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SPECIAL MEETING

MINUTES

RCEA Office
427 "F" St., Suite 236
Eureka, CA 95501

August 3, 2004
Tuesday, 3:00 p.m.

I. ROLL CALL

Meeting called to order by Chair Connie Stewart at 3:05 p.m.

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

Absent: Supervisor John Woolley, County of Humboldt.

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

Guests: None

II. CLOSED SESSION

Pursuant to Government Code Section 54957 – Personnel

III. REPORT FROM CLOSED SESSION

No report out

IV. OLD BUSINESS

A. Review and approve proposed RCEA staff hiring plan.

1. Review, revise if necessary, and approve staff job descriptions.

Motion to approve job descriptions with revisions. (See attached) Mike Dunker/Michael Powers, Approved 7-0.

2. Review, revise if necessary, and approve staff benefits overview.

Motion to approve staff benefits with changes to the holidays allowed. Michael Powers/Mike Dunker, Approved 7-0.

3. Adopt the Resolutions required by SDRMA to obtain Workers Comp.
Motion to Approve and authorize the chair to sign. Jeff Leonard/Dean Heyenga, Approved 7-0.
4. Discuss and provide guidance regarding establishing an additional staff position. **This item was “Tabled” for the time being.**
5. Authorize the Executive Director to proceed with the hiring process for Program Manager and Program Assistant.
City Manager Duane Rigge volunteered Fortuna staff to work with ED Boyd on putting together a hiring advisory committee to set up the structure and procedure for the search.
Motion to authorize the Executive Director to begin search and work with an advisory hiring committee made up of staff from Fortuna and other local government entities. Michael Powers/Dean Heyenga, Approved 7-0.

V. ORAL COMMUNICATIONS - None

VI. ADJOURNMENT

*The Next RCEA Board of Directors Meeting is scheduled for
Monday, August 16, 2004, 3:00 p.m.
At the Humboldt County Courthouse, 525 5th St., Eureka, Conference Room A*

The Redwood Coast Energy Authority (RCEA) was formed in 2003 as a Joint Powers Association, representing seven municipalities (the Cities of Arcata, Blue Lake, Eureka, Ferndale, Fortuna, Trinidad and Rio Dell) and Humboldt County. RCEA's purpose is to develop and implement sustainable energy initiatives that reduce energy demand, increase energy efficiency, and advance the use of clean, efficient and renewable resources available in the region.