



Redwood Coast Energy Authority

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MEETING MINUTES

**Redwood Coast Energy Resource Center
517 5th Street, Eureka, CA 95501**

**March 17, 2008
Monday, 3:00 p.m.**

Redwood Coast Energy Authority will accommodate those with special needs. Arrangements for people with disabilities who attend RCEA meetings can be made in advance by contacting Cheryl Clayton at 269-1700 by noon the day of the meeting.

I. ROLL CALL

Meeting called to order at 3:08 p.m.

Present: Jeff Leonard, Randy Turner, Bud Leonard, Doug Strehl, Jay Parrish, John Woolley, Harmony Groves

Absent: Julie Fulkerson, Marvin Samuels

Staff: David Boyd, Dana Boudreau, Heidi Benzonelli

Guests: Ian Caliendo, Beckie Menten, Steve Salzman

II. REPORTS FROM MEMBER ENTITIES

John Woolley presented highlights of Climate Change meeting. Randy Turner provided a brief report on pump modifications being completed by HBMWD. David Boyd noted that Trinidad had appointed Julie Fulkerson as their new representative on the RCEA Board.

III. ORAL COMMUNICATIONS

Heidi Benzonelli presented information on the EPA 3P (People, Prosperity, and the Planet) Grant competition. RESU is submitting a proposal for acquisition of a mobile anemometer to help support potential local wind energy projects. Heidi requested a letter of support from the RCEA Board be forwarded to EPA contest board. Because of the critical timing of this request the Board voted to authorize staff to prepare a letter.

Move – John Woolley; Second – Harmony Groves

Approved 7-0

Steve Salzman presented an overview of this year's Plan It Green conference activities to be held on April 4 and 5, and extended an invitation to Board and staff.

IV. CONSENT CALENDAR

All matters on the Consent Calendar are considered to be routine by the Board and are enacted on one motion. There is no separate discussion of any of these items. If discussion is required, that item is removed from the Consent Calendar and considered separately. At the end of the reading of the Consent Calendar, Board members or members of the public can request that an item be removed for separate discussion.

- A. Approve Minutes of January 14, 2008 Special Board Meeting.
- B. Approve attached Warrants.
- C. Approve acceptance of a \$3,000 grant from PG&E to help fund Green Building Program start-up efforts.

- D. Approve a contract with Winzler & Kelly for an amount not to exceed \$3,000 for assistance with Green Building Program start-up efforts.

Move – Bud Leonard; Second John Woolley

Approved 7-0

V. REMOVED FROM CONSENT CALENDAR ITEMS

None.

VI. OLD BUSINESS

- A. RCEA Strategic Planning Sub-Committee – update and next steps.

Randy Turner reported committee progress to date, and noted that some additional compilation of committee work needs to be completed by Staff before the committee is ready to report back to the Board with CAPE revisions.

A date and time for next Sub-Committee meeting was not set, pending Staff completion of CAPE. Randy Turner will consult with David Boyd on the date and will notify committee members.

- B. Update on PG&E Redwood Coast Energy Watch Contract Development for the 2009-2011 Program Cycle.

David Boyd reported that the first step in contract development for the 2009-2011 program cycle has been completed. As required, a “Program Abstract” was submitted to PG&E, and is awaiting their review. If the Program Abstract is accepted, RCEA will be asked to submit a more detailed Program Implementation Plan. Highlights of the Program Abstract include:

- Return to full-time employment for all staff.
- Continuation of the SBDI element as a program cornerstone.
- Continuation and expansion of the recently launched pump testing and efficiency program, and motor efficiency program.
- Addition of a refrigeration efficiency component.
- A strengthened emphasis on promoting and assisting RCEA member agencies with energy efficiency projects.
- Continuation of Residential CFL sweeps.
- Roll out and expansion of the Time-of-Sale Home Energy Assessment Program.
- Continuation of public information and education activities.
- Addition of an entry level Energy Technician position.
- Addition of a Green Building Program Manager position.

David Boyd reported that a letter had been sent to interested parties in Mendocino, expressing an offer of assistance from RCEA in their development of a Mendocino Energy Watch program.

- C. Redwood Coast Energy Watch 2006-2008 Program Update

- Residential Program: Residential sweeps continue, using HSU interns. The focus for the time being is Eureka. Also, the Fortuna Soroptimist Club organized a volunteer sweep program for senior housing facilities in Fortuna.
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- Small Business Direct Install Program: Things are slowing a little, following a very productive period at year-end. Still, it is anticipated that energy savings targets will be met by end of contract. The RCEW “instant rebate” was recently increased, and is currently covering 30% to 50% of project costs.
- Municipal Energy Efficiency: In addition to SBDI-type projects, pump testing is now available for member agencies. David Boyd reminded the Board to encourage municipal staff to utilize RCEA’s services before requesting energy efficiency services from PG&E.

D. Update on PG&E’s proposed WaveConnect project and Humboldt Bay Power Plant Repowering project.

Ian Caliendo (PG&E Government Relations Consultant) provided an overview of PG&E’s WaveConnect project status, and the recent FERC Preliminary Permit. He also provided a status update on the Humboldt Bay Repowering Project. PG&E is awaiting a Final Determination of Compliance from the NQUAQMD.

John Woolley proposed directing staff to write a letter to PG&E commending Ian’s efforts as government liaison.

VII. New Business

A. Select RCEA Board Officers for 2008.

Randy Turner advised Board members that he will be leaving in the fall to attend UCSB.

1. Nominate and appoint RCEA Board Chair.

Jeff Leonard to continue as Board Chair

Motion – Harmony; Second – Bud Leonard Approved 7-0

2. Nominate and appoint RCEA Board Vice-Chair.

Harmony Groves nominated for Vice Chair.

Motion – John Woolley; Second – Budd Leonard Approved 7-0

B. RCEA AmeriCorps VISTA (Volunteers in Service to America) Opportunity

1. Approve RCEA Board Letter of Commitment and authorize staff to sign to a Memorandum of Understanding for the placement of two VISTA volunteers to support RCEA activities.

VISTAs commit to one-year of service. These will be full-time positions, renewable for three years. These positions will promote RCEA public outreach and education programs and support public agency energy efficiency efforts. Cost to RCEA will be \$2,000/year/VISTA, with a \$100 per month housing stipend. The positions will start in August.

Motion – John Woolley; Second – Harmony Groves Approved 7-0

VIII. Staff Report

A. David Boyd, Executive Director

- RCEA Budget Update: A mid-program budget review showed that there is sufficient money remaining to complete the contract as planned, with David Boyd and Dana Boudreau now working at 80% time.

The invoicing process has been streamlined and billing to PG&E is current. PG&E has rescinded the 30-day hold policy on check payments to RCEA. RCEA is hoping to use a potential performance award (still pending) from the last contract to offset the monthly deficit created by the check hold policy.

- RCEA Staffing Update: A new auditor will be hired at 80% time to replace Budd Dickinson, who will be retiring in June.

Maureen Hart will continue, part-time. About 5% of her salary will be covered by the PG&E contract, with the remainder from the Headwaters Grant. Her duties will include coordinating workshops, a non-profit organization grant effort, and custom energy efficiency support for targeted industry clusters.

- FPPC Form 700 Reminder: David Boyd noted that Form 700 is due by April 1.

IX. ADJOURNMENT

Meeting adjourned at 4:50 p.m.

***The next regular RCEA Board of Directors Business Meeting will be on
Monday, May 19, 2007, at 3:00 p.m.***
