



Redwood Coast Energy Authority

633 3rd 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 3rd Street, Eureka, CA 95501

June 20, 2016
Monday, 3:15 p.m.

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

I. ROLL CALL

II. REPORTS FROM MEMBER ENTITIES

III. ORAL COMMUNICATIONS

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

IV. CONSENT CALENDAR

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

- A. Approve Minutes of May 16, 2016 Board Meeting.
- B. Approve attached Warrants.
- C. Accept attached Financial Reports.
- D. Approve 2 new Program Assistant positions.

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

- Community engagement

Approve RCEA Board Special Meetings for the evenings of July 28 and September 12.

Approve Citizen's Advisory Committee Charter.

Appoint Citizen's Advisory Committee members.

- Technical study progress update
- Local utility-scale solar exploration
- CCA Program Launch-year Line of Credit

Authorize application to the Headwaters Community Investment Fund for \$700,000, 5-year line of credit for CCA launch-period working capital.

B. Proposition 39 update

C. Organization Chart Update

- Hiring updates
- Auditing and Financial Support Services

D. RCEA Fiscal Year 2016-17 Annual Budget

Adopt RCEA FY16-17 Annual Budget.

VII. ADJOURNMENT



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MEETING MINUTES

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

May 16, 2016
Monday, 3:15 p.m.

I. ROLL CALL

Board Chair Atkins called the meeting to order at 3:15 pm

Present: Linda Atkins, Sheri Woo, Virginia Bass, Dwight Miller, Jean Lynch, Tiara Brown, Susan Ornelas

Absent: Tim Marks, Doug Brower

Staff: Matthew Marshall, Katie Koscielak, Nancy Diamond.

II. REPORTS FROM MEMBER ENTITIES

There were no reports from member agencies.

III. ORAL COMMUNICATIONS

- A. Cheryl Clayton, RCEA Office Manager, introduced new hire Nicole Halvorsen, who will work as an accounting assistant at RCEA.

IV. CONSENT CALENDAR

Director Woo requested that Item D be removed from the consent calendar.

A. Approve Minutes of March 21, 2016 Board Meeting.

B. Approve attached Warrants.

C. Accept attached Financial Reports.

M / S / C: Brown, Ornelas: Approve Consent Calendar Items A, B, and C.

V. REMOVED FROM CONSENT CALENDAR ITEMS

Item D "Approve 2016-2021 Contract for Legal Services with RCEA General Counsel Nancy Diamond" was removed from the Consent Calendar.

- The Board requested additional detail regarding what items had change with the new contract and Woo asked Diamond to specify what changes were made in the contract; staff reported the primary change was an update to the rate to bring it into alignment with the rate charged to other local governments.

M / S / C: Woo, Bass: Approve 2016-2021 Contract for Legal Services with RCEA General Counsel Nancy Diamond.

VI. NEW BUSINESS

A. Community Choice Aggregation

- Community engagement subcommittee report

Director Woo provided a report on the public engagement subcommittee meeting. The subcommittee worked with staff and consultant Mary Gelinas to

develop a document summarizing purpose, goals, principles and strategies for public engagement and the document was presented to the Board.

The Board discussed and provided feedback on the public engagement strategy documents and agreed that a Citizen's Advisory Committee should be created for the CCA and discussed additional revisions to the document.

M / S / C: Ornelas, Miller: Approve public engagement strategy guidelines with the additions of:

- **creation of a Citizen Advisory Committee with one member nominated by each Board member**
- **proposed public meeting commitment for summer 2016**
- **reactivation of the Technical Advisory group**
- **formation of an Environmental Advisory Group**
- **and utilization of the existing Prosperity Humboldt group to offer economic development expertise.**

- CCA Launch Timeline

Executive Director Marshall provided an update on the CCA launch timeline, which would involve developing an initial procurement strategy over the summer and into the fall which would be incorporated into the Implementation Plan. This would target a launch in early 2017, beginning with customer notifications leading up to commencing service to customers in May 2017.

- Technical analysis overview and status update

John Putz and Jeff Fuller of TEA provided an update of on the development of the technical study and some of the draft assumptions being build into the analysis.

B. CA Energy Commission grant opportunity GFO-15-603: DC Fast Chargers for California's Interregional Corridors

Executive Director provided an overview of the current CEC funding opportunity for EV charging, and that RCEA was exploring options to partner on a proposal due to the fact that RCEA would not be able to meet the match funding requirements to submit its own proposal.

M / S / C: Ornelas, Miller: Approve partnering with HSU Schatz Energy Research and others on a response to GFO-15-603 to fund EV charging along the 101 corridor.

VII. ADJOURNMENT

Board Chair Atkins adjourned the meeting at 5:05 pm.

Redwood Coast Energy Authority

Warrants Report

As of June 10, 2016

Type	Date	Num	Name	Memo	Amount
May 13 - 31, 16					
Bill Pmt -Check	05/17/2016	EFT	VISA	April Statement 3/19/16 - 4/20/16	-484.42
Check	05/20/2016	6578	Redwood Coast Energy Authority	May 24 Direct Deposit Payroll	-21,577.15
Check	05/20/2016	6578	Redwood Coast Energy Authority	May 24 Direct Deposit Payroll	21,577.15
Bill Pmt -Check	05/23/2016	EFT	Verizon Wireless	April tablet/cell service for field staff/mobile broadband ser	-114.69
Liability Check	05/23/2016	E-pay	Internal Revenue Service	941 Q2 2016 May #2 QB Tracking # 273478312	-8,744.80
Liability Check	05/23/2016	E-pay	EDD	DE88 Q2 2016 SDI/PIT May #2 QB Tracking # 27347842:	-1,310.44
Liability Check	05/23/2016	E-pay	EDD	DE88 Q2 2016 ETT/UI May #2 QB Tracking # 27347847:	-116.15
Bill Pmt -Check	05/23/2016	6614	David L. Moonie & Co., LLP	Preparation of the 2014-2015 Special District FTR, 2014 G	-1,573.00
Bill Pmt -Check	05/23/2016	6616	Pierson's	Facility repairs: Cable clamps, small and medium.	-23.75
Paycheck	05/24/2016		Payroll	May Net Payroll	-24,655.76
Liability Check	05/24/2016	6582	Umpqua Bank	May HSA Deposit	-558.36
Liability Check	05/24/2016	6583	Calvert	May IRA Deposit	-4,648.56
Bill Pmt -Check	05/25/2016	6584	ABC Office Equipment	May service contract/print charges	-542.15
Bill Pmt -Check	05/25/2016	6585	Advanced Display & Signs	Digital print banners.	-236.66
Bill Pmt -Check	05/25/2016	6586	AM Conservation	LED Stock	-1,030.74
Bill Pmt -Check	05/25/2016	6587	AT&T	VOID: May Telephone Service	0.00
Bill Pmt -Check	05/25/2016	6588	Blue Lake Rancheria	Site Host Reimbursement 01/01/16 - 03/31/16 003-BLU-R	-129.55
Bill Pmt -Check	05/25/2016	6589	Central Office	EUC workshop postcards PO1007	-17.86
Bill Pmt -Check	05/25/2016	6590	David L. Moonie & Co., LLP	VOID: 2014-2015 Special District FTR, 2014 GCC & 2015	0.00
Bill Pmt -Check	05/25/2016	6591	Diamond, Nancy	April legal services	-1,628.00
Bill Pmt -Check	05/25/2016	6592	Fortuna Elementary School District	Fortuna Middle School self-install rebate/audit 3449	-341.88
Bill Pmt -Check	05/25/2016	6593	Henry's Electric	Blue Lake Community Church Rebate / Audit 3996	-160.91
Bill Pmt -Check	05/25/2016	6594	HSU Fdn FCEV ARV-14-055	January services ARV 14-055 000163/SP29409	-1,921.33
Bill Pmt -Check	05/25/2016	6595	HSU Fdn Alt Fuel ARV-13-012	January services ARV 13-012	-15,251.53
Bill Pmt -Check	05/25/2016	6596	Humboldt Bay Aquatic Center - Univer	Venue rental - PACE Expo 4/16/16	-315.00
Bill Pmt -Check	05/25/2016	6597	Local Government Commission	VOID: Contract Services - Civic Spark	0.00
Bill Pmt -Check	05/25/2016	6598	McKeever Energy & Electric, Inc.	Final Billing-Contract Services & Retainage ARV-14-046	-12,772.29
Bill Pmt -Check	05/25/2016	6599	Myrtle town Body Shop	Myrtle town Body Shop Self Install Rebate / Audit 4234 Ph	-133.56
Bill Pmt -Check	05/25/2016	6600	North Coast Journal	Public Notice - Ordinance #2016-01	-292.50
Bill Pmt -Check	05/25/2016	6601	PG&E EV Account	April - Rio Dell	-13.39
Bill Pmt -Check	05/25/2016	6602	Pierson's	VOID: Misc. hardware & materials	0.00
Bill Pmt -Check	05/25/2016	6603	Powell Concrete Pumping	Powell Concrete Pumping self-install rebate/audit 3228	-1,322.49
Bill Pmt -Check	05/25/2016	6604	Quill	Office supplies	-66.84
Bill Pmt -Check	05/25/2016	6605	Ramone's	Food Service - EUC Homeowners' Workshop 4/20/16	-80.04
Bill Pmt -Check	05/25/2016	6606	Recology	April garbage service.	-75.27
Bill Pmt -Check	05/25/2016	6607	Sequoia Personnel Services	Temporary staffing services.	-288.00
Bill Pmt -Check	05/25/2016	6608	Siskiyou County EDC	March Services ARV-13-012	-2,969.00
Bill Pmt -Check	05/25/2016	6609	Times-Standard	Legal Notice: Bid Ferndale Unified School District & Contr	-386.71
Bill Pmt -Check	05/25/2016	6610	Visual Concepts	Outside Print Service	-97.12
Bill Pmt -Check	05/25/2016	6611	Winzler, John	Office Lease - June	-4,100.00
Check	05/25/2016	6612	Cash:Wieman, Wesley	EUC Energy Assessment Refund	-500.00
Check	05/25/2016	6613	Redwood Coast Energy Authority	June 10 Direct Deposit Payroll Advance	-35,000.00
Check	05/25/2016	6613	Redwood Coast Energy Authority	June 10 Direct Deposit Payroll Advance	35,000.00
Bill Pmt -Check	05/25/2016	6615	KHSU-FM	Radio Advertising Package 5/15/16-5/14/17	-800.00
Bill Pmt -Check	05/25/2016	6617	AT&T	May Telephone Service	-345.79
Bill Pmt -Check	05/25/2016	6618	Local Government Commission	CivicSpark Volunteer Program Services	-6,847.77
Check	05/29/2016	Debit	Costco	10x10 Canopy and 6' Folding Table for events	-271.85
May 13 - 31, 16					-95,168.16
Jun 1 - 10, 16					
Check	06/01/2016	EFT	CoPower	June Premium	-145.50
Bill Pmt -Check	06/10/2016	Debit	City of Eureka-Water	Water service, 4/26/16 - 5/26/16	-107.80
Bill Pmt -Check	06/10/2016	EFT	Staples Credit Plan	May Statement	-118.35
Liability Check	06/10/2016	E-pay	EDD	DE88 Q2 2016 SDI/PIT June 10 QB Tracking # 3512737:	-1,398.23
Liability Check	06/10/2016	E-pay	EDD	DE88 Q2 2016 ETT/UI June 10 QB Tracking # 35127377	-105.41

Redwood Coast Energy Authority

Warrants Report

As of June 10, 2016

Type	Date	Num	Name	Memo	Amount
Liability Check	06/10/2016	E-pay	Internal Revenue Service	941 Q2 2016 June 10 QB Tracking # 351273907	-9,196.60
Bill Pmt -Check	06/10/2016	6621	Almquist Lumber Co.	Almquist Lumber self-install rebate/Audit 4253	-255.19
Bill Pmt -Check	06/10/2016	6622	Balanced Aquarium & Spa	Balanced Aquarium self-install rebate/Audit 4282	-428.28
Bill Pmt -Check	06/10/2016	6623	Biondini, L.	May mileage and travel expenses	-104.95
Bill Pmt -Check	06/10/2016	6624	Bishop, M.	May Mileage & Travel	-111.08
Bill Pmt -Check	06/10/2016	6625	Boudreau, D.	May Expenses	-32.00
Bill Pmt -Check	06/10/2016	6626	Burks, K.	May Expenses	-125.25
Bill Pmt -Check	06/10/2016	6627	Campbell, A.	May Expenses	-176.20
Bill Pmt -Check	06/10/2016	6628	Colburn Electric	St. Joseph Hospital EV Stations	-15,664.12
Bill Pmt -Check	06/10/2016	6629	Diamond, Nancy	May Legal Services.	-2,920.00
Bill Pmt -Check	06/10/2016	6630	Eureka City Schools	Washington Elementary self-install rebate / Audit 4165	-6,267.79
Bill Pmt -Check	06/10/2016	6631	Feit Electric	LED Stock	-3,875.85
Bill Pmt -Check	06/10/2016	6632	Fischer, A.	May Travel Expenses/Alt Fuels, Sacramento 5/31/16	-23.00
Bill Pmt -Check	06/10/2016	6633	Gelinas James, Inc.	Consulting Services re Public Engagement	-1,400.00
Bill Pmt -Check	06/10/2016	6634	Green, M.	May mileage and travel	-203.06
Bill Pmt -Check	06/10/2016	6635	HSU Fdn EVCN ARV-13-029	EV Station Vandal Resistant Cages ARV-13-029 000163/	-812.00
Bill Pmt -Check	06/10/2016	6636	HSU Fdn EVI ARV-14-046	January services ARV 14-046 000163/SP29410	-4,310.74
Bill Pmt -Check	06/10/2016	6637	Koscielak, K.	May mileage and travel	-113.20
Bill Pmt -Check	06/10/2016	6638	Marshall, M.	May Expenses	-116.83
Bill Pmt -Check	06/10/2016	6639	Martin, Des.	May Mileage	-37.91
Bill Pmt -Check	06/10/2016	6640	Mattio, B.	May Mileage	-20.52
Bill Pmt -Check	06/10/2016	6641	Means, M.	May Mileage	-9.45
Bill Pmt -Check	06/10/2016	6642	North Coast Cleaning	May Cleaning Service	-402.00
Bill Pmt -Check	06/10/2016	6643	PG&E EV Account	Fortuna/Ferndale May EV Utilities	-16.83
Bill Pmt -Check	06/10/2016	6644	PG&E Utility Account	May Utilities	-675.45
Bill Pmt -Check	06/10/2016	6645	Pierson's	Miscellaneous hardware & materials.	-108.03
Bill Pmt -Check	06/10/2016	6646	SDRMA Dental	June Premium	-814.65
Bill Pmt -Check	06/10/2016	6647	SDRMA WC	WC premium FY 2016-17 July-June	-7,852.03
Bill Pmt -Check	06/10/2016	6648	Shafer's Ace	Tool Bank	-26.93
Bill Pmt -Check	06/10/2016	6649	Terry, P.	May mileage and travel	-120.30
Bill Pmt -Check	06/10/2016	6650	Tolley, M.	May Travel Reimbursement.	-161.01
Bill Pmt -Check	06/10/2016	6651	Winker, B.	May Mileage	-77.59
Bill Pmt -Check	06/10/2016	6652	ZFA	Engineering services-Trinidad Elementary School solar prc	-2,197.50
Check	06/10/2016	6653	Redwood Coast Energy Authority	June 25 DD Payroll Advance	-6,000.00
Check	06/10/2016	6653	Redwood Coast Energy Authority	June 25 DD Payroll Advance	6,000.00
Bill Pmt -Check	06/10/2016	6654	Eureka City Schools	Grant Elementary self-install rebate / Audit 4141	-4,067.10
Bill Pmt -Check	06/10/2016	6655	Home Energy	Subscription Renewal Dec 2016 - Oct 2017	-85.00
Bill Pmt -Check	06/10/2016	6656	PG&E EV Account	May - Rio Dell	-27.12
Bill Pmt -Check	06/10/2016	6657	PG&E EV Account	McKinleyville - May	-17.74
Bill Pmt -Check	06/10/2016	6658	VISA	May Statement 4/21/16 - 5/20/16	-367.95
Bill Pmt -Check	06/10/2016	6659	AMEX	May Statement 5/25/16	-2,331.18
Paycheck	06/10/2016		Payroll	June Net Payroll	-25,906.55
Jun 1 - 10, 16					-93,334.27
TOTAL					-188,502.43

Redwood Coast Energy Authority
Account QuickReport
VISA Detail 3/18/16 - 4/20/16

Type	Date	Num	Name	Memo	Amount	Balance
2006 - VISA-3751						460.63
Credit Card Charge	03/25/2016	March	Uberconference	Conference call subscription	11.07	471.70
Credit Card Charge	03/25/2016	4233	SnuggPro	Modeling report - job #58507	25.00	496.70
Credit Card Charge	03/29/2016	March	U-Verse	March DSL service	92.89	589.59
Credit Card Charge	04/01/2016	Visa	Square	April Card Reader Fee	20.00	609.59
Bill	04/09/2016	March	VISA	March Statement 2/20/16 - 3/18/16	-460.63	148.96
Credit Card Charge	04/12/2016	787777	Bacharach, Inc.	Repair/Calibrate Insight Combustion Analyzer	310.46	459.42
Credit Card Charge	04/15/2016	4389	SnuggPro	Modeling report / Job 59521	25.00	484.42
Bill	04/20/2016	April	VISA	April Statement 3/19/16 - 4/20/16	-484.42	0.00
Total 2006 - VISA-3751					-460.63	0.00
TOTAL					-460.63	0.00

Redwood Coast Energy Authority
Account QuickReport
Amex Detail 4/26/16 - 5/25/16

Type	Date	Num	Name	Memo	Amount	Balance
2007 - American Express						178.98
Credit Card Charge	05/13/2016	539744 A	Hilton Hotels	Lodging - Commercial Energy Auditing Workshop, Santa Rosa. 05/10-05/13/16	308.34	487.32
Credit Card Charge	05/13/2016	544540 A	Hilton Hotels	Lodging - Commercial Energy Auditing Workshop, Santa Rosa. 05/10-05/13/16	589.31	1,076.63
Credit Card Charge	05/13/2016	539746 A	Hilton Hotels	Lodging - Commercial Energy Auditing Workshop, Santa Rosa. 05/10-05/13/16	308.34	1,384.97
Credit Card Charge	05/13/2016	539743 A	Hilton Hotels	Lodging - Commercial Energy Auditing Workshop, Santa Rosa. 05/10-05/13/16	308.34	1,693.31
Credit Card Charge	05/18/2016	4G6WBR	Enterprise	M. Marshall - Vehicle Rental Statewide Biomass Collaborative.	36.88	1,730.19
Credit Card Charge	05/20/2016	12300747077	Sir Francis Drake	May Lodging - D. Boudreau	174.67	1,904.86
Credit Card Charge	05/23/2016	12300748790	Sir Francis Drake	May Lodging - M. Marshall	241.93	2,146.79
Credit Card Charge	05/23/2016	1202888	Travel Store	Airline fee: Jacobson, SEEC Forum, Riverside, 06/14-06/16/16.	451.20	2,597.99
Credit Card Charge	05/23/2016	1155014S	Travel Store	Booking fee: Tolley, PG&E Auditor Meeting, Sonoma, 5/10/16	12.00	2,609.99
Total 2007 - American Express					2,431.01	2,609.99
TOTAL					2,431.01	2,609.99

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

	<u>Jul '15 - Apr 16</u>	<u>Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense			
Income			
Total 4 GRANTS AND DONATIONS	5,000.00	5,000.00	100%
5 REVENUE EARNED			
Total 5000 · Revenue - government agencies	605,473.94	792,198.00	76%
Total 5100 · Revenue - program related sales	10,227.07	17,500.00	58%
5300 · Revenue - investments	0.00	200.00	0%
Total 5400 · Revenue-nongovernment agencies	1,159,544.04	1,549,150.00	75%
Total 5 REVENUE EARNED	<u>1,775,245.05</u>	<u>2,359,048.00</u>	<u>75%</u>
Total Income	<u>1,780,245.05</u>	<u>2,364,048.00</u>	<u>75%</u>
Gross Profit	1,780,245.05	2,364,048.00	75%
Expense			
7 EXPENSES - PERSONNEL			
7101 · Screening/Testing Services	81.79	600.00	14%
7102 · Safety	235.33	1,000.00	24%
7103 · Organizational Development	324.00	500.00	65%
7104 · Employee Enrichment Program	392.76	5,000.00	8%
7200 · Salaries, Wages & Benefits			
7210 · Salaries - staff	528,303.73	694,500.00	76%
7220 · Wages - interns	51,838.93	58,800.00	88%
7230 · Pension Plan Contributions	16,211.37	22,500.00	72%
7240 · Employee Benefits-Insurance	160,831.30	230,200.00	70%
7250 · Payroll Taxes Etc.	61,926.65	77,000.00	80%
7255 · Worker's Comp Insurance	5,806.11	13,700.00	42%
Total 7260 · Paid Time Off	84,950.98	108,000.00	79%
7265 · Jury Duty	229.19		
Total 7200 · Salaries, Wages & Benefits	<u>910,098.26</u>	<u>1,204,700.00</u>	<u>76%</u>
Total 7 EXPENSES - PERSONNEL	911,132.14	1,211,800.00	75%
8 NON-PERSONNEL RELATED EXP			
8100 · Non-Personnel Expenses			
8110 · Office Supplies	3,304.27	5,000.00	66%
8111 · Furniture & Equipment	563.46	2,800.00	20%
Total 8120 · Information Technology	7,054.11	15,000.00	47%
Total 8130 · Telephone & Telecommunications	5,125.76	6,500.00	79%
8140 · Postage & delivery	1,329.24	1,800.00	74%
Total 8170 · Printing & copying	5,450.38	7,500.00	73%
Total 8180 · Books, subscriptions, edu matls	830.13	1,000.00	83%
8190 · Exhibits & displays	0.00	800.00	0%
8195 · Tool bank	1,800.18	4,000.00	45%
8100 · Non-Personnel Expenses - Other	10.00		
Total 8100 · Non-Personnel Expenses	<u>25,467.53</u>	<u>44,400.00</u>	<u>57%</u>
8200 · Facility Expenses			
8210 · Office Lease	41,000.00	49,200.00	83%
Total 8220 · Utilities	7,977.91	10,000.00	80%
8230 · Janitorial	4,923.10	6,500.00	76%
8240 · Facility repairs & maintenance	770.40	3,500.00	22%
8250 · EV Station Repairs & Maintenance	2,430.39	1,200.00	203%
Total 8200 · Facility Expenses	<u>57,101.80</u>	<u>70,400.00</u>	<u>81%</u>

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

	Jul '15 - Apr 16	Budget	% of Budget
Total 8300 - Travel & Meeting Expense	11,831.97	17,000.00	70%
Total 8320 - Meetings, workshops & events	6,192.51	6,500.00	95%
8500 - Other Expenses			
8520 - Insurance P&L	700.00	8,400.00	8%
8530 - Dues & Memberships	2,686.01	3,500.00	77%
Total 8560 - Website Expenses	237.50	500.00	48%
Total 8570 - Advertising & Marketing Expense	7,688.06	10,000.00	77%
8591 - Use Tax	0.00	300.00	0%
8592 - Service Charge	0.00	200.00	0%
8593 - Bank Charges	70.00	200.00	35%
8595 - Credit Card Processing Fees	337.13	500.00	67%
8596 - Flex Billing Service Fee	115.75		
8597 - EV Site Host Pmts	1,510.53		
Total 8500 - Other Expenses	13,344.98	23,600.00	57%
8600 - Capital Development - Facility			
8615 - EV Station Equip-Svcs-Supplies	113,162.52	115,000.00	98%
8600 - Capital Development - Facility - Other	0.00	1,000.00	0%
Total 8600 - Capital Development - Facility	113,162.52	116,000.00	98%
8700 - Professional Services			
8710 - Contracts - Program Related Ser	303,381.90	478,440.00	63%
8720 - Accounting	2,423.00	30,000.00	8%
8730 - Graphic Design	800.00		
8740 - Legal	31,559.72	40,000.00	79%
8760 - Temporary Services	3,145.50		
Total 8700 - Professional Services	341,310.12	548,440.00	62%
Total 8 NON-PERSONNEL RELATED EXP	568,411.43	826,340.00	69%
Total 9 INCENTIVES & REBATES	299,292.99	359,000.00	83%
Total Expense	1,778,836.56	2,397,140.00	74%
Net Ordinary Income	1,408.49	-33,092.00	-4%
Other Income/Expense			
Total Other Income	1,320.00		
Total Other Expense	1,590.40	1,908.00	83%
Net Other Income	-270.40	-1,908.00	14%
Net Income	1,138.09	-35,000.00	-3%

Redwood Coast Energy Authority
Balance Sheet
As of April 30, 2016

	<u>Apr 30, 16</u>
ASSETS	
Current Assets	
Checking/Savings	
1062 · Chase DD Checking	33,061.58
1060 · Umpqua Checking-9271	101,445.22
1000 · COUNTY TREASURY 3839	100,208.96
1010 · Petty Cash	32.48
Total 1050 · GRANTS & DONATIONS 3840	<u>17,468.42</u>
Total Checking/Savings	252,216.66
Total Accounts Receivable	434,910.76
Other Current Assets	
1102 · Paypal Account Balance	34.87
1120 · Inventory Asset	47,232.14
1202 · Prepaid Expenses	12,939.00
1205 · Prepaid Insurance	13,688.23
Total 1210 · Retentions Receivable	<u>64,046.17</u>
Total Other Current Assets	<u>137,940.41</u>
Total Current Assets	825,067.83
Fixed Assets	
1500 · Fixed Asset	93,591.39
1600 · Accumulated depreciation	<u>-26,492.00</u>
Total Fixed Assets	67,099.39
Total Other Assets	<u>4,100.00</u>
TOTAL ASSETS	<u><u>896,267.22</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Total Accounts Payable	75,263.05
Total Credit Cards	506.93
Other Current Liabilities	
2001 · Accounts Payable-Other	12,939.00
Total 2100 · Payroll Liabilities	64,310.04
Total 2210 · Retentions Payable	<u>17,564.68</u>
Total Other Current Liabilities	<u>94,813.72</u>
Total Current Liabilities	170,583.70
Total Long Term Liabilities	<u>10,337.57</u>
Total Liabilities	180,921.27
Equity	
2320 · Investment in Capital Assets	49,700.66
3900 · Fund Balance	664,507.20
Net Income	<u>1,138.09</u>
Total Equity	<u>715,345.95</u>
TOTAL LIABILITIES & EQUITY	<u><u>896,267.22</u></u>

Redwood Coast Energy Authority
Profit & Loss
April 2016

	<u>TOTAL</u>
Ordinary Income/Expense	
Income	
5 REVENUE EARNED	
Total 5000 · Revenue - government agencies	122,158.15
Total 5100 · Revenue - program related sales	-182.57
Total 5400 · Revenue-nongovernment agencies	96,464.51
Total 5 REVENUE EARNED	<u>218,440.09</u>
Total Income	<u>218,440.09</u>
Gross Profit	218,440.09
Expense	
7 EXPENSES - PERSONNEL	
7102 · Safety	235.33
7103 · Organizational Development	174.00
7200 · Salaries, Wages & Benefits	
7210 · Salaries - staff	53,211.62
7220 · Wages - interns	6,046.88
7230 · Pension Plan Contributions	1,667.70
7240 · Employee Benefits-Insurance	15,370.55
7250 · Payroll Taxes Etc.	5,383.64
7255 · Worker's Comp Insurance	581.09
Total 7260 · Paid Time Off	5,379.98
7265 · Jury Duty	80.22
Total 7200 · Salaries, Wages & Benefits	<u>87,721.68</u>
Total 7 EXPENSES - PERSONNEL	88,131.01
8 NON-PERSONNEL RELATED EXP	
8100 · Non-Personnel Expenses	
8110 · Office Supplies	70.31
Total 8120 · Information Technology	230.13
Total 8130 · Telephone & Telecommunications	647.86
8140 · Postage & delivery	104.07
Total 8170 · Printing & copying	958.49
8195 · Tool bank	555.29
Total 8100 · Non-Personnel Expenses	<u>2,566.15</u>
8200 · Facility Expenses	
8210 · Office Lease	4,100.00
Total 8220 · Utilities	892.21
8230 · Janitorial	441.47
8240 · Facility repairs & maintenance	42.24
Total 8200 · Facility Expenses	<u>5,475.92</u>
Total 8300 · Travel & Meeting Expense	1,278.26
Total 8320 · Meetings, workshops & events	2,353.37

Redwood Coast Energy Authority
Profit & Loss
April 2016

	<u>TOTAL</u>
8500 · Other Expenses	
Total 8560 · Website Expenses	15.00
Total 8570 · Advertising & Marketing Expense	1,411.68
8593 · Bank Charges	60.00
8595 · Credit Card Processing Fees	33.75
Total 8500 · Other Expenses	<u>1,520.43</u>
8700 · Professional Services	
8710 · Contracts - Program Related Ser	15,763.89
8720 · Accounting	2,223.00
8740 · Legal	1,628.00
8760 · Temporary Services	963.00
Total 8700 · Professional Services	<u>20,577.89</u>
Total 8 NON-PERSONNEL RELATED EXP	33,772.02
Total 9 INCENTIVES & REBATES	<u>4,709.91</u>
Total Expense	<u>126,612.94</u>
Net Ordinary Income	91,827.15
Other Income/Expense	
Total Other Expense	<u>159.04</u>
Net Other Income	<u>-159.04</u>
Net Income	<u><u>91,668.11</u></u>



REDWOOD COAST EnergyAuthority

STAFF REPORT

AGENDA DATE:	June 20, 2016June 17, 2016
TO:	Board of Directors
PREPARED BY:	Executive Director
SUBJECT:	Proposed New Org Chart

CCA Program development is continuing on track. To date CCA participation ordinances have been adopted by the County, Fortuna, and Arcata; the Eureka and Trinidad City Councils voted unanimously to introduce participation ordinances at their meetings the week of June 6th. Assuming Eureka and Trinidad adopt there ordinances that will establish a customer base encompassing over 95% of the total County-wide energy load -- more than adequate to proceed with a viable program. The technical study and implementation plan will be developed using these launch communities as the base, but it should be noted that there is not an issue with Rio Dell, Ferndale, and Blue Lake joining at a later date if they chose.

Schedule:

The Technical Study is scheduled to be completed prior to the July RCEA Board meeting, and staff proposes for that meeting the board review TEA's feasibility findings and make a determination at that time to officially proceed with approving the launch of the CCA and beginning "phase two" of program development. This and other Board decision points are outlined in the attached 2016 CCA program development timeline. As discussed at the May meeting, the timeline proposed two Special Board meetings that would be held in the evening and conducted in a community workshop style to gather public input. The timeline also outlines the schedule for the technical study and implementation plan, as well the schedule for the Citizen's Advisory Committee and the advisory support groups.

Citizen's Advisory Committee

At the May meeting the Board approved community engagement strategy guidelines (updated document attached), which include appointing an initial Citizen's Advisory Committee to facilitate public engagement and provide input to the Board. To meet launch period needs, the Board agreed in May that each RCEA Board member would nominate one community member to be appointed to the Committed at the June 20th meeting and to serve for an initial commitment through 2016; the long-term role and structure for the Committee will be developed over the coming months as a part of the implementation planning process. Consultant Mary

Gelinas has developed a Chart document to define the role and functioning of the Citizen's Committee, which is attached for Board consideration and adoption.

Technical Study Update

The Technical Study will provide details on the overall feasibility of a Humboldt-County CCA based on the program implementation structure being deployed and analysis and forecasts of customers loads, power prices, and other cost consideration.

In 2015 the Board voted to pursue development of a CCA business plan that prioritizes competitive rate for the community combined with the utilization of local renewable energy resources, including existing facilities, to the greatest extent technically and financially feasible. These goals were expanded on in RCEA's CCA Development Roadmap to take into consideration for the CCA's economic impacts, environmental performance, and operational effectiveness and risk management.

The Technical Study will also present conceptual scenarios to help the Board and the community consider and evaluate high-level procurement and program design options that achieve the overall program goals above, with the objective of informing the Implementation Plan and associated decisions on RCEA's initial power portfolio. Staff and TEA is requesting initial thoughts and input on the assumptions and structure of scenarios that will be presented in the Technical Study. It should be noted that the Board and the community will not be "locked-into" considering and chose one of the specific scenarios present, the purpose is to present a selection of viable options that align with the Board's direction to date that can illustrate and compare the impacts of various external factors and decision variables.

It is also important to note that the CCA's portfolio will be dynamic and that the initial power portfolio and launch can and will change over time. In particular, the state's aggressive renewable portfolio standard will require RCEA and all power providers to increase the share of renewable power provided to customers, and RCEA can work to pursue numerous options to meet those requirements including the use of other local resources such as solar, wind, wave, and small hydro power.

Local Solar Development

Staff is working to evaluate options to develop new utility-scale local renewable power that can be integrated into the portfolio in the near-term. Solar presents the most feasible possibility for expanded local renewable capacity in the next 1-3 years. To that end, staff is working with County Aviation Division staff to evaluate the potential for utility scale solar at the Arcata/Eureka Airport. The County Aviation Advisory Committee has expressed support for the idea and Airport staff has worked with the planning consultants to identify and designate areas for potential solar develop on the Airport Master Plan Layout, which is currently being updated for approval by the FAA. The draft plan currently designates 26 acres for potential solar develop, which the Schatz Energy Research Center has estimated could accommodate a system of up to 7MW. Staff is continuing to explore this possible project as well as other potential sites across the County.

Line of Credit for Launch-Phase Internal Costs

There are considerable financial costs associated with launching a CCA program; RCEA has been able to move forward thus far with very limited financial resources expended -- the Board allocated \$100,000 from the RCEA general fund for CCA development in FY15-16. Further, the structure of the comprehensive implementation services model RCEA has pursued is allowing for the bulk of costs for development and launch to be covered by RCEA's contracted service providers and deferred until revenue is being realized. While much of the operation needs will be provided by contracted providers, RCEA will still have internal operational staffing needs and other costs associated with managing the program over time. TEA has estimate these costs to be in the \$1-1.5M/year range going forward, and the technical study is including this in their projections and analysis. However, over the next twelve months it would be prudent to begin ramping up internal capacity ASAP, but this will result in program costs prior to beginning service to customers and realizing any revenue.

RCEA has a general fund reserve of over \$600,000, but as all of RCEA's existing programs are funded on a reimbursable basis a significant portion of that reserve is important for managing monthly cash-flow. RCEA could "borrowing from ourselves" and use general funds to cover the ramp-up phase over the next year, but the associated cash-flow impacts could put a strain on daily operations and would unnecessarily constrain RCEA's effective ramp-up of CCA operational capacity.

To provide working capital during this bridge period prior to service launch, staff has been consulting with Headwaters Fund and RREDC staff to consider options for a Headwaters Fund line of credit to that would cover costs for the ramp-up year and then be paid back from program revenues after service to customers begins in spring 2017. RCEA, Headwaters, and RREDC staff have been evaluating a \$500-700K 5-year line of credit from the Community Investment fund. Staff proposes that the board authorize staff to develop and submit an application to Headwaters to begin the process, which could then make funds (if approved by the County) available in late summer as RCEA enters phase 2 of program roll-out.

RECOMMENDED ACTIONS:

1. Approve RCEA Board Special Meetings for the evenings of July 28 and September 12.
2. Approve Citizen's Advisory Committee Charter.
3. Appoint Citizen's Advisory Committee members.
4. Authorize application to the Headwaters Community Investment Fund for \$700,000, 5-year line of credit for CCA launch-period working capital.

2016 RCEA Board meetings and public engagement schedule

Revised: June 17, 2016

Advisory group input points ongoing/TBD):

Dates	RCEA Board Meetings	Community Advisory Committee	Key Board/CAC meeting content and decision points	Technical Study Tasks	Implementation Plan Tasks	Technical Advisory Group	Environmental Advisory Group	Economic Advisory Group (Prosperity Humboldt)
6/1/2016					Begin draft implementation plan			
6/14/2016						input on assumptions and scenarios		
6/20/2016	Regular Meeting		RCEA FY16-17 Budget; <u>appoint CAC members</u> ; RCEA Board reviews and provides Board input on technical study assumptions and parameters	Assumptions and scenario concepts presentation to Board			Solicit considerations for technical study	solicit data input from Prosperity for technical study (existing job counts and multipliers, etc.)
7/11/2016				Incorporate any revisions from board feedback/create "final" draft		review "final" draft		
Week of 7/11-7/15		CAC introductory meeting	background on CCA including the process, and role of CAC within process				Evaluate Scenarios	7/14 Prosperity Mtg-evaluate scenarios
7/18/2016	Regular Meeting		Review Technical Study feasibility and supply scenarios; make decision whether to move forward with CCA launch phase 2; ; finalize contracts with TEA/Noble/LEAN					
Week of 7/19-7/22		CAC planning meeting	Planning the community workshop					
7/28/2016 (proposed day)	Special Meeting	CAC participates in workshop	Evening community workshop and public engagement meeting: revisit RePower goals and criteria, provide input on Technical Study scenarios			Participate in workshop/ provide input	Participate in workshop/ provide input	Prosperity participates in workshop / provides input
8/1/2016		CAC debrief meeting	Compile results from workshop and draft report			Additional input for final scenario	Additional input for final scenario	Additional input for final scenario
8/9/2016				Final Technical Study "Proposed Scenario" for board packet				
8/15/2016	Regular Meeting		Select the Technical Study scenario that will inform the Implementation Plan					
8/16/2016					Begin finalizing IP based on selected			
Week of 9/5-9/9		CAC planning meeting	reviewing draft implementation plan, and planning the meeting		Complete draft IP due			
9/12/2016 (proposed day)	Special Meeting	CAC participates in workshop	Evening community workshop and public engagement meeting: review and provide input on Implementation Plan					
9/19/2016	Regular Meeting		September Regular meeting: review Draft Implementation Plan					
Week of 9/26-9/30		CAC debrief meeting	Compile results from workshop and draft report					
10/3/2016		CAC debrief meeting (if needed)	2nd meeting date in case additional revisions or discussion needed		Final tweaks/revisions/suggestions due from			
10/11/2016					Final due for Board Packet/make public			
10/17/2016	Regular Meeting		October Regular meeting: approve Final Implementation Plan for submittal to CPUC		IP approved for submittal to CPUC			
11/14/2016	Regular Meeting		Finalize supply contracts, rate setting.					
12/19/2016	Regular Meeting		Finalize supply contracts, rate setting.					
1/2017-2/2017			Rates set, customer notification begins					

RCEA PUBLIC ENGAGEMENT STRATEGY GUIDELINES

May 2016

Outlined below are the purpose, goals, and principles for RCEA's Public Engagement Strategy. This document is focused on RCEA's CCA program, but can be applied more broadly to RCEA's other efforts as well.

Purpose and Goals

The **Purposes** of RCEA's public engagement efforts are to:

1. Provide clarity to the public and the Board on the CCA program
 - a. Provide education to increase understanding and awareness of the CCA program
 - b. Build trust and confidence in the program with the public
2. Create inclusion for members of the public so they are—and feel—heard and understood.
3. Build community support for the CCA program
4. Provide input to the Board and staff before decisions are made
5. Engage a broad diversity of community stakeholders
6. Ensure that RCEA/CCA decisions are made in alignment with explicitly stated criteria

The **Goals and desired outcomes** for RCEA's public engagement are:

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

Principles

- **Accountability and Transparency:** RCEA will enable the public to participate in decision-making processes 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.

Initial Strategies for Public Engagement and Board Decision-making Support:

- **Form expert advisory groups/committees and integrate their knowledge into policies and procedures:**
 - **Technical Advisory Group**
 - Established fall 2015 (will confirm continued participation):
 - Karen Diemer, City Manager, City of Arcata
 - Paul Helliker, General Manager, Humboldt Bay Municipal Water District
 - James Zoellick, Senior Research Engineer, Schatz Energy Research Center
 - Juliette Bohn, Principal, JPB Consulting
 - Arne Jacobson, Director, Schatz Energy Research Center
 - Carol Rische, General Manager, retired, HBMWD
 - Jana Ganion, Energy Director, Blue Lake Rancheria
 - David Carter, Senior Research Engineer, Schatz Energy Research Center
 - Gwelen Paliaga, Technical Director, Building Science Research & Emerging Solutions, TRC
 - **Environmental Review Group**
 - Inaugural members:
 - Natalynne DeLapp, Executive Director, EPIC
 - Stephen Kullmann, Environmental Director, Wiyot Tribe
 - Jen Kalt, Director, Humboldt Baykeeper
 - Sharon Kramer, Principal, HT Harvey & Associates
 - **Economic Decision Support**
 - Requesting the existing *Prosperity! Network* economic development working group (which meets monthly) provide input on economic considerations.
- **Organize participatory, workshop-style Special RCEA Board Meetings for education, input, and feedback**
 - Board will need to be actively engaged in these
 - Approximately once a quarter and/or at key decision points – 2 planned for remainder of 2016 (see schedule).
 - Also create complimentary mechanisms for getting public engagement, input, and feedback online and via other non-meeting opportunities
- **Create Board CCA background binders and resources**
 - Draft FAQs and talking points for Board and advisory committee members
- **Create a Citizens Advisory Committee (CAC)**
 - Will launch with a group of nine members with each RCEA Board member nominating an individual for the group.
 - Considerations to keep in mind when choosing a CAC member:
 - Is connected to multiple groups and constituencies across sectors.
 - Is not a single-issue person, is engaged in or knowledgeable about a number of issues.
 - Is somewhat process savvy, has been involved in other participatory processes.

- Able to think about the big picture and the inter-relationships among multiple components/issues.
- Has credibility across various sectors.
- Is interested in piloting new, more effective ways to conduct public process.
- Has a sense of urgency with regard to the issue.
- Eager and able to collaborate with others in the process.
- CAC members are expected to:
 - Work with facilitator/consultant to help plan and lead community workshops
 - Assist in summarizing and synthesizing input from community workshops
 - Present key messages from community workshops to RCEA Board of Directors
 - Encourage other stakeholders to participate in community workshops
 - Participate in 2 community workshop-style Special RCEA Board Meetings, duration 2 to 2.5 hours, held in July and September 2016
 - Participate in up to 6 meetings, two held before each workshop meeting and one after each workshop meeting, duration of each meeting 2 to 2.5 hours.
- Based on feedback from community workshops, refine and modify the role and future role and process for the CAC.

Schedule of 2016 RCEA Regular Business Meetings, Special Meetings, and key decision points.

2016 RCEA Board Meetings	Key meeting content and decision points
Mon., June 20 th Regular Meeting	RCEA FY16-17 Budget; <u>appoint CAC members</u> ; RCEA Board reviews and provides input on draft technical study assumptions and scenario concepts/parameters
Mon., July 18 th Regular Meeting	Review Technical Study feasibility and supply scenarios; make decision whether to move forward with CCA launch phase 2; finalize contracts with TEA/Noble/LEAN
<i>Thurs., July 28th (proposed day) Special Meeting</i>	<i>Evening community workshop and public engagement meeting: revisit RePower goals and criteria, provide input on Technical Study scenarios</i>
Mon., August 15 th Regular Meeting	Select the Technical Study scenario that will inform the Implementation Plan
<i>Mon., September 12th (proposed day) Special Meeting</i>	<i>Evening community workshop and public engagement meeting: review and provide input on Implementation Plan</i>
Mon., September 19 th Regular Meeting	September Regular meeting: review Draft Implementation Plan
Mon., October 17 th Regular Meeting	October Regular meeting: approve Final Implementation Plan for submittal to CPUC
Mon., Nov. 14 th Mon., December 19 th Regular Meetings	Finalize supply contracts, rate setting.
January/February 2017	Rates set, customer notification begins

The two key documents related to the above timeline are a Technical Study and an Implementation Plan:

Technical Study

The Technical Study will provide a clear assessment of the overall feasibility of its CCA program as it relates to meeting key goals, such as environmental benefits and cost competitiveness. The study will also provide multiple supply scenarios and information, such as:

- how the scenarios compare to PG&E in terms of greenhouse gas content
- an estimate of the percentage of renewable energy content that can be procured from locally-generated electricity
- an evaluation of the resulting economic/job impacts of local project development, and
- potential rate savings of each scenario compared to PG&E over the forecast period.

The goal is to be able to summarize in straightforward terms the results and options in a way that all stakeholders can understand.

Implementation Plan

The Implementation Plan is a CPUC requirement that describes the main aspects of the CCA plan of operations. It must be certified by the CPUC (within 90 days of submission) before the CCA can begin serving customers. The Plan will be drafted in accordance with all CPUC requirements and established best practices. The Implementation Plan will include the following:

- Communities participating in the program
- Organizational structure of the program, its operations and funding
- Rate setting and other costs to participants
- Disclosure and due process in setting rates and allocating costs among participants
- Methods for entering and terminating agreements with other entities
- Participant rights and responsibilities
- Termination of the program
- Description of initial power supply mix and sources at launch, as well as power procurement plans and strategy going forward into the future

**REDWOOD COAST ENERGY AUTHORITY
CITIZEN'S ADVISORY COMMITTEE CHARTER**

DRAFT

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 feel—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.

Charter of RCEA's Citizen's Advisory Committee in 2016

Committee 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 workshops and other sources, (i.e., Technical Advisory Committees and on-line); draft recommendations based on the feedback
- Provide the RCEA Board with a synthesis of all the feedback along with their recommendations

RCEA Board Member 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 Member 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 Citizen's Advisory Committee (continued)

Consultant/Facilitator Role	<ul style="list-style-type: none">▪ Contribute process knowledge and advocate for fair and effective process▪ Provide suggestions for workshop formats based on previous experience and research▪ Assist with planning and facilitating committee and community workshops▪ 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	<ul style="list-style-type: none">▪ 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	<ul style="list-style-type: none">▪ Implement workshop activities and presentations as needed (e.g., produce education materials, manage educational workstations, coordinate transfer of information between stakeholder groups, procure all materials/venues/resources needed for workshops, etc.)▪ Provide logistical support for scheduling meetings, transcribing notes, preparing documents for the Board▪ Provide guidance and content expertise▪ Act as a resource for the Citizen's 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	<ul style="list-style-type: none">▪ Provide information and experience to the Citizen's 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 workshops to make best use of people's time and engage them in the process

Charter of the Citizen's 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 and on time
- 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

Meeting Procedures

- Consultant/facilitator will plan the outcomes and agenda for each meeting beforehand with either a member of the Board and/or the Committee
 - Distribute meeting agendas prior to the meetings
 - 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
-

Charter of the Citizen's 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.

Citizen's Advisory Committee Work Plan in 2016

Start-Up Committee and Plan Community Workshop # 1

(Meeting weeks of July 11 and July 19)

By the end of June the CAC will understand and/or agree on:

- The Citizen's Advisory Committee Charter
- The purpose and composition of the three other committee's (technical, environmental, and economic) and how they inter-relate with CAC
- The proposed purpose, outcomes, detailed agenda and ground rules for the initial public workshop and their role in it
- The stakeholders they will encourage to participate in the first public workshop and the process for doing so
- The other mechanisms for gathering feedback and agreement on how they will integrate this feedback with what is gathered at the public meetings

Community Workshop # 1 (July 28, 2016)

(DRAFT) Purpose: By the end of the workshop 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)
- Review and prioritize RePower goals and criteria
- Understand the purpose of the Technical Study Scenarios and the Scenarios themselves
- Provide feedback on Technical Study Scenarios (pros and cons)
- Understand how their feedback will be used, by when
- Understand next steps

Follow up to Community Workshop # 1 (August, 2016)

The CAC will:

- Review and understand the feedback from all sources (community workshop, Technical Advisory Committees, and on-line mechanisms)
- Identify the key messages from all sources
- Develop recommendations based on the feedback for the RCEA Board of Directors
- Present key messages and recommendations to the RCEA Board of Directors (August 15)

Citizen's Advisory Committee Work Plan in 2016

Plan Community Workshop # 2 (1 meeting in August, 2016)
<p>By the end of August the CAC will understand and/or agree on:</p> <ul style="list-style-type: none"> ▪ The stakeholders they will encourage to participate in the second workshop and the process for doing so ▪ Agreement on the purpose, outcomes, detailed agenda and ground rules for the second public workshop and their role in it
Community Workshop # 2 (Week of Sept. 5, 2016)
<p>(Draft) Purpose: By the end of the meeting participants will...</p> <ul style="list-style-type: none"> ▪ 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 requirements and purpose of the proposed Implementation Plan ▪ Provide feedback on proposed Implementation Plan ▪ Understand next steps
Follow up to Community Workshop # 2 (2 meetings in October, 2016)
<p>Tasks:</p> <ul style="list-style-type: none"> ▪ Review and understand the feedback from all sources (community workshop, Technical Advisory Committees, and on-line mechanisms) ▪ Identify the key messages from all sources ▪ Develop recommendations based on the feedback for the RCEA Board of Directors ▪ Present key messages and recommendations to the RCEA Board of Directors (October 17)
CAC Charter (November, 2016)
<p>Based on feedback from community workshops, refine and modify the role, charter, and process for the CAC. Determine future timelines, commitments, nomination procedures, and terms for the CAC.</p>



REDWOOD COAST EnergyAuthority

STAFF REPORT

AGENDA DATE:	June 20, 2016
TO:	Board of Directors
PREPARED BY:	Lou Jacobson, Program Manager
SUBJECT:	Proposition 39 status update

Summary Points

The following summary points support and expand on attachments 1 and 2 on the following pages. The first two bullet points below complete Mr. Salzman's information request when combined with attachment 2. RCEA staff members will provide additional information upon request.

- Energy Conservation Measure (ECM) identification has progressed in line with our contract scope of work, from no-cost assessments to for-fee professional services. For-fee expenses include:
 - RCEA, to date, has expended \$69,851.99 to secure professional services to assist with technical assistance.
 - Large Integrated Audits: \$50,182.99 was used to support ASHRAE Level 2 assessments.
 - RCEA has \$29,817.01 remaining in our ratepayer LIA LEA support fund.
 - RCEA issued an RFQ for Energy Assessments and Design to assist in moving State funding into the community.
 - RCEA is continuing to encourage local, state and regional Energy Service Companies to respond to the opportunity. Two companies have been qualified:
 - Brightwave Energy
 - McKeever Energy and Electric
 - Zero Net Energy/Fuel Switching: \$17,369 was used for zero net energy and fuel switching assessments. This value will be charged to districts under the Proposition 39 planning budget. Billing to LEAs has not occurred yet.
 - Solar Feasibility: \$2,300 has been earmarked for a solar feasibility study at Trinidad Elementary. The \$2,300 will be billed to the LEA's Prop 39 planning budget. Billing has not occurred yet.

- Item # 4: RCEA is consulting with schools to determine the extent in which we can release the requested information relating to submitted and approved EEPs. RCEA will release that information as soon as possible.
- RCEA internal records show that contracting with Local Educational Agencies (LEAs) spanned from June 2014 to March 2015.
- Proposition 39 is considered an eight (8) year program with five (5) years of direct funding.
 - Final projects will not be able to move forward until the final appropriation is realized by the Local Educational Agency (LEA) or if the LEA decides to capitalize prior to the final appropriation.
 - Final reporting must be completed by the end of fiscal year 2020-21.
 - See attachment 1 for further clarification.
- Projects funded by Prop 39 are expected to be phased as aligned with program capitalization.
 - RCEA staff members expect that projects capable of being capitalized with current appropriations (phase 1) will go to install beginning in Q1 2016-17. Phasing is unique to each LEA. Some LEAs may have multiple project phases others may only have one. See attachment 1 for project implementation timelines.
 - The remainder of the identified projects (phase 2) will go to install after the final appropriation and span from fiscal year 2017-18 to 2019-20.
 - Effective phasing aligned with Prop 39 appropriations is seen as a cost savings strategy as it reduces redundant costs associated with the public works bidding process while creating scale.
- RCEA feels comfortable that we are on target to continue to successfully implement Proposition 39 while acknowledging the program limitations as defined by the California Energy Commission.

Attachment (1): Expected Program Timeline

	Fiscal Year 1 2013-14				Fiscal Year 2 2014-15				Fiscal Year 3 2015-16				Fiscal Year 4 2016-17				Fiscal Year 5 2017-18				Fiscal Year 6 2018-19				Fiscal Year 7 2019-20				Fiscal Year 8 2020-21			
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Funds Capitalization																																
Benchmarking																																
Identify Energy Conservation Measures (ECM)																																
Feasibility																																
Incentive Management																																
Determine ECM Savings to Investment Ratio																																
Draft, Present and Finalize LEA ECMs																																
Expenditure Plan Submittal and Approval																																
Project Implementation																																
EEP Change Orders and Management																																
EEP Annual and Final Reports																																
Energy Management																																

1. Shaded grey spaces illustrate flex in timelines to account for LEA variability.

2. Several items span most of the program life as they are not fixed activities. These Incentive Management, EEP Change Orders and Management, Annual Reporting and Energy Management.

3. The color graduation for funds capitalization illustrates how schools build the capacity to do work over time aligned with yearly appropriations.

Attachment (2): Prop 39 Information by LEA

The table below fulfills items 1, 2, 3, 5, 6 of Mr Salzman’s request. The remaining items are covered in the summary points of the staff report: item #4 and RCEA’s accrued expenses from subbing technical analysis and related work to outside consultants.

From: Steve Salzman [<mailto:salzman@greenwaypartners.net>]
Sent: Tuesday, April 19, 2016 4:31 PM
To: Matthew Marshall
Cc: woo@hbmwd.com; Sara Demetroff
Subject: Greenway Request for Status Report on RCEA's Progress on Prop 39 Contracts

Matthew,

This is just a note to reiterate my request for a status report on RCEA's progress on their Prop 39 contract with the local school districts. A table listing the following information would be most helpful.

1. All the schools with which RCEA has contracts,
2. How much of their Planning and/or Energy Manager budgets have been expended to date (your billings),
3. An estimate of how far along you are (percent complete) in preparing each of their Energy Expenditures Plans,
4. Which ones have approved Energy Expenditure Plans (please forward copies of approved EEPs),
5. How much of their Construction budgets have been expended with and without an approved EEP,
6. An estimate of how far along you are (percent complete) in contracting out the construction work for the approved EEPs.

I would also like to know the amount RCEA has spent subbing out the technical analysis and related work to outside consultants. I understand that PG&E kicked in \$80k to help you contract for these services. I look forward to receiving the status report and discussing it with the Board at an upcoming meeting. Thanks, SS

Steve Salzman, P.E.
Principal Greenway Partners
1385 8th St.,Suite 201
Arcata, CA 95521
(707) 822-059

LEAs In Contract With RCEA	LEA RCEA Payments to Date	EEP Percent Complete ¹	Estimated EEP Submittal Date	Reimbursement vs. Capitalization	Contracting and Construction
Arcata Elementary	\$12,966.30	100%	Complete	As of the date of this report Eureka City Schools is the only LEA actively using a reimbursement pathway for lighting projects (see page 35, under the No Retroactive Funding of Projects section, within the Energy Commission's Proposition 39 guidelines). Eureka City Schools has recently completed several projects through the reimbursement pathway. Estimates are that the district will have expended approximately 33-50% of their current construction budget prior to the submission and approval of their 2015-16 EEP. RCEA has encouraged other LEAs to look at the reimbursement model as an effective way to minimize back-end reporting costs. Fortuna Elementary is exploring the idea.	The contracting and construction phase has just begun for those EEPs submitted and approved. With the exception of early EEPs tied to NHUHSD and ECS. Contracting and construction work is being phased based on program appropriation timelines. RCEA staff forecast that calendar year 2016 Q4 and 2017 Q1, Q2 will be critical times to move phase 1 work forward. Phase 2 work will be completed as applicable to capitalization after the final program appropriations occur. Please see attachment 2 made part of the staff report for a program timeline.
Bridgeville Elementary	\$3,663.45	95%	June-July 2016		
Coastal Grove Charter	\$9,831.77	90%	July-August 2016		
Cuddeback Union Elementary	\$12,081.90	100%	Complete		
Cutten Elementary	\$12,808.16	95%	June-July 2016		
Eureka City Schools	\$27,890.00	100% / 98% ²	Jun-16		
Ferndale	\$12,623.86	100%	Complete		
Fieldbrook Elementary	\$10,819.19	95%	Jun-16		
Fortuna Elementary	\$23,908.19	95%	Jun-16		
Fortuna Union High	\$22,737.24	100%	Complete		
Fuente Nueva Charter	\$3,666.30	85%	Aug-16		
HCOE	\$12,834.50	100%	Complete		
Klamath-Trinity Joint Unified	\$15,456.60	N/A ³	Unknown		
Mattole USD	\$2,456.56	90%	Aug-Sept 2016		
Mattole Valley Charter	\$3,573.20	45%	2017		
Northern Humboldt Unified High School District (NHUHSD)	\$25,653.60	100% / 75% ²	Sept-Oct 2016		
Pacific Union Elementary	\$12,816.00	90%	June-July 2016		
Pacific View Charter	\$7,380.37	75%	July-August 2016		
Redwood Preparatory Charter	\$10,805.94	N/A ⁴	Unknown		
Six Rivers Charter High	\$3,684.10	Tied to NHUHSD	Tied to NHUHSD		
Southern Humboldt Unified School District	\$10,571.60	90%	June-July 2016		
Trillium Charter	\$3,296.47	N/A ⁵	Unknown		
Trinidad Union Elementary	\$12,190.00	95%	June-July 2016		
(1) Progress percentages are estimates and may vary.					
(2) ECS and NHUHSD already have realized one approved EEP each and are moving towards their second submittal.					
(3) KT is currently undertaking a mitigation project. RCEA's understanding is that the mitigation project is the priority and will, in large part, define timelines. RCEA is working with KT to determine where and how Prop 39 can be used in conjunction with currently planned work.					
(4) Redwood Preparatory Charter purchased a new facility and is currently renovating. RCEA will be meeting with Redwood Prep 06/20/2016 to continue a dialogue regarding how to leverage Prop 39 in parallel with currently planned activities.					
(5) Trillium has very low annualized use. RCEA is currently investigating ZNE/ZEB opportunities and alternative SIR calculations but also recognizes that there may not be an opportunity to expend all Prop 39 dollars. In this case eligible measures will be capitalized (lighting and water heating).					



REDWOOD COAST EnergyAuthority

STAFF REPORT

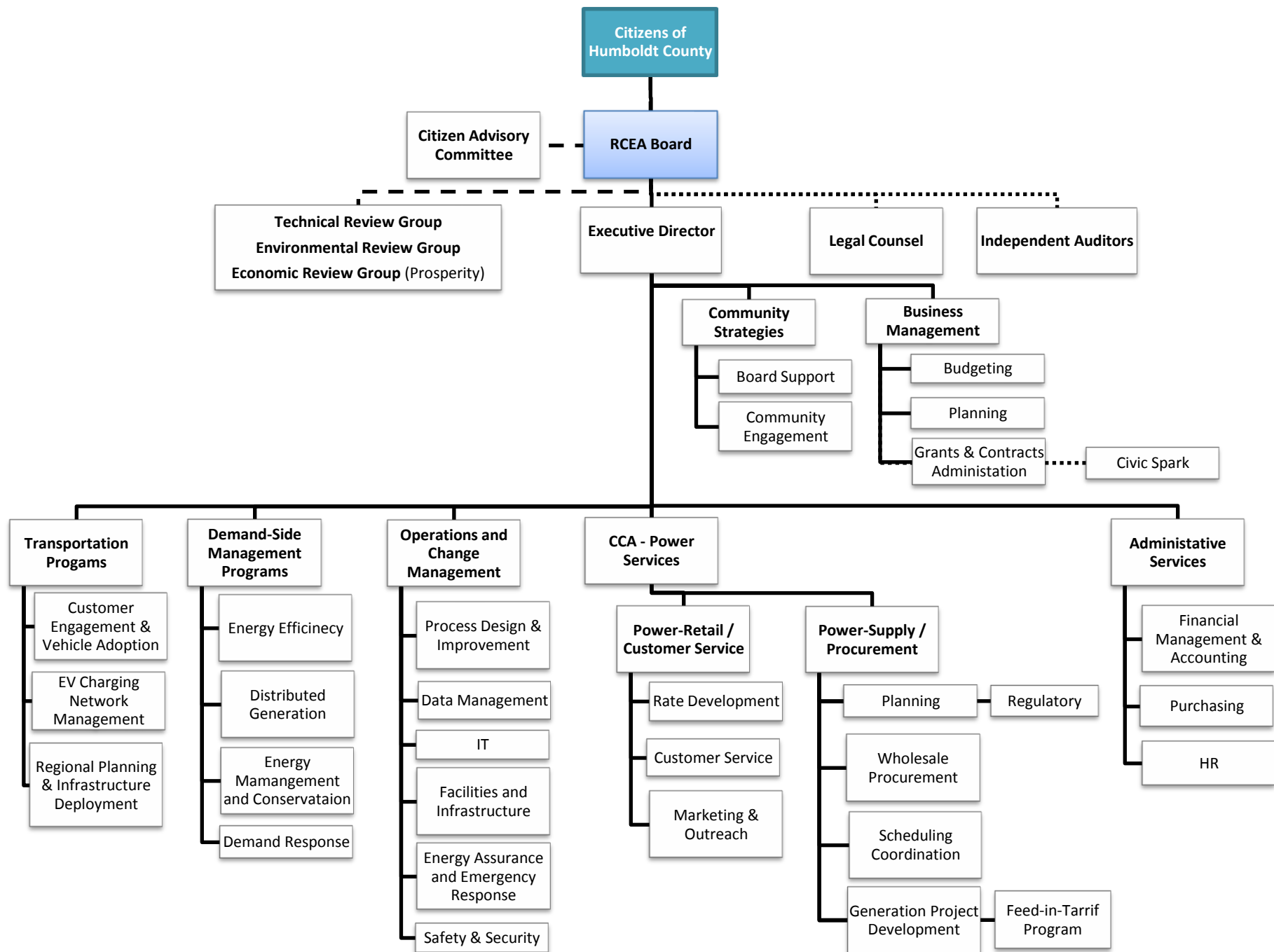
DATE:	June 17, 2016
TO:	Board of Directors
FROM:	Executive Director
SUBJECT:	Proposed New Org Chart

To prepare for the launch of the Community Choice Energy program, staff has created a proposed new organizational structure that will accommodate the additional responsibilities of a CCA operations. After evaluating numerous examples from organizations with similar responsibilities, the Sacramento Municipal Utility District org chart stood out as a good model to draw from. We also took into consideration recommendations from TEA and LEAN regarding new functions and capabilities required for a CCA program. To tailor the model to RCEA, we focused on elements that would help RCEA best achieve its goal of launching and implementing community energy through Phases 1 and 2, maintain/grow current programs, and address current and anticipated gaps in support services.

Currently, the RCEA organization is predominantly grouped around major programs. The new structure would keep this programmatic focus by adding a Community Energy program ("CCA-Power Services"), and better defining our other energy service areas as "Demand Side Management" which includes energy efficiency and distributed generation, and "Transportation" which includes our Electric Vehicle Charging Network and transportation-related initiatives. Two key functional groups were added - Business Management and Community Strategies- to better support all programs and accommodate anticipated growth. Current functional groups- Administrative Services and Operations- remain, but have a better defined focus as well. Continuing to have a "hybrid" of programmatic and functional-type groupings within RCEA will allow some functions to be managed commonly in order to be cost-effective and cohesive, while promoting depth of skills in multiple specialized areas.

All the proposed functional groups, Community Strategies, Business Management, Operations and Change Management, and Administrative Services, are meant to be integrators to ensure processes are executed smoothly across groups, and to facilitate external and internal coordination. Additionally, some "dotted line" linkages may be necessary to link staff within functional departments to specific programmatic focuses (e.g. a Community Engagement staff position focused solely on supporting Power Services). This structural linking will enable effective communication across groups and extra support where necessary.

The org chart provides a high-level overview of the proposed new structural groupings and their primary functions within the organization. This structural alignment provides an overall framework while leaving flexibility in staffing assignments and options to outsource functions to outside organizations as appropriate.



Redwood Coast Energy Authority

Proposed FY 2016-17 Annual Budget

	<u>Jul '15 - Apr 16</u>	<u>FY 2015-16 Budget</u>	<u>Proposed FY 2016-17 Budget</u>
Ordinary Income/Expense			
Income			
Total 4 GRANTS AND DONATIONS	5,000	5,000	-
5 REVENUE EARNED			
Total 5000 · Revenue - government agencies	605,474	792,198	357,364
Total 5100 · Revenue - program related sales	10,227	17,500	17,500
5300 · Revenue - investments	-	200	200
Total 5400 · Revenue-nongovernment agencies	1,159,544	1,549,150	1,553,570
Total 5 REVENUE EARNED	1,775,245	2,359,048	1,928,635
Total Income	1,780,245	2,364,048	1,928,635
Gross Profit	1,780,245	2,364,048	1,928,635
Expense			
7 EXPENSES - PERSONNEL			
7101 · Screening/Testing Services	82	600	600
7102 · Safety	235	1,000	1,000
7103 · Organizational Development	324	500	500
7104 · Employee Enrichment Program	393	5,000	15,000
7200 · Salaries, Wages & Benefits			
7210 · Salaries - staff	528,304	694,500	905,020
7220 · Wages - interns	51,839	58,800	71,061
7230 · Pension Plan Contributions	16,211	22,500	29,086
7240 · Employee Benefits-Insurance	160,831	230,200	277,943
7250 · Payroll Taxes Etc.	61,927	77,000	94,326
7255 · Worker's Comp Insurance	5,806	13,700	7,400
Total 7260 · Paid Time Off	84,951	108,000	142,331
7265 · Jury Duty	229		500
Total 7200 · Salaries, Wages & Benefits	910,098	1,204,700	1,527,668
Total 7 EXPENSES - PERSONNEL	911,132	1,211,800	1,544,768
8 NON-PERSONNEL RELATED EXP			
8100 · Non-Personnel Expenses			
8110 · Office Supplies	3,304	5,000	6,000
8111 · Furniture & Equipment	563	2,800	2,800
Total 8120 · Information Technology	7,054	15,000	55,000
Total 8130 · Telephone & Telecommunications	5,126	6,500	6,500
8140 · Postage & delivery	1,329	1,800	1,800
Total 8170 · Printing & copying	5,450	7,500	7,500
Total 8180 · Books, subscriptions, edu matls	830	1,000	1,000
8190 · Exhibits & displays	-	800	1,800
8195 · Tool bank	1,800	4,000	4,000
8100 · Non-Personnel Expenses - Other	10		
Total 8100 · Non-Personnel Expenses	25,468	44,400	86,400

8200 - Facility Expenses			
8210 - Office Lease	41,000	49,200	49,200
Total 8220 - Utilities	7,978	10,000	11,500
8230 - Janitorial	4,923	6,500	6,500
8240 - Facility repairs & maintenance	770	3,500	3,500
8250 - EV Station Repairs & Maintenance	2,430	1,200	5,000
Total 8200 - Facility Expenses	57,102	70,400	75,700
Total 8300 - Travel & Meeting Expense	11,832	17,000	17,000
Total 8320 - Meetings, workshops & events	6,193	6,500	12,000
8500 - Other Expenses			
8520 - Insurance P&L	700	8,400	9,500
8530 - Dues & Memberships	2,686	3,500	3,500
Total 8560 - Website Expenses	238	500	1,000
Total 8570 - Advertising & Marketing Expense	7,688	10,000	22,000
8591 - Use Tax	-	300	300
8592 - Service Charge	-	200	200
8593 - Bank Charges	70	200	200
8595 - Credit Card Processing Fees	337	500	500
8596 - Flex Billing Service Fee	116		300
8597 - EV Site Host Pmts	1,511		5,000
Total 8500 - Other Expenses	13,345	23,600	42,500
8600 - Capital Development - Facility			
8615 - EV Station Equip-Svcs-Supplies	113,163	115,000	
8600 - Capital Development - Facility - Other	-	1,000	1,000
Total 8600 - Capital Development - Facility	113,163	116,000	1,000
8700 - Professional Services			
8710 - Contracts - Program Related Ser	303,382	478,440	261,005
8720 - Accounting	2,423	30,000	45,000
8730 - Graphic Design	800		
8740 - Legal	31,560	40,000	48,000
8760 - Temporary Services	3,146		
Total 8700 - Professional Services	341,310	548,440	354,005
Total 8 NON-PERSONNEL RELATED EXP	568,411	826,340	588,605
Total 9 INCENTIVES & REBATES	299,293	359,000	460,000
Total Expense	1,778,837	2,397,140	2,593,373
Net Ordinary Income	1,408	(33,092)	(664,739)
Other Income/Expense			
Other Income			
CCA Launch Line of Credit			700,000
9400 - Other Income	1,320		
Total Other Income	1,320		700,000
Total Other Expense	1,590	1,908	19,008
Net Other Income	(270)	(1,908)	680,992
Net Income	1,138	(35,000)	16,253