



# Redwood Coast Energy Authority

517 5<sup>th</sup> Street  
Eureka, CA 95501  
Phone: (707) 269-1700 Toll-Free (800) 931-RCEA Fax: (707) 269-1777  
E-mail: [info@redwoodenergy.org](mailto:info@redwoodenergy.org) Web: [www.redwoodenergy.org](http://www.redwoodenergy.org)

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## MEETING MINUTES

**Redwood Coast Energy Resource Center  
517 5<sup>th</sup> Street, Eureka, CA 95501**

**June 21, 2010  
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**

The meeting was called to order at 3:02 p.m. and roll call was taken.

Present: Don Ratzlaff, Doug Strehl, Lana Manzanita, Jay Parish, Jack Thompson, Susan Ornelas, Linda Atkins

Absent: Barbara Hecathorn, Jill Duffy

Staff: David Boyd, Dana Boudreau, Coby Aldersebaes, Forest Sariano  
Brian Unser (3:28 p.m.), Heidi Benzonelli (4:00 p.m.)

Guests: Jeff Leonard

### **II. REPORTS FROM MEMBER ENTITIES**

Director Lana Manzanita reported that John Berchtold has accepted the position of Blue Lake City Manager. Mr. Berchtold is from northern Florida, and is expected to begin employment by July 10.

Director Thompson reported that Rio Dell's new city manager has assumed his position and everyone is very pleased.

Executive Director Boyd had the opportunity to meet with Director Manzanita to draft a letter for Blue Lake residents and business owners, inviting them to work with RCEA and take advantage of the residential and business programs available. He also extended the same offer to all cities if they are interested.

### **III. ORAL COMMUNICATIONS**

This time is provided for people to address the Board or submit written communications on matters not on the agenda. At the conclusion of all oral & written communications, the Board may respond to statements. Any request that requires Board action will be set by the Board for a future agenda or referred to staff.

None.

### **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 May 24, 2010 Special Board Meeting.**

**B. Approve attached Warrants.**

- C. Approve transfer of previously approved Green Building Program support contract (for Steve Salzman's services) from GreenWay Partners to Plan It Green for a remaining amount not to exceed \$3,250.00.

**Motion: Jack Thompson**

**Second: Don Ratzlaff**

**Approved: 6-0**

**Abstain: Susan Ornelas**

## V. REMOVED FROM CONSENT CALENDAR ITEMS

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

None.

## VI. OLD BUSINESS

### A. RCEA Financial Management Plan Update

- Cash Flow Report
- Monthly Budget Report
- Fiscal audit update
- FY 2010-11 Budget Update

Cash flow continues to be very workable, maintaining a range of \$140,000 to \$90,000, and E.D. Boyd feels that this is a very comfortable margin.

RCEA staff expects to continue to work on obtaining a line of credit once the fiscal audit is complete, even though it may not be necessary at that time.

The fiscal audit is moving forward, with only a few items outstanding. Completion is anticipated by the end of the month, and a document ready for review at the next Board meeting. There have been no significant changes.

RCEA staff has been working diligently on a new budget. E.D. Boyd noted that a 45-day review period is unnecessary (as mentioned at a previous meeting), and only a ten-day review period is required for public comment. It is anticipated that the new budget will be available for the July Board meeting.

### B. Update on ARRA EECBG submittal.

The California Energy Commission has approved all ARRA EECBG proposals. Subcontracts will soon be established between individual entities and the County of Humboldt, and RCEA is eager to see projects move forward. It is still advised to wait until the contracts have been signed before spending funds, as the CEC does not provide retroactive reimbursement. RCEA has offered to host a meeting for all city personnel who will be involved in order to explain the ensuing steps after the contracts are in place.

### C. Update on CEC SEP1 Proposal: NCEIP PACE Program

This program will provide a benefit assessment for energy efficiency on private property. The money has been allocated, but Riverside County was unhappy with the

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allocation and filed a lawsuit to reallocate funds. It is hoped that this will be resolved by August. It is estimated by the County that PACE will be ready to roll out to the public in February 2011.

#### **D. Update on North Coast Building Energy Retrofit Summit**

This workshop was offered to local contractors as an introduction to the multitude of new programs coming into Humboldt County. It is estimated that approximately three-quarters of the homes in Humboldt County were built prior to 1978. This number is significant because Title 24 (energy efficiency standards for residential and nonresidential buildings) legislation was established in 1978, making these homes noncompliant with Title 24 standards. Presentations covered the Home Star Program, PACE, and the Whole House Performance Program. Most homeowners in Humboldt County need assistance with initial funding in order to implement new energy efficiency measures. All programs should be implemented by the beginning of 2011. RCEA is building a list-serve database of all workshop attendees in order to furnish information as it becomes available.

## **VII. NEW BUSINESS**

#### **A. Board discussion and action regarding pending staff change.**

Executive Director Boyd submitted his letter of resignation, effective the 1<sup>st</sup> of October. Mr. Boyd noted that he could be flexible with this date; however, he will be unavailable for the month of October. He will also be available subsequently for consultation on a limited basis for small-scale projects.

Board President Jay Parish noted that he has enjoyed working with Mr. Boyd, and never anticipated that RCEA would accomplish as much as it has. He thanked E.D. Boyd for his service.

Jeff Leonard noted that E.D. Boyd is the individual who made the growth of RCEA possible, and thanked him for his service.

E.D. Boyd offered Dana Boudreau as a qualified applicant for the Executive Director position. Mr. Boudreau noted that he is a perfect match for his current position, and feels that he is not capable of meeting the position requirements for executive director. He is, however, honored by the consideration and thanks the Board.

The option of hiring one executive director for all JPAs in the County was discussed. It was noted that three executive directors will be leaving their positions this year, and it will be difficult to find a replacement in the amount of time that has been given. Jay Parish, Susan Ornelas, and Jack Thompson have formed a working group in order to establish recruitment and hiring protocol for desirable candidates. There will be a formal job posting for Board approval at the July meeting.

## **VIII. STAFF REPORT**

#### **A. David Boyd, Executive Director**

- RCEA Website
  - VISTA – Brian Unser recognition
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Website design nears completion, and the site should be up and running by the end of the month. Non-operational components will be placed on temporary hold, pending further design work.

Brian Unser was recognized for his term of service at RCEA, and was given a certificate of recognition.

## **IX. ADJOURNMENT**

There being no further business to discuss, the meeting was adjourned at 4:10 p.m.

***The next regular RCEA Board of Directors Business Meeting will be held on  
Monday, July 19, 2010 at 3:00 PM.***

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