



Redwood Coast Energy Authority

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SPECIAL MEETING MINUTES

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

February 8, 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 3:08 p.m. and roll call was taken.

Present: Jeff Leonard, Barbara Hecathorn, Doug Strehl, Jay Parrish,
Jack Thompson, Don Ratzlaff*

**Director Ratzlaff joined the panel at 3:20 p.m.*

Absent: Jill Duffy, Pat Falor, Susan Ornelas

Staff: David Boyd, Dana Boudreau, Cheryl Clayton, Larry Goldberg

Guests: Don Leonard, Alison Talbott-PG&E Government Liaison

II. REPORTS FROM MEMBER ENTITIES

Director Hecathorn reported that the Humboldt Bay Municipal Water District continues work on water resource planning, with 90 people in attendance during the most recent community meeting at the Elk's Club. Contract negotiations continue with the Freshwater Pulp Mill.

Director Leonard reported that construction on the Eureka Fisherman's Terminal is under way and project completion is anticipated by the end of summer. Plans include a solar roof and an electric car charging station. Executive Director Boyd noted that there is a CREBS authorization available for the solar portion of the project should the City need additional financing for this project.

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 December 7, 2009 Board Meeting
- B. Approve attached Warrants.

Motion: Jay Parrish

Second: Barbara Hecathorn

Approved 5-0

V. REMOVED FROM CONSENT CALENDAR ITEMS

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

None.

VI. OLD BUSINESS

- A. Update on PG&E/ Redwood Coast Energy Watch Partnership 2010-12 contract status:

- RCEW Budget Issues
- Strategic Initiatives

Executive Director Boyd reported that the new PG&E contract is in place with a \$2.9 million budget over the next three years. Complete reconfiguration of the budget and billing tool was necessary in order to conform to new contract requirements. The \$2.9 million figure fell short of the original \$3.0 million requested; however, overall staff is pleased with funding and contract terms.

New this program cycle is a budget allocation for “strategic initiatives.” Non-resource activities in support of the California Energy Efficiency Strategic Plan (CEESP) are budgeted \$100,000, and time spent on them needs to be tracked.

- B. RCEA Financial Management Plan Update

- Cash Flow Report

RCEA continues to maintain a comfortable positive balance with the County, and staff is confident that this will continue.

- Update on RCEA Financial Audit

The reconciliation process has emphasized the difficulties encountered in maintaining accurate financial records while utilizing the County Treasury for banking services. Reconciliation is now complete and RCEA will begin providing the various documentation and information required by the auditing firm.

- PG&E Foundation Grant of \$5,000

1. Authorize staff to establish a bank account for the purpose of establishing a financial history with a \$5,000 initial deposit.

RCEA has received the \$5,000 grant provided by PG&E to establish a cash reserve, and is requesting Board approval to open an account with Coast Central Credit Union.

Motion: Jack Thomson

Second: Don Ratzlaff

Approved 6-0

C. Update on Redwood Coast Energy Resource Center lease

Legal review on the lease document is not complete, and it will be necessary to continue tenancy on a month-to-month basis for an additional month.

Recommendations are expected to be available at the March Board meeting.

D. Review Redwood Coast Energy Watch 2009 accomplishments.

Dana Boudreau provided an overview of program results during the last contract cycle, noting that energy savings goals have been satisfactorily met, with kilowatt savings reaching 97% and the incentive budget spent down to \$800.

Director Leonard suggested that RCEW host an open house to celebrate RCEW's success, and provide an opportunity for Board members to meet all staff members.

E. Update on ARRA EECBG submittal.

Executive Director Boyd went over the submission process and reported that approximately \$800,000 in EECBG funds had been requested for Humboldt County municipal efficiency projects. He also noted that RCEW funds are available as a match component.

Larry Goldberg noted that the project represented a combined CO² emissions savings of 400 tons annually. An overview of the individual projects will be presented at the next Board meeting. Executive Director Boyd extended his appreciation to Larry Goldberg, and staff members Lou Jacobson, Ben Mattio, Mike Kowalski and Dana Boudreau, for their assistance in the preparation of the EECBG proposal. He also noted that Michael Winkler had volunteered many hours to the proposal process, and RCEA would be sponsoring his attendance at two workshops that will benefit RCEA programs. Once the final award is received from the CEC, RCEA will coordinate a press release.

VII. NEW BUSINESS

A. RCEA 2010 Board Officers

1. Nominate and appoint RCEA Board Chair.
2. Nominate and appoint RCEA Board Vice-Chair.

Director Jeff Leonard was nominated as Board Chair.

Motion: Jay Parrish

Second: Doug Strehl

Approved: 5-0

Director Jay Parrish was nominated as Vice-Chair.

Motion: Jack Thompson Second Barbara Hecathorn Approved: 5-0

B. RCEA FY 2009-2010 mid-year budget review

1. Approve in-place reclassifications of Program Assistant/Office Manager and Energy Technician/Energy Specialist.

Executive Director Boyd presented a revised job description, and noted that reclassification of the was in order due to expansion of the program caused changes in job duties which make it necessary to re-evaluate these positions and compensation.

2. Review and approve mid-year budget and proposed budget line adjustments.

Director Leonard noted that he was very pleased with the number of financial safeguards and level of reporting now in place.

Motion: Jay Parrish Second: Barbara Hecathorn Approved 6-0

VIII. STAFF REPORT

- A. David Boyd, Executive Director**
- PG&E WaveConnect Project
 - Shell Bear River Wind Project
 - Green Building Program

In the interest of time, Staff Report was postponed to the next meeting

IX. CLOSED SESSION (Set for 4:30 PM)

Pursuant to Government Code Section 54957 – Personnel

X. REPORT FROM CLOSED SESSION

Nothing to report

XI. ADJOURNMENT

Meeting was adjourned at approximately 5:00PM.

***The next regular RCEA Board of Directors Business Meeting will be held on
Monday, March 15, 2010 at 3:00 PM.***