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REGULAR MEETING MINUTES

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

September 20, 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.

Absent: City Council Member Mike Dunker, City of Rio Dell; Mayor Dean Heyenga, City of Trinidad; City Manager Michael Powers, City of Ferndale;

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

Guests: John Goff, David L. Moonie & Co.; Jim Zoellick, Schatz Energy Research Center; Mark Lovelace, Humboldt Watershed Council; Larry Goldberg, Yurok Tribe; Shirley Shelburn

II. CONSENT CALENDAR

- A. Approve Minutes from August 16, 2004, Regular Meeting.
- B. Approve Minutes from August 3, 2004, Special Meeting.
- C. Approve attached Warrants.
- D. Approve contract with Dana Boudreau (dba *Energy Wise*) in the amount of \$750 to provide sample residential energy audits as part of curriculum development for Residential Energy Efficiency workshops.
- E. Approve list of appointments to the Million Solar Roofs Strategic Plan Advisory Committee. (**Removed from Consent Calendar**)

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

III. ITEMS REMOVED FROM CONSENT CALENDAR

A. Approve list of appointments to the Million Solar Roofs Strategic Plan Advisory Committee.

Initially the Committee was targeted to have 15 members. There was tremendous response from a diverse cross-section of the community and given the structure and format of the meetings it was recommended that the full list of applicants be approved. Conflict of interest guidelines are being established with Counsel that will apply to this committee.

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

IV. OLD BUSINESS – None

V. NEW BUSINESS

A. Presentation by John Goff, from the accounting firm of David L. Moonie & Co., LLP, regarding progress on developing fiscal accounting and bookkeeping systems for RCEA.

Progress is being made toward the accounting and budgetary controls that are needed for audit purposes. The process with the County Auditors office will be simplified with one fund and a minimum number of accounts. For total accountability, once the process is up and running smoothly with QuickBooks, there will be a control feature in the program that does not allow transactions to be changed without explanation and approval. The system design will also incorporate fee-for-service for future business development.

B. Review RFP for consulting services for the development of an Energy Element as part of the ongoing Humboldt County General Plan Update, and provide guidance to Staff.

Additional items to be addressed include Title 24 language, Green House Gas under Alternative Transportation, feedback from County (Kirk Girard) and clarity on the interface with the Community Development Services Department.

Motion to Approve: John Woolley; Second: Jeff Leonard; 5-0 Vote

C. Authorize the hiring of up to four part-time student assistants/interns at a rate of compensation not to exceed \$8.50/hour.

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

D. Authorize Staff to enter into lease negotiations for a storefront for expanded space for energy demonstrations and training.

Motion to Approve: Wiley Buck; Second: Dean Glaser; 5-0 Vote

VI. STAFF REPORTS

- A. David Boyd, Executive Director**
Staff report notes attached.
- B. Maureen Hart, Program Manager**
Staff report agenda attachment reviewed.

VII. REPORTS FROM MEMBER ENTITIES

Chair Connie Stewart – Be thinking about outreaching to Community Service Districts, CR, HSU, School Superintendents, etc., to be future members of the RCEA Board.

VIII. ORAL COMMUNICATIONS - None

IX. CLOSED SESSIONS - None

X. REPORT FROM CLOSED SESSIONS - None

XI. ADJOURNMENT – 4:35 p.m.

*The Next RCEA Board of Directors Meeting is scheduled for
Monday, October 18, 2004, 3:00 p.m.
At the Humboldt County Courthouse, 525 5th St., Eureka, Conference Room A*