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REGULAR MEETING

MINUTES

Humboldt County Courthouse
Conference Room "A"
825 5th Street, Eureka, CA 95501

June 21, 2004
Monday, 3:00 p.m.

I. CALL TO ORDER

Chair Connie Stewart called the meeting to order at 3:00 p.m.

II. ROLL CALL

Members: Supervisor John Woolley, County of Humboldt; City Council Member Connie Stewart (Chair), Dave Meserve, City of Arcata; City Council Member Jeff Leonard, City of Eureka; City Council Member Mike Dunker, City of Rio Dell; City Council Member Dean Glaser and City Manager Duane Rigge, City of Fortuna; City Manager Wiley Buck, City of Blue Lake.

Absent: Mayor Elizabeth Anderson, City of Ferndale; Mayor Dean Heyenga, City of Trinidad.

Staff: David Boyd, Executive Director; Maureen Hart, Interim Executive Director; Leisa Bertelsen, Assistant & Recorder.

Guests: Kurt Kammerer, K.J. Kammerer & Associates; Richard Engel, Schatz Energy Resources Lab; Larry Goldberg, Sequoia Technical Service; John Schaefer, Consultant; Shirley Shelburn, Humboldt Watershed Council.

III. CONSENT CALENDAR

Approve all items as amended removing Item E. John Woolley/Jeff Leonard,
Approved 5-0

- A. Approve Minutes from May 17, 2004, Regular Meeting.
- B. Approve attached Warrants.
- C. Approve extension for existing contract for Leisa Bertelsen through August 16, 2004.

- D. Approve extension for existing contract with Kurt Kammerer for up to \$5,000 additional assistance.
- E. Approve employment contract for David Boyd as Executive Director.
(Removed from Consent Calendar)
- F. Approve documents for loans from member agencies City of Fortuna and City of Eureka.
- G. Approve Insurance Resolution and yearly cost estimate from the Special Districts Risk Management Authority.
- H. Approve proposal to hire Pat Stoner, of the Local Government Commission, to assist RCEA with setting up the reporting process for the PG&E contract (not to exceed \$3,000).
- I. Authorize Executive Director, David Boyd, to enter into contract with Maureen Hart for Programs Manager services, effective July 1, 2004.

IV. REMOVED FROM CONSENT CALENDAR ITEMS

- A. **Approve employment contract for David Boyd as Executive Director.** More time is needed by Attorney Nancy Diamond to review the contract. There is still question as to whether David Boyd will be an employee or contractor. It was motioned and approved to contract with David Boyd as Executive Director until August 16, 2004, at which time a decision will be made. **Jeff Leonard/John Woolley, Approved 5-0.**

V. OLD BUSINESS

- A. **Discuss and provide direction to staff for proposal to obtain employee benefits, whether under the umbrella of Humboldt Waste Management Authority (HWMA) or independently.** Subsequent to further discussions with HWMA it was determined that this approach was not a viable long-term solution. The board directed David Boyd to develop a staff hiring and benefits administration plan for presentation to the Board at its July meeting, to be ready for implementation by the August Board meeting. Staff was directed to send a thank you/closure letter to HWMA indicating that we will pursue our HR needs independently.
- B. **Review Progress Report and discuss draft Energy Plan.** David Boyd reported that the development of an energy plan, which is referenced in the JPA is a starting point of a collaborative effort. Kurt Kammerer presented the status of his work on this and will send his slide presentation to Board Members via e-mail, with emphasis that the graphs contain “estimates”. John Woolley recommended that the County General Plan have a reference to the RCEA for energy use and/or have some basic energy codes. Maureen Hart stated that Staff will be meeting with Kirk Girard, County of Humboldt, and Pat Stoner, Local Government Commission on July 2, 2004, to discuss the synergy of the Energy Plan and the County General Plan.

- C. Discuss and approve partnership with the Green Schools Program.** David Boyd stated that the request to partner with this program is in line with our mission. Maureen Hart explained the handout showing what schools have been approached, and their available time-line for participation. Chair Connie Stewart pointed out that this list involves only public schools at this time, and that there is potential for including private schools and tribes. It was suggested there be discussion with Kathy Jack to expand the school list. **John Woolley/Mike Dunker, Approved 6-0.**

VI. NEW BUSINESS

- A. Discuss the RCEA Budget for FY 2004/05, and authorize a one month extension to staff for submittal of draft budget.** David Boyd spoke of the planning that needs to happen to have a game plan for the coming year. John Woolley recommended the current budget be extended so we still have an operating budget to work from. The budget will be presented at the July Board Meeting. **John Woolley/Dean Glaser, Approved 6-0.**

VII. STAFF REPORTS

- A. David Boyd, Incoming Executive Director.** David Boyd gave examples of what he thinks the RCEA should be focusing on: Developing organizational capacity, tactical and strategic planning for FY2004/05, implement funded programs, secure diversified funding, streamline the agenda process/timeline/distribution, short and long term planning, development of energy plan as a collaborative effort with the public, improved web-site management with office access.
- B. Maureen Hart, Outgoing Interim Executive Director.** LGC contract is complete. The RCEA expended all of the funds on targeted projects and reports have been received. There is an overflow of expenses to be submitted on the PG&E contract. Leisa did an excellent job reconciling with the County Auditor and Pat Stoner of the LGC. QuickBooks has been set up and budgets for the next contracts will be entered. Maureen met with Misti Bruceri of PG&E and Tim Drew of CPUC to begin planning the level of collaboration on trainings, resource sharing, etc. The AESC Audits were sent out. Decisions need to be made regarding a group RFP and incentives. UMS database has been created and will be installed at the RCEA office to be maintained by RCEA staff. Maintenance presentation by Ken Egel with staff is scheduled for Tuesday, 6/29, in the morning and at the RCEA office at 1:00 for facility managers. Scott Willits submitted his infrared audits and will do a presentation at the next board meeting.

- C. **Kurt Kammerer, Consultant.** Kurt said he has spent time with David and Maureen to update them on his contract progress then gave a brief regulatory update to the Board.

VIII. REPORTS FROM MEMBER ENTITIES

- A. **Chair Connie Stewart** stated that an Arcata resident called to say he was denied a Cal Vet loan because they wanted to move into a rural area that doesn't have access to PG&E lines. Cal Vet has a policy of not funding loans to those that do not have access to transmission lines even though they were putting in a solar/hydro system. Next agenda we need to write Cal Vet a letter expressing our concern and dismay. It is a justice issue for this rural county.
- B. **Dean Glaser** stated that PG&E had Fortuna on the wrong rate for their water treatment plant so less benefit was realized from their improvements than originally assumed. The problem has been identified and corrected.

IX. ORAL COMMUNICATIONS

- A. **Larry Goldberg** expressed an energy issue regarding computers that are not turned off at night or put in "sleep mode". He would like consideration of an outreach program emphasizing the savings of turning the monitors off (it is the monitors that consume the most energy).
- B. **Richard Engle** extended his thanks for RCEA's contribution of \$1,600 to the Audit Course at HSU. Chair Stewart asked Richard to compose a thank you letter to RCEA for future grant applications.
- C. **Chair Connie Stewart** welcomed David Boyd and thanked Maureen for all her hard work.

X. ADJOURNMENT

Meeting adjourned at 4:50 p.m.