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REGULAR MEETING

MINUTES

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

July 19, 2004
Monday, 3:00 p.m.

I. ROLL CALL

Meeting called to order by Chair Connie Stewart at 3:15 p.m.

Members: County Administrative Officer Loretta Nicholaus, 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, City of Fortuna; Nancy Diamond, Legal Counsel.

Absent: County of Humboldt; Mayor Elizabeth Anderson, City of Ferndale; Mayor Dean Heyenga, City of Trinidad; City Manager Wiley Buck, City of Blue Lake.

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

Guests: Kathy Jack, Strategic Energy Innovations; Scott Willits, Redwood Infrared; Shirley Shelburn, Public.

II. CONSENT CALENDAR

Approve all items. Motion/ Second Dean Glaser/Jeff Leonard, 5-0

- A. Approve Minutes from June 21, 2004, Regular Meeting.
- B. Approve attached Warrants.
- C. Approve EM&V contract with Hescong Mahone Group, Inc., in the amount of \$36,480.
- D. Approve web-site development contract with Designed Internet Solutions in the amount of \$9,850 plus \$50/month hosting fee.
- E. Approve the monthly RCEA Board Meeting to convene at 3:00 PM instead of 3:30 PM.

III. REMOVED FROM CONSENT CALENDAR ITEMS

Items removed from the Consent Calendar will be heard under this section.

IV. OLD BUSINESS

A. Review and approve the Million Solar Roofs (MSR) Implementation Plan. David Boyd presented the MSR Partnership Grant, Phase I Implementation. Chair Connie Stewart stated that a MSR Advisory Board members need to be confirmed by the RCEA Board. Nancy Diamond reminded Staff that a signed “Conflict of Interest” statement will be needed from Advisory Board members. Jeff Leonard suggested having an outside facilitator for the Advisory Board. Following discussion, funding for Task 4 (Solar Homes Tour) was reduced by \$500, and an equivalent amount was added to Task 2 (Solar Schools Program). More detail was requested for Task 6 (Solar Works! Guide) **Motion/ SecondMike Dunker/Loretta Nickolaus, Approved with Board changes. 5-0**

1. Discuss and approve proposal from Strategic Energy Innovations, (Kathy Jack), for the Solar Schools Program element of the MSR contract. Kathy Jack presented the proposal from SEI. **Motion/ Second Mike Dunker/Jeff Leonard, Approved 5-0.**

B. Review PG&E Energy Efficiency contract Implementation Plan. David gave an overview of the work-in progress. Intention is to bring this to the Board for approval at a future meeting. Maureen Hart reviewed the Energy Hotline, Web-site, Resource and Tool Lending Library, Workshops, Exhibits and Educational Outreach, Public Policy and Code Compliance, Public Housing, and Emerging Technologies.

C. Review and approve proposed RCEA staff hiring plan. Following an overview of the draft staff hiring plan it was determined that further work was needed, and a working group to finalize recommendations was proposed, to be comprised of Connie Stewart, Jeff Leonard, Mike Dunker and David Boyd. **Motion/ Second Jeff Leonard/Dean Glaser, Approved 5-0.**

1. Approve Workers’ Compensation Resolution from the Special District Risk Management Authority. This will be considered at a future meeting as part of the overall hiring plan

D. Review and approve RCEA Budget for FY2004/05. The overall FY budget needs to include an income section, and there will need to be public hearings prior to approval. The budget will be brought back to the board as a public hearing item at a future meeting. A motion was made to adopt the PG&E Implementation Plan Budget to provide spending authority. **Motion/ Second Dean Glaser/Loretta Nickolaus, Approved 5-0.**

- E. Presentation by Scott Willits about infrared imaging enhanced energy audits performed under our contract with the Local Government Commission.**

V. STAFF REPORTS

- A. David Boyd, Executive Director:** An overview of RCEA's involvement with the County General Plan Update was presented. An Ethics Code and Conflict of Interest Policy are needed and will be prepared with assistance from Nancy Diamond.
- B. Maureen Hart, Program Manager:** LGC update, CPUC/PG&E update, California Energy Commission, MSR and next steps in Strategic Planning were reviewed.

VI. REPORTS FROM MEMBER ENTITIES - None

VII. ORAL COMMUNICATIONS

Shirley Shelburn stated that what the RCEA is doing is wonderful and in-line with the renewable/sustainable energy goals of the Healthy Humboldt Coalition.

VIII. CLOSED SESSIONS - None

IX. REPORT FROM CLOSED SESSIONS - None

X. ADJOURNMENT

Meeting adjourned at 5:20 p.m.