



MARIN ENERGY AUTHORITY
THURSDAY, APRIL 2, 2009
7:00 P.M.

DAWN WEISZ
Interim Director

MARIN COUNTY EMPLOYEE RETIREMENT ASSOCIATION,
BOARD ROOM
1 McInnis Parkway, San Rafael, California

TOM CROMWELL
City of Belvedere

AGENDA – Page 1 of 1

LEW TREMAINE
Town of Fairfax

1. Public Open Time (Discussion)

CHARLES MCGLASHAN
County of Marin

2. Interim Director's Report (Discussion)

SHAWN MARSHALL
City of Mill Valley

3. Consent Calendar: Approval of Minutes from Regular Meeting on 3-5-09 (Action)

CHRISTOPHER MARTIN
Town of Ross

4. Request for Bid (Discussion)

BARBARA THORNTON
Town of San Anselmo

5. AB811 Program (Discussion)

DAMON CONNOLLY
City of San Rafael

6. Guiding Principles (Discussion/Action)

JONATHAN LEONE
City of Sausalito

7. Resolution Establishing Regular Meetings

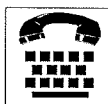
RICHARD COLLINS
Town of Tiburon

8. Board Member & Staff Matters (Discussion)

california
AB 32

9. Adjourn

Marin
Clean
Energy



Late agenda material can be inspected in the office of the Marin County Community Development Agency, located at 3501 Civic Center Drive #308, San Rafael, CA 94903. The meeting facilities are in accessible locations. Requests for accommodations may be made by calling (415) 473-4381 (voice/TTY) or 711 for the California Relay Service or e-mailing disabilityaccess@co.marin.ca.us at last 4 work days in advance of the event.



April 2, 2009

TO: Marin Energy Authority Board
FROM: Dawn Weisz, Interim Director
RE: Adopted Operating Rules and Regulations (Agenda item #2)

Dear Board Members:

In the last regular meeting of the MEA Board the Operating Rules and Regulations were adopted. The adopted version of the Operating Rules and Regulations are attached here for your reference. Changes have been incorporated as directed by your Board.

Specifically, language was added as Section 4 under "Voting" to state that any program requiring contribution of money by individual parties shall be determined in the future by action of the Board. Language is being drafted for your Board to consider in May that will address such an amendment.

MARIN ENERGY AUTHORITY
OPERATING RULES AND REGULATIONS

ARTICLE I

FORMATION

The Marin Energy Authority (the “Authority”) was established on December 19, 2008 pursuant to the execution of the Marin Energy Authority Joint Powers Agreement (the “Agreement”) by the County of Marin, the Town of Fairfax and the Town of Tiburon. The Initial Participants in the Authority who executed the Agreement within 180 days of the establishment of the Authority are the following:

The members of the Authority are referred to as Party or Parties in these Operating Rules and Regulations. As defined by the Agreement, these Operating Rules and Regulations consist of rules, regulations, policies, bylaws and procedures governing the operation of the Authority.

ARTICLE II

PURPOSES

The Authority is formed to study, promote, develop, conduct, operate, and manage energy and energy-related climate change programs, and to exercise all other powers necessary and incidental to accomplishing this purpose. These programs include but are not limited to the establishment of a Community Choice Aggregation Program known as Marin Clean Energy in accordance with the terms of the Agreement.

ARTICLE III

BOARD OF DIRECTORS

Section 1. The Authority shall be governed by a Board of Directors composed of one representative of each of the Parties. The Board may delegate specified functions or actions to the Executive Committee or other committees that may be established by the Board. The governing body of each Party shall appoint and designate in writing to the Authority one regular Director who shall be authorized to act for and on behalf of the Party on all matters within the power of the Authority. The governing body of each Party also shall appoint and designate in writing to the Authority one alternate Director who may vote on all matters when the regular Director is absent for a Board meeting. Both the Director and the Alternate Director shall be members of the governing body of the Party.

Section 2. Each Director and Alternate Director shall serve at the pleasure of the governing body of the Party that the Director represents and may be removed as Director or Alternate Director by such governing body at any time.

Section 3. A Director may be removed by the Board for cause. Cause shall be defined for the purposes of this section as follows:

- a. Unexcused absences from three consecutive Board meetings.
- b. Unauthorized disclosure of confidential information or documents from a closed session or the unauthorized disclosure of information or documents provided to the Director on a confidential basis and whose public disclosure may be harmful to the interests of the Authority.

Written notice shall be provided to the Director proposed for removal and the governing body that appointed such Director at least thirty days prior to the meeting at which the proposed removal will be considered by the Board. The notice shall state the grounds for removal, a brief summary of the supporting facts, and the date of the scheduled hearing on the removal. The Director proposed for removal shall be given an opportunity to be heard at the removal hearing and to submit any supporting oral or written evidence. A Director shall not be removed for cause from the Board unless two-thirds of all Directors (excluding the Director subject to removal) vote in favor of the removal.

Section 4. If at any time a vacancy occurs on the Board, for whatever reason, a replacement shall be appointed by the governing body of the subject Party to fill the position of the previous Director within ninety days of the date that such position becomes vacant.

ARTICLE IV

OFFICERS AND TERMS OF OFFICE

Section 1. There shall be a Chairperson, a Vice-Chairperson, a Secretary and a Treasurer.

- a. Chairperson. The Chairperson of the Authority shall be a Director. Duties of the Chairperson are to supervise the preparation of the business agenda, preside over Authority meetings, and sign all ordinances, resolutions, contracts and correspondence adopted or authorized by the Board. The term of office of the Chairperson shall be for one year.
- b. Vice-Chairperson. The Vice-Chairperson shall be a Director. The Vice-Chairperson shall perform the duties of Chairperson in the absence of such officer. The term of office of the Vice-Chairperson shall be for one year.
- c. Secretary. The Secretary will supervise the preparation of the meeting minutes and the maintenance of the records of the Authority. The term of the Secretary shall be for one year. The Secretary does not need to be a Director.
- d. Treasurer and Auditor. The Treasurer shall have custody of all the money of the Authority and shall have all of the duties and responsibilities specified in Government Code Section 6505.5. The Treasurer shall report directly to the Board and shall comply with the requirements of treasurers of incorporated municipalities. The positions of Treasurer and Auditor may be combined into one position known as the

Treasurer/Auditor of the Authority. Neither the Treasurer nor the Auditor needs to be a Director. The term of the Treasurer and Auditor shall be for one year. The Board may transfer the responsibilities of the Treasurer and Auditor to any person or entity permitted by law.

- e. Initial Terms of Office. Notwithstanding the one-year term generally established for officers above, the terms of the initial officers elected by the Board shall not expire until the annual meeting of the Board held in June 2010.
- f. No Term Limits. There are no limits on the numbers of terms that an officer of the Authority may serve.
- g. Removal. An officer of the Board shall be subject to removal with or without cause at any time by a majority vote of the full Board.
- h. Committees. The Executive Committee and all other Committees of the Board shall be selected as provided by Sections 4.6 and 4.7 of the Agreement. Each duly established Committee may establish any Standing or Ad Hoc Committees determined to be appropriate or necessary. The duties and authority of all Committees shall be subject to the approval and direction of the Board.
- i. Committee of the Whole. To allow full participation by Board members at meetings of Standing Committees, each Standing Committee meeting except the Executive Committee also shall be noticed as a “Committee of the Whole” meeting. In the event that a quorum of Board members are present at a Standing Committee meeting, the Standing Committee will automatically convert into a Committee of the Whole. Likewise, if there is no longer a quorum of the Board present, then the Committee of the Whole will automatically convert back into a Standing Committee. The chair of the Standing Committee will serve as Chair of the Committee of the Whole. Any item acted upon by the Committee of the Whole will be considered advisory to the Board of Directors and require consideration and action by the Board of Directors at a noticed Board meeting before adoption or approval of the item.

The agenda for each Standing Committee, other than the Executive Committee, shall include the following statement:

“This Committee may be attended by Board Members who do not serve on this Committee. In the event that a quorum of the entire Board is present, this Committee shall act as a Committee of the Whole. Any item acted upon by the Committee of the Whole will be considered advisory to the Board of Directors and require consideration and action by the Board of Directors at a noticed Board meeting before adoption or approval of the item.”

ARTICLE V

MEETINGS

Section 1. Commencing in 2010, an annual meeting of the Board shall be held in June of each year to elect the officers of the Authority. The Board by resolution shall establish the date, time and meeting location of all regular meetings of the Board. Special meetings may be called upon the request of a majority of the members of the Board or by the Chairperson.

Section 2. The meetings of the Board, the Executive Committee and all other committees established by the Board shall be governed by the provisions of the Ralph M. Brown Act (Government Code Section 54950 et seq.).

ARTICLE VII

VOTING

Section 1. Voting on Authority matters shall be held in accordance with the requirements of Sections 4.9 and 4.10 of the Agreement.

Section 2. Under Section 4.10 of the Agreement, each member of the Board shall have one vote on general administrative matters and energy programs not involving Community Choice Aggregation unless otherwise provided by the Agreement or these Operating Rules and Regulations. Unless the Agreement or these Operating Rules and Regulations require a two-thirds vote, action on these items shall be determined by a majority vote of the quorum present and voting on the item except for the following matters which shall be approved only by a majority vote of the full membership of the Board:

- a. The approval of the issuance of bonds or any other financing even if program revenues pay for such financing.
- b. The hiring of an Executive Director and General Counsel.
- c. The appointment or removal of an officer.
- d. The adoption of the Annual Budget.
- e. The adoption of an ordinance.
- f. The initiation of litigation where the Authority will be the plaintiff, petitioner or cross complainant or cross petitioner.
- g. The adoption and amendment of the Operating Rules and Regulations.

Section 3. The approval of an Administrative Services Agreement under Section 4.13 of the Agreement for planning, implementing, operating and administering the CCA Program shall be subject to the voting requirements of Section 4.9 of the Agreement.

Section 4. The voting requirements for the approval by the Board of any program or activity requiring financial contributions by the individual Parties shall be determined by future action of the Board. This action shall be in the form of an amendment to the Operating Rules and Regulations.

ARTICLE VIII

DEBTS, LIABILITIES AND OBLIGATIONS

As provided by Section 2.3 of the Agreement, the debts, liabilities and obligations of the Authority shall not be debts, liabilities or obligations of the individual Parties unless the governing board of a Party agrees in writing to assume any of the debts, liabilities or obligations of the Authority. A Party who has not agreed to assume an Authority debt, liability or obligation shall not be responsible in any way for such debt, liability or obligation even if a majority of the Parties agree to assume the debt, liability or obligation of the Authority.

ARTICLE IX

AMENDMENTS

These Operating Rules and Regulations may be amended by a majority vote of the full membership of the Board but only after such amendment has been proposed at a regular meeting and acted upon at the next or later regular meeting of the Board for final adoption. The proposed amendment shall not be finally acted upon unless each member of the Board has received written notice of the amendment at least 10 days prior to the date of the meeting at which final action on the amendment is to be taken. The notice shall include the full text of the proposed amendment.



April 2, 2009

TO: Marin Energy Authority Board
FROM: Dawn Weisz, Interim Director
RE: Protocol for response to inquiries (Agenda item #2)

Dear Board Members:

As activities around the Marin Energy Authority have ramped up and increased in visibility, there has been an increasing amount of interest from the community about our efforts. This has resulted in many inquiries to Board members and staff. Inquiries can come from business representatives or vendors with a product or product idea they would like MEA to consider. In addition, many inquiries come from local residents interested in helping support the efforts of MEA. Your Board has asked for a recommendation on how to deal with such inquiries.

MEA staff, specifically Jamie Tuckey and Dawn Weisz, are comfortable fielding inquiries on behalf of MEA. This assures uniform response and avoids having multiple Board members responding to the same request. In some cases Board members may choose to field inquiries personally, but in general, forwarding inquiries to staff is good standard protocol.

The primary, initial point of contact for all general inquiries should be:

Jamie Tuckey
MEA Planning Aide
415-507-2813
jtuckey@co.marin.ca.us

MARIN ENERGY AUTHORITY
THURSDAY, MARCH 5, 2009
7:00 P.M.
MARIN COUNTY EMPLOYMEE RETIREMENT ASSOCIATION,
BOARD ROOM
1 McInnis Parkway, San Rafael, California

Roll Call

Present: Charles McGlashan, County of Marin, Chair
 Shawn Marshall, City of Mill Valley, Vice-Chair
 Richard Collins, Town of Tiburon
 Damon Connolly, City of San Rafael
 Barbara Morrison, Alternate City of Belvedere
 Jonathan Leone, City of Sausalito
 Christopher Martin, Town of Ross
 Lew Tremaine, Town of Fairfax
 Barbara Thornton, Town of San Anselmo

Absent: Tom Cromwell, City of Belvedere

Staff: Dawn Weisz, MEA Interim Director
 Jamie Tuckey, MEA Planning Aide
 Greg Stepanicich, General Counsel
 Dana Armanino, Coordinator, Marin County Energy Watch Partnership
 Jessica Woods, Recording Secretary

Interim Director Weisz executed the oath of office with Alternate Director Barbara Morrison and Alternate Director Mike Kelly.

1. Public Open Time – None

2. Interim Director's Report

Interim Director Weisz announced that business cards are being printed for the MEA Board and samples are available for review. Staff participated in a series of meetings in the northeast as follows:

- Cape Light Compact
- Several Financial and Trading Firms in New York
- DOE Representatives

Interim Director Weisz provided the Board with grant updates as follows:

- Federal Grant – submitting proposal and updating proposals based on information received in D.C.
- RESCO Grant – submittal was delayed by PG&E and next steps will be discussed to prevent this type of action from impacting future energy efficiency and local renewable projects.