



Redwood Coast Energy Authority

633 3rd Street

Eureka, CA 95501

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

E-mail: info@redwoodenergy.org Web: www.redwoodenergy.org

MEETING AGENDA

Redwood Coast Energy Resource Center
633 3rd Street, Eureka, CA 95501

January 11, 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 Katey Schmidt 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 December 14, 2015 Board Meeting.
- B. Approve attached Warrants.
- C. Accept attached Financial Reports
- D. Approve Memorandum of Understanding with Runyon, Saltzman, Einhorn, Inc. for the 2016 Energy Upgrade CA Community Outreach Ambassador Program.

V. REMOVED FROM CONSENT CALENDAR ITEMS

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

VI. NEW BUSINESS

- A. RCEA FY15-16 Budget Adjustments
Approve proposed revisions to the RCEA Fiscal Year 2015-16 Annual Budget.
- B. Community Choice Aggregation
Introduce Ordinance No. 2016-1 Authorizing the Implementation of a Community Choice Aggregation Program by RCEA as the Community Choice Aggregator.

C. Executive Director 2016 Work Plan

Approve 2016 Executive Director Work Plan

VII. ADJOURNMENT

***The next RCEA Board of Directors Business Meeting is scheduled for
Monday, February 22nd, 2016 at 3:15p.m.***



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MEETING MINUTES

Redwood Coast Energy Resource Center
633 3rd Street, Eureka, CA 95501

December 14, 2015
Monday, 3:15 p.m.

I. ROLL CALL

Board Vice Chair Woo called the meeting to order at 3:14p.m.

Present: Paul Pitino, Sheri Woo, Jean Lynch, Doug Brower, Tim Marks, Dwight Miller.

Absent: Tiara Brown, Ryan Sundburg.

Staff: Matthew Marshall, Lexie Fischer

II. REPORTS FROM MEMBER ENTITIES

- Director Lynch reported that Blue Lake power plant is still idle, and that the City of Blue Lake is in the process of hiring a new city manager manager.
- Director Pitino reported that Susan Ornelas will be stepping in as the 2016 City of Arcata Board Director and he will be transitioning to the board alternate.
- Vice Chair Woo reported that Ruth Lake is at 62% as of last Thursday and water levels are continuing to improve.

III. ORAL COMMUNICATIONS

None.

IV. CONSENT CALENDAR

A. Approve Minutes of November 30, 2015 Board Meeting.

B. Approve attached Warrants.

M/S/C: Pitino, Miller: Approve Consent Calendar

V. REMOVED FROM CONSENT CALENDAR ITEMS

None.

VI. NEW BUSINESS

A. 2016 RCEA Board Meeting Schedule

Executive Director Marshall provided a proposed 2016 meeting schedule, continuing with the 3rd Monday as the standard day with adjustments in January and February for holidays that fall on the 3rd Monday. The Board favored also shifting the November meeting day due to the proximity to Thanksgiving.

M/S/C: Pitino, Miller: Approve the proposed RCEA Board 2016 Regular Meeting Schedule, with the November meeting on the 2nd Monday.

B. Community Choice Aggregation

Executive Director Marshall reported that the Eureka City Council is schedule in December to be the final jurisdiction to vote on JPA changes.

Executive Director Marshall also reported that PG&E has proposed to significantly increase the Power Coast Indifference Adjustment (PCIA) fee for CCA customers in 2016. The Board discussed directing staff to compose a letter to the CA Public Utilities Commission conveying the negative impact that a fee increase at this time may have just as the CCA model in California is beginning to develop.

M/S/C: Pitino, Miller: Direct staff to draft and send a letter to the CA Public Utilities Commission opposing PG&E proposed 2016 increase to the Power Cost Indifference Adjustment fees charged to CCA customers.

C. 2016-18 PG&E Energy Watch Contract

Executive Director Marshall reported that the EW contract has been review by staff and RCEA Legal Counsel and that the majority of RCEA's proposed revisions have been approved by PG&E, with the contract in the final stages of review and approval by PG&E.

M/S/C: Pitino, Lynch: Approve PG&E master service agreement specific conditions, general conditions, and contract work authorization for Redwood Coast Energy Watch 2016-18 program cycle with non-substantial changes to the current draft, pending review and approval by the Board Chair and Vice Chair of any changes.

VII. STAFF REPORT

A. Executive Director Marshall provided updates on the following items:

- Staff is wrapping up a series of strategic planning sessions in December, the results of which will be presented to the board in 2016.
 - Executive Director Marshall presented at the CA Energy Commission's state-wide Electric Vehicle Infrastructure Planning Workshop in Sacramento.
 - The 2016 Executive Director work plan is in progress and will be presented to the Board in January.
 - Highlights from 2015:
 - The Energy Watch Program served 225 households and 285 businesses and achieved 115% of the kWh goal and over 200% of kW goal for the year, resulting in an ongoing savings to customers of \$440,000 per year.
 - Construction is currently being completed on the installation of 9 new electric vehicle charging sites, which will bring the RCEA EV network to 14 sites in 2016.
-

- The \$1.75 million Mad River Valley RePower Project grant from the CA Energy Commission was closed out in 2015, and the Blue Lake Rancheria received recognition from the White House on their energy efforts related to this project and other efforts.
- After being on hold for 5 years, Property Assessed Clean Energy (PACE) financing programs were approved for the majority of Humboldt County jurisdictions in 2015.

VIII. ADJOURNMENT

Vice Chair Woo adjourned the meeting at 3:57 p.m.

***The next RCEA Board of Directors Business Meeting is scheduled for
Monday, January 11th, 2016 at 3:15p.m.***

Redwood Coast Energy Authority
Warrants Report
As of December 31, 2015

Type	Date	Num	Name	Memo	Amount
Liability Check	12/21/2015	6155	Calvert	74-3104616 December Deposit	-5,827.76
Liability Check	12/22/2015	E-pay	EDD	499-0864-3 DE88 Q4 2015 SDI/PIT December QB Tr	-1,885.37
Liability Check	12/22/2015	E-pay	EDD	499-0864-3 DE88 Q4 2015 ETT/UI December QB Tr	-29.89
Liability Check	12/22/2015	E-pay	Internal Revenue Service	74-3104616 940 Q4 2015 December QB Tracking # 2	-33.97
Liability Check	12/22/2015	E-pay	Internal Revenue Service	74-3104616 941 Q4 2015 December QB Tracking # 2	-11,220.70
Paychecks	12/23/2015		Payroll		-31,987.72
Bill Pmt -Check	12/23/2015	6149	AT&T	December Telephone Service	-309.36
Bill Pmt -Check	12/23/2015	6150	Bishop, M.	Decemeber Mileage	-80.10
Bill Pmt -Check	12/23/2015	6151	Burks, K.	December Mileage	-10.29
Bill Pmt -Check	12/23/2015	6152	HWMA	CFL Disposal	-285.75
Bill Pmt -Check	12/23/2015	6153	Local Government Commission	Civic Spark Program Support	-3,020.94
Bill Pmt -Check	12/23/2015	6154	PG&E Utility Account	December Utilities & OBF	-707.98
Bill Pmt -Check	12/23/2015	Debit	City of Eureka-Water	10/27-11/30/15 Water Service	-114.93
Bill Pmt -Check	12/29/2015	6156	Brant Electric	McCrea Subaru Rebate / Audit 4098	-6,722.69
Bill Pmt -Check	12/29/2015	6157	Energy Wise America	Ayers Distributing Rebate-Phase 1 & 3 / Audit 4109-41	-2,268.09
Bill Pmt -Check	12/29/2015	6158	Eureka City Schools	Washington Elementary Rebate-Phase 2 / Audit 4119	-2,205.14
Bill Pmt -Check	12/29/2015	6159	Eureka OB-GYN Associates	Eureka OBGYN Rebate / Audit 3650	-2,140.20
Bill Pmt -Check	12/29/2015	6160	FedEx	Delivery	-12.25
Bill Pmt -Check	12/29/2015	6161	Green, M.	December Mileage	-34.10
Bill Pmt -Check	12/29/2015	6162	Humboldt Creamery	Humboldt Creamery Rebate / Audit 3646	-3,981.71
Bill Pmt -Check	12/29/2015	6163	New Life Service	EUC Scholarship Reimbursement	-1,750.00
Bill Pmt -Check	12/29/2015	6164	SDRMA Dental	January Premium	-959.18
Bill Pmt -Check	12/29/2015	6165	The Grind Cafe	The Grind Cafe Rebate / Audit 3764	-84.24
Bill Pmt -Check	12/29/2015	6166	Westside Comm. Improvement Ass.	Venue rental-CCA Presentation 1/11/16	-180.00
Bill Pmt -Check	12/29/2015	6167	Winzler, John	Office Lease -January	-4,100.00
Bill Pmt -Check	12/29/2015	EFT	U-Verse	December DSL Service	-92.88
Bill Pmt -Check	12/29/2015	6169	Alternative Business Concepts	Nov/Dec service contract and print charges	-341.06
Liability Check	12/30/2015	E-pay	EDD	499-0864-3 DE88 Q4 2015 SDI/PIT (Term ck) QB Tr	-35.64
Liability Check	12/30/2015	E-pay	Internal Revenue Service	74-3104616 941 Q4 2015 (Term ck) QB Tracking # 2	-375.52
					-80,797.46

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

	Jul - Nov 15	Budget	% of Budget
Ordinary Income/Expense			
Income			
Total 4 GRANTS AND DONATIONS	5,000.00	5,000.00	100.0%
5 REVENUE EARNED			
Total 5000 · Revenue - government agencies	309,016.68	792,198.00	39.01%
Total 5100 · Revenue - program related sales	8,735.86	17,500.00	49.92%
5300 · Revenue - investments	0.00	200.00	0.0%
Total 5400 · Revenue- nongovernment agencies	583,944.73	1,449,150.00	40.3%
Total 5 REVENUE EARNED	901,697.27	2,259,048.00	39.92%
Total Income	906,697.27	2,264,048.00	40.05%
Gross Profit	906,697.27	2,264,048.00	40.05%
Expense			
7 EXPENSES - PERSONNEL			
7101 · Screening/Testing Services	81.79	600.00	13.63%
7102 · Safety	0.00	1,000.00	0.0%
7200 · Salaries, Wages & Benefits			
7210 · Salaries - staff	274,834.71	694,500.00	39.57%
7220 · Wages - interns	26,645.06	58,800.00	45.32%
7230 · Pension Plan Contributions	7,541.59	22,500.00	33.52%
7240 · Employee Benefits-Insurance	70,312.43	230,200.00	30.54%
7250 · Payroll Taxes Etc.	27,517.48	77,000.00	35.74%
7255 · Worker's Comp Insurance	2,896.97	13,700.00	21.15%
Total 7260 · Paid Time Off	33,441.99	108,000.00	30.97%
Total 7200 · Salaries, Wages & Benefits	443,190.23	1,204,700.00	36.79%
Total 7 EXPENSES - PERSONNEL	443,272.02	1,206,300.00	36.75%
8 NON-PERSONNEL RELATED EXP			
8100 · Non-Personnel Expenses			
8110 · Office Supplies	2,028.90	5,000.00	40.58%
8111 · Furniture & Equipment	95.90	2,800.00	3.43%
Total 8120 · Information Technology	5,384.12	15,000.00	35.89%
Total 8130 · Telephone & Telecommunications	2,153.73	6,500.00	33.13%
8140 · Postage & delivery	954.13	1,800.00	53.01%
Total 8170 · Printing & copying	3,490.42	7,500.00	46.54%
Total 8180 · Books, subscriptions, edu matls	830.13	1,000.00	83.01%
8190 · Exhibits & displays	0.00	800.00	0.0%
8195 · Tool bank	552.49	4,000.00	13.81%
8100 · Non-Personnel Expenses - Other	10.00		
Total 8100 · Non-Personnel Expenses	15,499.82	44,400.00	34.91%

	Jul - Nov 15	Budget	% of Budget
8200 · Facility Expenses			
8210 · Office Lease	20,500.00	49,200.00	41.67%
Total 8220 · Utilities	2,986.54	10,000.00	29.87%
8230 · Janitorial	2,506.74	6,500.00	38.57%
8240 · Facility repairs & maintenance	562.96	3,500.00	16.09%
8250 · EV Station Repairs & Maintenanc	1,350.00	1,200.00	112.5%
Total 8200 · Facility Expenses	27,906.24	70,400.00	39.64%
Total 8300 · Travel & Meeting Expense	6,616.50	17,000.00	38.92%
Total 8320 · Meetings, workshops & events	1,542.34	6,500.00	23.73%
8500 · Other Expenses			
8520 · Insurance P&L	275.00	8,400.00	3.27%
8530 · Dues & Memberships	1,015.00	3,500.00	29.0%
8540 · Staff Development	192.76	1,000.00	19.28%
Total 8560 · Website Expenses	162.50	500.00	32.5%
Total 8570 · Advertising & Marketing Expense	3,717.68	10,000.00	37.18%
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	201.38	500.00	40.28%
8596 · Flex Billing Service Fee	73.88		
8597 · EV Site Host Pmts	669.88		
Total 8500 · Other Expenses	6,318.08	24,600.00	25.68%
8600 · Capital Development - Facility			
8615 · EV Station Equip-Svcs-Supplies	112,162.52	115,000.00	97.53%
8600 · Capital Development - Facility - Other	0.00	1,000.00	0.0%
Total 8600 · Capital Development - Facility	112,162.52	116,000.00	96.69%
8700 · Professional Services			
8710 · Contracts - Program Related Ser	155,723.20	478,440.00	32.55%
8720 · Accounting	200.00	30,000.00	0.67%
8740 · Legal	14,604.85	15,000.00	97.37%
8750 · Organizational Development	0.00	500.00	0.0%
Total 8700 · Professional Services	170,528.05	523,940.00	32.55%
Total 8 NON-PERSONNEL RELATED EXP	340,573.55	802,840.00	42.42%
Total 9 INCENTIVES & REBATES	159,208.55	359,000.00	44.35%
Total Expense	943,054.12	2,368,140.00	39.82%
Net Ordinary Income	-36,356.85	-104,092.00	34.93%
Other Income/Expense			
Total Other Income	1,320.00		
Total Other Expense	795.20	1,908.00	41.68%
Net Other Income	524.80	-1,908.00	-27.51%
Net Income	-35,832.05	-106,000.00	33.8%

Redwood Coast Energy Authority

Balance Sheet

As of November 30, 2015

	Nov 30, 15
ASSETS	
Current Assets	
Checking/Savings	
1060 · Umpqua Checking	130,460.54
1000 · COUNTY TREASURY 3839	100,962.09
1010 · Petty Cash	60.08
Total 1050 · GRANTS & DONATIONS 3840	17,468.42
Total Checking/Savings	248,951.13
Total Accounts Receivable	424,759.25
Other Current Assets	
1102 · Paypal Account Balance	109.87
1120 · Inventory Asset	47,232.14
1202 · Prepaid Expenses	12,939.00
1205 · Prepaid Insurance	13,688.23
Total 1210 · Retentions Receivable	38,262.23
Total Other Current Assets	112,231.47
Total Current Assets	785,941.85
Fixed Assets	
1500 · Fixed Asset	93,591.39
1600 · Accumulated depreciation	-26,492.00
Total Fixed Assets	67,099.39
Total Other Assets	4,100.00
TOTAL ASSETS	857,141.24
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Total Accounts Payable	88,671.35
Total Credit Cards	386.70
Other Current Liabilities	
2001 · Accounts Payable-Other	12,939.00
Total 2100 · Payroll Liabilities	61,391.17
Total 2210 · Retentions Payable	18,212.18
Total Other Current Liabilities	92,542.35
Total Current Liabilities	181,600.40
Total Long Term Liabilities	10,337.57
Total Liabilities	191,937.97
Equity	
2320 · Investment in Capital Assets	49,700.66
3900 · Fund Balance	651,334.66
Net Income	-35,832.05
Total Equity	665,203.27
TOTAL LIABILITIES & EQUITY	857,141.24

Redwood Coast Energy Authority
Profit & Loss
November 2015

	<u>TOTAL</u>
Ordinary Income/Expense	
Income	
5 REVENUE EARNED	
Total 5000 · Revenue - government agencies	9,262.37
Total 5100 · Revenue - program related sales	1,422.15
Total 5400 · Revenue- nongovernment agencies	142,684.53
Total 5 REVENUE EARNED	<u>153,369.05</u>
Total Income	<u>153,369.05</u>
Gross Profit	153,369.05
Expense	
7 EXPENSES - PERSONNEL	
7102 · Safety	-985.94
7200 · Salaries, Wages & Benefits	
7210 · Salaries - staff	54,709.07
7220 · Wages - interns	3,947.53
7230 · Pension Plan Contributions	1,642.00
7240 · Employee Benefits-Insurance	16,568.35
7250 · Payroll Taxes Etc.	5,247.90
7255 · Worker's Comp Insurance	559.72
Total 7260 · Paid Time Off	6,900.39
7265 · Jury Duty	0.00
Total 7200 · Salaries, Wages & Benefits	<u>89,574.96</u>
Total 7 EXPENSES - PERSONNEL	88,589.02
8 NON-PERSONNEL RELATED EXP	
8100 · Non-Personnel Expenses	
8110 · Office Supplies	339.28
Total 8120 · Information Technology	2,679.34
Total 8130 · Telephone & Telecommunications	546.95
8140 · Postage & delivery	31.35
Total 8170 · Printing & copying	312.47
Total 8180 · Books, subscriptions, edu matls	217.59
Total 8100 · Non-Personnel Expenses	<u>4,126.98</u>
8200 · Facility Expenses	
8210 · Office Lease	4,100.00
Total 8220 · Utilities	588.10
8230 · Janitorial	432.82
8240 · Facility repairs & maintenance	27.83
Total 8200 · Facility Expenses	<u>5,148.75</u>

	<u>TOTAL</u>
Total 8300 · Travel & Meeting Expense	1,470.96
Total 8320 · Meetings, workshops & events	75.24
8500 · Other Expenses	
8530 · Dues & Memberships	960.00
Total 8560 · Website Expenses	15.00
Total 8570 · Advertising & Marketing Expense	517.39
8593 · Bank Charges	10.00
8595 · Credit Card Processing Fees	46.28
Total 8500 · Other Expenses	<u>1,548.67</u>
8600 · Capital Development - Facility	
8615 · EV Station Equip-Svcs-Supplies	<u>243.20</u>
Total 8600 · Capital Development - Facility	243.20
8700 · Professional Services	
8710 · Contracts - Program Related Ser	41,991.90
8740 · Legal	<u>4,146.70</u>
Total 8700 · Professional Services	<u>46,138.60</u>
Total 8 NON-PERSONNEL RELATED EXP	58,752.40
Total 9 INCENTIVES & REBATES	<u>12,068.07</u>
Total Expense	<u>159,409.49</u>
Net Ordinary Income	-6,040.44
Other Income/Expense	
Other Expense	
9800 · Repayment of Debt	<u>159.04</u>
Total Other Expense	<u>159.04</u>
Net Other Income	<u>-159.04</u>
Net Income	<u><u>-6,199.48</u></u>

RCEA AGENDA

Staff Report

**RE: 2016 Energy Upgrade CA
Community Outreach Ambassador**

For Agenda Date: 1-11-2016

SUMMARY: Energy Upgrade California is a state initiative to help Californians take action to save energy and conserve natural resources, help reduce demand on the electricity grid, and make informed energy management choices at home and at work. It is supported by an alliance of the California Public Utilities Commission, the California Energy Commission, utilities, regional energy networks, local governments, businesses, and nonprofits to help communities meet state and local energy and climate action goals. Funding comes from investor-owned utility customers under the auspices of the California Public Utilities Commission.

The Center for Sustainable Energy (CSE) is the administrator of Energy Upgrade California, and the Community Outreach Ambassador program is managed by the Runyon, Saltzman, Einhorn, Inc. (RSE), a marketing agency with offices throughout California. The Community Outreach Ambassador program is an integral part of Energy Upgrade California; outreach ambassador agencies conduct a range of outreach activity that includes:

- Engage and encourage action to utilize the Energy Upgrade California website and the MyEnergy tool to help consumers manage energy.
- Distribute campaign information and collateral materials through educational exhibits at eight large community events.
- Provide educational presentations for community organizations and groups.
- Post ongoing Energy Upgrade California information on social media channels, websites, blogs and newsletters.

RCEA was an Energy Upgrade CA Community Outreach Ambassador in 2015; the proposed funding for 2016 is \$58,100.

FISCAL IMPACT: All program activities will be covered by grant funds and there is no match requirement.

RECOMMENDED BOARD ACTION:

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

2016 Energy Upgrade California® Community Outreach Ambassador Program Memorandum of Understanding

Between the Redwood Coast Energy Authority (Agency) and Runyon Saltzman Einhorn, Inc. (RSE) for the period of January 2016 through December, 2016.

The intent of this Memorandum of Understanding (MOU) is to define roles and responsibilities of Agency and RSE, community outreach contractor for the Energy Upgrade California (EUC) Community Ambassador Outreach Program.

The MOU between Agency and RSE confirms intentions to work together toward the mutual goal of educating the public about energy management topics. To this end, Agency agrees to the following services:

Agency will:

1. Complete outreach activities as outlined in 2015-16 EUC Community Ambassador Outreach Scope of Work and maintain fiscal records and documentation to support 2015-2016 Budget Proposal.
2. Submit a signed MOU and Payment #1 Letter to RSE by January 11, 2016.
3. Send two designated staff people (one who administers the grant on a day-by-day basis and another who is responsible for administering the social media portion of the grant) to the one day training session as assigned either on January 12th at RSE's offices in Sacramento or on January 20th at the SoCalGas Energy Resource Center in Downey.
4. Alert RSE about field staff who will be conducting outreach so they can attend mandatory Skype session trainings prior to conducting outreach.
5. Contact RSE if a new staff person takes over the grant.
6. Schedule that new staff person for formal onboarding training with RSE at least one week prior to the time they take over grant operations.
7. Send a representative to attend all topic training webinars.
8. Provide progress reports and respective Payment Request Letters to RSE on dates specified below.
9. Provide two week notice to RSE of changes in Scope of Work, budget allocations and/or staff changes.
10. Submit photos of both events and presentations with reports to RSE.
11. Social media posting requirements will be based on the social media channels utilized by your organization at the time of proposal and will be communicated to you during the onboarding training session.
12. Be subject to withholding of funds for late work and/or work not completed (i.e., late reports, cancellations, incomplete reports and incomplete scopes of work). This withholding of funds will be subtracted from grant payments**.
13. Submit a first quarterly report and Payment #2 Letter to RSE by April 11, 2016.
14. Submit a second quarterly report and Payment #3 Letter to RSE by July 11, 2016.
15. Submit year-end activity and budget reports along with supporting documentation (including receipts and surveys) to RSE by December 5, 2016.
16. Return any remaining funds to RSE that are not approved or accounted for in the year-end budget report by December 30, 2016.

****Withholding of fund amounts are as follows:** late reports \$500; cancellations: first occurrence \$250, second occurrence \$1,000; incomplete reports \$500; end of year incomplete scope of work: events \$2,240.83, presentations \$3,227.78, social media \$1,760.61.

RSE will:

1. Authorize payment to Agency up to \$58,100 to support Agency's community outreach strategies as outlined and supported in Agency's Scope of Work and Budget Proposal.

2. Forward first payment of \$20,000 upon receipt of signed MOU and Payment Request #1 Letter due January 4, 2016.
3. Forward second payment of \$20,000 upon approval of first Quarterly Report due April 11, 2016 and receipt of Payment Request #2 Letter.
4. Forward third payment of \$15,000 upon receipt and approval of second Quarterly Report due July 11, 2016, and receipt of Payment Request #3 Letter.
5. Forward fourth and final payment of \$3,100 upon approval of final, Year-End Report and Budget Report due December 5, 2016 and receipt of Payment Request #4 Letter.
6. Provide a one-day training session on January 12th in Sacramento and January 20th in Downey.
7. Provide ongoing Skype training sessions for Agency's field staff who will be conducting outreach.
8. Provide additional formal onboarding training to new staff members responsible for grant implementation.
9. Conduct monthly topic training webinars.
10. Distribute withholding of funds notices to agencies if grant requirements are not met.
11. Coordinate shipment of campaign collateral and premium items to Agency.
12. Provide ongoing technical assistance to support Agency's local outreach activities.
13. Process Agency's reports and budget documents.

The undersigned agree to the conditions of this Memorandum of Understanding:

Christopher S. Holben, President

Runyon Saltzman Einhorn, Inc.

Matthew Marshall, Executive Director

Redwood Coast Energy Authority

Energy Upgrade California®
2016 Community Outreach Ambassador Program

Proposed Agency Scope of Work

Agency Name: Redwood Coast Energy Authority

Outreach at Community Events:

Objective I: Increase awareness about Energy Upgrade California and explain use and functional energy management assistance tools and solutions by engaging with community members to share information and distribute campaign collateral materials and premium items, as well as by obtaining information about their energy-management beliefs and practices at eight large-scale community events (1,000-plus visitors) that attract diverse, underserved and hard-to-reach populations (please note that for smaller, hard-to-reach communities, with prior approval, projected audiences may be less than 1,000).

Please describe the techniques and tools your agency will use to attract visitors to your exhibit:

RCEA will use customized collateral, displays, interactive games, and premium giveaways that are locally or event-specific to make our exhibit relevant and connected to the target audience and community. This will include: offering prizes (such as a free LED flashlight or shower timer) which will be won through participation in a energy quiz game (RCEA has a large game wheel that attracts visitors); food or other give-away items donated from community partners; energy-themed materials for children available to engage and occupy them while communicating with adult family members; hands-on demonstrations and displays such as a hand-crank-powered fixture to compare the effort needed to power a CFL or LED versus an incandescent bulb.

Please describe how you will track the numbers of consumers reached:

RCEA will record the number of individual interactions and engagements. and have a sign-up sheet available for visitors interested in receiving additional information through a follow up phone call or email. RCEA will also record numbers of each collateral and premium item distributed. RCEA aims for a one-to-one ratio of engagements to premium items distributed, and a similar ratio of interactions to informational brochures and handouts.

Please provide the following information about the eight community events your agency will be attending (please note that proposed dates MUST be included):

	Name of Event and Event Sponsor	History & Purpose of the Event	Date and Location	Anticipated Attendance
1	Party for the Planet, Sequoia Park Zoo	Free annual Earth Day celebration at the local Zoo that features conservation partners, live music, art, and food. Partners are asked to provide interactive activities or game focused on a message of conservation and collaboration.	April 25, 2016 Eureka, CA	2000
2	Del Norte Community Health Fair, Dept. of Health and Human Services, Public Health and Del Norte Healthcare District	A free fair with dozens of exhibitors, prize drawings, educational demonstrations, healthy foods, and more.	June 5, 2016 Crescent City, CA	1000
3	Wildwood Days, Rio Dell Volunteer Fire Department	An annual two-day community arts fair and fire department fundraiser that features music, food, vendors, firemen competitions, and informational booths.	July 31, 2016, Rio Dell, CA	3000
4	Woofstock, Sequoia Humane Society	Annual parade and festival to benefit the Sequoia Humane Society. Live music, food, vendors, and games attract dogs and their owners for a day of fun.	August 7, 2016 Eureka, CA	1200
5	Klamath Salmon Festival, Yurok Tribe	Annual family-centered free event with a parade, cultural celebrations, games, live music, vendors, and a traditionally cooked salmon feast.	August 21, 2016	3500

6	Humboldt County Fair, Humboldt County Fair Association	The community's largest annual event, a 10-day long fair featuring vendors, carnival rides, contests, animals, music, food, and horse races.	August 27, 2016 Ferndale, CA	20,000
7	Festejando Nuestra Salud/Celebrating our Health, LatinoNet	Annual Spanish language health fair that also includes cultural celebration, food, and vendors. This event is part of Binational Health Week, an effort to improve the health and well-being of the underserved Latino population in the U.S.	October 11, 2016 Eureka, CA	700
8	North Coast Intertribal Gathering & Elder's Dinner, Northern California Indian Development Council	A community event that honors elders and veterans with a free traditional dinner, and also includes a day of cultural sharing, food, and vendors.	November 13, 2016	2000

Outreach at Community Presentations:

Objective II: Increase awareness about Energy Upgrade California and explain use and functional energy management assistance tools and by engaging with community leaders to educate them, share information and distribute campaign collateral materials and premium items, as well as by obtaining information about their energy-management beliefs and practices through presentations for six community groups. Interactive presentations also will include the request for audience members to extend messages to their respective constituencies. Targeted audiences may include:

- ***Faith-based groups***
- ***Small-business groups***
- ***Service organizations (Rotary, Shriners, Kiwanis, etc.)***
- ***Environmental groups***
- ***Organizations representing diverse, underserved and hard-to-reach populations***

Describe how your agency will make educational presentations interactive and interesting:

RCEA will continue to develop targeted presentations and informational materials customized for our audiences, and will incorporate specific case-studies, examples, and testimonials from or relevant to the targeted audience community. For example, a presentation to a senior resource center might be customized by highlighting improved comfort or cost savings from efficiency projects, or a testimonial from a fellow senior who took personal energy-related actions. Whenever possible a trusted leader or peer of the audience will be included in the presentation to establish trust and credibility. When appropriate RCEA may also provide give-away items and/or raffle or quiz prizes. RCEA will also make presentations interactive whenever possible by including physical demos and hands-on activities such as demonstrating lighting technology or showing real-time heat loss with an infrared camera.

Describe how your agency will track numbers reached by presentations:

RCEA will record names, organizations, and contact information of participants through signup sheets as well as record total audience numbers.

Please list community group meetings where your organization will be presenting (please note that proposed dates MUST be included):

	Name of Group	History/Purpose of Group	Proposed Dates of Presentations	Anticipated Attendance
1	Grace Good Shepherd Church	A religious organization that hosts community events, and collaborates with other groups to facilitate community outreach.	February 20, 2016	20
2	Jefferson Project / Westside Community Improvement Association	A non-profit organization that supports and facilitates programs to combat urban blight and revitalize neighborhoods, and foster a sense of working together for the benefit of the community.	April 20, 2016	20

3	League of Women Voters	Encourages informed and active participation in government, works to increase understanding of major policy issues, and influences public policy through education and advocacy.	April 25, 2016	25
4	Eel River Valley Multi Generation Center	Community resource center in Fortuna that hosts classes, programs, and activities. Promotes interaction between generations through shared activities and informational encounters.	May 15, 2016	20
5	Soroptomist International of Humboldt Bay	An organization of women that help other women and girls through hands on projects and awards. Hosts a variety of speakers at their weekly meetings.	June 2016	20
6	Humboldt Senior Resource Center	Resource and senior advocacy group that provides services, information, and education to seniors and their caregivers.	August 4, 2016	15

Outreach Through Social Media:

Objective III: Increase awareness about Energy Upgrade California and explain use and functional energy management assistance tools and solutions provided by Energy Upgrade CA by engaging with community members to share information through communications platforms including your website, email communication, newsletters, blogs and the use of social media platforms.

Describe which communications and social media platforms will be utilized:

- **Website:** A webpage dedicated to Energy Upgrade California program information and relevant content, as well as event announcements and web banners on our homepage.
- **Blog(s):** _____
- **Newsletters:** _____
- **Facebook:** Relevant content posts and shares, and event posts.
- **Twitter:** _____
- **Instagram:** _____
- **LinkedIn:** _____
- **Pinterest:** _____
- **Email:** _Listserv for mass email communications.
- **YouTube:** _____
- **Vine:** _____
- **Tumblr:** _____
- **Yelp:** _____
- **Other:** _____

Describe how your agency will track numbers reached through social media platforms:

RCEA will record and track social media site analytics on a monthly basis. Posts will be assessed to evaluate success of different content and messaging strategies to improve effectiveness and increase reach on an ongoing basis.

Describe creative tactics your agency will employ to engage social media interaction:

RCEA has found that videos, polls, and quizzes are fun interactive ways to attract views and clicks on social media. Including local photos in social media posts and “tagging” other community organizations and individuals has also been an effective means of reaching a broader audience, and eliciting “likes” and further engagement.

RCEA AGENDA Staff Report

RE: Proposed revisions to the RCEA For Agenda Date: 1-11-2016
Fiscal Year 2015-16 Annual Budget.

SUMMARY: Staff proposes the following adjustments to the FY15-16 annual budget:

- **Increase revenue from non-government agencies by \$100,000;** this projected increase is due to an increase to the annual PG&E Energy Watch program budget for the 2016-18 PG&E contract as well as actual Energy Watch program revenue and expenses for Q3 and Q4 of 2015.
- **Increase expenses for Legal Services by \$25,000;** this is based on anticipated ongoing activity related to CCA program development.
- **Increase expenses for staff development by \$3,000;** this is based on costs for Executive Director management training (as directed by the Board) as well as increase supervisory training for other RCEA staff.

FISCAL IMPACT: The net impact of the proposed budget adjustments will result in an improvement in the projected net income/loss for the fiscal year. Additional budget revisions may be necessary depending on activities and costs related to CCA development activities, which will be effected by the outcome of the RFP for CCA services and others still-evolving program factors.

RECOMMENDED BOARD ACTION:

Approve proposed revisions to the RCEA Fiscal Year 2015-16 Annual Budget.

RCEA AGENDA Staff Report

**RE: Introduce Ordinance No. 2016-1
Authorizing the Implementation of a
Community Choice Aggregation Program by
RCEA as the Community Choice Aggregator**

For Agenda Date: 1-11-2016

SUMMARY: 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.

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.

Progress is also continuing on implementation planning and with the RFP process for launch and operational services. The proposed CCA program launch timeline is attached; the timeline is fairly aggressive, due to the continued urgency to be able to come to a decision regarding if and to what extent the CCA program could contract with local biomass facilities. As previously discussed, these facilities are critical to the viability of the local forest product sector as they represent the only economically-sustainable option for the disposal of significant quantities wood-waste material generated by local milling and forestry operations.

At the current moment all three biomass facilities are idle, and numerous local mill operators have expressed to RCEA staff the severity of the issue and the very real possibility of local mill closures and significant millworker layoffs if local biomass facilities are not able to secure contracts that enable them to viably operate. It is not guaranteed that the CCA program will be able to address this issue within the constraint of also achieving competitive rates for customers. But moving expeditiously toward a final "yes or no" decision on the extent that the CCA can contract with local facilities will either provide some relieve to the situation or at least give a definitive answer that will allow the local facilities to move on to other alternatives that they might pursue.

**RECOMMENDED BOARD ACTION: Introduce 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, 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:

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

ATTEST:

Clerk of the Board of Directors
Redwood Coast Energy Authority

Community Choice Aggregation Start-up Timeline

Activity	Q3 2015	Q4 2015	Q1 2016	Q2 2016	Q3 2016	Q4 2016
Governance						
Joint Power Agreement Update						
CCA Ordinances						
Implementation Plan						
Rate Setting						
Community Outreach and Education						
Media and information distribution						
Workshops and presentations						
Rate comparison and customer options						
Opt out notices						
Operations						
RFP for Service Provider(s)						
Refine timeline with service provider(s)						
PHASE 1. PROGRAM DEVELOPMENT						
Technical Analysis (load forecast, rate analysis, and supply scenarios)						
Financial Analysis						
Risk Analysis						
PHASE 2. PROGRAM LAUNCH						
CPUC/Regulatory Functions						
Org structure, Business Plan, Operations Procedures & Systems						
Initial Power Procurement						
PHASE 3: PROGRAM OPERATION						
Financing for initial power purchases and other needs						
Program administration and compliance						
Long-term planning						



Bids for power and determination of rate viability is the key go/no-go decision point

Draft Executive Director 2016 Work Plan

Goal 1: Lead RCEA Well

Objective 1: Intrapersonal Development

Description: Personal/skills development - improve self-knowledge and self-management

Strategies	Actions	Timeframe	Progress/Outcome
1: Training	1: Finish Reading "Management" by Peter Drucker	Q1	
	2: Completed HSU "Leading Organizational & Community Change" Certification Program	Q2, Q4	
	3: Obtain Special District Administrator Certification	Q4	
2: Time management	1: Balancing long-term goals and short term needs, set a list of 2-5 top priority items for each week to stay focused on	Ongoing	
	2: Develop and implement personal time management procedures (such as: Process/address/archive email weekly; schedule generous blocks of time into calendar for priority tasks)	Q1; Ongoing	
3: Productivity	1: Use my calendar and keep a journal to track implementation of this work plan on a weekly basis	Ongoing	
	2: Provide Quarterly work plan updates to the Board to hold myself accountable	Q1, Q2, Q3, Q4	
	3: Allow myself schedule flexibility to work when I am most productive	ongoing	
	4: Organize my files and desk, and then keep it that way	Q1; Ongoing	

Objective 2: Interpersonal Development

Description: Improve supervision, communication, mentoring/guidance

Strategies	Actions	Timeframe	Progress/Outcome
1: Supervision	1: Work with direct reports to establish annual/quarterly goals	Q1	
	2: Conduct at least quarterly check-ins on goals and performance with direct reports	Q1, Q2, Q3, Q4	
	3: Conduct weekly task-setting and activity reviews with direct reports	Ongoing	

2: Communication	1: Conduct quarterly one-on-one check-ins with all staff	Q1, Q2, Q3, Q4	
	2: Conduct monthly staff meets to share information on decisions, plans, and progress across all programs	Ongoing	
	3: At least once a quarter directly ask all staff if they have the resources and support they need and/or other questions/feedback	Q1, Q2, Q3, Q4	
3: Mentoring	1: At lease a couple times a month take an intern, AmeriCorps member, or junior staff to lunch	Ongoing	
	2: In one-on-one meetings, have staff document their personal career goals and objectives	Q1, Q2, Q3, Q4	

Objective 3: Group-management Development			
Description: Delegation, picking the right team structure and decision-making process for a situation, managing productivity			
Strategies	Actions	Timeframe	Progress/Outcome
1: Delegation -- be the coach, not a player on the field	1: Ensure that there is a designated lead staff person other than the ED for any implementation level tasks	Q1; Ongoing	
	2: Provide timely support to staff to ensure success with delegated tasks -- and Quarterly ask staff for feed back on this	Q1, Q2, Q3, Q4	
2: Productivity	1: Goals set for all team members	Q1	
	2: Work with supervisors to implement weekly one-on-ones to manage activities as well as quarterly goals/performance check-ins	Q1; Ongoing	
	3: Develop a toolkit/guidelines for staff to help pick (up front) the right team structure, team makeup, decision process for any situation or project		
	4: Weekly all-team check-ins to review outcomes for last weeks top 2-5 items and share the coming weeks top 2-5	Ongoing	
3: Organizational support	1: Develop supervisor tool kit	Q1; Ongoing	
	2: Coordinate professional supervisor/team trainings	Q2, Q4	
	3: Budget a minimum of 30% of my time to providing support to staff	Ongoing	

Objective 4: Organizational Development			
Description: Vision, systems for meaningful participation, organizational structure, strategic planning			
Strategies	Actions	Timeframe	Progress/Outcome
1: Vision	1: Work with Board to update CAPE, including 2030 targets	Q2	
	2: At least once a quarter check in with staff on reinforcing the organizational mission and how our goals align to it	Q1, Q2, Q3, Q4	
2: Structure	1: Update the RCEA Org chart and reevaluate the delegation of duties (particularly in the context of CCA)	Q1	
	2: Evaluate and implement new organizational strategies based off of Drucker and HSU class learning	Q2	
	3: Develop guidelines and rules for more productive and inclusive meetings -- conduct another meeting participation audit	Q3	

Objective 5: Inter-organizational & Community Development			
Description: Relationships and communications with member governments, partners, stakeholders, and citizens			
Strategies	Actions	Timeframe	Progress/Outcome
1: Communication	1: Achieve some earned media coverage at least once a month to support increased community awareness of RCEA initiatives	Ongoing	
	2: Coordinate the JPA and Special District Manager Group meetings	Ongoing	
	3: Develop concise (< one page) quarterly updates on RCEA programs	Q1, Q2, Q3, Q4	
	4: Develop templates for outreach materials, communication support tools, and "branding" guidelines for staff	Q3	
2: Build and maintain relationships	1: Weekly lunch with a stakeholder or partner	Ongoing	
	2: Participate in the Local Government Sustainable Energy Coalition	Ongoing w/Qrtly meetings	
	3: Participate in the Rural and Hard to Reach energy program coordination group	Ongoing	
	4: Monitor, evaluate, and pursue funding opportunities to partner and/or support other entities and projects as appropriate	Ongoing	

Goal 2: Implement World-class Energy Programs

Objective 1: Successfully Launch Community Choice Program

Description: Develop and Launch a CCA program for Humboldt County

Strategies	Actions	Timeframe	Progress/Outcome
1. Governance	1: Complete approval process for JPA revisions	Q4 2015	Completed
	2: Complete Ordinance process for a critical mass of communities to enable next steps	Q1	
	3: Finalize CCA Implementation Plan	Q2	
	4: Set power rates	Q3	
2. Community Education and Outreach	1: Use paid and earned media to increase awareness of CCA efforts	Ongoing	
	2: Conduct community presentation and workshops across county	Q2	
	3: Perform formal noticing to customers of launch and rates	Q4	
3. Operations	1: Complete service provider RFP process	Q1	
	2: Complete initial program evaluation and development activities	Q2	
	3: Complete legal and operations program launch requirements	Q3	
	4: Establish policies and systems for ongoing program operations	Q4	

Objective 2: Continue and enhance effectiveness of ongoing efficiency programs

Description: Meet or exceed 2016 Energy Watch program goals as well as other supporting projects

Strategies	Actions	Timeframe	Progress/Outcome
1: Energy Watch	1: Stay on track with quarterly internal targets to achieve 2016 kW Goal	Q1, Q2, Q3, Q4	
	2: Stay on track with quarterly internal targets to achieve 2016 kWh Goal	Q1, Q2, Q3, Q4	
	3: Achieve 2016 natural gas savings target through residential Home Upgrade services	Q4	
	4: Stay on schedule with Strategic Energy Resources quarterly/annual targets and deliverables	Q4, ongoing	
2: Prop 39	1: Completed expenditure plans for all schools with eligible projects - 50% of schools by Q2, 100% by Q3	Q2, Q3	
	2: 1/3 of schools have installed projects by end of summer	Q3	
	3: Advocate at CEC for alternative cost-effectiveness methodologies for schools without eligible projects (for all schools not just those contracted)	ongoing	
	4: Pursue additional resources and support for local schools (all schools, not just those contracted with RCEA)	ongoing	

3: Other Programs	1: PACE: Support ramp-up of all PACE programs authorized in 2015 (back-end systems in place and contractors enrolled)	Q2	
	2: Energy Upgrade CA Ambassador Program: Stay on track with outreach schedule and project metrics	Q4, ongoing	
	3: Monitor, evaluate, and pursue funding opportunities to support energy efficiency efforts	Ongoing	

Objective 3: Successfully implement CEC grants and other limited-timeframe projects

Description: Successfully implement grants and programs around transportation and other special projects

Strategies	Actions	Timeframe	Progress/Outcome
1: Alternative fuels & Transportation Programs	1: Complete installation of CEC-funded EV charging stations	Q1	
	2: Maintain >95% operational reliability of EV charging station is RCEA network	Q4, Ongoing	
	3: Successfully complete Alternative Fuels Readiness grant	Q1	
	4: Hydrogen Fuel Cell Vehicle Planning grant: stay on schedule with project milestones (per grant scope and timeline)	Q4, Ongoing	
	5: EV Readiness Plan Implementation grant: stay on schedule with project milestones (per grant scope and timeline)	Q4, Ongoing	
	6: Lead the establishment of a North State Department of Energy Clean Cities Coalition	Q4	
	7: Monitor, evaluate, and pursue funding opportunities to support transportation efforts	Ongoing	
2: Renewable energy and special projects	1: Complete Marsh Interpretive and Del Arte ZNE/Solar projects	Q2	
	2: Complete Trinidad Rancheria Energy Assessment project; engage local Tribes to develop and expand Tribal partnerships	Q1; Ongoing	
	3: Meet 2016 deliverables goals for North Coast Resource Partnership Strategic Growth Council grant	Q4, Ongoing	
	4: Complete NCRP SGC grant project to conduct energy assurance planning pilot project for critical facilities	Q2	
	5: Complete 2016 CivicSpark host year; support LGC with aligning projects for 2017 program year and hiring 2017 CivicSpark Placements	Q3	
	6: Monitor, evaluate, and pursue funding opportunities to support renewable energy and other special projects	Ongoing	

Goal 3: Make RCEA a Model of Administrative Excellence

Objective 2: Support RCEA Board Governance

Description: Support effective Board governance and member-entity engagement

Strategies	Actions	Timeframe	Progress/Outcome
1. Board engagement and education	1: Offer Board members option of one-on-one check in meetings quarterly or as-needed	Ongoing	
	2: Provide concise (< one page) quarterly updates on all RCEA programs (see Activity 1.3 under Goal 1, Objective 5)	Q1, Q2, Q3, Q4	
	3: _____		
	4: _____		
2. Meetings and decision-making	1: Provide written staff reports for all agenda items	Ongoing	
	2: Engage staff and subcontractors in providing direct reports to Board	Ongoing	
	3: Keep board meetings organized and efficient so they can be completed in under 2 hours (no parking tickets!)	Ongoing	
3. Communication with CAO and City Mangers, Councils	1: Work with CAO and City Managers and/or their designated staff to convene a CCA "staff working group" to support City/County engagement and decision making	Q1, Ongoing	
	2: Provide concise (< one page) quarterly updates to City Managers on all RCEA programs (see Activity 1.3 under Goal 1, Objective 5)	Q1, Q2, Q3, Q4	
	3: Provide updates to BoS and all City Councils on progress and major milestones (focused on CCA)	at least 2x per yr	

Objective 1: Fiscal Management

Description: Implment best practices for streamlined,efficient, transparent, and fiscally-conservative financial management

Strategies	Actions	Timeframe	Progress/Outcome
1. Budgeting	1: Meet or exceed budget targets for FY15-16	Q2	
	2: Continue to manage resources and develop FY16-17 Budget to ensure financial sustainability	Q2	
	3: Develop processes/tools to integrate better alignment of organizational budget tracking and program-level budget management	Q3	
	4: Develop "dash-board" tools for better real-time budget tracking	Q3	
2. Accounting Procedures	1: Update Accounting and procurement procedures manual	Q3	
	2: Empower staff to track and manage day-to-day program-level budgets for their programs	Q2	

3. Controls, transparency, & accountability	1: Develop records management procedures document	Q3	
	2: Reduce timeline for completion of annual audits to under 12 months	Q3	
	3: Make program and administrative documents available online	Q4	

Objective 2: Operations			
Description: Maintain and improve operational procedures; Note: significant components of this are covered under Goal #1 items			
Strategies	Actions	Timeframe	Progress/Outcome
1: Procedures	1: Update Employee handbook	Q1	
	2: Develop and implement written injury prevention plan	Q1	
	3: Install security systems and conduct quarterly security reviews	Q1, Q2, Q3, Q4	
	4: Update, standardize, and streamline data management system	Q2	