



# Redwood Coast Energy Authority

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## MEETING MINUTES

**Redwood Coast Energy Resource Center  
517 5<sup>th</sup> Street, Eureka, CA 95501**

**December 19, 2011  
Monday, 3:15 p.m.**

Redwood Coast Energy Authority will accommodate those with special needs. Arrangements for people with disabilities who attend RCEA meetings can be made in advance by contacting Cheryl Clayton at 269-1700 by noon the day of the meeting.

### **I. ROLL CALL**

Present: Linda Atkins, Jay Parrish, Sue Long, Tom Davies, Lana Manzanita, Jack Thompson, Sheri Woo, John Woolley

Absent: Shane Brinton

Staff: Matthew Marshall, Kristopher Buihner

Guests: Allison Talbot-PG&E, Bob Higgons-Humboldt Association of Realtors

### **II. REPORTS FROM MEMBER ENTITIES**

Director Manzanita reported on the successful tree-lighting ceremony in Blue Lake.

Director Parrish reported on the Ferndale tractor parade.

Director Davies reported on the status of Trinidad's EECBG-funded furnace project.

### **III. ORAL COMMUNICATIONS**

Allison Talbot reported that PG&E has proposed to the CPUC an option for customers to have their smart meter's transmitter turn off and instead have their meter manually read. The CPUC is expected to respond to the proposal in early 2012.

### **IV. CONSENT CALENDAR**

All matters on the Consent Calendar are considered to be routine by the Board and are enacted on one motion. There is no separate discussion of any of these items. If discussion is required, that item is removed from the Consent Calendar and considered separately. At the end of the reading of the Consent Calendar, Board members or members of the public can request that an item be removed for separate discussion.

**A. Approve Minutes of October 17, 2011 Board Meeting**

**B. Approve attached Warrants**

**M/S/C: Woolley, Atkins: approve the consent calendar, with Thompson and Manzanita abstaining.**

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

None.

## VI. OLD BUSINESS

### A. RCEA financial report

Executive Director Marshall provided a financial report and presented the final fiscal-year 09-10 audit.

**M/S/C: Long, Woolley: Formally accept the Audited Financial Statements for the year ending June 30, 2010.**

**M/S/C: Manzanita, Woo: Authorize staff to apply for up to \$75,000 line of credit with Umpqua Bank for cash-flow management.**

### B. Consider revision of "Time of Sale" related language in Draft CAPE.

Executive Director Marshall presented possible wording options for the CAPE action item regarding energy-upgrade activities and real estate transactions. Bob Higgons provided comments on behalf of the Humboldt Association of Realtors (HAR) regarding their concerns and their support of the alternative wording that was developed with input from HAR. The Board discussed wording options, and agreed on the following revised language:

***Promote Energy Upgrade Opportunities in Consultation with the Humboldt Association of Realtors. Work with the local real estate community to develop and implement programs that support real estate buyers and sellers with energy-efficiency assessments and provide information on upgrades. The objective of this type of program would be to provide assistance to sellers and buyers regarding evaluating what energy upgrades would benefit a property, what incentives and energy-efficiency programs are available, and what types of mortgages or other financing programs are available to fund energy improvement projects.***

The Draft CAPE document will be updated with this revision, and HAR will be notified if there are any further proposed changes to the language and when the Draft CAPE is going to be considered for final adoption.

## VII. NEW BUSINESS

### A. Energy Efficiency and Conservation Block Grant (EECBG) support.

**M/S/C: Woolley, Thompson: Approve contract with County of Humboldt for up to \$15,000 to provide assistance with EECBG management and implementation.**

### B. RCEA Employee Handbook

Executive Director Marshall presented the draft RCEA Employee Handbook, which is based primarily off of the Special District Risk Management Authority's template. The County's Personnel Department Director has offered to review the handbook,

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and the Board directed staff to accept this offer and also confirm and update requirements for the timing of final pay checks.

**M/S/C: Atkins, Woolley: Table adoption of the RCEA employee handbook until next the meeting.**

**C. RCEA Board Meeting Schedule**

The next RCEA Board meeting will be move to the 23<sup>rd</sup> of January due to the 3<sup>rd</sup> Monday falling on a holiday. Staff will provide a schedule for 2012 meetings at the January board meeting.

## **VIII. STAFF REPORT**

**A. Matthew Marshall, Executive Director**

- At Director Thompson's request, staff is coordinating with the HSU Schatz Energy Research Center to provide a presentation on the current status of hydrogen fuel cell technology development at the January meeting. Director Thompson expressed interest in RCEA potentially adopting and promoting a resolution in support of the development of fuel cell vehicle deployment.
- The Humboldt Bay Power Plant decommissioning process is continuing to progress on schedule, and PG&E is preparing to submit their license termination plan, which will define the details of what the final state of the site will be after decommissioning is completed in 2015. PG&E is gathering public input from the community on what the final clean-up state should be as part of the process, and staff will coordinate with PG&E to organize a presentation on the decommissioning for a future RCEA Board meeting.
- Shell Wind Energy is working to update and finalize their proposed plan for a Bear River Ridge wind energy project, and is developing revised transportation plans to attempt to address concerns expressed by Ferndale community members. Shell is also developing a series of high-quality visualizations to better illustrate what the proposed project would look like from various locations. They plan to hold a community workshop in the spring to present the proposed project details once they are fully developed.

## **IX. ADJOURNMENT**

The meeting was adjourned at 5:30 PM.

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