



427 "F" Street, Suite 236
Eureka, CA 95501
707-269-1700
707-269-1777 Fax

REGULAR MEETING MINUTES

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

August 16, 2004
Monday, 3:00 p.m.

I. ROLL CALL – 3:05 p.m.

Members: Supervisor John Woolley, County of Humboldt; City Council Member Connie Stewart (Chair), City Council Member 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, City of Fortuna; Mayor Dean Heyenga, City of Trinidad; City Manager Michael Powers, City of Ferndale; City Manager Wiley Buck, City of Blue Lake; Nancy Diamond, Legal Counsel.

Absent: None

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

Guests: Scott Willits, Redwood Infrared; Shirley Shelburn, Humboldt Watershed Council; Robert Cherry, PG&E; Duane Rigge, City of Fortuna; John Schaefer, Consultant; Charles Chamberlin, Schatz Energy Research Center; Matthew Marshall, Center for Environmental Economic Development.

II. CONSENT CALENDAR

Approve all Items; Motion – Mike Dunker, Second – John Woolley, Abstain – Dean Heyenga, Approved 7-0.

- A. Approve Minutes from July 19, 2004, Regular Meeting.
- B. Approve Minutes from August 3, 2004, Special Meeting. **Removed - to be approved at the September 20, 2004, meeting.**
- C. Approve attached Warrants.
- D. Approve extension of contracts for Maureen Hart and Leisa Bertelsen through October 31, 2004.
- E. Approve contract with Schatz Energy Research Center in the amount of \$2,500 to provide follow-up on the wastewater treatment plant operational analysis, and to coordinate and provide training to wastewater treatment staff.
- F. Approve contract with Schatz Energy Research Center in the amount of \$1,500 for initial development of basic localized energy efficiency information for use by RCEA Hotline, fact sheets, marketing materials, etc.

- G. Approve contract with James Zoellick/Schatz Energy Research Center in the amount of \$300 to co-instruct the MSR-funded Building Professional's Solar Workshop.
- H. Approve contract with John Schaefer in the amount of \$4,200 to provide consulting services and training for the Million Solar Roofs Advisory Board.
- I. Approve contract with John Schaefer in the amount of \$300 to co-instruct the MSR-funded Building Professionals Solar Workshop.
- J. Approve contract with Roger in the amount of \$400 to provide solar rebate training to RCEA staff, and to co-instruct the MSR-funded Building Professionals Solar Training.
- K. Approve contract with David L. Moonie & Co., LLP, Certified Public Accountants, for accounting services for an amount not to exceed \$2,500.

III. REMOVED FROM CONSENT CALENDAR ITEMS - None

IV. OLD BUSINESS – None

V. NEW BUSINESS

- A. **Presentation by Robert Cherry about PG&E's new free compact fluorescent lamp and LED exit sign distribution program for small or medium-sized commercial, industrial, and agricultural electric customers.** This is RCEA's first public outreach campaign. Free items are available through October 31, 2004, or until supplies are exhausted. This program is for commercial/agricultural accounts with 500kw or less per meter. The RCEA will be working with the various Chamber of Commerce offices to include this promotion and RCEA Fact Sheets in their Chamber mailings.
- B. **Authorize Staff to retain cadre of experts to assist with RCEA Hotline inquiries, to be engaged as needed, and compensated at a rate of \$75/hour.** Early October is the implementation timeframe for the Energy Information Center with energy hotline, fact sheets, frequently asked questions, etc. to be available. RCEA staff will field most questions, but under some circumstances will need technical support. A contact database is being developed as part of the reporting process to PG&E/CPUC, and will assist staff in reporting Hotline usage to the Board. **Motion to authorize \$3,000 - Dean Heyenga, Second - John Woolley, Approved, 8-0.**
- C. **Discuss, provide guidance, and authorize Staff to prepare and distribute a Request for Proposals (RFP) for a consultant to advise and coordinate the development of an Energy Element for Humboldt County.** There is a desire for the optional energy element to become a part of the General Plan again as this is a big part of the mission of the RCEA. John Woolley expressed his appreciation and support in this matter. Chair Stewart would like RCEA in the lead on this with support from the County. **Motion – Dean Heyenga, Second – John Woolley, Approved, 8-0.**

VI. STAFF REPORTS

- A. David Boyd, Executive Director.** Implementation of decisions from Special Board Meeting regarding hiring staff has begun. The Executive Hiring Committee is working with Duane Rigge to fill two positions. David Boyd will be hired as staff on August 18, 2004. Worker's Compensation also begins on this day. The RCEA received a large donation of office furniture from The Del Norte CCC as part of their downsizing activities. A thank you letter has been sent on behalf of the Board. Space needs are being addressed and we may need to lease another suite across the hall for the Resource Library. The RCEA had the first meeting with the EM&V contractor; EM&V plan will be back to us by the end of the month. The RCEA needs to meet audit standards and David Boyd spoke with Stephen Strawn for guidance and a referral to the firm doing the County audits. Cash flow has improved since exercising some of our loan options. The RCEA budget and draft PG&E work plan will be presented at a future Board Meeting. David Boyd has begun to meet with the cities and will continue to form relationships and be sure this is a good investment of their time.
- B. Maureen Hart, Program Manager.** Maureen reviewed her staff report as represented in the handout for Agenda Item VI.B.

VII. REPORTS FROM MEMBER ENTITIES - None

VIII. ORAL COMMUNICATIONS

Shirley Shelburn shared a brochure from the Healthy Humboldt Coalition. This organization, and others, will be helping to shape the County's General Plan Update. Shirley complimented RCEA for being an exemplary model for inter-jurisdictional collaboration.

IX. CLOSED SESSIONS - None

X. REPORT FROM CLOSED SESSIONS - None

XI. ADJOURNMENT – 4:30 p.m.

*The Next RCEA Board of Directors Meeting is scheduled for
Monday, September 20, 2004, 3:00 p.m.
At the Humboldt County Courthouse, 525 5th St., Eureka, Conference Room A*