



BOARD OF DIRECTORS MEETING AGENDA

March 24, 2022 -Thursday, 3:30 p.m.

COVID-19 NOTICE

RCEA AND HUMBOLDT BAY MUNICIPAL WATER DISTRICT OFFICES WILL NOT BE OPEN TO THE PUBLIC FOR THIS MEETING

Pursuant to the AB 361 Brown Act open public meeting law revisions signed into law on September 16, 2021, and Governor Newsom's State of Emergency Proclamation of March 4, 2020, this meeting will not be convened in a physical location. Board members will participate in the meeting via an online Zoom video conference.

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

You may submit written public comment by email to 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.

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 unmute your phone or computer. You will have 3 minutes to speak.

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."

In compliance with the Americans with Disabilities Act, any member of the public needing special accommodation to participate in this meeting should call (707) 269-1700 or email Ltaketa@redwoodenergy.org at least 3 business days before the meeting. Advance notice enables RCEA staff to make their best effort to reasonably accommodate access to this meeting while maintaining public safety.

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 of Directors, including those received less than 72 hours prior to the RCEA Board meeting, will be made available to the public at www.redwoodenergy.org.

OPEN SESSION Call to Order

1. REPORTS FROM MEMBER ENTITIES

2. ORAL COMMUNICATIONS

This time is provided for people to address the Board 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.

3. 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.

3.1 Approve Minutes of February 24, 2022, Board Meeting.

3.2 Approve Disbursements Report.

3.3 Accept Financial Reports.

3.4 Authorize extension of Resolution No. 2022-2 Ratifying Governor Newsom's March 4, 2020, State of Emergency Proclamation and Authorizing Remote Teleconference Meetings of RCEA's Legislative Bodies, for the Extension Period March 27, 2022, Through April 25, 2022, Pursuant to Brown Act Revisions of AB 361.

3.5 Approve Selection of Caselle Hosted Software to Provide Financial and Payroll Software to RCEA for an Amount Not to Exceed \$22,045 for Purchase and Implementation and \$23,868 Annually for Maintenance and Support. Authorize the Executive Director to Prepare and Execute a Professional Services Agreement with Caselle for These Services.

4. 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.

5. OLD CCE BUSINESS

5.1. Demand Reduction Incentive Program (DRIP) Pilot Program Summary – Information only

6. NEW CCE BUSINESS – None.

END OF COMMUNITY CHOICE ENERGY (CCE) BUSINESS

7. OLD BUSINESS – None.

8. NEW BUSINESS

8.1. Regulatory and Legislative Policy Platform Adoption

Approve 2022 RCEA Policy Platform.

9. STAFF REPORTS

9.1. Report from Executive Director

a. Monthly RCEA Work Report

10. FUTURE AGENDA ITEMS

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

11. CLOSED SESSION

- 11.1** Conference with real property negotiators pursuant to Government Code § 54956.8 in re: APN 001-115-007; RCEA negotiator: Executive Director; Owner's negotiating party: Disiere & Associates and Harris Plaza Properties; Under negotiation: price and terms.

12. RECONVENE TO OPEN SESSION

13. CLOSED SESSION REPORT

14. ADJOURNMENT

NEXT REGULAR MEETING

Thursday, April 28, 2022, 3:30 p.m.

This location of this meeting is to be determined.



BOARD OF DIRECTORS MEETING DRAFT MINUTES

February 24, 2022 - Thursday, 3:30 p.m.

Notice of this meeting was posted on February 19, 2022. Chair Stephen Avis 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., stating that the teleconference meeting was being conducted pursuant to the AB 361 Brown Act open public meeting law revisions signed into law on September 16, 2021, and Governor Newsom's State of Emergency Proclamation of March 4, 2020. Chair Avis stated that the posted agenda contained public teleconference meeting participation instructions.

PRESENT: Chair Stephen Avis, Alternate Director Leslie Castellano, Vice Chair Chris Curran, David Grover, Mike Losey, Sarah Schaefer (arrived 3:39 p.m.), Frank Wilson, Mike Wilson (arrived 3:33 p.m.), Sheri Woo. ABSENT: Scott Bauer. STAFF AND OTHERS PRESENT: Power Resources Director Richard Engel, Community Advisory Committee Chair Larry Goldberg, CAC Member Catherine Gurin, CAC Vice Chair Dennis Leonardi, CAC Member Kit Mann, Executive Director Matthew Marshall; Community Strategies Manager Nancy Stephenson; Clerk of the Board Lori Taketa.

Before calling the meeting to order, Chair Avis spoke in recognition of the disaster unfolding in the city of Kyiv and the suffering caused by the Russian invasion.

REPORTS FROM MEMBER ENTITIES

Director Losey reported that the Tesla battery storage project is fully online at the Fortuna water treatment facility, having passed all interconnection tests with PG&E.

Director Grover reported that Trinidad appointed Jack Tuttle as a new Councilmember. Councilmember Tuttle may be a future RCEA Alternate Director.

ORAL COMMUNICATIONS

There were no comments from the public on non-agenda items.

CONSENT CALENDAR

- 3.1 Approve Minutes of January 27, 2022, Board Meeting.
- 3.2 Approve Disbursements Report.
- 3.3 Accept Financial Reports.
- 3.4 Adopt Resolution 2022-2 Ratifying Governor Newsom's March 4, 2021, State of Emergency Proclamation and Authorizing Remote Teleconference Meetings of RCEA's Legislative Bodies for the Period February 24, 2022, through March 26, 2022, Pursuant to Brown Act Revisions.
- 3.5 Adopt Resolution 2022-3 Approving Updates to the Energy Risk Management Policy.

3.6 Approve Information Technology Technician Job Description and Revised Organizational Chart.

Director Losey requested that item 3.1, the minutes of the January 27, 2022, Board meeting be removed from the consent calendar. No member of the public requested an item be removed from the consent calendar.

M/S: Grover, M. Wilson: Approve the consent calendar except for item 3.1 – Minutes of January 27, 2022, Board meeting.

The motion passed with a unanimous roll call vote. Ayes: Avis, Castellano, Curran, Grover, Losey, Schaefer, F. Wilson, M. Wilson, Woo. Noes: None. Absent: None. Abstain: None.

Director Losey asked that the attendee list in the minutes be corrected to reflect his absence.

M/S: Losey, Grover: Approve consent calendar item 3.1 – Minutes of January 27, 2022, Board meeting with corrected attendee list.

The motion passed with a unanimous roll call vote. Ayes: Avis, Castellano, Curran, Grover, Losey, Schaefer, F. Wilson, M. Wilson, Woo. Noes: None. Absent: None. Abstain: None.

Chair Avis stated there was no Community Choice Energy business on this meeting agenda.

OLD BUSINESS

5.1 Community Advisory Committee Member Appointments

Executive Director Marshall reported that an ad hoc Board subcommittee reviewed applications and nominated four people to fill the at-large Community Advisory Committee seats. Director Woo thanked the applicants and described the committee's decision-making process and criteria. The nomination subcommittee requested more effort to recruit applicants from different parts of the community and requested enlisting the Racial Equity Subcommittee to help find applicants to fill the next vacancies. The diversity of the current applicant pool's community involvements, energy and transportation experience and length of time spent in Humboldt was praised. Director Mike Wilson expressed appreciation for County nominee Jerome Qiriazhi's experience and institutional knowledge.

There were no responses from the public to Chair Avis' invitation for comment. Chair Avis closed the public comment period.

M/S: Grover, Losey: Reappoint Elizabeth Burks, Roger Hess, Ethan Lawton, and Dennis Leonardi to the Fortuna, Rio Dell, Humboldt Bay Municipal Water District and Ferndale seats, respectively; appoint Jerome Qiriazhi to the vacant County seat; and appoint/reappoint Colin Fiske, Larry Goldberg, Emily Morris, and Jeff Trirogoff to the at-large Community Advisory Committee seats; for Two-Year Terms Ending on April 9, 2024.

The motion passed with a unanimous roll call vote. Ayes: Avis, Castellano, Curran, Grover, Losey, Schaefer, F. Wilson, M. Wilson, Woo. Noes: None. Absent: None. Abstain: None.

5.2 RePower Humboldt Strategic Plan Status Update (Information only)

Executive Director Marshall gave the biannual report on progress in the strategic plan's four categories.

In Regional Planning and Coordination, the CORE Hub launched in September after two years of development. This project will seek ways to move climate and resilience issues forward and bring funding for these projects into the region. RCEA, its offshore wind partners and the CORE Hub provided comments on the offshore wind BOEM lease process' draft environmental impact assessment. RCEA continues to work with staff from the cities and County on the regional climate action plan development.

In Low-Carbon Transportation, the Arcata Community Center electric vehicle charging stations began operations and development of the airport EV charging stations is underway. Staff is working on a California Energy Commission grant application for additional charging stations. Eligible electric vehicle and charging station applicants are receiving rebates and there is interest in a second round of electric bike rebates. Funding for these transportation rebates comes from RCEA's Community Choice Energy program revenues. Staff is starting work on a medium- and heavy-duty EV planning grant application.

In Integrated Demand-Side Management, also known as Customer Energy Solutions, RCEA received a \$161,000 grant to expand the building electrification heat pump program which is funded through CPUC grants and RCEA's Community Choice Energy program revenues. Staff are in the final stages of submitting a CPUC Rural REN funding proposal and are launching a customer rebate catalog listing an increased number of customer rebate and incentive programs.

In Energy Generation and Utility Services, the airport microgrid is now the largest operating Humboldt County solar array, delivering power to the grid and participating in the California energy market. The last phases of testing and commissioning for islanding are underway and a ribbon cutting event is being planned for June. Michael Furniss completed his contract to investigate small, local hydropower development and alternative uses of forest biomass. RCEA enrolled in the California Arrearages Payment Program. RCEA customers who fell behind in payments will receive about \$1.5 million in bill credits. The first California Community Power joint procurement agreement for long-duration storage is on this agenda for Board approval. Construction on the 5 MW Tierra Buena battery storage project, a joint procurement with Valley Clean Energy which satisfies some of RCEA's new energy capacity construction requirements, is 90% complete. Battery performance degradation, recycling and consideration of these issues in the Tesla contract were discussed.

Chair Avis invited public comment. There were no comments from the public. Chair Avis closed the public comment period.

5.3. California Community Power Long-Duration Storage Agreement with LS Power (Tumbleweed)

Power Resources Director Engel reported on the state procurement mandates to ensure grid reliability, this mandate's requirement of construction of new long-duration energy storage which can discharge electricity at full capacity over eight hours or longer, and the joint powers authority (JPA) formed by community choice aggregators to jointly procure mandated new energy resources. The Tumbleweed long-duration storage project has received attention for being one of the first long-duration storage contracts to near execution in California by a JPA of Community Choice Aggregators rather than an investor-owned utility. The novelty of the collective procurement arrangement necessitated complex agreement structures and new contingency arrangements which were reviewed in more detail by a Board ad hoc subcommittee. The work to develop these agreements to satisfy both procuring entities and developers will benefit future large-scale energy resource development projects such as offshore wind.

M/S: Losey, Grover: Delegate authority to the Executive Director to execute on behalf of Redwood Coast Energy Authority as a member of California Community Power the following agreements and any necessary ancillary documents for the Tumbleweed Energy Storage for Long Duration Storage with a delivery term of 15 years starting at the Commercial Operation Date on or about June 1, 2026, for an RCEA share not to exceed 3.82 MW:

- a. Project Participation Share Agreement (PPSA) by and among Redwood Coast Energy Authority, California Community Power and participating community choice aggregators (CCAs).**
- b. Energy Storage Service Agreement (ESSA) - Buyer Liability Pass Through Agreement (BLPTA) by and among Redwood Coast Energy Authority, California Community Power and Tumbleweed Energy Storage, LLC.**
- c. Operations Agreement (COA) by and among Redwood Coast Energy Authority, California Community Power and participating CCAs for Tumbleweed (agreement to be developed).**

The motion passed with a unanimous roll call vote. Ayes: Avis, Castellano, Curran, Grover, Losey, Schaefer, F. Wilson, M. Wilson, Woo. Noes: None. Absent: None. Abstain: None.

NEW BUSINESS

6.1. Community Advisory Committee Annual Report to the RCEA Board

Executive Director Marshall described the process to institute an annual Community Advisory Committee report to the Board to encourage a more interactive process between the CAC and Board.

CAC Chair Goldberg reviewed the committee's past year accomplishments in the areas of assessing alternate biomass uses, drafting agency comments on the North McKay Ranch Project in relation to RePower Humboldt strategic plan goals, bond and alternate financing energy resilience project identification, and community outreach. Chair Goldberg reviewed the CAC's 2022 work goals, on which the Board was previously asked to comment and provide feedback.

CAC members in attendance described the committee's good internal working relationship despite differences of opinion and the CAC's function as a liaison to the community about RCEA projects, programs and issues. The need for the CAC to explain the region's energy challenges and opportunities to the community was discussed, as was the committee's coordination with staff and knowledge of agency efforts. The directors thanked the CAC members in attendance for their work, for their input, for being a venue for in-depth conversation about energy issues, and for bringing value to the agency. Director Schaefer introduced herself as the new Board liaison to the CAC.

Chair Avis invited public comment. There were no comments from the public. Chair Avis closed the public comment period.

STAFF REPORTS

7.1. Report from Executive Director Matthew Marshall

Executive Director Marshall reported that the Harbor district did not receive the federal infrastructure grant for which RCEA contributed funds to develop a proposal. The developed proposal material will be used to pursue other harbor redevelopment funding. A summary of RCEA's work in February is available on the Board of Directors webpage. The CPUC has delayed making a solar net energy metering tariff decision. Staff is watching for a revised proposal.

Chair Avis commented that rural counties have a poor record of winning grants and that working with a good grant writer is a worthwhile investment to win infrastructure grants.

There were no responses from the public to Chair Avis' invitation for comment. Chair Avis closed the public comment period.

FUTURE AGENDA ITEMS

There were no requests for future agenda items from the directors or the public.

The meeting was adjourned at 4:40 p.m.

Lori Taketa
Clerk of the Board

Redwood Coast Energy Authority
Disbursements Report
As of January 31, 2022

Type	Date	Num	Name	Memo	Amount
Liability Check	01/10/2022	E-pay	EDD	Taxes	-6,261.73
Liability Check	01/10/2022	E-pay	Internal Revenue Service	Taxes	-27,973.73
Liability Check	01/10/2022	E-pay	EDD	Taxes	-3,535.32
Liability Check	01/10/2022	E-pay	EDD	Taxes	-52.89
Liability Check	01/10/2022	E-pay	Internal Revenue Service	Taxes	-355.00
Liability Check	01/10/2022	ACH	Newport Group	Deferred compensation contributions	-15,864.79
Check	01/10/2022	12854	Burks, K.	Utilities Reimbursement for (6) months	-432.00
Check	01/10/2022	12855	CCE Customer	Residential EVSE Rebate: REVSE10	-329.50
Check	01/10/2022	12856	CCE Customer	EV Rebate #: EV23	-1,000.00
Check	01/10/2022	12857	CCE Customer	Residential EVSE: REVSE9	-349.50
Check	01/10/2022	12858	NEM Customer	NEM Account Closeout Acct #: 9028911815	-10.75
Check	01/10/2022	12859	NEM Customer	NEM Account Closeout Acct #: 127485046	-264.49
Check	01/10/2022	12860	NEM Customer	NEM Account Closeout Acct #: 7218029512	-474.56
Bill Pmt -Check	01/10/2022	12862	Ameritas - Dental	#010-055098-00001 January 2021	-1,746.75
Bill Pmt -Check	01/10/2022	12863	Ameritas - Vision	010-055098-00002 January 2021	-365.64
Bill Pmt -Check	01/10/2022	12864	AT&T	DSL Internet back-up	-116.89
Bill Pmt -Check	01/10/2022	12865	Braun Blasing Smith Wynne	Legal Services - Regulatory - November	-5,294.43
Bill Pmt -Check	01/10/2022	12866	CA Dept. of Tax & Fee Administration	Electrical Energy Surcharge Q4 2021	-47,985.58
Bill Pmt -Check	01/10/2022	12867	City of Arcata	December Utility User Tax	-7,485.20
Bill Pmt -Check	01/10/2022	12868	City of Eureka-Water	Water service, 11/26-12/22/21	-113.75
Bill Pmt -Check	01/10/2022	12869	Colonial Life	Colonial Life Premiums December 2021	-769.54
Bill Pmt -Check	01/10/2022	12870	Diamond, Nancy	December legal services	-8,675.00
Bill Pmt -Check	01/10/2022	12871	Donald Dame	Professional Services December 2021	-175.00
Bill Pmt -Check	01/10/2022	12872	Frontier Energy, Inc.	Professional Services - Program Support	-988.00
Bill Pmt -Check	01/10/2022	12873	Gelinas James, Inc.	Consulting services	-1,687.50
Bill Pmt -Check	01/10/2022	12874	HireRight	Background Check: new hires	-85.56
Bill Pmt -Check	01/10/2022	12875	Humboldt Bay Coffee Co.	Coffee - Q3&4 2021	-207.60
Bill Pmt -Check	01/10/2022	12876	Mission Uniform & Linen	January mat service, janitorial supplies	-8.47
Bill Pmt -Check	01/10/2022	12877	Morse Media	Website Development Services	-97.20
Bill Pmt -Check	01/10/2022	12878	Northcoast Childrens Services	Pastels on the Plaza sponsorship	-150.00
Bill Pmt -Check	01/10/2022	12879	PG&E CCA	November CCE Charges	-22,180.97
Bill Pmt -Check	01/10/2022	12880	PG&E Utility Account	11/20-12/22/21 utilities	-821.33
Bill Pmt -Check	01/10/2022	12881	Pierson's Home Ctr	Facilities maintenance/materials	-32.40
Bill Pmt -Check	01/10/2022	12882	Platt/Rexel	LED Stock	-2,683.84
Bill Pmt -Check	01/10/2022	12883	Recology	December garbage service	-93.21
Bill Pmt -Check	01/10/2022	12884	SHN Consulting	Testing at ACV	-1,254.10
Bill Pmt -Check	01/10/2022	12885	Suddenlink Communications	Phone & Internet access - November-Jan	-3,295.05
Bill Pmt -Check	01/10/2022	12886	Times Printing Company	CES Customer Energy Solutions postcards	-281.97
Bill Pmt -Check	01/10/2022	12887	Verizon Wireless	December Tablet/cell service for staff	-1,674.80
Bill Pmt -Check	01/10/2022	12888	City of Arcata	December Excessive Energy Use Tax	-2,665.32
Check	01/10/2022	12889	VISA	December 2021 Statement 11/20-12/21/21	-3,656.28
Liability Check	01/10/2022	12890	Umpqua Bank	HSA contributions	-217.22
Paycheck	01/10/2022	ACH	Employees	Payroll	-68,096.97
Check	01/21/2022	ACH	Umpqua Bank	Service Charge	-22.51
Liability Check	01/24/2022	E-pay	Internal Revenue Service	Taxes	-43.97
Liability Check	01/24/2022	ACH	Newport Group	Deferred compensation contributions	-80.13
Bill Pmt -Check	01/25/2022	ACH	Humboldt Sawmill Co.	Humboldt Redwood Co. December 2021	-491,472.77
Bill Pmt -Check	01/25/2022	ACH	Leapfrog Energy	December 2021 RA	-36,740.00
Bill Pmt -Check	01/25/2022	ACH	Snow Mountain Hydro, LLC	Cove plant hydro - DEC 2020	-17,846.86
Bill Pmt -Check	01/25/2022	ACH	Keenan	Anthem Medical Insurance February 2022	-21,518.39
Liability Check	01/25/2022	E-pay	EDD	Taxes	-5,899.20

Redwood Coast Energy Authority
Disbursements Report
As of January 31, 2022

Type	Date	Num	Name	Memo	Amount
Liability Check	01/25/2022	E-pay	Internal Revenue Service	Taxes	-26,711.47
Liability Check	01/25/2022	E-pay	EDD	Taxes	-2,421.63
Liability Check	01/25/2022	12891	Umpqua Bank	HSA contributions	-182.97
Bill Pmt -Check	01/25/2022	12892	Arcata Technology Center	Site Host Reimbursement 10/01-12/31/21	-284.28
Bill Pmt -Check	01/25/2022	12893	Blue Lake Rancheria	Site Host Reimbursement 10/01-12/31/21	-41.14
Bill Pmt -Check	01/25/2022	12894	City of Blue Lake	Site Host Reimbursement 10/01-12/31/21	-123.15
Bill Pmt -Check	01/25/2022	12895	City of Trinidad	Site Host Reimbursement 10/01-12/31/21	-400.85
Bill Pmt -Check	01/25/2022	12896	North Coast Unified Air Quality	Site Host Reimbursement 10/01-12/31/21	-333.15
Bill Pmt -Check	01/25/2022	12897	Open Door Fortuna	Site Host Reimbursement 10/01-12/31/21	-167.07
Bill Pmt -Check	01/25/2022	12898	St. Joseph Hospital	Site Host Reimbursement 10/01-12/31/21	-676.35
Check	01/25/2022	12899	CCE Customer	Residential EVSE Rebate #: REVSE7	-464.84
Check	01/25/2022	12900	CCE Customer	PA Res & Heat Pump Rebate #: 5526	-2,250.00
Check	01/25/2022	12901	CCE Customer	Residential EVSE Rebate #: REVSE2	-250.00
Bill Pmt -Check	01/25/2022	12902	Aiqueous, LLC	PowerPath Configuration Project Hours - Dec	-450.00
Bill Pmt -Check	01/25/2022	12903	Ameritas - Vision	VOID: 010-055098-00002 February 2022	0.00
Bill Pmt -Check	01/25/2022	12904	AT&T	Phone and router charges for RCAM	-2,095.48
Bill Pmt -Check	01/25/2022	12905	Bidwell Consulting Services, Inc.	Annual 457(b) administration for 2021	-1,000.00
Bill Pmt -Check	01/25/2022	12906	Bithell, M.	Purchase reimbursement - postage	-31.00
Bill Pmt -Check	01/25/2022	12907	CA Community Power	Share of joint procurement general ops costs	-26,891.00
Bill Pmt -Check	01/25/2022	12908	CalCCA	Advance Expense Reimbursement	-3,502.62
Bill Pmt -Check	01/25/2022	12909	Central Office	Printing services- postcards	-46.70
Bill Pmt -Check	01/25/2022	12910	City of Arcata	Site Host Reimbursement 10/01-12/31/21	-317.66
Bill Pmt -Check	01/25/2022	12911	Colonial Life	Colonial Life Premiums Jan 2022	-1,234.58
Bill Pmt -Check	01/25/2022	12912	Developed Employment Services, LLC.	Facilities maintenance work	-24.35
Bill Pmt -Check	01/25/2022	12913	Food For People, Inc.	Donations	-400.00
Bill Pmt -Check	01/25/2022	12914	Keyes & Fox, LLP	November legal services	-62.65
Bill Pmt -Check	01/25/2022	12915	Liebert Cassidy Whitmore	ERC Membership + Liebert Library	-5,580.00
Bill Pmt -Check	01/25/2022	12916	Lost Coast Communications	Radio spots - Food for People promo	-1,080.00
Bill Pmt -Check	01/25/2022	12917	Mission Uniform & Linen	Jan mat service, janitorial supplies	-8.47
Bill Pmt -Check	01/25/2022	12918	NYLEX.net, Inc.	Network support services	-8,890.47
Bill Pmt -Check	01/25/2022	12919	PG&E CCA	December CCE Charges	-22,196.93
Bill Pmt -Check	01/25/2022	12920	PG&E EV Account	EV stations Nov	-831.65
Bill Pmt -Check	01/25/2022	12921	Ray Morgan Company	Printer Charges: 12/05/21-1/5/22	-71.81
Bill Pmt -Check	01/25/2022	12922	SDRMA P&L	VOID: Item 26: Solar Grid	0.00
Bill Pmt -Check	01/25/2022	12923	Suddenlink Communications	Phone & Internet access - Feb	-1,097.97
Bill Pmt -Check	01/25/2022	12924	United States Treasury	Form 941 Q4 2021 Taxes	-417.21
Bill Pmt -Check	01/25/2022	12925	Winzler, John	Office Lease	-7,132.00
Bill Pmt -Check	01/25/2022	12926	SDRMA P&L	VOID: Item 26: Solar Grid	0.00
Bill Pmt -Check	01/25/2022	12927	Michael Furniss	Consulting 2021	-45,596.27
Bill Pmt -Check	01/25/2022	12928	SDRMA P&L	Item 26: Solar Grid coverage	-15,197.06
Liability Check	01/25/2022	ACH	Newport Group	Deferred compensation contributions	-15,221.51
Paycheck	01/25/2022	ACH	Employees	Payroll	-65,306.68
TOTAL					<u>-1,072,424.63</u>

Redwood Coast Energy Authority
Profit & Loss Budget vs. Actual
July 2021 through January 2022

	<u>Jul '21 - Jan 22</u>	<u>Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense			
Income			
5 REVENUE EARNED			
Total 5000 · Revenue - government agencies	312,604.93	911,000.00	34.31%
Total 5100 · Revenue - program related sales	15,002.06	31,000.00	48.39%
Total 5400 · Revenue-nongovernment agencies	1,064,708.48	1,377,873.00	77.27%
Total 5500 · Revenue - Electricity Sales	23,210,322.42	44,645,168.00	51.99%
Total 5 REVENUE EARNED	<u>24,602,637.89</u>	<u>46,965,041.00</u>	<u>52.39%</u>
Total Income	<u>24,602,637.89</u>	<u>46,965,041.00</u>	<u>52.39%</u>
Gross Profit	24,602,637.89	46,965,041.00	52.39%
Expense			
Total 6 WHOLESALE POWER SUPPLY	26,368,806.09	41,084,582.00	64.18%
Total 7 PERSONNEL EXPENSES	1,710,726.82	3,517,800.00	48.63%
Total 8.1 FACILITIES AND OPERATIONS	382,316.72	3,313,389.00	11.54%
Total 8.2 COMMUNICATIONS AND OUTREACH	59,397.84	118,570.00	50.1%
Total 8.3 TRAVEL AND MEETINGS	687.52	44,300.00	1.55%
8.4 PROFESSIONAL & PROGRAM SRVS			
8400 · Regulatory	70,987.69	180,000.00	39.44%
8410 · Contracts - Program Related Ser	263,922.64	393,000.00	67.16%
8420 · Accounting	765.00	55,000.00	1.39%
8430 · Legal	87,899.70	153,000.00	57.45%
8450 · Wholesale Services - TEA	382,074.00	639,088.00	59.78%
8460 · Procurement Credit - TEA	403,156.85	340,032.00	118.56%
8470 · Data Management - Calpine	430,621.44	738,144.00	58.34%
Total 8.4 PROFESSIONAL & PROGRAM SRVS	<u>1,639,427.32</u>	<u>2,498,264.00</u>	<u>65.62%</u>
Total 8.5 PROGRAM EXPENSES	326,856.28	631,393.00	51.77%
Total 8.6 INCENTIVES & REBATES	74,432.49	601,000.00	12.39%
Total 9 NON OPERATING COSTS	<u>32,065.38</u>	<u>414,320.00</u>	<u>7.74%</u>
Total Expense	<u>30,594,716.46</u>	<u>52,223,618.00</u>	<u>58.58%</u>
Net Ordinary Income	-5,992,078.57	-5,258,577.00	113.95%
Other Income/Expense			
Other Income			
9500 · Debt proceeds	0.00	6,600,000.00	0.0%
Total Other Income	<u>0.00</u>	<u>6,600,000.00</u>	<u>0.0%</u>
Net Other Income	0.00	6,600,000.00	0.0%
Net Income	<u><u>-5,992,078.57</u></u>	<u><u>1,341,423.00</u></u>	<u><u>-446.7%</u></u>

Redwood Coast Energy Authority
Balance Sheet
As of January 31, 2022

	<u>Jan 31, 22</u>
ASSETS	
Current Assets	
Checking/Savings	
1010 · Petty Cash	300.00
1050 · GRANTS & DONATIONS 3840	15,995.51
1060 · Umpqua Checking Acct 0560	-86,088.33
1071 · Umpqua Deposit Cntrol Acct 8215	2,131,984.84
1075 · Umpqua Reserve Account 2300	9,917.68
1076 · First Republic Bank - 4999	91,082.18
8413 · COUNTY TREASURY 3839	5,329.01
Total Checking/Savings	2,168,520.89
Total Accounts Receivable	75,776.07
Other Current Assets	
1101 · Allowance for Doubtful Accounts	-1,856,806.61
1103 · Accounts Receivable-Other	7,763,236.95
1120 · Inventory Asset	21,715.00
1202 · Prepaid Expenses	-8,956.45
1205 · Prepaid Insurance	11,998.61
1499 · Undeposited Funds	1,377.00
Total Other Current Assets	5,932,564.50
Total Current Assets	8,176,861.46
Total Fixed Assets	8,402,029.71
Other Assets	
1700 · Retained Deposits	4,293,600.00
Total Other Assets	4,293,600.00
TOTAL ASSETS	<u><u>20,872,491.17</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	4,611,779.52
Total Accounts Payable	4,611,779.52
Total Credit Cards	16,830.36
Other Current Liabilities	
2002 · Deposits Refundable	244,845.00
2013 · Unearned Revenue - PA 2020-2023	1,276,354.02
Total 2100 · Payroll Liabilities	158,772.61
Total Other Current Liabilities	1,679,971.63
Total Current Liabilities	6,308,581.51
Long Term Liabilities	
2700 · Long-Term Debt	
2704 · USDA Loan	6,287,592.00
Total 2700 · Long-Term Debt	6,287,592.00
Total Long Term Liabilities	6,287,592.00
Total Liabilities	12,596,173.51
Equity	
2320 · Investment in Capital Assets	215,489.00
3900 · Fund Balance	14,052,907.23
Net Income	-5,992,078.57
Total Equity	8,276,317.66
TOTAL LIABILITIES & EQUITY	<u><u>20,872,491.17</u></u>



REDWOOD COAST Energy Authority

STAFF REPORT Agenda Item # 3.4

AGENDA DATE:	March 24, 2022
TO:	Board of Directors
PREPARED BY:	Lori Taketa, Clerk of the Board
SUBJECT:	Virtual Board Meeting Authorization

BACKGROUND

On September 16, 2021, Governor Newsom signed AB 361 authorizing Brown Act revisions which allowed legislative bodies to meet virtually provided there is a state of emergency, and either 1) state or local officials have imposed or recommended measures to promote social distancing, or 2) the legislative body determines by majority vote that meeting in person would present imminent risks to the health and safety of attendees.

SUMMARY

The Centers for Disease Control and Prevention list Humboldt County as an area of substantial COVID-19 transmission. While the Humboldt County Health Officer rescinded the local universal public indoor face covering order of November 8, 2021, both Humboldt County Public Health and the CDC continue to strongly recommend indoor masking for all individuals in public spaces in areas of substantial or high transmission. Humboldt County Health further recommends mask wearing and physical distancing at gatherings where people of different households come together in a private or public space.

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

N/A – Operations.

EQUITY IMPACTS

N/A. Recommended measures reduce health risks to vulnerable populations.

FINANCIAL IMPACT

Annual teleconferencing subscription costs have been included in the Fiscal Year 2021-22 budget.

STAFF RECOMMENDATION

Authorize extension of Resolution No. 2022-2 Ratifying Governor Newsom's March 4, 2020, State of Emergency Proclamation and Authorizing Remote Teleconference Meetings of RCEA's Legislative Bodies, for the extension period March 27, 2022, through April 25, 2022, pursuant to Brown Act revisions of AB 361.

ATTACHMENTS

1. Resolution No. 2022-2 Ratifying Governor Newsom's March 4, 2020, State of Emergency Proclamation and Authorizing Remote Teleconference Meetings of RCEA's Legislative Bodies, for the extension period February 24, 2022, through March 26, 2022, pursuant to Brown Act revisions of AB 361.

RESOLUTION NO. 2022-2

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE REDWOOD COAST ENERGY AUTHORITY
RATIFYING THE PROCLAMATION OF A STATE OF EMERGENCY
BY GOVERNOR GAVIN NEWSOM ON MARCH 4, 2020,
AND AUTHORIZING REMOTE TELECONFERENCE MEETINGS
OF THE LEGISLATIVE BODIES OF REDWOOD COAST ENERGY AUTHORITY
FOR THE PERIOD FEBRUARY 24, 2022, THROUGH MARCH 26, 2022,
PURSUANT TO BROWN ACT PROVISIONS**

WHEREAS, the Redwood Coast Energy Authority (RCEA) is committed to preserving and nurturing public access and participation in meetings of the Board of Directors; and

WHEREAS, all meetings of RCEA's legislative bodies are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), so that any member of the public may attend, participate, and watch RCEA's legislative bodies conduct their business; and

WHEREAS, the Brown Act, Government Code section 54953(e), makes provisions for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

WHEREAS, a required condition is that a state of emergency is declared by the Governor pursuant to Government Code section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code section 8558; and

WHEREAS, a proclamation is made when there is an actual incident, threat of disaster, or extreme peril to the safety of persons and property within the jurisdictions that are within RCEA's boundaries, caused by natural, technological, or human-caused disasters; and

WHEREAS, it is further required that state or local officials have imposed or recommended measures to promote social distancing, or, the legislative body has determined that meeting in person would present imminent risks to the health and safety of attendees; and

WHEREAS, such conditions now exist in Humboldt County, specifically, Governor Newsom's Proclamation of a State of Emergency of March 4, 2020, remains in effect; and

WHEREAS, the Centers for Disease Control and Prevention continue to list Humboldt County as an area of high transmission of COVID-19 and the Humboldt County Department of Health and Human Services continues to recommend the use of physical distancing at gatherings and events, including meetings of legislative bodies; and

WHEREAS, the Board of Directors does hereby find that the COVID-19 public health emergency and increased risk of infection has caused, and will continue to cause, conditions of peril to the safety of persons within Humboldt County that are likely to be beyond the control of services, personnel, equipment, and facilities of RCEA, and desires to ratify the proclamation of state of emergency by the Governor of the State of California; and

WHEREAS, as a consequence of the emergency, the Board of Directors does hereby find that the legislative bodies of RCEA shall conduct their meetings without compliance with paragraph (3) of

subdivision (b) of Government Code section 54953, as authorized by subdivision (e) of section 54953, and that such legislative bodies shall comply with the requirements to provide the public with access to the meetings as prescribed in paragraph (2) of subdivision (e) of section 54953; and

WHEREAS, public access and participation in meetings of RCEA's legislative bodies shall be provided via online video conferencing software which shall also allow for public participation and real-time public comment opportunity by telephone.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF REDWOOD COAST ENERGY AUTHORITY DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. Recitals. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

Section 2. Proclamation of Imminent Risk of In-Person Meetings. The Board hereby proclaims that as Humboldt County remains an area of high transmission of COVID-19 as determined by the Centers for Disease Control and Prevention, that meeting in-person presents imminent risks to the health or safety of attendees; and, acknowledges that the Humboldt County Department of Health and Human Services continues to recommend physical distancing at gatherings and events, including meetings of legislative bodies.

Section 3. Ratification of Governor's Proclamation of a State of Emergency. The Board hereby ratifies the Governor of the State of California's Proclamation of State of Emergency, effective as of its issuance date of March 4, 2020.

Section 4. Remote Teleconference Meetings. The staff and legislative bodies of Redwood Coast Energy Authority, including but not limited to the Board of Directors and its subcommittees, and the Community Advisory Committee and its subcommittees, are hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including conducting open and public meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act.

Section 5. Effective Date of Resolution. This Resolution shall take effect immediately upon its adoption and shall be effective for 30 days or until this Resolution is extended by a majority vote of the Board of Directors in accordance with Section 6 of this Resolution.

Section 6. Extension by Motion. The Board of Directors may extend the application of this Resolution by motion and majority vote by up to 30 days at a time, provided that it makes all necessary findings consistent with and pursuant to the requirements of Section 54953(e)(3).

Adopted this 24th day of February 2022.

ATTEST:

Stephen Avis, RCEA Board Chair

Lori Taketa, Clerk of the Board

Date: _____

Date: _____

CLERK'S CERTIFICATE

I hereby certify that the foregoing is a true and correct copy of Resolution 2022-2 passed and adopted at a regular meeting of the Redwood Coast Energy Authority, County of Humboldt, State of California, held on the 24th day of February 2022, by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

Clerk of the Board, Redwood Coast Energy Authority



STAFF REPORT
Agenda Item # 3.5

AGENDA DATE:	March 24, 2022
TO:	Board of Directors
PREPARED BY:	Eileen Verbeck, Deputy Executive Director
SUBJECT:	Approve Purchase of Financial System Software from Caselle Hosted Software in the Amount of \$22,045 and Approve Ongoing Annual Maintenance and Support Costs of \$23,868.00

BACKGROUND

RCEA has been using QuickBooks for many years for finance and payroll. RCEA Staff has been researching governmental financial software solutions to increase efficiencies, reduce redundant data entry, provide support for payroll reporting requirements, and provide electronic workflow and approval processes. RCEA staff reviewed four different software options and found a wide variance in services provided as well as the associated costs.

SUMMARY

Staff reviewed financial software systems from Tyler Technologies, Springbrook, Black Mountain, and Caselle. Below is an outline of the cost proposals RCEA received from each of the companies.

	First Year Cost	Annual Costs	Total First Year Costs
Caselle	\$22,045.00	\$23,868.00	\$45,913.00
Black Mountain	\$27,310.00	\$6,965.00	\$34,275.00
Springbrook	\$116,046.00	\$58,264.23	\$174,310.23
Tyler Technologies	\$194,750.00	\$133,952.00	\$328,702.00

Staff reviewed all the software for the ability to do the following:

- Audit trail provided within the program
- Ability to provide financial reports within the software
- Ability to track and manage projects including staff time
- Ability to approve and upload timesheets electronically
- Ability to add payroll reporting requirements and various employee benefits
- Ability to have electronic workflow and approval of requisitions and invoices
- Ability for staff to view status of expenses and revenue.

Caselle was the one company that provided all aspects of RCEA's evaluation criteria, while also providing an affordable product. Black Mountain's annual costs were less than those of Caselle, but the product did not provide the number of advanced features offered with Caselle.

Additionally, Caselle financial software is currently being used by Humboldt Bay Municipal Water District (HBMWD). RCEA staff reached out to HBMWD staff familiar with Caselle and received positive feedback regarding the features of the system, the customized software setup, and the on-going customer support.

ALIGNMENT WITH RCEA'S STRATEGIC PLAN

Not directly applicable but is anticipated to reduce the administrative burden of program managers and implementers.

EQUITY IMPACTS

Not Applicable

FINANCIAL IMPACT

RCEA will be responsible for paying a deposit of \$11,022.50 when the agreement is executed. The remaining balance will be due upon successful implementation and is expected to occur 12 months after the agreement is executed. The maintenance and support fees will be charged after the software has been configured and used by RCEA staff. Sufficient funds are available in the 2021-2022 fiscal year budget for the deposit, and the remaining amount will be included in the 2022-2023 budget.

STAFF RECOMMENDATION

Approve selection of Caselle Hosted Software to provide financial and payroll software to RCEA for an amount not to exceed \$22,045 for purchase and implementation and \$23,868 annually for maintenance and support. Authorize the Executive Director to prepare and execute a Professional Services Agreement with Caselle for these services.

ATTACHMENTS

1. Caselle Hosted Software and Services Proposal



Caselle® Hosted Software & Services Proposal

Redwood Coast Energy Authority, CA

March 2, 2022

(Valid for 90 days)

From:

Wade Walker, Territory Manager
pww@caselle.com

Caselle® Hosted Software & Services Proposal
Redwood Coast Energy Authority, CA
March 2, 2022

Proposal Summary

License Type	Hosted
Total Training	\$9,500
Total Setup	8,450
Total Conversion	4,095
Total Investment	\$22,045

A deposit of 50% of the total proposal price is required with order. The remaining balance will be due upon completion of training.

Monthly Hosted Maintenance & Support will be \$1,989.

I have read and agree to all terms & conditions proposed herein. I understand if Redwood Coast Energy Authority is unable to provide data to Caselle in the requested format, additional fees will apply.

Signature

Printed Name & Title

Date

Caselle® Hosted Software & Services Proposal
Redwood Coast Energy Authority, CA
March 2, 2022

Proposal Detail

<i>Caselle®</i> Application Software	License Type	Training	Setup	Conversion	Total
General Ledger	Hosted	\$2,250	\$700	\$600	\$3,550
Budgeting	Hosted	Included	-	-	-
Bank Reconciliation	Hosted	Included	-	2,500	2,500
miExcel GL	Hosted	Included	1,000	-	1,000
Payroll/Direct Deposit	Hosted	2,250	1,750	595	4,595
Electronic W2/1099	Hosted	Included	-	-	-
Timekeeping	Hosted	550	500	-	1,050
Human Resources	Hosted	550	-	-	550
Online Pay Stubs/W2's	Hosted	-	3,000	-	3,000
Accounts Payable	Hosted	550	500	400	1,450
AP Direct Pay	Hosted	Included	-	-	-
Purchases & Requisitions	Hosted	550	-	-	550
Cash Receipting	Hosted	550	500	-	1,050
Project Accounting	Hosted	2,250	500	-	2,750
Four (4) Concurrent User Licenses	Included	-	-	-	Included
Grand Total	Hosted	\$9,500	\$8,450	\$4,095	\$22,045

Notes:

1. The training will take place at Caselle.
2. Online Paystubs includes 35 employees paid bi-weekly and annual W2's. Software Assurance will be adjusted if the number of employees exceeds this estimate.
3. History Conversion is available on a per bid basis. Additional fees may apply upon review of existing legacy

Caselle® Hosted Software & Services Proposal
Redwood Coast Energy Authority, CA
March 2, 2022

Implementation Services

Data conversion is an involved, sometimes complicated procedure that must be completed with a high level of accuracy and precision. To make this process run smoothly, Caselle requires your assistance in providing the required materials for preliminary data conversion, offering clarification as needed during the conversion process, and supplying updated materials for the final data conversion. ***Please read the following information carefully.***

Gathering Preliminary Data

Assemble the following information and send it to Caselle.

- Complete the **Information Worksheets** during each phase of the conversion.
- Provide **data to be converted**.
 - You may need to clarify the data, as needed, during the conversion process.
 - Caselle will not convert the prior period detail during data conversion unless optional history conversion is specified in the contract.
- Send **printed or PDF reports** to verify account balances at the time data is sent to Caselle for preliminary conversion and again for final data conversion.

Submitting Conversion Data

You will be provided a file layout for each application that will have data conversion. The file layout details the required and/or optional fields that Caselle will need to provide the conversion. The cost of conversion quoted in this proposal is based on your submission of the necessary data in the requested formats. If data cannot be supplied in this format, additional costs will be billed to get your existing data into the desired formats ready for conversion, and could delay any proposed timeline. We may also need file layouts or descriptions of tables and where all of the necessary information is located within your existing data to complete the conversion.

Data Conversion Timeline

The timeline begins when the requested data and all required preliminary information has been received by Caselle. The timeline to complete an accurate data conversion can range from 120 – 180 days. This is dependent upon the condition of the data and the client's willingness to review the preliminary information for accuracy, including information requested in the discovery phase of the conversion.

Scheduling Training

Important! Training will only be scheduled after Caselle has completed the mock conversion and the customer has reviewed and approved the conversion.

After training is scheduled, a representative from the Implementation team will review the remaining steps to ensure a successful implementation, prior to going Live on Caselle.

Caselle® Hosted Software & Services Proposal
Redwood Coast Energy Authority, CA
March 2, 2022

Software Setup & Data Conversion

This section contains the items, per directory, that will be setup and converted in each module. Since estimating the exact quantity may be difficult, we will adjust the calculated conversion cost if the actual number of items converted is greater than or less than 25% of the original estimate.

Data conversion requires that data be submitted in the required format. It is the responsibility of the customer to provide data to Caselle. Conversion services to retrieve or modify your data to the required formats are available at an additional cost. These services will be billed at Caselle's current hourly rate and are not included in this proposal.

General Ledger Setup

- Set up the control table in the General Ledger and Account Masks with the appropriate segments for funds, departments, revenue sources, object codes, and other account classifications.
- Modify the existing chart of accounts to utilize the advanced reporting features available with Caselle, if needed.
- Format five standard financial statements:
 - Balance Sheet with Revenue/Expenditures compared to budget
 - Allocation Reconciliation
 - Income Statement (All Funds)
 - Balance Sheet (All Funds)
 - Fund Summary Income Statement

Note: Additional fees may be required to set up additional financial statements.

- Establish all necessary journals for interfaced subsystems to allow the subsystems to update transactions to the General Ledger.
- Create a custom Checklist to document your organization's daily, monthly, and fiscal year-end steps; as well as budget procedures.

Data Conversion

- The current year-to-date trial balance and budget will be entered and balanced to your existing system. Caselle will provide supporting reports that document the balance sheet accounts, revenues, and expenditure balance for auditing purposes. A trial balance period will be established and all periods from that period forward will contain detail transaction information, if provided.

300 accounts are included

Bank Reconciliation Data Conversion

- Bank reconciliation for the desired cash accounts with outstanding deposits and checks will be established. A bank reconciliation will be completed and balanced to cash for the appropriate beginning period.

5 bank accounts are included

Caselle® Hosted Software & Services Proposal
Redwood Coast Energy Authority, CA
March 2, 2022

Payroll/Direct Deposit Setup

- Set up necessary pay codes for gross pay, deductions, taxes, and benefits.
- Set up check formats for the Employee Payroll Check and Vendor Remittance for applicable deductions.
- Create a custom Checklist to document all necessary payroll procedures for pay periods and year-end.
- Set up default reports for all necessary payroll reporting, including:
 - Transmittals
 - Standard State/Federal Reporting
- Set up header and batch information with the appropriate ACH/NACHA file information.
- Set up bank file with all necessary employee bank routing information.
- Format one direct deposit voucher and one transmittal voucher.
- Additional form set up, such as timesheets will be billed at the rate of \$100 per form. Forms that have multiple pages will be billed \$100 for each additional page included in the form.

Data Conversion

- Each employee's information will be converted. This information includes the employee name, address, Social Security number, exemptions, and worker's compensation status.
- Each employee's wage distribution for salary and benefits will be established.
- Employee pay codes for all wages, deductions, taxes, benefits, and reimbursements will be converted.
- Payroll YTD information will be entered and reviewed to ensure W-2 information is accurate at year-end.
- Payroll processing to verify data conversion is accurate will be completed.
- Payroll YTD totals, leave time, hours, and benefits will be balanced to the existing system if supporting reports are provided.
- Caselle will provide reports of the converted data for auditing purposes.
- Each employee file will be set up with the employee's bank routing account information for full ACH compatibility. A pre-notification test file will be generated and verified to ensure accuracy.

35 employees are included

Timekeeping Setup

- Establish activity codes and appropriate payroll overrides.
- Set up and define task codes, including descriptions and General Ledger override accounts, if necessary.
- Set up employee defaults for tasks, activities, and shifts.
- Set up applicable FLSA shifts.

Caselle® Hosted Software & Services Proposal
Redwood Coast Energy Authority, CA
March 2, 2022

Accounts Payable Setup

- Establish vendor defaults.
- Format one check form with requested stub detail.
- Create a Checklist to document Accounts Payable procedures, including the printing of 1099's.

Data Conversion

- Each vendor's information will be converted. This information includes the vendor name, street address, mailing address, remittance addresses, city, state, zip code, and 1099 status.
 - Exception: 1099 balances can be established, if provided.

200 vendors are included

AP Direct Pay Setup

- Set up header and batch information with the appropriate ACH/NACHA file information.
- Set up vendors with necessary routing and account numbers.
- Format one direct pay voucher.

Purchases & Requisitions Setup

- Format one purchase order form.
- Create a Checklist to document Purchase Order procedures.
- Additional custom purchase order form set up will be billed at the rate of \$100 per form. Forms that have multiple pages will be billed \$100 for each additional page included in the form.

Cash Receipting Setup

- Set up the General Ledger accounts for bank deposits and standard receipting revenue.
- Set up category and distribution codes.
- Set up payment types, for example, check, cash, and credit card, and associated reports for balancing.
- Create default reports to assist in daily operation.
- Create a Checklist to document procedures for daily cash receipting transactions, updates, and posting of receipts.

Project Accounting Setup

- Set up organization settings and all system defaults.
- Determine job number mask with segments and values for all projects.
- Determine and set up General Ledger accounts for WIP, depreciation, accumulated depreciation, and clearing accounts for labor and purchases.
- Interface all applicable Caselle applications.
- Set up the Crew Rate, Departments, and Jobs for creation, approval, and completion procedures.



STAFF REPORT
Agenda Item # 5.1

AGENDA DATE:	March 24, 2022
TO:	Board of Directors
PREPARED BY:	Sally Regli, Account Services Manager
SUBJECT:	RCEA Demand Reduction Incentive Program Pilot Summary (Information Only)

SUMMARY

Extreme heat events in California during the summer of 2020 triggered exceptionally high wholesale electricity costs and grid instability. RCEA had been working on improving its Peak Day Pricing Alternative (PDPA) program to incentivize customers to reduce load during high wholesale energy cost events. In addition, California CCAs have been encouraged by the CPUC to implement programs to relieve strain from the grid during peak usage events. The RCEA 2021 Demand Reduction Incentive Program (DRIP) pilot was the evolution of the PDPA in response to internal goals to reduce load when wholesale energy costs are high and external pressure to alleviate strain on the electricity grid.

The 2021 DRIP allowed enrolled customers to decide the value of their energy usage based not just on the retail cost of energy but also the opportunity cost of the DRIP incentive credit. The program also was implemented to reduce grid loads and contribute to stability. Customers were incentivized (with the credit of \$0.25 per kWh) to reduce energy usage during event days called by RCEA, thereby offsetting their electricity costs, and contributing to grid stabilization.

The pilot enrolled four large businesses representing seven Service Agreement (SA) accounts. The DRIP season ran July 1 through September 30, 2021. There were eleven DRIP event days during July, August, and September 2021. RCEA called event days at least 24 hours in advance of the 5 – 8 p.m. event period.

The program's success criteria included enrollment of ten to 40 SA accounts and a reduction of electricity usage during RCEA called event days by 10% per SA account. Enrollment criteria was not met and only 48% of the SA accounts (32 of the 67 account results) met the 10% event period reduction success criteria. The program did contribute to grid stability with 6,620 kWh of reduced energy use and grid congestion during the events.

Although strategic marketing efforts were made, the program SA account enrollment was minimal, and the impact does not support additional program sponsorship without incorporating provision of Demand-Side Management (DSM) tools to the customers. The low enrollment could have been due to availability of other demand-response (DR) programs available through PG&E and third-party programs, such as OhmConnect, that benefit from larger scale regional marketing efforts.

The 2021 pilot was to prepare for a more robust DRIP program in 2022; however, due to the small enrollment data outcomes, limited customer interest, and minimal results regarding the objectives, staff recommends forgoing DRIP in 2022 and targeting 2023 to implement a comprehensive program with more active customer engagement and DR measures included or focusing on providing referrals to existing third-party programs. RCEA staff have convened a cross-departmental Demand Response Working Group, which will investigate third-party DR offerings and potential value of a new in-house program.

Financial Impact

Total avoided cost for RCEA during the DRIP season was \$1,418. The energy credit costs paid to customers totaled \$2,146. Another significant expense of the program was an estimated \$4,500 in staff time for tasks including research, program design and implementation, monitoring event day outcomes, and closing evaluation summary. Calpine and TEA consultant partners were crucial in implementing this pilot program and the services provided fit within existing contracts. There was nominal printing and office equipment expense.

RECOMMENDED ACTION

None – information only



STAFF REPORT
Agenda Item # 8.1

AGENDA DATE:	March 24, 2022
TO:	Board of Directors
PREPARED BY:	Aisha Cissna, Regulatory and Legislative Policy Manager
SUBJECT:	RCEA 2022 Policy Platform

BACKGROUND

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.

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 advocacy is germane to the California Public Utilities Commission (CPUC), the primary State agency responsible for executing legislation and issuing regulations pertinent to Community Choice Energy 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, 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 comment letters in response to regulations.

Currently, RCEA needs Board authorization to adopt a position on any given piece of legislation. To date, RCEA has brought individual pieces of legislation to the Board for direction prior to adopting an official stance on a policy matter. For example, last year RCEA sought Board authorization to submit letters of support to Senate Bill 99 (The Community Energy Resilience Act), Senate Bill 612 (Power Charge Indifference Adjustment bill), Assembly Bill 525 (Offshore wind strategic planning bill), and a letter of opposition to Assembly Bill 1139 (Net Energy Metering bill).

Because bill language is subject to frequent amendments and substantive changes throughout the legislative cycle, staff has previously requested Board permission to authorize the Executive Director to change a Board-adopted stance on legislation should such substantive changes occur. This approach has been necessary because the frequency of RCEA Board meetings does not typically align with the timeline of the legislative process. However, seeking this kind of authorization on a case-by-case basis can be inefficient.

The ultimate purpose of establishing a policy platform is to implement a more efficient advocacy approach akin to what other Community Choice Aggregators (CCAs) have in place. Therefore, staff seeks Board approval of the attached policy platform. In adopting this platform, the RCEA Executive Director (or their designee) will have greater flexibility to adopt positions on legislative matters in a timely manner without full Board approval if the position is aligned with the Board-approved priorities. This policy platform will also help inform RCEA's regulatory activities to ensure staff engagement aligns with the Board's priorities and RCEA's goals.

SUMMARY

Staff recommends that the Board adopt the attached policy platform, which is intended to 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.

The proposed policy platform also supports regulatory developments and legislation that enables, protects, and enhances the development of Community Choice Aggregation programs within the state, the development of local energy generation resources in a financially feasible manner to meet the needs of load-serving entities, and that supports CCA autonomy in operations policy, procurement, program deployment, management, and decision-making.

While the attached platform attempts to address a full range of regulatory and legislative 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.

This platform will be brought to the RCEA Board of Directors on an annual basis for review and input. To keep the Board abreast of RCEA advocacy activities, a quarterly report will be provided summarizing regulatory and legislative engagement.

STAFF RECOMMENDATIONS

Approve 2022 RCEA Policy Platform.

ATTACHMENT

- Proposed Redwood Coast Energy Authority 2022 Policy Platform



REDWOOD COAST ENERGY AUTHORITY 2022 POLICY PLATFORM

INTRODUCTION

Redwood Coast Energy Authority (“RCEA”) is a joint-powers authority of the cities of Arcata, Blue Lake, Eureka, Ferndale, Fortuna, Rio Dell, Trinidad, 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

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

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

1. Governance and Statutory Authority

RCEA will:

- a. Oppose policies which 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 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 restrict or limit these abilities.
- d. Support policies which make it easier for other cities and counties to form a CCA, become members of RCEA or other CCAs, and oppose regulations and legislation which restricts which ability.

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. 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 which 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 which 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 create a central procurement entity for residual Resource Adequacy needs.
- 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. Power Cost Indifference Adjustment (PCIA)

RCEA will:

- a. Support CalCCA efforts to increase the transparency of IOU electricity contracts which provide the basis for Power Cost Indifference Adjustment (PCIA) charges which RCEA (and its customers) and other CCAs must pay.
- b. Support efforts which create a pathway to wind down the PCIA.
- c. Support policies which would bring stability to the PCIA and/or provide new mechanisms for CCAs to securitize PCIA charges.
- d. Oppose policies which 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. COVID-19 Response

- a. To the extent that it does not harm 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 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.

7. 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 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 increase the development of community level resources and distributed energy resources which reduce the need for new transmission and distribution infrastructure.

8. Renewable Energy Generation Sources

RCEA will:

- a. Support policies which 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 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 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 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:

- a. Engage in regulatory and legislative developments which 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 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.

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 which enhance opportunities for local governments and CCAs to promote local economic and workforce development through locally designed programs which 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 enable CCAs to collaborate with their member jurisdictions on local energy resources and projects to advance environmental objectives.

12. Direct Access/Electric Service Providers

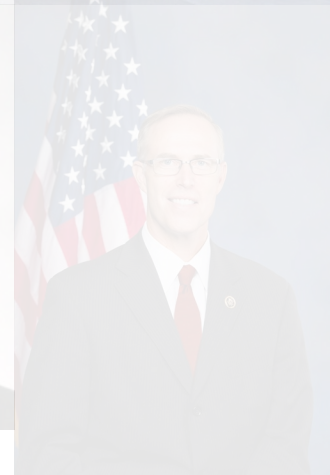
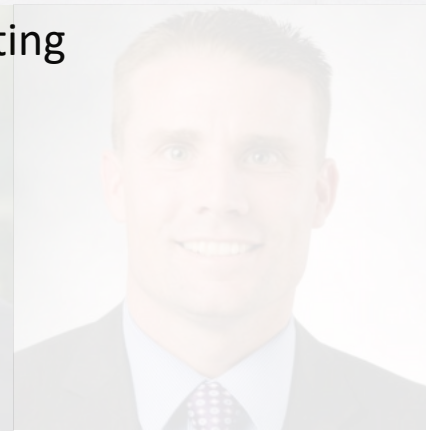
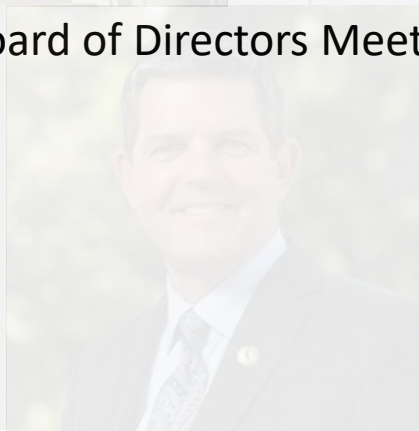
RCEA will:

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

RCEA 2022 Policy Platform

March 24, 2022

Board of Directors Meeting



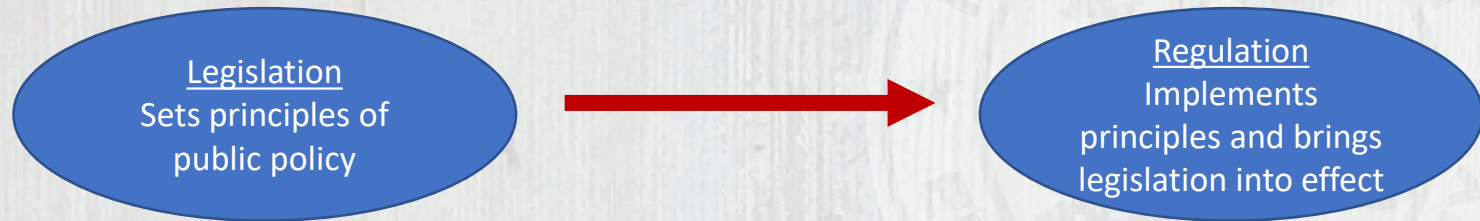
Overview

1. Background
2. Purpose
3. Procedures
4. Overarching Platform Goals
5. Overview of Platform Issue Areas
6. Staff Recommendation



Background

- Legislation and regulation are two distinct, but related, policy tools



- RCEA primarily engages in state-level advocacy, with a growing interest in federal advocacy
- Not focused on local agency/government policy

Purpose of Platform

1. To deliver on RCEA's RePower Humboldt goals and maintain operation of RCEA programs
2. Achieve a more efficient advocacy approach that is aligned with Board priorities
3. Enable RCEA to more efficiently advocate

Procedures

- Regulatory engagement: Conducted at the staff level under the authority of the Executive Director in a manner consistent with RCEA's mission, policy platform, strategic plan, and other applicable policies
- Legislative advocacy: RCEA director, or their designee, is authorized to adopt a position on legislative matters in a timely manner without Board approval if the position is aligned with issue areas in the Platform
 - Prior to adopting a position, the Executive Director will confer with Board Chair and Vice Chair to confirm whether position is consistent with Platform and/or RCEA's mission

Procedures (Continued)

- Quarterly report to the Board summarizing legislative positions adopted by RCEA
- Platform is subject to annual review and input by RCEA Board
- Platform seeks to be comprehensive; it is not intended to limit RCEA engagement in other issues
- Issues not addressed in the Platform will continue to be brought to the Board on a case-by-case basis

Overarching Platform Goals

Maximize flexibility to utilize and develop local resources in an economically efficient manner and with a high degree of local control

Provide greater economic benefits to our community

Provide lower and more stable rates

Maintain an efficient, transparent governance structure and operations

Maintain the financial stability of CCA operations

Maintain local control to preserve RCEA's ability to self-procure power resources, and to self-determine rates and the energy programs RCEA offers

Overview of Platform Issue Areas

- Governance and Statutory Authority
- Restructuring the Electricity Utility Sector
- Resource Adequacy
- Power Cost Indifference Adjustment
- Public Safety Power Shut-Offs
- COVID-19 Response

Overview of Platform Issue Areas

Cont'd

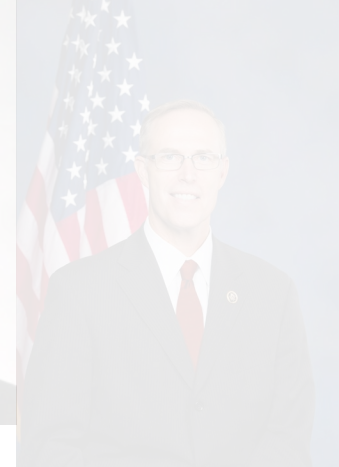
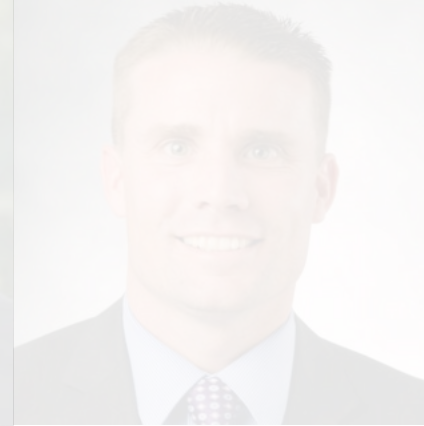
- Community Resilience
- Renewable Energy Generation Sources
- Environmental Justice
- Customer Programs
- Local Economic Development and Environmental Objectives
- Direct Access/Electric Service Providers

Staff Recommendation

- Approve 2022 RCEA Policy Platform



Thank you!





REDWOOD COAST **Energy**Authority

STAFF REPORT **Agenda Item # 9.1**

AGENDA DATE:	March 24, 2022
TO:	Board of Directors
FROM:	Matthew Marshall, Executive Director
SUBJECT:	Executive Director's Staff Report

SUMMARY

Executive Director Matthew Marshall will provide a brief update on:

- Local and national offshore wind related activities,
- [RCEA recent activities](#), and
- Other topics as needed.

RECOMMENDED ACTION

None. (Information only)