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## SPECIAL MEETING MINUTES

Humboldt County Courthouse  
Conference Room "A"  
825 5<sup>th</sup> Street, Eureka, CA 95501

December 9, 2004  
Monday, 3:00 p.m.

### I. ROLL CALL – 3:00 p.m.

**Members:** Supervisor John Woolley, County of Humboldt (arrived following Consent Calendar); City Council Member Dave Meserve (Alternate), City of Arcata; City Council Member Jeff Leonard, City of Eureka; City Council Member Dean Glaser (Acting Chair), City of Fortuna; City Manager Wiley Buck, City of Blue Lake; Mayor Dean Heyenga, City of Trinidad.

**Absent:** City Council Member Mike Dunker, City of Rio Dell; City Manager Michael Powers, City of Ferndale.

**Staff:** David Boyd, Executive Director; Leisa Bertelsen, Program Assistant.

**Guests:** Jim Zoellick, Schatz Energy Research Center; John Schaefer; Dan Ihara, CEED; Nancy Reichard, Net Gain; George Williamson, Planwest; Shirley Shelburn, Public.

### II. CONSENT CALENDAR

- A. Approve Minutes from November 15, 2004, Regular Meeting.
- B. Approve attached Warrants.
- C. Approve a contract with Dana Boudreau (dba *Energy Wise*) in the amount of \$1,500 to prepare a residential energy efficiency workshop curriculum and power point presentation.
- D. Approve a contract augmentation with Designed Internet Solutions, Inc. in the amount of \$2,000 for additional web site development beyond the scope of the original contract (discussion forum and library management system).
- E. Approve a contract with Steven Hunt (dba *Alternative Design & Development*, General Contracting) in the amount of \$4,995 for interior renovation and construction labor for new RCEA Energy Information Center.

**Motion – Wiley Buck; Second – Dave Meserve; 5-0 Vote**

### III. REMOVED FROM CONSENT CALENDAR ITEMS - None

### IV. OLD BUSINESS

- A. Staff report and recommendation regarding selection of consultant for preparation of Humboldt County General Plan Update Energy Element; discussion; and authorization of contract with Planwest Partners in the amount of \$52,676.

**Motion – Dave Meserve; Second – Wiley Buck; 6-0 Vote**

- B. Review Special Meeting dates for January and February 2005. The January 3, 2005 Board special meeting will include election of a new Chair.

### V. NEW BUSINESS

- A. Preview of revised and improved RCEA web site, and presentation by David Boyd of web site administrative features.

### VI. STAFF REPORTS

- A. David Boyd, Executive Director

The summary phrase for this month is “on track and moving forward.”

1. PG&E Contract Update
  - Received first reimbursement check. Second one is in progress. On track to getting reporting caught up.
  - We are now officially in CPUC’s EEGA (Energy Efficiency Groupware Application).
2. CPUC Draft Decision concerning Energy Efficiency Program
  - The Draft Decision on Energy Efficiency Program Administrative Structure has been released by the PUC. It calls for IOU's to assume the administrative responsibilities of Program Choice and Portfolio Management for the 2006 program year and beyond. The PUC will retain some responsibility for setting overall direction, and for EM&V. It is not yet clear what this means for RCEA, but the ground rules are indeed changing.
3. RCEA Energy Information Center Update
  - Received suggested storefront lease amendments from Nancy Diamond, shared same with Professional Property Management. Received preliminary renovation drawings and estimate from contractor. Things still on track for commencing renovation in

January. We may retain a couple of offices upstairs for February if necessary.

4. New Toll Free Energy Information Line
  - Our toll free energy information line is now operational. The number is 1-800-931-RCEA (931-7232). We will begin to publicize it heavily in January.
5. Million Solar Roofs Update
  - Our fourth MSR Advisory Committee meeting held on Wednesday December 8. Now we need to write MSR strategic plan.
6. Media Report
  - RCEA was featured on Tim McKay's radio show on KHSU on Thanksgiving Day. I did an approximately 15 minute interview.
  - We were contacted by a writer for The Northcoast Journal, who is working on a feature story about RCEA. We have suggested that it would be best to hold off publication until January.
7. RCEA Staffing Update
  - New Program Manager Brian Wilson is still scheduled to start on January 18, 2005, following his move from Pasadena. We have received a formal letter of acceptance from him.
  - We advertised with our intern positions with the HSU Career Office, and have received 11 applications to date (some very good). Interviews will be held in January.

## **VII. REPORTS FROM MEMBER ENTITIES**

Dave Meserve – Solar panels have been lifted onto the Arcata City Hall.

## **VIII. ORAL COMMUNICATIONS - None**

## **IX. ADJOURNMENT - 4:35 p.m.**

*Due to the MLK holiday, the Regular Meeting of the RCEA Board of Directors for January is cancelled. A Special Meeting has been scheduled for January 3, 2005, at 3:00 p.m.*