



# Redwood Coast Energy Authority

633 3<sup>rd</sup> Street, Eureka, CA 95501

Phone: (707) 269-1700 Toll-Free (800) 931-RCEA Fax: (707) 269-1777

E-mail: [info@redwoodenergy.org](mailto:info@redwoodenergy.org) Web: [www.redwoodenergy.org](http://www.redwoodenergy.org)

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## MEETING AGENDA

**Redwood Coast Energy Resource Center  
633 3<sup>rd</sup> Street, Eureka, CA 95501**

**April 18, 2016  
Monday, 3:15 p.m.**

Redwood Coast Energy Authority will accommodate those with special needs. Arrangements for people with disabilities who attend RCEA meetings can be made in advance by contacting Katie Koscielak at 269-1700 by noon the day of the meeting.

### I. ROLL CALL

### II. REPORTS FROM MEMBER ENTITIES

### III. ORAL COMMUNICATIONS

This time is provided for people to address the Board or submit written communications on matters not on the agenda. At the conclusion of all oral & written communications, the Board may respond to statements. Any request that requires Board action will be set by the Board for a future agenda or referred to staff.

### IV. CONSENT CALENDAR

All matters on the Consent Calendar are considered to be routine by the Board and are enacted on one motion. There is no separate discussion of any of these items. If discussion is required, that item is removed from the Consent Calendar and considered separately. At the end of the reading of the Consent Calendar, Board members or members of the public can request that an item be removed for separate discussion.

- A. Approve Minutes of March 21, 2016 Board Meeting.
- B. Approve attached Warrants.
- C. Accept attached Financial Reports.

### V. REMOVED FROM CONSENT CALENDAR ITEMS

Items removed from the Consent Calendar will be heard under this section.

### VI. NEW BUSINESS

- A. Meeting schedule/time and facilitation of public engagement

Discuss/approve revision to meeting schedule to hold board meetings after 5pm.

Provide direction to staff on criteria to select a larger venue for board meetings.

Provide direction to staff on goals/structure for public engagement process considerations; consider designating Board subcommittee to lead development of public engagement process.

### VII. STAFF REPORTS

- A. Matthew Marshall, Executive Director
  - Engagement on statewide electric vehicle infrastructure planning
  - 2016 work plan update
  - TEA contracting status

### VIII. ADJOURNMENT



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## MEETING MINUTES

Redwood Coast Energy Resource Center  
633 3<sup>rd</sup> Street, Eureka, CA 95501

March 21, 2016  
Monday, 3:15 p.m.

### I. ROLL CALL

Board Chair Atkins called the meeting to order at 3:15p.m.

Present: Linda Atkins, Sheri Woo, Doug Brower, Susan Ornelas, Jean Lynch, Dwight Miller, Ryan Sundberg (left the meeting at 4pm), Virginia Bass.

Absent: Tiara Brown, Tim Marks.

Staff: Matthew Marshall, Nancy Diamond, Lexie Fischer.

### II. REPORTS FROM MEMBER ENTITIES

Director Lynch reported that the City of Blue Lake has selected a new City Manager and that the biomass plant continues to be idle.

### III. ORAL COMMUNICATIONS

None.

### IV. CONSENT CALENDAR

A. Approve Minutes of February 22, 2016 Board Meeting.

B. Approve attached Warrants.

C. Accept attached Financial Reports.

**M/S/C: Woo, Ornelas: Approve Consent Calendar items B and C.**

### V. REMOVED FROM CONSENT CALENDAR ITEMS

A. Approve Minutes of February 22, 2016 Board Meeting.

Director Ornelas removed item A to request a correction that she be added to the roll call list as "absent".

**M/S/C: Ornelas/Miller: Approve Consent Calendar item A as corrected.**

### VI. NEW BUSINESS

A. CA Energy Commission Grants Audit Result

Executive Director Marshall reported that auditors from the California Energy Commission conducted an audit of four RCEA grants dating back to 2011, and that they had no findings to present.

## **B. Community Choice Aggregation Development and Operational Services RFP**

Executive Director Marshall provided a report on the RFP process, proposals received, and proposed contract award for CCA operational services to The Energy Authority (TEA). Technical Advisory Group Member Karen Deimer addressed the Board on behalf of the technical advisory group and summarized the CCA proposal review process and findings.

Three speakers representing the TEA team introduced themselves and briefly described their service model. The speakers included Jeff Fuller of TEA, Shawn Marshall of LEAN Energy US, and Drake Welch of Noble Americas Energy Solutions.

Executive Director Marshall reported that RCEA has received allegations that LEAN Energy US has a conflict of interest due to involvement in RFP development process. Director Marshall addressed this allegation and reported that at no time did RCEA have an agreement with or compensate LEAN, and their early input of text that RCEA incorporated into the RFP does not constitute a conflict of interest and did not provide the TEA team with any competitive advantage, nor did the TEA team received special treatment during the RFP process.

RCEA Legal Council Diamond reported on her written analysis provided to the Board.

The Board received public comments, which included:

Peter Rumble of California Clean Power Peter commented that his firm submitted the lowest proposed fee of the four proposals and that he and his team have been active in engaging the community over the last year in support Humboldt's CCA efforts.

City of Arcata Resident Diane Larson expressed her support establishing a Humboldt CCA, but voiced concerns regarding the selection of TEA for reasons including the possibility of a conflict of interest lawsuit and TEA being an out-of-state organization.

Humboldt Community Energy Alliance (HCEA) representatives Molly Daly and Michelle Dowling expressed support for a Humboldt County CCA, and shared their recommendation that CA Clean Power be selected as well as encouraging RCEA to consider social and environmental considerations and not just technical factors when making CCA decisions, and they raised concerns about the social and environmental track record of the Noble Group, the parent company of Noble Americas Energy Solutions. They also encouraged the Board postpone a motion on the recommended action until the following meeting to allow additional public input.

Lake County resident and Valley Fire Phoenix Rising member Brian Pierce stated that Lake County had excluded LEAN Energy US from Lake County's CCA bidding process because LEAN had contributed substantially to Lake County's RFP efforts.

Technical Advisory Group member Michael Winkler reported that he found TEA to be the strongest proposal due to, (among other aspects): the years of experience that TEA has in the public power sector and their flexible approach allowing for a transition to more local/in-house operations.

Damon Owen of Climate Crisis Humboldt voiced his apprehension about selecting TEA as a service provider for CCA activities, citing previously mentioned allegations and the fact that the proposals had been made public less than two weeks prior to the meeting.

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Technical Advisory Group members Dave Carter reaffirmed that the technical Advisory Group has the best interests of the community in mind and mentioned that postponing the current recommended action would not be beneficial to the CCA effort.

Technical Advisory Group member Jim Zoellick echoed the sentiment that the review team selected a proposal that they believe will help the CCA be most successful.

Angie Lottes of the Watershed Research and Training Center expressed support for the CCA effort and encouraged the Board to act on Technical advisory Group and Board CCA Subcommittee recommendation.

Trinidad resident Ellen Golla expressed her opposition to the use biomass power due to concerns around air quality and environmental impacts.

Jack Nounnan of Climate Crisis Humboldt commented on the magnitude of the challenge of addressing climate change and the need for urgent action, and encouraged the Board to focus on bold environmental objectives and not business-as-usual strategies to energy procurement.

Following public comment the Board discussed the subcommittee recommendation and the possibility of postponing a decision to provide additional time for review of the proposals.

**M/S: Brower/Ornelas: Postpone awarding the contract and schedule a special meeting in two weeks to consider the item. Ayes: Brower, Lynch. Noes: Atkins, Bass, Miller, Ornelas, Woo.**

**M/S/C: Ornelas/Bass: That the Board finds that:**

- **LEAN was not retained as a consultant by RCEA and did not receive payment by RCEA during RFP development;**
- **RCEA staff did not direct, control or guide LEAN in its development of a scope of services template; and**
- **LEAN did not act with specific RCEA decision making authority, did not perform duties of a RCEA officer or employee, and did not act in a manner that has the potential to exert considerable influence over the RCEA Board's contract decision.**

**The Board accepts the proposal for CCA Development and Operational Services submitted by The Energy Authority (TEA), and directs staff to negotiate a contract with TEA subject to final Board approval.**

**Ayes: Atkins, Bass, Lynch, Miller, Ornelas, Woo. Noes: Brower.**

## **VII. STAFF REPORTS**

None.

## **VIII. ADJOURNMENT**

Board Chair Atkins adjourned the meeting at 5:15pm

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**Redwood Coast Energy Authority**  
**Warrants Report**  
As of April 14, 2016

Type	Date	Num	Name	Memo	Amount
<b>Mar 15 - 31, 16</b>					
Bill Pmt -Check	3/15/16	EFT	VISA	February Statement 1/22/16-2/19/16	-249.87
Bill Pmt -Check	3/15/16	EFT	Staples Credit Plan	February Statement	-71.45
Liability Check	3/15/16	E-pay	EDD	499-0864-3 DE88 Q1 2016 SDI/PIT Term Check Q1	-11.87
Liability Check	3/15/16	E-pay	EDD	499-0864-3 DE88 Q1 2016 ETT/UI Term check Q1	-26.50
Liability Check	3/15/16	E-pay	Internal Revenue Service	74-3104616 941 Q1 2016 Term check QB Tracking	-154.26
Liability Check	3/24/16	E-pay	EDD	499-0864-3 DE88 Q1 2016 SDI/PIT March QB Tra	-1,280.85
Liability Check	3/24/16	E-pay	EDD	499-0864-3 DE88 Q1 2016 ETT/UI March QB Trac	-213.57
Liability Check	3/24/16	E-pay	Internal Revenue Service	74-3104616 941 Q1 2016 March QB Tracking # 32	-8,495.38
Liability Check	3/24/16	E-pay	Internal Revenue Service	74-3104616 940 FUTA Q1 2016 Jan-Feb-Mar QB	-763.18
Paychecks	3/25/16	6415-6419	Paychecks		5,135.11
Check	3/25/16	6420	Cash:Neander, Susan	EUC Audit Fee Refund - Receipt #10046	-300.00
Check	3/25/16	6421	Cash:Neander, Susan	EUC Audit Fee Refund - Receipt #10047	-300.00
Check	3/25/16	6422	Cash:Terry, Patricia	EUC Audit Fee Refund - Receipt #10078	-500.00
Bill Pmt -Check	3/25/16	6423	ABC Office Equipment	February/March service contract	-40.00
Bill Pmt -Check	3/25/16	6424	AM Conservation	LED stock	-3,012.97
Bill Pmt -Check	3/25/16	6425	AT&T	March telephone	-381.33
Bill Pmt -Check	3/25/16	6426	Best Cleaners	Coverall laundering	-11.25
Bill Pmt -Check	3/25/16	6427	Boudreau, D.	February/March mileage	-36.28
Bill Pmt -Check	3/25/16	6428	County of Humboldt-Public Works	Arcata-Eureka Airport, 3561 Boeing Ave self-install	-114.15
Bill Pmt -Check	3/25/16	6429	County of Lake	Legal services / CCA	-1,018.06
Bill Pmt -Check	3/25/16	6430	Diamond, Nancy	February legal services	-1,925.95
Bill Pmt -Check	3/25/16	6431	Eureka City Schools	Grant Elementary self-install rebate / Audit 4178	-2,777.83
Bill Pmt -Check	3/25/16	6432	HCOE	Venue Rental - Clean Cities Symposium 2/25/16	-200.00
Bill Pmt -Check	3/25/16	6433	Koscielak, K.	March mileage	-30.24
Bill Pmt -Check	3/25/16	6434	Local Government Commission	Civic Spark volunteer services	-26,263.00
Bill Pmt -Check	3/25/16	6435	McKeever Energy & Electric, Inc.	Contract services: EVCN	-16,430.60
Bill Pmt -Check	3/25/16	6436	Pacific Paper Company	Pacific Paper self-install rebate / Audit 4137	-326.18
Bill Pmt -Check	3/25/16	6437	Petrella, A.	March mileage	-30.08
Bill Pmt -Check	3/25/16	6438	PG&E Utility Account	March utilities/Retrofit loan	-989.39
Bill Pmt -Check	3/25/16	6439	Quill	Computer backup batteries	-326.20
Bill Pmt -Check	3/25/16	6440	Ramone's	Food service - Clean Cities Symposium 2/25/16	-92.99
Bill Pmt -Check	3/25/16	6441	Sequoia Personnel Services	Temporary services	-693.00
Bill Pmt -Check	3/25/16	6442	Siskiyou County EDC	Grant administration services	-746.00
Bill Pmt -Check	3/25/16	6443	Terry, P.	Contractor meeting hospitality	-43.97
Bill Pmt -Check	3/25/16	6444	Westside Community Center	Venue Rental-Jefferson Facilities: EUC Home Impr	-15.00
Bill Pmt -Check	3/25/16	6445	Winzler, John	Office Lease - April	-4,100.00
Liability Check	3/25/16	6446	Umpqua Bank	74-3104616 HSA - March	-558.36
Liability Check	3/25/16	6447	Calvert	74-3104616 IRA Deposit - March	-4,655.02
Check	3/25/16	6448	Petty Cash	Replenish Petty Cash	-123.09
<b>Mar 15 - 31, 16</b>					<b>-72,172.76</b>

Type	Date	Num	Name	Memo	Amount
<b>Apr 1 - 14, 16</b>					
Check	4/1/16	EFT	CoPower	April Premium	-202.00
Paychecks	4/8/16	6449-6468	Paychecks		-24,900.75
Liability Check	4/9/16	E-pay	EDD	499-0864-3 DE88 Q2 2016 SDI/PIT April #1 QB T	-1,339.40
Liability Check	4/9/16	E-pay	EDD	499-0864-3 DE88 Q2 2016 ETT/UI April #1 QB T	-113.42
Liability Check	4/9/16	E-pay	Internal Revenue Service	74-3104616 941 Q2 2016 April #1 QB Tracking # 3	-8,856.08
Check	4/12/16	EFT	Umpqua Bank	Safe Deposit Box Rental 4/12/16-4/12/17	-60.00
Bill Pmt -Check	4/12/16	EFT	City of Eureka-Water	Water service 2/25/16 - 3/24/16	-114.93
Bill Pmt -Check	4/12/16	EFT	VISA	March Statement 2/20/16 - 3/18/16	-460.63
Bill Pmt -Check	4/12/16	6469	AMEX	March Statement 3/26/16	-662.39
Bill Pmt -Check	4/12/16	6470	Bishop, M.	March Mileage	-59.89
Bill Pmt -Check	4/12/16	6471	Campbell, A.	Travel expenses: Business of Local Energy Sympos	-134.52
Bill Pmt -Check	4/12/16	6472	Central Office	Print-Copy Service	-29.36
Bill Pmt -Check	4/12/16	6473	Clayton, C.	March expenses	-86.98
Bill Pmt -Check	4/12/16	6474	County of Lake	Legal services / CCA	-1,865.11
Bill Pmt -Check	4/12/16	6475	Diamond, Nancy	March legal services	-7,668.75
Bill Pmt -Check	4/12/16	6476	Eureka Rubber Stamp	ADA Entrance Sign	-15.23
Bill Pmt -Check	4/12/16	6477	Green, M.	March mileage	-126.09
Bill Pmt -Check	4/12/16	6478	HSU Fdn FCEV ARV-14-055	November services: ARV-14-055 000163/SP29172	-354.75
Bill Pmt -Check	4/12/16	6479	HSU Fdn Alt Fuel ARV-13-012	November services: ARV-13-012 000163/SP2917	-4,348.89
Bill Pmt -Check	4/12/16	6480	HSU Fdn EVCN ARV-13-029	November services: ARV-13-029 000163/SP29171	-778.96
Bill Pmt -Check	4/12/16	6481	HSU Fdn EVI ARV-14-046	November services: ARV-14-046 000163/SP2917	-1,351.07
Bill Pmt -Check	4/12/16	6482	Humboldt Builders' Exchange	Builders Excg self-install rebate / Audit 4215	-294.00
Bill Pmt -Check	4/12/16	6483	Jacobson, L.	Jacobson: Travel Expenses/Rural Hard-to-Reach Q	-249.85
Bill Pmt -Check	4/12/16	6484	Jewett, J.	March Mileage	-8.10
Bill Pmt -Check	4/12/16	6485	Marshall, M.	Travel expenses: Sonoma Clean Power mtg, Santa	-29.38
Bill Pmt -Check	4/12/16	6486	Martin, Des.	March Mileage	-76.14
Bill Pmt -Check	4/12/16	6487	MCOG	Contract services / Alt Fuels ARV-13-012	-2,792.87
Bill Pmt -Check	4/12/16	6488	Means, M.	March mileage	-6.16
Bill Pmt -Check	4/12/16	6489	Mission Uniform & Linen	March mat service/janitorial supplies	-105.25
Bill Pmt -Check	4/12/16	6490	North Coast Cleaning	March Cleaning Service	-402.00
Bill Pmt -Check	4/12/16	6491	North Coast Journal	Legal Notice-Request for Bids Ferndale USD	-121.94
Bill Pmt -Check	4/12/16	6492	North Coast Unified Air Quality	Contract services 1/1-2/29/16 ARV-13-012 / AF	-698.09
Bill Pmt -Check	4/12/16	6493	Ourevolution	Professional Services: Cuddeback performance mc	-380.00
Bill Pmt -Check	4/12/16	6494	Pacific Paper Company	Office supplies	-59.39
Bill Pmt -Check	4/12/16	6495	Petrella, A.	March mileage	-93.04
Bill Pmt -Check	4/12/16	6496	Pierson's	DI Hardware and Materials	-136.81
Bill Pmt -Check	4/12/16	6497	Quill	Office supplies	-40.87
Bill Pmt -Check	4/12/16	6498	Recology	March garbage service	-75.27
Bill Pmt -Check	4/12/16	6499	Redwood Acres	Exhibitor fee: 2016 Home & Rec Show / Electrical v	-250.00
Bill Pmt -Check	4/12/16	6500	Redwood Energy	Contract services-Prop 39	-13,869.00
Bill Pmt -Check	4/12/16	6501	SDRMA Dental	April Premium	-814.65
Bill Pmt -Check	4/12/16	6502	SDRMA Medical	May Premium	-11,817.72
Bill Pmt -Check	4/12/16	6503	Sequoia Personnel Services	Temporary services	-202.50

<b>Type</b>	<b>Date</b>	<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Amount</b>
Bill Pmt -Check	4/12/16	6504	Shafer's Ace	DI hardware and materials	-55.26
Bill Pmt -Check	4/12/16	6505	Sipes, K.	March mileage	-12.96
Bill Pmt -Check	4/12/16	6506	Siskiyou County EDC	Contract services / ARV-13-012 Alt Fuels	-11,815.00
Bill Pmt -Check	4/12/16	6507	Suddenlink Media	Exhibitor fee: 2016 Home & Rec Show / Electric veh	-250.00
Bill Pmt -Check	4/12/16	6508	Terry, P.	April expenses: Regional DI Implementers Forum, S	-65.82
Bill Pmt -Check	4/12/16	6509	Times-Standard	Legal Notice: HVAC Bid, Ferndale USD	-323.26
Bill Pmt -Check	4/12/16	6510	Verizon Wireless	March tablet/cell service for field staff/mobile broadt	-114.82
Bill Pmt -Check	4/12/16	6511	Winker, B.	March mileage	-16.45
Bill Pmt -Check	4/12/16	6512	Humboldt Builders' Exchange	Annual membership/Online Planroom service	-300.00
Check	4/12/16	6513	Cash:Manhart, Christine	EUC Audit Fee Refund - Receipt #10065	-300.00
Check	4/12/16	6514	Cash:Marshall, Susan	EUC Audit Fee Refund / Receipt #10069	-500.00
Apr 1 - 14, 16					-99,805.80
<b>TOTAL</b>					<b>-171,978.56</b>

**Redwood Coast Energy Authority  
VISA Account Report**

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>	<u>Balance</u>
<b>2006 - VISA-3751</b>						<b>438.89</b>
Credit Card Charge	03/15/2016		Pitney Bowes	March meter rental	21.74	460.63
Credit Card Charge	03/25/2016	March	Uberconference	Conference call subscription	11.07	471.70
Credit Card Charge	03/29/2016	March	U-Verse	March DSL service	92.89	564.59
Credit Card Charge	04/01/2016	Visa	Square	April Card Reader Fee	20.00	584.59
Bill	04/09/2016		VISA	March Statement 2/20/16 - 3/18/16	-460.63	123.96
Total 2006 - VISA-3751					<u>-314.93</u>	<u>123.96</u>
<b>TOTAL</b>					<b><u>-314.93</u></b>	<b><u>123.96</u></b>

**Redwood Coast Energy Authority  
Amex Account Report**

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>	<u>Balance</u>
<b>2007 - American Express</b>						<b>773.56</b>
Bill	03/26/2016	March	AMEX	March Statement	-662.39	111.17
Total 2007 - American Express					<u>-662.39</u>	<u>111.17</u>
<b>TOTAL</b>					<b><u>-662.39</u></b>	<b><u>111.17</u></b>



**Redwood Coast Energy Authority**  
**Profit & Loss Budget vs. Actual**  
 July 2015 through February 2016

	<u>Jul '15 - Feb 16</u>	<u>Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
<b>Total 4 GRANTS AND DONATIONS</b>	5,000.00	5,000.00	100.0%
<b>5 REVENUE EARNED</b>			
<b>Total 5000 · Revenue - government agencies</b>	442,705.91	792,198.00	55.9%
<b>Total 5100 · Revenue - program related sales</b>	10,577.63	17,500.00	60.4%
<b>5300 · Revenue - investments</b>	0.00	200.00	0.0%
<b>Total 5400 · Revenue-nongovernment agencies</b>	911,039.82	1,549,150.00	58.8%
<b>Total 5 REVENUE EARNED</b>	<u>1,364,323.36</u>	<u>2,359,048.00</u>	<u>57.8%</u>
<b>Total Income</b>	<u>1,369,323.36</u>	<u>2,364,048.00</u>	<u>57.9%</u>
<b>Gross Profit</b>	1,369,323.36	2,364,048.00	57.9%
<b>Expense</b>			
<b>7 EXPENSES - PERSONNEL</b>			
<b>7101 · Screening/Testing Services</b>	81.79	600.00	13.6%
<b>7102 · Safety</b>	0.00	1,000.00	0.0%
<b>7200 · Salaries, Wages &amp; Benefits</b>			
<b>7210 · Salaries - staff</b>	424,657.22	694,500.00	61.1%
<b>7220 · Wages - interns</b>	38,573.97	58,800.00	65.6%
<b>7230 · Pension Plan Contributions</b>	12,892.32	22,500.00	57.3%
<b>7240 · Employee Benefits-Insurance</b>	119,491.38	230,200.00	51.9%
<b>7250 · Payroll Taxes Etc.</b>	50,651.60	77,000.00	65.8%
<b>7255 · Worker's Comp Insurance</b>	4,637.31	13,700.00	33.8%
<b>Total 7260 · Paid Time Off</b>	72,539.20	108,000.00	67.2%
<b>7265 · Jury Duty</b>	73.65		
<b>Total 7200 · Salaries, Wages &amp; Benefits</b>	<u>723,516.65</u>	<u>1,204,700.00</u>	<u>60.1%</u>
<b>Total 7 EXPENSES - PERSONNEL</b>	<u>723,598.44</u>	<u>1,206,300.00</u>	<u>60.0%</u>
<b>8 NON-PERSONNEL RELATED EXP</b>			
<b>8100 · Non-Personnel Expenses</b>			
<b>8110 · Office Supplies</b>	2,923.03	5,000.00	58.5%
<b>8111 · Furniture &amp; Equipment</b>	356.87	2,800.00	12.7%
<b>Total 8120 · Information Technology</b>	6,207.84	15,000.00	41.4%
<b>Total 8130 · Telephone &amp; Telecommunications</b>	3,877.79	6,500.00	59.7%
<b>8140 · Postage &amp; delivery</b>	1,190.93	1,800.00	66.2%
<b>Total 8170 · Printing &amp; copying</b>	4,399.79	7,500.00	58.7%
<b>Total 8180 · Books, subscriptions, edu matls</b>	830.13	1,000.00	83.0%
<b>8190 · Exhibits &amp; displays</b>	0.00	800.00	0.0%
<b>8195 · Tool bank</b>	1,244.89	4,000.00	31.1%
<b>8100 · Non-Personnel Expenses - Other</b>	10.00		
<b>Total 8100 · Non-Personnel Expenses</b>	<u>21,041.27</u>	<u>44,400.00</u>	<u>47.4%</u>

	<u>Jul '15 - Feb 16</u>	<u>Budget</u>	<u>% of Budget</u>
<b>8200 - Facility Expenses</b>			
8210 - Office Lease	32,800.00	49,200.00	66.7%
<b>Total 8220 - Utilities</b>	<b>6,161.46</b>	<b>10,000.00</b>	<b>61.6%</b>
8230 - Janitorial	3,974.38	6,500.00	61.1%
8240 - Facility repairs & maintenance	599.76	3,500.00	17.1%
8250 - EV Station Repairs & Maintenanc	832.14	1,200.00	69.3%
<b>Total 8200 - Facility Expenses</b>	<b>44,367.74</b>	<b>70,400.00</b>	<b>63.0%</b>
<b>Total 8300 - Travel &amp; Meeting Expense</b>	<b>9,259.43</b>	<b>17,000.00</b>	<b>54.5%</b>
<b>Total 8320 - Meetings, workshops &amp; events</b>	<b>3,461.58</b>	<b>6,500.00</b>	<b>53.3%</b>
<b>8500 - Other Expenses</b>			
8520 - Insurance P&L	650.00	8,400.00	7.7%
8530 - Dues & Memberships	2,386.01	3,500.00	68.2%
8540 - Staff Development	542.76	4,000.00	13.6%
<b>Total 8560 - Website Expenses</b>	<b>207.50</b>	<b>500.00</b>	<b>41.5%</b>
<b>Total 8570 - Advertising &amp; Marketing Expense</b>	<b>5,531.68</b>	<b>10,000.00</b>	<b>55.3%</b>
8591 - Use Tax	0.00	300.00	0.0%
8592 - Service Charge	0.00	200.00	0.0%
8593 - Bank Charges	10.00	200.00	5.0%
8595 - Credit Card Processing Fees	261.38	500.00	52.3%
8596 - Flex Billing Service Fee	115.75		
8597 - EV Site Host Pmts	1,150.09		
<b>Total 8500 - Other Expenses</b>	<b>10,855.17</b>	<b>27,600.00</b>	<b>39.3%</b>
<b>8600 - Capital Development - Facility</b>			
8615 - EV Station Equip-Svcs-Supplies	114,760.77	115,000.00	99.8%
8600 - Capital Development - Facility - Other	0.00	1,000.00	0.0%
<b>Total 8600 - Capital Development - Facility</b>	<b>114,760.77</b>	<b>116,000.00</b>	<b>98.9%</b>
<b>8700 - Professional Services</b>			
8710 - Contracts - Program Related Ser	187,923.08	478,440.00	39.3%
8720 - Accounting	200.00	30,000.00	0.7%
8740 - Legal	20,397.86	40,000.00	51.0%
8750 - Organizational Development	0.00	500.00	0.0%
8760 - Temporary Services	1,287.00		
<b>Total 8700 - Professional Services</b>	<b>209,807.94</b>	<b>548,940.00</b>	<b>38.2%</b>
<b>Total 8 NON-PERSONNEL RELATED EXP</b>	<b>413,553.90</b>	<b>830,840.00</b>	<b>49.8%</b>
<b>Total 9 INCENTIVES &amp; REBATES</b>	<b>290,932.18</b>	<b>359,000.00</b>	<b>81.0%</b>
<b>Total Expense</b>	<b>1,428,084.52</b>	<b>2,396,140.00</b>	<b>59.6%</b>
<b>Net Ordinary Income</b>	<b>-58,761.16</b>	<b>-32,092.00</b>	<b>183.1%</b>
<b>Other Income/Expense</b>			
<b>Total Other Income</b>	<b>1,320.00</b>		
<b>Total Other Expense</b>	<b>1,272.32</b>	<b>1,908.00</b>	<b>66.7%</b>
<b>Net Other Income</b>	<b>47.68</b>	<b>-1,908.00</b>	<b>-2.5%</b>
<b>Net Income</b>	<b>-58,713.48</b>	<b>-34,000.00</b>	<b>172.7%</b>

# Redwood Coast Energy Authority

## Balance Sheet

As of February 29, 2016

Feb 29, 16

	<u>Feb 29, 16</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1060 · Umpqua Checking-9271	203,500.50
1000 · COUNTY TREASURY 3839	100,208.96
1010 · Petty Cash	41.37
<b>Total 1050 · GRANTS &amp; DONATIONS 3840</b>	<u>17,468.42</u>
<b>Total Checking/Savings</b>	321,219.25
<b>Total Accounts Receivable</b>	374,500.25
<b>Other Current Assets</b>	
1102 · Paypal Account Balance	64.87
1120 · Inventory Asset	47,232.14
1202 · Prepaid Expenses	12,939.00
1205 · Prepaid Insurance	13,688.23
<b>Total 1210 · Retentions Receivable</b>	<u>47,769.37</u>
<b>Total Other Current Assets</b>	<u>121,693.61</u>
<b>Total Current Assets</b>	817,413.11
<b>Fixed Assets</b>	
1500 · Fixed Asset	93,591.39
1600 · Accumulated depreciation	-26,492.00
<b>Total Fixed Assets</b>	<u>67,099.39</u>
<b>Total Other Assets</b>	<u>4,100.00</u>
<b>TOTAL ASSETS</b>	<b><u><u>888,612.50</u></u></b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Total Accounts Payable</b>	122,288.94
<b>Total Credit Cards</b>	536.79
<b>Other Current Liabilities</b>	
2001 · Accounts Payable-Other	12,939.00
2012 · PG&E Deferred Revenue	11,700.00
<b>Total 2100 · Payroll Liabilities</b>	63,750.19
<b>Total 2210 · Retentions Payable</b>	<u>24,738.17</u>
<b>Total Other Current Liabilities</b>	<u>113,127.36</u>
<b>Total Current Liabilities</b>	235,953.09
<b>Total Long Term Liabilities</b>	<u>10,337.57</u>
<b>Total Liabilities</b>	246,290.66
<b>Equity</b>	
2320 · Investment in Capital Assets	49,700.66
3900 · Fund Balance	651,334.66
Net Income	-58,713.48
<b>Total Equity</b>	<u>642,321.84</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u><u>888,612.50</u></u></b>

**Redwood Coast Energy Authority**  
**Profit & Loss**  
February 2016

	<b>TOTAL</b>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
<b>5 REVENUE EARNED</b>	
Total 5000 · Revenue - government agencies	71,821.33
Total 5100 · Revenue - program related sales	955.79
Total 5400 · Revenue-nongovernment agencies	83,244.31
<b>Total 5 REVENUE EARNED</b>	156,021.43
<b>Total Income</b>	156,021.43
<b>Gross Profit</b>	156,021.43
<b>Expense</b>	
<b>7 EXPENSES - PERSONNEL</b>	
<b>7200 · Salaries, Wages &amp; Benefits</b>	
7210 · Salaries - staff	48,668.60
7220 · Wages - interns	5,527.56
7230 · Pension Plan Contributions	1,668.38
7240 · Employee Benefits-Insurance	15,182.14
7250 · Payroll Taxes Etc.	6,914.62
7255 · Worker's Comp Insurance	564.90
<b>Total 7260 · Paid Time Off</b>	9,915.95
<b>Total 7200 · Salaries, Wages &amp; Benefits</b>	88,442.15
<b>Total 7 EXPENSES - PERSONNEL</b>	88,442.15
<b>8 NON-PERSONNEL RELATED EXP</b>	
<b>8100 · Non-Personnel Expenses</b>	
8110 · Office Supplies	106.00
8111 · Furniture & Equipment	65.24
<b>Total 8120 · Information Technology</b>	763.53
<b>Total 8130 · Telephone &amp; Telecommunications</b>	568.37
8140 · Postage & delivery	69.33
<b>Total 8170 · Printing &amp; copying</b>	62.04
8195 · Tool bank	20.66
<b>Total 8100 · Non-Personnel Expenses</b>	1,655.17
<b>8200 · Facility Expenses</b>	
8210 · Office Lease	4,100.00
<b>Total 8220 · Utilities</b>	1,104.76
8230 · Janitorial	510.98
8240 · Facility repairs & maintenance	30.33
8250 · EV Station Repairs & Maintenanc	621.33
<b>Total 8200 · Facility Expenses</b>	6,367.40

	<b>TOTAL</b>
<b>Total 8300 · Travel &amp; Meeting Expense</b>	1,166.72
<b>Total 8320 · Meetings, workshops &amp; events</b>	730.97
<b>8500 · Other Expenses</b>	
<b>Total 8560 · Website Expenses</b>	15.00
<b>8595 · Credit Card Processing Fees</b>	20.00
<b>8596 · Flex Billing Service Fee</b>	12.99
<b>Total 8500 · Other Expenses</b>	47.99
<b>8700 · Professional Services</b>	
<b>8710 · Contracts - Program Related Ser</b>	13,001.59
<b>8730 · Graphic Design</b>	368.75
<b>8740 · Legal</b>	1,925.95
<b>8760 · Temporary Services</b>	1,143.00
<b>Total 8700 · Professional Services</b>	16,439.29
<b>Total 8 NON-PERSONNEL RELATED EXP</b>	26,407.54
<b>Total 9 INCENTIVES &amp; REBATES</b>	36,449.14
<b>Total Expense</b>	151,298.83
<b>Net Ordinary Income</b>	4,722.60
<b>Net Income</b>	<b>4,722.60</b>

**RCEA AGENDA  
Staff Report**

**RE:** Meeting schedule/time and facilitation of public engagement

**For Agenda Date: 4-18-2016**

**Background**

As CCA development and operations moves forward, RCEA will need to address the issue of community engagement and inclusion of the public in CCA proceedings. Well-designed public engagement processes can also benefit RCEA other programs and its overall effectiveness in serving the community.

One measure to enable greater public participation would be to shift all or some of the regular meetings to an evening time slot outside of the 9am-5pm typical work day. To avoid a conflict with the meeting schedules of RCEA members, there are six possible evenings that a meeting could be held :

- First Thursday of every month
- Second Monday of every month
- Second Thursday of every month
- Fourth Monday of every month
- Fourth Wednesday of every month
- Fourth Thursday of every month

Due to the limited size of RCEA's meeting room the Board should also consider selecting a new venue that can accommodate larger groups of attendees, such as the Wharfinger Building or the meeting room of one of RCEA's members. Staff requests input from the Board on what criteria should be considered in selecting a new location.

For the CCA program, there is a need for both initial public engagement during the start-up and launch phase, as well as (and of equal importance) ongoing systems and processes as the CCA operates in years to come. To this end TEA's proposal for CCA launch and operations contains tasks for supporting and expanding community engagement on CCA topics, including:

- Communication and Program Strategies (task 1.1.1)
- Engage city and county officials, community stakeholders, key customer groups (1.1.3)
- CCA Organizational Infrastructure – including policies, processes, and systems, and committee structures (2.2).

Staff is working to engage Mary Gelinis and Roger James to consult on strategies and processes to enhance RCEA's public engagement; staff requests input and or ideas the Board and the public would like taken into consideration, as well as considering the designation of a board subcommittee to work with staff on this effort.

**RECOMMENDED BOARD ACTION:**

Discuss/approve revision to meeting schedule to hold board meetings after 5pm.

Provide direction to staff on criteria to select a larger venue for board meetings.

Provide direction to staff on goals/structure for public engagement process considerations; consider designating Board subcommittee to lead development of public engagement process.