the first 3 years of the LIFT program and hosted a webinar to present the following findings.
- The August MCE PowerHour was held last Thursday, the 26th with a focus on how the Bay Area's water and energy resources are impacted by this year's drought conditions.
- MCE's Board Retreat is currently scheduled for Thursday, October 7, 2021 from 9am-3pm.

**5. Consent Calendar (Discussion/Action)**

C.1 Approval of 7.2.21 Meeting Minutes

Chair Haroff opened the public comment period and there were no

Action: It was M/S/C (Birsan/Wagenknecht) to **approve Consent Calendar item C.1**. Motion carried by unanimous roll call vote. (Absent: Director Scales-Preston).

comments.

**6. MCE Cares Credit Update (Discussion/Action)**

Heather Shepard, Director of Public Affairs, Zae Perrin, Manager of Customer Programs Operations, and Melissa Giles, Manager of Strategic Marketing and Communications, presented this item and addressed questions from Committee members.

Chair Haroff opened the public comment period and there were no comments.

Action: It was M/S/C (Scales-Preston/Quinto) to **extend the MCE Cares Credit Program through March 31, 2022**. Motion carried by unanimous roll call vote.

**7. Financial Statements Years Ended March 31, 2021 & 2020 with Report of Independent Auditors (Discussion)**

Chair Haroff, introduced this item and addressed questions from Committee members.

Chair Haroff opened the public comment period and there were no comments.

Action: No action required.

**8. Customer Programs Update (Discussion)**

Alice Havenar-Daughton, Director of Customer Programs, presented this item and addressed questions from Committee members.

Chair Haroff opened the public comment period and there were no comments.

Action: No action required.

**9. MCE Collections Update (Discussion)**

Garth Salisbury, Director of Finance, and Zae Perrin, Manager of Customer Operations, presented this item and addressed questions from Committee members.

Chair Haroff opened the public comment period and there were no comments.

Action: No action required.


**10. Committee & Staff Matters (Discussion)**

There were no comments.

**11. Adjournment**

Chair Haroff adjourned the meeting at 2:05 p.m. to the next scheduled Executive Committee Meeting on October 1, 2021.

DocuSigned by:



3C8DE88B7D6543E  
**Kevin Haroff, Chair**

**Attest:**

DocuSigned by:

*Dawn Weisz*

A59878418EBC4F8...

---

**Dawn Weisz, Secretary**