



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

May 16, 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 April 18, 2016 Board Meeting.
- B. Approve attached Warrants.
- C. Accept attached Financial Reports.
- D. Approve 2016-2021 Contract for Legal Services with RCEA General Counsel Nancy Diamond.

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 subcommittee report
 - Discuss and consider adoption of Public Engagement Strategy Guidelines.
 - CCA launch updated timeline.
 - Informational presentation: technical analysis overview and status update – Jeff Fuller, TEA.
- B. CA Energy Commission grant opportunity GFO-15-603: DC Fast Chargers for California's Interregional Corridors
 - 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



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MEETING MINUTES

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

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

I. ROLL CALL

Board Vice Chair Woo called the meeting to order at 3:21pm

Present: Sheri Woo, Tim Marks, Tiara Brown, Jean Lynch, Dwight Miller, Susan Ornelas

Absent: Linda Atkins, Doug Brower, Ryan Sundberg.

Staff: Matthew Marshall, Katie Koscielak, Nancy Diamond.

II. REPORTS FROM MEMBER ENTITIES

There were no reports from member agencies.

III. ORAL COMMUNICATIONS

- Steve Salzman of Greenway Partners addressed the Board on the following topics:
 - a. Mr. Salzman requested that at future meeting Board members discuss the role of RCEA in the community, particularly relating to the current Request for Qualifications for Professional Services. He expressed concerns that the RFQ is an action that would make RCEA a “gatekeeper” for firms like his and/or put RCEA in a position of competing with the private sector.
 - b. Mr. Salzman also requested a status update on the progress of RCEA’s efforts related to Proposition 39 and report out to the community on what has been accomplished to date.

Vice Chair Woo requested that Mr. Salzman submit his request in writing to help with framing the response and directed staff to put this matter on an upcoming agenda.

- B. Walt Paniak, an Arcata resident, requested that at some future meeting the Board speak to how price setting will occur within the CCA program and encouraged the Board to set a strategy for ensuring that third party contractors effectively deliver competitive energy prices. He expressed concern that third parties may try to “game the system” and unfairly manipulate the market.

IV. 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 with one correction to the Minutes of March 21, 2016 Board Meeting (change Diane Larson to Diane Ryerson).

V. REMOVED FROM CONSENT CALENDAR ITEMS

No items were removed from the consent calendar.

VI. NEW BUSINESS

A. Meeting schedule/time and facilitation of public engagement

Board members discussed revising the meeting schedule to an evening timeslot and considered possible options. The consensus of the Board was that options for evening meetings were very limited and there is a preference for keeping the regular Board meetings at the current 3:15pm timeslot on third Mondays of each month.

Director Brown recommended that the Board integrate “special meetings” focused on public engagement and participation, perhaps quarterly, that would be held in the evenings and could be focused on CCA topics.

Director Ornelas suggested that meetings could potentially be filmed and broadcast, and the Board directed staff to research possible larger venues for meeting as well as options and costs for filming meetings so they could be televised on the Access Humboldt station.

Director Miller recommended including approaches to engage the community outside of meeting such as a system for people to submit their input in writing.

Executive Director Marshall reported that staff has begun working with local consultants Mary Gelinis and Roger James who have expertise in public engagement strategies to help inform RCEA’s public engagement efforts.

Director Lynch suggested Duncan Lewis as a possible meeting facilitator, who has worked with the City of Blue Lake in the past on public meetings and community engagement.

Vice Chair Woo and Director Ornelas were designated as a sub-committee to work with staff and consultants to develop a strategy for inclusive public engagement.

VII. STAFF REPORTS

A. Executive Director Marshall provided the following reports:

- A status update summarizing progress to date on the 2016 executive director annual work plan.
- RCEA has been invited to be one of eight presenters at the CA Energy Commission’s April 25th Merit Review and Peer Evaluation Workshop for the state’s Electric Vehicle Charging Infrastructure Funding Program. RCEA has also been invited to present at a complementary April 26th workshop hosted by UC Davis on critical barriers and opportunities for electric vehicle commercialization.
- Staff and Legal Counsel are continuing work on CCA services contract development with TEA and their partners.

VIII. ADJOURNMENT

Vice Chair Woo adjourned the meeting at 4:35 pm.

Redwood Coast Energy Authority

Warrants Report

As of May 11, 2016

Type	Date	Num	Name	Memo	Amount
Apr 13 - 30, 16					
Bill Pmt -Check	04/18/2016	EFT	Staples Credit Plan	March Statement	-119.61
Check	04/20/2016	Debit	CWCI	Employment pamphlets	-58.50
Liability Check	04/21/2016	E-pay	EDD	499-0864-3 DE88 Q2 2016 SDI/PIT April #2 QB	-1,291.76
Liability Check	04/21/2016	E-pay	EDD	499-0864-3 DE88 Q2 2016 ETT/UI April #2 QB 1	-92.96
Liability Check	04/21/2016	E-pay	Internal Revenue Service	74-3104616 941 Q2 2016 April #2 QB Tracking #	-8,536.62
Paycheck	04/22/2016		Payroll	April Net Payroll	-23,892.74
Check	04/27/2016	6519	Redwood Coast Energy Authority	Chase - 4/22/16 Net Payroll Deposit	-19,748.17
Liability Check	04/27/2016	6520	Umpqua Bank	74-3104616 HSA Deposit	-558.36
Liability Check	04/27/2016	6521	Calvert	74-3104616 IRA Deposit	-4,687.72
Check	04/27/2016	6522	Cash:Wooden, Dan	EUC Energy Assessment Refund	-500.00
Bill Pmt -Check	04/27/2016	6523	ABC Office Equipment	April MA/print charges	-775.21
Bill Pmt -Check	04/27/2016	6524	AM Conservation	LED stock	-3,362.21
Bill Pmt -Check	04/27/2016	6525	AT&T	April Telephone Service	-429.22
Bill Pmt -Check	04/27/2016	6526	Bailey Electric	Check heat pump panel loads / Bridgeville Elemen	-100.00
Bill Pmt -Check	04/27/2016	6527	Cuddeback Elementary School	Prop 39 A2/LIA Energy Audit Reimbursement	-8,908.76
Bill Pmt -Check	04/27/2016	6528	FedEx	Delivery service	-104.07
Bill Pmt -Check	04/27/2016	6529	Ferndale USD	Prop 39 A2/LIA Energy Audit Reimbursement	-10,777.50
Bill Pmt -Check	04/27/2016	6530	Fortuna Union HSD	Prop 39 A2/LIA Energy Audit Reimbursement	-20,000.00
Bill Pmt -Check	04/27/2016	6531	Green, M.	Tool Bag	-63.69
Bill Pmt -Check	04/27/2016	6532	HWMA	CFL disposal	-147.75
Bill Pmt -Check	04/27/2016	6533	Mattio, B.	March mileage	-10.80
Bill Pmt -Check	04/27/2016	6534	North Coast Unified Air Quality	Contract services 3/1-3/31/16 ARV-13-012 / AF	-473.59
Bill Pmt -Check	04/27/2016	6535	Northern California Glove	First aid supplies for install crews	-235.33
Bill Pmt -Check	04/27/2016	6536	Pacific Union School Dist	Prop 39 A2/LIA Energy Audit Reimbursement	-10,496.00
Bill Pmt -Check	04/27/2016	6537	PG&E Utility Account	April utilities/Lighting upgrade financing	-777.29
Bill Pmt -Check	04/27/2016	6538	PlanItGreen	Event Planning - PACE Expo 4/16/16	-1,181.88
Bill Pmt -Check	04/27/2016	6539	Project Energy Savers	Promotional Materials	-1,024.97
Bill Pmt -Check	04/27/2016	6540	SDRMA P&L	Cert #22 - Westside Community Improvement Ass	-50.00
Bill Pmt -Check	04/27/2016	6541	Sequoia Personnel Services	Temporary staffing service	-414.00
Bill Pmt -Check	04/27/2016	6542	Terry, P.	March mileage and expense reimbursement	-66.51
Bill Pmt -Check	04/27/2016	6543	Tolley, M.	March mileage	-97.36
Bill Pmt -Check	04/27/2016	6544	Winzler, John	Office Lease - May	-4,100.00
Apr 13 - 30, 16					-123,082.58
May 1 - 12, 16					
Check	05/01/2016	EFT	CoPower	May Premium	-202.00
Liability Check	05/09/2016	E-pay	EDD	499-0864-3 DE88 Q2 2016 SDI/PIT May #1 QB T	-1,243.17
Liability Check	05/09/2016	E-pay	EDD	499-0864-3 DE88 Q2 2016 ETT/UI May #1 QB T	-106.72
Liability Check	05/09/2016	E-pay	Internal Revenue Service	74-3104616 941 Q2 2016 May #1 QB Tracking # :	-8,351.62
Paycheck	05/10/2016		Payroll	May Net Payroll	-23,692.43
Bill Pmt -Check	05/10/2016	6549	AMEX	April Statement 4/25/16	-290.01
Bill Pmt -Check	05/10/2016	6550	Bishop, M.	April Mileage	-9.18
Bill Pmt -Check	05/10/2016	6551	Burks, K.	April Mileage	-56.92
Bill Pmt -Check	05/10/2016	6552	City of Arcata	Site Host Reimbursement 1/1/16 - 3/31/16 002-AF	-166.50
Bill Pmt -Check	05/10/2016	6553	City of Blue Lake	Site Host Reimbursement 01/01/16 - 03/31/16 00	-4.52
Bill Pmt -Check	05/10/2016	6554	Clayton, C.	Facility Repairs & Maintenance	-34.79
Bill Pmt -Check	05/10/2016	6555	Fischer, A.	April expenses	-45.40
Bill Pmt -Check	05/10/2016	6556	GHD	Site Host Reimbursement 1/1/16-3/31/16 001-EUI	-59.87
Bill Pmt -Check	05/10/2016	6557	Green, M.	April/May mileage & expenses	-133.80
Bill Pmt -Check	05/10/2016	6558	HSU Fdn EVCN ARV-13-029	January services ARV 13-029 000163/SP29379	-1,518.71
Bill Pmt -Check	05/10/2016	6559	Jewett, J.	April Mileage	-3.62

Bill Pmt -Check	05/10/2016	6560	Living Light Electric	Mistwood Montessori rebate / Audit 3697	-355.17
Bill Pmt -Check	05/10/2016	6561	Marshall, M.	April travel expenses	-477.88
Bill Pmt -Check	05/10/2016	6562	Martin, Des.	April Mileage	-97.25
Bill Pmt -Check	05/10/2016	6563	Means, M.	April mileage	-58.63
Bill Pmt -Check	05/10/2016	6564	Mission Uniform & Linen	April mat service/janitorial supplies	-22.98
Bill Pmt -Check	05/10/2016	6565	North Coast Cleaning	April Cleaning Service	-402.00
Bill Pmt -Check	05/10/2016	6566	Pacific Paper Company	Office supplies	-40.96
Bill Pmt -Check	05/10/2016	6567	PG&E EV Account	McKinleyville	-34.26
Bill Pmt -Check	05/10/2016	6568	Pierson Co.	Retention Release: McK Shopping Ctr. EV Station	-999.90
Bill Pmt -Check	05/10/2016	6569	Platt/Rexel	Ballast checker	-149.61
Bill Pmt -Check	05/10/2016	6570	SDRMA Dental	May Premium	-814.65
Bill Pmt -Check	05/10/2016	6571	SDRMA Medical	June premium	-11,817.72
Bill Pmt -Check	05/10/2016	6572	Sequoia Personnel Services	Temporary staffing service	-549.00
Bill Pmt -Check	05/10/2016	6573	Shafer's Ace	Extension Pole for Fan Flow Meter	-28.63
Bill Pmt -Check	05/10/2016	6574	Terry, P.	April Mileage	-48.44
Bill Pmt -Check	05/10/2016	6575	Tolley, M.	April mileage	-86.08
Bill Pmt -Check	05/10/2016	6576	Winker, B.	April mileage	-29.65
Bill Pmt -Check	05/10/2016	6577	PG&E EV Account	Rio Dell	-5.56
Bill Pmt -Check	05/11/2016	EFT	Staples Credit Plan	April Statement	-531.44
Bill Pmt -Check	05/11/2016	Visa	City of Eureka-Water	Water service 3/24/16 - 4/26/16	-122.06
May 1 - 12, 16					<u>-52,591.13</u>

TOTAL -175,673.71

**Redwood Coast Energy Authority
Amex Account Report**

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>	<u>Balance</u>
2007 - American Express						159.17
Credit Card Charge	04/06/2016	141746	Extended Stay America	Terry / PG&E Implementer Meeting, San Ramon,	130.84	290.01
Bill	04/25/2016	April	AMEX	April Statement 4/25/16	-290.01	0.00
Total 2007 - American Express					<u>-159.17</u>	<u>0.00</u>
TOTAL					<u>-159.17</u>	<u>0.00</u>

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

	<u>Jul '15 - Mar 16</u>	<u>Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense			
Income			
Total 4 GRANTS AND DONATIONS	5,000.00	5,000.00	100.0%
5 REVENUE EARNED			
Total 5000 · Revenue - government agencies	542,325.61	792,198.00	68.46%
Total 5100 · Revenue - program related sales	9,609.64	17,500.00	54.91%
5300 · Revenue - investments	0.00	200.00	0.0%
Total 5400 · Revenue-nongovernment agencies	1,052,443.17	1,549,150.00	67.94%
Total 5 REVENUE EARNED	<u>1,604,378.42</u>	<u>2,359,048.00</u>	<u>68.01%</u>
Total Income	<u>1,609,378.42</u>	<u>2,364,048.00</u>	<u>68.08%</u>
Gross Profit	1,609,378.42	2,364,048.00	68.08%
Expense			
7 EXPENSES - PERSONNEL			
7101 · Screening/Testing Services	81.79	600.00	13.63%
7102 · Safety	0.00	1,000.00	0.0%
7103 · Organizational Development	150.00	500.00	30.0%
7104 · Employee Enrichment Program	392.76	4,000.00	9.82%
7200 · Salaries, Wages & Benefits			
7210 · Salaries - staff	475,092.11	694,500.00	68.41%
7220 · Wages - interns	45,792.05	58,800.00	77.88%
7230 · Pension Plan Contributions	14,543.67	22,500.00	64.64%
7240 · Employee Benefits-Insurance	145,460.75	230,200.00	63.19%
7250 · Payroll Taxes Etc.	56,543.01	77,000.00	73.43%
7255 · Worker's Comp Insurance	5,225.02	13,700.00	38.14%
Total 7260 · Paid Time Off	79,571.00	108,000.00	73.68%
7265 · Jury Duty	148.97		
Total 7200 · Salaries, Wages & Benefits	<u>822,376.58</u>	<u>1,204,700.00</u>	<u>68.26%</u>
Total 7 EXPENSES - PERSONNEL	823,001.13	1,210,800.00	67.97%
8 NON-PERSONNEL RELATED EXP			
8100 · Non-Personnel Expenses			
8110 · Office Supplies	3,233.96	5,000.00	64.68%
8111 · Furniture & Equipment	563.46	2,800.00	20.12%
Total 8120 · Information Technology	6,823.98	15,000.00	45.49%
Total 8130 · Telephone & Telecommunications	4,477.90	6,500.00	68.89%
8140 · Postage & delivery	1,225.17	1,800.00	68.07%
Total 8170 · Printing & copying	4,449.15	7,500.00	59.32%
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	1,244.89	4,000.00	31.12%
Total 8100 · Non-Personnel Expenses	<u>22,848.64</u>	<u>44,400.00</u>	<u>51.46%</u>

	Jul '15 - Mar 16	Budget	% of Budget
8200 · Facility Expenses			
8210 · Office Lease	36,900.00	49,200.00	75.0%
Total 8220 · Utilities	7,216.43	10,000.00	72.16%
8230 · Janitorial	4,481.63	6,500.00	68.95%
8240 · Facility repairs & maintenance	728.16	3,500.00	20.81%
8250 · EV Station Repairs & Maintenan	2,430.39	1,200.00	202.53%
Total 8200 · Facility Expenses	51,756.61	70,400.00	73.52%
Total 8300 · Travel & Meeting Expense	10,480.37	17,000.00	61.65%
Total 8320 · Meetings, workshops & events	3,524.14	6,500.00	54.22%
8500 · Other Expenses			
8520 · Insurance P&L	700.00	8,400.00	8.33%
8530 · Dues & Memberships	2,686.01	3,500.00	76.74%
Total 8560 · Website Expenses	222.50	500.00	44.5%
Total 8570 · Advertising & Marketing Expense	5,983.88	10,000.00	59.84%
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	281.38	500.00	56.28%
8596 · Flex Billing Service Fee	115.75		
8597 · EV Site Host Pmts	1,510.53		
Total 8500 · Other Expenses	11,510.05	23,600.00	48.77%
8600 · Capital Development - Facility			
8615 · EV Station Equip-Svcs-Supplies	113,162.52	115,000.00	98.4%
8600 · Capital Development - Facility - Other	0.00	1,000.00	0.0%
Total 8600 · Capital Development - Facility	113,162.52	116,000.00	97.55%
8700 · Professional Services			
8710 · Contracts - Program Related Ser	241,963.93	478,440.00	50.57%
8720 · Accounting	200.00	30,000.00	0.67%
8730 · Graphic Design	800.00		
8740 · Legal	29,941.72	40,000.00	74.85%
8760 · Temporary Services	2,182.50		
Total 8700 · Professional Services	275,088.15	548,440.00	50.16%
Total 8 NON-PERSONNEL RELATED EXP	488,370.48	826,340.00	59.1%
Total 9 INCENTIVES & REBATES	294,583.08	359,000.00	82.06%
Total Expense	1,605,954.69	2,396,140.00	67.02%
Net Ordinary Income	3,423.73	-32,092.00	-10.67%
Other Income/Expense			
Total Other Income	1,320.00		
Total Other Expense	1,431.36	1,908.00	75.02%
Net Other Income	-111.36	-1,908.00	5.84%
Net Income	3,312.37	-34,000.00	-9.74%

Redwood Coast Energy Authority
Balance Sheet
As of March 31, 2016

	Mar 31, 16
ASSETS	
Current Assets	
Checking/Savings	
1062 · Chase DD Checking	33,061.58
1060 · Umpqua Checking-9271	149,611.84
1000 · COUNTY TREASURY 3839	100,208.96
1010 · Petty Cash	101.30
Total 1050 · GRANTS & DONATIONS 3840	17,468.42
Total Checking/Savings	300,452.10
Total Accounts Receivable	369,508.32
Other Current Assets	
1102 · Paypal Account Balance	49.87
1120 · Inventory Asset	47,232.14
1202 · Prepaid Expenses	12,939.00
1205 · Prepaid Insurance	13,688.23
Total 1210 · Retentions Receivable	57,731.34
1499 · Undeposited Funds	66,259.98
Total Other Current Assets	197,900.56
Total Current Assets	867,860.98
Fixed Assets	
1500 · Fixed Asset	93,591.39
1600 · Accumulated depreciation	-26,492.00
Total Fixed Assets	67,099.39
Other Assets	
1700 · Retained Deposits	4,100.00
Total Other Assets	4,100.00
TOTAL ASSETS	939,060.37
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Total Accounts Payable	98,848.33
Total Credit Cards	934.43
Other Current Liabilities	
2001 · Accounts Payable-Other	12,939.00
2012 · PG&E Deferred Revenue	11,700.00
Total 2100 · Payroll Liabilities	63,692.54
Total 2210 · Retentions Payable	23,738.27
Total Other Current Liabilities	112,069.81
Total Current Liabilities	211,852.57

	<u>Mar 31, 16</u>
Long Term Liabilities	
Total 2700 · Long-Term Debt	10,337.57
Total Long Term Liabilities	<u>10,337.57</u>
Total Liabilities	222,190.14
Equity	
2320 · Investment in Capital Assets	49,700.66
3900 · Fund Balance	663,857.20
Net Income	3,312.37
Total Equity	<u>716,870.23</u>
TOTAL LIABILITIES & EQUITY	<u><u>939,060.37</u></u>

Redwood Coast Energy Authority
Profit & Loss
 March 2016

	Mar 16
Ordinary Income/Expense	
Income	
5 REVENUE EARNED	
Total 5000 · Revenue - government agencies	87,318.22
Total 5100 · Revenue - program related sales	-967.99
Total 5400 · Revenue-nongovernment agencies	141,403.35
Total 5 REVENUE EARNED	227,753.58
Total Income	227,753.58
Gross Profit	227,753.58
Expense	
7 EXPENSES - PERSONNEL	
7200 · Salaries, Wages & Benefits	
7210 · Salaries - staff	50,434.89
7220 · Wages - interns	7,218.08
7230 · Pension Plan Contributions	1,651.35
7240 · Employee Benefits-Insurance	13,446.83
7250 · Payroll Taxes Etc.	5,891.41
7255 · Worker's Comp Insurance	587.71
Total 7260 · Paid Time Off	7,031.80
7265 · Jury Duty	75.32
Total 7200 · Salaries, Wages & Benefits	86,337.39
Total 7 EXPENSES - PERSONNEL	86,337.39
8 NON-PERSONNEL RELATED EXP	
8100 · Non-Personnel Expenses	
8110 · Office Supplies	310.93
8111 · Furniture & Equipment	86.98
Total 8120 · Information Technology	616.14
Total 8130 · Telephone & Telecommunications	600.11
8140 · Postage & delivery	34.24
Total 8170 · Printing & copying	49.36
Total 8100 · Non-Personnel Expenses	1,697.76
8200 · Facility Expenses	
8210 · Office Lease	4,100.00
Total 8220 · Utilities	1,054.97
8230 · Janitorial	507.25
8240 · Facility repairs & maintenance	128.40
Total 8200 · Facility Expenses	5,790.62
Total 8300 · Travel & Meeting Expense	1,208.94
Total 8320 · Meetings, workshops & events	62.56

	<u>Mar 16</u>
8500 - Other Expenses	
8520 - Insurance P&L	50.00
8530 - Dues & Memberships	300.00
Total 8560 - Website Expenses	15.00
Total 8570 - Advertising & Marketing Expense	452.20
8595 - Credit Card Processing Fees	20.00
8597 - EV Site Host Pmts	360.44
Total 8500 - Other Expenses	<u>1,197.64</u>
8700 - Professional Services	
8710 - Contracts - Program Related Ser	54,840.85
8740 - Legal	9,533.86
8760 - Temporary Services	895.50
Total 8700 - Professional Services	<u>65,270.21</u>
Total 8 NON-PERSONNEL RELATED EXP	75,227.73
Total 9 INCENTIVES & REBATES	<u>3,650.90</u>
Total Expense	<u>165,216.02</u>
Net Ordinary Income	62,537.56
Other Income/Expense	
Other Expense	
9800 - Repayment of Debt	159.04
Total Other Expense	<u>159.04</u>
Net Other Income	<u>-159.04</u>
Net Income	<u><u>62,378.52</u></u>

**CONTRACT FOR LEGAL SERVICES
REDWOOD COAST ENERGY AUTHORITY**

THIS CONTRACT FOR LEGAL SERVICES, effective May 1, 2016, is made by and between the REDWOOD COAST ENERGY AUTHORITY, hereinafter referred to as "RCEA," and the LAW OFFICES OF NANCY DIAMOND, hereinafter referred to as "Attorney."

I. SCOPE OF SERVICES

RCEA shall retain Attorney as its general counsel, and Attorney shall provide RCEA with advice, counsel and representation in municipal legal matters and litigation pursuant to the terms and conditions hereafter set forth. Services of Attorney are generally described as follows:

A. Basic Legal Services: Attorney shall provide the following basic legal services:

1. Preparation of Documents: Attorney shall develop, review, or comment on ordinances, resolutions, contracts, agreements and other documents at the request of the RCEA Board of Directors or RCEA Executive Director.

2. Legal Advice: Attorney shall provide RCEA with advice and counsel in oral or written form pertaining to RCEA legal matters at the request of the RCEA Board or RCEA Executive Director, including but not limited to:

a. Legal review of documents for audits, grant applications, and matters pertaining to funding sought or obtained from other governmental entities.

b. Legal advice in connection with contracts, planning, zoning and environmental review of major projects proposed for the RCEA.

c. Legal services in connection with pending or threatened litigation, including appeals.

d. Legal advice to the RCEA Board and staff on conflict of interest statutes and financial disclosure laws.

e. At the request of the RCEA Board, Attorney shall represent the RCEA in litigation.

B. Meetings: Attorney shall, upon request of the RCEA Board or RCEA Executive Director, attend meetings of the RCEA Board. Attorney shall attend staff meetings when requested by the RCEA Executive Director or the RCEA Board.

C. Services Not Covered: It is expressly understood and agreed that Attorney shall have no general responsibility for overseeing RCEA operations. It is also understood and agreed that RCEA may obtain legal services from time to time from other attorneys concerning special matters.

II. COMPENSATION AND EXPENSE REIMBURSEMENT

A. Attorney Rates: RCEA agrees to compensate Attorney for services and expenses incurred on RCEA's behalf at the rate of \$200.00 per hour, and for paralegal services at the rate of \$85.00 per hour. Attorney may charge for Associate Attorney provided by an Attorney other than Nancy Diamond, time at a rate subject to approval by the Executive Director, and not to exceed the rate charged for services by Nancy Diamond. After May 1, 2017, this hourly rate is subject to increase upon written notice by Attorney.

B. Travel Reimbursement: If Attorney is requested by the RCEA Council or RCEA Executive Director to travel outside Humboldt County on RCEA business, RCEA shall reimburse Attorney for all travel expenses actually incurred, including reasonable charges for meals, lodging, mileage, airfare, taxi service, ground transportation, parking fees, bridge tolls and other similar charges. Said reimbursement will only be paid upon submission of an itemized bill and the appropriate receipts to the RCEA Executive Director. Reimbursement for these expenses shall be based on RCEA practices and rates.

C. Miscellaneous:

1. Office Expenses: RCEA shall reimburse Attorney for all reasonable costs advanced by Attorney on the RCEA's behalf, including but not limited to long distance telephone charges, copying charges, internet research charges, charges for recordation and certification of documents and extraordinary postal expenses.

2. Litigation Expenses: RCEA shall reimburse Attorney for all litigation expenses actually advanced by Attorney on RCEA's behalf, including but not limited to court filing fees, jury fees, witness fees, deposition costs, costs of obtaining documents by subpoena, and other ordinary and necessary litigation expenses.

D. Payment: Attorney shall bill RCEA monthly, and RCEA will pay Attorney within fifteen (15) days after receipt of billing.

III. CONFLICT OF INTEREST

Attorney shall be entitled to maintain an active private law practice but will not represent private clients on claims adverse to or against the RCEA. Attorney's representation of the RCEA on any matter, including a matter that would otherwise constitute a conflict of interest shall not be deemed a conflict of interest if the RCEA herewith expressly waives any such conflict.

If a former client of Attorney asserts a claim adverse to or in conflict with an interest of the RCEA or against the RCEA, and representation of the RCEA would pose a conflict of interest for Attorney, Attorney will promptly disclose the potential conflict to the Executive Director and the RCEA Board and assist the RCEA in obtaining separate legal representation acceptable to the RCEA.

IV. ERRORS AND OMISSIONS INSURANCE

A. Policy of Professional Insurance: At all times during this Contract, Attorney shall maintain a policy of professional errors and omissions insurance in the amount of, and not less than, Five Hundred Thousand Dollars (\$500,000.00) per claim and Two Million Dollars (\$2,000,000.00) annual aggregate.

V. TERM

This Contract shall be effective beginning May 1, 2016 and terminating April 30, 2021 unless sooner terminated as provided under Section VI.

VI. TERMINATION OF CONTRACT

The RCEA may terminate this Contract at any time by giving thirty (30) days' written notice to Attorney. Attorney may terminate this Contract at any time by giving sixty (60) days' written notice to the RCEA. In the event of termination, Attorney shall receive compensation and reimbursement for all services rendered and expenses due at the time of termination.

VII. CONTRACT TERMS TO BE SOLE AGREEMENT

This written Contract contains the sole and entire agreement between the parties. The parties acknowledge and agree that neither of them has made any representation with respect to the subject matter of this agreement or any representations inducing the execution and delivery thereof except such representations as are specifically set forth herein; and each party acknowledges that it has relied on its own judgment in entering into this Contract.

VIII. WAIVER OR MODIFICATION INEFFECTIVE UNLESS IN WRITING

No waiver or modification of this agreement or of any covenant, condition or limitation herein contained shall be valid unless in writing and duly executed by the party to be charged therewith.

IN WITNESS WHEREOF, the parties have entered into this Contract as of the date above written.

Law Offices of Nancy Diamond

By: _____
Nancy Diamond

REDWOOD COAST ENERGY AUTHORITY

By: _____
Linda Atkins, Chair of the Board

ATTEST:

Clerk of the Board