



Redwood Coast Energy Authority

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Redwood Coast Energy Authority Office
633 3rd St., Eureka, CA 95501

August 21, 2018
Tuesday, 6 - 7:30 p.m.

In compliance with the Americans with Disabilities Act, if you need assistance to participate in this meeting, please contact the Clerk of the Board at the phone number, email or physical address listed above at least 24 hours in advance.

Pursuant to Government Code section 54957.5, all writings or documents relating to any item on this agenda which have been provided to a majority of the Community Advisory Committee, including those received less than 72 hours prior to the Committee's meeting, will be made available to the public in the agenda binder located in the RCEA lobby during normal business hours, and at www.redwoodenergy.org.

PLEASE NOTE: Speakers wishing to distribute materials to the Committee at the meeting are asked to provide 17 copies to the Clerk.

COMMUNITY ADVISORY COMMITTEE **SPECIAL MEETING AGENDA**

| Agenda Item | What | When |
|---|--|----------------------|
| 1. Open | <ul style="list-style-type: none">Roll Call: Richard Johnson Norman Bell Luna Latimer Jerome Carman Dennis Leonardi Colin Fiske Kit Mann Larry Goldberg Craig Mitchell Pam Halstead Kathy Srabian Tom Hofweber Matty Tittman Michael Sweeney, Board LiaisonReview meeting agenda and goals | 6 - 6:05 (5 min) |
| 2. Approval of Minutes | Action: Approve minutes of July 10, 2018 Regular Meeting | |
| 3. Oral Communications | This item is provided for the public to address the Committee on matters not on the agenda. At the end of oral communications, the Committee will respond to statements, set requests requiring action to a future agenda, or refer requests to staff. | 6:05 - 6:10 (5 min) |
| 4. Community Advisory Committee Charter | Action: Approve Revised Community Advisory Committee Charter | 6:10 - 6:35 (25 min) |
| 5. Chair and Vice-Chair Selection | Action: Select Committee Chair and Vice-Chair | 6:35 - 7:00 (25 min) |
| 6. CCE-Funded Customer Programs | Update on Board Action on CCE-Funded Customer Programs | 7:00 - 7:10 (10 min) |

| | | |
|--------------------|---|----------------------|
| 7. Member Reports | This time is provided for Committee members to share information on topics not on the agenda. At the end of member reports, the Executive Director will set requests requiring action to a future agenda or refer requests to staff or the Board. | 7:10 - 7:25 (15 min) |
| 8. Close & Adjourn | Summarize actions, outcomes, Board communication items, next steps | 7:25 - 7:30 (5 min) |

NEXT REGULAR MEETING

Tuesday, October 9, 2018, 6 - 7:30 p.m.

RCEA Offices

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July 10, 2018
Tuesday, 6 - 7:30 p.m.

COMMUNITY ADVISORY COMMITTEE **REGULAR MEETING DRAFT MINUTES**

The agenda and packet for this meeting were posted on July 6, 2018. Staff Director of Demand Side Management Lou Jacobson called the meeting to order at 6:01 p.m.

Members present: Tom Hofweber, Colin Fiske, Kathy Srabian, Norman Bell, Michael Sweeney (Board Liaison), Jerome Carman, Pam Halstead, Dennis Leonardi, Luna Latimer, Richard Johnson, Craig Mitchell. Larry Goldberg arrives at 6:03 p.m. Matty Tittmann arrives at 6:04 p.m.

Members absent: Kit Mann

Staff present: Community Strategies Manager Nancy Stephenson, Staff Director Lou Jacobson, Community Strategies Coordinator Meredith Morehead

Approve minutes of April 10, 2018 Special Meeting

Staff Director Jacobson opened public comment. No member of the public was present to comment. Staff Director Jacobson closed public comment.

Motion Carman. Second Halstead. Minutes of the April 10, 2018, Community Advisory Committee special meeting were approved by consensus.

Oral Communications

Member Srabian expressed concern about losing community trust and stated some community members perceive a willful lack of transparency on RCEA's part because of the increased percentage of biomass electricity in the agency's energy portfolio.

Member Bell requested information on the percentage of biomass-derived electricity in RCEA's portfolio; the cost/megawatt hour to procure biomass; and the Community Choice Energy (CCE) program's 2017 CO₂e emissions. Member Bell also requested that an article on biomass CO₂ emissions be distributed to the committee and included in the meeting record. He expressed concern that biomass energy production may be negating the RCEA's greenhouse gas reduction efforts.

Staff Director Jacobson stated he would relay the questions to appropriate staff.

Ms. Srabian and other members expressed concern that the agency's outreach materials contain too much jargon and suggested that simpler, more broadly accessible language be used to gain wider community support.

Member Leonardi requested that a broadly accessible explanation for biomass energy's inclusion in the CCE portfolio be shared proactively with the public.

Staff Community Strategy Manager Nancy Stephenson stated RCEA has been providing this explanation to the public, especially on social media. Ms. Stephenson stated she will keep the Committee informed on power procurement communication with the community.

Member Leonardi requested that staff involve the committee more in public outreach efforts, and to incorporate input and individual outreach efforts into a comprehensive communication strategy.

Approve Revised Community Advisory Committee Charter

Staff Director Jacobson presented the staff report recommending adding a chair and co-chair position in the Committee's Charter to be able to more easily schedule special meetings. Mr. Jacobson further recommended the Committee schedule a special meeting in August to select a chair and co-chair.

The Committee discussed Brown Act meeting requirements and the need for a chair and co-chair. The group requested postponement of approval of the charter to a special meeting, inclusion of a description of the chair and co-chair's roles in the charter and requested that members interested in serving as the committee chair or co-chair submit information to the group to assist in the selection process.

Staff Director Jacobson opened public comment. No member of the public was present to comment. Staff Director Jacobson closed public comment.

Motion Leonardi. Second Halstead. By consensus, the Committee agreed to hold a special meeting on Tuesday, August 21, from 6 – 7:30 p.m. to consider and adopt a revised charter and select a chair and vice-chair.

Provide input to staff on the proposed CCE-funded customer programs

Staff Director Jacobson presented a staff report on the Board-approved Community Choice Energy-funded customer program selection process and described the three proposed Phase I customer programs for 2018. Director Jacobson explained that after gathering comments from the Committee, staff would present the programs to the Board of Directors for approval. He explained that staff will solicit Committee, Board, staff and public proposals for Phase II of the program, which begins in 2019. Phase II funding levels are still uncertain and funding timelines will likely coincide with the fiscal year beginning on July 1. Funding for projects will be allocated within the fiscal year, can be completed after the end of the fiscal year, and multi-year projects can be funded.

The Committee requested using a tiered, income-based system in the future to determine which customers receive subsidies; discussed how funding levels for the different programs were determined; clarified that the RCEA rebate catalog is a collection of first-come, first-served rebate programs; inquired whether a used electric vehicle rebate can be included in the catalog; discussed whether RCEA can help

facilitate customer program awareness with lower-income community members; and clarified that CAC members may begin discussing 2019 program ideas with staff and that program proposal solicitation should begin in the fourth quarter of 2018.

Staff Director Jacobson opened public comment. No member of the public was present to comment. Staff Director Jacobson closed public comment.

The Committee requested programs that:

- Are more equitable and serve a wider demographic;
- Fill gaps in PG&E customer programs; and
- Focus more on electrification.

Board Liaison Sweeney expressed appreciation for a good discussion by the committee.

Summarize actions, outcomes, next steps

Director Jacobson summarized the next steps to be taken:

- The Committee's Charter, including description of the Committee Chair and Co-Chair's roles, will be discussed and possibly approved at the CAC August special Committee meeting.
- If the Charter is approved, a Chair and Co-Chair will be selected at that meeting.
- Community Choice Energy-Funded programs will be presented to the Board at their August meeting, along with the Committee's comments.

Director Jacobson adjourned the meeting at 7:34 p.m.

Respectfully Submitted,

Lori Taketa
Clerk of the Board

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**COMMUNITY ADVISORY COMMITTEE
STAFF REPORT
Agenda Item # 4**

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|--------------|--|
| AGENDA DATE: | August 21, 2018 |
| TO: | RCEA Community Advisory Committee |
| PREPARED BY: | Matthew Marshall, Executive Director |
| SUBJECT: | Community Advisory Committee Revised Charter |

SUMMARY

The RCEA Board of Directors created a nine-member Citizen's Advisory Committee (CAC) in June 2016. The Committee was established to facilitate public engagement and provide input to the Board. The initial charter outlined the group's 2016 community workshop assignments.

When the Board revised its Operating Guidelines in December 2017, it approved the renamed and expanded Community Advisory Committee's continuation. The CAC's revised status presents an opportunity to revise the body's original charter.

Creation of Chair/Vice-Chair Roles

Staff recommends creation of a chair role, with a vice-chair to fulfil the role when the chair is unavailable. The chair's role would be to facilitate meetings (help the group stay focused on task to build agreements, ensure each member's ideas are heard and that public input is fairly considered for each discussion item) or request a staff member to do so, and to call special meetings between regularly scheduled meetings. The Board liaison and staff are tasked with communicating committee recommendations to the Board.

Term Expiration Dates

In keeping with the Board Operating Guidelines, each of the CAC's 15 members serves a 2-year term. Of the Committee's original nine members who began service in 2016, six agreed to continue. Earlier membership discussion indicated a desire to stagger terms to preserve knowledge of the Committee's work. This results in the following term expiration dates, with the recommendation that members be invited to reapply at the end of their terms if they so desire:

Terms ending 4/9/2019:

Norman Bell
Richard Johnson
Luna Latimer

Kit Mann
Kathy Srabian
Matty Tittman

Terms ending 4/14/2020:

Jerome Carman
Colin Fiske
Larry Goldberg
Pam Halstead

Tom Hofweber
Dennis Leonardi
Craig Mitchell
Member #14
Member #15

STAFF RECOMMENDATION

Approve revised Community Advisory Committee Charter.

ATTACHMENTS:

Draft Revised Community Advisory Committee Charter

DRAFT

REDWOOD COAST ENERGY AUTHORITY
REVISED COMMUNITY ADVISORY COMMITTEE CHARTER

Adopted 6-20-16

November 2017

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

~~2016-2017~~

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Charter of the Community Advisory Committee

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

Goals and Desired Outcomes of Public Engagement

- Community enthusiasm and support for RCEA decisions
- High participation in the public engagement process
- Establish and maintain high standards for public engagement strategies and processes
- High CCA customer participation rate (>90%)

✱

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 the Community Advisory Committee

Role

- The role of the Community Advisory Committee is to support RCEA public engagement efforts and to provide decision-making support and input to the RCEA Board.
- When the need arises, the Committee will help plan and conduct community meetings to educate and/or get input from the public on RCEA programs. This may include:➤
 - Helping develop the content and process for the meetings.
 - Participating in and assisting with facilitating the meetings
 - Understandinging and summarizinge the feedback from the meetings
 - Providinge the RCEA Board with a synthesis of the feedback from the meetings
 - Makinge recommendations to the Board based on the feedback from the meetings.

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 2/3rds (66%) 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.~~

Advisory Committee Decision-Making Process (continued)

Quorum to conduct business is 50%+1 (8) 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 Executive Director and/or the RCEA Board Liaison who will refer the request to the Board.

~~Charter of the Community Advisory Committee (continued)~~

RCEA Board Liaison Member(s) Role

- Contribute content knowledge and Board perspective
- ~~▪ 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/RCEA staff
Communicate Committee recommendations and perspectives to the Board
- Participate as a non-voting committee member

Committee Members Role

- Participate actively and fully in committee work to achieve the charter
- ~~▪ Share committee and subcommittee responsibilities~~
- Surface issues and work to resolve them collaboratively
- Take responsibility for assignments between meetings and preparing for meetings
- Actively solicit and encourage participation in community meetings
- Actively challenge themselves to understand different perspectives on the committee and from the public
- ~~▪ 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

Chair/Vice-Chair Roles

- The duty of the Chair will be to:
 - Facilitate meetings, or request staff assistance to facilitate meetings
 - *• On an as needed basis, call special meetings between regularly scheduled meetings
 - Encourage participation and help create a civil, collaborative environment
 - *• ~~Remain neutral and m~~Make sure each committee members' thoughts and ideas are heard and that input and feedback from the public is fairly considered for each discussion item
 - *• Help group stay focused on task and build agreements
- *• ~~When needed, call special meetings between regularly scheduled meetings~~
- Vice-Chair fulfils these roles when the Chair is unavailable
- Individual nominations for each role will be made at a regular or specially scheduled CAC meeting
- The election of the Chair and Vice-Chair shall be held during the first quarter of each calendar year.
 - The term shall be one year, beginning in April and terminating the following April
 - No member will be allowed to serve as Chair or Vice-chair for more than two concurrent terms
 - Selection of nominees will follow the CAC decision making process outlined above. Should consensus or super-majority not be possible, the CAC will appoint the member with the most votes to the role of Chair and the member with the second highest vote count to Vice-Chair.
- *•

Recorder Other Meeting Roles

- A staff member or members will Capture-capture committee members' and the public's ideas ideas on flip chart paper during meetings and document meeting notes
- *• 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 Staff will provide guidance and content expertise, or request content advice and expertise from technical experts as needed

RCEA Supporting Staff Roles

- Provide support for scheduling and noticing meetings, transcribing notes, preparing documents for the Committee and Board

- ~~*— Provide guidance and content expertise~~
- ~~*— Act as a resource for the Community Advisory Committee~~
- ~~*— Attend Committee meetings~~
- ~~*— Consult with facilitator and technical experts~~
- Request content advice and expertise from technical experts as neededHelp plan and facilitate committee and community meetings

~~Charter of the Community Advisory Committee (continued)~~

Proposed Ground Rules

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

~~Meeting Procedures~~

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

COMMUNITY ADVISORY COMMITTEE STAFF REPORT Agenda Item #5

| | |
|--------------|--------------------------------------|
| AGENDA DATE: | August 21, 2018 |
| TO: | RCEA Community Advisory Committee |
| PREPARED BY: | Matthew Marshall, Executive Director |
| SUBJECT: | Chair/Vice-Chair Selection |

SUMMARY

If chair and vice-chair roles are included in the revised Community Advisory Committee Charter discussed and approved in the previous agenda item, the Committee may select a chair and vice-chair.

Annual Selection

CAC member terms end in April on staggered years. Selection of a chair and vice-chair is recommended to take place during the first quarter of each year. Limits on length of service in both roles may help to share committee responsibilities among more members.

STAFF RECOMMENDATION

Appoint a chair and vice-chair to serve until April 19, 2019.

ATTACHMENTS:

Applicant statements were not available at the time of agenda packet publication and will be made available at <https://redwoodenergy.org/about/community-advisory-committee/> prior to the August 21 Community Advisory Committee special meeting.

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MATERIALS SUBMITTED AFTER PACKET PUBLICATION

Matty Tittman, Community Advisory Committee Chair application statement:

I would be honored to represent my fellow Citizens advisory members as vice chair or chair of the Citizens Advisory Committee to the RCEA. I am excited about the potential for community choice power here in Humboldt county. My experiences as a lifelong Humboldt county resident, a serving community member on the CAC, renewable energy professional, and electric car owner; these experiences have given me some unique perspectives and insights. As an enthusiastic advocate for community choice power, I am glad to help this group in any capacity to promote local clean energy and meaningful utility customer incentive programs for the benefit of the citizens of Humboldt.

Thank you to every one for participating in this most important process!

Regards

Matty Tittmann
Greenwired Renewable Energy



**COMMUNITY ADVISORY COMMITTEE
STAFF REPORT
Agenda Item #6**

| | |
|--------------|--|
| AGENDA DATE: | August 21, 2018 |
| TO: | RCEA Community Advisory Committee |
| PREPARED BY: | Matthew Marshall, Executive Director |
| SUBJECT: | Update on Board Action on CCE-Funded Customer Programs |

SUMMARY

Staff is scheduled to present three proposed Phase 1 Community Choice Energy-funded customer programs to the RCEA Board of Directors at their Monday, August 20 meeting. Staff will report on any action taken by the Board at that meeting.

These three proposed Phase 1 programs were previously presented to the Community Advisory Committee at the July 10 regular meeting:

- Residential Energy Services Program
 - RCEA Rebate Programs
 - High-Volume PG&E Electric Vehicle Charging Cluster Match Funds.
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