



Redwood Coast Energy Authority

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MEETING MINUTES

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

July 19, 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 3:05 p.m. and roll was taken.

Present: Jay Parish (Chair), Linda Atkins, Jill Duffy, Lana Manzanita,
Susan Ornelas, Jack Thompson, Doug Strehl

Absent: Barbara Hecathorn, Don Ratzlaff

Staff: David Boyd, Dana Boudreau, Cheryl Clayton, Coby Aldersebaes, Heidi
Benzonelli, Oliver Hulland

Guests: Alison Talbott, Jeff Leonard

II. REPORTS FROM MEMBER ENTITIES

Blue Lake: The Dell'Arte Music Festival will be held in Blue Lake on July 23 and 24. A picnic was held in Blue Lake on July 18 to introduce the Blue Lake City Manager.

Fortuna: The Fortuna Rodeo has concluded and the Redwood AutoXpo will begin Friday, July 23 and run through Sunday, July 25.

Ferndale: The Humboldt County Fair will begin on August 12 in Ferndale.

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 June 21, 2010 Board Meeting.

B. Approve attached Warrants.

M/S/C (Thompson/Atkins) to approve Consent Calendar

V. REMOVED FROM CONSENT CALENDAR ITEMS

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

VI. OLD BUSINESS

A. RCEA Financial Management Plan Update

- Cash Flow Report
- Fiscal Audit Update
- FY 2009-10 Budget Report
- FY 2010-11 Budget Presentation

1. Review and adopt proposed FY 2010-11 RCEA budget

RCEA cash flow remains excellent at approximately \$100,000.

E.D. Boyd provided an updated FY 2009-10 budget report and noted that a final year-end budget report will be available at a future Board meeting once the FY is officially closed.

A draft audit report for the years ending June 30, 2008 and 2009 is expected to be available from Pisenti & Brinker by the end of July. ED Boyd reported that according to Brett Bradford, it may be possible to have the fiscal audit for the year ending June 30 2010 completed prior to the end of this calendar year. The auditors will attend the next board meeting, either in person or by teleconference. Director Thompson questioned whether it would be necessary to engage another accounting firm for the next audit phase. It was noted that Pisenti and Brinker has been contracted for a three-year term, which will include two more audit years.

ED Boyd presented the draft FY 2010-11 budget. It is based on 2009-2010 expenses and expected income. RESCO amounts have been estimated, and salary and benefits may change with the hiring of a new executive director.

Concern was expressed over rising costs of health insurance, and E.D. Boyd suggested that some adjustments may be necessary. He requested direction from Board members in drafting a policy for health benefits. Director Duffy suggested contacting agencies such as RCAA, other JPAs, and Rick Martin at the NCUAQMD.

E.D. Boyd is drafting a personnel handbook and a copy may be available for review at the next Board meeting.

Budget items were reviewed and E.D. Boyd provided clarification.

The Board authorized a one-time transfer of up to \$65,000 from the reserve account and asked staff to discuss a goal for its reserves and present to the board at the next meeting. The budget will be presented to the board again in February for a mid-year review.

Staff was directed to place proposed changes to health benefits on the agenda, and present a list of options to the Board at the next meeting.

M/S/C (Duffy/Ornelas) to adopt the 2010-2011 budget as a balanced budget

B. Report from Executive Director Recruitment Sub-Committee

1. Review and approve revised ED position description
2. Review and approve proposed recruitment and hiring plan

Director Parish noted that the City Managers continue to explore the creation of a JPA umbrella organization and are working on an organizational chart to present to the JPAs.

The ED position description was reviewed and it was suggested that familiarity with the Brown Act be added to the list of qualifications.

Director Duffy requested staff to assemble a list of all posting sources used to advertise the ED position.

Director Thompson requested that ED Boyd be included in the application review process and attend interviews. The Board directed staff to make all applications available to Board members, with notations for applicant preferences.

Director Manzanita requested a draft list of interview questions be provided to the Board.

M/S/C (Duffy/Atkins) to accept the position description and hiring process timeline as amended

C. Update on ARRA EECBG submittal.

Communication was received from Jennifer Jenkins of Humboldt County, noting CEC approval of all project submissions. The county is awaiting execution of its contract with the CEC, and will then prepare sub-contracts with local cities.

D. Update on CEC SEP1 Proposal: NCEIP PACE Program.

1. Authorize staff to draft a resolution and letter to key decision makers in support of PACE programs.

E.D. Boyd presented an overview of the PACE program, and discussed the benefits of the program. He noted that PACE funding has been stalled due to objections lodged by the FHFA (Federal Housing Finance Agency). The Sonoma County SCEIP program was interrupted briefly, but subsequently reopened. The Board was asked to authorize staff to draft a letter in support of the PACE legislation, and adopt a resolution of support for PACE programs.

Director Duffy suggested that the letter contain information specific to Humboldt County and RCEA goals, and recipients should include the League of California Cities, Attorney General Jerry Brown, and the Sonoma Water Agency.

M/S/C (Duffy/Atkins) to draft letter and adopt Resolution 2010-2 in support of PACE

[Oliver Hlland entered the meeting at this time.]

VII. NEW BUSINESS

A. Staff report on Proposition 23 – the “California Jobs Initiative,” a proposition to suspend AB 32

1. Authorize staff to draft a resolution opposing Proposition 23.

B. Idea: Add brief reports from the Arcata and Eureka Energy Committees as part of monthly “Reports From Member Entities.” – discussion

E.D. Boyd presented a brief overview of Prop 23, and in view of time constraints, suggested discussion of agenda items A and B be tabled and held for the next meeting.

[Director Thompson left the meeting at this time.]

VIII. STAFF REPORT

A. David Boyd, Executive Director

- RCEA Web site
- Energy Library & Tool Bank
- VISTA – Oliver Hulland recognition

VISTA volunteer Oliver Hulland was recognized for his work during the past year and was presented with a certificate of recognition.

In view of time constraints, E.D. Boyd suggested discussion of the RCEA website and library items be tabled and held over to the next meeting.

IX. ADJOURNMENT

There being no further business to discuss, the meeting was adjourned at 5:10 p.m.

***The next regular RCEA Board of Directors Business Meeting will be held on
Monday, August 16, 2010 at 3:00 PM.***
