

**APPROVED**

**FEB 15 2018**

**MARIN CLEAN ENERGY**

**MCE BOARD MEETING MINUTES  
Thursday, November 16, 2017  
7:00 P.M.**

**The Willow Pass Community Center  
2748 E Olivera Rd.  
Concord, CA**

**Remote location:  
MCE Barbara George Conference Room  
1125 Tamalpais Ave., San Rafael, CA**

---

**Roll Call:** Director Kate Sears called the regular Board meeting to order at 7:05 p.m. An established quorum was met.

**Present:** Denise Athas, City of Novato (*San Rafael*)  
Edi Birsan, City of Concord (*Concord*)  
Sloan Bailey, Town of Corte Madera (*Concord*)  
Tom Butt, Vice Chair, City of Richmond (*San Rafael*)  
Paul Fadelli, Alternate, City of El Cerrito (*Concord*)  
Ford Greene, Town of San Anselmo (*Concord*)  
Kevin Haroff, City of Larkspur (*San Rafael*)  
Peter Lacques, Alternate, Town of Fairfax (*San Rafael*)  
Peter Longmire, City of Pittsburg (*Concord*)  
Emmett O'Donnell, Town of Tiburon (*San Rafael*)  
Elizabeth Patterson, Alternate, City of Benicia (*San Rafael*)  
Scott Perkins, City of San Ramon (*Concord*)  
P. Rupert Russell, Town of Ross (*San Rafael*)  
Kate Sears, Chair, County of Marin (*Concord*)  
Rob Schroder, City of Martinez (*Concord*)  
Robert Storer, Alternate, Town of Danville (*Concord*)  
Roy Swearingen, City of Pinole (*Concord*)  
Don Tatzin, City of Lafayette (*Concord*)  
Dave Trotter, Town of Moraga (*Concord*)  
Kevin Wilk, City of Walnut Creek (*Concord*)  
Ray Withy, City of Sausalito (*San Rafael*)

**Absent:** Arturo Cruz, City of San Pablo  
Federal Glover, County of Contra Costa  
Sue Higgins, City of Oakley  
Bob McCaskill, City of Belvedere  
Andrew McCullough, City of San Rafael  
Sashi McEntee, City of Mill Valley  
Brad Wagenknecht, County of Napa

**Staff:**

Allen Chiu, Marketing Associate (*Concord*)  
Carol Dorsett, Human Resources Associate (*San Rafael*)  
Jenna Famular, Community Development Manager (*Concord*)  
Jesica Flores-Brooks, Operations Assistant (*San Rafael*)  
Darlene Jackson, Board Clerk (*Concord*)  
J.R. Killigrew, Community Development Manager (*Concord*)  
Alexandra McGee, Community Power Organizer (*Concord*)  
Justine Parmelee, Operations Manager (*Concord*)  
Dawn Weisz, Chief Executive Officer (*Concord*)

**1. Board Announcements (Discussion)**

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

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

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

CEO Dawn Weisz reported on the following:

- Announced that due to unforeseen technical difficulty, the meeting is connected via audio only from our remote location in San Rafael. She asked that meeting participants please bear with us as we fine tune the remote participation. It will take a few months to work out all the bugs, and our goal is to have clear audio and video connection at primary and remote meeting locations.
- Ms. Weisz noted that MCE will be alternating its primary Board and Committee meeting locations between San Rafael and Concord with remote locations as well so meeting participants do not have to travel too far.
- Ms. Weisz reminded speakers to please state their name prior to speaking and to speak clearly.
- Ad Hoc Contracts Committee met this morning. Special thanks to them for the heavy lifting over the last six months. There has been much more activity than normal and we appreciate all the support.

Staff activity this month:

- FutureBuild Training was held this week in Pittsburg.
- **Public Affairs:** Planning for enrollment in April, designing notices, advertisements, events and community outreach plans.
- **Internal Operations:** Finalizing lease and planning logistics for new office.
- **Regulatory:** PCIA and Bond proceeding – see packet.
- **Customer Programs:** Launched the LIFT Pilot Program, anticipating decision soon on EE application to the CPUC.
- **Finance:** Preparing for budget setting in early 2018.

- **Procurement:** Several transactions have been completed in the last month for renewable and carbon-free energy. A few more are expected in the next month.
- **Human Resources:** Filling several vacant positions and beginning the regular compensation study, scheduled for completion in February.
- Holiday party to be held on Dec. 15<sup>th</sup> at the Richmond Country Club. Please RSVP if you have not already.
- We will not be holding a regular Board meeting in December, but will reconvene in January, with a regular meeting on January 18<sup>th</sup>.
- MCE is hosting a Supplier Diversity Symposium on Friday, January 26<sup>th</sup> at the Richmond City Hall.

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

- C.1 Approval of 10.19.17 Meeting Minutes
- C.2 Approved Contracts Update
- C.3 Fiscal Year 2017/18 Operating Fund Budget Amendment
- C.4 Sixth Agreement with Frontier Energy, Inc.

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

**ACTION:** It was M/S/C (Tatzin/Greene) to **approve Consent Calendar**. Motion carried by unanimous vote. (Abstain on C.1: Directors Athas, Bailey, Birsan, Lacques, Longmire, Perkins, Sears, Schwartzman, and Tatzin). (Absent: Directors Cruz, Glover, Higgins, McCaskill, McCullough, McEntee and Wagenknecht).

**5. New Board Member Additions to Committees (Discussion/Action)**

CEO, Dawn Weisz, introduced this item and addressed questions from Board members.

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

**ACTION:** It was M/S/C (Schwartzman/Trotter) to **approve the addition of Directors Greene and Withy to the Ad Hoc Ratesetting Committee**. Motion carried by unanimous vote. (Absent: Directors Cruz, Glover, Higgins, McCaskill, McCullough, McEntee and Wagenknecht).

**6. Charles F. McGlashan Advocacy Award (Discussion/Action)**

Alexandra McGee, Community Power Organizer, introduced this item and addressed questions from Board members. The Charles F. McGlashan Advocacy Appreciation Award was presented to the El Cerrito Environmental Quality Committee.

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

**ACTION:** It was M/S/C (Fadelli/Schroder) to **honor the El Cerrito Environmental Quality Committee as the seventh recipient of the Charles. F. McGlashan Advocacy Appreciation Award.** Motion carried by unanimous vote. (Absent: Directors Cruz, Glover, Higgins, McCaskill, McCullough, McEntee and Wagenknecht).

**7. Policy 011 Update: Sustainable Workforce and Diversity Policy (Discussion/Action)**

CEO, Dawn Weisz, introduced this item and addressed questions from Board members.

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

**ACTION:** It was M/S/C (Bailey/Totter) to **approve the Sustainable Workforce and Diversity Policy: 011.** Motion carried by unanimous vote. (Absent: Directors Cruz, Glover, Higgins, McCaskill, McCullough, McEntee and Wagenknecht).

**8. Deep Green Municipality Awards (Discussion)**

J.R. Killigrew, Community Development Manager, introduced this item and presented awards to the following communities:

- Belvedere
- Fairfax
- San Anselmo
- Sausalito
- Corte Madera
- Larkspur
- Novato
- Marin County
- Richmond
- San Rafael
- El Cerrito
- Tiburon

**9. Update on MCE Solar One (Discussion)**

CEO, Dawn Weisz, introduced this item and addressed items from Board members.

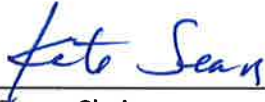
**10. Board Member & Staff Matters (Discussion)**

J.R. Killigrew announced that the FutureBuild training participants were taken on a field trip to the MCE Solar One site.

Director Athas requested that Deep Green Municipality statistics be provided to the Board.

**11. Adjournment**

The Board of Directors adjourned the meeting at 7:59 p.m. to the next scheduled Board Meeting on January 18, 2017.



\_\_\_\_\_  
Kate Sears, Chair

Attest:



\_\_\_\_\_  
Dawn Weisz, Secretary

