



Redwood Coast Energy Authority

633 3rd Street, Eureka, CA 95501

Phone: (707) 269-1700 Toll-Free (800) 931-7323 Fax: (707) 269-1777

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

COMMUNITY ADVISORY COMMITTEE MEETING

Jefferson Community Center Auditorium
1000 B Street, Eureka, CA 95501

July 9, 2024
Tuesday, 6 - 7:30 p.m.

Any member of the public needing special accommodation to participate in this meeting or access the meeting materials should email LTaketa@redwoodenergy.org or call (707) 269-1700 at least 3 business days before the meeting. Assistive listening devices are available.

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 at www.RedwoodEnergy.org.

NOTE: Speakers wishing to distribute materials to the Committee at the meeting, please provide 17 copies to the Board Clerk.

THIS IS A HYBRID IN-PERSON AND VIRTUAL MEETING.

To participate in the meeting by phone, call (669) 900-6833 or (253) 215-8782. Enter webinar ID: 822 2338 1610. **To participate in the meeting online**, join the Zoom webinar at <https://us02web.zoom.us/j/82223381610>.

To comment by phone or online during the public comment periods, raise your hand in the online Zoom webinar, or press star (*) 9 on your phone to raise your hand. You will continue to hear the meeting while you wait. When it is your turn to speak, a staff member will ask you to unmute your phone or computer. You will have 3 minutes to speak.

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COMMUNITY ADVISORY COMMITTEE

MEETING AGENDA

Agenda Item / What	How / Action <u>Underlined actions</u> indicate that a vote is needed.	When												
1. Open	<p><u>Roll Call:</u></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Norman Bell</td> <td style="width: 50%;">Luna Latimer</td> </tr> <tr> <td>Elizabeth Burks</td> <td>Ethan Lawton</td> </tr> <tr> <td>Deborah Dukes</td> <td>Dennis Leonardi</td> </tr> <tr> <td>Colin Fiske</td> <td>Kit Mann</td> </tr> <tr> <td>Chris Honar</td> <td>Pliny McCovey</td> </tr> <tr> <td>Richard Johnson</td> <td>Michael Shackelford</td> </tr> </table> <p style="text-align: center;">Kris Mobley, Board Liaison</p> <p>Remote member participation:</p> <p>Action (if needed):</p> <p style="padding-left: 40px;">1.1. <u>Approve teleconference participation request for this meeting by committee member pursuant to Brown Act revisions of AB 2449 due to an emergency circumstance to be briefly described.</u></p> <p>Review meeting agenda and goals.</p>	Norman Bell	Luna Latimer	Elizabeth Burks	Ethan Lawton	Deborah Dukes	Dennis Leonardi	Colin Fiske	Kit Mann	Chris Honar	Pliny McCovey	Richard Johnson	Michael Shackelford	6-6:05 p.m. (5 min.)
Norman Bell	Luna Latimer													
Elizabeth Burks	Ethan Lawton													
Deborah Dukes	Dennis Leonardi													
Colin Fiske	Kit Mann													
Chris Honar	Pliny McCovey													
Richard Johnson	Michael Shackelford													
2. Non-Agenda Item Public Comment	<p>This item is provided for the public to address the Committee on matters not on the agenda. At the end of public comments, the Committee may respond to statements, or refer requests requiring action to the Executive Director or the Board of Directors.</p>	6:05 – 6:10 p.m. (5 min.)												
3. Consent Calendar	<p>All matters on the Consent Calendar are considered to be routine by the CAC and are enacted in 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, CAC members or members of the public can request that an item be removed for separate discussion.</p> <p>Actions:</p> <p style="padding-left: 40px;">4.1. <u>Approve May 14, 2024, CAC Meeting Minutes.</u></p>	6:10 – 6:15 p.m. (5 min.)												
4. Items Removed from Consent Calendar	<p>This time is set aside for discussion of items removed from the Consent Calendar.</p>	6:15 – 6:20 p.m. (5 min.)												

Agenda Item / What	How / Action <u>Underlined actions</u> indicate that a vote is needed.	When
5. Income Graduated Fixed Charge	Action: Hear a report on how this new billing method will affect RCEA customers. (Information only.)	6:20 - 6:45 p.m. (25 min.)
6. CAC Charter Amendments	Action: <u>Provide recommendations to staff for additional revisions to the Community Advisory Committee Charter.</u> <u>Approve Community Advisory Committee Charter revisions to be approved by the RCEA Board of Directors.</u>	6:45 - 6:55 p.m. (10 min.)
7. Residential Kit Focus Group	Action: Provide feedback on Residential Energy Efficiency Kit program and contents.	6:55 – 7:20 p.m. (25 min.)
8. Interim Executive Director's Report	Action: Hear a report on the RCEA Executive Director recruitment and other topics, as needed.	7:20 – 7:25 p.m. (5 min.)
9. Member and Board Liaison Reports	This time is provided for Committee members and the Board Liaison 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. 9.1. Board Liaison 9.2. Committee Members	7:25 – 7:30 p.m. (5 min.)
10. Close & Adjourn		7:30 p.m.

NEXT REGULAR CAC MEETING – Tuesday, September 10, 2024, 6 - 7:30 p.m.
Jefferson Community Center Auditorium, 1000 B Street, Eureka, CA 95501.

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**COMMUNITY ADVISORY COMMITTEE
STAFF REPORT
Agenda Item # 1**

AGENDA DATE:	July 9, 2024
TO:	RCEA Community Advisory Committee
FROM:	Eileen Verbeck, Deputy Executive Director
SUBJECT:	Member Teleconference Participation

BACKGROUND

The COVID-19 State of Emergency ended on February 28, 2023, and RCEA Board and CAC meetings returned to meeting in-person at a physical location, with allowances under existing Brown Act rules or new AB 2449 Brown Act rules should a Board or CAC member need to participate from a remote location for certain reasons. If another state of emergency is declared, these bodies may be able to return to completely remote meetings.

SUMMARY

CAC members may attend up to two meetings per year from a remote location without making the location accessible to the public for the following reasons:

1. "Just cause"
 - a. To provide childcare or caregiving need to a child, parent, grandparent, grandchild, sibling, spouse, or domestic partner;
 - b. Due to a contagious illness that prevents the member from attending in-person;
 - c. Due to a need related to a physical or mental disability as defined in Government Code sections 12926 and 12926.1 not otherwise accommodated; and
 - d. Due to travel while on official business of the legislative body or another state or local agency.
2. "Emergency circumstance" due to a physical or family medical emergency that prevents the member from attending in person.

If the CAC member would like to attend the meeting remotely due to an emergency circumstance, the committee will take action by majority vote to approve the member's remote participation. A vote is not necessary for a request to attend remotely for just cause. A brief description, protecting the member's (or member's family member's) medical privacy, needs to be provided in both cases.

The remotely participating CAC member needs to publicly disclose at the meeting before any action (vote) is taken, whether anyone 18 years of age or older is present in the room at the remote location with the member, and the general nature of the individual's relationship with the CAC member.

If the CAC member anticipates needing to participate remotely for more than 2 meetings per year or for non-just cause or emergency reasons, staff recommends arranging for a publicly and ADA accessible space with visual and audio meeting capabilities from which to participate in keeping with previous Brown Act teleconference meeting requirements.

Staff asks to be notified one-week in advance, if possible, of remote meeting attendance so the member's publicly and ADA accessible remote meeting address can be published in the agenda, as may be required per Brown Act open meeting laws.

RECOMMENDED ACTION

Approve teleconference participation request for this meeting by committee member pursuant to Brown Act revisions of AB 2449 due to an emergency circumstance to be briefly described.



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COMMUNITY ADVISORY COMMITTEE MEETING

DRAFT MINUTES

May 14, 2024 - Tuesday, 6 - 7:30 p.m.

Interim Executive Director Eileen Verbeck called the hybrid in-person and teleconference meeting to order on the above date at 6:03 p.m. at the Jefferson Community Center auditorium, 1000 B Street, Eureka, CA. The meeting agenda was posted on May 11, 2024.

Members present:

Norman Bell
Elizabeth Burks
Deborah Dukes
Christopher Honar
Richard Johnson
Vacancy – County

Ethan Lawton
Dennis Leonardi
Pliny McCovey
Michael Shackelford (arrived 6:12 p.m.)
Vacancy – Rio Dell
Vacancy – Yurok Tribe

Members absent: Colin Fiske, Luna Latimer, Kit Mann

Board Liaison present: Kris Mobley (non-voting)

Staff and others present:

Nancy Diamond, RCEA General Counsel
Stephen Kullmann, Demand Side Management Director
Lori Taketa, Board Clerk
Eileen Verbeck, Interim Executive Director

There were no comments on non-agenda items.

3. Consent Calendar

3.1. Approve March 12, 2024, CAC Meeting Minutes.

Neither committee members nor public participants requested minutes discussion. Legal Counsel Diamond clarified that members may approve minutes for meetings they did not attend and may confer with a member who attended. The vote attests that the minutes were properly transcribed. Member Johnson asked to revise Committee Charter voting procedures due to quorum impacts of long-vacant committee seats.

Motion Honar, Second Dukes: Approve March 12, 2024, CAC meeting minutes.

The motion passed with the following vote: Ayes: Bell, Burks, Dukes, Honar, Johnson, Lawton, Leonardi, McCovey. Noes: None. Abstain: None. Absent: Fiske, Latimer, Mann, Shackelford.

5. Chair/Vice Chair Election

Member Honar volunteered to serve as Chair, Member Lawton volunteered to serve as Vice Chair. New members McCovey and Shackelford were introduced. There was no public comment on this agenda item.

Motion Burks, Second Johnson: Appoint Christopher Honar to serve as Community Advisory Committee Chair for a term beginning May 14, 2024, and ending March 31, 2025.

The motion passed with the following vote: Ayes: Bell, Burks, Dukes, Honar, Johnson, Lawton, Leonardi, McCovey, Shackelford. Noes: None. Abstain: None. Absent: Fiske, Latimer, Mann.

Motion Dukes, Second Leonardi: Appoint Ethan Lawton to serve as Community Advisory Committee Vice Chair for a term beginning May 14, 2024, and ending March 31, 2025.

The motion passed with the following vote: Ayes: Bell, Burks, Dukes, Honar, Johnson, Lawton, Leonardi, McCovey, Shackelford. Noes: None. Abstain: None. Absent: Fiske, Latimer, Mann.

6. New/Existing Member Training

RCEA General Counsel Diamond presented a committee member training on the Brown Act open meeting laws, the Public Records Act transparency law, conflicts of interest and ethical public service conduct. The group discussed previous instances when committee members were perceived to have conflicts of interest on issues the committee considered. Members were advised to consult staff with questions regarding potential conflicts. The Fair Political Practices Commission's authority to enforce transparency and conflict rules were explained. There were no public comments on this item.

7. Subcommittee Volunteer Opportunity/Work Goal Review

Interim Executive Director Verbeck reviewed the active CAC subcommittees and asked new and existing members if they wished to join or leave any work groups. Members Leonardi and McCovey joined the Critical Facilities Subcommittee. Member Burks left the Arcata-McKinleyville Major Projects Subcommittee. Staff Director Kullmann requested that the Customer Programs Subcommittee scope of work include non-Rural Regional Energy Network programs. There was no public comment on this agenda item.

8. Proposed Customer Battery Storage Rebate

Demand-Side Management Director Kullmann reported on battery storage rebate program proposals that the Board requested after solar-friendly net energy metering rates were changed. Under the new tariffs the solar electricity systems can take longer than seven to 10 years to repay the initial investment unless expensive battery storage is added. RCEA's proposed battery storage rebates are meant to encourage more equitable rooftop solar adoption and increase local energy resiliency, both of which are RCEA strategic plan goals. The pilot program would be available for residential customers the first year, adding

commercial customers in the second. The rebates would also support the local solar industry which has been negatively impacted by the rate changes. Staff Director Kullmann described proposed program feedback from a work session with the CAC Customer Programs Subcommittee and local solar installers.

The CAC discussed the business model of out-of-area companies buying and installing solar systems then leasing them back to homeowners. Staff are researching whether RCEA or nonprofits could use that model and instead pass solar installation benefits back to homeowners. RCEA is also assessing whether staff can help customers apply for state Self-Generation Incentive Program funds, which is a complex process. It was clarified that this rebate program is designed to encourage rooftop solar adoption rather than encourage battery installation without solar so homeowners can store electricity when it is cheap and sell when it is expensive. The pilot rebate program's budget is equal to estimated RCEA savings on reduced solar customer net energy metering refunds triggered by the new rate. Member Bell expressed concern whether the rebates, which would benefit up to 50 families, make sense when so many customers are having difficulty paying electricity bills. He proposed using the program budget instead for bill assistance to those most in need.

Motion Burks, Second Leonardi: Recommend the pilot rebate program provide a \$250 per kWh standard rebate and a \$350 per kWh CARE/FERA (low-income rate) and Medical Baseline Rate customer rebates with a budget of \$135,000 and to provide CARE/FERA/MBR customers with upfront funding.

The motion passed with the following vote: Ayes: Burks, Dukes, Honar, Johnson, Lawton, Leonardi, McCovey, Shackelford. Noes: None. Abstain: Bell. Absent: Fiske, Latimer, Mann.

9. Interim Executive Director's Report

Interim Executive Director Verbeck reported on a recent visit by staff and RCEA Board Directors to Massachusetts' working offshore wind areas. Offshore wind curriculum was being taught in classrooms and the Humboldt contingent spoke with community groups. Staff will engage the CAC on public education and as a sounding board for public concerns.

10. Member and Board Liaison Reports

Staff thanked Member Leonardi for his service as Chair. Member Leonardi thanked Committee members and staff for their participation while he served. Vice Chair Lawton welcomed new members. Member Bell requested a presentation by the Harbor District's Rob Holmlund on potential wave and tidal energy development and the harbor infrastructure development's energy needs. Chair Honar asked for a report on overall fiscal impacts of rebate programs separating funds disbursed and costs to administer programs.

Chair Honar adjourned the meeting at 7:56 p.m.

Lori Taketa
Clerk of the Board

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STAFF REPORT
Agenda Item # 5

AGENDA DATE:	July 9, 2024
TO:	Community Advisory Committee
PREPARED BY:	Faith Carlson, Regulatory and Legislative Policy Manager Richard Engel, Director of Power Resources
SUBJECT:	Income Graduated Fixed Charge

BACKGROUND

The Income Graduated Fixed Charge is an effort to remove investor-owned utilities' (IOUs') fixed costs from the volumetric rates paid by their customers. Fixed costs are defined as costs that do not directly vary based on the electricity usage of the customer from whom the revenue is being collected. This would result in a minimum subscription cost needed to maintain utility service, with that subscription price increasing as a customer earns more.

Currently, all customers pay for maintaining the electric grid through their electricity bills. This is factored into the rate customers pay for the electricity they use. Under this proposal, utilities will move costs of maintaining power lines and equipment into a separate "Flat Rate" line item on every customer's bill. This Flat Rate item will be tiered based on income, as explained below. This reallocation of the way fixed costs are recovered means that the volumetric price for a unit of electricity will be lower for all customers, with the intention of making it more affordable overall. Whether customers' overall bills will increase or decrease under the new Income Graduated Fixed Charge model depends on customer energy usage and which income category they fall into.

This billing structure does not impose any new fees, nor does it generate new profit for utilities; it simply reallocates how existing costs are shared among customers. Almost all publicly owned utilities in the State and most utilities nationwide use a similar billing structure. This proposal brings California IOUs in line with national trends.

The Income Graduated Fixed Charge was authorized by Assembly Bill 205 (2022), a "budget trailer bill," or a bill associated with the state budget that only requires simple majority vote by the legislature. Such budget trailer bills are often voted through with little discussion. Supporters of the charge stated that the bill could result in more equitable distribution of energy costs across California. Opponents of the charge cited issues with providing customers' income information to utilities, as well as potential for increased costs for customers who use less energy.

This led to a series of bills to repeal, amend, or study the Income Graduated Fixed Charge. Shortly after the California Public Utilities Commission (CPUC) issued a decision on the implementation of the charge; all but one bill have lost traction.

The Decision creates a three-tiered billing structure. Tier 1 includes California Alternate Rates for Energy program (CARE) customers, with a fixed charge of \$6 per month. Tier 2 includes Family Electric Rate Assistance program (FERA) customers and customers that are residents of deed-restricted affordable housing, at \$12.08 per month. Tier 3 includes all remaining customers, at \$24.15 per month. These fixed charges will be used to ensure low-income customers with average energy usage will see savings without changes to use and to reduce volumetric rates for all residential customers. PG&E territory customers including RCEA customers can expect to see this change go into effect in March 2026.

SUMMARY

Staff have conducted an analysis on how the implementation of Income Graduated Fixed Charge will affect RCEA customers. Customers were segmented by income tiers as defined by the CPUC’s implementation decision (without consideration of whether customers live in deed-restricted affordable housing, as data on RCEA customers is not readily available to staff), as well as by region (coastal and non-coastal) to assess how regional energy usage and regional rate of CARE/FERA enrollment affects customer bills under Income Graduated Fixed Charge.

The tables below illustrate how average electric use varies between coastal and inland customers, and how customers in different income brackets minimum usage to achieve bill savings under Income Graduated Fixed Charge compares against average electric usage in their area. Note that inland customer energy use is significantly higher, presumably due in part to summer air conditioning use and winter heating. Consequently, inland customers are more likely overall to reach the usage threshold where they would see bill savings under Income Graduated Fixed Charge.

RCEA Coastal Customers (38,711 customers)				
	% of Coastal Customers	# of Coastal Customers	Monthly usage required to achieve savings (kWh)	Avg Monthly Usage (kWh)
FERA	0.5%	179	217	395
CARE	26.9%	10,429	413	
NON CARE/FERA	72.6%	28,103	397	

RCEA Inland Customers (11,759 customers)				
	% of Inland Customers	# of Inland Customers	Monthly usage required to achieve savings (kWh)	Avg Monthly Usage (kWh)
FERA	0.3%	32	217	690
CARE	20.1%	2,359	413	
NON CARE/FERA	79.7%	9,368	397	

Average bundled PG&E summer rates (i.e. rates for customers who get both their generation and transmission and distribution from PG&E) are \$0.437/ kWh. Under Income Graduated Fixed Charge, all rate tiers will see a volumetric rate reduction of approximately \$0.047/ kWh, roughly

11%. The difference between this reduction and the amount of a customer's new fixed charge will determine whether their overall bill increases or decreases.

Similar analysis has been conducted by other CCAs in the state. However, because the majority of CCAs largely serve relatively affluent coastal customers without major heating or cooling loads, this data may not be representative of the potential bill impacts customers will generally see throughout a given IOU territory or the state. In approaching this as a policy matter, CCAs wanted to be sensitive to those facts and not make assumptions about bill impacts to other communities not served by a CCA.

Staff plan to create a page on RCEA's website that will address what customers can expect from Income Graduated Fixed Charge implementation. Staff plan to seek feedback from the Community Advisory Committee on website presentation and welcome feedback.

ALIGNMENT WITH [RCEA'S STRATEGIC PLAN](#)

Not applicable. Information only.

EQUITY IMPACTS

Based on energy usage and income, the implementation of the Income Graduated Fixed Charge may result in increased costs for some customer classes, and decreased costs for others. Inland customers, as well as Coastal CARE/FERA customers, are expected to see bill savings, while the majority of coastal customers are expected to see bill increases. Overall, without changes to energy usage, 75% of RCEA's customers could see bill increases, while 25% could see bill decreases.

FINANCIAL IMPACT

No financial impact to RCEA. The Income Graduated Fixed Charge is intended only to redistribute costs among customers without increasing or reducing total revenue collected by load-serving entities.

STAFF RECOMMENDATION

None – information only

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Income Graduated Fixed Charge Overview and Impacts for RCEA Customers

Presentation to RCEA Community Advisory Committee
July 9, 2024



What is the Income Graduated Fixed Charge (IGFC)?

- What it is:
 - Fixed Costs: charges that support infrastructure and operational costs and do not vary depending on usage.
 - Income Graduated: charge increases as an individual's income rises.

Bare minimum cost customers need to be connected to service.
- How it came to be:
 - 2022's AB 205: variety of energy measures including Income Graduated Fixed Charge
- When? Q1 2026

Example SMUD bill with System Infrastructure Fixed Charge

Usage Summary

	This Bill Period	Last Bill Period	Same Bill Period Last Year	Usage Difference
4.	\$73.68 (361 kWh)	\$125.08 (755 kWh)	\$68.49 (336 kWh)	↑ 7% Higher than last year

Meter Summary

Meter No. 20101019	Usage 361	Type Total kWh	Monitor your account on smud.org/myaccount
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Electricity Charges

Item	Usage	Type	Rate	Amount
Electricity Usage	361	5. Non-Summer kWh Ⓞ	0.122700	44.29
System Infrastructure Fixed Charge*				24.15
Sacramento City Tax*				5.13
State Surcharge*				0.11
A) TOTAL ELECTRIC SERVICE CHARGES/CREDITS				73.68

Account Activity Since Last Statement

Beginning balance from last statement	125.08
Payment-Electronic Check	-125.08
B) PREVIOUS BALANCE	\$0.00
C) TOTAL DUE (A+B)	\$73.68

Overview



The Income Graduated Fixed Charge (IGFC) intends to:

Lower the per unit cost of power by removing fixed costs

Lower electricity bill costs for the average low-income residential customers



Rates will decrease, while adding an additional “fixed charge”

This may not result in a savings for all customers



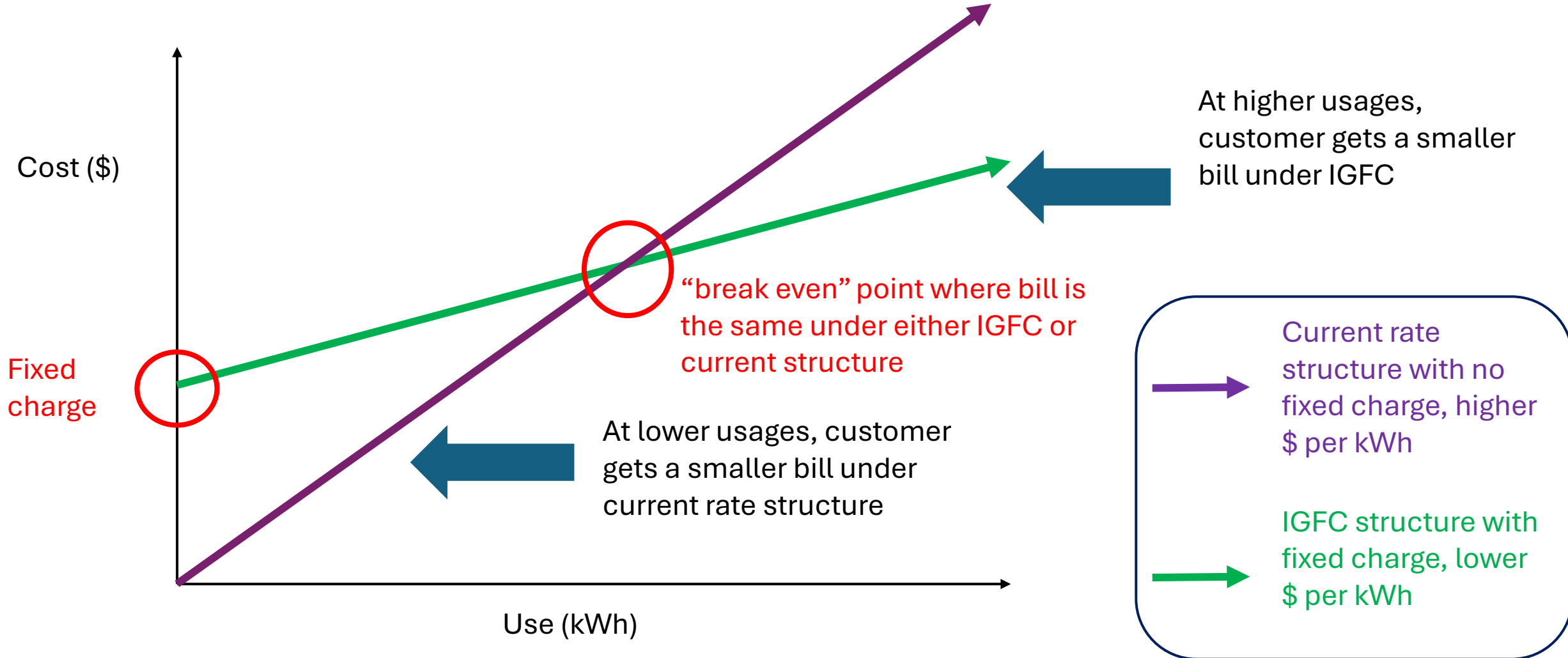
It includes a new tiered fixed charge based on program enrollment status for CARE, FERA, and Non-CARE/FERA Customers

The goal is that with lower per unit rates, the lower tier fixed charge would result in bill savings, while those not on CARE/FERA may see a slight increase in their bill.

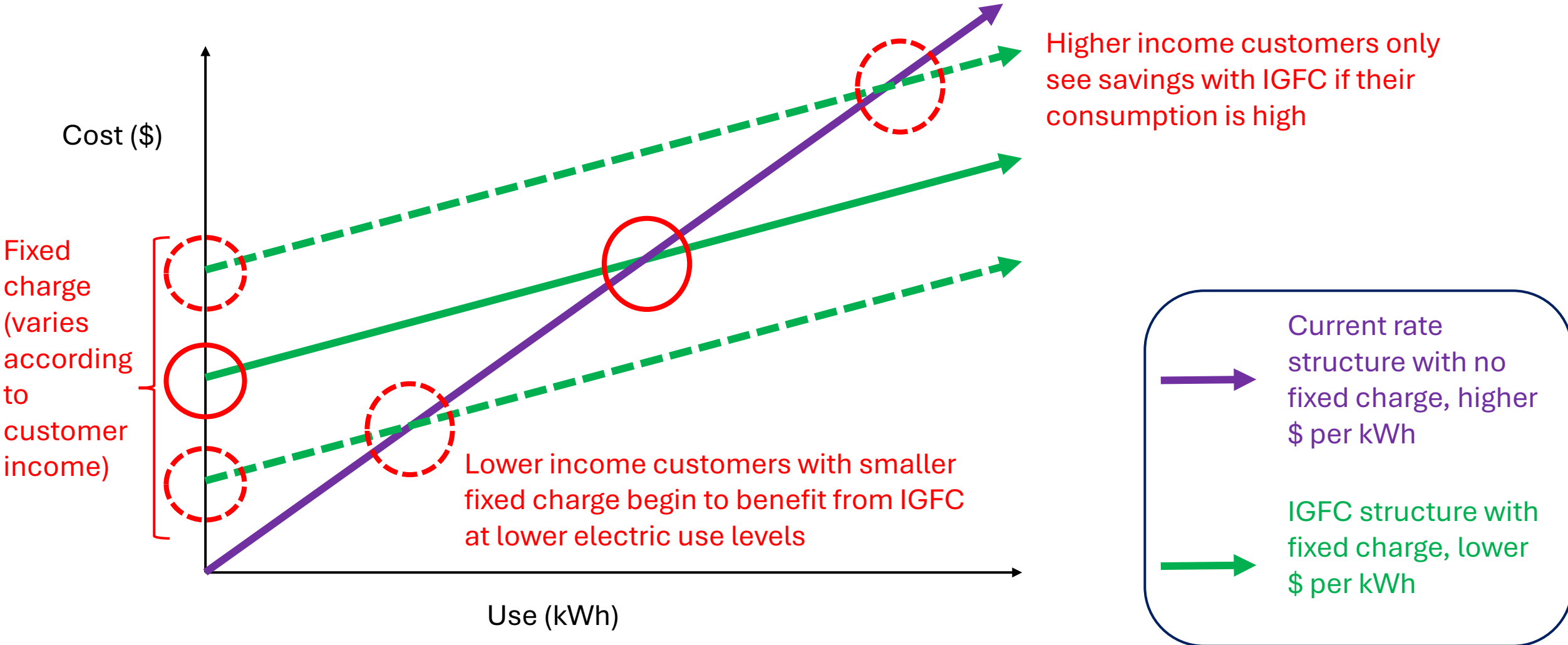
Income Graduated Fixed Charge Amounts


- Tier 1: ~\$6 for CARE Customers
- Tier 2: ~\$12 for FERA Customers and those in affordable housing restricted to residents with incomes at or below 80% of the Area Median Income
- Tier 3: \$24.15 for Customers Not Receiving Income Based Discount
- Roughly 11% kWh rate reduction

IGFC vs Current Rate Structure




Income graduation of fixed charge leads to varying outcomes





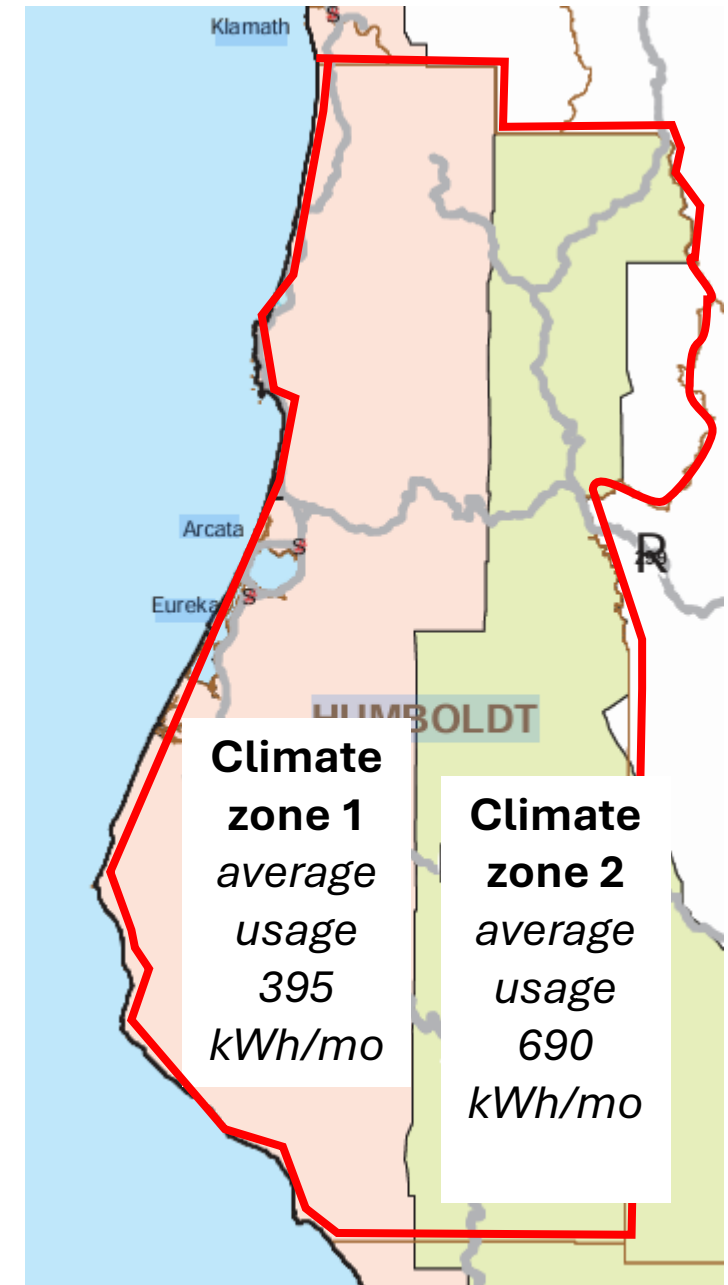
How well could
the proposed
implementation
achieve IGFC's
Goals?



Goal is to lower **AVERAGE** bill
for low-income customers
with **AVERAGE** monthly
electricity usage.

Analysis Methodology

- Determined usage required to achieve savings with the Income Graduated Fixed Charge compared with the current rate structure.
- Average energy usage was found for “Coastal” and “Inland” customers
 - Customer electric use in RCEA’s service area varies according to local climate.
 - “Inland” customers generally have higher average usage due to higher heating and cooling needs, which means different outcomes under IGFC compared with “Coastal” customers
- Customer data reports were used to determine the number of “Coastal” vs. “Inland” customers and the number of CARE, FERA, and “Non-CARE/FERA” residential customers in each zone



Outcomes Analysis for RCEA's 50,000+ Residential Customers

RCEA Coastal Customers (38,711 Customers)		
	Monthly usage required to achieve savings (kWh)	Avg monthly usage (kWh)
Tier 1 (CARE)	413	395
Tier 2 (FERA)	217	
Tier 3 (no income based discount)	397	
RCEA Inland Customers (11,759 Customers)		
	Monthly usage required to achieve savings (kWh)	Avg monthly usage (kWh)
Tier 1 (CARE)	413	690
Tier 2 (FERA)	217	
Tier 3 (no income based discount)	397	

It appears most **Coastal customers** will have **larger bills** under IGFC because they do not reach the minimum usage to see a bill reduction compared with current rate structure



Inland customers with their higher usage are more likely to see **bill savings**



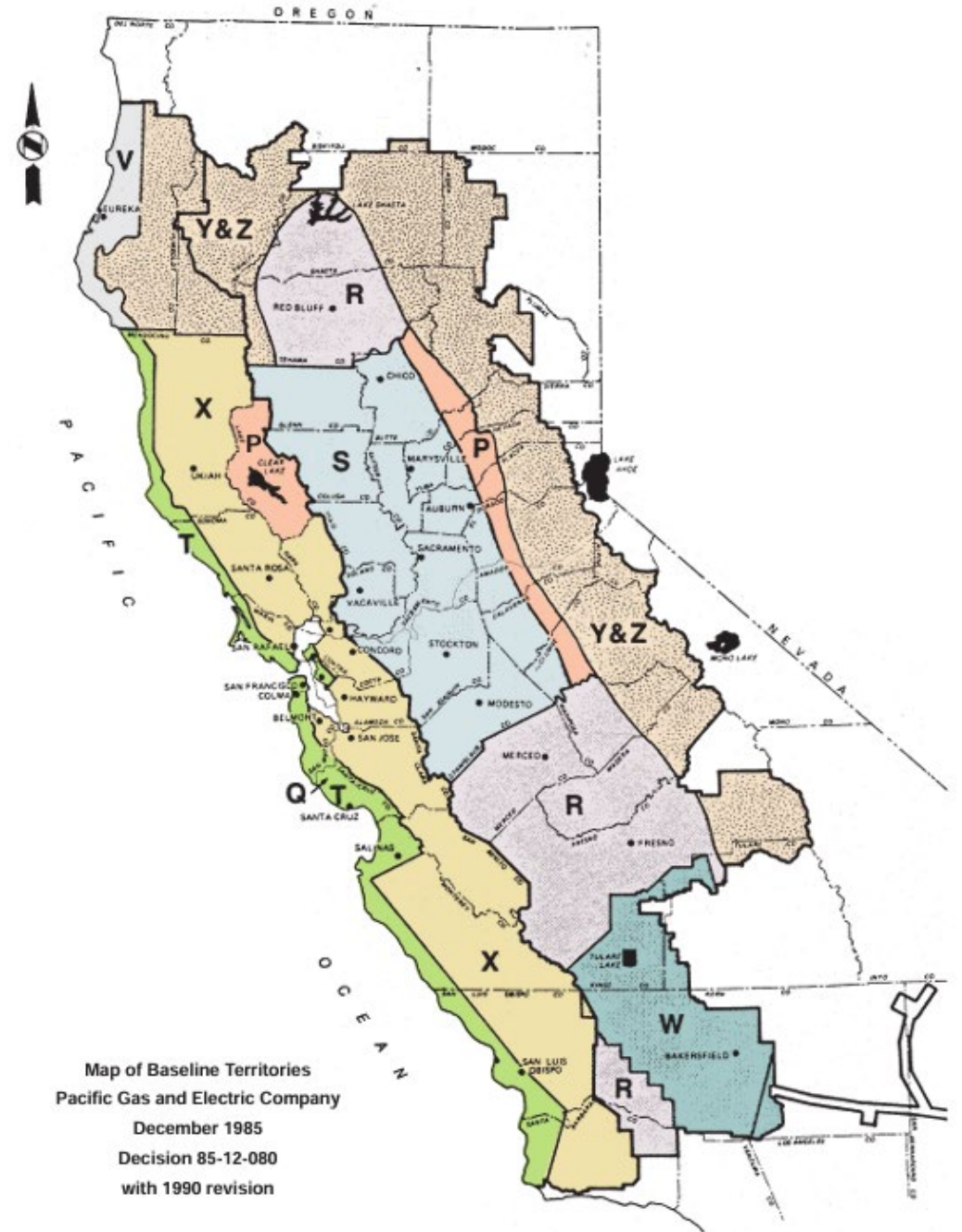


Implications

- Analysis suggests up to 76% of RCEA's customers would pay more, while only 24% would pay less
- Structural change is designed to be revenue-neutral overall across each baseline territory, but this may not be the case for Humboldt County's specific demographics.

PG&E's Baseline Territories

Locations with more extreme climates get larger electric baseline allowances



Future Reporting on IGFC

- Reporting and continued rulemaking:
 - CPUC's Process Working Group
 - CPUC's Implementation
 - Quarterly reporting by IOUs to CPUC
- SB 1292: Reporting on IGFC to legislature.



Next Steps for RCEA

- Future dialogue with CAC regarding website and education and outreach with community
- Work with other local organizations to encourage CARE and FERA enrollment
- Monitoring of Regulatory and Legislative activity related to this issue





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

AGENDA DATE:	July 9, 2024
TO:	RCEA Community Advisory Committee
PREPARED BY:	Eileen Verbeck, Interim Executive Director
SUBJECT:	Community Advisory Committee Revised Charter

BACKGROUND

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, and its initial charter outlined the group’s 2016 community workshop assignments. When the Board revised its Operating Guidelines in December 2017, it approved continuing and renaming the Community Advisory Committee and expanding the body’s membership to 15 members.

The CAC Charter was revised to include chair and vice-chair election procedures and set staggered member term expiration dates in August 2018. The May 2022 Charter revision captured the Committee’s decision to meet every other month, revise Chair and Vice Chair term end dates, specify Committee members’ term end dates, and revise draft meeting minutes distribution timelines.

SUMMARY

It is occasionally necessary to update committee procedures to ensure a body can function effectively. In recent meetings, the limitations of current decision-making processes have become apparent. At the March 2024 meeting, the CAC could not reach consensus on a Board recommendation for biomass energy procurement. Two CAC recommendations could not gain the necessary super majority vote of the full committee, or two-thirds positive vote. At the May 2024 meeting, it was unclear whether positive votes from all eight members in attendance were required to pass any action item, as the Charter is silent regarding what constitutes a passing vote when consensus is not possible and a super majority of the full committee (10 members) is not present. Three CAC seats have remained vacant since March 31, increasing the possibility that a super majority of 10 will not be present at each meeting.

To enable the CAC to continue its work despite ongoing vacancies, staff recommend the following Charter revisions:

- If a consensus cannot be reached in a timely fashion and there is significant disagreement over direction, the decision will fallback to an affirmative vote of a majority of members in attendance provided a quorum is present, instead of a super majority or two-thirds of the full committee vote.

- A quorum to conduct business will be 50% + 1 of the appointed committee membership, instead of the full committee, which includes vacant seats.

The revisions to the CAC Charter will go to the RCEA Board of Directors for approval at the August Board meeting.

STAFF RECOMMENDATION

Provide recommendations to staff for additional revisions to the Community Advisory Committee Charter.

Approve Community Advisory Committee Charter revisions to be approved by the RCEA Board of Directors.

ATTACHMENTS:

Draft Revised Community Advisory Committee Charter (redlined version)

REDWOOD COAST ENERGY AUTHORITY COMMUNITY ADVISORY COMMITTEE CHARTER

Adopted 6-20-16, Revised 8-21-18, 5-10-22

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 Energy Program (CCE)
- 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 CCE 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	<ul style="list-style-type: none"> ▪ 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. ▪ The Community Advisory Committee is a Brown Act body and will abide by that Act's open meeting rules. ▪ 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: <ul style="list-style-type: none"> • Helping develop the content and process for the meetings • Participating in and assisting with facilitating the meetings • Understanding and summarizing the feedback from the meetings • Providing the RCEA Board with a synthesis of the feedback from the meetings • Making recommendations to the board based on the feedback from the meetings.
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Advisory Committee Decision-Making Process

It is the intent of the Community Advisory Committee to reach consensus in recommendations to the RCEA Board. ~~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 their concerns
- States that they are 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, an affirmative vote of a majority of its members in attendance provided a quorum is present. 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.

**Advisory Committee
Decision-Making
Process (continued)**

Quorum to conduct business is 50%+1 ~~(8)~~ of [the appointed](#) committee membership.

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.

**RCEA Board Liaison
Member(s) Role**

- Contribute content knowledge and board perspective
- Encourage participation and help create a civil, collaborative environment
- Communicate committee recommendations and perspectives to the board
- Participate as a non-voting committee member.
- Attend all agreed-upon meetings. If the Board liaison is unable to participate, they will request that the alternate Board liaison attend the meeting.

Committee Member's Role

- Participate actively and fully in committee work to achieve the charter
- 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.
- Appointments are two years long, staggered, and expire on March 31st.

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
 - 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.

- Vice chair fulfills 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, expiring on March 31st.
 - No member will be allowed to serve as chair or vice chair for more than two consecutive 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.

RCEA Supporting Staff Roles

- A staff member or members will capture committee members' and the public's ideas during meetings and document meeting notes.
- Staff will provide guidance and content expertise, or request content advice and expertise from technical experts as needed.
- Provide support for scheduling and noticing meetings, transcribing notes, preparing documents for the committee and board.
- Help plan and facilitate committee and community meetings.

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 the 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 a reasonable amount of time following each meeting.
- Distribute meeting agendas prior to the meetings.



COMMUNITY ADVISORY COMMITTEE

STAFF REPORT

Agenda Item # 7

AGENDA DATE:	July 9, 2024
TO:	RCEA Community Advisory Committee
PREPARED BY:	Stephen Kullmann, DSM Director Mike Bishop, DSM Senior Technician Brytann Busick, Community Strategies Manager
SUBJECT:	Residential Energy Efficiency Kits

BACKGROUND

RCEA has offered Energy Efficiency Kits to its residential customers at no charge since prior to the COVID pandemic. These kits contain a variety of energy and water-saving devices, including LED lightbulbs, faucet and shower aerators, and various promotional and educational materials. The kits are valued at up to \$75 and are tailored to each customer's needs through a phone-based consultation.

Since the COVID lockdown reduced or eliminated most RCEA residential customer in-person offerings, "Res Kits" have increased in popularity. From July 2023 to June 2024, RCEA's Demand Side Management team provided 145 kits to RCEA customers. In addition to promoting energy and water efficiency, these kits provide an effective marketing and community outreach tool, introducing customers to other RCEA programs and services. In the past 12 months, customers picked up 27 kits at the RCEA office and staff shipped 118 kits to locations throughout the RCEA service area.

Under special circumstances, RCEA offered in-home installation of kit contents to elderly or special needs customers. Staff performed five such installations in the past year.

Staff also created "mini kits" for special events such as Food for People's Fortuna and Orleans food distribution events and Rio Dell's "Light the Night" promotion.

SUMMARY

RCEA staff are considering making changes to the Residential Kit program and seek the CAC's input on how to ensure that the items included are useful to the average customer. In addition to customized kits available to customers that seek a consultation, RCEA plans to launch a standardized pre-made kit to customers. At the meeting, we would like to receive input from the CAC on the following:

1. Feedback on types of items RCEA should include in the premade kits, and

2. Branding/Marketing of the packaging. RCEA attempts to reduce waste and cost in packaging material and has historically used recycled boxes and packing materials for shipping the kits. Does the CAC support this effort, or would they suggest more standardized packaging with RCEA's logo?

ALIGNMENT WITH [RCEA'S STRATEGIC PLAN](#)

Integrated Demand Side Management Goals:

- Make energy efficiency and conservation services available to every household and business in the county by 2030.
- Expand existing energy efficiency, conservation, and electrification programs to reduce greenhouse gas emissions from fossil fuel use in buildings by 20% by 2030 and maintain a trajectory to reduce emissions from natural gas by 90% by 2050.

STAFF RECOMMENDATION

Provide feedback on Residential Energy Efficiency Kit program and contents.

ATTACHMENTS:

1. Proposed pre-made residential kit product offerings
2. Proposed customized residential kit product offerings

RCEA Pre Made Res Kit Product Offerings

Printed Materials

- RCEA Rebate Card
- Guide to Energy Efficiency
- Energy Savings Tips Booklet
- 10 Tips for Saving Energy in the Home Brochure
- Energy Saving Playing Cards

Weatherization

- Universal Outlet and Switch Gaskets – Outlet, Switch, Decora (22)
- Attic Hatch Weatherstrip Kit (3/8” wide x 3/16” thick x 17’ long)

LED(s)

- 5W LED A-Lamp (400 lumens) (2)
- 8.8W LED A-Lamp 2700K (800 lumens) (4)
- 15W LED A-Lamp (1600 lumens) (1)
- 0.3W LED Round Night Light (Photocell)

Gauges

- Fridge/Freezer Temp Thermometer
- Hot Water Temp Gauge

Water Conservation

- Shower Timer – 5 minutes



RCEA Custom Res Kit Product Offerings

Printed Materials

- RCEA Rebate Card
- Guide to Energy Efficiency
- Energy Savings Tips Booklet
- 10 Tips for Saving Energy in the Home Brochure
- The Science and Engineering Behind the Electrical Grid - ages 9+
- Kid's Coloring Book - Luke & Lily
- Kid's Coloring Book - RCEA Humboldt County Renewable Energy
- Excited About Energy Efficiency Kids' Activity
- Energy Saving Playing Cards

Safety

- Carbon Monoxide Detector (Plug In)
- Carbon Monoxide Detector (Wall Mount)

Weatherization

- Outlet and Switch Gaskets – Outlet, Switch and Decora
- Attic Hatch Weatherstrip Kit (3/8" wide x 3/16" thick x 17' long)

Smart Strips & Monitors

- Advanced Power Strip w/ Auto switch
- SURAIELEC – Energy Usage Monitor

LED(s)

- 5W LED A-Lamp (400 lumens)
- 8.8W LED A-Lamp 2700K (800 lumens)
- 12W LED A-Lamp (1200 lumens)
- 15W LED A-Lamp (1600 lumens)
- 4W LED Candelabra (295 lumens)
 - Candelabra E12 – Base Adapter
- 4W LED Globe (350 lumens)
- 7W LED Globe (800 lumens)
- 7W LED MR16 (450 lumens)
- 8W LED PAR20 (500 lumens)
- 8.3W LED PAR30 (750 lumens)
- 13W LED PAR38 (1050 lumens)
- 7W LED R20 (525 lumens)
- 11W LED BR30 (850 lumens)
- 17W LED BR40 (1400 lumens)
- 0.3W LED Round Night Light (Photocell)
- 0.5W LED Night Light (Always On)

Gauges

- Fridge/Freezer Temp Thermometer
- Hot Water Temp Gauge
- Furnace Filter Whistle

Water Conservation

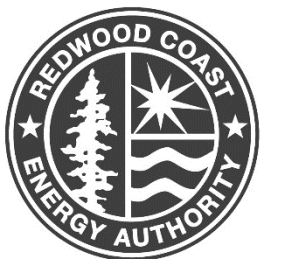
- Shower Timer – 5 minutes
- Toilet Leak Detection Tablets
- Toilet Fill Cycle Diverter- Fill Master
- Toilet Tank Bank

Faucet Aerators

- 0.5 GPM Faucet Aerator
- 1.0 GPM Faucet Aerator
- 1.5 GPM Faucet Aerator
- 1.0 GPM Faucet Aerator - Junior
- 1.5 GPM Faucet Aerator - Junior

Showerhead(S)

- 1.5 GPM Handheld Shower Head
- 2.0 GPM Handheld Shower Head
- 1.5 GPM Shower Head wall mount
- 2.0 GPM Shower Head wall mount
- 1.5 GPM Shower Head w/ Valve
- Teflon Tape





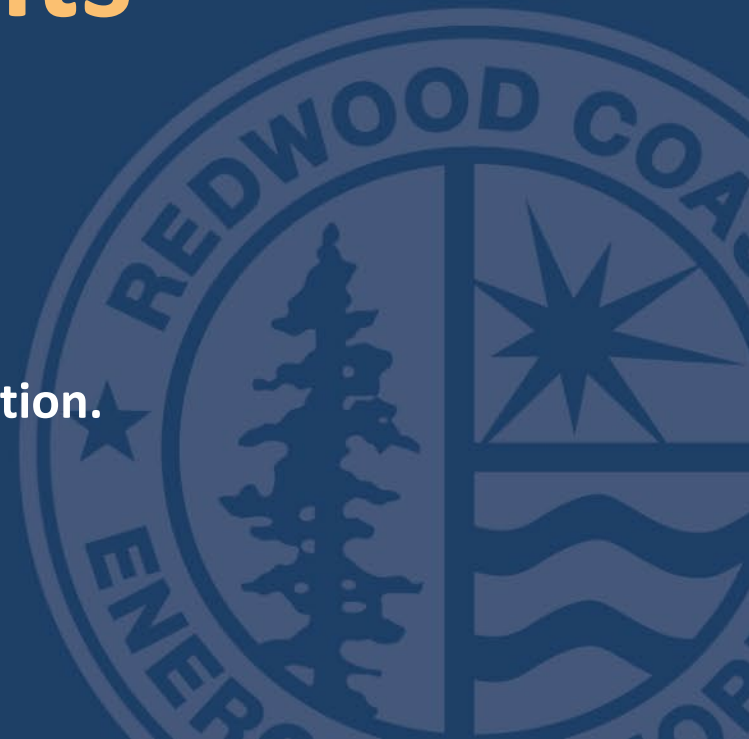
REDWOOD COAST
EnergyAuthority

Residential Efficiency Kits

07/09/2024

There will be a Q&A section at the end of the presentation.

www.RedwoodEnergy.org



Customer Energy Solutions

Kit Distribution

- 145 Custom Kits Distributed last fiscal year (7/2023-6/2024)
- 611 Custom Kits Distributed since July 2018
 - Some installed by RCEA for elderly/special needs
- Additional material distributed at: Rio Dell “Light the Night”, many Food for People events, Wildwood Days, Salmon Fest, North Country Fair, Earth Day, other events...



Get Started- Fill out a [Customer Interest Form](#) at www.RedwoodEnergy.org or call (707) 269-1700

Customer Energy Solutions

Printed Materials

- RCEA Rebate Card
- Guide to Energy Efficiency
- Energy Savings Tips Booklet
- 10 Tips for Saving Energy in the Home Brochure
- The Science and Engineering Behind the Electrical Grid - ages 9+
- Kid's Coloring Book - Luke & Lily
- Kid's Coloring Book - RCEA Humboldt County Renewable Energy
- Excited About Energy Efficiency Kids' Activity
- Energy Saving Playing Cards

Safety

- Carbon Monoxide Detector (Plug In)
- Carbon Monoxide Detector (Wall Mount)

Weatherization

- Outlet and Switch Gaskets – Outlet, Switch and Decora, Universal
- Attic Hatch Weatherstrip Kit (3/8" wide x 3/16" thick x 17' long)

Smart Strips & Monitors

- Advanced Power Strip w/ Auto switch
- SURAIELEC – Energy Usage Monitor

RCEA Custom Res Kit Product Offerings

LED(s)

- 5W LED A-Lamp (400 lumens)
- 8.8W LED A-Lamp 2700K (800 lumens)
- 12W LED A-Lamp (1200 lumens)
- 15W LED A-Lamp (1600 lumens)
- 4W LED Candelabra (295 lumens)
 - Candelabra E12 – Base Adapter
- 4W LED Globe (350 lumens)
- 7W LED Globe (800 lumens)
- 7W LED MR16 (450 lumens)
- 8W LED PAR20 (500 lumens)
- 8.3W LED PAR30 (750 lumens)
- 13W LED PAR38 (1050 lumens)
- 7W LED R20 (525 lumens)
- 11W LED BR30 (850 lumens)
- 17W LED BR40 (1400 lumens)
- 0.3W LED Round Night Light (Photocell)
- 0.5W LED Night Light (Always On)

Gauges

- Fridge/Freezer Temp Thermometer
- Hot Water Temp Gauge
- Furnace Filter Whistle

Water Conservation

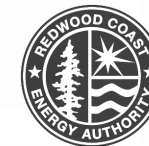
- Shower Timer – 5 minutes
- Toilet Leak Detection Tablets
- Toilet Fill Cycle Diverter- Fill Master
- Toilet Tank Bank – water displacement bag

Faucet Aerators

- 0.5 GPM Faucet Aerator
- 1.0 GPM Faucet Aerator
- 1.5 GPM Faucet Aerator
- 1.0 GPM Faucet Aerator - Junior
- 1.5 GPM Faucet Aerator - Junior

Showerhead(S)

- 1.5 GPM Handheld Shower Head
- 2.0 GPM Handheld Shower Head
- 1.5 GPM Shower Head wall mount
- 2.0 GPM Shower Head wall mount
- 1.5 GPM Shower Head w/ thermostatic valve
- Teflon Tape



Get Started- Fill out a Customer Interest Form at www.RedwoodEnergy.org or call (707) 269-1700

Customer Energy Solutions

Printed Materials

- RCEA Rebate Card
- Guide to Energy Efficiency
- Energy Savings Tips Booklet
- 10 Tips for Saving Energy in the Home Brochure
- Energy Saving Playing Cards

Weatherization

- Universal Outlet and Switch Gaskets – Outlet, Switch, Decora (22)
- Attic Hatch Weatherstrip Kit (3/8" wide x 3/16" thick x 17' long)

LED(s)

- 4.5W LED A-Lamp (400 lumens) (2)
- 8W LED A-Lamp 2700K (800 lumens) (4)
- 15W LED A-Lamp (1600 lumens) (2)
- 0.3W LED Round Night Light (Photocell)

Gauges

- Fridge/Freezer Temp Thermometer
- Hot Water Temp Gauge

Water Conservation

- Shower Timer – 5 minute



Customer Energy Solutions

Redwood Coast Energy Authority offers many services to help residents reduce their bills

- **Free Residential Efficiency Kit**
- **Information and referrals to financial assistance programs**
- **No-Cost Energy Assessment for renters and homeowners**
- **No-Cost Consultations with an Energy Expert**
- **Support understanding your electric rate schedule and how time-of-use billing works**
- **Rebates for Heat Pumps and other Equipment**

Did you know RCEA has provided energy efficiency services since 2003?

RCEA is working with Dept. of Health and Human Services to support enrollment in RCEA services.

Get Started- Fill out a Customer Interest Form at www.RedwoodEnergy.org or call (707) 269-1700



REDWOOD COAST
EnergyAuthority

Questions & Answers Thank you!

(707) 269-1700

MBishop@RedwoodEnergy.org

MGonzales@RedwoodEnergy.org

www.RedwoodEnergy.org

Ask us about efficiency
services for businesses

Customer Energy Solutions

No-Cost Consultations with an Energy Expert

Bring your energy questions

Example inquiries:

- What income-qualified programs might I qualify for?
- I'd like help understanding my bill
- What rate am I on and when are peak hours?
- How can I avoid higher charges during peak hours?
- How do I compare rate schedule options?
- What technology is more efficient?



Get Started- Fill out a [Customer Interest Form](#) at www.RedwoodEnergy.org or call (707) 269-1700

Customer Energy Solutions



No-Cost home energy assessment and report for renters and homeowners

- Get expert advice on how to save energy in your home
- Includes No-cost recommendations

[PDF Link](#)

Get Started- Fill out a [Customer Interest Form](#) at www.RedwoodEnergy.org or call (707) 269-1700

Customer Energy Solutions

Financial Assistance Programs

Customers have access to the following PG&E financial assistance programs whether they are an RCEA Community Choice Energy customer, or a PG&E bundled customer:

Check out [Financial Assistance](#) on RCEA's website

- CARE (California Alternate Rates for Energy)
- FERA (Family Electric Rate Assistance)
- Medical Baseline Allowance
- LIHEAP (Low Income Home Energy Assistance Program)
- REACH (Relief for Energy Assistance through Community Help)



Get Started- Fill out a [Customer Interest Form](#) at www.RedwoodEnergy.org or call (707) 269-1700

Customer Energy Solutions

RCEA Rebates

RCEA Heat Pump Rebate Catalog

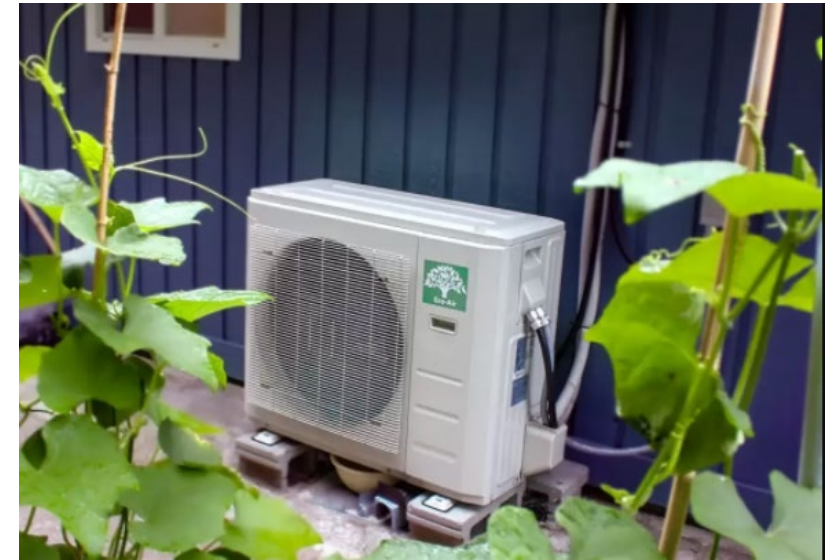
- Water heater
- Space heating

RCEA Residential Rebate Catalog

Induction Cooking, Clothes Washer, Clothes Dryer, Air Cleaners, Air Conditioner, Dishwasher, Refrigerator, Freezer, Heat Recovery Ventilators

RCEA EV Charging Equipment & Vehicle Rebates

RCEA E-bike Incentive now live



You can find all RCEA Rebates on our website. Looking for a Contractor or Vendor? See RCEA's Contractor and Vendor Network webpage.

Rebates are available to RCEA customers on a first-come first-served basis, while funds last.

Get Started- Fill out a [Customer Interest Form](#) at www.RedwoodEnergy.org or call (707) 269-1700

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REDWOOD COAST Energy Authority

STAFF REPORT Agenda Item # 8

AGENDA DATE:	July 9, 2024
TO:	Community Advisory Committee
FROM:	Eileen Verbeck, Interim Executive Director
SUBJECT:	Interim Executive Director's Report

BACKGROUND

Interim Executive Director Eileen Verbeck will provide a brief update on topics of interest during each Community Advisory Committee meeting.

SUMMARY

Recruitment for the RCEA Executive Director position has begun. This recruitment is open to all members of the public and existing RCEA employees.

Please feel free to forward this staff report's attachments to any potential applicants. The brochure and job description are available at <https://redwoodenergy.org/employment/> or [this recruitment page \(https://tstalentsolutions.com/job/executive-director/\)](https://tstalentsolutions.com/job/executive-director/).

Resumes and cover letters should be submitted to Christine Martin at Talent@TripepiSmith.com by Friday, July 19, 2024. Candidates will be screened for qualifications after the submission deadline. All questions should be directed to Tripepi Smith at the email address above.

RECOMMENDED ACTION

None. (Information only.)

ATTACHMENTS

- Executive Director recruitment brochure
- Executive Director job description



Executive Director

General Class Description: Under the delegated authority of the RCEA Board of Directors, the Executive Director oversees all the functions and activities of the organization and provides expert professional guidance to staff and the Board of Directors. The Executive Director works with the Board of Directors and staff to ensure consistent and efficient implementation of agency operational policies and long-term operational excellence. This position class is distinguished by organization-level responsibility, and complex and widely scoped duties with major financial and operational impact on key business processes. This position exercises considerable discretion and independent judgment in the coordination and prioritization of duties and responsibilities assigned and in acting on behalf of the Board of Directors.

Summary

The Executive Director works under the general direction and delegated authority of the Redwood Coast Energy Authority (RCEA) Board of Directors and is responsible for strategic leadership of the organization, including management of power supply planning and procurement, finance and rates, local energy and decarbonization programs, energy services and customer relations, strategic development, administrative services, and regulatory and legislative affairs. The Executive Director represents RCEA on a variety of boards, committees, and commissions, and in public hearings and meetings. Additionally, the Executive Director provides frequent communication and maintains positive relationships with RCEA's member agencies, customers, private businesses, regulatory agencies including the California Public Utilities Commission (CPUC), California Energy Commission (CEC), California Independent System Operator (CAISO), California Air Resources Board (CARB), California Community Choice Association (CalCCA), Pacific Gas & Electric company and other IOUs, and other key stakeholders

The position requires deep knowledge of the energy field, core programs, and public agency governance, as well as operations and business plans for the Redwood Coast Energy Authority and management of an organization of approximately 40 people.

Essential Functions and Responsibilities

Duties are illustrative only and may vary. Other duties may be assigned.

- Provide leadership in support of RCEA's mission.
- Foster a collaborative, customer-focused, continuous-learning, and high-performance culture within all departments and all employees of the agency.
- Lead the ongoing implementation of RCEA's Racial Justice Plan and actively champion and support justice, equity, diversity and inclusion efforts across the organization.
- Proactively develop a variety of communication methods with individual Board members and the Board as a whole, ensuring the Board is oriented, educated and up-to-speed with various issues so they can set policy for the organization and carry out their responsibilities efficiently and effectively.
- Oversee implementation of the Humboldt County Comprehensive Action Plan for Energy (CAPE).
- Understand the complex California energy industry and all its nuances.
- Develop risk management strategies, policies, and contingency plans to address changing needs.
- Establish and maintain close contact with member agency representatives, including City Managers, Council members, Supervisors, and others to achieve the objectives of RCEA.
- Collaborate with external partners and stakeholders, regulators, public and investor-owned utilities, energy services and power suppliers and local advocacy organizations.

- Use external presence and relationships to garner new opportunities, build partnerships in new markets, and communicate new initiatives, program updates, and program results.
- Perform strategic planning and development of work plans.
- Analyze complex employment situations, assess benefits, and potentially provide proposed action and alternatives, and make effective recommendations to implement or ensure implementation of recommendations.
- Effectively communicate, both orally and in writing, including making presentations of findings, recommendations, and policies orally or in writing to Board members, department directors, and employees.
- Oversee the management of RCEA staff, operations, and administration.
- Ensure ongoing programmatic excellence, rigorous program evaluation, consistent quality of administration, communications, and development of resources to achieve strategic goals.
- Oversee budget development and management.
- Ensure effective systems to track progress and regularly evaluate organization components.

Minimum Qualifications

Experience/Education:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

- Education or experience equal to a bachelor's or master's degree with major course-work in energy, environment, economic development, public administration, or a closely related field.
- A minimum of ten (10) years of progressively responsible professional and managerial experience in energy/utility agencies, with at least five years' experience supervising professional staff. Public sector experience is strongly desired.
- Five years of broad and extensive experience in a management position responsible for the formulation and implementation of programs, budgets and administrative operations.
- Additional certifications or training in managerial and leadership techniques are highly desirable.

Knowledge of:

- Principles of public agency administration, management, and governance, including public accounting and the Brown Act.
- Principles and practices, methods and technical requirements of utility management, organization, administration, financing, pricing, and community relations.
- Methodologies to develop strong teams, collaboration, and a positive work culture.
- Principles of business and organizational management, including finance, human resources, and operations; supervision and training of staff; and customer service.
- Energy sector, state and federal energy efficiency and renewable energy programs; grant and contract management; and data-driven program innovation and evaluation.
- Local, state, and federal energy policy.
- Principles of marketing, public relations, and development, with the goal of engaging a wide range of stakeholders and cultures.
- Current business software applications, including Microsoft Office.

Demonstrated ability to:

- Effectively lead a performance- and outcomes-based organization and staff, as well as develop and implement strategies to take the organization to the next stage of growth.

- Act with integrity, maintain a positive attitude and leadership-style, and be mission-driven and self-directed.
- Employ an action-oriented, entrepreneurial, and adaptable approach to business planning.
- Coordinate and align departmental performance toward overall organizational success.
- Manage and develop high-performance teams, set and achieve strategic objectives, and manage an organization-wide budget.
- Represent, uphold, and communicate RCEA administrative policies and procedures to internal staff, the Board of Directors and external parties and vendors.
- Cultivate relationships with Board members, community stakeholders, and industry-leaders.
- Effectively represent and communicate organization-related business to a wide audience, including the public, media, stakeholders, Board members, and staff.
- Advocate for effective and positive working relationships amongst staff.
- Manage multiple priorities, meet deadlines, and quickly adapt to changing priorities in a fast-paced dynamic environment.
- Work well under pressure.
- Be thorough and detail-oriented.
- Demonstrate patience, tact, teamwork and commitment to superior service and performance.

Working Conditions and Essential Requirements

The physical demands described here are representative of those required for the position. Position requires sitting, walking, standing, bending, and twisting in the performance of daily activities. The position requires hand manipulation and repetitive hand movement and fine coordination in using a computer keyboard and other office equipment. The position requires near and far vision in reading reports and use of a computer. Acute hearing is required in supporting meetings and providing phone and in-person customer service. The position occasionally requires lifting and/or moving objects. RCEA will make reasonable accommodation of the known physical or mental limitations of a qualified applicant with a disability upon request. Possession and continued maintenance of a valid class C California driver's license or the ability to provide alternate transportation and a safe driving record is required.

Preferred Qualifications

- Master's degree in a related field.
- Knowledge of RCEA programs.
- Prior experience working with public agencies and/or public utilities.
- Experience working with organizations involved with projects and programs in the areas of environmental and economic development,
- Experience working in an entrepreneurial context.

THE REDWOOD COAST ENERGY AUTHORITY IS COMMITTED TO A DIVERSE WORKFORCE AND IS AN EQUAL OPPORTUNITY EMPLOYER. RCEA MAINTAINS AND PROMOTES A POLICY OF NONDISCRIMINATION AND NONHARASSMENT ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, HANDICAP, MARITAL STATUS, SEXUAL ORIENTATION, AND NATIONAL ORIGIN OR GENETIC CHARACTERISTIC.



Executive Director

Redwood Coast Energy Authority's dynamic team seeks an **Executive Director** who will lead strategic initiatives and foster a collaborative, inclusive culture. Seize this unique opportunity to develop and implement sustainable energy initiatives within Humboldt County and beyond!

ABOUT

Redwood Coast Energy Authority

The Redwood Coast Energy Authority (RCEA) is a local government Joint Powers Authority that procures electricity nestled in the heart of Humboldt County. Established in 2003 by the County of Humboldt and its incorporated cities, RCEA is devoted to reducing demand, increasing efficiency and advancing the availability of clean, renewable resources.

RCEA is an award-winning Community Choice Aggregator (CCA) that has revolutionized energy practices with an array of efficiency projects and programs. Supported by ratepayer funding, RCEA is responsible for the energy generation portion of customer bills and partners with Pacific Gas and Electric for delivery and transmission.

RCEA's portfolio includes a wide and expanding range of residential and commercial services to promote energy efficiency, electrification, demand response, decentralized renewable energy production and storage solutions.

Dedicated to reducing greenhouse gas emissions, RCEA is working to shape a brighter and cleaner future for all!



Member Agencies





Offshore Wind for Energy for Humboldt County

Humboldt County's expansive coastline is home to one of the greatest offshore wind resources in the nation. Turbines spinning off the North Coast could potentially produce more than 150% of the state's current demand for electricity with renewable, carbon-free power. RCEA is looking for someone who's knowledgeable about wind and ready to lead regional advocacy and engagement efforts.

LEARN MORE

Redwood Coast Airport Microgrid

Large energy projects and programs are particularly challenging for small, rural communities. RCEA's first collaborative, multi-partner microgrid is living up to its expectations as earthquakes, severe weather, and power outages continue to challenge Humboldt County's electrical grid. RCEA was awarded [statewide reliability and resiliency awards](#) for the project.

LEARN MORE

RCEA is comprised of dedicated individuals with a shared passion for sustainability and service. Its caring staff emphasize collaboration and inclusivity.

MEET THE TEAM!





ABOUT THE POSITION

The Executive Director Role

RCEA is seeking an innovative and strategic-minded Executive Director to lead the organization toward achieving its long-term goals. The Executive Director collaborates closely with the Board of Directors to shape the organization and effectively align vision with implementation. This position involves prioritizing community engagement and maintaining positive relationships with RCEA's partners and member agencies while navigating regulatory frameworks and ensuring sustainable energy practices.

In this role, you will join a tight-knit organization that promotes collaboration and prioritizes work-life balance. You will oversee power supply planning, finance, local energy programs and regulatory affairs while furthering equity and inclusion initiatives. The new Executive Director will have the opportunity to contribute their expertise and collaborate with the team to shape and implement new procedures to drive RCEA into the future.

IN THIS POSITION, THE EXECUTIVE DIRECTOR WILL:

- Provide visionary leadership and strategic guidance in alignment with RCEA's mission.
- Foster a collaborative, customer-focused, continuous learning and high-performance culture within all departments and all agency employees.
- Continue cultivating a strong relationship and consistent, open communication between the Board of Directors and the organization.
- Oversee the organization's budget, ensuring financial sustainability.
- Foster positive relationships with member agencies, stakeholders and regulatory bodies.
- Ensure ongoing programmatic excellence, rigorous program evaluation, consistent quality of administration, communications and development of resources to achieve strategic goals.
- Utilize and cultivate external networks and relationships to identify opportunities, promote and advocate for RCEA.

SEE THE FULL JOB DESCRIPTION HERE.

The Ideal Candidate

The ideal candidate will be a proven and empathetic leader who can think critically and translate long-term goals into actionable steps for implementation. This candidate will be humble and curious with a genuine passion for environmental sustainability. They will have integrity, a strong work ethic and be committed to RCEA's mission.

The ideal candidate will excel at working with staff at all levels, fostering a culture of open, transparent communication that empowers diverse perspectives. They will be skilled at navigating complex issues while collaborating effectively to create a positive work environment. Overall, the ideal candidate will value work-life balance, appreciate the alluring character of Humboldt County and be dedicated to making a significant, long-term impact.

...WILL ALSO POSSESS KNOWLEDGE OF:

- Energy industry dynamics, including renewable energy development, market and operations; including familiarity with IOUs, PUDs and CCAs.
- Renewable energy and market transformation, including off-shore wind.
- Energy policy landscape at the state level, including understanding advocacy opportunities.

Qualification Requirements

EXPERIENCE

- A minimum of 10 years of progressively responsible professional and managerial experience in the public/energy/utility sector, with at least five years' experience supervising professional staff.
- Prior experience working with public agencies and/or public utilities.
- Experience working with organizations involved with projects and programs in the areas of environmental and economic development.

EDUCATION

- A bachelor's or advanced degree(s) with major coursework in energy, environment, economic development, public administration or a closely related field. A master's degree in a related field is preferred.

CERTIFICATION

- Possession and continued maintenance of a valid class C California driver's license or the ability to utilize alternate transportation and a safe driving record are required.



Living in Humboldt County

Located amid towering redwoods on California's North Coast, Humboldt County is a nature-lover's paradise and a haven for environmental advocates. In Humboldt, you can start your day hiking amongst California's Redwoods and end it with an evening at the beach. It is home to a robust outdoor community that enjoys mountain biking, paddle boarding, hiking, camping and more. Off the beaten path, Humboldt County offers stunning scenery and a slower pace of life.

FUN FACT

Among 160,000 acres of beauty, Redwood National Park is home to the world's tallest tree, Hyperion.



EXECUTIVE DIRECTOR COMPENSATION AND BENEFITS

- **ANNUAL SALARY RANGE:**
\$182,852.59 - \$245,916.41
- **MEDICAL:** Employer-paid health, vision, and dental insurance is available for eligible employees and their qualified dependents. RCEA will pay 100% of the monthly premiums for eligible employees and 50% of the monthly premiums for their dependents. RCEA provides 3 Anthem/Blue Cross medical plan choices (EPO 25, PPO 250, PPO 4500) at varying rates for employees.
- **RETIREMENT:** RCEA offers two deferred compensation plans: a 401(a) plan and a 457(b) plan. RCEA contributes \$4,000 annually, plus 4% of employees' gross salary to the 401(a) plan, and matches up to an additional 3% of employee's contributions. Employees contribute to the 457(b) plan, and can contribute up to the maximum federally allowable amount.
- **VACATION:** New full-time employees will earn 15 days of vacation per year. Employees can accumulate unused vacation time.
- **SICK LEAVE:** Full-time employees will earn eight hours of sick leave per month, with an unlimited maximum accumulation. Unused sick leave is not convertible to cash at separation from employment.
- **HOLIDAYS:** Full-time employees will receive 15 paid holidays per year, including New Year's Day, Martin Luther King's Birthday, President's Day, Cesar Chavez Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Veteran's Day, Thanksgiving, Day After Thanksgiving, Christmas and 3 floating holidays.
- **LIFE INSURANCE:** RCEA provides a \$25,000 life insurance plan for full-time employees.
- **ADDITIONAL BENEFITS:** RCEA is an applicable employer for the public service loan forgiveness program.

HOW TO APPLY

To be considered for this position, please immediately submit your resume and cover letter to Christine Martin at:

Talent@TripepiSmith.com
by Friday, July 19, 2024

After the submission deadline, candidates will be screened for qualifications. If you require additional information or have questions, please contact:

Christine Martin at 949-993-6531

Redwood Coast Energy Authority is committed to a diverse workforce!
RCEA strongly encourages people of color, women and those who identify as LGBTQ to apply.

Equal Employment Opportunity / Employment Eligibility

The Redwood Coast Energy Authority is committed to a diverse workforce and is an equal opportunity employer. RCEA maintains and promotes a policy of nondiscrimination and anti-harassment based on race, religion or religious creed, color, age, sex, gender, sexual orientation, national origin, ancestry, marital status, medical condition, mental or physical disability, military service, or any other classification protected by federal, state, or local laws in its process of recruitment, selection,

promotion, or other conditions of employment. Reasonable accommodation may be made in the testing procedure as well as the work site. If you need accommodation for an exam due to a disability, please contact the Human Resources office (hr@redwoodenergy.org, or 707-269-1700 x318). In accordance with the Immigration Reform Act of 1986, RCEA must verify, once an employment offer has been made, that all persons have written proof of their right to work in the United States.