



# 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

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## MEETING AGENDA

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

**February 22, 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 Lexie Fischer 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 January 11, 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. Community Choice Aggregation

Schedule and implementation planning update.

Second Reading and Consideration of Adoption of Ordinance No. 2016-1  
Authorizing the Implementation of a Community Choice Aggregation Program by  
RCEA as the Community Choice Aggregator.

### VII. STAFF REPORTS

- A. Matthew Marshall, Executive Director

### VIII. ADJOURNMENT

***The next RCEA Board of Directors Business Meeting is scheduled for  
Monday, March 21<sup>st</sup>, 2016 at 3:15p.m.***



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## MEETING MINUTES

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

January 11, 2016  
Monday, 3:15 p.m.

### I. ROLL CALL

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

Present: Susan Ornelas, Sheri Woo, Jean Lynch, Linda Atkins, Tim Marks, Dwight Miller.

Absent: Tiara Brown, Ryan Sundburg, Doug Brower.

Staff: Matthew Marshall, Nancy Diamond, Lexie Fischer.

Guests: Sara Demetroff, Steve Salzman.

### II. REPORTS FROM MEMBER ENTITIES

None

### III. ORAL COMMUNICATIONS

None

### IV. CONSENT CALENDAR

A. Approve Minutes of December 14, 2015 Board Meeting.

B. Approve attached Warrants.

C. Accept attached Financial Reports

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

### V. REMOVED FROM CONSENT CALENDAR ITEMS

D. Approve Memorandum of Understanding with Runyon, Saltzman, Einhorn, Inc. for the 2016 Energy Upgrade CA Community Outreach Ambassador Program.

Director Ornelas removed Item D to request clarification regarding EUCA Ambassador Program scheduled outreach events.

**M/S/C: Ornelas, Miller: approve Consent Calendar item D.**

### VI. NEW BUSINESS

E. RCEA FY15-16 Budget Adjustments

Executive Director Marshall presented proposed adjustments to the FY15-16 budget related to Energy Watch program funding increases, staff development training, and legal services.

**M/S/C: Miller, Ornelas: Approve proposed revisions to the RCEA Fiscal Year 2015-16 Annual Budget.**

## F. Community Choice Aggregation

Executive Director Marshall reported on the status of the request for proposals for CCA launch and operations service providers and provided information on the proposed Ordinance No. 2016-1 to begin the process of designating RCEA as the Aggregator for a Community Choice Program. RCEA Legal Counsel Diamond provided additional background information and reported on the development of an ordinance template that can be used by RCEA member jurisdictions to opt into the RCEA CCA; each jurisdiction that wishes to allow their community to participate in the RCEA CCA must adopt their own ordinance to do so.

Community member Sara Demetroff provided a letter to the board expressing concern over potential impacts to solar net-energy-metering customers is the rate structuring and customer enrollment process is not handled correctly and/or as a result in changes to PG&E's net metering rules. Community member Steve Salzman expressed a similar concern as well as concern over the potentially high cost of local biomass. The Board discussed these concerns and revised the text of the ordinance to include analysis of potential impacts on current solar customers.

**M/S/C: Miller, Ornelas: Introduce Ordinance No. 2016-1 authorizing the implementation of a Community Choice Aggregation Program by RCEA as the Community Choice Aggregator with the addition of language regarding impact to current solar customers into section H item 1. Ayes: Atkins, Ornelas, Lynch, Woo, Miller; Noes: Marks.**

## G. Executive Director 2016 Work Plan

Executive Director Marshall presented a 2016 work plan, including planned quarterly goals and objectives.

**M/S/C: Ornelas, Lynch: Approve 2016 Executive Director Work Plan.**

## VII. ADJOURNMENT

Board Chair Atkins adjourned the meeting at 4:28 p.m.

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**Redwood Coast Energy Authority**  
**Warrants Report**  
As of January 31, 2016

Type	Date	Num	Name	Memo	Amount
Check	01/01/2016	EFT	CoPower	January Premium	-213.30
Liability Check	01/07/2016	E-pay	EDD	DE88 Q1 2016 SDI/PIT January	-1,268.96
Liability Check	01/07/2016	E-pay	EDD	DE88 Q1 2016 ETT/UI January	-1,062.24
Liability Check	01/07/2016	E-pay	Internal Revenue Service	941 Q1 2016 January	-8,163.28
Check	01/08/2016	6170	Cash:Valerie Gizinski	EUC Project Completion Refund / Receipt #10048	-300.00
Check	01/08/2016	6171	Cash:Peter LaVallee	EUC Project Completion Refund / Receipt #10010	-150.00
Bill Pmt -Check	01/08/2016	6172	AMEX	December Statement 12/25/15	-283.65
Bill Pmt -Check	01/08/2016	6173	Campbell, A.	December Mileage	-22.89
Bill Pmt -Check	01/08/2016	6174	Clayton, C.	Storage Containers x3	-33.90
Bill Pmt -Check	01/08/2016	6175	Durant, M.	Graphic Design Services	-112.50
Bill Pmt -Check	01/08/2016	6176	Fischer, A.	Hospitality CCA Presentation/Fortuna 12/8/15	-107.36
Bill Pmt -Check	01/08/2016	6177	Mattio, B.	December mileage	-36.80
Bill Pmt -Check	01/08/2016	6178	McKeever Energy & Electric, Inc.	EVCN Willow Creek/Fortuna ARV 14-046	-12,470.75
Bill Pmt -Check	01/08/2016	6179	Means, M.	December mileage	-120.18
Bill Pmt -Check	01/08/2016	6180	MGC	Venue Rental / McLean Room-CCA Presentation	-70.00
Bill Pmt -Check	01/08/2016	6181	North Coast Journal	CCA advertising insert	-1,800.00
Bill Pmt -Check	01/08/2016	6182	Ourevolution	Project Construction Oversight EVCN ARV-13-029	-1,045.00
Bill Pmt -Check	01/08/2016	6183	Quill	Office supplies	-294.75
Bill Pmt -Check	01/08/2016	6184	Scrapper's Edge	Home Upgrade flyer copies	-32.17
Bill Pmt -Check	01/08/2016	6185	Sequoia Conference Center	VOID-payee change	0.00
Bill Pmt -Check	01/08/2016	6186	Siskiyou County EDC	November Services ARV-13-012	-355.00
Bill Pmt -Check	01/08/2016	6187	Terry, P.	December mileage	-24.44
Bill Pmt -Check	01/08/2016	6188	The Eel River Multi-Generational Center	VOID-payee change	0.00
Bill Pmt -Check	01/08/2016	6189	Tolley, M.	December Mileage	-3.11
Bill Pmt -Check	01/08/2016	6190	HSU Fdn	August services ARV-13-029 SP28733/000163	-4,996.84
Bill Pmt -Check	01/08/2016	6191	Mission Uniform & Linen	December mat service/janitorial supplies	-79.31
Bill Pmt -Check	01/08/2016	6192	Verizon Wireless	December tablet/cell service for field staff/mobile t	-119.73
Paycheck	01/08/2016	6193-6209	Payroll	January Net Payroll	-22,149.73
Bill Pmt -Check	01/08/2016	6210	FedEx	Delivery	-49.61
Bill Pmt -Check	01/08/2016	6211	North Coast Cleaning	December cleaning service	-365.00
Bill Pmt -Check	01/08/2016	6212	Shafer's Ace	VOID	0.00
Bill Pmt -Check	01/08/2016	6213	SDRMA Medical	February premium	-11,817.72
Bill Pmt -Check	01/08/2016	6214	Shafer's Ace	Hardware and materials	-51.25
Liability Check	01/09/2016	6215	Calvert	December Deposit	-99.02
Bill Pmt -Check	01/10/2016	EFT	VISA	December Statement 11/21/15 - 12/21/15	-241.63
Bill Pmt -Check	01/11/2016	6216	HCOE	Deposit-CCA presentation 2/25/16	-173.00
Liability Check	01/13/2016	E-pay	Internal Revenue Service	940 Q4 2015 December / 2015 Credit Reduction E	-2,812.27
Bill Pmt -Check	01/22/2016	EFT	AT&T	January telephone service	-299.05
Paycheck	01/25/2016	6217-6234	Payroll	January Net Payroll	-22,740.05
Liability Check	01/25/2016	6235	Umpqua Bank	HSA / January Deposit	-558.36
Liability Check	01/25/2016	6236	Calvert	January Deposit 10684	-4,697.56
Bill Pmt -Check	01/25/2016	6237	ABC Office Equipment	December service contract and print charges	-171.74
Bill Pmt -Check	01/25/2016	6238	Abruzzi	Catering service/CCA Presentation	-578.22
Bill Pmt -Check	01/25/2016	6239	Biondini, L.	January travel expenses	-110.35
Bill Pmt -Check	01/25/2016	6240	Boudreau, D.	January mileage	-31.10
Bill Pmt -Check	01/25/2016	6241	Diamond, Nancy	December legal services	-777.00
Bill Pmt -Check	01/25/2016	6242	FedEx	Delivery Service	-62.33
Bill Pmt -Check	01/25/2016	6243	Fischer, A.	January mileage	-9.07
Bill Pmt -Check	01/25/2016	6244	HSU Fdn	September Services ARV-13-012 SP28906/00016	-3,983.22
Bill Pmt -Check	01/25/2016	6245	Humboldt Lock & Safe	8 Master Locks for EV Charging Units	-94.83
Bill Pmt -Check	01/25/2016	6246	Marshall, M.	December travel/purchase reimbursement	-177.51

**Redwood Coast Energy Authority**  
**Warrants Report**  
As of January 31, 2016

<b>Type</b>	<b>Date</b>	<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Amount</b>
Bill Pmt -Check	01/25/2016	6247	Petrella, A.	January mileage	-71.98
Bill Pmt -Check	01/25/2016	6248	Quill	Office supplies	-158.72
Bill Pmt -Check	01/25/2016	6249	Ramone's	Hospitlity-EUC Home Upgrade Workshop 1/15/16	-59.92
Bill Pmt -Check	01/25/2016	6250	Recology	December service	-75.27
Bill Pmt -Check	01/25/2016	6251	SDRMA P&L	Certificates	-375.00
Bill Pmt -Check	01/25/2016	6252	Winker, B.	January travel expenses/EUCA Training Workshop	-66.96
Bill Pmt -Check	01/25/2016	6253	Winzler, John	Office Lease -February	-4,100.00
Bill Pmt -Check	01/25/2016	6254	Pierson's	Hardware and Materials	-35.69
Check	01/25/2016	6255	Cash	VOID:	0.00
Liability Check	01/26/2016	E-pay	EDD	DE88 Q1 2016 SDI/PIT January	-1,261.37
Liability Check	01/26/2016	E-pay	EDD	DE88 Q1 2016 ETT/UI January	-1,082.75
Liability Check	01/26/2016	E-pay	Internal Revenue Service	941 Q1 2016 January	-8,232.76
Bill Pmt -Check	01/28/2016	6256	Statewide Arcata	EV Charge Station Signage	-248.25
Bill Pmt -Check	01/28/2016	6257		VOID	0.00
					-120,984.45

## Redwood Coast Energy Authority Amex Detail

Type	Date	Num	Name	Memo	Amount	Balance
						<b>291.90</b>
Bill	11/25/2015	November	AMEX	November Statement	-82.25	209.65
Credit Card Charge	12/02/2015	1057305S	Travel Store	Booking fee: Marshall/CEC Workshop, Sac	12.00	221.65
Credit Card Charge	12/07/2015	64217326	Holiday Inn Capitol Plaza	Marshall: CA Energy Commission - Sacrame	120.75	342.40
Credit Card Charge	12/08/2015	3OSSY3	Enterprise	Marshall: CA Energy Commission - Sacrame	104.17	446.57
Bill	01/06/2016	December	AMEX	December statement 12/25/15	-283.65	162.92
					<b>-128.98</b>	<b>162.92</b>
					<b>-128.98</b>	<b>162.92</b>

## Redwood Coast Energy Authority VISA Detail

Credit Card Charge	11/24/2015	217079	Extended Stay America	Fischer/PGE Energy Insight Training, San R	98.68	98.68
Credit Card Charge	11/25/2015	November	Uberconference	Conference Call Subscription	11.36	110.04
Credit Card Charge	12/04/2015	Visa	Square	December Card Reader Fee	20.00	130.04
Credit Card Charge	12/08/2015	CC	Intuit	90-Day Service Support Plan	89.95	219.99
Bill	12/09/2015	November	VISA	November statement 10/21-11/20/15	-142.99	77.00
Credit Card Charge	12/11/2015	506929	Pitney Bowes	December rental	21.64	98.64
Bill	12/21/2015		VISA	December Statement 11/21/15 - 12/21/15	-241.63	-142.99
					<b>-142.99</b>	<b>-142.99</b>
					<b>-142.99</b>	<b>-142.99</b>

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

	<u>Jul - Dec 15</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>	335,640.23	792,198.00	42.4%
<b>Total 5100 · Revenue - program related sales</b>	9,557.23	17,500.00	54.6%
<b>5300 · Revenue - investments</b>	0.00	200.00	0.0%
<b>Total 5400 · Revenue-nongovernment agencies</b>	705,069.44	1,449,150.00	48.7%
<b>Total 5 REVENUE EARNED</b>	1,050,266.90	2,259,048.00	46.5%
<b>Total Income</b>	1,055,266.90	2,264,048.00	46.6%
<b>Gross Profit</b>	1,055,266.90	2,264,048.00	46.6%
<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>	333,889.76	694,500.00	48.1%
<b>7220 · Wages - interns</b>	31,111.01	58,800.00	52.9%
<b>7230 · Pension Plan Contributions</b>	9,551.32	22,500.00	42.5%
<b>7240 · Employee Benefits-Insurance</b>	87,925.74	230,200.00	38.2%
<b>7250 · Payroll Taxes Etc.</b>	36,433.31	77,000.00	47.3%
<b>7255 · Worker's Comp Insurance</b>	3,544.79	13,700.00	25.9%
<b>Total 7260 · Paid Time Off</b>	46,610.14	108,000.00	43.2%
<b>7265 · Jury Duty</b>	73.65		
<b>Total 7200 · Salaries, Wages &amp; Benefits</b>	549,139.72	1,204,700.00	45.6%
<b>Total 7 EXPENSES - PERSONNEL</b>	549,221.51	1,206,300.00	45.5%
<b>8 NON-PERSONNEL RELATED EXP</b>			
<b>8100 · Non-Personnel Expenses</b>			
<b>8110 · Office Supplies</b>	2,500.27	5,000.00	50.0%
<b>8111 · Furniture &amp; Equipment</b>	291.63	2,800.00	10.4%
<b>Total 8120 · Information Technology</b>	5,444.31	15,000.00	36.3%
<b>Total 8130 · Telephone &amp; Telecommunications</b>	2,698.25	6,500.00	41.5%
<b>8140 · Postage &amp; delivery</b>	1,037.63	1,800.00	57.6%
<b>Total 8170 · Printing &amp; copying</b>	4,035.39	7,500.00	53.8%
<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>	1,224.23	4,000.00	30.6%
<b>8100 · Non-Personnel Expenses - Other</b>	10.00		
<b>Total 8100 · Non-Personnel Expenses</b>	18,071.84	44,400.00	40.7%

	<b>Jul - Dec 15</b>	<b>Budget</b>	<b>% of Budget</b>
<b>8200 · Facility Expenses</b>			
8210 · Office Lease	24,600.00	49,200.00	50.0%
<b>Total 8220 · Utilities</b>	3,690.03	10,000.00	36.9%
8230 · Janitorial	3,013.45	6,500.00	46.4%
8240 · Facility repairs & maintenance	569.43	3,500.00	16.3%
8250 · EV Station Repairs & Maintenanc	1,365.21	1,200.00	113.8%
<b>Total 8200 · Facility Expenses</b>	<b>33,238.12</b>	<b>70,400.00</b>	<b>47.2%</b>
<b>Total 8300 · Travel &amp; Meeting Expense</b>	<b>7,393.82</b>	<b>17,000.00</b>	<b>43.5%</b>
<b>Total 8320 · Meetings, workshops &amp; events</b>	<b>1,719.70</b>	<b>6,500.00</b>	<b>26.5%</b>
<b>8500 · Other Expenses</b>			
8520 · Insurance P&L	275.00	8,400.00	3.3%
8530 · Dues & Memberships	1,230.01	3,500.00	35.1%
8540 · Staff Development	437.76	1,000.00	43.8%
<b>Total 8560 · Website Expenses</b>	177.50	500.00	35.5%
<b>Total 8570 · Advertising &amp; Marketing Expense</b>	5,517.68	10,000.00	55.2%
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	221.38	500.00	44.3%
8596 · Flex Billing Service Fee	88.15		
8597 · EV Site Host Pmts	669.88		
<b>Total 8500 · Other Expenses</b>	<b>8,627.36</b>	<b>24,600.00</b>	<b>35.1%</b>
<b>8600 · Capital Development - Facility</b>			
8615 · EV Station Equip-Svcs-Supplies	112,162.52	115,000.00	97.5%
8600 · Capital Development - Facility - Other	0.00	1,000.00	0.0%
<b>Total 8600 · Capital Development - Facility</b>	<b>112,162.52</b>	<b>116,000.00</b>	<b>96.7%</b>
<b>8700 · Professional Services</b>			
8710 · Contracts - Program Related Ser	105,867.47	478,440.00	22.1%
8720 · Accounting	200.00	30,000.00	0.7%
8740 · Legal	15,381.85	15,000.00	102.5%
8750 · Organizational Development	0.00	500.00	0.0%
<b>Total 8700 · Professional Services</b>	<b>121,449.32</b>	<b>523,940.00</b>	<b>23.2%</b>
<b>Total 8 NON-PERSONNEL RELATED EXP</b>	<b>302,662.68</b>	<b>802,840.00</b>	<b>37.7%</b>
<b>Total 9 INCENTIVES &amp; REBATES</b>	<b>241,561.50</b>	<b>359,000.00</b>	<b>67.3%</b>
<b>Total Expense</b>	<b>1,093,445.69</b>	<b>2,368,140.00</b>	<b>46.2%</b>
<b>Net Ordinary Income</b>	<b>-38,178.79</b>	<b>-104,092.00</b>	<b>36.7%</b>
<b>Other Income/Expense</b>			
<b>Total Other Income</b>	1,320.00		
<b>Total Other Expense</b>	954.24	1,908.00	50.0%
<b>Net Other Income</b>	<b>365.76</b>	<b>-1,908.00</b>	<b>-19.2%</b>
<b>Net Income</b>	<b>-37,813.03</b>	<b>-106,000.00</b>	<b>35.7%</b>



**Redwood Coast Energy Authority**

**Balance Sheet**

As of December 31, 2015

**Dec 31, 15**

<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1060 · Umpqua Checking	231,815.36
1000 · COUNTY TREASURY 3839	100,208.96
1010 · Petty Cash	125.00
<b>Total 1050 · GRANTS &amp; DONATIONS 3840</b>	<u>17,468.42</u>
<b>Total Checking/Savings</b>	349,617.74
<b>Total Accounts Receivable</b>	284,902.77
<b>Other Current Assets</b>	
1102 · Paypal Account Balance	94.87
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>40,683.28</u>
<b>Total Other Current Assets</b>	<u>114,637.52</u>
<b>Total Current Assets</b>	<u>749,158.03</u>
<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>Other Assets</b>	
1700 · Retained Deposits	4,100.00
<b>Total Other Assets</b>	<u>4,100.00</u>
<b>TOTAL ASSETS</b>	<u><u><b>820,357.42</b></u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Total Accounts Payable</b>	37,597.00
<b>Total Credit Cards</b>	792.45
<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>	64,923.60
<b>Total 2210 · Retentions Payable</b>	<u>18,845.51</u>
<b>Total Other Current Liabilities</b>	<u>108,408.11</u>
<b>Total Current Liabilities</b>	146,797.56
<b>Total Long Term Liabilities</b>	<u>10,337.57</u>
<b>Total Liabilities</b>	157,135.13
<b>Equity</b>	
2320 · Investment in Capital Assets	49,700.66
3900 · Fund Balance	651,334.66
Net Income	-37,813.03
<b>Total Equity</b>	<u>663,222.29</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u><b>820,357.42</b></u></u>

**Redwood Coast Energy Authority**  
**Profit & Loss**  
December 2015

	<b>TOTAL</b>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
<b>5 REVENUE EARNED</b>	
Total 5000 · Revenue - government agencies	26,756.48
Total 5100 · Revenue - program related sales	807.10
Total 5400 · Revenue-nongovernment agencies	120,275.52
<b>Total 5 REVENUE EARNED</b>	<b>147,839.10</b>
<b>Total Income</b>	<b>147,839.10</b>
<b>Gross Profit</b>	<b>147,839.10</b>
<b>Expense</b>	
<b>7 EXPENSES - PERSONNEL</b>	
<b>7200 · Salaries, Wages &amp; Benefits</b>	
7210 · Salaries - staff	59,055.05
7220 · Wages - interns	4,465.95
7230 · Pension Plan Contributions	2,009.73
7240 · Employee Benefits-Insurance	17,473.51
7250 · Payroll Taxes Etc.	8,915.83
7255 · Worker's Comp Insurance	647.82
Total 7260 · Paid Time Off	13,168.15
7265 · Jury Duty	73.65
<b>Total 7200 · Salaries, Wages &amp; Benefits</b>	<b>105,809.69</b>
<b>Total 7 EXPENSES - PERSONNEL</b>	<b>105,809.69</b>
<b>8 NON-PERSONNEL RELATED EXP</b>	
<b>8100 · Non-Personnel Expenses</b>	
8110 · Office Supplies	471.37
8111 · Furniture & Equipment	195.73
Total 8120 · Information Technology	155.20
Total 8130 · Telephone & Telecommunications	544.52
8140 · Postage & delivery	83.50
Total 8170 · Printing & copying	544.97
8195 · Tool bank	671.74
<b>Total 8100 · Non-Personnel Expenses</b>	<b>2,667.03</b>
<b>8200 · Facility Expenses</b>	
8210 · Office Lease	4,100.00
Total 8220 · Utilities	703.49
8230 · Janitorial	506.71
8240 · Facility repairs & maintenance	6.47
8250 · EV Station Repairs & Maintenanc	15.21
<b>Total 8200 · Facility Expenses</b>	<b>5,331.88</b>

	<b>TOTAL</b>
<b>Total 8300 · Travel &amp; Meeting Expense</b>	701.34
<b>Total 8320 · Meetings, workshops &amp; events</b>	177.36
<b>8500 · Other Expenses</b>	
8530 · Dues & Memberships	120.00
8540 · Staff Development	245.00
<b>Total 8560 · Website Expenses</b>	15.00
<b>Total 8570 · Advertising &amp; Marketing Expense</b>	1,800.00
8595 · Credit Card Processing Fees	20.00
<b>Total 8500 · Other Expenses</b>	<u>2,200.00</u>
<b>8700 · Professional Services</b>	
8710 · Contracts - Program Related Ser	4,559.31
8740 · Legal	777.00
<b>Total 8700 · Professional Services</b>	<u>5,336.31</u>
<b>Total 8 NON-PERSONNEL RELATED EXP</b>	16,413.92
<b>Total 9 INCENTIVES &amp; REBATES</b>	<u>17,780.36</u>
<b>Total Expense</b>	<u>140,003.97</u>
<b>Net Ordinary Income</b>	7,835.13
<b>Other Income/Expense</b>	
<b>Total Other Expense</b>	159.04
<b>Net Other Income</b>	<u>-159.04</u>
<b>Net Income</b>	<u><u>7,676.09</u></u>

# RCEA AGENDA

## Staff Report

**RE: Second Reading and Consideration of Adoption of Ordinance No. 2016-1 Authorizing the Implementation of a Community Choice Aggregation Program by RCEA as the Community Choice Aggregator**

**For Agenda Date: 2-22-2016**

**SUMMARY:** As discussed prior to its introduction at the January RCEA Board meeting, the proposed ordinance would authorize RCEA to implement a community choice aggregation program in Humboldt county and serve as the community choice aggregator for whichever jurisdictions chose to include their communities in the program.

This ordinance is a key step toward giving RCEA the authority to move forward with a CCA program, but the County and any Cities must individually pass their own ordinances to have their communities included in RCEA's CCA program enabling customers within their jurisdictional boundaries to participate in the CCA. RCEA's adoption of the ordinance lays the foundation for CCA implementation, but has not direct impact and does not enable RCEA to launch the CCA until one or more member jurisdiction adopts their own ordinance electing to be a part of the RCEA CCA.

As stated in previous meetings, it is important to note that even if and when the CCA launches in any jurisdiction each individual customer will have the ultimate decision regarding whether or not to receive generation services through the CCA program. By law all customers will receive multiple notices before and after the CCA launch to notify them of the commencement of CCA services and their option to opt-out and continue to receive their generation services from PG&E.

**RECOMMENDED BOARD ACTION: Conduct Second Reading and Adopt Ordinance No. 2016-1 Authorizing the Implementation of a Community Choice Aggregation Program by RCEA as the Community Choice Aggregator.**

## ORDINANCE NO. 2016-01

### AN ORDINANCE OF THE BOARD OF THE REDWOOD COAST ENERGY AUTHORITY (RCEA) AUTHORIZING THE IMPLEMENTATION OF A COMMUNITY CHOICE AGGREGATION PROGRAM BY RCEA AS THE COMMUNITY CHOICE AGGREGATOR

The Board of Directors of the Redwood Coast Energy Authority hereby ordains as follows:

#### **SECTION 1. Findings and Purpose.**

- A. The California Public Utilities Code under Chapter 2.3 of Division 1, Part 1 allows electric utility customers to aggregate their electric loads as members of their local community with community choice aggregators, where a community choice aggregator may be any city, county, or group of cities or counties who have elected to combine the loads of their programs through the formation of a joint powers agency established under Chapter 5 (commencing with Section 6500) of Division 7 of Title 1 of the California Government Code.
- B. The Redwood Coast Energy Authority (RCEA) was created as a joint powers authority of the County of Humboldt, Cities of Arcata, Blue Lake, Eureka, Ferndale, Fortuna and Rio Dell, Trinidad and the Humboldt Bay Municipal Water District to act as a regional agency for the promotion of sustainable energy initiatives that reduce energy demand, increase energy efficiency, and advance the use of clean, efficiency and renewable resources available in the region.
- C. RCEA has been investigating options for providing electric services to the constituents of its member agencies within their respective service areas with the goals of providing overall rates that are lower or competitive and to provide an energy portfolio that prioritizes the use of local renewable resources, including existing facilities, to the maximum extent technically and economically feasible through a community choice aggregation (CCA) program.
- D. RCEA is authorized by its joint powers agreement to implement and operate a CCA program under California law. Pursuant to this agreement, the debts, liabilities, and obligations of RCEA are not debts, liabilities, or obligations of any of its member agencies.
- E. In 2012, RCEA adopted the Humboldt County Comprehensive Action Plan for Energy (CAPE), and subsequently initiated RePower Humboldt to lead a community-wide effort to define a vision and strategic plan for increasing energy independence and energy security in Humboldt County. As part of this effort, RCEA identified community choice aggregation as a potential mechanism for implementation of the RePower Humboldt strategic plan.
- F. To assist in the evaluation of a CCA program within Humboldt County, RCEA staff has made multiple presentations about a potential CCA program to the Humboldt County Board of Supervisors, member agency City Councils, interested community organizations and interested members of the public.

- G. On November 30, 2015, the RCEA Board authorized the release of a Request for Proposals for Humboldt County Community Choice Aggregation Development and Operations Services seeking a service provider to provide comprehensive services to assist RCEA with the development, financing, launch, and operation of a CCA program in Humboldt County.
- H. Utilizing the expertise of the successful service provider, RCEA will continue analyzing the feasibility of a CCA program in Humboldt County through the following key program development tasks:
  - 1. Technical analyses, including load study and rate forecast, rate analysis, supply scenarios for CCA, economic impacts, impacts on current solar customers, and sensitivity analysis;
  - 2. Financial analysis of the overall cost-benefit from a CCA program;
  - 3. Risk analysis, including financial risk, and risk mitigation measures; and
  - 4. Implementation Plan drafting.
- I. Based on all of the above, the Board of Directors of the Redwood Coast Energy Authority elects to implement a Community Choice Aggregation program.

**SECTION 2.** If any section, subsection, sentence, clause, or phrase of this ordinance is for any reason held to be unconstitutional or invalid, such decision shall not affect the validity of the remaining portion of this ordinance. The Board of Directors of the Redwood Coast Energy Authority hereby declares that it would have passed this ordinance and every section, subsection, sentence, clause or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses, or phrases be declared unconstitutional or invalid.

**SECTION 3.** This ordinance shall take effect and be in full force thirty (30) days from the date of its passage. The Clerk of the Board is hereby authorized and directed to publish this ordinance at least fifteen (15) days after its passage. It shall be published once with the names of the Board of Directors voting for and against the ordinance in a newspaper of general circulation published in the County of Humboldt, State of California.

PASSED, APPROVED, AND ADOPTED this \_\_\_ day of \_\_\_\_\_, 2016.

AYES:  
 NOES:  
 ABSENT:

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Chair of the Board of Directors of the  
 Redwood Coast Energy Authority, State of  
 California

ATTEST:

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Clerk of the Board of Directors  
 Redwood Coast Energy Authority