



Redwood Coast Energy Authority  
633 3<sup>rd</sup> Street, Eureka, CA 95501  
Phone: (707) 269-1700 Toll-Free (800) 931-7232 Fax: (707) 269-1777  
E-mail: [info@redwoodenergy.org](mailto:info@redwoodenergy.org) Web: [www.redwoodenergy.org](http://www.redwoodenergy.org)

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## **BOARD OF DIRECTORS REGULAR MEETING AGENDA**

**Wharfinger Building, downstairs Bay Room  
1 Marina Way, Eureka, CA 95501**

**February 22, 2024  
Thursday, 3:30 p.m.**

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

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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 Board, including those received less than 72 hours prior to the Committee's meeting, will be made available to the public at [www.RedwoodEnergy.org](http://www.RedwoodEnergy.org).

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NOTE: Speakers wishing to distribute materials to the Board at the meeting, please provide 13 copies to the Board Clerk.

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### **THIS IS A HYBRID IN-PERSON AND VIRTUAL MEETING.**

The RCEA Board of Directors holds in-person hybrid meetings. When attending, please socially distance as much as possible and be courteous to those who choose to wear a mask.

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**To participate in the meeting online**, go to <https://us02web.zoom.us/j/81972368051>. **To participate by phone**, call (669) 900-6833 or (253) 215-8782. Enter webinar ID: 819 7236 8051.

**To make a comment 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 prompt you to unmute your phone or computer. You will have 3 minutes to speak.

**You may submit written public comment** by email to [PublicComment@redwoodenergy.org](mailto:PublicComment@redwoodenergy.org). Please identify the agenda item number in the subject line. Comments will be included in the meeting record but not read aloud during the meeting.

While downloading the Zoom application may provide a better meeting experience, Zoom does not need to be installed on your computer to participate. After clicking the webinar link above, click "start from your browser."

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## **OPEN SESSION** Call to Order

### **1. ROLL CALL - REMOTE DIRECTOR PARTICIPATION**

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

### **2. REPORTS FROM MEMBER ENTITIES**

### **3. ORAL AND WRITTEN COMMUNICATIONS**

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

### **4. CONSENT CALENDAR**

All matters on the Consent Calendar are considered to be routine by the Board 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, Board members or members of the public can request that an item be removed for separate discussion.

- 4.1 Approve Minutes of January 25, 2024, Board Meeting.
- 4.2 Approve Disbursements Report.
- 4.3 Accept Financial Reports.
- 4.4 Approve Payment of California Community Power Agency Annual General and Administrative Dues up to \$85,000.
- 4.5 Approve the RCEA Net Billing Tariff Revisions Necessary to Incorporate Minor PG&E Net Billing Tariff Revisions.
- 4.6 Approve Updated Community Strategies Manager Job Description.
- 4.7 Adopt Resolution 2024-2 of the Redwood Coast Energy Authority Authorizing Certification and Submittal of Required Data to the U.S. Department of Agriculture Rural Utilities Services Loan Program; and Authorize the Board Chair to Sign a USDA Rural Utilities Services Programs Certificate of Authority to Submit or Grant Access to Data Naming RCEA's Deputy Executive Director as Certifier and Director of Business Development and Planning as Security Administrator.

### **5. REMOVED FROM CONSENT CALENDAR ITEMS**

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

### **COMMUNITY CHOICE ENERGY (CCE) BUSINESS (Confirm CCE Quorum)**

Items under this section of the agenda relate to CCE-specific business matters that fall under RCEA's CCE voting provisions, with only CCE-participating jurisdictions voting on these matters with weighted voting as established in the RCEA joint powers agreement.

## **6. OLD CCE BUSINESS**

### **6.1. Energy Risk Management Quarterly Report**

Accept Energy Risk Management Quarterly Report.

## **7. NEW CCE BUSINESS**

### **7.1. California Community Power Build-Own-Transfer Agreement Solicitation**

Authorize participation in the first phase of California Community Power's Build-Own-Transfer Solicitation at a not-to exceed cost of \$74,000.

## **END OF COMMUNITY CHOICE ENERGY (CCE) BUSINESS**

## **8. OLD BUSINESS**

### **8.1 Fiscal Year 2023-24 Draft Mid-Year Budget Adjustment**

Approve proposed changes to the RCEA Fiscal Year 2023-24 Budget.

### **8.2 Community Advisory Committee Annual Report and Work Goals, CAC At-Large Member Recruitment**

Accept Community Advisory Committee 2023 Annual Report and approve 2024-5 CAC work goals.

Solicit up to 5 volunteers for an at-large CAC member recruitment subcommittee.

## **9. NEW BUSINESS**

### **9.1 Annual Regulatory & Legislative Policy Platform Review**

Approve 2024 RCEA Policy Platform.

### **9.2 Coordinator/Associate Job Description and Pay Schedule Update**

Approve updated job description and salary schedule to establish the Coordinator job classification.

Approve updated Associate/Intern job description.

## **10. STAFF REPORTS**

### **10.1 Deputy Executive Director's Report**

## **11. FUTURE AGENDA ITEMS**

Any request that requires Board action will be set by the Board for a future agenda or referred to staff.

## **12. CLOSED SESSION**

- 12.1.** Conference with Legal Counsel: Existing Litigation, CPUC 22-02-005, Petition for Modification of D. 23-06-055, pursuant to Government Code 54956.9(d)(1).
- 12.2.** Public Employee Performance Evaluation, pursuant to Government Code Section 54957(b)(1): Executive Director.

## **13. RECONVENE TO OPEN SESSION**

## **14. CLOSED SESSION REPORT**

## **15. ADJOURNMENT**

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### **NEXT REGULAR MEETING**

Thursday, March 28, 2024, 3:30 p.m.  
Wharfinger Building downstairs Bay Room, 1 Marina Way, Eureka, CA 95501  
Online and phone participation will be available via Zoom.



## STAFF REPORT

### Agenda Item # 1.1

AGENDA DATE:	February 22, 2024
TO:	RCEA Board of Directors
FROM:	Eileen Verbeck, Deputy Executive Director
SUBJECT:	Member Teleconference Participation

#### BACKGROUND

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Since emergency Brown Act meeting law changes went into effect in 2020 due to the COVID-19 public health emergency, the RCEA Board of Directors, Community Advisory Committee and the subcommittees of those bodies met online with no physical, public meeting location. Governor Newsom signed AB 361 into law in September 2021, which allowed these bodies to continue meeting completely virtually without publishing each member's participation location while the COVID state of emergency continued and state or local officials recommended social distancing measures or the RCEA Board determined that meeting in person posed health and safety risks.

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

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RCEA Board Directors 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 a Board Director would like to attend the meeting remotely due to an emergency circumstance, the Board will take action by majority vote to approve the Director's remote participation. A vote is not necessary for a request to attend remotely for just cause. A brief

description, protecting the Director's (or Director's family member's) medical privacy, needs to be provided in both cases.

The remotely participating Board Director 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 Director, and the general nature of the individual's relationship with the Director.

If the Board Director anticipates needing to participate remotely for more than 2 meetings per year, staff recommends arranging for a publicly and ADA accessible space with visual and audio meeting capabilities from which to participate.

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

### **Current Remote Participation Requests**

As of the writing of this staff report, there are no requests for "just cause" or "emergency circumstances" remote director participation.

### **RECOMMENDED ACTION** (if needed)

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



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## **BOARD OF DIRECTORS DRAFT MEETING MINUTES**

Wharfinger Building, downstairs Bay Room  
1 Marina Way, Eureka, CA 95501

January 25, 2024  
Thursday, 3:30 p.m.

Chair Sheri Woo called a regular meeting of the Board of Directors of the Redwood Coast Energy Authority to order on the above date at 3:32 p.m. Notice of this meeting was posted on January 19, 2024.

PRESENT: Natalie Arroyo, Scott Bauer (arrived 3:50 p.m.), Skip Jorgensen, Kris Mobley, Alt. Dir. Sherri Provolt, Jason Ramos, Elise Scafani, Vice Chair Sarah Schaefer, Jack Tuttle, Frank Wilson, Chair Sheri Woo. ABSENT: Frankie Myers.

STAFF AND OTHERS PRESENT: Senior Project Manager Mike Avcollie, Finance Specialist Ronnie Chausse, General Counsel Nancy Diamond, Senior Power Resources Manager Jocelyn Gwynn, Human Resources & Workforce Development Manager Kristy Siino, Deputy Executive Director Eileen Verbeck, Humboldt Transit Authority Planner Jerome Qirazi, Calpine Energy Solutions Data Manager Mahayla Slackerelli, Community Advisory Committee nominees Deborah Dukes, Ethan 'Red Eagle' Lawton and Dennis Leonardi.

### **BOARD APPOINTMENTS**

#### **2.1 Election of Officers and Community Advisory Committee Liaisons**

Chair Woo nominated Vice Chair Schaefer for Board Chair.

**M/S: Schaefer, Arroyo: Appoint Sarah Schaefer as RCEA Board Chair to serve through January 2025 and authorize them as a signer on RCEA bank accounts.**

**The motion passed with a unanimous vote. Ayes: Arroyo, Jorgensen, Mobley, Provolt, Ramos, Scafani, Schaefer, Tuttle, Wilson, Woo. Noes: None. Absent: Bauer. Abstain: None.**

Vice Chair Schaefer nominated Scott Bauer as Vice Chair.

**M/S: Schaefer, Woo: Appoint Scott Bauer as RCEA Board Vice Chair to serve through January 2025 and authorize them as a signer on RCEA bank accounts.**

**The motion passed with a unanimous vote. Ayes: Arroyo, Jorgensen, Mobley, Provolt, Ramos, Scafani, Schaefer, Tuttle, Wilson, Woo. Noes: None. Absent: Bauer. Abstain: None.**

Newly elected Chair Schaefer facilitated the remainder of the meeting.

The Board discussed the time commitment of the CAC Board Liaison position. Director Arroyo nominated Director Mobley to continue as Board Liaison. Director Arroyo volunteered to be Alternate Board Liaison.

**M/S: Arroyo, Jorgensen: Appoint Kris Mobley as Board Liaison and Natalie Arroyo as Alternate Board Liaison to the Community Advisory Committee to serve through January 2025.**

**The motion passed with a unanimous vote. Ayes: Arroyo, Jorgensen, Mobley, Provolt, Ramos, Scafani, Schaefer, Tuttle, Wilson, Woo. Noes: None. Absent: Bauer. Abstain: None.**

## 2.2 Board Subcommittee Member Assignment

The staff and Board expressed support for keeping the Finance Subcommittee.

**M/S: Mobley, Tuttle: Continue the standing Finance Subcommittee and reappoint current members Sarah Schaefer, Scott Bauer, Skip Jorgensen and Frank Wilson to serve for one-year terms ending on the first regular Board meeting of 2025.**

**The motion passed with the following show of hands vote. Ayes: Arroyo, Jorgensen, Mobley, Provolt, Ramos, Scafani, Schaefer, Tuttle, Wilson, Woo. Noes: None. Absent: Bauer. Abstain: None.**

## ORAL COMMUNICATIONS

Member of the public Joanna Welch from Eureka opposed RCEA's use of biomass power and called for the closing of Humboldt Sawmill Company's power plant.

Dr. Wendy Ring on behalf of Humboldt Coalition for Clean Energy opposed RCEA's use of biomass power and described Humboldt Sawmill Company's permit status.

Jane Hartford of Scotia opposed Humboldt Sawmill Company's operation under its permit status.

Written comments submitted by members of the public Matty Tittmann of Greenwired Renewable Energy, and Ben Scurfield supported solar battery incentives.

Written comments submitted by members of the public Martha Walden, Diane Ryerson, Lynda McDevitt, Patty Harvey, Wendy Ring, Jon and Kathy Reisdorf, Sue Lee Mossman, and Walt Paniak opposed RCEA's power purchase agreement with Humboldt Sawmill Company.

The North Coast Unified Air Quality Management District submitted a press release correcting information on the Humboldt Sawmill Company Scotia facility's operating permit.

## CONSENT CALENDAR

- 5.1 Approve Minutes of December 21, 2023, Board Meeting.
- 5.2 Approve Disbursements Report.
- 5.3 Accept Financial Reports.
- 5.4 Approve 2024 RCEA Board of Directors Meeting Calendar.

Neither the Board nor public requested items be removed from the consent calendar.

**M/S: Arroyo, Mobley: Approve Consent Calendar.**



**The motion passed with a unanimous vote. Ayes: Arroyo, Bauer, Jorgensen, Mobley, Provolt, Ramos, Scafani, Schaefer, Tuttle, Wilson, Woo. Noes: None. Absent: None. Abstain: None.**

## **NEW CCE BUSINESS**

### **8.1 Calpine Energy Solutions Data Manager Presentation. Information only.**

Calpine Energy Solutions Data Manager Mahayla Slackerelli described services Calpine Energy Solutions provides RCEA and other California and East Coast CCAs, including electronic data reporting and CAISO settlement processes. Calpine maintains a customer billing accuracy rate of 100% and timeliness rate of 99.99%. Calpine provides RCEA with data visualization and warehouse tools for load monitoring and planning, website forms support, an interactive voice response system and a Customer Relationship Management system.

Manager Slackerelli discussed Calpine's partnerships with See Change Institute and Recurve Analytics to research customer energy use behavior and develop a platform to help RCEA staff target customers for specific energy-saving programs.

The Board discussed Calpine's 0% error rate and requested the customer behavior studies. Deputy Executive Director Verbeck thanked Calpine for providing RCEA with incoming customer phone coverage support. There was no public comment.

## **NEW BUSINESS**

### **10.1 Community Advisory Committee Member Appointments**

Deputy Executive Director Verbeck reported on eight upcoming CAC member term endings and conversion of two at-large positions to new Board member Yurok Tribe and Blue Lake Rancheria nominee seats. An ad hoc Board committee will be formed in February to review applications and recommend appointees to fill the remaining two at-large seats.

Eureka, Humboldt Bay Municipal Water District, and Ferndale nominees Deborah Dukes, Ethan 'Red Eagle' Lawton, and Dennis Leonardi introduced themselves to the Board. The directors thanked outgoing CAC Vice Chair Jerome Qiriazzi for their service. There was no public comment on this item.

**M/S: Arroyo, Bauer: Appoint Deborah Dukes to the Community Advisory Committee for a term ending March 31, 2025, and reappoint Elizabeth Burks, Ethan Lawton, and Dennis Leonardi to the Community Advisory Committee for terms ending March 31, 2026.**

**The motion passed with a unanimous vote. Ayes: Arroyo, Bauer, Jorgensen, Mobley, Provolt, Ramos, Scafani, Schaefer, Tuttle, Wilson, Woo. Noes: None. Absent: None. Abstain: None.**

### **10.2 Presentation on RCEA's Transportation Program, with Information on EV and Hydrogen Charging Station Planning (Information only)**

Senior Project Manager Mike Avcollie updated the Board on RCEA's key strategies of getting 6,000 EVs in Humboldt County by 2025, developing EV charging infrastructure, reducing vehicle miles traveled in Humboldt County by at least 25% by 2030, and reducing transportation greenhouse gas emissions (GHG) by over 65% by 2030. Transportation makes up a large part of Humboldt County's GHG emissions. Manager Avcollie provided status updates on current and pending RCEA programs and regional collaboration work.

Board and staff discussed eco-tourism, the cost of installing and implementing a charging station, light duty fleets, the future of external batteries for passenger vehicles, and collaborations with other California regions.

Humboldt Transit Authority Planner Jerome Qiriazzi updated the Board on HTA's fuel cell electric bus fleet and hydrogen fueling station projects. HTA aims to open the fueling station by the fall of 2026, with the first bus arriving at the end of 2024. HTA received funding confirmation for developing a hydrogen fuel cell over-the-road coach and a medium duty cutaway bus prototype. Planner Qiriazzi described HTA collaborations and grant efforts.

The Board discussed local hydrogen fuel production potential. Member of the public Deborah Dukes described her experience finding EV charging stations.

### **10.3 Drifter Battery Energy Storage Services Agreement with Prologis**

Senior Power Resources Manager Jocelyn Gwynn presented the procurement objectives the project would help meet: compliance obligations, integrating in-development solar resources, and building a diverse portfolio. RCEA would procure 50 MW of the Drifter project's 500 MW total capacity. RCEA would pay a fixed price in exchange for full control over the battery system. The project is expected to come online in June 2027 and will deliver for 20 years with a positive financial impact.

The Board discussed the percentage of midterm reliability needs this project will meet and restrictions on battery charging power sources. There was no public comment for this item.

**M/S: Bauer, Arroyo: Approve Resolution 2024-1 Approving the Form of and Authorizing Execution of the Drifter Energy Storage Services Agreement with ESCA-PLD-RCEA1, LLC.**

**The motion passed with a unanimous vote. Ayes: Arroyo, Bauer, Jorgensen, Mobley, Provolt, Ramos, Scafani, Schaefer, Tuttle, Wilson, Woo. Noes: None. Absent: None. Abstain: None.**

## **STAFF REPORTS**

### **11.1 Deputy Executive Director's Report**

Executive Director Verbeck reported that the Hoopa Valley Tribe has expressed interest in joining the RCEA Board. There was no Board or public comment.

## **FUTURE AGENDA ITEMS**

The directors requested a presentation and possible advocacy actions to offset recent legislative residential and small scale solar disincentives; a presentation from PG&E on plans

for powering Humboldt County; a collections process status update; and information to clarify the Humboldt Sawmill Company power plant permit status from staff and the Unified Air Quality Management District. The Biomass Technical Advisory Group will meet to discuss the Air Quality Management District violations and HSC's operating permit. The Board will receive a report on the group's discussion.

The Board thanked outgoing Board Chair Sheri Woo for her service.

### **CLOSED SESSION**

**13.1** Conference with Legal Counsel: Existing Litigation, CPUC 22-02-005, Petition for Modification of D. 23-06-055, pursuant to Government Code 54956.9(d)(1).

**13.2** Public Employee Performance Evaluation, pursuant to Government Code Section 54957(b)(1): Executive Director.

There was no public comment regarding the closed session items. The Board adjourned to closed session at 5:16 p.m. and reconvened in open session at 6:42 p.m. Chair Schaefer stated there were no closed session reports and adjourned the meeting at 6:43 p.m.

Ronnie Chaussé  
Finance Specialist

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# Redwood Coast Energy Authority

## Disbursements Report

### As of December 31, 2023

Type	Date	Num	Name	Memo	Amount
Bill Pmt -Check	12/01/2023	16697	Advanced Display & Signs	Promotional material & property signage	-225.67
Bill Pmt -Check	12/01/2023	16698	AT&T	RCAM Router charges - ACV: 10/19 - 11/18	-163.00
Bill Pmt -Check	12/01/2023	16699	Braun Blaising & Wynne	Legal Services - Regulatory -October 2023	-5,294.71
Bill Pmt -Check	12/01/2023	16700	Colonial Life	Colonial Life Premiums Nov 2023	-2,274.90
Bill Pmt -Check	12/01/2023	16701	Davidson Bros. Lock & Safe	633 3rd St Office lock repair	-412.20
Bill Pmt -Check	12/01/2023	16702	Humboldt Bay Coffee Co.	Office Coffee-917 3rd St	-25.95
Bill Pmt -Check	12/01/2023	16703	Liebert Cassidy Whitmore	Sept 2023 Personnel Rule Review	-34.50
Bill Pmt -Check	12/01/2023	16704	Mission Uniform & Linen	Office janitorial supplies and mat cleaning	-283.39
Bill Pmt -Check	12/01/2023	16705	North Coast Cleaning	917 3rd St: Office Cleaning Nov 2023	-490.00
Bill Pmt -Check	12/01/2023	16706	Pacific Paper Company	Office supplies	-76.84
Bill Pmt -Check	12/01/2023	16707	PG&E EV Account	EV stations 10/16/2023-11/13/2023	-1,077.32
Bill Pmt -Check	12/01/2023	16708	PG&E Office Utility	10/16-11/13/23 utilities for 633 3rd Street	-993.13
Bill Pmt -Check	12/01/2023	16709	Recology	917 3rd St.: Nov 2023 garbage service	-71.48
Bill Pmt -Check	12/01/2023	16710	Recology	633 3rd St.: Nov 2023 garbage service	-105.52
Bill Pmt -Check	12/01/2023	16711	Roto-Rooter Mad River Plumbing	917 3rd St plumbing/mainline backup repair	-349.00
Bill Pmt -Check	12/01/2023	16712	Shred Aware	Shredding services - Nov 2023	-66.95
Bill Pmt -Check	12/01/2023	16713	Times Printing Company	Nov 2023 customer late notices	-724.44
Bill Pmt -Check	12/01/2023	16714	Westside Community Center	Venue Rental: CAC meetings	-225.00
Bill Pmt -Check	12/01/2023	16715	Eureka Chamber of Commerce	2024 Membership Dues	-250.00
Bill Pmt -Check	12/01/2023	16716	Hilson, D.	Mileage reimbursement - Nov 2023	-87.57
Bill Pmt -Check	12/01/2023	16717	Humboldt Bay Coffee Co.	Office Coffee-633 3rd St	-51.90
Bill Pmt -Check	12/01/2023	16718	Law Office of David Pepper	Sept 2023 Legal Services - RuralREN	-10,571.00
Bill Pmt -Check	12/01/2023	16719	North Coast Cleaning	633 3rd St: Office Cleaning Nov 2023	-480.00
Bill Pmt -Check	12/01/2023	16720	Rennie, J	Mileage reimbursement - Oct 2023	-57.25
Check	12/01/2023	16721	CCE Customer	CCE Equipment Rebate - Res	-100.00
Check	12/01/2023	16722	CCE Customer	CCE Equipment Rebate - Res	-400.00
Check	12/01/2023	16723	CCE Customer	CCE Equipment Rebate - Res	-250.00
Check	12/01/2023	16724	CCE Customer	CCE Equipment Rebate - Res	-100.00
Check	12/01/2023	16725	CCE Customer	Heat Pump Rebate #DS-R-231031-1697	-700.00
Check	12/01/2023	16726	CCE Customer	Heat Pump Rebate #DS-R-231101-1703	-1,050.00
Check	12/01/2023	16727	Frank's Heating & Refrigeration	Direct Install Non-RES St. Joe. Eel River School	-15,919.00
Check	12/01/2023	16728	Cal Plumbing & Fire Suppression, Inc.	Direct Install Non-RES Dell' Arte	-4,879.00
Bill Pmt -Check	12/04/2023	ACH	Viridity Energy Solutions, Inc.	Tierra Buena RA-November 2023	-16,900.00
Liability Check	12/08/2023	ACH	Ascensus	Deferred compensation Paydate 12/8/23	-13,577.03
Liability Check	12/08/2023	ACH	EDD	Taxes, Paydate 12/8/23	-7,567.47
Liability Check	12/08/2023	ACH	Internal Revenue Service	Taxes, Paydate 12/8/23	-33,531.80
Liability Check	12/08/2023	ACH	Newport Group	Employee contributions, Paydate 12/8/23	-12,065.72
Liability Check	12/08/2023	16729	HealthEquity Inc	Health Savings Account Paydate 12/8/23	-72.07
Paycheck	12/08/2023	ACH	Employees	Payroll	-87,939.47
Check	12/14/2023	ACH	VISA	Charges 10/20/2023 - 11/20/2023	-9,791.64
Bill Pmt -Check	12/15/2023	16730	Ameritas - Dental	January 2024 Employee coverage	-2,432.72
Bill Pmt -Check	12/15/2023	16731	Ameritas - Vision	January 2024 Employee coverage	-483.40
Bill Pmt -Check	12/15/2023	16732	AT&T Long Distance	Phone charges 11/25/2023 - 12/24/2023	-98.05
Bill Pmt -Check	12/15/2023	16733	Biondini, L.	Caselle Training Utah, Flight Baggage Fees	-70.00
Bill Pmt -Check	12/15/2023	16734	Chausse-Heath, V.	VOID: Caselle Training Utah, Gas	0.00
Bill Pmt -Check	12/15/2023	16735	City of Arcata	November 2023 Utility User Tax	-12,606.98
Bill Pmt -Check	12/15/2023	16736	City of Arcata	November 2023 Excessive Energy Use Tax	-1,055.40
Bill Pmt -Check	12/15/2023	16737	City of Eureka-Water	917 3rd St. & 633 3rd St. Nov 2023 charges	-364.32

# Redwood Coast Energy Authority

## Disbursements Report

### As of December 31, 2023

Type	Date	Num	Name	Memo	Amount
Bill Pmt -Check	12/15/2023	16738	Diamond, Nancy	Nov 2023 Legal Services	-13,889.20
Bill Pmt -Check	12/15/2023	16739	Enterprise	R. Chausse 11/05-11/08/23 Clerk Conference	-190.38
Bill Pmt -Check	12/15/2023	16740	Eureka Glass Company, Inc.	633 3rd St, Office window replacement	-220.24
Bill Pmt -Check	12/15/2023	16741	HireRight	Background Check: new hire	-15.00
Bill Pmt -Check	12/15/2023	16742	Local Worm Guy	Compost pickup - Nov 2023 917 & 633 3rd	-60.00
Bill Pmt -Check	12/15/2023	16743	McClure, N	Caselle Training Utah, Flight Baggage Fees	-70.00
Bill Pmt -Check	12/15/2023	16744	Mission Uniform & Linen	Dec 2023 janitorial supplies and mat cleaning	-112.26
Bill Pmt -Check	12/15/2023	16745	Morse Media	Website Hosting Annual Fee -11/27/2024	-97.20
Bill Pmt -Check	12/15/2023	16746	Northern CA Safety Consortium	CPR & First Aid Training	-1,190.00
Bill Pmt -Check	12/15/2023	16747	Optimum Business-633	633 3rd St: Phone & Internet access	-1,102.10
Bill Pmt -Check	12/15/2023	16748	Stitch Witch	Logo gear order - 100% Balance	-65.10
Bill Pmt -Check	12/15/2023	16749	Chausse-Heath, V.	Caselle Training Utah, Gas	-22.96
Bill Pmt -Check	12/18/2023	ACH	Humboldt Sawmill Co.	November 2023 PPA	-536,402.31
Bill Pmt -Check	12/18/2023	ACH	Sterling Administration	FSA Funding - 50% 2024	-7,175.00
Bill Pmt -Check	12/19/2023	ACH	Leapfrog Energy	November 2023 RA	-36,740.00
Check	12/20/2023	Debit	Umpqua	Service Charge	-175.95
Check	12/21/2023	16751	NEM Customer	NEM Account Close Out	-7.54
Check	12/21/2023	16752	Apricot Lane LLC	VOID: name change requested	0.00
Check	12/21/2023	16753-66	NEM Customers	NEM Account Close Outs	-2,976.86
Check	12/21/2023	16767	SacTown Contractor's Corp.	PA Direct Install Non-RES Yurok Tribe	-1,404.44
Check	12/21/2023	16768-81	CCE Customers	Heat Pump Rebate #CCE-R-231130-1745	-14,162.50
Check	12/21/2023	16782-91	CCE Customers	CCE Equipment Rebates	-2,450.00
Check	12/21/2023	16792	NEM Customer	2023 NEM Yearly Payout	-137.97
Check	12/21/2023	16793	NEM Customer	2023 NEM Yearly Payout	-1,279.71
Check	12/21/2023	16794	CCE Customer	CCE Equipment Rebate - Res	-150.00
Check	12/21/2023	16795	CCE Customer	CCE Equipment Rebate - Res	-250.00
Bill Pmt -Check	12/21/2023	16796	AT&T	RCAM charges: 11/29 - 12/28/2023	-888.92
Bill Pmt -Check	12/21/2023	16797	Bidwell Consulting Services, Inc.	Annual administration for 2023	-1,000.00
Bill Pmt -Check	12/21/2023	16798	Carter Properties, LLC	917 3rd Street Office Lease -Jan 2024 rent	-2,300.00
Bill Pmt -Check	12/21/2023	16799	Developed Employment Services, LLC.	Aug & Dec 2023 Invoices	-228.91
Bill Pmt -Check	12/21/2023	16800	HSU - Sponsored Programs Foundation	MD/HD ZEV subcontracting - 7/1/23-8/31/23	-5,753.87
Bill Pmt -Check	12/21/2023	16801	Humboldt Bay Coffee Co.	Office Coffee-917 3rd St	-25.95
Bill Pmt -Check	12/21/2023	16802	Liebert Cassidy Whitmore	Legal service - personnel	-3,591.50
Bill Pmt -Check	12/21/2023	16803	Mission Uniform & Linen	Janitorial supplies and mat cleaning	-27.53
Bill Pmt -Check	12/21/2023	16804	NYLEX.net, Inc.	Onsite network support services - Jan 2024	-3,690.00
Bill Pmt -Check	12/21/2023	16805	Pacific Paper Company	Office Supplies: Pens	-17.92
Bill Pmt -Check	12/21/2023	16806	PG&E Office Utility	10/06-12/06/23 utilities for 917 3rd Street	-749.99
Bill Pmt -Check	12/21/2023	16807	Principal Life Insurance Company	Jan 2024 Premiums	-123.52
Bill Pmt -Check	12/21/2023	16808	Tuck Inc. / Plaza Grill	Venue Rental- holiday potluck 12/13/23	-271.25
Bill Pmt -Check	12/21/2023	16809	Ubeo Business Services	633 3rd St Printer Charges: 11/06-12/05/23	-118.92
Bill Pmt -Check	12/21/2023	16810	Whitchurch Engineering, Inc	EVSE engineering services	-58,296.40
Bill Pmt -Check	12/21/2023	16811	Winzler, John	Office Lease - 633 3rd St, Jan 2024	-7,752.50
Liability Check	12/22/2023	ACH	Ascensus	Deferred compensation, Paydate 12/22/23	-15,310.02
Liability Check	12/22/2023	ACH	EDD	Taxes, Paydate 12/22/23	-9,926.31
Liability Check	12/22/2023	ACH	Internal Revenue Service	Paydate 12/22/23	-41,255.46
Liability Check	12/22/2023	ACH	Newport Group	Employee contributions, Paydate 12/22/23	-13,939.92
Liability Check	12/22/2023	ACH	CICCS Coalition for Controlling Insurance	EAP services December 2023	-63.24
Liability Check	12/22/2023	ACH	Internal Revenue Service	Taxes, Paydate 12/22/23	-116.18

**Redwood Coast Energy Authority**  
**Disbursements Report**  
**As of December 31, 2023**

Type	Date	Num	Name	Memo	Amount
Bill Pmt -Check	12/22/2023	ACH	Keenan	Anthem Medical Insurance December 2023	-33,493.42
Liability Check	12/22/2023	16750	HealthEquity Inc	Health Savings Account Paydate 12/22/23	-72.07
Paycheck	12/22/2023	ACH	Employees	Payroll	-99,837.04
Bill Pmt -Check	12/29/2023	ACH	CalCCA	Membership Dues - Q1 2024	-26,981.18
Bill Pmt -Check	12/29/2023	ACH	CalPine Corporation	Calpine November 2023 Costs	-61,070.88
Bill Pmt -Check	12/29/2023	ACH	Keenan	Anthem Medical Insurance January 2024	-39,426.71
Bill Pmt -Check	12/29/2023	ACH	PG&E Voluntary Allocation	Resource Adequacy	-438,668.40
Bill Pmt -Check	12/29/2023	WIRE	USDA	Loan Payment Q4-2023	-98,894.13
Check	12/29/2023	16812	Julie Weeder	CCE Equipment Rebate - Res	-100.00
Check	12/29/2023	16813	Jesika Bradley	CCE Equipment Rebate - Res	-50.00
Bill Pmt -Check	12/29/2023	16814	Aiqueous, LLC	Database Support 2023	-262.50
Bill Pmt -Check	12/29/2023	16815	Amazon.com	Monthly billing - November 2023	-404.23
Bill Pmt -Check	12/29/2023	16816	Braun Blaising & Wynne	Regulatory legal services-November 2023	-4,170.21
Bill Pmt -Check	12/29/2023	16817	Colonial Life	Supplemental insurance Dec 2023	-2,189.52
Bill Pmt -Check	12/29/2023	16818	Computershare	Escrow Agent Fee - FSR account-12/17/24	-6,000.00
Bill Pmt -Check	12/29/2023	16819	Donald Dame	Professional Services Nov 2023	-262.50
Bill Pmt -Check	12/29/2023	16820	Keenan	Late Fee for July Premium Contributions	-611.99
Bill Pmt -Check	12/29/2023	16821	Kerekes, C.	Mileage reimbursement - December 2023	-23.58
Bill Pmt -Check	12/29/2023	16822	Kullmann, S.	Purchase Reimb: Ant Baits	-18.77
Bill Pmt -Check	12/29/2023	16823	North Coast Cleaning	633 3rd St: Carpet Cleaning	-490.00
Bill Pmt -Check	12/29/2023	16824	NYLEX.net, Inc.	VOID: Invoice was paid with credit card	0.00
Bill Pmt -Check	12/29/2023	16825	Pacific Paper Company	Office Supplies: Composition Notebooks	-17.57
Bill Pmt -Check	12/29/2023	16826	PG&E CCA	Nov 2023 CCE Charges	-21,702.52
Bill Pmt -Check	12/29/2023	16827	PG&E EV Account	EV stations 11/14/2023-12/13/2023	-1,140.41
Bill Pmt -Check	12/29/2023	16828	PG&E Office Utility	11/14-12/13/23 utilities for 633 3rd Street	-1,156.89
Bill Pmt -Check	12/29/2023	16829	Reider, S	Mileage Reimbursement December 2023	-8.32
Bill Pmt -Check	12/29/2023	16830	Rodriguez, Louis	Mileage reimbursement - December 2023	-34.06
Bill Pmt -Check	12/29/2023	16831	Security Lock & Alarm	917 3rd St: service call for code issue	-70.00
Bill Pmt -Check	12/29/2023	16832	Stallard Panebianco P.C.	July-Dec 2023 Legal Services for Personnel	-35,315.00
Bill Pmt -Check	12/29/2023	16833	Times Printing Company	Dec 2023 mailer printing and postage	-3,143.17
Bill Pmt -Check	12/29/2023	16834	Security Lock & Alarm	917 3rd St: Upstairs door issue	-52.55
Bill Pmt -Check	12/31/2023	16835	Winzler, John	Office Lease - January 2021 Late Payment	-6,512.00
<b>TOTAL</b>					<b>-1,914,320.44</b>

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**Redwood Coast Energy Authority**  
**Profit & Loss Budget vs. Actual**  
July through December 2023

	<u>Jul - Dec 23</u>	<u>Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense			
Income			
Total 4 GRANTS AND DONATIONS	250.00	0.00	100.0%
5 REVENUE EARNED			
Total 5000 · Revenue - government agencies	203,784.39	10,641,170.00	1.92%
Total 5100 · Revenue - program related	142,702.87	35,000.00	407.72%
Total 5400 · Revenue-nongovernment agencies	357,882.70	400,000.00	89.47%
Total 5500 · Revenue - Electricity Sales	38,278,047.92	98,822,720.00	38.73%
Total 5 REVENUE EARNED	38,982,417.88	109,898,890.00	35.47%
Total Income	38,982,667.88	109,898,890.00	35.47%
Gross Profit	38,982,667.88	109,898,890.00	35.47%
Expense			
Total 6 WHOLESALE POWER SUPPLY	31,627,734.93	77,731,548.00	40.69%
Total 7 PERSONNEL EXPENSES	2,231,838.33	5,434,518.00	41.07%
Total 8.1 FACILITIES AND OPERATIONS	276,900.58	1,754,484.00	15.78%
Total 8.2 COMMUNICATIONS AND OUTREACH	63,794.68	622,590.00	10.25%
8.4 PROFESSIONAL & PROGRAM SRVS			
8400 · Regulatory	68,552.62	205,000.00	33.44%
8410 · Contracts - Program Related Ser	146,356.16	8,080,900.00	1.81%
8420 · Accounting	59,513.08	191,000.00	31.16%
8430 · Legal	130,300.48	195,000.00	66.82%
8450 · Wholesale Services - TEA	408,562.14	766,853.00	53.28%
8460 · Procurement Credit - TEA	87,418.24	635,821.00	13.75%
8470 · Data Management - Calpine	369,551.76	887,187.00	41.65%
Total 8.4 PROFESSIONAL & PROGRAM SRVS	1,270,254.48	10,961,761.00	11.59%
Total 8.5 PROGRAM EXPENSES	245,095.46	290,014.00	84.51%
Total 8.6 INCENTIVES & REBATES	218,718.95	591,500.00	36.98%
Total 9 NON OPERATING COSTS	69,920.27	304,500.00	22.96%
Total Expense	36,004,257.68	97,690,915.00	36.86%
Net Ordinary Income	2,978,410.20	12,207,975.00	24.4%
Net Income	<u>2,978,410.20</u>	<u>12,207,975.00</u>	<u>24.4%</u>

**Redwood Coast Energy Authority**  
**Balance Sheet**  
As of December 31, 2023

	<u>Dec 31, 23</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1010 · Petty Cash	300.00
1060 · Umpqua Checking Acct 0560	-44,489.15
1071 · Umpqua Deposit Control Acct 8215	15,258,017.66
1075 · Umpqua Reserve Account 2300	1,700,000.00
1076 · First Republic Bank - 4999	399,967.48
<b>Total Checking/Savings</b>	17,313,795.99
<b>Total Accounts Receivable</b>	264,690.33
<b>Other Current Assets</b>	
1101 · Allowance for Doubtful Accounts	-5,749,231.61
1103 · Accounts Receivable-Other	18,345,481.04
1120 · Inventory Asset	35,452.21
1205 · Prepaid Insurance	3,255.30
1210 · Retentions Receivable	11,323.86
1499 · Undeposited Funds	26.00
<b>Total Other Current Assets</b>	12,646,306.80
<b>Total Current Assets</b>	30,224,793.12
<b>Total Fixed Assets</b>	9,256,507.08
<b>Other Assets</b>	
1700 · Security Deposits	4,198,623.26
<b>Total Other Assets</b>	4,198,623.26
<b>TOTAL ASSETS</b>	<b><u>43,679,923.46</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Total Accounts Payable	5,050,512.84
Total Credit Cards	6,825.04
<b>Other Current Liabilities</b>	
2002 · Deposits Refundable	1,986,795.01
2011 · NEM Escrow Liability	145,802.73
Total 2100 · Payroll Liabilities	180,208.19
2200 · Accrued Expenses	
2221 · Electrical Energy Surcharge	40,115.93
<b>Total 2200 · Accrued Expenses</b>	40,115.93
<b>Total Other Current Liabilities</b>	2,352,921.86
<b>Total Current Liabilities</b>	7,410,259.74
<b>Total Long Term Liabilities</b>	6,085,188.01
<b>Total Liabilities</b>	13,495,447.75
<b>Equity</b>	
2320 · Investment in Capital Assets	49,064.67
3900 · Fund Balance	27,157,000.84
Net Income	2,978,410.20
<b>Total Equity</b>	30,184,475.71
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>43,679,923.46</u></b>



**STAFF REPORT**  
**Agenda Item # 4.4**

AGENDA DATE:	February 22, 2024
TO:	Board of Directors
PREPARED BY:	Eileen Verbeck, Deputy Executive Director
SUBJECT:	Approve Annual California Community Power Agency General and Administrative Dues up to \$85,000

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**BACKGROUND**

In December 2020, RCEA joined the California Community Power Agency Joint Powers Authority (CC Power). The purpose of CC Power is to facilitate joint procurement among its Members, which include community choice aggregators (CCAs). CC Power adopted a Strategic Plan in 2022 that affirmed a multi-year effort to build capabilities and work to expand service offerings. The mission of CC Power is to develop, acquire, construct, own, manage, contract for, engage in, finance and/or provide energy related programs and services for the use of and by its Members.

Per the CC Power JPA agreement, General and Administrative costs (G&A) must be shared evenly by the Members. Project-specific costs are based on each Member's project percentage share and are brought to the RCEA Board of Directors on a per project basis for approval. The 2023-2024 CC Power budget includes \$84,338 per Member cost for G&A.

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**SUMMARY**

Participation in CC Power has greatly benefited RCEA by allowing us to participate in joint solicitations that would otherwise not have been available to RCEA due to our relatively small size among CCAs. RCEA has entered into four power purchase agreements and energy storage service agreements to meet our Mid-Term Reliability Order through CC Power.

Without CC Power, RCEA would have to incur significantly higher costs to issue solicitations and would likely not get as many responses. During fiscal year 2023-2024 CC Power has focused on capability and readiness building while administering the four signed procurement contracts.

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

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CC Power's vision is to leverage buying power of the Members to deliver more cost-effective clean and reliable energy solutions for our customers, which aligns with RCEA's RePower Humboldt strategic plan goals, particularly strategy 4.1.1: "Maximize the Use of Local Renewable Energy to the Extent Technically and Economically Feasible and Prudent."

## **EQUITY IMPACTS**

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N/A

## **FINANCIAL IMPACT**

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The General and Administrative dues for CC Power were included in the adopted 2023-2024 fiscal year budget.

## **STAFF RECOMMENDATION**

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Approve payment of the California Community Power Agency Annual General and Administrative Dues up to \$85,000.

## **ATTACHMENTS**

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CC Power FY 2023-2024 Budget Staff Report

# California Community Power

901 H St, Ste 120 PMB 157 Sacramento, CA 95814 | [cacommunitypower.org](http://cacommunitypower.org)

Date: April 19, 2023  
From: Alex Morris, General Manager  
To: CC Power Board of Directors  
CC: General Counsel  
Subject: **Approve 2023-2024 Budget**

## Recommended Action

Approve a budget of \$1.788M for Fiscal Year 2023-2024 to support both ongoing work and the incremental efforts to implement the CC Power vision and Strategic Plan.

## Discussion:

CC Power adopted a Strategic Plan in 2022 that affirmed a multi-year effort to build capabilities and work to expand service offerings from CC Power in line with its vision and mission:

Vision: To leverage the buying power of our members to deliver more cost-effective clean and reliable energy solutions for our customers.

Mission: To develop, acquire, construct, own, manage, contract for, engage in, finance and/or provide energy related programs and services for the use of and by its Members.

The strategic plan directed the hiring of a full-time General Manager and a plan for adopting a 2023-2024 budget in April of 2023 for the 2023-2024 fiscal year beginning July 1, 2023.

Building on the strategic plan and organizational budgets heretofore, the 2023-2024 budget and related work-plan further defines specific work-areas that will achieve the mission and vision of CC Power.

Fiscal year 2023-2024 will primarily serve as a capability- and readiness-building year for CC Power. While administering the four signed procurement contracts, CC Power will also further cement a core working group structure by which members participate and will gradually reduce any excessive reliance on CCA-member staff while further building internal capabilities.

The working group structure will be protocolized to build two-way information-transfer, processes, recommendation-making procedures, and prioritization efforts for CC Power. The working group structure will create standing meetings for CCA-member staff to reliably interact with CC Power, to shape and participate in key value-add matters, and to inform key next steps, prior to Board review and/or approval.

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A Joint Powers Agency whose members are:

Central Coast Community Energy | CleanPowerSF | East Bay Community Energy | Peninsula Clean Energy |  
Redwood Coast Energy Authority | San José Clean Energy | Silicon Valley Clean Energy | Sonoma Clean Power |  
Valley Clean Energy

Working groups will be open and available to members and their staff, project-managed by CC Power, and working group recommendations will be received by CC Power and can be directed to the Board to consider and or initiate projects.

For 2023, two working groups are proposed:

1. A Resource Planning Working Group designed for CCA-member staff and CC Power to explore the topics of resource planning, Offshore Wind, IRA opportunities including CCA owned generation, new procurements, new programs, etc., and
2. A Shared Services Working Group designed for CCA-member staff to explore joint services procurement or joint-services offerings, targeting near-term benefit projects such as shared Scheduling Coordinator services while also allowing consideration of longer-implementation shared products, such as a shared RA compliance and related capacity pool, CCA rate application to bills, and other shared services.

Additional working groups may be formed or spun out of the proposed two working groups.

Contract Administration will be ongoing. Contract administration protocols and decision-making structures may increase as more complexity in contract administration is expected with more projects nearing commercial operation date (COD). Further, Contract Administration efforts will work on addressing project compliance and related servicing needs, including selecting a scheduling coordinator as required.

CC Power will also host its first event, a “Getting it Built Right” event designed to allow for input as well as two-way discussion with key stakeholder groups, including labor, regarding considerations, opportunities, and challenges when developing and building new projects.

Finally, overall operating policy and administrative efforts will be refined. Foremost amongst these will be the establishment of multiple balancing accounts for project-participants, using 2023-2024 as a ‘test run’ for implementing monthly true-ups, pass-through costs, cash balance adjustments, and more. CC Power will also explore establishing a non-voting ‘affiliate’ membership and will adjust and revise the CC Power Joint Powers Agreement to allow for reasonable cost-differentiation between bigger and smaller member-CCAs in covering General and Administrative costs. CC Power will also begin a multi-year process to establish prudent financial reserves. Finally, CC Power will explore hiring its 2nd full-time staff, establishing its benefits program, etc. As time allows, additional exploratory efforts will occur regarding the establishment of a credit rating, partnerships or memorandums of understanding (MOUs) with California Community Choice Association (CalCCA), and protocols for working with California Community Choice Financing Authority (CCCFA).

### **Budget:**

CC Power’s proposed 2023-2024 budget continues to categorize costs as either General and Administrative (G&A), and Project-Specific.

///

**Table 1: 2023-2024 Budget by cost-category (proposed):**

Item	G&A	Project-Specific	Total
Staff and Service Providers	\$558,315	\$724,285	\$1,282,600
Operations, Travel, Events	\$25,729	\$89,128	\$114,857
Project Flow-Throughs	\$ -	\$215,000	\$215,000
Reserves	\$175,000	\$ -	\$175,000
	\$759,044	\$1,028,413	\$1,787,457

**Costs to Members:**

Per the CC Power JPA agreement, G&A costs must be shared evenly. Project-Specific Costs are based on project percentage share. The budget results in \$84k per member for 2023-2024 General and Administrative costs. Project-specific costs depend on the member's percentage share of projects to date. These member-specific project category costs are forecast to double for 2023 as projects get closer to COD.

Importantly, these budget categories and approaches fund CC Power while avoiding any CC Power member inappropriately funding project costs of other members.

Historically, mid-cycle budget adjustments and 'cash calls' have been issued. This budget seeks to avoid mid cycle adjustments but establishes balancing accounts for project-specific funds, so any of these funds, if unused, remain available for the applicable member-CCA.

The overall cost amounts are shown in Table 2.

**Table 2: Cost per member (2023-2024 Budget, proposed)**

2023-2024 Budget (Proposed)			
Member	General & Administrative	Project Participation	Total
<b>EBCE</b>	\$84,338	\$-	<b>\$84,338</b>
<b>3CE</b>	\$84,338	\$107,469	<b>\$191,807</b>
<b>CPSF</b>	\$84,338	\$161,872	<b>\$246,210</b>
<b>PCE</b>	\$84,338	\$130,866	<b>\$215,204</b>
<b>RCEA</b>	\$84,338	\$34,503	<b>\$118,841</b>
<b>SJCE</b>	\$84,338	\$210,053	<b>\$294,392</b>
<b>SVCE</b>	\$84,338	\$214,116	<b>\$298,454</b>
<b>SCPA</b>	\$84,338	\$130,403	<b>\$214,741</b>
<b>VCE</b>	\$84,338	\$39,234	<b>\$123,572</b>

**California Community Power  
Resolution 23-04-01**

**APPROVAL OF 2023-2024 FISCAL YEAR BUDGET**

WHEREAS, California Community Power (“CC Power”) was created by a Joint Powers Agreement (“JPA”); and

WHEREAS, CC Power JPA Section 4.09 describes the non-delegable duty of the CC Power Board of Directors to approve the budget; and

WHEREAS, a Budget reflecting the costs to support CC Power and ongoing project participation through June 30, 2024 is attached for consideration and possible adoption by the Board.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of CC Power hereby:

1. Approve the CC Power 2023–2024 Fiscal Year Budget for July 1, 2023 – June 30, 2024 in the form attached hereto as Attachment A.
2. Authorize the Treasurer to issue cash calls to the members as summarized in Attachment A.

PASSED AND ADOPTED by the Board of Directors of California Community Power this 19<sup>th</sup> day of April, 2023, by the following vote:

		Aye	No	Abstain	Absent
Central Coast Community Energy	Robert Shaw				
CleanPowerSF	Barbara Hale				
East Bay Community Energy	Nick Chaset				
Peninsula Clean Energy	Jan Pepper				
Redwood Coast Energy Authority	Matthew Marshall				
San José Clean Energy	Lori Mitchell				
Silicon Valley Clean Energy	Girish Balachandran				
Sonoma Clean Power Authority	Geof Syphers				
Valley Clean Energy	Mitch Sears				

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Chair

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Attest by: Secretary



## Attachment A to Resolution 23-04-01

### 2023-2024 Budget by cost-category:

Item	G&A	Project-Specific	Total
Staff and Service Providers	\$558,315	\$724,285	\$1,282,600
Operations, Travel, Events	\$25,729	\$89,128	\$114,857
Project Flow-Throughs	\$ -	\$215,000	\$215,000
Reserves	\$175,000	\$ -	\$175,000
	\$759,044	\$1,028,413	\$1,787,457

### Cost per member:

2023-2024 Budget			
Member	General & Administrative	Project Participation	Total
<b>EBCE</b>	\$84,338	\$-	<b>\$84,338</b>
<b>3CE</b>	\$84,338	\$107,469	<b>\$191,807</b>
<b>CPSF</b>	\$84,338	\$161,872	<b>\$246,210</b>
<b>PCE</b>	\$84,338	\$130,866	<b>\$215,204</b>
<b>RCEA</b>	\$84,338	\$34,503	<b>\$118,841</b>
<b>SJCE</b>	\$84,338	\$210,053	<b>\$294,392</b>
<b>SVCE</b>	\$84,338	\$214,116	<b>\$298,454</b>
<b>SCPA</b>	\$84,338	\$130,403	<b>\$214,741</b>
<b>VCE</b>	\$84,338	\$39,234	<b>\$123,572</b>

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## **STAFF REPORT Agenda Item # 4.5**

AGENDA DATE:	February 22, 2024
TO:	Board of Directors
PREPARED BY:	Sally Regli, Account Services Manager
SUBJECT:	RCEA Net Billing Tariff Revision

### **BACKGROUND**

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At the October 2023 Board meeting the RCEA Net Billing Tariff (NBT) for customers with rooftop solar was approved and reflected an effective date of December 15, 2023, PG&E's NBT anticipated billing system operational date. In December 2023 PG&E filed a request with the California Public Utilities Commission (CPUC) to defer the NBT operational billing effective date as they were unable to make the necessary system upgrades. The CPUC granted an extension to April 15, 2024. Minor revisions to the RCEA NBT are needed to reflect this action and other CPUC final decision orders.

PG&E has reported 30 NBT applications for Humboldt County as of December 13, 2023. In addition, staff expect that a small number of Net Energy Metering (NEM) customers will end their legacy period and transition to NBT in 2024. PG&E reporting data does not provide an exact count at this time.

As stated during staff's last NBT presentation to the Board in October 2023, staff is bringing this tariff amendment, which will align RCEA's NBT provisions with the current approved PG&E NBT, to the Board for approval.

### **SUMMARY**

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Items of the PG&E NBT revision that impact the RCEA NBT include:

- The use of the application date versus the permit to operate date for various qualifying deadline dates.
- The billing operational date of April 15, 2024.

Customer bill presentation has not been finalized and RCEA is monitoring PG&E and Calpine's continued efforts to finalize this phase of implementation. As reported previously, until PG&E and RCEA billing systems are fully operational, customers on the RCEA NBT will be billed under the RCEA NEM schedule.

### **ALIGNMENT WITH RCEA'S STRATEGIC PLAN AND POLICIES**

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A potential energy storage incentive that will be brought to the Board in Spring 2024 aligns with Strategic Plan goals including supporting installation of customer solar photovoltaic energy systems ([Appendices A and B](#)), providing a NEM program that encourages more distributed local generation and more equitably compensates such generation (strategy [4.3.2](#)), providing education on all electric rate schedule options (strategy [4.3.6](#)), and providing information on all available rate schedules including NEM.

## **EQUITY IMPACTS**

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Staff is developing a potential energy storage incentive to bring back to the Board for consideration in Spring 2024 that will encourage pairing storage with solar systems to improve solar adoption. Staff will consider incorporating income qualification criteria for customers to be eligible for the proposed storage incentives or a portion thereof.

## **FINANCIAL IMPACTS**

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As discussed in the October 2023 staff report the estimated annual Net Billing Tariff impacts to RCEA will vary depending on customer adoption rates over time, battery optimization, and energy market prices that determine the Avoided Cost Calculator rates.

## **RECOMMENDED ACTION**

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Approve the RCEA Net Billing Tariff revisions necessary to incorporate minor PG&E Net Billing Tariff revisions.

## **ATTACHMENTS**

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1. Redline version of RCEA Net Billing Tariff



## RCEA Net Billing Tariff

**APPLICABILITY:** Redwood Coast Energy Authority's Net Billing Tariff ("RCEA NBT") shall be effective on December 15, 2023, and shall apply to (1) RCEA customers served under Pacific Gas & Electric's Net Billing Tariff Rate Schedule<sup>1</sup> ("PG&E NBT"), and (2) RCEA customers who are automatically transitioned to the PG&E NBT following the termination of their 20-year PG&E Net Energy Metering tariff ("PG&E NEM") legacy period<sup>2</sup>. RCEA rates and tariffs may be amended or replaced by RCEA from time to time. The RCEA NBT may be amended or replaced by RCEA's Board of Directors ("Board") at a duly noticed public meeting of the Board.

To be eligible for the RCEA NBT, customers shall use a Renewable Electrical Generation Facility ("Generation Facility"), as defined in the PG&E NBT, within the capacity limits described in the PG&E NBT, that is located on the customer's owned, leased, or rented premises, interconnected to, and operating in parallel with PG&E's transmission and distribution systems, and is intended primarily to offset the customer's own electrical requirements. The PG&E NBT is referred to as the "Solar Billing Plan" ("SBP") in PG&E's customer-facing communications.

Residential customers taking service on the RCEA NBT must take service on the electric home rate ("E-ELEC") as their otherwise-applicable RCEA rate schedule ("OAS"). Non-residential customers may take service on any open, applicable time-of-use rate schedule. The RCEA NBT does not allow customers to aggregate load from multiple meters.

Eligible RCEA customers ~~who submit complete applications for interconnection with a permission to operate ("PTO") date on or after April 15, 2023, will be~~ are automatically enrolled in the RCEA NBT on ~~its the effective date of the RCEA NBT. Prior to the effective date of the RCEA NBT, C~~ customers who interconnect under the NBT begin service on the RCEA NBT will be initially served under the RCEA NEM on an interim basis and will be transition ed to the RCEA NBT after becoming a SBP customer and on their next billing cycle after PG&E's billing system is operational. April 1, 2024.

**CHARGES, CREDITS AND BILLING:** RCEA's charges and credits for energy in kilowatt-hours or kWh are calculated as described below.

### A) Energy Charges:

As determined in each billing period, Energy Charges are calculated by multiplying the customer's energy consumption (electricity imported from the grid, as recorded on the import channel of the customer's PG&E meter) in kWh by the applicable energy rate components (\$/kWh) in the residential E-ELEC or non-residential OAS tariff.

### B) Energy Credits:

As determined in each billing period, Energy Credits are calculated by multiplying the customer's hourly electricity exported to the grid, as recorded on the export channel of the customer's PG&E

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<sup>1</sup> PG&E's proposed NBT Schedule was submitted to the California Public Utilities Commission in Advice Letter 6848-E, available at [www.pge.com/tariffs/advice-letters.page](http://www.pge.com/tariffs/advice-letters.page)

<sup>2</sup> NBT Legacy Provisions are as stated in the PG&E NBT, Special Conditions Section 6.

meter, in kWh by the applicable hourly Energy Export Credit (EEC) Rate, which is the generation component of the associated hourly EEC Rate from the applicable California Public Utilities Commission's Avoided Cost Calculator ("CPUC ACC"), for each hour of the billing period as further described below. Energy Credits are calculated monthly and offset RCEA charges incurred during the billing period, as described in Section C.

For RCEA NBT customers who submit a completed interconnection application~~with a PTO date~~ on or after April 15, 2023, and before December 31, 2027, EEC Rates<sup>3</sup> will be a "locked-in," nine-year schedule of values for each hour from the most recent CPUC ACC adopted as of January 1 of the calendar year applicable to the customer's interconnection~~PTO~~ date. After the nine-year lock-in period, measured from the PTO date, the EEC Rates will be based on averaged hourly avoided cost values from the most recent CPUC ACC, adopted as of January 1 of each calendar year. Customers that enroll in RCEA NBT after its initial five years of availability will not receive a locked-in, nine-year schedule and will be compensated from the most recent CPUC ACC.

For Customers enrolled in the California Alternate Rates for Energy ("CARE") and Family Electric Rates Assistance ("FERA"), the CARE and FERA discount shall not be applied to the EEC Rate.

C) Monthly Settlement of RCEA Energy Charges and Credits:

Each customer will receive a statement as part of their monthly PG&E bill indicating accrued RCEA Energy Charges for electric energy imported and RCEA Energy Credits for energy exported during the applicable monthly billing cycle. When a customer's RCEA Energy Credits exceed their RCEA Energy Charges during the monthly billing cycle, resulting in an accrued credit balance, the balance shall be noted on the customer's bill and carried over as a bill credit for use in subsequent billing cycles. Credits accrued during previous billing cycles will offset subsequent RCEA charges, reducing these otherwise applicable charges by an equivalent amount to such credits until either (1) the credit balance is exhausted, (2) an annual account true-up is performed, or 3) the customer ceases RCEA service. If an RCEA NBT customer opts-out of the RCEA program and returns to bundled service, that customer will receive a direct payment, described in Section E, for any credits that remain on the account.

If the eligible customer-generator is a "Net Generator," as determined by production exceeding usage during a discrete billing cycle, the net energy production shall be valued at the EEC rate plus a NBT production premium of \$0.01/kWh. The value of all new energy production during the billing cycle shall be credited to RCEA customers as described above.

D) RCEA Annual NBT True-Up Process:

- i) Each year in April, RCEA will perform a true-up of the most recent twelve (12) monthly billing cycles, or the amount of billing cycles the customer has been enrolled in NBT if less than 12 months (the "Relevant Period") for all active customers ("NBT Annual True-Up"). For NBT customers being temporarily billed on NEM, ~~customers who receive PTO on or after April 15, 2023, and before December 15, 2023~~, RCEA will complete a NEM Annual Cash-Out process in April 2024, and follow the transition to NBT per Applicability on page one, ~~after which the customer will begin their RCEA NBT Relevant Period~~. For these customers, their first NBT Annual True-Up will take place in April 2025.

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<sup>3</sup> Energy Export Compensation Rates are posted at: <https://www.pge.com/energyexportcredit>

- a. Net Surplus Compensation (“NSC”) will be calculated on the amount of generation that exceeds total customer energy usage during the Relevant Period, as measured in kWh (“Net Surplus Energy”). RCEA will determine at the time of the NBT Annual True-Up whether each customer has produced Net Surplus Energy over the course of the Relevant Period. If a customer has produced Net Surplus Energy, then RCEA shall credit such customer an amount not to exceed \$5,000, that is equal to the current PG&E NSC rate per kWh, as defined in the PG&E NSC Rate Schedule, multiplied by the quantity of Net Surplus Energy produced by the customer during the Relevant Period, consistent with RCEA’s Annual Cash-Out practice described in Section E. The NSC Rate information can be found in the PG&E NBT Section 5(b).
- b. NSC Renewable Attribute Adder: RCEA will include a Renewable Attribute Adder (“RAA”) with the NSC rate if the eligible customer or their designee provides a completed and executed Form 79-1155-02<sup>4</sup> verifying that the customer has completed all of the following: (a) registered their generating facility in the Western Renewable Energy Generation Information System (“WREGIS”); (b) obtained Renewables Portfolio Standard (“RPS”) certification from the California Energy Commission (“CEC”) for the customer’s Generation Facility and provides this certification to RCEA; and (c) transferred ownership of the Renewable Energy Credits (RECs) associated with the customer’s Net Surplus Energy to RCEA’s WREGIS account. For details on the CEC and WREGIS certification process, refer to the CEC’s RPS Eligibility Guidebook.<sup>5</sup>

RCEA will use the RAA values calculated by PG&E using the most recent Western Electricity Coordinating Council (“WECC”) average renewable premium, based on United States Department of Energy (“DOE”) published data. The RAA will only be paid to those customers eligible for NSC who provide RECs to RCEA.

Value of RECs = Net Surplus kWh x RAA.

The RAA is updated annually by PG&E and is available at: <https://www.pge.com/>.

At the conclusion of each Relevant Period, the eligible customer must notify RCEA that the RECs associated with the Net Surplus Energy have been transferred to RCEA’s WREGIS account.

#### E) RCEA NBT Cash Out Process:

Any current customer who has a combined EEC and NSC value of \$100 or more that exceeds any outstanding RCEA charges, will be sent a payment by check via U.S. Mail to the customer’s U.S. mailing address on file at the time of mailing for the credit balance on their account, as determined through RCEA’s Annual NBT True-Up process as specified in section D. Customers receiving direct payment will have an equivalent amount removed from their RCEA NBT account balance at the time of check issuance. In the event that customers do not have a combined EEC and NSC value exceeding \$100, such credit balance will be carried forward to offset future RCEA charges.

<sup>4</sup> [pge.com/tariffs/assets/pdf/tariff\\_book/ELEC\\_FORMS\\_79-1155-02](https://www.pge.com/tariffs/assets/pdf/tariff_book/ELEC_FORMS_79-1155-02)

<sup>5</sup> <https://www.energy.ca.gov/programs-and-topics/programs/renewables-portfolio-standard>

All cashed-out RCEA NBT accounts will be reset to zero kilowatt-hours of Net Surplus Energy, annually, and the only RCEA NBT credits carried forward on the customer's account will be the combined and/or standalone EEC and/or NSC credit balances less than \$100.

- i) RCEA Cash-Out for Terminations: Customers who close their electric account through PG&E, opt-out of RCEA and return to PG&E bundled service, or move outside of the RCEA service area shall be trued up according to RCEA's NBT Annual True-Up Process. If applicable, the customer shall receive a refund payment by check via U.S. Mail to the customer's U.S. mailing address on file at the time of mailing for any Energy Credits on their account that exceeds outstanding RCEA charges at the time of true-up, up to the total amount of RCEA charges paid by the customer during the Relevant Period. If determined to have produced Net Surplus Energy during the Relevant Period, the customer shall also receive a check via U.S. Mail to the customer's mailing address on file at the time of the Annual NBT True-Up, up to a maximum of \$5,000.

F) RCEA NBT Program:

Customers are subject to all applicable terms and conditions and billing procedures of PG&E for PG&E charges as described in PG&E's NBT (with the exception of RCEA OAS generation charges, which are described in RCEA's generation rate schedule). RCEA may amend this tariff to align with the PG&E NBT following CPUC approval of the PG&E NBT and any future amendments to the PG&E NBT. RCEA calculates and applies generation charges and credits on a monthly basis. PG&E will continue to calculate and apply charges and credits for delivery, transmission, and other services as detailed in PG&E's NBT, and RCEA credits cannot be applied to any PG&E charges.

Please review the PG&E NBT<sup>6</sup> for more information.

G) Return to PG&E Bundled Service:

RCEA customers participating in the RCEA NBT may opt out and enroll in PG&E's bundled service, subject to any applicable restrictions imposed by PG&E. Customers who opt out of RCEA service are subject to the PG&E NBT.

If a customer opts out RCEA will perform an Annual NBT True-Up of their account, as specified in Section E, at the time of enrollment in PG&E bundled service.

For details concerning opting out of RCEA service, please contact RCEA Customer Service at [info@redwoodenergy.org](mailto:info@redwoodenergy.org).

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<sup>6</sup> <https://www.pge.com/tariffs/index.page>





**STAFF REPORT**  
**Agenda Item # 4.6**

AGENDA DATE:	February 22, 2024
TO:	Board of Directors
PREPARED BY:	Kristy Siino, HR Manager
SUBJECT:	Community Strategies Manager Job Description Update

**SUMMARY**

The Community Strategies Manager position became vacant as the result of an employee resignation on January 31, 2024. The current job description has not been updated since 2017.

In anticipation of re-opening the position for recruitment, Human Resources has updated and clarified the duties of the Community Strategies Manager, including an emphasis on rural outreach, continued Tribal engagement, and environmental and social justice.

**ALIGNMENT WITH RCEA'S STRATEGIC PLAN AND POLICIES**

Assists in RCEA's strategic goal of Regional Planning and Coordination, supporting the goals of Economic Development, Planning, and Education.

**EQUITY IMPACTS**

Supports RCEA's Racial Justice Plan actions directed at Tribal engagement; diversity, equity, and inclusion in program selection, design, and implementation; and integrating equity actions in job descriptions and staff work plans.

**FINANCIAL IMPACT**

None.

**RECOMMENDATION**

Approve updated Community Strategies Manager job description.

**ATTACHMENT**

Proposed Community Strategies Manager Job Description (redline version)



## Manager/Senior Manager - Community Strategies

**General Class Description:** Under general direction of a Director, a program or project Manager assists in planning, organizing, coordinating, and managing programs or activities of their associated department; provides professional assistance to staff; performs related work as assigned. This class has lead responsibility for planning and implementation for one or more programs or functional areas. A Manager is responsible for accomplishing program goals and objectives, and directs the day-to-day operations and activities of their designated program or functional area within a department. A Manager works with their Director to ensure consistent and efficient implementation of agency operational policies and long-term operational excellence. This position class is distinguished by complex and widely-scoped duties related to program and project management, subject-matter expertise, and may include supervisory responsibility. 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 department Director in their absence.

### Position Summary

Under general direction, the Community Strategies Manager has responsibility for a wide range of matters related to RCEA's marketing, community engagement and education efforts, including facilitating stakeholder partnerships and public engagement, outreach activities including advertising, social media presence, event coordination, and other day-to-day communications and public relations activities. This position manages the planning, staffing, and oversight of the Community Strategies team, which includes customer service and front office/reception functions. The position requires knowledge of community outreach and engagement strategies, public relations, and marketing for an organization with multiple programmatic areas of focus.

### Essential Functions and Responsibilities

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

- Work closely with RCEA Directors to deepen and refine all aspects of communications, including web and social media presence and external relations.
- Develop and implement a community engagement strategic plan including presentations, newsletters, sponsorships, memberships, and event outreach.
- Develop and implement the organization's strategy for targeted outreach for rural, hard-to-reach and equity priority communities and facilitate ongoing Tribal engagement.
- Plan and execute strategic marketing campaigns to support organizational and program initiatives.
- Work closely with RCEA Directors and program teams to develop and distribute press announcements and respond to press inquiries using consistent organizational standards and best practices.
- Plan, organize and implement a wide variety of events including community meetings, workshops, press conferences and ceremonial functions.
- Coordinate the preparation of organization and program collateral and promotional material, paid advertising, and social media content.
- Oversee front-office duties including main reception and general inquiries
- Oversee necessary updates to the website design and content, with close coordination from the IT team for technical support.
- Provide supervision to assigned staff members
- Act as liaison with third party contractors specific to the Community Strategies team.

- Support the ongoing implementation of RCEA's Racial Justice Plan and actively engage in justice, equity, diversity, and inclusion efforts within the organization.

## 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 equivalent to a Bachelor's degree or greater in communications, marketing, public affairs, energy management, environmental sciences or a closely related field
- A minimum 5 years (7 years for Senior Manager designation) of progressively responsible experience in marketing or community engagement.

### Knowledge of:

- Principles and methods of integrated marketing communication, community and media relations, and public education.
- Methods, operational characteristics, services, and activities necessary for effective community outreach and engagement of diverse audiences.
- Principles of Environmental and Social Justice.
- Best practices for event planning and front office services.
- Principles, practices and methods of preparing and reviewing information, including graphics, written and spoken copy; publishing and disseminating information; graphic design, photography, videography, print, and web-based delivery.
- Concepts of public administration.
- E-mail and listserv marketing platforms and customer relationship management platforms.
- Microsoft Office Suite, Adobe Creative Suite, and web development tools such as WordPress, Joomla, Dreamweaver and/or HTML.

### Ability to:

- Learn and understand the history of Community Choice Aggregation legislation and implementation in California, energy efficiency standards/Title 24 and implementation in California, the Governor's Zero Emission Vehicle Action Plan, and the history, implementation, and operation of RCEA.
- Plan and organize multiple, often simultaneous marketing campaigns and/or activities, often with varying goals and metrics.
- Create effective and dynamic communications materials to convey complex information to a wide and varied audience.
- Establish and maintain effective relationships with diverse community stakeholders.
- Provide excellent customer service and communicate clearly and effectively with colleagues and customers.
- Identify and solve problems effectively and expeditiously.
- Direct, supervise, and coordinate the work of assigned 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.
- Communicate clearly and effectively, both verbally and in writing. Bilingual language skills are a plus.
- 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**

- Education to the Masters of Science or Arts level 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.



# REDWOOD COAST Energy Authority

## STAFF REPORT Agenda Item # 4.7

AGENDA DATE:	February 22, 2024
TO:	Board of Directors
PREPARED BY:	Lori Biondini, Business Planning and Finance Director
SUBJECT:	USDA Certificate of Authority to Submit or Grant Access to Data

### SUMMARY

In April 2018 the Board authorized Matthew Marshall, Executive Director, and Lori Biondini, Director of Business Development and Planning to submit RCEA data via required forms and online applications to the United States Department of Agriculture (USDA) Rural Utilities Service (RUS) for the purposes of applying for and managing a guaranteed loan. RCEA must submit annual financial data to RUS to maintain the resulting loan. Staff is asking the Board to update the authorized parties to be Eileen Verbeck, Deputy Executive Director and Lori Biondini, Director of Business Planning and Finance to submit required financial data.

### RECOMMENDED ACTION

Adopt Resolution 2024-2 of the Redwood Coast Energy Authority Authorizing Certification and Submittal of Required Data to the U.S. Department of Agriculture for Rural Utilities Services Loan application and management.

Authorize the Board Chair to sign a USDA Rural Utilities Services Programs Certificate of Authority to Submit or Grant Access to Data naming RCEA's Deputy Executive Director as Certifier and Director of Business Development and Planning as Security Administrator.

### ATTACHMENTS

- Resolution 2024-2 Authorizing Certification and Submittal of Required Data for a USDA Loan
- Form 674 Certificate of Authority to Submit or Grant Access to Data

**RESOLUTION NO. 2024-2**  
**A RESOLUTION OF THE BOARD OF DIRECTORS**  
**OF THE REDWOOD COAST ENERGY AUTHORITY**  
**AUTHORIZATION TO CERTIFY AND SUMBIT REQUIRED DATA**  
**TO THE U.S. DEPARTMENT OF AGRICULTURE**  
**RURAL UTILITIES SERVICE LOAN PROGRAM**

**WHEREAS**, on December 17, 2020, the RCEA Board approved and authorized borrowing from the United States Federal Financing Bank an amount not to exceed \$6,600,000.00 to be guaranteed by the United States acting through the Administrator of the U.S. Department of Agriculture Rural Utilities Service (RUS); and

**WHEREAS**, on June 1, 2021, RCEA entered into a loan contract with the United States of America to accept the terms and conditions which the Administrator of RUS has established for loan financing which includes submitting financial data to RUS annually; and,

**WHEREAS**, the RUS data collection procedure is indicated on Rural Development Utilities Programs (RDUP) Form 674.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the Redwood Coast Energy Authority that:

1. Eileen Verbeck, the Deputy Executive Director of RCEA, be the Certifier on behalf of RCEA, who shall be responsible for submitting and certifying to the Rural Utilities Service, an agency of the United States Department of Agriculture delivering Rural Development Utilities Programs, any and all data required by RDUP Form 674; and
2. Lori Biondini, the Director of Business Planning and Finance of RCEA, be the Security Administrator on behalf of the RCEA, who shall give access to RCEA's data, as appropriate, to other employees, officers, or contractors of RCEA, for the purpose of complying with RDUP Form 674; and
3. Both shall comply with the Instructions for RDUP Form 674 in regard to use of the government's data collection system.

Adopted this \_\_\_\_ day of \_\_\_\_\_, 2024.

ATTEST:

\_\_\_\_\_  
Sarah Schaefer, RCEA Board Chair

Date: \_\_\_\_\_

\_\_\_\_\_  
Clerk of the Board, RCEA

Date: \_\_\_\_\_

### CLERK'S CERTIFICATE

I hereby certify that the foregoing is a true and correct copy of Resolution No. 2024-2 passed and adopted at a regular meeting of the Redwood Coast Energy Authority, County of Humboldt, State of California, held on the \_\_\_\_ day of \_\_\_\_\_, 2024, by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

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Clerk of the Board, Redwood Coast Energy Authority

U.S. Department of Agriculture  
Rural Development Utilities Programs

**CERTIFICATE OF AUTHORITY TO SUBMIT OR GRANT ACCESS TO DATA**

**INSTRUCTIONS-Submit one copy to the Rural Development Utilities Programs headquarters and one copy to the GFR.**

In accordance with the requirements of the Rural Utilities Service, an agency delivering the U.S. Department of Agriculture Rural Development Utilities Programs, herein after referred to as the Agency, and by resolution, attached hereto, of the board of directors or other managing body

(the "Board" of Redwood Coast Energy Authority ("the Borrower")  
BORROWER'S NAME

located at 633 3rd Street, Eureka, CA 95501,  
BORROWER'S ADDRESS

which resolution was adopted by a quorum of the Board, held on February 22, 2024,  
the Board hereby authorizes the officer or manager whose name, title, and USDA eAuthentication ID appear below (Certifier), to certify and submit the data requested on the following Agency data collections. Furthermore, said resolution authorizes the following employee whose name, title, and eAuthentication ID appear below (Security Administrator), to give, as appropriate, other employees, officers, or contractors access to the Borrower's data on the USDA Rural Development Data Collection System, subject to the terms of the attached instructions, for the purpose of completing the required data collection indicated below:

(Check All That Apply)

	Form No. (if applicable)	TITLE
<input type="checkbox"/>	7	Financial and Statistical Report (Electric - Distribution)
<input checked="" type="checkbox"/>	12	Operating Report (Electric - Generation)
<input type="checkbox"/>	--	Operating Report for Broadband Borrowers
<input type="checkbox"/>	--	Operating Report for Telecommunications Borrowers

This certification of authority shall remain in force until the Agency has been notified of, and has acknowledged to the Board, its rescinding of the attached resolution.

**Certifier**

Deputy Executive Director Eileen Verbeck everbeck  
TITLE NAME (TYPE OR PRINT) eAuthentication ID

**Security Administrator**  
Director of Finance Lori Biondini lbiondini  
TITLE NAME (TYPE OR PRINT) eAuthentication ID

Redwood Coast Energy Authority  
BORROWER'S NAME

\_\_\_\_\_  
SIGNATURE OF BOARD PRESIDENT  
OR CHAIRMAN

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF SECRETARY





## STAFF REPORT Agenda Item # 6.1

AGENDA DATE:	February 22, 2024
TO:	Board of Directors
PREPARED BY:	Jaclyn Harr, TEA Account Director – California Richard Engel, Director of Power Resources
SUBJECT:	Energy Risk Management Quarterly Report

### BACKGROUND

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The RCEA Board of Directors adopted an [Energy Risk Management Policy \(RCEA-ERMP-Approved-Dec-2022.pdf \(redwoodenergy.org\)\)](#) in December 2016 and most recently revised in December 2022, to establish functions and procedures to manage the risks associated with the Community Choice Energy program's power procurement activities. In accordance with this policy, a quarterly update on activities and projected financial performance is presented to the Board during regularly scheduled meetings.

### SUMMARY

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The Energy Authority (TEA) California Account Director Jaclyn Harr and RCEA staff will provide an energy risk management quarterly update.

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

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Not applicable.

### EQUITY IMPACTS

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Not applicable.

### RECOMMENDED ACTION

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Accept Energy Risk Management Quarterly Report.

### ATTACHMENTS

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Energy Risk Management Quarterly Report slides will be presented at the meeting.

# RCEA Energy Risk Management Quarterly Report

February 2024 Board Meeting



# Overview of Financial Drivers

↑ increased net revenue  
↓ decreased net revenue

## Revenues:

- 2024 PG&E Rates finalized higher than previously forecasted
  - +\$6.8MM in 2024
- Updated PG&E Rates forecast for 2025 & 2026
  - -\$5.5MM impact in 2025
  - -\$5.2MM impact in 2026

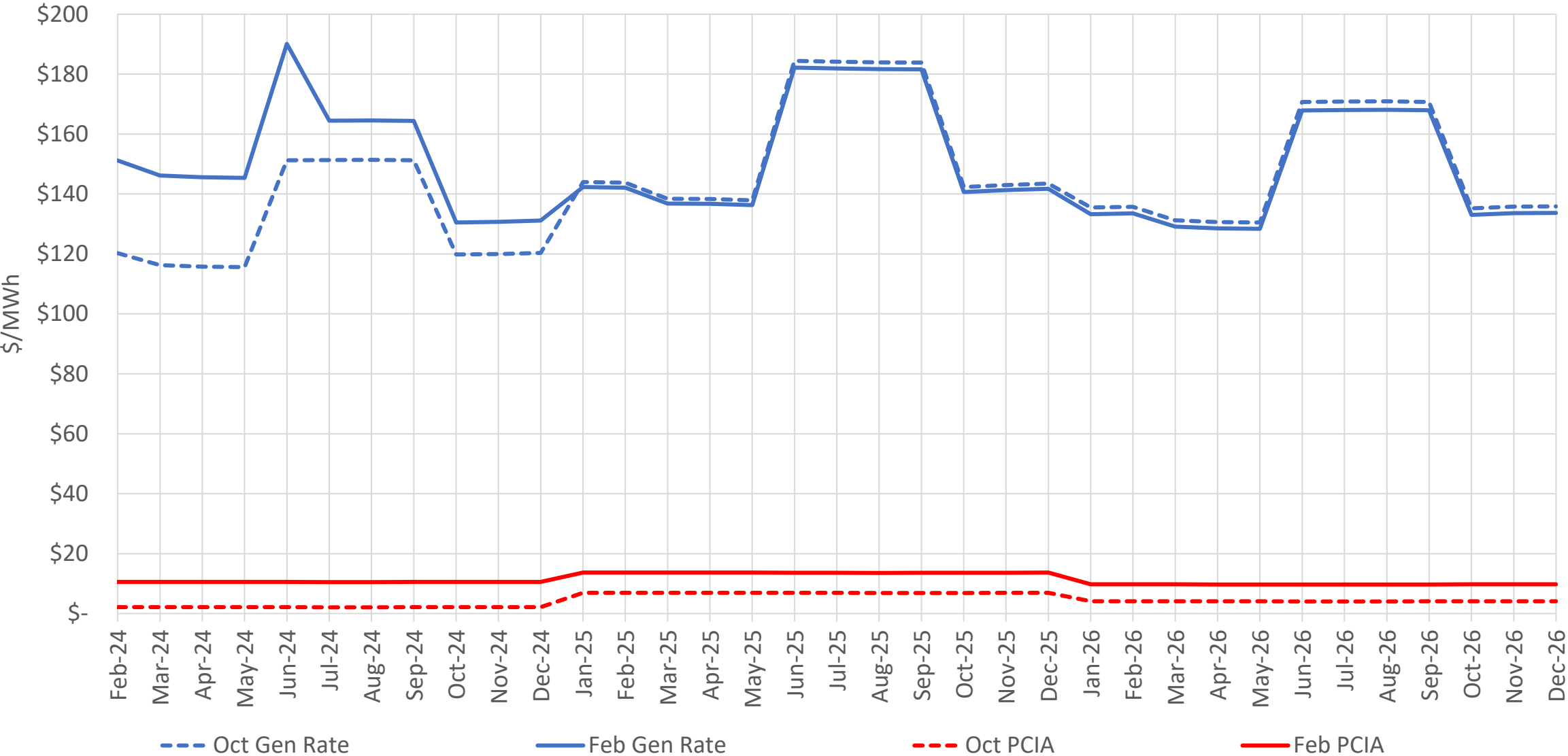
## Net Power Costs:

- Forward energy prices decreased over forecast horizon
  - 2024 down 19% (hedged: ~80%)
  - 2025 down 7% (hedged: ~80%)
  - 2026 down 8% (hedged: ~65%)
- Increased prices for environmental products (RECs & Carbon-Free) and capacity products (System & Flex RA)
- Sandrini delayed (modeled COD of 10/1/24) and now settled at SP-15 hub

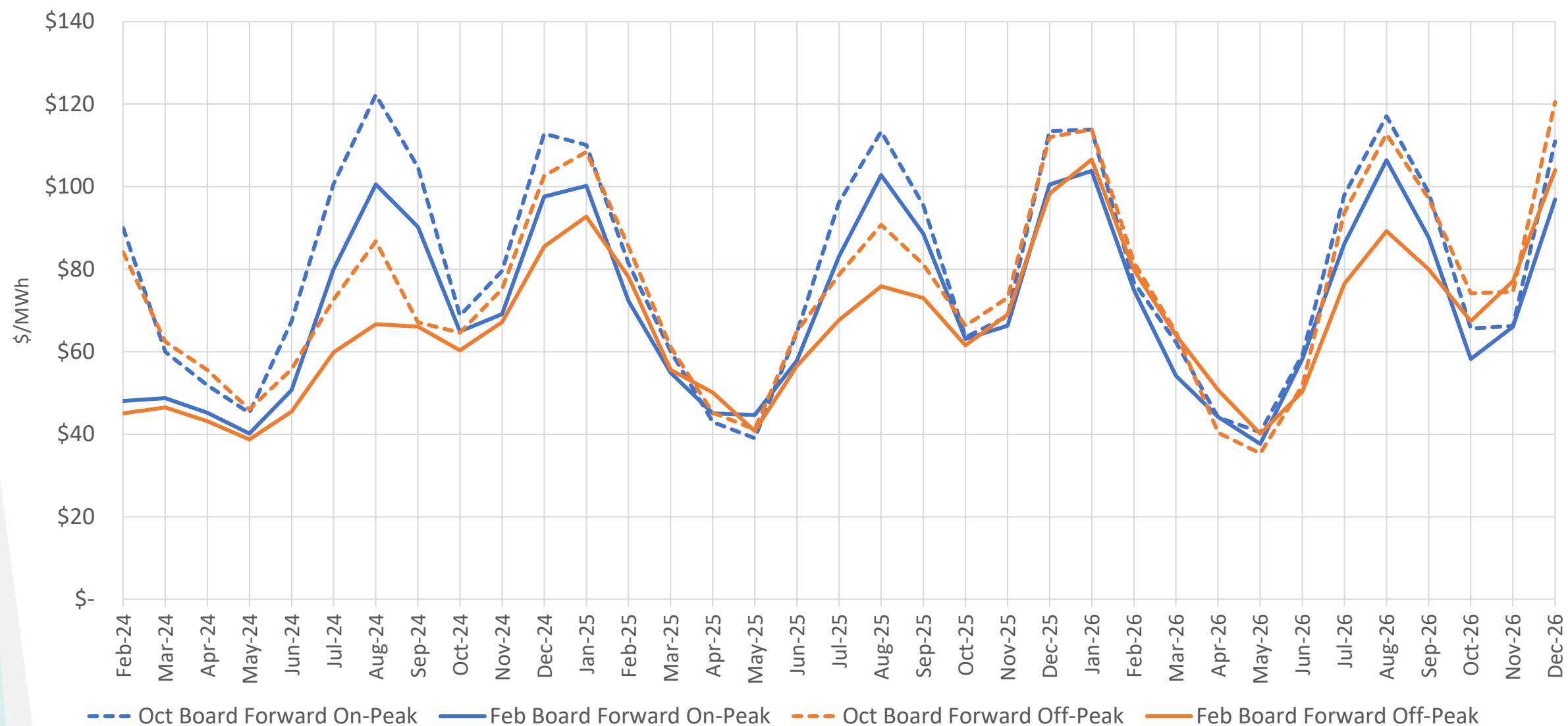
# Annual Net Revenue Forecast



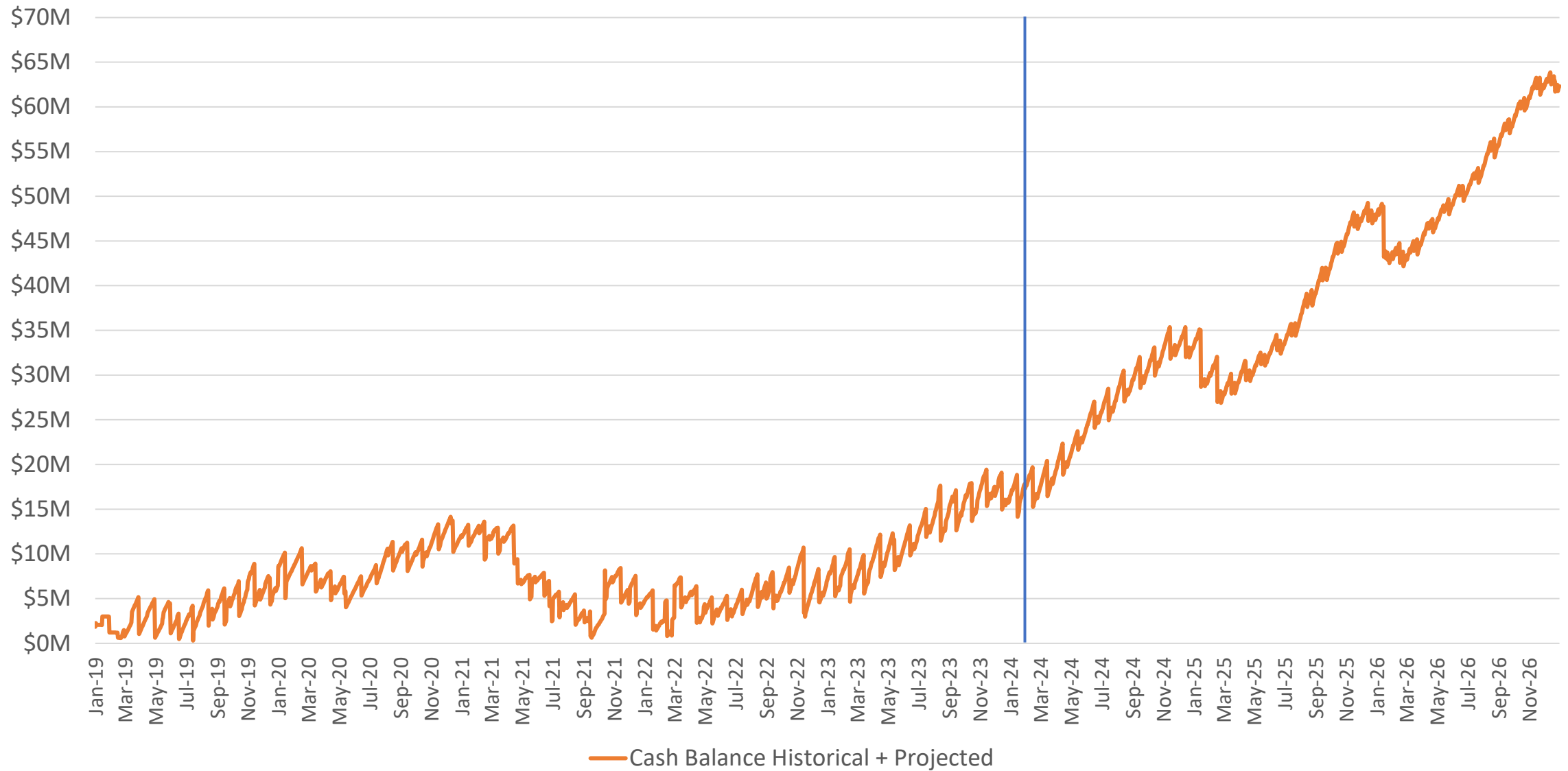
# Forecasted PG&E Generation Rate & PCIA



# Forward Energy Prices for RCEA

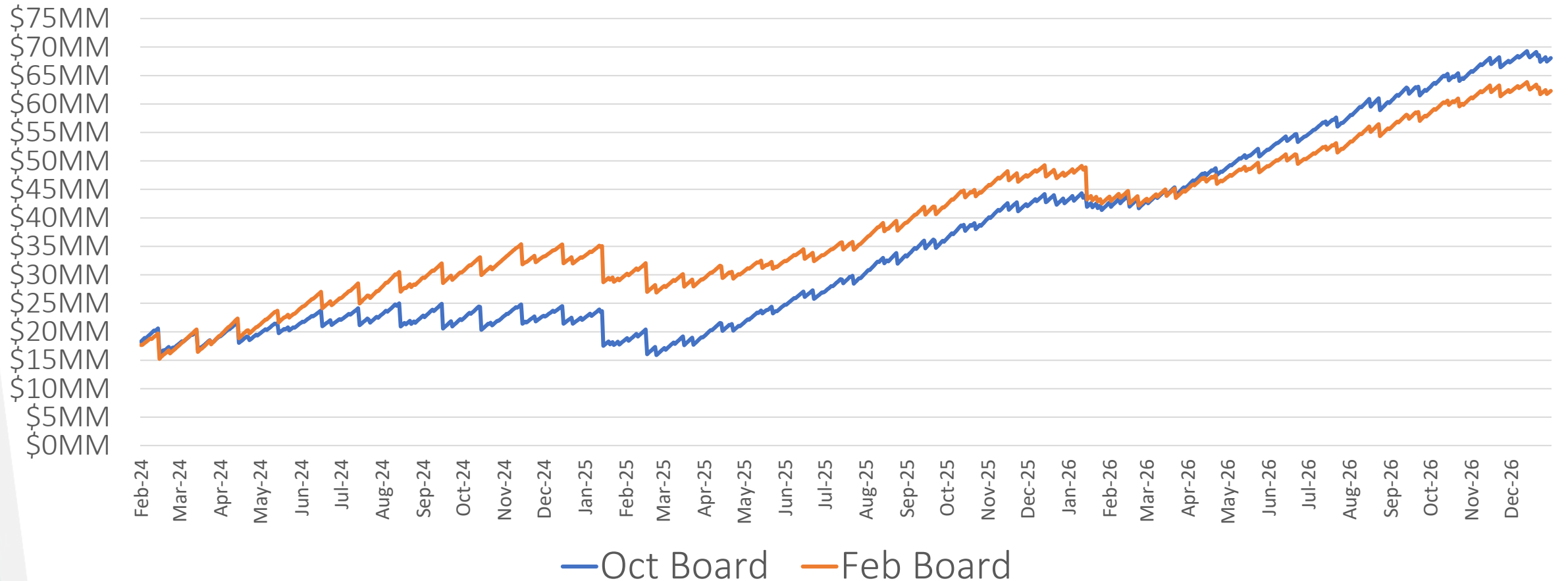


# Cash Balance History & Projection



# Two-Year Cash Projection

	Feb - Dec 2024			CY 2025			Jan - Dec 2026		
	Min	Avg	Ending	Min	Avg	Ending	Min	Avg	Ending
Oct Board	\$16.1M	\$21.4M	\$22.3M	\$15.9M	\$28.9M	\$43.0M	\$41.4M	\$55.0M	\$68.1M
Feb Board	\$15.2M	\$26.2M	\$33.2M	\$26.9M	\$36.5M	\$47.8M	\$42.1M	\$52.4M	\$62.3M





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## STAFF REPORT Agenda Item # 7.1

AGENDA DATE:	February 22, 2024
TO:	Board of Directors
PREPARED BY:	Richard Engel, Director of Power Resources Jocelyn Gwynn, Senior Power Resources Manager
SUBJECT:	California Community Power Build-Own-Transfer Solicitation

### BACKGROUND

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In December 2020 through RCEA Board Resolution 2020-11, RCEA became a founding member of California Community Power (CC Power), a joint powers agency comprised of several CCAs to facilitate joint procurement of power projects and services. Since then, the Board has approved RCEA entering into four project participation share agreements through CC Power for two long-duration battery energy storage contracts and two geothermal power contracts, which are in development.

In 2022, CC Power adopted a Strategic Plan that directs strategic assessment of the Inflation Reduction Act (IRA) and possible opportunities for joint action amongst member CCAs to take advantage of incentives that IRA made available to public agencies. These incentives make it possible for tax-exempt entities to take advantage of direct-pay tax credits for clean energy projects commensurate with the tax credits that are only available to private entities. To realize these IRA direct-pay incentives on behalf of its membership, CC Power would need to be the direct owner and operator of energy projects. This would be possible through a build-own-transfer arrangement with a private developer, who would be responsible for the project up to an agreed-upon milestone, such as commercial operation, upon which ownership of the project would be transferred to CC Power for the duration of its operational life.

### SUMMARY

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Staff are seeking approval to participate in the first phase of CC Power's Build-Own-Transfer Solicitation, which would include development, issuance and management of the solicitation as well as desktop evaluation of proposed projects. This phase would also include preliminary review of each member's debt capability and CC Power's overall bond financing capacity, as well as analysis of the financial proposition associated with developing, financing and operating a project. The first phase would not cover contract negotiations or detailed due diligence of the proposed projects, for which staff will come back to the Board to request additional funding approval if the solicitation yields one or more attractive projects.

While the solicitation hasn't been developed yet, it is expected that it will be open to renewable generation and energy storage technologies and will be tailored to the participating CCAs' procurement needs. In addition to soliciting pricing for build-own-transfer structures, pricing for other contractual arrangements such as power purchase agreements or tolling contracts that have previously been used for the CC Power energy storage and geothermal procurements mentioned above will be sought for comparison purposes. Total cost estimates for this initial phase range from \$135,000 to \$440,000, to be split evenly among the participating CCAs. A breakdown of these costs assuming all nine members participate, as estimated by CC Power staff, is shown in the table below, including a conservative estimate of per-member costs if fewer than all nine CC Power member CCAs participate.

<b>Cost Component</b>	<b>Low Estimate</b>	<b>High Estimate</b>
Solicitation	\$60,000	\$180,000
Engineering Support	\$15,000	\$40,000
PPA Counsel	\$10,000	\$20,000
Build Transfer Counsel	\$25,000	\$100,000
Bond Issuance Costs	\$25,000	\$100,000
Total Cost	\$135,000	\$440,000
Cost per Member (9 participants)	\$15,000	\$49,000
Cost per Member (6 participants)	\$22,500	\$74,000

The following are achievable or possible benefits of participating in the first phase of this solicitation:

- Build-own-transfer proforma contract documents and valuation tools that RCEA can use in its own solicitations.
- Project management tools to inform development oversight.
- Preliminary debt due-diligence and evaluation of individual bond financing capacity for project ownership.
- Current wholesale price data for build-own-transfer projects compared to more conventional offtake arrangements like PPAs.
- Option to pursue ownership and issue bonds to capitalize on direct pay incentives with shared risk among multiple CCAs.
- Relatively low cost compared to RCEA running our own similar solicitation.

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

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The Build-Own-Transfer Solicitation could result in development of new clean energy projects that would contribute to the following Strategic Plan goals:

- *4.1.2 Minimize Greenhouse Gas Emissions Associated with RCEA's CCE Program.*
- *4.1.4 Maximize Renewable Energy Content of RCEA's CCE Program.*

- *4.1.8.1 Support Utility Scale Solar Energy Development.*

## **EQUITY IMPACTS**

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The solicitation has not been developed yet, so project evaluation criteria have not yet been established. However, RCEA staff will advocate that the evaluation criteria include non-energy benefits to underserved and disadvantaged communities, labor and workforce, and community engagement, similar to our own power solicitations. Staff will also advocate that the solicitation be posted to the CPUC's Supplier Diversity Program clearinghouse and encourage potential respondents who may qualify as a diverse business enterprise to sign up for certification.

## **FINANCIAL IMPACT**

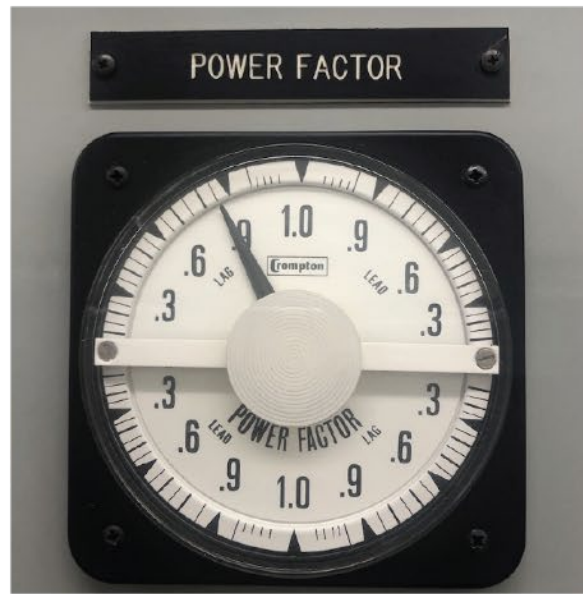
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Assuming all nine members of CC Power participate in the first phase of the Build-Own-Transfer Solicitation, the maximum cost per member is estimated at \$49,000. That cost would increase to \$74,000 per member if three CCAs drop out of the solicitation. This not-to-exceed amount has been built into the FY 2023-24 mid-year budget adjustment that staff are bringing the Board in this meeting. Should the solicitation yield any attractive projects that fit well in RCEA's portfolio, staff will bring back to the Board the request for funding the second phase of the solicitation, anticipated to be this fall.

## **STAFF RECOMMENDATION**

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Authorize participation in the first phase of California Community Power's Build-Own-Transfer Solicitation at a not-to-exceed cost of \$74,000.



# California Community Power Build-Own-Transfer Solicitation

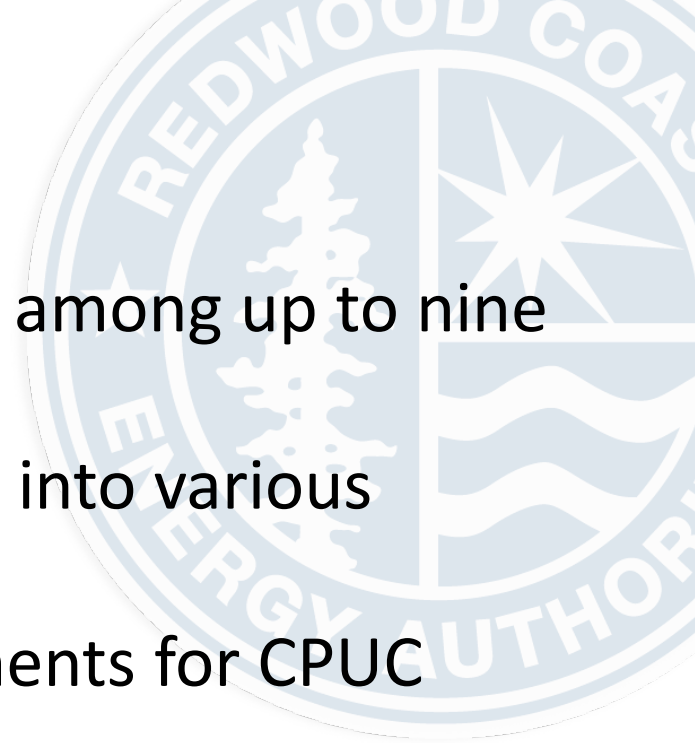
RCEA Board of Directors Meeting

February 22, 2024



# Background & Objective

- California Community Power JPA for joint procurement among up to nine CCA members
- Governing board of CCA CEOs/EDs; individual CCAs opt into various procurement efforts and contracts
- Successful CC Power long-lead time resource procurements for CPUC Mid-Term Reliability
- Inflation Reduction Act opportunity for public agencies to access direct-pay tax incentives
- CC Power Strategic Plan directs strategic assessment of opportunities to capture IRA incentives through joint project ownership
- Multi-month due diligence process conducted with CCA staff and CC Power Board of Directors



# Scope of Solicitation

## **First phase (today's action):**

- Solicitation vendor and consultant selection
- Proforma agreement development
- Bond issuance due diligence (financial analysis of members)
- Solicitation issuance and management
- Project analysis, valuation and shortlisting

## **Second phase (later commitment):**

- Contract negotiations with developer(s)
- Detailed project due diligence w/ owner's engineer
- Bond issuance preparation

## **Third phase (later commitment):**

- Contract execution
- Bond issuance
- Project development and ownership





# Participation Benefits

- Access to proforma contract documents and valuation tools for other RCEA solicitations
- Project management tools for development oversight
- Preliminary analysis to determine bond financing capacity
- Build-own-transfer price data in comparison with other offtake arrangements
- Option to pursue project ownership and IRA incentives with shared risk and relatively low cost





# First Phase Solicitation Cost

Component	Low Estimate	High Estimate
Solicitation	\$60,000	\$180,000
Engineering Support	\$15,000	\$40,000
PPA Counsel	\$10,000	\$20,000
Build Transfer Counsel	\$25,000	\$100,000
Bond Analysis/Due Diligence Costs	\$25,000	\$100,000
Total Cost	\$135,000	\$440,000
Cost per Member (9 participants)	\$15,000	\$49,000
Cost per Member (6 participants)	\$22,500	<b>\$74,000</b>

Staff request



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**STAFF REPORT**  
**Agenda Item # 8.1**

AGENDA DATE:	February 22, 2024
TO:	Board of Directors Finance Subcommittee
PREPARED BY:	Lori Biondini, Business Development & Finance Director Eileen Verbeck, Deputy Executive Director
SUBJECT:	Fiscal Year 2023-24 Draft Mid-Year Budget Adjustment

**SUMMARY**

Staff will present an overview of the fiscal year 2023-2024 budget and actual revenue and expense through December 2023 and make recommendations for updates. Reviewing and updating the budget mid-year keeps the Board apprised of the dynamic nature of electricity rates and power costs and allows staff to better manage net income.

**Mid-Year Revenue**

- The Rural REN implementation delays will reduce revenue in State Contracts by \$9.9M.
- Electricity sales revenue is projected to be \$6.1M less than was projected in the adopted budget.
- The delayed commercial operation date of the Sandrini Solar project has reduced expected PPA revenues by \$7.6M for this fiscal year.

Total Revenue is expected to be \$23,368,833 less than the adopted budget.

**Mid-Year Expenses**

- Wholesale power expense is projected to be \$12.2 less than was projected in the adopted budget, including a \$3.1M reduction in PPA expense due to the Sandrini Solar construction delays.
- Personnel expenses are anticipated to be \$281,569 less than in the adopted budget. This is due to not filling two of the allocated Rural REN positions, and vacant Program Manager, finance coordinator, internship, and part-time coordinator positions.
- Facilities and operations expenses are anticipated to be \$221,359 less than budgeted. This is due to removing expenses related to Rural REN and actual costs being less than budgeted for new electric vehicle charging stations.
- Communications and outreach costs are anticipated to be \$462,105 less than the adopted budget after removing Rural REN related activities.
- Professional and program Services expenses are anticipated to be \$7.6M less than the adopted budget after removing Rural REN related activities.
- Incentives and rebates are anticipated to be \$188,925 less than the adopted budget after removing Rural REN funded incentives and some electric vehicle rebates that are not likely to be expended this fiscal year.
- Non-operating costs are \$175,000 less after the removal of Rural REN loan seed funding.

Total Expenses are expected to be \$21,250,548 less than the adopted budget.

### **Reserve Fund Contribution**

The adopted budget anticipated a reserve fund contribution of \$12,207,974. The proposed mid-year adjustments would reduce the reserve fund contribution to \$10,089,690.

### **Summary of Recommended Changes**

Reduce Revenue line items by a total of \$(23,368,833) based on actuals through December 2023 and current (2/13/2024) projected values through June 2024<sup>1</sup>.

Reduce Power Supply Expense line items by a total of \$(12,294,844) based on actuals through December 2023 and current (2/13/2024) projected values through June 2024.

Reduce all other Expense line items by a total of \$(8,955,704) based on actuals through December 2023 and programmatic changes.

### **FINANCIAL IMPACT**

Staff continues to recommend conservative budgeting and a focus on increasing cash reserves to help RCEA and its customers weather future market instability, increase RCEA's credit worthiness, and decrease operations costs.

### **RECOMMENDED ACTIONS**

Approve proposed changes to the RCEA Fiscal Year 2023-24 Budget.

### **ATTACHMENT**

- RCEA Budget FY23-24 DRAFT Mid-year Adjustments

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<sup>1</sup> The Quarterly Risk Management presentation to the Board on 2/22/2024 will include values from financial modeling dated 2/19/2024 which may differ from those presented in this report. Staff may propose future budget modifications if deemed necessary.

## Redwood Coast Energy Authority Fiscal Year 2023-2024 Mid-Year Budget Review

	POWER RESOURCES	INFRASTRUCTURE and TRANSPORTATION			
	Community Choice Energy	REVNET and CAL eVIP	CEC Grant - MH Duty and EV Resilience Hubs	Airport Microgrid Operations	CCE Customer Programs and Services
<b>Income</b>					
State Contracts		26,000	424,024		
Local Government Contracts					
EVSE Network Sales		35,000			
Program Service Fees	120,000				
Non-government Contracts				182,802	
PPA Revenues	6,087,097				
Electricity Sales	82,506,325				
Uncollectable Accounts	(3,387,266)				
<b>Total</b>	<b>85,326,156</b>	<b>61,000</b>	<b>424,024</b>	<b>182,802</b>	<b>-</b>
<b>Expense</b>					
<b>WHOLESALE POWER SUPPLY</b>					
Sub-total	65,436,704	-	-	-	-
<b>PERSONNEL EXPENSES</b>					
Sub-total	1,239,081	20,000	178,737	20,130	470,869
<b>FACILITIES AND OPERATIONS</b>					
Sub-total	99,835	50,505	315,200	8,250	54,625
<b>COMMUNICATIONS AND OUTREACH</b>					
Sub-total	70,835	-	-	400	7,500
<b>PROFESSIONAL &amp; PROGRAM SRVS</b>					
Regulatory	180,000				
Contracts - Program Related Ser	192,701		28,199	60,000	
Accounting	-				
Legal	80,000		5,000		
Wholesale Services - TEA	766,853				
Procurement Credit - TEA	414,075				
Data Management - Calpine	887,187				
Sub-total	2,520,816	-	33,199	60,000	-
<b>PROGRAM EXPENSES</b>					
Sub-total	270,014	20,000	-	-	-
<b>INCENTIVES &amp; REBATES</b>					
Efficiency Measures					
EV & EVSE					45,000
E-Bike					61,500
Sub-total	-	-	-	-	106,500
<b>NON OPERATING COSTS</b>					
Sub-total	6,000	-	-	120,000	-
<b>Total Expense</b>	<b>69,643,285</b>	<b>90,505</b>	<b>527,136</b>	<b>208,780</b>	<b>639,494</b>
<b>Net Income - Reserve Fund Contribution</b>	<b>15,682,871</b>	<b>(29,505)</b>	<b>(103,112)</b>	<b>(25,978)</b>	<b>(639,494)</b>

## Redwood Coast Energy Authority Fiscal Year 2023-2024 Mid-Year Budget Review

	DEMAND-SIDE MANAGEMENT (DSM)				
	RuralREN - Admin	Rural REN - Implementation	PG&E Local Government Partnership Program	RCEA-Administered CPUC Efficiency Program	CCE Customer Programs and Services
<b>Income</b>					
State Contracts	-	-		136,075	
Local Government Contracts					
EVSE Network Sales					
Program Service Fees					
Non-government Contracts			400,000		
PPA Revenues					
Electricity Sales					
Uncollectable Accounts					
<b>Total</b>	<b>-</b>	<b>-</b>	<b>400,000</b>	<b>136,075</b>	<b>-</b>
<b>Expense</b>					
<b>WHOLESALE POWER SUPPLY</b>					
Sub-total	-	-	-	-	-
<b>PERSONNEL EXPENSES</b>					
Sub-total	425,095	394,314	340,000	19,500	728,857
<b>FACILITIES AND OPERATIONS</b>					
Sub-total	-	-	-	-	28,000
<b>COMMUNICATIONS AND OUTREACH</b>					
Sub-total	-	-	-	-	20,000
<b>PROFESSIONAL &amp; PROGRAM SRVS</b>					
Regulatory	25,000				
Contracts - Program Related Ser	150,000	-			10,000
Accounting					
Legal	75,000				
Wholesale Services - TEA					
Procurement Credit - TEA					
Data Management - Calpine					
Sub-total	250,000	-	-	-	10,000
<b>PROGRAM EXPENSES</b>					
Sub-total	-	-	-	-	-
<b>INCENTIVES &amp; REBATES</b>					
Efficiency Measures		-		136,075	160,000
EV & EVSE					
E-Bike					
Sub-total	-	-	-	136,075	160,000
<b>NON OPERATING COSTS</b>					
Sub-total	-	-	-	-	-
<b>Total Expense</b>	<b>675,095</b>	<b>394,314</b>	<b>340,000</b>	<b>155,575</b>	<b>946,857</b>
<b>Net Income - Reserve Fund Contribution</b>	<b>(675,095)</b>	<b>(394,314)</b>	<b>60,000</b>	<b>(19,500)</b>	<b>(946,857)</b>

## Redwood Coast Energy Authority Fiscal Year 2023-2024 Mid-Year Budget Review

	PROPOSED REVISED FISCAL YEAR 2023-2024 BUDGET	Adopted Fiscal Year 2023-2024 Budget	Proposed Midyear Adjustments
<b>Income</b>			
State Contracts	586,099	10,641,170	(10,055,071)
Local Government Contracts	-	-	-
EVSE Network Sales	35,000	35,000	-
Program Service Fees	120,000	-	120,000
Non-government Contracts	582,802	400,000	182,802
PPA Revenues	6,087,097	13,722,756	(7,635,659)
Electricity Sales	82,506,325	88,645,796	(6,139,471)
Uncollectable Accounts	(3,387,266)	(3,545,832)	158,566
<b>Total</b>	<b>86,530,057</b>	<b>109,898,890</b>	<b>(23,368,833)</b>
<b>Expense</b>			
<b>WHOLESALE POWER SUPPLY</b>			
Sub-total	65,436,704	77,731,548	(12,294,844)
<b>PERSONNEL EXPENSES</b>			
Sub-total	5,144,644	5,426,213	(281,569)
<b>FACILITIES AND OPERATIONS</b>			
Sub-total	1,541,430	1,762,789	(221,359)
<b>COMMUNICATIONS AND OUTREACH</b>			
Sub-total	160,485	622,590	(462,105)
<b>PROFESSIONAL &amp; PROGRAM SRVS</b>			
Regulatory	205,000	205,000	-
Contracts - Program Related Ser	640,900	8,080,900	(7,440,000)
Accounting	191,000	191,000	-
Legal	230,000	195,000	35,000
Wholesale Services - TEA	766,853	766,853	-
Procurement Credit - TEA	414,075	635,821	(221,746)
Data Management - Calpine	887,187	887,187	-
Sub-total	3,335,015	10,961,761	(7,626,746)
<b>PROGRAM EXPENSES</b>			
Sub-total	290,014	290,014	-
<b>INCENTIVES &amp; REBATES</b>			
Efficiency Measures	296,075	440,000	(143,925)
EV & EVSE	45,000	90,000	(45,000)
E-Bike	61,500	61,500	-
Sub-total	402,575	591,500	(188,925)
<b>NON OPERATING COSTS</b>			
Sub-total	129,500	304,500	(175,000)
<b>Total Expense</b>	<b>76,440,367</b>	<b>97,690,915</b>	<b>(21,250,548)</b>
<b>Net Income - Reserve Fund Contribution</b>	<b>10,089,690</b>	<b>12,207,974</b>	<b>(2,118,285)</b>

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# Fiscal Year 2023-24 Mid-year Budget Update

# Electricity Sales & Power Supply

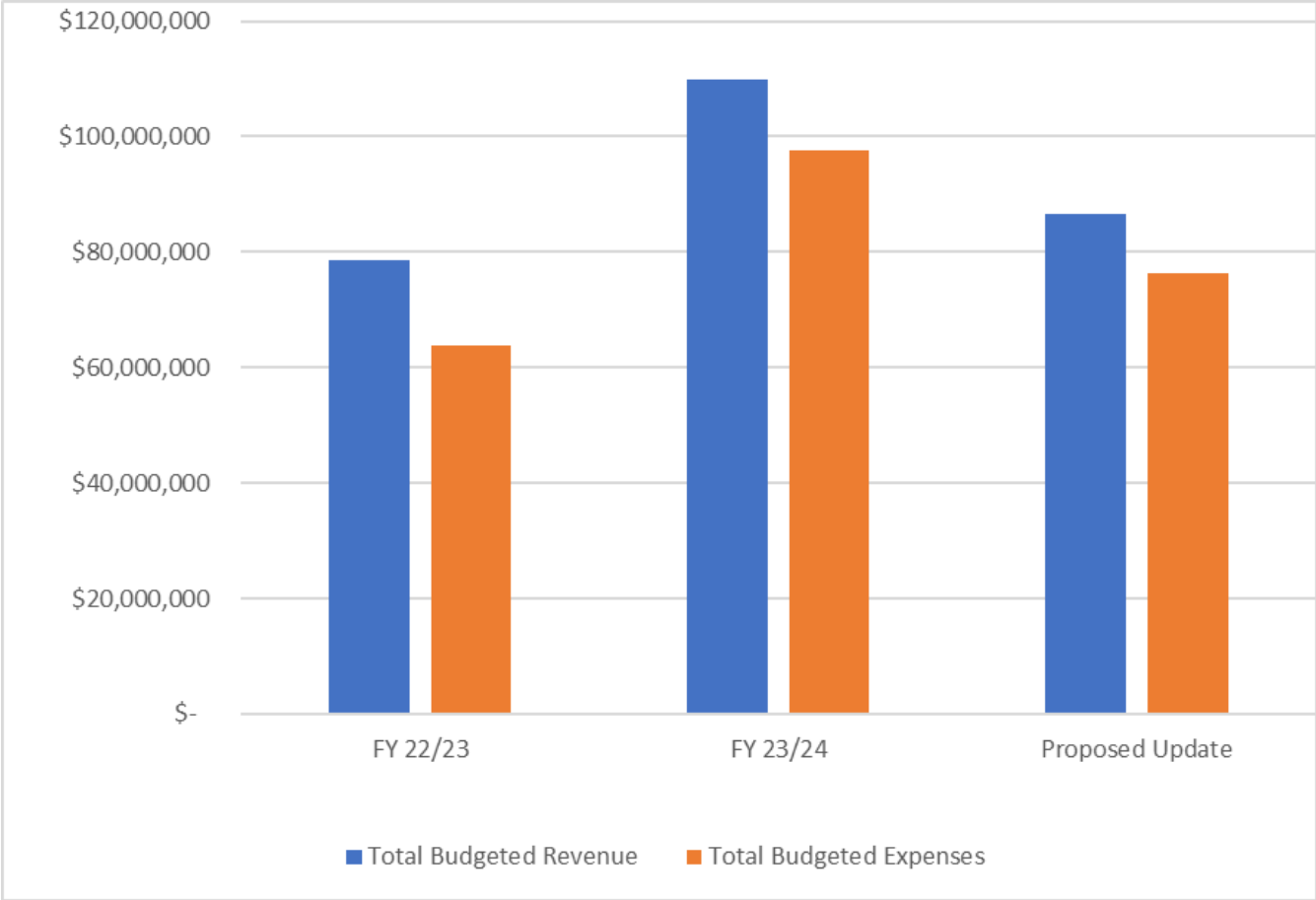
- Updated revenue and expense based on financial modeling from February 12, 2024.
- Retail rate discount remains at 0.5% below PG&E rates.
- Assumes energy from the Sandrini Solar project will not come on-line before June 30, 2024.
- Revenue is \$13.7M less than expected and power supply expense \$12.2M less than expected.

# New Rural REN Program

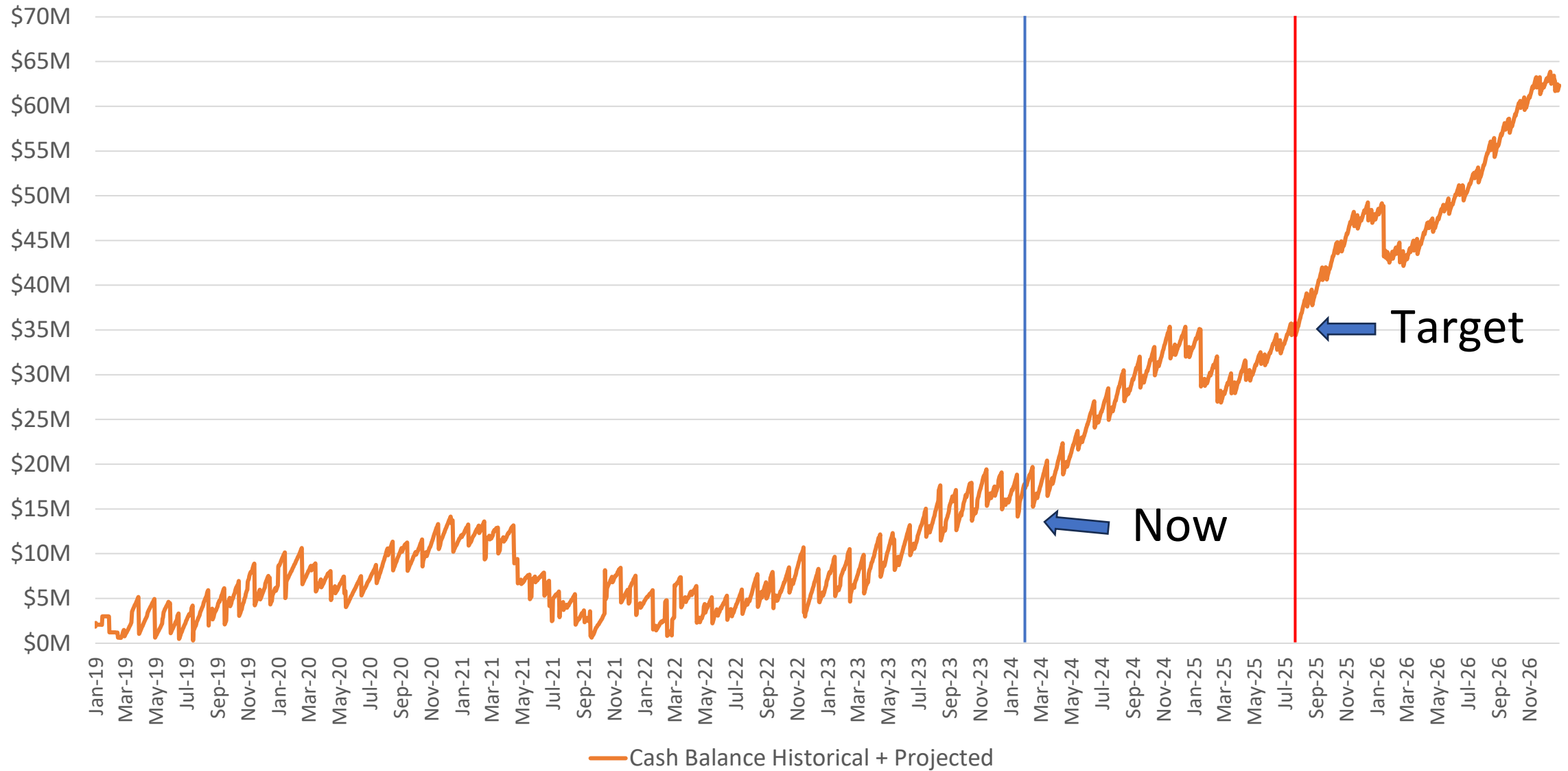
- Uncertainty about future of Rural REN and RCEA's role as Program Administrator.
- Assuming \$9.9M less revenue than expected and \$8.9M less related expenses, including new personnel, database development, marketing and outreach expense, customer rebates, and pass-through program funding to REN partners.

# Summary

	Adopted Budget	Proposed Update
Revenue	\$110M	\$86.5M
Expenses	\$97.7M	\$76M
<b>Net Revenue/ Addition to Cash Reserves</b>	<b>\$12.2M</b>	<b>\$10M</b>



# Cash Balance History & Projection





**STAFF REPORT**  
**Agenda Item # 8.2**

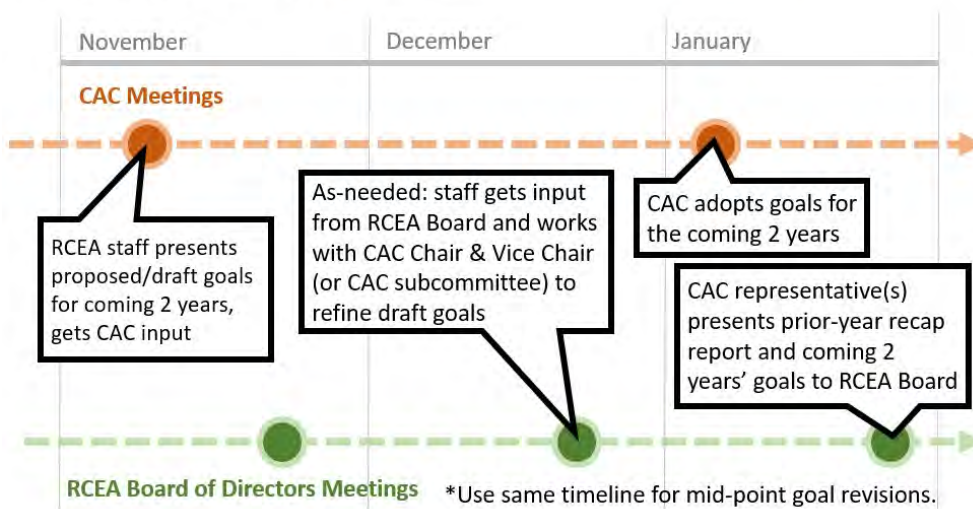
AGENDA DATE:	February 22, 2024
TO:	Board of Directors
PREPARED BY:	Lori Taketa, Clerk of the Board Eileen Verbeck, Deputy Executive Director
SUBJECT:	Community Advisory Committee Annual Report and 2024 Work Goals

**BACKGROUND**

RCEA's Board established the Community Advisory Committee (CAC) to support RCEA public engagement efforts and provide decision-making support and input. In their advisory and outreach capacities, CAC members helped educate Humboldt County residents about community choice aggregation, gathered community energy priority input during the CCE program's launch period and contributed time and effort towards other projects which are highlighted in the committee's annual report.

At the July 2021 Community Advisory Committee meeting, the CAC agreed to report the group's past year accomplishments and upcoming year goals annually to the RCEA Board of Directors. The aim of this process is to organize the CAC's work within RCEA's work goals and to help the Board thoughtfully utilize the committee as a resource to support Board decision-making and agency public engagement efforts. In November 2022, the Committee extended the goal setting process to every two years, with possible adjustments at the mid-point.

**Community Advisory Committee**  
**Goal-setting & Board Reporting**  
**Biennial Timeline\***



## SUMMARY

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### 2024 Work Goals

Proposed next steps and timelines for CAC work goals are listed below.

a. **Help guide community outreach and messaging for RCEA programs.**

*CAC engagement on RCEA program messaging and outreach is ongoing. RuralREN program planning support and outreach and messaging engagement has been delayed until July 2024 at the earliest due to REN launch delays. Staff will convene the Customer Programs Outreach Subcommittee in the next month for feedback on solar battery storage incentives to offset Net Billing Tariff impacts on solar installation affordability.*

b. **Monitor and advocate for implementation of RePower Humboldt Comprehensive Action Plan for Energy goals and notify staff of community activities and projects that may have significant impact on the ability to reach these goals.**

*Ad hoc subcommittees will be formed as new major development projects in the county are identified that may impact CAPE goals. Staff is implementing actions identified by the current Arcata Gateway/McKinleyville Town Center Ad Hoc Subcommittee on the following projects:*

- *Life Plan Humboldt/We Are Up*
- *RePower Strategic Plan cheat sheet for project developers and jurisdiction planners*
- *McKinleyville Town Center*
- *Arcata Gateway Project*
- *Offshore wind port development*
- *Accessory dwelling unit land use standards*
- *Housing development on City of Eureka owned lots.*

c. **Support and help guide offshore wind energy community outreach.**

*Staff will engage the Offshore Wind Outreach Subcommittee when the County of Humboldt's role in educational and outreach material development has been determined. The CAC subcommittee's role is to help develop RCEA messaging and education materials to complement the County's efforts. Timing of 2024 subcommittee engagement is to be determined.*

d. **Provide input on the development of new and expanding RCEA customer programs.**

*Staff will convene the Customer Programs Outreach Subcommittee in the next month for feedback on solar battery storage incentives to offset Net Billing Tariff impacts on solar installation affordability.*

e. **Assist with identifying and prioritizing critical facilities and at-risk communities that would benefit from enhanced energy resilience infrastructure, including future microgrid deployment and/or facility-level renewable back-up power systems.**

*RCEA was awarded \$3 Million to assist rural fire stations with energy resilience. RCEA is working with project partners to design, permit and install solar + battery storage at 16*

*fire stations. The critical facilities list that was reviewed by the Critical Facilities Subcommittee was used to identify this first round of work. The subcommittee will help staff draft a prioritized matrix of facilities needing resilience funding. Due to staff constraints during grant ramp up, subcommittee work will resume in late 2024.*

- f. **Finalize recommendations to the RCEA Board and County Board of Supervisors for energy-project bond and/or alternative financing opportunities, support any resulting implementation efforts as appropriate.**

*Next steps continue through 2024-25:*

- *Staff applied to the USDA for funds to develop the projects short listed by the CAC Bond Subcommittee. Staff awaits a USDA decision before releasing a Request for Proposal for bond development to identify suitable financing mechanism(s) for one or more of the projects shortlisted by the Bond Subcommittee and staff.*
- *Presentation of findings to the County Board of Supervisors.*

- g. **Help facilitate community input on the finalization and adoption of the Humboldt Regional Climate Action Plan.**

*The CAC Climate Action Plan Outreach Subcommittee will provide input to the RCEA and County-developed CAP outreach proposal. Timeframe for this is to be determined. Staff is engaged with the County's consultant on Climate Action Plan revisions.*

### **CAC Expiring Terms and Vacancies**

There may be up to two at-large members seated through an open application process and voted on by the full Board. All of the at-large member positions expire March 31, 2024, and two of the existing at-large positions are converting to member agency appointments for the Blue Lake Rancheria and Yurok Tribe. Three of the four current at-large members have expressed a desire to continue service, and staff have received additional applications for these at-large positions.

To streamline the selection process, staff recommends creating an ad-hoc subcommittee to review applications and recommend appointees prior to the March Board meeting. Suggested selection criteria could include:

- Diverse geographic residency/representation within Humboldt County.
- Demonstrated ability to communicate with others and an interest in participating in future public engagement.
- Participation in any energy-related groups, or an interest in acquiring a deeper understanding of local energy programs.
- Interest, activity, or experience in other community groups or experience holding leadership positions.



Expiring terms and vacancies are listed in red, \* denotes seats with Director nominees.

Representing Jurisdiction	Member Name	Term Expiration
At-Large	Colin Fiske	3/31/2024
At-Large	Larry Goldberg	3/31/2024
At-Large (New member agency seat)	Emily Morris (resigning)	3/31/2024
At-Large (New member agency seat)	Jeff Trirogoff	3/31/2024
<b>Appointed Members</b>		
Arcata	Norman Bell	3/31/2025
Blue Lake	Kit Mann	3/31/2025
Blue Lake Rancheria	New Seat	3/31/2026
County 1	Luna Latimer	3/31/2025
County 2	Christopher Honar	3/31/2025
County 3	Jerome Qiriazzi (resigning)	3/31/2024
Eureka	Deborah Dukes	3/31/2025
Ferndale	Dennis Leonardi, Chair *	3/31/2026
Fortuna	Elizabeth Burks *	3/31/2026
HBMVD	Ethan Lawton *	3/31/2026
Rio Dell	Vacancy	3/31/2024
Trinidad	Richard Johnson	3/31/2025
Yurok Tribe	New Seat	3/31/2026

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

The CAC's work focus is to support RCEA public engagement efforts and provide decision-making support and input to the Board for the successful implementation of the agency's work goals outlined in the RePower Humboldt strategic plan.

## EQUITY IMPACTS

The CAC membership furthers implementation of RePower Humboldt strategic plan goals and have opportunities to benefit underserved population segments, promote racially-diverse inclusion in energy infrastructure or policy decision making, access to energy, energy efficiency services and freedom from pollution. Staff recommends considering these goals as well as Committee member diversity and inclusion when appointing members to fill these vacancies.

## FINANCIAL IMPACT

N/A.

## STAFF RECOMMENDATION

Accept Community Advisory Committee annual report and approve CAC 2024-25 work goals.

Recruit up to five Director-volunteers to review and nominate Community Advisory Committee at-large seat applicants to fill two at-large CAC seats with terms ending March 31, 2026.

## ATTACHMENTS

- RCEA Community Advisory Committee 2023 Annual Report

**Redwood Coast Energy Authority**  
**COMMUNITY ADVISORY COMMITTEE**  
**2023 ANNUAL REPORT TO THE RCEA BOARD OF DIRECTORS**  
**February 22, 2024**

The Community Advisory Committee meets on the second Tuesday of odd-numbered months, supports RCEA public engagement efforts and provides decision-making support and input to the RCEA Board.

<b>2023 Committee Members</b>	<b>Representing Jurisdiction:</b>	<b>Term Expiration</b>
<b>Norman Bell</b>	Arcata	March 2025
<b>Elizabeth Burks</b>	Fortuna	<b>March 2024</b>
<b>Colin Fiske</b>	At-Large	<b>March 2024</b>
<b>Larry Goldberg</b>	At-Large	<b>March 2024</b>
<b>Christopher Honar</b>	County 3 (Southern Humboldt)	March 2025
<b>Richard Johnson</b>	Trinidad	March 2025
<b>Luna Latimer</b>	County 1 (Eastern Humboldt)	March 2025
<b>Ethan Lawton</b>	Humboldt Bay Municipal Water District	<b>March 2024</b>
<b>Dennis Leonardi, Chair</b>	Ferndale	<b>March 2024</b>
<b>Emily Morris</b>	At-Large	<b>March 2024</b>
<b>Kit Mann</b>	Blue Lake	March 2025
<b>Jerome Qiriazzi</b>	County 2 (McKinleyville Area)	<b>March 2024</b>
<b>Jeff Trirogoff</b>	At-Large	<b>March 2024</b>
<b>Vacancy</b>	Eureka	
<b>Vacancy</b>	Rio Dell	
<b><u>Other Members in 2023:</u></b>		
<b>Roger Hess</b>	Rio Dell, January-July	
<b>Catherine Gurin, Vice Chair</b>	Eureka, January-July	

Committee Liaison:

Matthew Marshall, Executive Director

**I. ACCOMPLISHMENTS**

Dennis Leonardi was elected to serve as Chair and Catherine Gurin was elected to serve as Vice Chair in March 2023. In September, after the Vice Chair stepped down from the CAC, Jerome Qiriazzi was elected Vice Chair to serve through March 31, 2024.

The Committee heard updates on:

- a. Results of Bureau of Ocean Energy Management Offshore Wind Lease Area Auction and description of next steps
- b. RePower Humboldt Strategic Plan status (biannual report)
- c. Net Energy Metering Successor Tariff (Net Billing Tariff) changes
- d. Humboldt Sawmill Company's Annual Biomass Report to inform potential biomass alternative uses
- e. RCEA's Second E-Bike Rebate Program, developed through the CAC's previous Citizen Sourcing program idea solicitation process.

The CAC ad hoc subcommittees accomplished the following in 2023:

(Former subcommittee members' names are *italicized*.)

**Alternative Biomass Uses – SUNSET** (Staff Liaison: Power Resources Director Richard Engel)

Members: *Katy Gurin*, Luna Latimer, Dennis Leonardi, Kit Mann, Jerome Qirazi

At its final meeting in September 2022, the Alternative Biomass Uses Subcommittee clarified that it would not serve as the Biomass Technical Advisory Group, whose formation was called for in the 2019 RePower Humboldt RCEA strategic plan, and whose function is to advise the Board on the technical feasibility and financial, environmental and health implications of biomass use alternatives. The CAC ad hoc subcommittee provided input on what interests should be represented on the BTAG and helped develop a list of potential members. It was agreed that the BTAG's formation would trigger the CAC's Alternative Biomass Uses Subcommittee's sunset.

The CAC Alternative Biomass Uses Subcommittee sunset upon formation of the BTAG in April 2023.

**Bond Subcommittee** (Staff Liaisons: Executive Director Matthew Marshall and Legislative & Regulatory Policy Manager Aisha Cissna)

Members: Elizabeth Burks, Colin Fiske, Larry Goldberg, *Katy Gurin*, *Roger Hess*, Richard Johnson, Jeff Trirogoff

- Based on this subcommittee's 2021 and 2022 work, staff took RaiseGreen's recommendation to identify specific projects on which RaiseGreen could assist with a feasibility analysis. Staff met with McKinleyville's We Are Up community housing project organizers to assess potential solar siting. Staff determined the site was not well-suited for utility-scale solar development. Staff's further investigation of other potential micro-bond financing and traditional municipal bond projects resulted in a subcommittee short list of projects.

- In January 2023, the CAC recommended that the Board direct staff to issue a request for proposals for bond development and issuance services to identify suitable financing mechanism(s) for one or more of the shortlisted projects, allowing for additional projects to be determined at a later date, and prioritizing projects with community investment pathways. The Board approved issuing the RFP in February 2023.
- The RFP for bond development and issuance has not been released as of the writing of this report.

**Climate Action Plan Outreach Subcommittee** (Staff Liaison: Legislative & Regulatory Policy Manager Aisha Cissna)

Members: Elizabeth Burks, Larry Goldberg, *Katy Gurin*, Richard Johnson, Ethan Lawton, Jerome Qiriaz

- a. The subcommittee met in May after the County released the Climate Action Plan Notice of Preparation for the Environmental Impact Report.
- b. The Subcommittee heard an overview of the Climate Action Plan Environmental Impact Review timeline and outreach needs from the County's Supervising Planner Michael Richardson. The group focused on developing a coordinated community outreach effort to rural property owners, addressing this community's particular climate action concerns.
- c. Next steps: RCEA will determine what resources can be dedicated to CAP outreach; RCEA and the County will jointly develop a CAP outreach proposal; the ad hoc subcommittee will provide input on this proposal.

**Critical Facilities (and At-Risk Communities) Subcommittee** (Staff liaison: Juliette Bohn)

Members: *Roger Hess*, Luna Latimer, Jerome Qiriaz, Jeff Trirogoff

- a. Subcommittee members helped rank staff's previously compiled list of Humboldt County's critical facilities based on resilience infrastructure funding urgency. Staff presented the subcommittee-informed list to the full CAC for more input.
- b. The CAC provided valuable insight on ways to determine resiliency funding priority and asked the subcommittee to help create a clearer method for prioritizing facilities and a draft prioritized matrix of critical facilities in need of resilience infrastructure funding.

**Customer Programs Outreach Subcommittee** (Staff Liaison: DSM Director Kullmann)

Members: Colin Fiske, *Roger Hess*, Luna Latimer, Dennis Leonardi, Kit Mann, Jeff Trirogoff

Launch of the Rural Regional Energy Network, which will provide funding for new energy efficiency and other customer programs, has been delayed to 2024. This subcommittee has not yet been engaged due to the delay.

**Humboldt's Electric Future Subcommittee - SUNSET** (Staff Liaisons: Power Resources Director Richard Engel, Community Strategies Manager Nancy Stephenson)

Members: Norman Bell, Larry Goldberg, Christopher Honar, Richard Johnson, Luna Latimer, Kit Mann, Jeff Trirogoff

- a. Assisted staff in planning and public engagement for the June 5 in-person and June 8 online community outreach events. Residents provided input as part of the two-year Integrated Resource Plan filing process at these sessions.
- b. Helped compile a community input report from public workshop exercises and discussions.
- c. Presented the report to the CAC at their July 11 meeting.
- d. **Sunset** after final Humboldt's Electric Future report presentation to the Board of Directors at their July 27, 2023, meeting.

**McKinleyville - Arcata Major Project Subcommittee** (Staff Liaison: Executive Director Matthew Marshall)

Members: Beth Burks, Colin Fiske, Chris Honar, Richard Johnson

- a. The CAC formed this subcommittee at its May meeting to identify at a high level the following development projects' intersection with RCEA goals: McKinleyville Town Center and Arcata Gateway Projects, City of Eureka-owned property development and accessory dwelling unit inclusion in countywide jurisdictions' General Plans.
- b. Staff identified other significant projects warranting consideration for strategic plan intersection and impacts, including harbor development for offshore wind industry uses.
- c. The ad hoc local major project subcommittee met on August 29, 2023, and helped decide on the following staff follow-up actions:
  - i. **Life Plan Humboldt, We Are Up, ADU Policy Development** – RCEA staff will provide technical assistance directly to developers and jurisdictions to assist in aligning the development with RCEA's strategic plan.
  - ii. **McKinleyville Town Center** – RCEA will track when the Notice of Preparation (NOP) of the Environmental Impact Report is released. RCEA will submit comments during the NOP.
  - iii. **Arcata Gateway Project** – Staff will provide a letter of support to the City of Arcata.
  - iv. **Humboldt Bay Harbor Port Development** – Staff will work with the Harbor Commission to encourage them to add binding language in their agreements to use commercially available zero emission equipment, which will not be dependent on cost.
  - v. **Eureka Parking Lot Housing Projects** – RCEA will reach out to Eureka City staff and council to ask what action RCEA can take to support these projects.

**Off-Grid Cannabis Greenhouse Gas Impact Subcommittee** (Staff Liaison: Juliette Bohn, Infrastructure Programs Manager)

Members: Larry Goldberg, Chris Honar, Jeff Trirogoff

- b. The CAC formed this ad hoc subcommittee at its January 2023 meeting with the following work scope:
  - i. Arrange partnership with Cal Poly Humboldt to quantify off-grid cannabis cultivation's greenhouse gas emissions.
  - ii. Monitor the County's off-grid cannabis renewable energy fuel switching program.
  - iii. Develop innovative ways to encourage off-grid gas and diesel fuel use reduction.
  - iv. Include non-funded ways (e.g. education, project support) to reduce diesel use.
  - v. Include non-cannabis grower generator users.
  - vi. Focus on Southern Humboldt to intersect with grid upgrade planning.
- c. Due to staff capacity constraints and resource considerations to not duplicate work already being done through Climate Action Plan studies or through projects addressing Southern Humboldt grid issues, staff has not met with this ad hoc subcommittee.

**Offshore Wind Outreach Subcommittee** (Staff Liaison: Executive Director Matthew Marshall)

Members: Elizabeth Burks, Larry Goldberg, Dennis Leonardi, Kit Mann, Emily Morris, Jeff Trirogoff

- a. Heard an update on offshore wind auction results in January 2023, the two lease area winning bidders and development timeline.
- b. Staff is waiting until the County of Humboldt and CORE Hub determine their role in educational and outreach material development before re-engaging the subcommittee. The subcommittee will be asked to help develop RCEA messaging and education materials to complement the County's and CORE Hub's efforts in 2024.

## **II. GOALS FOR 2024-2025**

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At their November 8, 2022, meeting, the Community Advisory Committee revised the timing of their goal setting process to be done every two years, with adjustments possible midway through the cycle. Due to the long project timeframes of many of the work goal focus areas, the CAC will continue work on the previously-adopted goal list for the 2024-25 time period and adjust goals at the midpoint if needed as goals are accomplished and new opportunities for CAC engagement arise.

- a. Help guide community outreach and messaging for RCEA programs.

- b. Monitor and advocate for implementation of RePower Humboldt Comprehensive Action Plan for Energy goals and notify staff of community activities and projects that may have significant impact on the ability to reach these goals.
- c. Support and help guide offshore wind energy community outreach.
- d. Provide input on the development of new and expanding RCEA customer programs.
- e. Assist with identifying and prioritizing critical facilities and at-risk communities that would benefit from enhanced energy resilience infrastructure, including future microgrid deployment and/or facility-level renewable back-up power systems.
- f. Finalize recommendations to the RCEA Board and County Board of Supervisors for energy-project bond and/or alternative financing opportunities, support any resulting implementation efforts as appropriate.
- g. Help facilitate community input on the finalization and adoption of the Humboldt Regional Climate Action Plan.



## STAFF REPORT

### Agenda Item # 9.1

AGENDA DATE:	February 22, 2024
TO:	Board of Directors
PREPARED BY:	Faith Carlson, Regulatory and Legislative Policy Manager
SUBJECT:	2024 Policy Platform Update

#### BACKGROUND

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On March 24, 2022, the RCEA Board of Directors adopted the RCEA 2022 Policy Platform (Platform), which was updated in late 2023.

The purpose of the Platform is to deliver on RCEA's RePower Humboldt goals and maintain the operation of its various programs. RCEA regularly tracks policy developments in both the regulatory and legislative space to fulfill these goals.

Previously, RCEA needed Board authorization to adopt a position on any given piece of legislation. . Case-by-case authorization is time-consuming and the frequency of RCEA Board meetings typically does not align with the pace of the legislative process. The ultimate purpose of establishing the Platform is to implement a more efficient and structured advocacy approach akin to what other Community Choice Aggregators (CCAs) have in place. The Platform allows RCEA to be nimbler in adopting positions on legislative matters in a timely manner without full Board approval if the position is aligned with the Board-approved priorities. This Platform also helps inform RCEA's regulatory activities to ensure staff engagement aligns with the Board's priorities and RCEA's goals. As noted in the Platform, staff is authorized to engage in regulatory matters without Board consultation.

The 2023 Policy Platform and Draft 2024 Policy Platform support the following overarching policy priorities:

- To maintain local control for the purpose of preserving the ability to self-procure its power resources, and to self-determine rates and the energy programs RCEA offers to its residents, businesses, and communities it serves, through the mechanisms of local governance,
- To provide lower and more stable rates for RCEA customers,
- To provide greater economic benefits to the local community,
- To have maximum flexibility to utilize and develop local resources in the most economically efficient manner possible and with a high degree of local control,
- To maintain the financial stability of CCA operations, and
- To maintain an efficient, transparent governance structure and operations.



Additionally, the Platform will be brought to the RCEA Board of Directors for periodic review. This is an opportunity for the Board to suggest revisions to RCEA's policy priorities.

RCEA staff engaged the Community Advisory Committee on the Draft 2024 Policy Platform to receive input to be considered by the Board at this meeting.

## SUMMARY

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RCEA staff reviewed the 2024 Policy Platform and suggested a handful of revisions which are redlined in the attached document. The majority of changes reflect formatting updates and grammatical corrections.

Below are the substantive changes:

Section (as enumerated in redline doc)	Previous Language	Updated Language	Reason
3, 5		Resource Adequacy, PSPS, and Reliability all consolidated to same section.	Readability and conciseness.
5b	"Support policies which require IOUs to notify impacted cities, counties, tribes, and CCAs of impending PSPS events."		Deletion: redundant to 5a "Support policies which increase the notification and transparency requirements on IOUs as they implement a PSPS."
4	"COVID-19 Response"	"Public Health Emergency and Natural Disaster Response"	To include a greater number of emergency scenarios.
6d		"Where new transmission or distribution infrastructure is needed, support policies that design, upgrade, and scale such infrastructure to empower community members access to resources including but not limited to renewable energy, green transportation, and rural transmission infrastructure."	Addition: to reflect transmission and distribution access goals, while still aligning with existing language related to microgrids.

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

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The Platform was developed to allow RCEA to efficiently engage in regulatory and legislative development that will support RCEA's ability to implement strategies in RePower Humboldt and achieve the objectives articulated in RCEA's Mission Statement.

## **EQUITY IMPACTS**

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The Platform contains a section on “Environmental Justice” which includes “engag[ing] in policy that directly or indirectly impact the ability of rural, low-income, and underserved communities in the RCEA service territory to have affordable, reliable and clean energy.”

This section also includes support for policies that “strengthen the resilience of vulnerable communities to adapt to the impacts of climate change” and “enable all communities [...] to participate in the decarbonization of the state’s electrical grid, building stock, and the transportation sector in a cost-effective manner.”

## **FINANCIAL IMPACT**

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None.

## **STAFF RECOMMENDATIONS**

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Approve the updates to the Policy Platform and provide suggestions for future updates.

## **ATTACHMENTS**

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Redwood Coast Energy Authority Draft 2024 Policy Platform, clean and redlined.

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## REDWOOD COAST ENERGY AUTHORITY

### 202~~4~~3 POLICY PLATFORM

#### INTRODUCTION

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Redwood Coast Energy Authority (“RCEA”) is a joint-powers authority of the cities of Arcata, Blue Lake, Eureka, Ferndale, Fortuna, Rio Dell, Trinidad, the Yurok Tribe, Blue Lake Rancheria, County of Humboldt, and the Humboldt Bay Municipal Water District. The mission of RCEA is to develop and implement sustainable energy initiatives which reduce energy demand, increase energy efficiency, and advance the use of clean, efficient, and renewable resources available in the region for the benefit of the Member agencies and their constituents.

This Policy Platform serves as a guide for regulatory and legislative engagement which is based on principles set forth in RCEA’s RePower Humboldt strategic plan. To review RCEA’s strategic plan, please see <https://redwoodenergy.org/wp-content/uploads/2020/06/RePower-2019-Update-FINAL-.pdf>

This platform will be brought to the RCEA Board on an annual basis for review and input.

#### AVENUES AND EXAMPLES OF ADVOCACY

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Legislation and regulation are two distinct, but related, policy tools. Legislation sets principles of public policy, while regulation implements these principles and brings legislation into effect.

Examples of RCEA legislative advocacy include submitting letters in support or opposition of specific bills, as well as meeting with legislators in the California State Senate, the California State Assembly, U.S. House of Representatives, and U.S. Senate.

Most of RCEA’s regulatory engagement takes place through the California Public Utilities Commission (“CPUC”), the primary State agency responsible for executing legislation and issuing regulations pertinent to Community Choice Aggregation (“CCA”) operations. However, RCEA’s operations are also impacted by other state and federal agencies including but not limited to the California Energy Commission, the California Air Resources Board, the Federal Energy Regulatory Commission, and the federal Bureau of Ocean Energy Management. Each of these agencies develop and implement regulations that are of interest to RCEA. Examples of advocacy in this sphere include meeting with agency staff, agency decision-makers, and submitting comments in response to regulations.

## PROCEDURES

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**Regulatory Engagement:** RCEA regulatory engagement at the CPUC and other agencies is conducted at the staff level under the authority of the Executive Director in a manner consistent with RCEA’s mission, this policy platform, RCEA’s strategic plan, and any applicable RCEA policies.

**Legislative Advocacy:** The RCEA Executive Director, or their designee, is authorized to adopt positions on legislative matters in a timely manner without Board approval if the position is aligned with the issue areas described below.

Prior to adopting a legislative position, the Executive Director shall confer with the Board Chair and Vice-Chair on the matter. If both the Chair and Vice-Chair concur that the position is consistent with the Legislative Platform and/or the mission of RCEA then the Executive Director may take the position.

To keep the Board apprised of advocacy activities, staff will notify the full Board of any legislative positions taken by RCEA and deliver a quarterly report to the Board summarizing legislative engagement. Furthermore, this platform will be brought to the Board for review and input on an annual basis.

While the platform attempts to address a full range of issues of interest to RCEA, it is not intended to limit RCEA’s engagement in other issues that may impact RCEA in a positive or negative way. Issues not addressed in the platform will continue to be brought to the Board on a case-by-case basis.

## ISSUE AREAS

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### 1. Governance and Statutory Authority

RCEA will:

- a. Oppose policies ~~which that~~ limit the local decision-making authority of local governments or CCAs, including rate-setting authority and procurement of energy and capacity to serve their customers.
- b. Oppose policies ~~which that~~ limit RCEA’s ability to effectively serve its customers.
- c. Support efforts of CCAs to engage with their customers and promote transparency in their operations; ~~Similarly, RCEA will~~ oppose policies ~~which that~~ restrict or limit these abilities.
- d. Support policies ~~which that~~ make it easier for other cities and counties to form a CCA, become members of RCEA or other CCAs, ~~or expand the service area of an existing CCA~~, and oppose regulations and legislation ~~which that~~ restricts ~~which that ability~~ these abilities.

### 2. Restructuring the Electricity Utility Sector

RCEA will:

- ~~a.~~ Support policies and advocate for reforms to the utility regulatory and business model to transform IOUs into entities that solely provide transmission and distribution services.

- ~~b.a.~~ Support policies and advocate for reforms to the utility regulatory and business model to ensure Investor-Owned Utilities (IOUs) deliver greater benefits to ratepayers, increase safety and reliability, and reduce costs.
- ~~e.b.~~ Support local governments' ability to form municipal electric utilities, including supporting legislation ~~which that~~ expands opportunities for CCAs to become municipal electric utilities.
- ~~d.c.~~ Advocate for greater collaboration to occur between CCAs, tribes, local governments, and incumbent IOUs, particularly in local planning efforts related to energy, EV charging, community resource centers, and customer programs.
- ~~e.d.~~ Support efforts ~~which that~~ result in IOUs providing meter data in real time to enable CCAs to better forecast and schedule load.

### ~~3. Resource Adequacy~~

~~RCEA will:~~

- ~~a. Support the efforts of CalCCA to reform the Resource Adequacy program.~~
- ~~b. Advocate for and support efforts to remove barriers to demand response, microgrids and behind the meter resources to provide Resource Adequacy or other demand reduction value.~~

### ~~4.3. Power Cost Indifference Adjustment (PCIA)~~

~~RCEA will:~~

- ~~a. Support CalCCA efforts by the California Community Choice Association (CalCCA) to increase the transparency of IOU electricity contracts which that provide the basis for Power Cost Indifference Adjustment (PCIA) charges which RCEA (and its customers) and other CCAs must pay.~~
- ~~b. Support efforts which that create a pathway to wind down reduce and eventually phase out the PCIA.~~
- ~~c. Support policies which that would bring stability to the PCIA and/or provide new mechanisms for CCAs to securitize PCIA charges.~~
- ~~d. Oppose policies which that would increase or expand exit fees, including PCIA, on CCA customers.~~

### ~~5. Public Safety Power Shut-Offs (PSPS)~~

~~RCEA will:~~

- ~~a. Support policies which increase the notification and transparency requirements on IOUs as they implement a PSPS.~~
- ~~b. Support policies which create standards for PSPS implementation and penalties on IOUs which execute PSPS below those standards.~~
- ~~c. Support policies which create rules and procedures to ensure PSPS are implemented narrowly and only as absolutely necessary.~~
- ~~d. Support policies which require IOUs to notify impacted cities, counties, tribes, and CCAs of impending PSPS events.~~

#### **6.4. COVID-19 Response Public Health Emergency and Natural Disaster Response**

- a. To the extent that it does not ~~harm~~endanger RCEA's financial health and standing, support regulatory policies, legislation, or budget appropriations to alleviate residential and commercial financial hardship caused ~~by the COVID-19 pandemic~~ public health emergencies or natural disasters that could disrupt electricity service to RCEA customers or restrict RCEA customers accessing clean energy opportunities. This could include, for example, assistance to avoid electric service disconnection or economic recovery funding for transportation electrification.

#### **5. Reliability**

RCEA will:

- a. ~~Support policies that reduce outage duration and frequency of power outages and increase compliance with electric system-improve grid reliability targets.~~
- b. **Public Safety Power Shut-Offs (PSPS)**
  - i. ~~Support policies which that~~ increase the notification and transparency requirements on IOUs as they implement a PSPS.
  - ii. ~~Support policies which that~~ create standards for PSPS implementation and penalties on IOUs which that execute PSPS below those standards.
  - iii. ~~Support policies which that~~ create rules and procedures to ensure PSPS are implemented narrowly and only as absolutely necessary.
- c. ~~that~~ **Resource Adequacy**
  - i. Support the efforts of CalCCA to reform the Resource Adequacy program to improve electric system reliability at reasonable cost to ratepayers.
  - ii. Advocate for and support efforts to remove barriers to demand response, microgrids and behind the meter resources to provide Resource Adequacy or other demand-reduction value.

#### **7.6. Community Resilience**

RCEA will:

- a. Advocate for and support funding for programs implemented by local governments and CCAs to increase community resilience to wildfires, PSPS events and other potential service disruptions.
- b. Support policies ~~which that~~ reduce barriers to microgrid development by CCAs and other local entities including tribes and local governments.
- c. Support policies that expand the ability of non-IOU entities to develop microgrids (e.g., ensuring CCA access to ratepayer funds to develop microgrids).
- d. ~~Support policies which that~~ increase the development of community level resources and distributed energy resources which that reduce the need for new transmission and distribution infrastructure.
- e. d. Where new transmission or distribution infrastructure is needed, support policies that design, upgrade, and scale such infrastructure to empower community members access to resources including but not limited to renewable energy, green transportation, and rural transmission infrastructure.

#### **8.7. Climate Action**

**RCEA will:**

- a. Support policies that increase resources for climate change mitigation and adaptation and support initiatives that will strengthen climate change mitigation and adaptation efforts.
- b. ~~Support policies that increase resources for climate change mitigation and support initiatives that will strengthen climate change mitigation efforts.~~

**9.8. Renewable Energy Generation Sources**

RCEA will:

- a. Support policies ~~which that~~ expand opportunities for or reduce barriers to the development of renewable energy sources, including, but not limited to, wind, solar, bioenergy, ~~battery storage,~~ small hydro, and geothermal, as well as battery storage to enable use of these renewable resources, as long as local development and siting criteria are consistent with city and county land use authority, other local and state regulatory requirements, and informed by input from tribal governments.
- b. Support policies ~~which that~~ expand opportunities for offshore wind, including investment in requisite infrastructure (e.g., harbor facilities and transmission) and workforce training necessary to support such development.
- c. Oppose policies ~~which that~~ require CCAs to purchase specific renewable energy products, thus limiting the ability of CCAs to meet local energy needs in a cost-effective manner, and in conflict with their local procurement and rate setting authority.

**10.9. Environmental Justice**

RCEA will:

- a. Engage in regulatory and legislative developments ~~which that~~ directly or indirectly impact the



ability of rural, low-income, and underserved communities in the RCEA service territory to have affordable, reliable, and clean energy.

- b. Support policies ~~which that~~ strengthen the resilience of vulnerable communities to adapt to the impacts of climate change.
- c. Support policies that enable all communities, including emerging and historically marginalized communities, and individuals, regardless of race, color, national origin, religion, sexual orientation, sex, gender identity, age, disability, or socioeconomic status, in California to participate in the decarbonization of the state's electrical grid, building stock, and the transportation sector in a cost-effective manner.

#### **~~11.10.~~ RCEA Programs**

- a. Protect RCEA autonomy to administer programs, and support policies that expand opportunities for or reduce barriers to the development of RCEA programs including but not limited to:
  - i. Integrated demand side management (microgrids, distributed energy resources, demand response, energy efficiency, electrification, distributed generation and storage, vehicle-to-grid storage)
  - ii. Low-carbon transportation (advanced fuel deployment, fuel efficiency, fueling infrastructure)
  - iii. Energy generation and utility services (rates and tariffs, transmission and distribution infrastructure)

#### **~~12.11.~~ Local Economic Development and Environmental Objectives**

RCEA will:

- a. Support policies ~~which that~~ enhance opportunities for local governments and CCAs to promote local economic and workforce development through locally designed programs ~~which that~~ meet the unique needs of its member agencies and customers.
- b. Support efforts to enhance development of local and regional sources of renewable energy.
- c. Support policies ~~which that~~ enable CCAs to collaborate with their member jurisdictions on local energy resources and projects to advance environmental objectives.

#### **~~13.12.~~ Direct Access/Electric Service Providers**

RCEA will:

- a. Oppose policies ~~which that~~ expand direct access or the ability or economic incentives for electric service providers to selectively recruit CCA or IOU customers.



## **REDWOOD COAST ENERGY AUTHORITY 2024 POLICY PLATFORM**

### **INTRODUCTION**

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Redwood Coast Energy Authority (“RCEA”) is a joint-powers authority of the cities of Arcata, Blue Lake, Eureka, Ferndale, Fortuna, Rio Dell, Trinidad, the Yurok Tribe, Blue Lake Rancheria, County of Humboldt, and the Humboldt Bay Municipal Water District. The mission of RCEA is to develop and implement sustainable energy initiatives which reduce energy demand, increase energy efficiency, and advance the use of clean, efficient, and renewable resources available in the region for the benefit of the Member agencies and their constituents.

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This platform will be brought to the RCEA Board on an annual basis for review and input.

### **AVENUES AND EXAMPLES OF ADVOCACY**

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Most of RCEA’s regulatory engagement takes place through the California Public Utilities Commission (“CPUC”), the primary State agency responsible for executing legislation and issuing regulations pertinent to Community Choice Aggregation (“CCA”) operations. However, RCEA’s operations are also impacted by other state and federal agencies including but not limited to the California Energy Commission, the California Air Resources Board, the Federal Energy Regulatory Commission, and the federal Bureau of Ocean Energy Management. Each of these agencies develop and implement regulations that are of interest to RCEA. Examples of advocacy in this sphere include meeting with agency staff, agency decision-makers, and submitting comments in response to regulations.

## PROCEDURES

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## ISSUE AREAS

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### 1. Governance and Statutory Authority

RCEA will:

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- b. Oppose policies that limit RCEA’s ability to effectively serve its customers.
- c. Support efforts of CCAs to engage with their customers and promote transparency in their operations; oppose policies that restrict or limit these abilities.
- d. Support policies that make it easier for other cities and counties to form a CCA, become members of RCEA or other CCAs, or expand the service area of an existing CCA, and oppose regulations and legislation that restrict these abilities.

### 2. Restructuring the Electric Utility Sector

RCEA will:

- a. Support policies and advocate for reforms to the utility regulatory and business model to transform IOUs into entities that solely provide transmission and distribution services.
- b. Support policies and advocate for reforms to the utility regulatory and business model to ensure Investor-Owned Utilities (IOUs) deliver greater benefits to ratepayers, increase safety and reliability, and reduce costs.
- c. Support local governments’ ability to form municipal electric utilities, including supporting legislation that expands opportunities for CCAs to become municipal electric utilities.
- d. Advocate for greater collaboration to occur between CCAs, tribes, local governments, and incumbent IOUs, particularly in local planning efforts related to energy, EV charging, community resource centers, and customer programs.

- e. Support efforts that result in IOUs providing meter data in real time to enable CCAs to better forecast and schedule load.

### **3. Power Cost Indifference Adjustment (PCIA)**

RCEA will:

- a. Support efforts by the California Community Choice Association (CalCCA) to increase the transparency of IOU electricity contracts that provide the basis for Power Cost Indifference Adjustment (PCIA) charges which RCEA (and its customers) and other CCAs must pay.
- b. Support efforts that create a pathway to reduce and eventually phase out the PCIA.
- c. Support policies that would bring stability to the PCIA and/or provide new mechanisms for CCAs to securitize PCIA charges.
- d. Oppose policies that would increase or expand exit fees, including PCIA, on CCA customers.

### **4. Public Health Emergency and Natural Disaster Response**

- a. To the extent that it does not endanger RCEA's financial health and standing, support regulatory policies, legislation, or budget appropriations to alleviate residential and commercial financial hardship caused by public health emergencies or natural disasters that could disrupt electricity service to RCEA customers or restrict RCEA customers accessing clean energy opportunities. This could include, for example, assistance to avoid electric service disconnection or economic recovery funding for transportation electrification.

### **5. Reliability**

RCEA will:

- a. Support policies that reduce duration and frequency of power outages and improve grid reliability.
- b. **Public Safety Power Shut-Offs (PSPS)**
  - i. Support policies that increase the notification and transparency requirements on IOUs as they implement a PSPS.
  - ii. Support policies that create standards for PSPS implementation and penalties on IOUs that execute PSPS below those standards.
  - iii. Support policies that create rules and procedures to ensure PSPS are implemented narrowly and only as absolutely necessary.
- c. **Resource Adequacy**
  - i. Support the efforts of CalCCA to reform the Resource Adequacy program to improve electric system reliability at reasonable cost to ratepayers.
  - ii. Advocate for and support efforts to remove barriers to demand response, microgrids and behind the meter resources to provide Resource Adequacy or other demand-reduction value.

### **6. Community Resilience**

RCEA will:

- a. Advocate for and support funding for programs implemented by local governments and CCAs to increase community resilience to wildfires, PSPS events and other potential service disruptions.
- b. Support policies that reduce barriers to microgrid development by CCAs and other local entities including tribes and local governments.
- c. Support policies that expand the ability of non-IOU entities to develop microgrids (e.g., ensuring CCA access to ratepayer funds to develop microgrids).
- d. Support policies that increase the development of community level resources and distributed

energy resources that reduce the need for new transmission and distribution infrastructure. Where new transmission or distribution infrastructure is needed, support policies that design, upgrade, and scale such infrastructure to empower community members access to resources including but not limited to renewable energy, green transportation, and rural transmission infrastructure.

## **7. Climate Action**

RCEA will:

- a. Support policies that increase resources for climate change mitigation and adaptation and support initiatives that will strengthen climate change mitigation and adaptation efforts.

## **8. Renewable Energy Generation Sources**

RCEA will:

- a. Support policies that expand opportunities for or reduce barriers to the development of renewable energy sources, including, but not limited to, wind, solar, bioenergy, small hydro, and geothermal, as well as battery storage to enable use of these renewable resources, as long as local development and siting criteria are consistent with city and county land use authority, other local and state regulatory requirements, and informed by input from tribal governments.
- b. Support policies that expand opportunities for offshore wind, including investment in requisite infrastructure (e.g., harbor facilities and transmission) and workforce training necessary to support such development.
- c. Oppose policies that require CCAs to purchase specific renewable energy products, thus limiting the ability of CCAs to meet local energy needs in a cost-effective manner, and in conflict with their local procurement and rate setting authority.

## **9. Environmental Justice**

RCEA will:

Engage in regulatory and legislative developments that directly or indirectly impact the ability of rural, low-income, and underserved communities in the RCEA service territory to have affordable, reliable, and clean energy.

- a. Support policies that strengthen the resilience of vulnerable communities to adapt to the impacts of climate change.
- b. Support policies that enable all communities, including emerging and historically marginalized communities, and individuals, regardless of race, color, national origin, religion, sexual orientation, sex, gender identity, age, disability, or socioeconomic status, in California to participate in the decarbonization of the state's electrical grid, building stock, and the transportation sector in a cost-effective manner.

## **10. RCEA Programs**

- a. Protect RCEA autonomy to administer programs, and support policies that expand opportunities for or reduce barriers to the development of RCEA programs including but not limited to:
  - i. Integrated demand side management (microgrids, distributed energy resources, demand response, energy efficiency, electrification, distributed generation and storage, vehicle-to-grid storage)
  - ii. Low-carbon transportation (advanced fuel deployment, fuel efficiency, fueling infrastructure)

- iii. Energy generation and utility services (rates and tariffs, transmission and distribution infrastructure)

## **11. Local Economic Development and Environmental Objectives**

RCEA will:

- a. Support policies that enhance opportunities for local governments and CCAs to promote local economic and workforce development through locally designed programs that meet the unique needs of its member agencies and customers.
- b. Support efforts to enhance development of local and regional sources of renewable energy.
- c. Support policies that enable CCAs to collaborate with their member jurisdictions on local energy resources and projects to advance environmental objectives.

## **12. Direct Access/Electric Service Providers**

RCEA will:

- a. Oppose policies that expand direct access or the ability or economic incentives for electric service providers to selectively recruit CCA or IOU customers.





**STAFF REPORT**  
**Agenda Item # 9.2**

AGENDA DATE:	February 22, 2024
TO:	Board of Directors
PREPARED BY:	Kristy Siino, HR Manager
SUBJECT:	Coordinator/Associate Job Description and Pay Schedule Update

**SUMMARY**

Currently RCEA personnel are broken into five distinct employee classifications: Coordinator/Associate/Assistant, Specialist, Technician, Manager and Director. The Coordinator/Associate/Assistant is an entry level classification originally created to host limited duration employees providing extra help or internship level labor for RCEA. However, as need arose for more permanent staff in support roles, this classification expanded to include permanent, full-time employees.

As full-time employees entered the Coordinator/Associate/Assistant classification, their job duties outgrew the current job description but have not reached the level of RCEA's next established classification, Specialist. Human Resources interviewed both Supervisors and incumbents to ascertain the current duties of this position. These updated job duties were integrated into an updated job description and title of "Coordinator," which represents duties beyond the current established job description and creates an intermediate classification above the current entry level and below the "Specialist" designation. The additional title of 'Associate' will remain with the current job description and be reserved for limited duration and intern employees as it was intended to be used, with the remaining "Assistant" title being withdrawn from RCEA's classifications.

Additionally, an internal analysis of RCEA's salary schedule revealed that most RCEA salary levels have a 15% differential between classifications. For the Assistant/Coordinate/Associate classification, the difference to the next classification (Specialist) was 46%. In tandem with required minimum wage increases within California, notably the requirement that fast food workers shall have a minimum wage of \$20/hour beginning April 1, 2024, Staff determined that updating the salary schedule to reflect updated duties and be competitive in the labor market was necessary. The proposed salary range update reflects the proposed "Coordinator" classification's updated job duties and corrects the current schedule's salary calculation disparities.



## **FINANCIAL IMPACT**

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RCEA's current Assistant/Associate/Coordinator salary range is \$21.52-26.94 per hour. The proposed new Coordinator range would be \$27.25-\$34.03 per hour and would be within the 15% differential between classifications established in the rest of the salary schedule.

This change would impact 6 current employees, resulting in a budget increase of \$26,136.00 for the remaining fiscal year plus an associated increase of \$3,171.10 to annual employer-provided benefits.

For fiscal year 2023-24, RCEA's personnel expenses are approximately \$5.4 million, so this action would result in an increase to RCEA's personnel expenses that is less than 0.01%.

## **RECOMMENDATION**

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Approve the attached updated job description and salary schedule to establish the Coordinator job classification.

Approve the attached updated Associate/Intern job description.

## **ATTACHMENT**

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Current and proposed Salary Range for the Coordinator classification  
Proposed Coordinator Job Description  
Proposed Associate/Intern Job Description

**Redwood Coast Energy Authority - Job Classifications and Pay Scales, effective 7-1-2023**

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
<b>Assistant/Coordinator/Associate</b>										
Hourly	21.52	22.07	22.63	23.21	23.81	24.40	25.01	25.64	26.28	26.94
Monthly	3,729.51	3,758.03	3,854.39	3,953.22	4,054.59	4,155.95	4,259.85	4,366.35	4,475.51	4,587.39
Annual	44,754.13	45,901.67	47,078.64	48,285.78	49,523.88	50,761.98	52,031.03	53,331.80	54,665.10	56,031.72

<b>Specialist</b>										
Hourly	31.34	32.14	32.97	33.81	34.68	35.57	36.48	37.42	38.35	39.31
Monthly	5,432.01	5,571.29	5,714.14	5,860.66	6,010.93	6,165.06	6,323.14	6,485.27	6,647.40	6,813.59
Annual	65,184.09	66,855.48	68,569.72	70,327.92	72,131.20	73,980.72	75,877.66	77,823.24	79,768.82	81,763.04
<b>Senior Specialist</b>										
Hourly	36.04	36.96	37.91	38.88	39.88	40.90	41.93	42.97	44.05	45.15
Monthly	6,246.81	6,406.98	6,571.26	6,739.76	6,912.57	7,089.82	7,267.06	7,448.74	7,634.96	7,825.83
Annual	74,961.71	76,883.80	78,855.18	80,877.11	82,950.88	85,077.83	87,204.77	89,384.89	91,619.51	93,910.00

<b>Technician</b>										
Hourly	37.04	37.99	38.96	39.96	40.98	42.03	43.11	44.22	45.32	46.46
Monthly	6,419.65	6,584.25	6,753.08	6,926.23	7,103.83	7,285.98	7,472.80	7,664.41	7,856.02	8,052.42
Annual	77,035.74	79,011.02	81,036.94	83,114.81	85,245.96	87,431.76	89,673.60	91,972.92	94,272.24	96,629.05
<b>Senior Technician</b>										
Hourly	42.59	43.68	44.80	45.95	47.13	48.34	49.55	50.79	52.06	53.36
Monthly	7,382.59	7,571.89	7,766.04	7,965.17	8,169.40	8,378.88	8,588.35	8,803.06	9,023.13	9,248.71
Annual	88,591.11	90,862.67	93,192.49	95,582.04	98,032.86	100,546.52	103,060.18	105,636.69	108,277.61	110,984.55

<b>Manager</b>										
Hourly	42.73	43.83	44.95	46.11	47.29	48.50	49.74	51.02	52.30	53.60
Monthly	7,407.28	7,597.21	7,792.01	7,991.81	8,196.73	8,406.90	8,622.46	8,843.55	9,064.64	9,291.25
Annual	88,887.40	91,166.56	93,504.17	95,901.71	98,360.73	100,882.80	103,469.54	106,122.60	108,775.67	111,495.06
<b>Senior Manager</b>										
Hourly	49.14	50.40	51.70	53.02	54.38	55.78	57.17	58.60	60.07	61.57
Monthly	8,518.38	8,736.80	8,960.82	9,190.58	9,426.24	9,667.93	9,909.63	10,157.37	10,411.31	10,671.59
Annual	102,220.51	104,841.55	107,529.79	110,286.96	113,114.84	116,015.22	118,915.60	121,888.49	124,935.70	128,059.09

<b>Director</b>										
Hourly	61.48	63.05	64.67	66.33	68.03	69.73	71.47	73.26	75.09	76.97
Monthly	10,655.75	10,928.97	11,209.20	11,496.62	11,791.40	12,086.19	12,388.34	12,698.05	13,015.50	13,340.89
Annual	127,868.94	131,147.64	134,510.40	137,959.38	141,496.80	145,034.22	148,660.08	152,376.58	156,185.99	160,090.64

<b>Executive Director</b>										
Hourly	116.00	118.98	122.03	125.16	128.37	131.57	134.86	138.24	141.69	145.23
Monthly	20,107.06	20,622.62	21,151.41	21,693.75	22,250.00	22,806.25	23,376.41	23,960.82	24,559.84	25,173.83
Annual	241,284.67	247,471.45	253,816.88	260,325.00	267,000.00	273,675.00	280,516.88	287,529.80	294,718.04	302,085.99

Redwood Coast Energy Authority - Proposed Job Classifications and Pay Scales, 02.2024

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
<b>Associate/Intern</b>										
Hourly	21.52	22.07	22.63	23.21	23.81	24.40	25.01	25.64	26.28	26.94
Monthly	3,729.51	3,758.03	3,854.39	3,953.22	4,054.59	4,155.95	4,259.85	4,366.35	4,475.51	4,587.39
Annual	44,754.13	45,901.67	47,078.64	48,285.78	49,523.88	50,761.98	52,031.03	53,331.80	54,665.10	56,031.72
<b>Coordinator</b>										
Hourly	27.25	27.93	28.63	29.35	30.08	30.83	31.60	32.39	33.20	34.03
Monthly	4,723.33	4,841.42	4,962.45	5,086.51	5,213.68	5,344.02	5,477.62	5,614.56	5,754.92	5,898.80
Annual	56,680.00	58,097.00	59,549.43	61,038.16	62,564.11	64,128.22	65,731.42	67,374.71	69,059.08	70,785.55
<b>Specialist</b>										
Hourly	31.34	32.14	32.97	33.81	34.68	35.57	36.48	37.42	38.35	39.31
Monthly	5,432.01	5,571.29	5,714.14	5,860.66	6,010.93	6,165.06	6,323.14	6,485.27	6,647.40	6,813.59
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## Coordinator

**Class Description:** Under direct supervision, a Coordinator serves essential operations and support roles by providing general or clerical duties related to one or more programmatic or administrative functions for a specific department or RCEA as a whole. This position has no supervisory responsibilities. The Coordinator provides support to the daily operations of one or more departments or programs at RCEA. The Coordinator serves as the frontline customer service agent of their assigned department and/or program. The Coordinator should be outgoing, a self-starter, dependable, and able to work in a team environment or independently with limited supervision.

## Summary

The Coordinator or Associate performs administrative and customer support duties including receiving and responding to inquiries from the public and outside agencies; preparing documents, correspondence and routine reports; serves as receptionist; and provides other support duties as assigned. The position requires knowledge of general office administration, business software, and the ability to communicate clearly verbally and in writing.

## Essential Functions and Responsibilities

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

- Serves as the first line of contact to RCEA customers via e-mail, telephone and/or in person; refers customers to appropriate staff and/or provides a variety of general information regarding RCEA's functions and services; and explains operating policies and procedures.
- Performs initial customer consultations and provides referrals to appropriate staff for follow up.
- Maintains data including databases, various documents, operational reports, and records; assists in preparing reports, analyzing databases, and presenting information to colleagues.
- Assists in maintaining RCEA customer website and outreach materials, including document preparation, spelling and data checking, and troubleshooting issues.
- Develops, organizes, maintains, and archives a variety of files and records, both hard copy and electronic.
- Purchases office supplies, merchandise, and other special items; maintains inventory.
- Prepares customer reimbursements and purchase requisitions; gathers necessary forms and documentation.
- Receives and distributes mail.
- Schedules meetings and maintains calendars for RCEA staff.
- Reserves and prepares conference rooms; prepare meeting agendas; attend meetings and take and publish meeting minutes.
- Performs customer outreach and support for RCEA events, both in-house and at outside locations.
- Builds and maintains positive working relationships with co-workers, Board of Directors, and the public using principles of good customer service.
- Support the ongoing implementation of RCEA's Racial Justice Plan and actively engage in justice, equity, diversity, and inclusion efforts within the organization.

## 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 an Associate's degree in a related field, or two (2) years relevant work or educational experience, or any combination thereof.

Knowledge of:

- Basic office functions, such as operation of common office equipment, email and phone communications, scheduling, and document handling.
- Business software applications, including word processing, spreadsheets, email, calendars, and web browsers.
- Basic business terminology.
- Basic mathematical functions.
- Note taking, task management, and time management approaches and tools.

Ability to:

- Learn, understand, and effectively communicate information to coworkers, customers, and/or vendors.
- Promote and maintain a customer-centric approach to job duties.
- Work effectively as part of a team.
- Handle multiple tasks simultaneously at a fast pace and within stringent time constraints.
- Understand and apply office policies and procedures.
- Exercise discretion and independent judgment when necessary.
- Read, write, and comprehend simple instructions, short correspondence, and memos.
- Read, analyze, and interpret basic accounting principles.
- Effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

## Working Conditions and Essential Requirements

The physical demands described here are representative of those required for the position, which may include both office-based activities and field work. 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. Some placements may require fine and gross motor control to place and operate diagnostic and data collection equipment in a variety of settings. Some placements may require the ability to use ladders and hand tools and to physically navigate building service spaces such as attics and crawlspaces or equivalent. 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

- Bachelor's degree in a related discipline from an accredited institution.
- 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.

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.



## Associate / Intern

**Class Description:** Under direct supervision, an Associate/Intern engages in work assignments, projects, and activities, structured to enable the employee to gain the necessary knowledge, skills and abilities needed to perform at a professional level. An Associate/Intern is a limited-term/part-time position which provides internship-style career development opportunities related to energy, public policy, and/or government administration for those new to these fields.

## Summary

Under direct supervision, receives training and mentorship in planning and carrying out activities and assignments for agency operations, including office administration, customer service, and energy programs, as assigned.

## Essential Functions and Responsibilities

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

- Provide administrative and project/program support to staff and assist in general office activities.
- Receive guidance, training, and mentoring to support departmental specific projects and initiatives
- Perform office tasks such as answering phones and entering data.
- Attend and participate in regular supervisory and/or departmental meetings, as assigned.
- Support the ongoing implementation of RCEA's Racial Justice Plan and actively engage in justice, equity, diversity, and inclusion efforts within the organization.

## 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:

- Equivalent to the completion of twelfth (12<sup>th</sup>) grade or proof of enrollment in ongoing education in order to achieve equivalent education.
- Experience in dealing with the public is highly desirable.

Knowledge of:

- Basic office functions, such as operation of common office equipment, email and phone communications, scheduling, and document handling.
- Business software applications, including word processing, spreadsheets, email, calendars, and web browsers.
- Basic business terminology.
- Note taking, task management, and time management approaches and tools.

Ability to:

- Learn, understand, and effectively communicate information to coworkers, customers, and/or vendors.
- Work effectively as part of a team.
- Handle multiple tasks simultaneously at a fast pace and within stringent time constraints.
- Understand and apply office policies and procedures.

## **Working Conditions and Essential Requirements**

The physical demands described here are representative of those required for the position, which may include both office-based activities and field work. 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. Some placements may require fine and gross motor control to place and operate diagnostic and data collection equipment in a variety of settings. Some placements may require the ability to use ladders and hand tools and to physically navigate building service spaces such as attics and crawlspaces or equivalent. 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 may be required.

## **Preferred Qualifications**

- Experience providing clerical or customer service support
- 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.

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.



REDWOOD COAST  
**EnergyAuthority**

**STAFF REPORT**  
**Agenda Item # 10.1**

AGENDA DATE:	February 22, 2024
TO:	Board of Directors
FROM:	Eileen Verbeck, Deputy Executive Director
SUBJECT:	Deputy Executive Director's Report

**SUMMARY**

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Deputy Executive Director Eileen Verbeck will provide updates on topics as needed.

**RECOMMENDED ACTION**

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None. (Information only.)



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