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REGULAR MEETING MINUTES

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

October 18, 2004
Monday, 3:00 p.m.

I. ROLL CALL – 3:10 p.m.

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

Absent: Mayor Dean Heyenga, City of Trinidad; City Manager Michael Powers, City of Ferndale.

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

Guests: Michael Winkler, Schatz Energy Research Center; Duane Rigge, City of Fortuna; Shirley Shelburn, Public.

II. CLOSED SESSION

A. Personnel - Executive Director, Per Government Code Section 54957;

B. Real Estate Negotiations, Per Government Code Section 54956.8,

517 Fifth Street,
Eureka, CA 95501

III. REPORT FROM CLOSED SESSION

A. Personnel - Approve Executive Director Hiring Agreement.

Motion: John Woolley; Second: Dean Glaser; 5-0 Vote

B. Real Estate Negotiations: staff authorized to negotiate and execute lease.

Motion: Dean Glaser; Second: Jeff Leonard; 5-0 Vote

IV. CONSENT CALENDAR

- A. Approve Minutes from September 20, 2004, Regular Meeting.
- B. Approve attached Warrants.
- C. Approve employment contract for RCEA Executive Director David Boyd.
(Removed)
- D. Approve contract with *Utility Consultants* (Frank Di Massa) in the amount of \$7,000 to develop a regionally specific commercial sector energy efficiency training package (curriculum, workbooks, Power Point presentation), and deliver two workshops.

Motion to Approve: John Woolley; Second: Dean Glaser; 5-0 Vote

V. REMOVED FROM CONSENT CALENDAR ITEMS

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

VI. OLD BUSINESS

- A. Progress report on development of the Energy Element for the Humboldt County General Plan Update.
 - 1. Approve letter to the North Coast Unified Air Quality Management District confirming support for RCEA's grant application for funding to assist with the development of the Energy Element, and commitment of matching funds.

Motion to Approve: Dean Glaser; Second: Mike Dunker; Vote 5-0

VII. NEW BUSINESS

- A. Authorize staff to hire a second three-quarter-time Program Manager to assist with program development and delivery.

Motion to Approve: Dean Glaser; Second: Mike Dunker; Vote 5-0

- B. Presentation and request for support by Michael Winkler regarding the Humboldt State University Energy Independence Project.

Motion to Approve: John Woolley; Second: Dean Glaser; Vote 5-0

VIII. STAFF REPORTS

- A. David Boyd, Executive Director
 - 1. Budgeting & Accounting: PG&E contract budget adjusted to include storefront, added staff, and revised marketing plan. Continuing to work with Accountant (John Goff) to structure budgeting and accounting system, and to finalize review of last fiscal year.
 - 2. Personnel: Staff Hiring – Completed hiring process for Program Manager (Maureen Hart) and Program Assistant (Leisa Bertelsen). Appreciated assistance from Cheryl Nicholson/Fortuna.

3. Reporting: Received feedback from PG&E regarding May report; minor adjustments are needed.
4. Web Site Design: Going slower than anticipated, but results to date encouraging.
5. MSR: Solar Home Tour on 10/2 a success; MSR Advisory Committee going well – good attendance; *Solar Schools* Training 10/27; *Solar for Building Professionals* workshop 11/18.
6. Public Events: *Residential Energy Efficiency Workshop*, 10/5 at Library; 10 attendees; needs some work; *Arcata Greenhouse Gas Reduction Plan* 10/26; Public Agency Water Pumping & Waste Water Treatment Plant Energy Efficiency Workshop 11/9 – very important for both operations and fiscal staff to attend.
7. Emerging Technologies Summit: Oct 13&14 in SF. Kurt Kammerer represented RCEA; he will bill for time, no travel costs. Emerging Technologies is a PG&E contract deliverable. Kurt will provide written report.
8. Energy Professionals Meeting: I will attend in S.F. on 10/29. Will get update on pending CPUC changes.
9. Meeting Dates: There are scheduling conflicts with December, January, and February's regular meeting dates.

IX. REPORTS FROM MEMBER ENTITIES - None

X. ORAL COMMUNICATIONS - None

XI. ADJOURNMENT

Due to the holidays the Regular Meeting of the RCEA Board of Directors for December is cancelled. A Special Meeting may be announced.