



Redwood Coast Energy Authority

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SPECIAL MEETING MINUTES

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

May 24, 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 call was taken.

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

Absent: Susan Ornelas, Doug Strehl

Staff: David Boyd, Dana Boudreau, Cheryl Clayton, Coby Aldersebaes, Forest Sariano

Guests: Alison Talbott, Norm Ehrlich, Jeff Leonard

II. REPORTS FROM MEMBER ENTITIES

Director Thompson reported that Ron Hendrickson has accepted the position of City Manager for the City of Rio Dell.

Director Manzanita extended appreciation from the City of Blue Lake for sending Ben Winker as the RCEA representative at the Blue Lake Centennial celebration. It was also noted that Blue Lake might have a new City Manager.

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 April 19, 2010 Board Meeting

B. Approve attached Warrants.

C. Approve contract with Larry Hand for Summer Sweep Intern Training for an amount not to exceed \$500.

Motion: Jill Duffy

Second: Barbara Hecathorn

Approved: 6-0

Abstain: Linda Atkins

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
- FY 2010-11 Budget Planning
- RCEA Financial Audit – Status Report (Brett Bradford, Pisenti & Brinker, via speaker phone)

RCEA continues to maintain a workable cash balance, with some lag in expenses versus receipts being normal due to the reimbursement process. Budget planning for fiscal year 2010-2011 is slated to begin soon, and Director Boyd requested that the Board submit any desired changes or suggestions at this time.

Brett Bradford of Pisenti & Brinker joined the meeting by telephone and provided an interim progress report on the RCEA financial audit. He noted that the audit was going well with no surprises, although staff has encountered some difficulty reconciling cash balances with the County records. He estimates the audit to be approximately 65% complete, and pending receipt of additional information requested of staff, the audit should be completed by June 30. Staff noted that June 30 is a workable timeframe.

B. Update on ARRA EECBG submittal.

Executive Director Boyd noted that all EECBG projects submitted to the CEC have been approved, and it is expected that a contract between the County and the CEC will be in place by the end of June. The County will then execute subcontracts with each of the participating jurisdictions. Boyd cautioned against incurring project expenses prior to subcontracts being in place. PG&E incentive programs will be an adjunct to project funding, and applications to PG&E (SBDI, or NRR-DR) will need to be made.

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

CEC SEP 1 PACE funding has been stalled pending the outcome a lawsuit filed by the Western Riverside Council of Governments challenging the CEC selection process. Once the funds are released (hopefully by August), staff will be hired for the program. PACE should be ready to roll-out by the end of this year or January of 2011. There will be no aggressive program marketing until funds are in place. Jennifer Jenkins of Humboldt County Community Development is currently serving as the County's lead until a program director is hired. It is expected that RCEA will eventually subcontract with the County to serve as local program implementer. It was noted that the NCEIP PACE program is modeled after the very successful Sonoma County program. The initial SEP 1 funding phase will be used for program development and start-up through 2012, after which time PACE should be self-supporting.

D. Update on WaveConnect project

Staff's previous recommendation that RCEA become an intervenor in the WaveConnect project was premature. Once PG&E has filed its pilot project permit application with FERC there will be a specified timeframe in which RCEA can become an intervenor should the Board wish to provide input on this application. A local public meeting with FERC and the State Lands Commission is scheduled for June 9.

VII. NEW BUSINESS

A. RCERC (Gross Building, 517 5th Street) Lease Renewal

1. Approve renewal of RCERC lease through 2/28/2013

The new RCEA lease has been approved by counsel and all outstanding issues have been resolved with the landlord.

Motion: Jill Duffy

Second: Don Ratzlaff

Approved: 7-0

B. Residential Retrofit Regional Summit

On June 17, 2010, RCEA and SBDC will co-host an all day North Coast Building Energy Retrofit Summit for contractors at the Wharfinger Building. Representatives from Plan It Green, County of Humboldt, North Coast Small Business Development Center, Humboldt Builders' Exchange, College of the Redwoods, and others will be present to discuss the coming wave of residential energy retrofit opportunities (e.g. HomeStar, PG&E's Whole House Performance Program, PACE).

C. Energy Acronym List

RCEA has prepared a glossary of commonly used acronyms associated with the energy field. Board member Duffy suggested several edits.

VIII. STAFF REPORT

A. David Boyd, Executive Director

- Humboldt Energy Independence Workshop Series
- RCEA Web site
- VISTA
- Special Recognition – Jeff Leonard

RCEA is hosting a series of workshops focused on energy independence in Humboldt County, with five to six workshops scheduled every two weeks. RCEA VISTA volunteer Oliver Hlland is coordinating the workshops, which may become a once or twice a year offering of the RCEW program.

The RCEA website is nearing completion, and the new web hosting service will allow RCEA complete control over website design and content.

Director Manzanita inquired about access to information for Blue Lake merchants. Executive Director Boyd will have an informational flyer designed specifically for Blue Lake, and offered to meet with the Blue Lake Chamber of Commerce.

Terms are ending soon for VISTA volunteers Brian Unser and Oliver Hlland. Since VISTA funding has been reduced, only one new VISTA volunteer replacement will be available until December. Oliver Hlland has been coordinating a project with the Engineering class at Humboldt State University. The engineering students have

assembled nine energy efficiency education kits for teachers. These kits consist of lesson plans and hands-on materials for students, and are available for checkout by teachers.

Eureka City Councilperson Linda Atkins was introduced as the new representative for the City of Eureka, replacing Jeff Leonard on the RCEA Board.

Director Leonard was recognized as one of the founding RCEA board members, and Executive Director Boyd thanked him for his many years of service to RCEA, and presented him with a plaque.

IX. ADJOURNMENT

There being no further business to discuss, the meeting was adjourned at 4:30 p.m.

***The next regular RCEA Board of Directors Business Meeting will be held on
Monday, June 21, 2010 at 3:00 PM.***
