



# Redwood Coast Energy Authority

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## MEETING MINUTES

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

December 13, 2010  
Monday, 3:00 p.m.

### I. ROLL CALL

The meeting was called to order at 3:05 p.m. and roll call was taken.

Present: Jay Parrish, Barbara Hecathorn, Linda Atkins, Doug Strehl, Don Ratzlaff, Lana Manzanita, Jack Thompson, Jill Duffy

Absent: Susan Ornelas

Staff: Matthew Marshall, Dana Boudreau, Cheryl Clayton, Coby Aldersebaes, Mike Kowalski

Guests: John Berchtold, David Boyd, Larry Goldberg, Daniel Geist, Ivan Marruffo, Alison Talbott, Steve Salzman

### II. REPORTS FROM MEMBER ENTITIES

None.

### 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 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 November 15, 2010 Regular Board Meeting

B. Approve Minutes of November 19, 2010 Special Board Meeting

C. Approve attached Warrants.

M/S/C (Duffy, Hecathorn) - approve consent calendar.

### 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
- Budget Report

Cash flow continues to remain consistent and adequate for operations.

Staff will begin building a budget report using the budget program in the QuickBooks accounting software, as well as producing standard financial reports from within the accounting system for future Board reporting. Director Duffy noted that it was very helpful to show percentages in the budget report.

Personnel expenses reflect occasional overages throughout the year, based upon seasonal sweeps staff; however, core staff expenses remain within budgetary limits.

### **B. Smart Meter Transition Update**

Ivan Marruffo of PG&E gave a presentation regarding the PG&E Smart Meter program. Following his presentation, Mr. Marruffo addressed questions from the audience. The Board asked if there would be an "opt out" provision in the program, and Mr. Marruffo stated that there is not at this time. However, residents can call PG&E to be placed "at the back of the line" for getting a new meter if they would like to delay installation at their home to wait and see if any changes to the program occur. PG&E installation contractors will also respect signs requesting delayed installation that are placed on homes' existing meters.

### **C. Energy Upgrade California Update**

Matthew Marshall and Dana Boudreau will be traveling to Santa Rosa to meet with representatives from Ecology Action, the Local Government Commission, and other potential program partners to discuss implementation plans and the role RCEA will play in the new program.

### **D. Non-profit Energy Efficiency Program Update**

Mike Kowalski provided an overview of RCEA nonprofit program and funding sources. The PG&E Foundation and the McLean Foundation have both provided \$15,000 each to fund the program again this year. The 2011 program is ready to begin and will provide lighting and refrigeration upgrades to local non-profits.

### **E. CEC Pre-contract Requirements for EECBG Projects**

Though the County is still in the process of finalizing a contract with the CEC, Cities will also need to complete and submit prevailing wage determinations and waste management plans before work on EECBG projects can begin. RCEA staff is available to assist City staff in fulfilling these requirements, and has worked with HWMA to provide information needed to complete the waste management plans. Larry Goldberg volunteered his services to assist small cities with completing the required documents. The proposed EECBG projects could contribute an estimated 25-35% of RCEA's total non-residential Energy Watch 2010-2012 goals, but due to

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delays in the granting and contracting process projects will have to move quickly once a CEC contract is in place to be completed by EECBG program deadlines. An EECBG tracking page can be found on the RCEA web site.

## VII. NEW BUSINESS

### A. Green Communities Contract Opportunity

This PG&E program can potentially provide funding to RCEA to assist member Cities to complete greenhouse gas inventories of their municipal operations.

**M/S/C (Duffy, Atkins) - authorize staff to negotiate funding and scope of work with PG&E to participate in the Green Communities Program.**

### B. Reschedule January 17th, 2011, Board Meeting

**M/S/C (Duffy, Atkins) - reschedule January Board meeting to January 10, 2011.**

## VIII. STAFF REPORT

### A. Matthew Marshall, Executive Director

- RESCO Project
- New RCEA Green-building VISTA
- Holiday Lights Exchange
- Pat Stoner/Local Government Commission visit

Administrative Intern Coby Aldersebaes will be leaving RCEA to attend graduate school in Oregon. Board and staff thanked her for her service to RCEA.

There were about 50 people in attendance at the recent RESCO meeting, which was also featured in an episode of KEET TV's "Blueprint Humboldt" series.

New AmeriCorps VISTA member Julie Jurkowski will focus her efforts on the Green Building Program.

The Holiday Light Exchange was once again a sellout, with about 2,000 sets of high-efficiency LED Christmas lights exchanged for old incandescent sets.

Pat Stoner, the Statewide Local Government Energy Efficiency Best Practices Coordinator for the Local Government Commission, will be available at the RCEA office on Thursday, December 16, from 8:00 a.m. to Noon. His visit presents an excellent opportunity to discuss issues facing the state and our communities.

## IX. ADJOURNMENT

The meeting was adjourned at 4:50 p.m.

***The next regular RCEA Board of Directors Business Meeting  
will be held on Monday, January 10, 2011 at 3:00 PM.***

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