



Redwood Coast Energy Authority

633 3rd Street, Eureka, CA 95501

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MEETING AGENDA

Humboldt Bay Municipal Water District Office
828 7th St, Eureka, CA 95501

August 21, 2017
Monday, 3:15 p.m.

RCEA will accommodate those with special needs. Arrangements for people with disabilities who attend RCEA meetings can be made in advance by contacting Barbara Garcia at 269-1700 by noon the day of the meeting.

1. REPORTS FROM MEMBER ENTITIES

2. 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.

3. 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.

3.1 Approve Minutes of July 17, 2017 Board Meeting.

3.2 Approve attached Warrants.

3.3 Accept attached Financial Reports.

4. REMOVED FROM CONSENT CALENDAR ITEMS

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

5. OLD BUSINESS

5.1 SDRMA Board Elections

Consider Adoption of Resolution 2017-5 for the Election of Directors to the Special District Risk Management Authority Board of Directors.

6. NEW BUSINESS

6.1 Community Advisory Committee

Provide input and direction on next steps for the Community Advisory Committee.

6.2 RCEA Financial Reporting

Provide input and direction on methods to communicate status of RCEA finances to public.

7. STAFF REPORTS

7.1 Director of Power Resources

- CCE Program update

7.2 Executive Director

- Staffing update
- California Community Choice Association (CalCCA) update

8. ADJOURNMENT



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MEETING MINUTES

**Humboldt Bay Municipal Water District Office
828 7th St, Eureka, CA 95501**

**July 17, 2017
Monday, 3:15 p.m.**

RCEA will accommodate those with special needs. Arrangements for people with disabilities who attend RCEA meetings can be made in advance by contacting Barbara Garcia at 269-1700 by noon the day of the meeting.

I. ROLL CALL

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

Present: Michael Winkler, Bobbi Ricca, Sheri Woo, Frank Wilson, Dwight Miller, Michael Sweeney arrived at 3:18 p.m., Estelle Fennell arrived at 3:19, Austin Allison arrived at 4:10 p.m.

Absent: Dean Glaser.

II. REPORTS FROM MEMBER ENTITIES

Board Chair Woo reported that the Humboldt Bay Municipal Water District is getting closer to starting work on the new waterline project that will serve Blue Lake and Fieldbrook.

III. ORAL COMMUNICATIONS

None.

IV. CONSENT CALENDAR

- A. Approve Minutes of June 19, 2017 Special Board Meeting.
- B. Approve Minutes of June 19, 2017 Regular Board Meeting.
- C. Approve attached Warrants.

M/S/C: Ricca, Wilson: Approve consent calendar items A-C.

V. REMOVED FROM CONSENT CALENDAR ITEMS

- D. Accept attached Financial Reports.

Board Chair Woo asked for clarification about line item 7255 on page 9 of the Financial Reports.

Executive Director Marshall explained that the error to line item 7255 is due to invoices for the coming fiscal year being posted in the incorrect month, which will be corrected in future reports.

M/S/C: Miller, Ricca: Approve consent calendar item D.

VI. OLD BUSINESS

- A. FY14-15 Fiscal Audit

Executive Director Marshall reported the audit process and the timeline to complete all outstanding audits by the fall of this year.

Executive Director Marshall reviewed the summary and findings of the 2014-2015 audit and the Board discussed the audit report.

M/S/C: Miller, Sweeney: Accept and approve FY14-15 Independent Fiscal Audit Report.

VII. NEW BUSINESS

A. CCE Operational Services Contracts

RCEA staff member Richard Engel described the original agreement with LEAN Energy U.S. and the changing circumstances with the CCE team since the original agreement was executed. He introduced the proposed amendment to the LEAN agreement and new agreement with Green Ideals for the marketing and outreach services, both of which will better compliment the current functions of RCEA's CCE team. He explained that the legal services provided by Braun Blasing Smith Wynne (BBSW) have also been contracted through LEAN to-date, but the CCE team is still working through the details transitioning BBSW services from the LEAN contract.

The Board discussed the proposed CCE operational service contract changes.

M/S/C: Sweeney, Winkler: Approve Amendment no. 1 to Agreement for Professional Services with LEAN Energy US. and approve Agreement for Professional Services with Green Ideals.

B. CivicSpark Program Regional Coordination

RCEA staff member Lori Biondini gave an overview of RCEA's three years of participation as a site host and project partner with the Local Government Commission's CivicSpark AmeriCorps program. Lori stated that the CivicSpark program would continue for a fourth service year. She introduced the contract to extend RCEA's agreement to provide a site and Regional Coordinator for the following service year.

Executive Director Marshall clarified that this agreement is one of many for the CivicSpark program, as RCEA will execute service agreements for the CivicSpark member hours that LGC will bill RCEA for.

Director Sweeney asked which types of projects the CivicSpark members work on.

Ms. Biondini described the projects that current and past members have contributed to.

M/S/C: Ricca, Miller: Approve contract with the Local Government Commission for RCEA to act as the North Coast Regional Coordinator for 2017-18 CivicSpark program.

C. CSDA and SDRMA Board Elections

Executive Director Marshall explained the election ballots and deadlines for each of the elections. He explained that staff does not have a recommendation at this time for the SDRMA election.

The Board discussed the CSDA and SDRMA candidates.

The Board decided to postpone decision on the SDRMA board election until the next meeting.

M/S/C: Sweeney, Miller: Vote for Rex Bohn for the CA Special District Association Board of Directors region 1 representative.

COMMUNITY CHOICE ENERGY (CCE) BUSINESS

CCE quorum confirmed.

VIII. OLD CCE BUSINESS

A. DG Fairhaven Negotiations

Executive Director Marshall summarized the history of Board input regarding local biomass procurement and reported that RCEA staff and The Energy Authority (TEA) are continuing to negotiate with representatives of the DG Fairhaven Biomass Power Plant toward the goal of purchasing power in 2017, as well as a power purchase agreement going forward in 2018-2022. Time and budgeted funds are a limiting factor for the 2017 power negotiations, so staff and TEA propose that any potential purchase for 2017 be done as a standard market transaction between DG Fairhaven and TEA rather than a Power Purchase Agreement with RCEA. This purchasing method would streamline the process for any 2017 power purchase, and allow DG Fairhaven to look forward into negotiations for 2018 and beyond.

Director Sweeney asked whether the primary difference between Humboldt Redwood Company (HRC) and DG Fairhaven is that HRC has control of its own fuel source and that DG Fairhaven must purchase their fuel.

Bob Marino, General Manager of DG Fairhaven, replied that yes, that statement was correct.

Director Fennell expressed her support for any action that will keep DG Fairhaven in operation.

Director Wilson asked what market prices Executive Director Marshall was referring to specifically.

Executive Director Marshall replied that the "market price" he referenced would be the going rate for energy on the California grid plus the adder for bucket one renewable energy certificates (RECs).

Director Wilson expressed his support for any negotiations that would help DG Fairhaven.

Public comment:

Bob Marino, General Manager of DG Fairhaven, stated that he is available any time to answer questions.

Director Winkler asked whether DG Fairhaven would be able to get up and running in 2017 if they were to reach an agreement for 2017 power.

Mr. Marino replied with an affirmative.

Public comment closed.

The Board discussed the negotiation options.

M/S/C: Sweeney, Miller: Authorize staff to continue negotiations with DG Fairhaven for 2018-2022 procurement and to also approve the option of TEA transacting directly with DG Fairhaven at market prices to meet RCEA's remaining 2017 renewable energy requirements.

Ayes: Ricca, Winkler, Allison, Miller, Sweeney, Wilson, Fennell

Noes: none

Absent: Glaser

Not Voting: Woo

IX. NEW CCE BUSINESS

A. Implementation Plan Update to Include City of Ferndale

Executive Director Marshall explained the process to add Ferndale customers to the CCE. He described the process of updating and resubmitting the Implementation Plan to the CA Public Utilities Commission, with the plan of rolling in Ferndale customers in January of 2018.

Director Winkler asked if this Implementation Plan update is the same process the CCE would use to adopt a region outside of Humboldt.

Executive Director Marshall replied that yes, this update and resubmission would be a necessary step, but RCEA would also have to approve any other jurisdiction as a member of the Joint Powers Agreement and the region would have to pass an ordinance beforehand.

Director Wilson asked whether the Joint Powers Agreement allows the addition of any jurisdictions in adjacent counties to Humboldt or jurisdictions in counties adjacent to its own boundaries, assuming it grows outside of Humboldt County.

Executive Director Marshall clarified that eligible jurisdictions are those within Humboldt and in the counties adjacent to Humboldt.

Director Allison asked whether the incorporation of a new jurisdiction would result in an additional member to the Board.

Legal Counsel Diamond responded that yes, any new member jurisdiction added to the Joint Powers Agreement would become voting members on the Board.

Public comment:

Jaime Yarbrough, representing Battery Point Solution and a resident of Del Norte County, stated his interest in Del Norte jurisdictions becoming a part of RCEA's CCE program.

Director Sweeney asked Mr. Yarbrough if he had a sense of the inclinations of city council members and county supervisors.

Mr. Yarbrough replied that he knows of a few elected officials that are interested in the possibility of a CCA.

Public comment closed.

M/S/C: Fennell, Winkler: Adopt Resolution 2017-4 approving the Revised Redwood Coast Energy Authority Community Choice Aggregation Implementation Plan.

Ayes: Ricca, Winkler, Allison, Miller, Sweeney, Wilson, Fennell

Noes: none

Absent: Glaser

Not voting: Woo

X. STAFF REPORTS

A. Director of Demand Side Management Programs

- PG&E Energy Watch Program contractor-participation process updates

Lou Jacobson provided updates to the Board regarding the PG&E Energy Watch Program contractor participation process. Mr. Jacobson detailed the process of gathering staff and contractor feedback that resulted in a few different solutions. The updated contractor processes include a more simplified request for qualifications process that is more widely applicable to all RCEA program offerings, a shift from unit pricing to cost quotes, and a shift from a vendor services contract process to an agreement with Energy Watch programmatic terms and conditions. The overall goal of these changes is to make it easier for contractors to participate and facilitate the participation of more contractors, particularly small owner-operators.

B. Director of Power Resources

- CCE Program Launch Status Update

Richard Engel provided the Board with key metrics updates; out of 61,500 accounts, 3.9% of accounts have opted out and 0.59% of accounts have opted up. These rates are on par with other CCAs that have recently launched. Mr. Engel reported multiple small factors that are influencing the opt-out rate. He also mentioned a recent enrollment error; the CCE staff decided to postpone enrollment for the 184 customers that were participating in PG&E's Time of Use (TOU) pilot rate program, but an error on PG&E's part resulted in their enrollment into the CCE without the option of returning to the pilot program.

The Board discussed Net Energy Metering (NEM) customers and encouraged staff to provide additional targeted information and outreach for these customers.

Board Chair Woo suggested that Board Members make themselves available to reach out to customers directly regarding the CCE program, and asked staff to provide them with information and utilize them in this capacity.

Director Sweeney asked if the CCE program will be able to offer Peak Day Pricing (PDP) rates in the future.

Executive Director Marshall replied that the goal is to offer PDP rates, as the short-term fix for 2017 is the protection plan that the Board approved in the June meeting. At this point, the CCE team does not have access to the detailed data necessary to offer comparable PDP rates.

Public comment:

Alison Talbott of PG&E commented that the low opt-out numbers can be attributed to the quality of the outreach and quality of the reputation of the organization. She also asked if

the CCE staff plans to notice the PDP customers that had opted out before the protection plan was approved and offered to the customers that had remained in the CCE program.

Mr. Engel replied that a letter is being drafted that will notify the PDP customers that had opted out before their knowledge of the protection plan that the option is open to them.

Executive Director Marshall stated that PG&E has been an excellent partner in the launch of the CCE program and that staff are beginning to integrate this partnership into a more holistic customer experience.

Director Winkler asked Ms. Talbott if the CCE operation has had any impact on PG&E's gas power plant here in Humboldt.

Ms. Talbott replied that she does not believe there has been any significant change to the operation of the plant.

Public comment closed.

C. Executive Director

- Public agency turn-key solar program

Executive Director Marshall reported efforts to work towards a public agency turn-key solar program with input from Redwood Regional Economic Development Commission (RREDC) and the Headwaters Fund regarding alternative local financing for such qualified projects.

- Offshore Wind – Principle Power

Executive Director Marshall also reported a meeting with Principle Power, the manufacturer of the floating platforms for offshore wind generation, and their identification of Humboldt County as a target area to potentially bid for a project.

- Community Advisory Committee

Executive Director Marshall provided the Board with a status update of the Community Advisory Committee, reporting that a final meeting with the original committee is scheduled later in July to gather input on suggested next steps.

Board Chair Woo asked which Board Members are appointed to this committee.

Executive Director Marshall replied that Board Chair Woo was the only appointed liaison and that staff will report the outcomes of the upcoming committee meeting to the Board at the August Board meeting.

XI. ADJOURNMENT

Board Chair Woo adjourned the meeting at 5:19 p.m.

Redwood Coast Energy Authority
Warrants Report
As of June 30, 2017

Type	Date	Num	Name	Memo	Amount
Check	06/01/2017	EFT	CoPower	June Premium	-219.50
Liability Check	06/01/2017	E-pay	Internal Revenue Service	74-3104616 QB Tracking # 354947512	-1,365.96
Liability Check	06/01/2017	E-pay	EDD	499-0864-3 QB Tracking # 354947722	-302.11
Paycheck	06/01/2017	7431	Paycheck		-673.22
Liability Check	06/01/2017	7432	Umpqua Bank	May HSA Deposit.	-558.36
Liability Check	06/01/2017	7433	Calvert	June IRA deposits	-6,874.34
Check	06/06/2017	Debit	FedEx	Shipping documents	-58.59
Check	06/08/2017	EFT	CoPower	July Premium	-208.20
Paycheck	06/09/2017	7434	Paychecks		-44,550.84
Liability Check	06/12/2017	E-pay	EDD	499-0864-3 QB Tracking # 356803772	-13.63
Liability Check	06/12/2017	E-pay	Internal Revenue Service	74-3104616 QB Tracking # 356804022	-222.22
Liability Check	06/12/2017	E-pay	EDD	499-0864-3 QB Tracking # 356804292	-28.71
Liability Check	06/12/2017	E-pay	EDD	499-0864-3 QB Tracking # 356804482	-3,172.01
Liability Check	06/12/2017	E-pay	Internal Revenue Service	74-3104616 QB Tracking # 356804672	-17,751.24
Liability Check	06/12/2017	E-pay	EDD	499-0864-3 QB Tracking # 356804892	-198.29
Bill Pmt -Check	06/12/2017	7437	ABC Office Equipment	May print charges/service contract.	-345.08
Bill Pmt -Check	06/12/2017	7438	AM Conservation	LED Stock	-681.21
Bill Pmt -Check	06/12/2017	7439	Avcollie, M.	May mileage reimbursement.	-58.85
Bill Pmt -Check	06/12/2017	7440	Best Cleaners	Laundrying services	-99.55
Bill Pmt -Check	06/12/2017	7441	Bishop, M.	May mileage	-91.70
Bill Pmt -Check	06/12/2017	7442	Burks, K.	May mileage	-126.15
Bill Pmt -Check	06/12/2017	7443	Central Office	Miscellaneous printing fees.	-510.78
Bill Pmt -Check	06/12/2017	7444	City of Eureka-Other	Sign reimbursement.	-178.08
Bill Pmt -Check	06/12/2017	7445	Dell USA	DELL Monitors	-2,694.62
Bill Pmt -Check	06/12/2017	7446	Diamond, Nancy	April Legal Services.	-40.32
Bill Pmt -Check	06/12/2017	7447	DreamHost	Acct #1290755 Web hosting fees.	-119.40
Bill Pmt -Check	06/12/2017	7448	Engel, R.	May mileage reimbursement.	-29.43
Bill Pmt -Check	06/12/2017	7449	Eureka Oxygen	Annual fire extinguisher service	-196.47
Bill Pmt -Check	06/12/2017	7450	FedEx	Shipping documents	-8.00
Bill Pmt -Check	06/12/2017	7451	Halvorsen, Nicole	June mileage reimbursement	-143.49
Bill Pmt -Check	06/12/2017	7452	HCOE	Envelope Printing	-190.00
Bill Pmt -Check	06/12/2017	7453	Headwaters Fund - Interest	RCEA loan May 2017 Interest 3846000 800190	-1,291.67
Bill Pmt -Check	06/12/2017	7454	HSU Fdn EVI ARV-14-046		-16,651.85
Bill Pmt -Check	06/12/2017	7455	Humboldt Builders' Exchange	PlanScan - scan plans to .pdf - Ferndale Gym	-81.38
Bill Pmt -Check	06/12/2017	7456	HWMA	CFL disposal	-63.00
Bill Pmt -Check	06/12/2017	7457	Mad River Union	VOID: Oyster Festival Guide Ad.	0.00
Bill Pmt -Check	06/12/2017	7458	Marshall, M.	Management resources book.	-45.00
Bill Pmt -Check	06/12/2017	7459	Martin, Des.	May mileage	-139.42
Bill Pmt -Check	06/12/2017	7460	Means, M.	May mileage	-44.35
Bill Pmt -Check	06/12/2017	7461	Mission Uniform & Linen	Janitorial/mat supplies	-184.70
Bill Pmt -Check	06/12/2017	7462	North Coast Cleaning	May Cleaning Service	-402.00
Bill Pmt -Check	06/12/2017	7463	North Coast Journal	VOID: Recruitment advertising	0.00
Bill Pmt -Check	06/12/2017	7464	Owen, P.	May mileage reimbursement.	-89.88
Bill Pmt -Check	06/12/2017	7465	Ramone's	Food Service - CCE Meeting 3/24/17	-252.81
Bill Pmt -Check	06/12/2017	7466	Recology	May garbage service	-82.30
Bill Pmt -Check	06/12/2017	7467	Schwalb, P.	May reimbursement	-65.53
Bill Pmt -Check	06/12/2017	7468	SDRMA Medical	July premium.	-15,730.00

Redwood Coast Energy Authority
Warrants Report
As of June 30, 2017

Type	Date	Num	Name	Memo	Amount
Bill Pmt -Check	06/12/2017	7469	Structure Design & Engineering, LLC.	Cuddeback School Condenser Unit Structural Eval.	-2,400.00
Bill Pmt -Check	06/12/2017	7470	Seward, J.	May mileage	-94.43
Bill Pmt -Check	06/12/2017	7471	Sonoma County Office of Education	February 2017 Professional Services.	-392.00
Bill Pmt -Check	06/12/2017	7472	Structure Design & Engineering, LLC.	Cuddeback School Condenser Unit	-1,150.00
Bill Pmt -Check	06/12/2017	7473	Terry, P.	May mileage	-85.50
Bill Pmt -Check	06/12/2017	7474	Times-Standard	Notices Inviting Bids & Job Posting	-783.91
Bill Pmt -Check	06/12/2017	7475	Ulhar, D.	June mileage reimbursement	-150.66
Bill Pmt -Check	06/12/2017	7476	Verizon Wireless	May tablet/cell service for field staff/mobile broadband service.	-1,276.47
Bill Pmt -Check	06/12/2017	7477	Dell USA	DELL Tower & Monitor	-1,385.38
Bill Pmt -Check	06/12/2017	7478	Diamond, Nancy	May Legal Services.	-920.00
Bill Pmt -Check	06/12/2017	7479	Marshall, M.	Marshall Travel: CalCCA Meeting, Long Beach, 5/3-5/5/17	-43.47
Bill Pmt -Check	06/12/2017	7480	Schwalb, P.	Schwalb Travel: FCEV Lake Tahoe 5/21-5/23/17.	-353.95
Bill Pmt -Check	06/12/2017	7481	Sonoma County Office of Education	March 2017 Professional Services.	-1,225.00
Bill Pmt -Check	06/16/2017	EFT	VISA	May Statement 4/22/17 - 5/21/17.	-2,693.85
Bill Pmt -Check	06/16/2017	EFT	Citibank	May Statement 05/25/17	-700.55
Bill Pmt -Check	06/16/2017	EFT	Staples Charge Account	May Statement	-579.30
Paycheck	06/16/2017	7482	Paycheck		-1,105.72
Bill Pmt -Check	06/16/2017	7484	Martin, Des.	June mileage	-49.92
Liability Check	06/19/2017	E-pay	EDD	499-0864-3 QB Tracking # 358616262	-26.35
Liability Check	06/19/2017	E-pay	Internal Revenue Service	74-3104616 QB Tracking # 358616582	-300.62
Check	06/20/2017			Service Charge	-72.50
Bill Pmt -Check	06/21/2017	EFT	Intuit	QuickBooks 2016 Payroll Subscription Renewal	-565.00
Liability Check	06/21/2017	E-pay	EDD	499-0864-3 QB Tracking # 359499162	-2,887.49
Liability Check	06/21/2017	E-pay	Internal Revenue Service	74-3104616 QB Tracking # 359499302	-16,172.68
Liability Check	06/21/2017	E-pay	EDD	499-0864-3 QB Tracking # 359499402	-161.85
Paycheck	06/23/2017	7485	Jacobson, Lou N.		-2,583.21
Check	06/23/2017	7500	EUC Assessment:Crow, Mike		-500.00
Paycheck	06/23/2017	0623171	Paychecks		-37,886.54
Bill Pmt -Check	06/25/2017	7486	Alder Grove Charter School	Alder Grove self-install rebate/Audit 4549.	-2,441.14
Bill Pmt -Check	06/25/2017	7487	AM Conservation	LED Stock	-4,227.21
Bill Pmt -Check	06/25/2017	7488	AT&T	June Telephone Service	-645.11
Bill Pmt -Check	06/25/2017	7489	CalCCA	Special Assessment Litigation Fund	-6,250.00
Bill Pmt -Check	06/25/2017	7490	City of Eureka-Water	Water service, 4/27/17-5/25/17	-109.63
Bill Pmt -Check	06/25/2017	7491	Cuddeback Elementary School	Cuddeback School self-install rebate/Audit 3459.	-3,888.71
Bill Pmt -Check	06/25/2017	7492	Don's Rent-All	Don's Rent-All self-install rebate/Audit 4582	-555.43
Bill Pmt -Check	06/25/2017	7493	Fuente Nueva Charter School	Fuente Nueva self-install rebate/Audit 4517	-1,220.00
Bill Pmt -Check	06/25/2017	7494	Harris & K Market	Harris & K self-install rebate/Audit 4606	-1,321.00
Bill Pmt -Check	06/25/2017	7495	HCOE	Envelope Printing	-210.00
Bill Pmt -Check	06/25/2017	7496	HSU Fdn FCEV ARV-14-055		-1,568.87
Bill Pmt -Check	06/25/2017	7497	Leon's Car Care Center	VOID: Leon's self-install rebate/Audit 4624.	0.00
Bill Pmt -Check	06/25/2017	7498	Mad River Union	Oyster Festival Guide Ad.	-200.00
Bill Pmt -Check	06/25/2017	7499	Myrtle Avenue Market	Myrtle Ave. Market self-install rebate/Audit 4619	-4,398.72
Bill Pmt -Check	06/25/2017	8001	North Coast Journal	Recruitment advertisements	-163.00
Bill Pmt -Check	06/25/2017	8002	NYLEX.net, Inc.	Network support services.	-5,000.00
Bill Pmt -Check	06/25/2017	8003	Pacific Paper Company	Office Chair	-202.16
Bill Pmt -Check	06/25/2017	8004	Schwalb, P.	June mileage reimbursement	-138.24
Bill Pmt -Check	06/25/2017	8005	SDRMA Dental	July Premium	-1,098.00

Redwood Coast Energy Authority
Warrants Report
As of June 30, 2017

Type	Date	Num	Name	Memo	Amount
Bill Pmt -Check	06/25/2017	8006	Sonoma County Office of Education	April 2017 Professional Services.	-539.00
Bill Pmt -Check	06/25/2017	8007	HSU Fdn EVCN ARV-13-029	February services - ARV13-029 00163/SP31041	-741.85
Bill Pmt -Check	06/25/2017	8008	Winzler, John	Office Lease - July	-4,223.00
Bill Pmt -Check	06/25/2017	8011	Leon's Car Care Center	Leon's self-install rebate/Audit 4624.	-343.30
Liability Check	06/26/2017	8009	Umpqua Bank	74-3104616 HSA Contributions	-558.36
Liability Check	06/26/2017	8010	Calvert	74-3104616 IRA Contributions	-8,068.28
Liability Check	06/27/2017	E-pay	EDD	499-0864-3 QB Tracking # 360700202	-98.58
Liability Check	06/27/2017	E-pay	Internal Revenue Service	74-3104616 QB Tracking # 360700392	-596.54
Paycheck	06/27/2017	8012	Paycheck		-3,286.47
Bill Pmt -Check	06/30/2017	8015	Seward, J.	June mileage	-53.34
					-245,526.53

9:45 AM

08/18/17

Redwood Coast Energy Authority

Visa

As of June 30, 2017

Type	Date	Num	Name	Memo	Amount	Balance
2006 · VISA-3751						32.74
Credit Card Charge	06/01/17		Square	Card Reader Fee	40.00	72.74
Credit Card Charge	06/16/17		U-Verse	December DSL 11/9 - 12/8/16	95.89	168.63
Credit Card Charge	06/16/17	Jacobson	DoubleTree Fresno	Jacobson: Lodging, SEEC Fresno	602.58	771.21
Credit Card Charge	06/16/17	Mattio	DoubleTree Fresno	Mattio: Lodging, SEEC Fresno	602.58	1,373.79
Credit Card Charge	06/25/17	June	Uberconference	Conference call subscription	11.00	1,384.79
Total 2006 · VISA-3751					1,352.05	1,384.79
TOTAL					1,352.05	1,384.79

Redwood Coast Energy Authority
Profit & Loss Budget vs. Actual
July 2016 through June 2017 (preliminary)

	Jul '16 - Jun 17	Budget	% of Budget
Ordinary Income/Expense			
Income			
5 REVENUE EARNED			
Total 5500 · ENERGY REVENUE	5,595,746.65	5,531,300.00	101.2%
Total 5000 · Revenue - government agencies	287,842.32	310,000.00	92.9%
Total 5100 · Revenue - program related sales	15,948.97	17,500.00	91.1%
5300 · Revenue - investments	0.00	200.00	0.0%
Total 5400 · Revenue-nongovernment agencies	1,320,360.70	1,553,570.00	85.0%
5 REVENUE EARNED - Other	3,907.79		
Total 5 REVENUE EARNED	7,223,806.43	7,412,570.00	97.5%
Total Income	7,223,806.43	7,412,570.00	97.5%
Gross Profit	7,223,806.43	7,412,570.00	97.5%
Expense			
Total 6000 · ENERGY EXPENSES	4,451,673.01	3,356,000.00	132.6%
7 EXPENSES - PERSONNEL			
7101 · Screening/Testing Services	218.12	600.00	36.4%
7102 · Safety	259.76	1,000.00	26.0%
7103 · Staff Training and Development	7,220.50	15,000.00	48.1%
7200 · Salaries, Wages & Benefits			
7210 · Salaries - staff	956,168.35	905,020.00	105.7%
7220 · Wages - interns	36,804.09	71,061.00	51.8%
7230 · Pension Plan Contributions	27,056.52	29,086.00	93.0%
7240 · Employee Benefits-Insurance	230,783.28	277,943.00	83.0%
7250 · Payroll Taxes Etc.	103,915.88	94,326.00	110.2%
7255 · Worker's Comp Insurance	10,091.59	7,400.00	136.4%
Total 7260 · Paid Time Off	159,076.79	142,331.00	111.8%
7265 · Jury Duty	249.41	500.00	49.9%
Total 7200 · Salaries, Wages & Benefits	1,524,145.91	1,527,667.00	99.8%
Total 7 EXPENSES - PERSONNEL	1,531,844.29	1,544,267.00	99.2%
8 NON-PERSONNEL RELATED EXP			
8100 · Non-Personnel Expenses			
8110 · Office Supplies	5,345.02	6,000.00	89.1%
8111 · Furniture & Equipment	3,296.57	2,800.00	117.7%
Total 8120 · Information Technology	31,168.24	25,000.00	124.7%
Total 8130 · Telephone & Telecommunications	10,373.84	6,500.00	159.6%
8140 · Postage & delivery	2,352.14	1,800.00	130.7%
Total 8170 · Printing & copying	10,954.10	7,500.00	146.1%
Total 8180 · Books, subscriptions, edu matls	900.02	1,000.00	90.0%
8190 · Exhibits & displays	0.00	1,800.00	0.0%
8195 · Tool bank	2,155.13	4,000.00	53.9%
8100 · Non-Personnel Expenses - Other	-2,172.50		
Total 8100 · Non-Personnel Expenses	64,372.56	56,400.00	114.1%

Redwood Coast Energy Authority
Profit & Loss Budget vs. Actual
July 2016 through June 2017 (preliminary)

	Jul '16 - Jun 17	Budget	% of Budget
8200 · Facility Expenses			
8210 · Office Lease	53,792.00	49,200.00	109.3%
Total 8220 · Utilities	12,484.76	11,500.00	108.6%
8230 · Janitorial	6,197.38	6,500.00	95.3%
8240 · Facility repairs & maintenance	3,527.31	3,500.00	100.8%
8250 · EV Station Repairs & Maintenan	6,824.27	5,000.00	136.5%
8200 · Facility Expenses - Other	30.14		
Total 8200 · Facility Expenses	82,855.86	75,700.00	109.5%
Total 8300 · Travel & Meeting Expense	17,256.74	17,000.00	101.5%
Total 8320 · Meetings, workshops & events	8,862.56	12,000.00	73.9%
8500 · Other Expenses			
8513 · Organizational Development	144.56	500.00	28.9%
Total 8510 · Interest Expense	5,897.91	6,500.00	90.7%
8520 · Insurance P&L	11,515.86	9,500.00	121.2%
8530 · Dues & Memberships	4,476.00	3,500.00	127.9%
Total 8560 · Website Expenses	209.40	1,000.00	20.9%
Total 8570 · Advertising & Marketing Expense	18,072.94	22,000.00	82.2%
8591 · Use Tax	0.00	300.00	0.0%
8592 · Service Charge	79.52	200.00	39.8%
8593 · Bank Charges	8,221.25	8,000.00	102.8%
8595 · Credit Card Processing Fees	704.70	500.00	140.9%
8596 · Flex Billing Service Fee	943.35	300.00	314.5%
8597 · EV Site Host Pmts	5,794.71	5,000.00	115.9%
Total 8500 · Other Expenses	56,060.20	57,300.00	97.8%
8600 · Capital Development - Facility	2,407.95	5,000.00	48.2%
8700 · Professional Services			
8710 · Contracts - Program Related Ser	962,934.18	1,165,700.00	82.6%
8720 · Accounting	23,866.80	45,000.00	53.0%
8740 · Legal	85,198.79	105,000.00	81.1%
8760 · Temporary Services	1,980.00	2,000.00	99.0%
Total 8700 · Professional Services	1,073,979.77	1,317,700.00	81.5%
Total 8 NON-PERSONNEL RELATED EXP	1,305,795.64	1,541,100.00	84.7%
Total 9 INCENTIVES & REBATES	223,617.00	460,000.00	48.6%
Total Expense	7,512,929.94	6,901,367.00	108.9%
Net Ordinary Income	-289,123.51	511,203.00	-56.6%
Net Other Income	-1,158.72	-19,008.00	6.1%
Net Income	-290,282.23	492,195.00	-59.0%

Redwood Coast Energy Authority

Balance Sheet

As of June 30, 2017

	Jun 30, 17
ASSETS	
Current Assets	
Checking/Savings	
1075 · Umpqua Reserve Account 2300	924.57
1070 · Umpqua Deposit Cntrl Acct 1687	2,624,239.36
1062 · Chase DD Checking	159.53
1060 · Umpqua Checking-9271	383,861.88
1000 · COUNTY TREASURY 3839	3,911.55
1010 · Petty Cash	414.35
1050 · GRANTS & DONATIONS 3840	
1051 · Non-Profit Energy Efficiency	7,172.68
1055 · PGE	10,295.74
1050 · GRANTS & DONATIONS 3840 - Other	-2,431.16
Total 1050 · GRANTS & DONATIONS 3840	15,037.26
Total Checking/Savings	3,028,548.50
Accounts Receivable	
1100 · Accounts Receivable	344,610.85
Total Accounts Receivable	344,610.85
Other Current Assets	
1101 · Allowance for Doubtful Accounts	-24,098.29
1102 · Paypal Account Balance	19.87
1103 · Accounts Receivable-Other	4,758,291.41
1120 · Inventory Asset	71,592.60
1202 · Prepaid Expenses	25,132.24
1205 · Prepaid Insurance	21,540.26
1210 · Retentions Receivable	
FCEV-CEC	2,643.24
Alt Fuel-CEC	1.03
EVCN-CEC	29,418.56
1210 · Retentions Receivable - Other	25,701.65
Total 1210 · Retentions Receivable	57,764.48
1499 · Undeposited Funds	667.00
Total Other Current Assets	4,910,909.57
Total Current Assets	8,284,068.92
Fixed Assets	
1500 · Fixed Asset	93,591.39
1600 · Accumulated depreciation	-37,980.00
Total Fixed Assets	55,611.39
Other Assets	
1700 · Retained Deposits	4,100.00
Total Other Assets	4,100.00
TOTAL ASSETS	8,343,780.31
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	

Redwood Coast Energy Authority

Balance Sheet

As of June 30, 2017

	Jun 30, 17
2000 · Accounts Payable	226,252.72
Total Accounts Payable	226,252.72
Credit Cards	
2006 · VISA-3751	1,384.79
2007 · American Express	241.93
2008 · CitiBank Travel Account	174.13
Total Credit Cards	1,800.85
Other Current Liabilities	
2001 · Accounts Payable-Other	6,907,914.17
2100 · Payroll Liabilities	
2106 · Workers' Comp Accrual	2,057.86
2052 · Accrued Payroll	37,500.63
2101 · Accrued Vacation	25,503.74
2100 · Payroll Liabilities - Other	482.33
Total 2100 · Payroll Liabilities	65,544.56
2210 · Retentions Payable	
HSU Foundation	16,940.29
2210 · Retentions Payable - Other	-15,804.57
Total 2210 · Retentions Payable	1,135.72
Total Other Current Liabilities	6,974,594.45
Total Current Liabilities	7,202,648.02
Long Term Liabilities	
2700 · Long-Term Debt	
2701 · Lighting Upgrade	6,520.63
2702 · Headwaters Credit Line	700,000.00
Total 2700 · Long-Term Debt	706,520.63
Total Long Term Liabilities	706,520.63
Total Liabilities	7,909,168.65
Equity	
2320 · Investment in Capital Assets	49,090.75
3900 · Fund Balance	675,803.14
Net Income	-290,282.23
Total Equity	434,611.66
TOTAL LIABILITIES & EQUITY	8,343,780.31

Redwood Coast Energy Authority
Profit & Loss
May through June 2017

	<u>May 17</u>	<u>Jun 17</u>	<u>TOTAL</u>
Ordinary Income/Expense			
Income			
5 REVENUE EARNED			
Total 5500 · ENERGY REVENUE	1,896,970.17	3,698,776.48	5,595,746.65
Total 5000 · Revenue - government agencies	15,367.24	35,402.99	50,770.23
Total 5100 · Revenue - program related sales	2,059.43	667.81	2,727.24
Total 5400 · Revenue-nongovernment agencies	111,964.81	120,254.54	232,219.35
5 REVENUE EARNED - Other	0.00	3,134.07	3,134.07
Total 5 REVENUE EARNED	<u>2,026,361.65</u>	<u>3,858,235.89</u>	<u>5,884,597.54</u>
Total Income	<u>2,026,361.65</u>	<u>3,858,235.89</u>	<u>5,884,597.54</u>
Gross Profit	2,026,361.65	3,858,235.89	5,884,597.54
Expense			
Total 6000 · ENERGY EXPENSES	1,082,650.42	3,369,022.59	4,451,673.01
7 EXPENSES - PERSONNEL			
7103 · Staff Training and Development	1,119.00	2,802.50	3,921.50
7200 · Salaries, Wages & Benefits			
7210 · Salaries - staff	105,696.47	112,959.95	218,656.42
7230 · Pension Plan Contributions	2,688.21	2,902.39	5,590.60
7240 · Employee Benefits-Insurance	18,154.76	18,403.06	36,557.82
7250 · Payroll Taxes Etc.	9,303.58	10,271.76	19,575.34
7255 · Worker's Comp Insurance	970.94	1,117.01	2,087.95
Total 7260 · Paid Time Off	11,120.01	13,808.42	24,928.43
7265 · Jury Duty	0.00	0.00	0.00
Total 7200 · Salaries, Wages & Benefits	<u>147,933.97</u>	<u>159,462.59</u>	<u>307,396.56</u>
Total 7 EXPENSES - PERSONNEL	<u>149,052.97</u>	<u>162,265.09</u>	<u>311,318.06</u>
8 NON-PERSONNEL RELATED EXP			
8100 · Non-Personnel Expenses			
8110 · Office Supplies	511.21	836.89	1,348.10
8111 · Furniture & Equipment	1,026.17	0.00	1,026.17
Total 8120 · Information Technology	4,181.14	5,565.00	9,746.14
Total 8130 · Telephone & Telecommunications	2,212.12	980.72	3,192.84
8140 · Postage & delivery	32.19	74.84	107.03
Total 8170 · Printing & copying	1,348.46	973.49	2,321.95
Total 8180 · Books, subscriptions, edu matls	124.30	0.00	124.30
8195 · Tool bank	1,215.25	11.00	1,226.25
8100 · Non-Personnel Expenses - Other	<u>-2,172.50</u>	<u>0.00</u>	<u>-2,172.50</u>
Total 8100 · Non-Personnel Expenses	8,478.34	8,441.94	16,920.28
8200 · Facility Expenses			
8210 · Office Lease	4,223.00	4,223.00	8,446.00
Total 8220 · Utilities	1,015.39	1,090.07	2,105.46

Redwood Coast Energy Authority
Profit & Loss
May through June 2017

	May 17	Jun 17	TOTAL
8230 · Janitorial	653.59	515.56	1,169.15
8240 · Facility repairs & maintenance	217.63	4.11	221.74
8200 · Facility Expenses - Other	-125.95	0.00	-125.95
Total 8200 · Facility Expenses	5,983.66	5,832.74	11,816.40
Total 8300 · Travel & Meeting Expense	2,580.46	2,502.92	5,083.38
Total 8320 · Meetings, workshops & events	3,536.11	0.00	3,536.11
8500 · Other Expenses			
8510 · Interest Expense	1,291.67	2,250.00	3,541.67
8520 · Insurance P&L	100.00	0.00	100.00
8530 · Dues & Memberships	215.00	0.00	215.00
Total 8560 · Website Expenses	0.00	119.40	119.40
Total 8570 · Advertising & Marketing Expense	1,378.91	1,832.82	3,211.73
8593 · Bank Charges	195.38	161.70	357.08
8595 · Credit Card Processing Fees	55.13	41.98	97.11
8596 · Flex Billing Service Fee	103.65	96.81	200.46
8597 · EV Site Host Pmts	0.00	1,856.83	1,856.83
Total 8500 · Other Expenses	3,339.74	6,359.54	9,699.28
8700 · Professional Services			
8710 · Contracts - Program Related Ser	248,343.43	269,830.24	518,173.67
8770 · LEAN Energy	0.00	0.00	0.00
Total 8700 · Professional Services	248,735.43	276,103.56	524,838.99
Total 8 NON-PERSONNEL RELATED EXP	272,653.74	299,240.70	571,894.44
Total 9 INCENTIVES & REBATES	34,837.64	27,671.63	62,509.27
Total Expense	1,539,194.77	3,858,200.01	5,397,394.78
Net Ordinary Income	487,166.88	35.88	487,202.76
Net Other Income	-159.04	590.72	431.68
Net Income	487,007.84	626.60	487,634.44



REDWOOD COAST Energy Authority

STAFF REPORT Agenda Item 5.1

AGENDA DATE:	August 21, 2017
TO:	Board of Directors
PREPARED BY:	Matthew Marshall, Executive Director
SUBJECT:	SDRMA Board Election

BACKGROUND

RCEA is a member of the Special District Risk Management Authority (SDRMA), which provides RCEA with insurance, training resources, and other risk-management services.

Attached is the election ballot for SDRMA's Board of Directors (provided by SDRMA in the form of a required, standardized resolution), as well as the candidates' statements. These items were previously introduced and discussed at July RCEA Board meeting.

The Board can choose to cast RCEA's vote for up to 4 candidates.

POTENTIAL BOARD ACTIONS

SDRMA:

1. Adopt Resolution 2017-5 for the Election of Directors to the SDRMA Board of Directors, casting RCEA's vote for 1 to 4 of the candidates.

Or, alternatively, the Board could:

2. Choose not to vote in the current election if the board has no preferences amongst the candidates.

ATTACHMENTS:

1. Resolution 2017-5 for the Election of Directors to the SDRMA Board of Directors
2. SDRMA Board Candidates' Statements

RESOLUTION NO. 2017-5

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE Redwood Coast Energy Authority FOR THE ELECTION OF DIRECTORS TO THE SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY BOARD OF DIRECTORS

WHEREAS, Special District Risk Management Authority (SDRMA) is a Joint Powers Authority formed under California Government Code Section 6500 et seq., for the purpose of providing risk management and risk financing for California special districts and other local government agencies; and

WHEREAS, SDRMA's Sixth Amended and Restated Joint Powers Agreement specifies SDRMA shall be governed by a seven member board of Directors nominated and elected from the members who have executed the current operative agreement and are participating in a joint protection program; and

WHEREAS, SDRMA's Sixth Amended and Restated Joint Powers Agreement Article 7 – Board of Directors specifies that the procedures for director elections shall be established by SDRMA's Board of Directors; and

WHEREAS, SDRMA's Board of Directors approved Policy No. 2017-03 Establishing Guidelines for Director Elections specifies director qualifications, terms of office and election requirements; and

WHEREAS, Policy No. 2017-03 specifies that member agencies desiring to participate in the balloting and election of candidates to serve on SDRMA's Board of Directors must be made by resolution adopted by the member agency's governing body.

NOW, THEREFORE, BE IT RESOLVED that the governing body of the Redwood Coast Energy Authority selects the following candidates to serve as Directors on the SDRMA Board of Directors:

(continued)



**OFFICIAL 2017 ELECTION BALLOT
SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY
BOARD OF DIRECTORS**

VOTE FOR ONLY FOUR (4) CANDIDATES

Mark each selection directly onto the ballot, voting for no more than four (4) candidates. Each candidate may receive only one (1) vote per ballot. A ballot received with more than four (4) candidates selected will be considered invalid and not counted. All ballots must be sealed and received by mail or hand delivery in the enclosed self-addressed, stamped envelope at SDRMA on or before 4:30p.m., Tuesday, August 29, 2017. Faxes or electronic transmissions are NOT acceptable.

- ☐ **TIMOTHY UNRUH**
District Manager, Kern County Cemetery District No. 1
- ☐ **JAMES M. HAMLIN (Jim)**
Board Director, Burney Water District
- ☐ **MIKE SCHEAFER (INCUMBENT)**
Director/President, Costa Mesa Sanitary District
- ☐ **MICHAEL J. KAREN**
Board Director, Apple Valley Fire Protection District
- ☐ **DAVID ARANDA (INCUMBENT)**
General Manager, Mountain Meadows Community Services District
- ☐ **CINDI BEAUDET**
General Manager, Temecula Public Cemetery District
- ☐ **JEAN BRACY, SDA (INCUMBENT)**
District Deputy Director – Administration, Mojave Desert Air Quality Management District

ADOPTED this ____ day of _____, 2017 by the Redwood Coast Energy Authority by the following roll call votes listed by name:

AYES: _____

NOES: _____

ABSTAIN: _____

ABSENT: _____

ATTEST:

APPROVED:

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – no attachments will be accepted. No statements are endorsed by SDRMA.

Nominee/Candidate Timothy Unruh
District/Agency Kern County Cemetery District No.1
Work Address 18662 Santa Fe Way, PO Box 354, Shafter, CA 93263
Work Phone 661-746-3921 Home Phone 661-746-6725

Why do you want to serve on the SDRMA Board of Directors? (Response Required)

The work of SDRMA is critical to the everyday operations of a Special District. Knowing that the district and the board is protected gives a 'Peace of Mind' to our daily operations. Sitting on this Board will give me an opportunity to give back to SDRMA and its membership. As a manager of a moderate sized Special District, I am especially interested in maintaining an involvement from that small district perspective. It is imperative that SDRMA maintains cost effective service to the Special District community and it's important that smaller districts have a voice in their insurance needs.

What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)

I spent three years as a Director for CSDA including one year as Legislation Committee Chairman. I currently sit on the CSDA Legislation Committee and am a Special District Administrator (SDA). Our District is in its fourth term as a District of Distinction which now includes the Transparency Certification. I currently sit as a Director with a city appointment on Kern Mosquito and Vector board. I have been a Director of the California Association of Public Cemeteries for 15 years and currently am Chairman of the Legislation Committee. I have been involved with the Kern County Special Districts Association since 1995 from when we worked to obtain LAFCo representation for Special Districts.

Most importantly, I have been a manager for the Kern County Cemetery District for 30 years and work daily to keep our cemetery district strong and effective in our community. To that end, I have the SDRMA General Safety Specialist Certification and with that training I work for a compliant, safe and healthy working relationship with our staff.

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

**What special skills, talents, or experience (including volunteer experience) do you have?
(Response Required)**

I feel that community history is very important and am a volunteer with the local Historical Society. I also have sat on the local school board and have been involved with our youth through our church as well as our community through sports and especially by giving our young people a safe and entertaining place to visit after our home football games.

This being said, I feel that I am a committed and thorough person who knows that to get things done you must be involved and be able to think out of the box in difficult situations. You must listen to those around you and sometimes that means keeping one's mouth shut.

I have worked as a Manager for many years and understand the needs of special districts. What SDRMA offers is an integral part of special district operations and I feel that I can bring a passion for the practical needs of Special Districts.

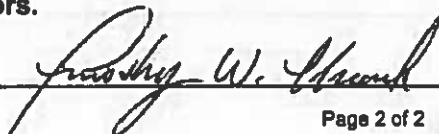
What is your overall vision for SDRMA? (Response Required)

SDRMA has shown great concern for the Special Districts in California as is seen in their commitment to meeting our insurance needs. This is done by listening to the membership and continuing to work on being a better and complete insurance stop. I feel that the Health Insurance part of their programs will be the next large growth area. As we deal with PERB's and the needs of our work force, this area will help to meet the needs of our agencies.

Their education is excellent and they have defined their role in local government very well. It will be necessary to maintain this role and work to educate the membership. SDRMA's commitment to be a cost-effective insurance provider has work well in the past and will continue to do so as long as the Board and staff work together to fulfill their mission statement.

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature



Date: April 24, 2017

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – no attachments will be accepted. No statements are endorsed by SDRMA.

Nominee/Candidate	<u>James M. Hamlin (Jim)</u>
District/Agency	<u>Burney Water & Sewer District</u>
Work Address	<u>20541 Burney Court, Burney, Ca. 96013</u>
Work Phone	<u>(530) 335-2040</u> Home Phone <u>(530) 335-2040</u>

Why do you want to serve on the SDRMA Board of Directors? (Response Required)

Able to look at actuarial evidence. Being able to set adequate rates for both
Insurance program and districts. SDRMA needs to operate as a business.

What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)

Served on hospital district for 24 1/2 years, California Hospital District board
for 8 years, Burney water Sewer board for three years. I had my own insurance
brokerage for 43 years. I did not have an E & O Claim.

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

**What special skills, talents, or experience (including volunteer experience) do you have?
(Response Required)**

see previous question

What is your overall vision for SDRMA? (Response Required)

SDRMA must operate as a viable business. Many district carriers and board members are reluctant to raise rates. When I served on Ca. Hospital Board, many of the board members were not willing to operate as a business because it would affect their hospitals bottom line.

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature

James M. Hamel Date *4-1-2017*

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – no attachments will be accepted. No statements are endorsed by SDRMA.

Nominee/Candidate **MIKE SCHEAFER**
District/Agency **COSTA MESA SANITARY DISTRICT**
Work Address **1551-B BAKER ST, COSTA MESA, CA 92626**
Work Phone **714-435-0300** Home Phone **714-552-9858**

Why do you want to serve on the SDRMA Board of Directors? (Response Required)

As an incumbent on the SDRMA Board I wish to continue providing the service and knowledge that I have been consistent with during my current term. As an insurance professional for over 44 years I bring the experience needed to manage the risks Districts are faced with. Over my term I have consistently made decisions to provide the protections necessary at the most affordable cost. Districts continue to encounter new challenges to their risk management programs. My years of experience, my continued involvement in insurance education and my desire to protect make me a sound choice to continue on the Board of SDRMA.

What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)

Current SDRMA Board Member. President Costa Mesa Sanitary District Board of Directors. Former City Councilmember for the City of Costa Mesa. Former Parks and Recreation Commissioner for the City of Costa Mesa.

Leadership positions, including Board President for the following: Little League Baseball, Boys and Girls Club of the Harbor Area, Costa Mesa Senior Center, The Albert Dixon Memorial Foundation (non profit providing funds for other non-profit agencies).

Over 30 years experience with Lions Clubs International. Served as District Governor, Club President several times. Chaired the California Convention Committee several times. Membership in the organization continues.

My leadership role in all these organizations gave, and give, me experience in the risks that face each. My insurance experience helps me make prudent decisions when challenged with those risks.

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

**What special skills, talents, or experience (including volunteer experience) do you have?
(Response Required)**

Many of the organizations that I have either been elected to or volunteered for quickly put me in a leadership role. They recognized my ability to handle the risks and challenges the organizations meet. I was able to steer those organizations in a clear path to minimize the risk.

I continue to hold a teaching credential in Insurance Education with the local community college District. Additionally I was a professor of Insurance Continuing Education for many years. I have a passion for passing on the knowledge I have acquired over my career.

I have always faced the risk management challenges of any organization with the confidence that the desired outcomes would be realized.

What is your overall vision for SDRMA? (Response Required)

My vision is to continue providing the protection and service to the Special Districts that make them strong in their risk management efforts. I will continue to work for those ends while keeping strong my conviction that rates need to be adequate yet affordable for the Districts.

New technologies, changes in legislation, make it extremely difficult for Districts to keep up with the factors posing new challenges to risk management, insurance, etc. My experience in those areas, my position as an elected official, make me keenly aware of how to protect the Districts.

I will continue to be committed to making SDRMA the leader in protecting the risk management needs of our Special Districts.

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature _____



Date _____

4/25/17

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – no attachments will be accepted. No statements are endorsed by SDRMA.

Nominee/Candidate Michael J. Karen
District/Agency Apple Valley Fire Board
Work Address N/A
Work Phone N/A Home Phone 760-713-3273

Why do you want to serve on the SDRMA Board of Directors? (Response Required)

I would be honored to serve on the SDRMA Board of Directors because I am interested in not only risk management, but insurance as well. I have run my own company and have seen first hand how accidents can affect the bottom line.

What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)

I was appointed to the Apple Valley Fire Board in February of 2016. I was re-elected the same year. During my time on the board, I have already been a part of many great things. The board and I helped to pass Measure A which funds our district in perpetuity. We also passed and have streamlined the budget. I have also been a part of evaluations as well.

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

What special skills, talents, or experience (including volunteer experience) do you have?
(Response Required)

I have been a business owner, and I am a Veteran of Desert Strike/Desert Storm. I am a member of the Apple Valley Chamber of Commerce, Victor Valley Republican, and the Community Emergency Response Team (CERT). I am an elected member of the Republican Central Committee as well as a Director for the Apple Valley Fire District. I have donated my time to seniors, the needy, and Salvation Army. I was also a Man About Town nominee for the High Desert Phoenix Foundation.

What is your overall vision for SDRMA? (Response Required)

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins or other markings on the paper.

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Page 2 of 2

4-20-17

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – no attachments will be accepted. No statements are endorsed by SDRMA.

Nominee/Candidate DAVID Aranda
District/Agency Mountain Meadows Community Services District
Work Address 17780 Highline Rd - Tehachapi CA 93561
Work Phone 661-822-7616 Home Phone 661-300-1231

Why do you want to serve on the SDRMA Board of Directors? (Response Required)

Working with six other board members and the staff,
as a team is challenging and rewarding.

Over the years of my service on the SDRMA Board
I hope the members have found my input to be
beneficial and it is my desire to continue to look
after the members receiving the best service at a
fair cost.

What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)

Service on SDRMA
Service on SOWCA - I was part of the group that
consolidate two entities into one entity which was
very cost effective.
Service on SDLF
Past Service on CSDA - current Education Committee member

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

**What special skills, talents, or experience (including volunteer experience) do you have?
(Response Required)**

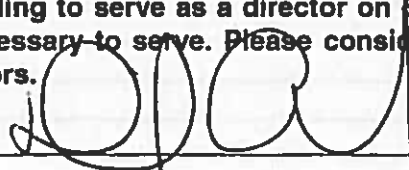
Serving as a General MANAGER over the past twenty plus years and serving as a Board Member ASISTS me in understanding the proper process that benefits the operation of SDRMA
Eighteen years of experience with SDRMA provides a good knowledge base to benefit the members

What is your overall vision for SDRMA? (Response Required)

- 1) Continue to provide excellent service
- 2) Continue the balance of a financially strong pool that provides great policy coverage at the best pricing possible.
- 3) Serve the members with cutting edge software, customer service, oriented employees and a Board that remembers who we are serving!

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature



Date

4-20-17

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – no attachments will be accepted. No statements are endorsed by SDRMA.

Nominee/Candidate	Cindi Beaudet
District/Agency	Temecula Public Cemetery District
Work Address	41911 C Street, Temecula CA 92592
Work Phone	(951)699-1630
Home Phone	(951)541-8736

Why do you want to serve on the SDRMA Board of Directors? (Response Required)

As a member of SDRMA, I've learned first hand the risk and challenges that comes with my type of Special District. I think it is important to have an active and knowledgeable voice representing our industry and districts and that understands the role special districts play and their importance. I will bring sound policy principles to the table and work with my fellow board members in the spirit of collaboration to ensure SDRMA continues to be a cost effective, high quality risk management service.

What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)

I have played an active role in the cemetery industry in both the private sector and with special districts for almost two decades and was elected in 2006 to the Board of California Association of Public Cemeteries (CAPC). While on the Board for CAPC one of my roles was Education Committee Chair, working with executive staff to identify learning and certification opportunities for our members. This experience has provided me with the skills and knowledge of board development, procedures, protocol and policy development.

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

**What special skills, talents, or experience (including volunteer experience) do you have?
(Response Required)**

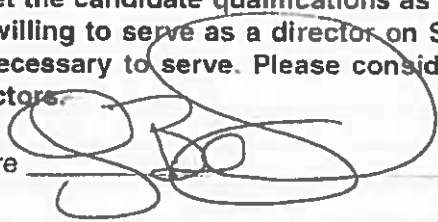
Since 2004 I have served as General Manager to the Temecula Public Cemetery District. I consider myself to be well versed in cemetery leadership, risk mitigation, best management practices and risk reduction. I hold a life insurance license from the State of California. I am an advocate for the cemetery profession, serving as a formal mentor for CAPC. I am engaged and involved heavily in my community and understand first hand the challenges and risk associated with cemetery operations and management.

What is your overall vision for SDRMA? (Response Required)

My overall vision for SDRMA is that it appropriately and accurately addresses the risk and mitigation needs of all its members in a thoughtful and deliberate manner; considering the size, scope and nuances of each type of public agency. This thoughtful consideration will provide better service to our members while maintaining the cost effective quality programs SDRMA continues to offer.

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature



Date

4/27/17

Special District Risk Management Authority

Board of Directors

Candidate's Statement of Qualifications

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – no attachments will be accepted. No statements are endorsed by SDRMA.

Nominee/Candidate Jean Bracy, SDA
District/Agency Mojave Desert Air Quality Management District
Work Address 14306 Park Ave., Victorville, CA 92392
Work Phone 760-245-1661

Why do you want to serve on the SDRMA Board of Directors?

I have served on the SDRMA Board of Directors since 2010. In 2017 I was elected by the Board to be the **Board President**. The Board strives to provide a variety of avenues for members to be successful and has adopted many important programs and policies aimed to provide members **cost effective coverage**. Each year, the Board **carefully considered** rates for services and from 2009 to 2016 voted to hold rates flat for the property/liability program. Through strategic planning SDRMA has a **strong financial base**. SDRMA has included **Cyber Coverage**; provided a **FREE Law Legal Hotline**; established a **multiple-policy discount (5%)** for each member who belongs to both the property/liability and the workers compensation programs; shares investment earnings with members through a **longevity distribution**; established the **loss prevention allowance funds** which reimburses members for safety-related costs up to \$1,000; launched and enhanced the SDRMA **interactive website**; provided **FREE online training** through Target Solutions; launched a **Safety Specialist Certificate** program; and contracted with Company Nurse to provide **FREE screening services** for work-related injury cases. I have worked closely with SDRMA for **17 years**. I am attracted to its member-focused, pro-active, and positive mission. I would like to see – and be a part of – SDRMA continue this member-centric approach.

What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization)

I am serving my eighth year on the **SDRMA Board of Directors** and in 2017 I am the Board President. I am serving my fifth year on the Board of Directors for the **Special District Leadership Foundation (SDLF)** and I am the Board Secretary. On this Board I have been part of the continuing expansion of the SDLF programs, including the premier program, **District of Distinction**, also the Special District Administrator Certificate, the Recognition of Special District Governance, and the District Transparency Certificate of Excellence.

My career experience with special districts has helped me to understand the issues specific to smaller organizations. I have learned what it really means for an organization to do more with less. I have also learned that political realities for special districts are distinct from other forms of governments. As the Deputy Director – Administration for the Mojave Desert Air Quality Management District, I am the staff representative to the Governing Board Committees for Budget and Personnel. I am a member of and have chaired the California Air Pollution Control Officers Association (CAPCOA), statewide committees for Fiscal and Human Resource officers. I organized and have chaired the Alternate Fuel Task Force for the Mojave Desert air basin; I have represented the District in the Antelope Valley Clean Cities Coalition.

My working opportunities have crossed several public service types. I served as the Victorville city representative to the Technical Advisory Committee for the Victor Valley Transit Authority and as the City representative and officer on the Executive Committee of the Regional Economic Development Authority. I volunteered four years on the Board of Directors of the Victor Valley Federal Credit Union. For six years, I worked as an adjunct professor at Victor Valley Community College teaching Public Works Administration.

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

What special skills, talents, or experience (including volunteer experience) do you have?

As professional and as a volunteer, I have a wide range of experiences with organizational structures, long term and vision planning, development of staff and volunteers, and resource and program management. My experience of leading organizational activities and implementing change for growth includes bringing together intergenerational and multicultural groups to achieve common goals.

I am an effective manager with expertise in efficient and productive management implementing process improvements in finance, human resources, risk management, and a wide variety of related administrative and organizational functions. I have led highly skilled teams to support the achievement of overall agency goals and objectives.

I earned a Master's Degree in Public Administration from California State University, San Bernardino

I earned the Special District Administrator Certification from the Special Districts Leadership Foundation

I earned the Recognition of Special District Governance from the Special Districts Leadership Foundation

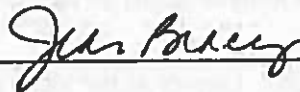
I earned the Masters Certification in Labor Relations from the California Public Employers Labor Relations Association (CALPELRA)

What is your overall vision for SDRMA?

I want to continue contributing my experience and expertise to SDRMA's overall function to further strengthen and enhance the lines of services provided by SDRMA. I want to see members educated to be wise in their management to reduce costs and deliver their very important missions to their communities. I want to be part of the mission to enhance the member's experience through claims management and education that leads to loss prevention.

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature



Date

2-27-17



STAFF REPORT

Agenda Item 6.1

AGENDA DATE:	August 21, 2017
TO:	Board of Directors
PREPARED BY:	Nancy Stephenson, Director of Community Strategies
SUBJECT:	Community Advisory Committee

BACKGROUND

In 2016 RCEA's Board of Directors and staff formed the Community Advisory Committee to serve as a liaison to the public and provide support and insight for the launch of Community Choice Energy. Now that the launch has been accomplished, and their agreed upon initial time commitment ended in July 2017, the committee and the charter need updating with clarification about the focus and membership of the CAC going forward.

The Community Advisory Committee held two meetings in July 2016 in preparation for a Community Workshop that same month. They met again in August to process the information that was gathered, and then began preparations for public workshop #2 that was held in September. There were two meetings in October to review all the feedback and present key messages and recommendations to the RCEA Board of Directors.

The CAC met recently on July 24, 2017 in the RCEA conference room to update members on CCE's progress. The original committee was comprised of 8 members, 5 attended this July 24 meeting: Norman Bell, Kit Mann, Luna Latimer, Richard Johnson, Sheri Woo. **Staff** present was Richard Engel, Nancy Stephenson, and Aisha Cissna. **Absent members:** Kathy Srabian, Erin Dunn, Matty Tittman. **Moved out of the area:** Heidi Otten.

Topics included discussion about rates, revenues, logistics, account retention, procurement updates, communications, future plans, and CAC membership status. Members of the committee wish to continue, staff would like to schedule regular meetings, but it was agreed that more members would make the committee more comprehensive, relevant and successful.

To move forward with next steps, staff requests that the Board:

- 1) Review and discuss the CAC Charter and the purpose and goals for this committee.
- 2) Provide input and direction on expanding CAC membership to maintain 8+ active members. Each board member could continue to be responsible for nominating 1 member, striving for balanced stakeholders and community members.
- 3) Provide input on member term length, which could be 1-4 years, preferably staggered.

STAFF RECOMMENDATION:

Provide input and guidance to staff on next steps for Community Advisory Committee.

ATTACHMENTS:

1. Community Advisory Committee Charter.

**REDWOOD COAST ENERGY AUTHORITY
COMMUNITY ADVISORY COMMITTEE CHARTER**

2016-2017

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Public Engagement Process

Purpose of Redwood Coast Energy Authority

The Redwood Coast Energy Authority (RCEA) is a Joint Powers Authority whose members include the County of Humboldt, the Cities of Arcata, Blue Lake, Eureka, Ferndale, Fortuna, Rio Dell, and Trinidad, and the Humboldt Bay Municipal Water District.

RCEA's purpose is to develop and implement sustainable energy initiatives that reduce energy demand, increase energy efficiency, and advance the use of clean, efficient and renewable resources available in the region.

Purpose of Public Engagement

- Provide clarity to the public and the Board on the Community Choice Aggregation Program (CCA):
 - Provide education to increase understanding and awareness of the CCA program
 - Build trust and confidence in the program with the public
- Create inclusion for members of the public so they are—and are—heard and understood
- Build community support for the CCA program
- Provide input to the Board and staff before decisions are made
- Engage a broad diversity of community stakeholders
- Ensure that RCEA/CCA decisions are made in alignment with explicitly stated criteria

Goals and Desired Outcomes of Public Engagement

- A very low CCA opt-out rate (opt-out<10%)
- Community enthusiasm and support for CCA decisions
- High participation in the public engagement process
- Recognition of RCEA's desire for high standards for public engagement:
 - Establish ongoing processes, not just engagement on initial launch decisions

RCEA Public Engagement Principles

Accountability and Transparency

RCEA will enable the public to participate in decision-making by providing clear information on the issues, the ways to participate, and how their participation contributes to the decision.

Fairness and Respect

RCEA will maintain a safe environment that cultivates and supports respectful public engagement.

Accessibility

RCEA will respect and encourage participation by providing ample public notice of opportunities, resources, and accommodations that enable all to participate.

Predictability and Consistency

RCEA will prepare the public to participate by providing meeting agendas, discussion guidelines, notes, and information on next steps.

Efficient Use of Resources

RCEA will balance its commitment to provide ample opportunities for public involvement with its commitment to delivering government services efficiently and using RCEA resources wisely to make effective forward progress on RCEA's goals.

Evaluation

RCEA will monitor and evaluate its public participation efforts to identify and act on opportunities to improve its processes.

Role of RCEA's Community Advisory Committee in 2016

Role

- Help plan and conduct two workshop-style community meetings in which participants:
 - Learn about the purpose of Community Choice Aggregation
 - Provide feedback on the Technical Study Scenarios and Implementation Plan
- Understand and summarize the feedback from the community meetings
- Provide the RCEA Board with a synthesis of the feedback from the community meetings
- Make recommendations to the Board based on the feedback from the community meetings (?)

Community Advisory Committee Work Plan in 2016

Start-Up (2 meetings in June, 2016)

CAC has...

- An agreement on Community Advisory Committee Charter
- An understanding of the three other committee's (technical, environmental, and economic) and how they inter-relate with CAC
- An understanding of the purpose of the first public workshop
- An agreement on the stakeholders they want to encourage to participate in the public workshops
- An understanding of the complementary mechanisms being put in place to gather input and feedback and their responsibilities regarding the data being gathered through those mechanisms
- Agreement on the purpose, outcomes, detailed agenda and ground rules for the initial public workshop and their role in it

Community Meeting # 1 (July 28 (?), 2016)

Purpose: By the end of the meeting participants will...

- Understand the purpose and history of the Community Choice Aggregation Program
- Understand RCEA's public engagement process in 2016 (and results of previous processes)
- Revisit (confirm? modify?) RePower goals and criteria
- Understand the purpose of the Technical Study Scenarios and the Scenarios themselves
- Provide feedback on Technical Study Scenarios
- Understand how their feedback will be used, by when
- Understand next steps

Messages from Community workshop (August, 2016)

The CAC will:

- Review and understand the feedback
- Synthesize messages from community meeting (from complementary mechanisms?)
- Develop recommendations (?) based on the feedback from the community meetings for the RCEA Board of Directors
- Present key messages and recommendations to the RCEA Board of Directors (August 15?)

Community Advisory Committee Work Plan in 2016

Community Meeting # 2 (September 12 (?), 2016)

Purpose: By the end of the meeting participants will...

- Understand the purpose and history of the Community Choice Aggregation Program
- Understand RCEA's public engagement process in 2016 (and results of previous processes)
- Understand the RePower goals and criteria
- Understand what was accomplished at previous community workshop in July
- Understand proposed Implementation Plan
- Provide feedback on proposed Implementation Plan
- Understand next steps

Messages from Community workshop (October, 2016)

Tasks:

- Review and understand the feedback
- Synthesize messages from community meeting (from complementary mechanisms?)
- Develop recommendations (?) based on the feedback from the community meetings for the RCEA Board of Directors
- Present key messages and recommendations to the RCEA Board of Directors (October 17?)

CAC Charter (November, 2016)

Based on feedback from community workshops, refine and modify the role, charter, and process for the CAC.

Charter of the Community Advisory Committee (continued)

Advisory Committee Decision-Making Process

Agree on the recommendations to the RCEA Board by consensus. In other words, every Advisory Committee member:

- Understands the decision
- Has had a chance to express his or her concerns
- States that he or she is willing to actively support the decision(s).

Every effort will be made to reach consensus. When consensus on any recommendation cannot be reached in a timely fashion and there is significant disagreement over direction, the decision will "fallback to" and be made by a super majority (two-thirds) of the full Committee. In the event of a "fallback decision," the Board will request that the broad range of thinking underlying the recommendations be reported. The RCEA Board will make the final decision.

Quorum to conduct business is 75% (three quarters) of Committee membership.

Note: This Committee is advisory in nature and shall have no final decision-making authority. Any activity or recommendation from this Committee requiring policy direction or action shall be presented to the Board of RCEA for their consideration.

Charter of the Community Advisory Committee (continued)

RCEA Board Member(s) Role (?)

- Contribute content knowledge
- In an environment of shared leadership, support and help the committee to carry out its charter
- Encourage participation and help create a civil, collaborative environment
- Provide or obtain resources necessary for the committee to do its job
- With input from the committee, plan meetings with facilitator/consultant
- Participate as a committee member

Committee Members Role

- Participate actively and fully in committee work to achieve the charter
 - Share committee and subcommittee responsibilities
 - Surface issues and work to resolve them collaboratively
 - Take responsibility for assignments between meetings and preparing for meetings
 - Actively solicit and encourage participation in community meetings
 - Actively challenge themselves to understand different perspectives on the committee and in public meetings
 - Commit to follow-through on this charter until it is completed
 - Attend all agreed-upon meetings. If a committee member is unable to participate fully and has frequent absences, the Board will replace the member
 - Contribute to development of meeting agendas
-

Charter of the Community Advisory Committee (continued)

Consultant/Facilitator Role

- Contribute process knowledge and advocate for fair and effective process
- Help plan and facilitate committee and community meetings
- Encourage participation and help create a civil, collaborative environment
- Help group stay focused on task and build agreements
- Remain neutral and make sure each committee members ' thoughts and ideas are heard and that input and feedback from the public is fairly considered
- As needed, orient small group facilitators for large meetings

Recorder Role

- Capture committee members' ideas on flip chart paper during meetings
- Document meeting notes
- Remain neutral and capture each person's ideas as accurately as possible
- Help capture thoughts and ideas during meetings with committee and the public

RCEA Staff Role

- Provide support for scheduling meetings, transcribing notes, preparing documents for the Board
- Provide guidance and content expertise
- Act as a resource for the Community Advisory Committee
- Attend Committee meetings
- Consult with facilitator/consultant and technical experts
- Request content advice and expertise from the technical experts as needed

Technical Experts

- Provide information and experience to the Community Advisory Committee, the staff, and to the public in a manner that allows and supports their providing informed feedback
 - Work with staff and consultant/facilitator to design the community meetings to make best use of people's time and to encourage their participation
-

Charter of the Community Advisory Committee (continued)

Proposed Ground Rules

- Listen carefully — try to understand, **first**
- Ask questions to increase your understanding of others' points of view
- Be open to divergent views
- Keep the "good of the whole" in mind at all times
- Help group stay on track
- Share the "air time."
- One speaker at a time (Avoid interrupting each other)
- End group meetings with an evaluation of how you are doing as a committee
- Have fun!!!

Meeting Procedures

- Plan outcomes and agenda for each meeting beforehand
 - Review and agree on outcomes and agenda at start of each meeting
 - Close each meeting by summarizing agreements, action items and evaluating committee functioning
 - Distribute meeting notes within seven days after meetings
 - Distribute meeting agendas prior to the meetings
-



REDWOOD COAST Energy Authority

STAFF REPORT Agenda Item 6.2

AGENDA DATE:	August 21, 2017
TO:	Board of Directors
PREPARED BY:	Matthew Marshall, Executive Director
SUBJECT:	RCEA Financial Reporting

SUMMARY

RCEA's budget and financial responsibility have growth considerably with the launch of the Community Choice Energy Program. An important element of good financial management is making information accessible and understandable to the public.

Staff requests input and direction from the Board on methods to effectively provide financial information and updates to the public.

STAFF RECOMMENDATION:

Provide direction to staff on methods to communicate financial information to the public.

ATTACHMENTS

None



REDWOOD COAST Energy Authority

STAFF REPORT Agenda Item 7.1

AGENDA DATE:	August 21, 2017
TO:	Board of Directors
PREPARED BY:	Richard Engel, Director of Power Resources
SUBJECT:	Community Choice Energy Program Update

BACKGROUND

Having completed program launch and the enrollment of all customers (with the exceptions of Ferndale and a few hundred net metered solar customers whose true-up dates have not yet occurred), the Community Choice Energy team have turned our attention to the recurring activities of our operational phase. Following is a summary of recent program activities.

Customer Participation

As of August 14, RCEA has enrolled 61,277 customers. 4.2% of eligible customers, representing 4.4% of our potential customer load, have opted out of the program to date, still well below the 7% projection we used during program launch. 518 of our customers have opted up to the 100% renewable REpower+ service; this represents a small fraction of our load, but with the City of Arcata committed to opting up its accounts and other institutional account holders considering opting up, demand for REpower+ service could begin to significantly impact our renewable energy procurement needs above base levels.

Rate and Power Content Comparison

The California Public Utilities Commission requires Community Choice Energy programs and their counterpart investor-owned utilities to jointly publish annual disclosures comparing their rates and their power mixes. Normally these disclosures are mailed out to all customers by July 1. Because of the startup mode of our program, we requested and were granted permission to delay these disclosures until September 1 this year.

We have recently finalized our mailer (see sample attached), which provided another opportunity to work in close collaboration with PG&E. Four versions of the mailer are being sent out, with different content as appropriate for residential and small, medium, and large commercial customers. More detailed versions of the disclosure will be made available online through PG&E's and RCEA's websites, with every rate schedule represented.

The cost of printing and postage for the mailers is being shared equally by RCEA and PG&E. PG&E agreed to have the printing and mailing done by local business Times Printing instead of PG&E's usual print/mail provider, keeping more dollars here in the community.

Staffing

RCEA is pleased to announce we are bringing new staffing support to our CCE program. Starting today, August 21, Mahayla Slackerelli is filling a new energy specialist position. Mahayla is currently finishing the master's program in Energy Technology and Policy at Humboldt State, focusing her thesis on ownership structures for utility scale solar and how this can support CCE program goals. She also serves as a member of the City of Arcata's energy committee. She will provide data analysis for wholesale power procurement, development of local power projects, and retail power sales, as well as direct customer support.

We also have recently filled two CivicSpark positions in support of our CCE program; these fellows will perform research and analysis to help us understand the impact our program is having on the community, as well as contributing to CCE marketing and outreach and other RCEA program needs.

STAFF RECOMMENDATION:

None – this staff report is for Board's information only.

ATTACHMENTS

Joint rate and power content mailer (sample)



REDWOOD COAST Energy Authority

STAFF REPORT Agenda Item 7.2

AGENDA DATE:	August 21, 2017
TO:	Board of Directors
PREPARED BY:	Matthew Marshall, Executive Director
SUBJECT:	Staffing and CalCCA Updates

SUMMARY

Staffing:

The RCEA reorganization process approved by the board in December 2017 has been steadily proceeding and for the most part is complete, with all key new positions filled (organization Chart approved by the Board in December attached for reference). Additional details will be provided in an oral report during the meeting.

California Community Choice Association (CalCCA):

CalCCA continues to develop as an effective association of Community Choice Energy Programs, providing support to operational CCE's as well as serving as a resource for community in the exploration or formation process.

One particular item of note is CalCCA's efforts to lead and coordinate engagement on the upcoming CPUC proceeding on the Power Charge Indifference Adjustment (PCIA) exit fees. The size and unpredictability of the PCIA can be a significant challenge for RCEA and other CCE programs to manage around, and so participation in this proceeding to support the development and adoption of a better PCIA methodology will be an important activity in the coming months. Additional details will be provided in an oral report during the meeting.

STAFF RECOMMENDATION:

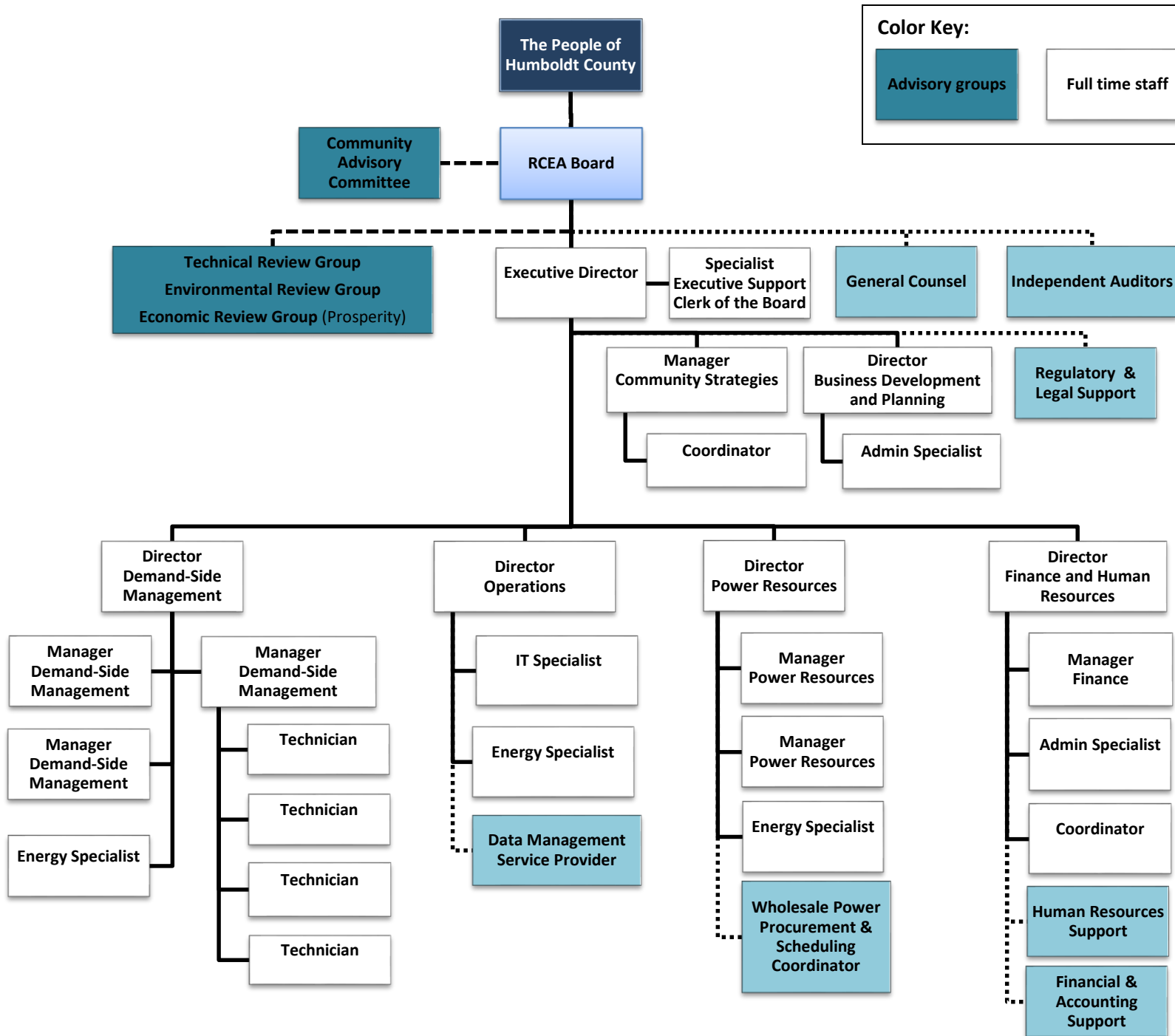
None – this staff report is for Board's information only.

ATTACHMENTS

RCEA Organization Chart

Redwood Coast Energy Authority - Organization Chart

Adopted December 2016



Color Key:

Advisory groups

Full time staff

Core Contracted Service