



Redwood Coast Energy Authority

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MEETING MINUTES

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

**November 15, 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 3:00 p.m. and roll call was taken.

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

Absent: None

Staff: David Boyd, Matthew Marshall, Dana Boudreau, Cheryl Clayton, Coby Aldersebaes

Guests: Larry Goldberg, John Woolley, Alison Talbott, Steve Salzman

II. REPORTS FROM MEMBER ENTITIES

Director Manzanita noted the opening of the Del Arte season in Blue Lake and encouraged everyone to visit Blue Lake and attend the programs.

Director Parrish provided background and current disposition of the Coast Guard lighthouse 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 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 October 4, 2010, Special Board Meeting

B. Approve attached warrants

M/S/C (Atkins, Duffy) - approve minutes of October 4, special meeting and warrants

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
 - Fiscal Audit Update
1. Authorize staff to transfer funds from County Treasury to local bank account and begin using that account for routine business.

Cash flow remains steady and adequate to meet financial obligations on a timely basis.

The budget is aligned with the PG&E contract, and line item adjustments will be made at the midterm budget review. Rebates and incentives are slightly behind the curve; however, these will pick up in the spring.

The auditor has provided the final audit document, and as reconciliation for fiscal year 2009-2010 nears completion, staff feels this would be a good time to begin exploring the process necessary to transfer funds from the County to a local bank in order to establish a line of credit for \$75,000.

M/S/C (Duffy, Ornelas) - authorize staff to obtain requirements for moving funds from the Humboldt County Auditor

B. RCEA Executive Director Transition

- Remarks from outgoing ED David Boyd
 - Welcome new ED Matthew Marshall
1. Authorize ED transition plan to keep David Boyd on payroll part-time through the end of the calendar year.

Retiring Executive Director Boyd thanked the Board for their support during his tenure at RCEA, and noted that many good things have been brought to the community through the programs and services offered by the Redwood Coast Energy Authority.

Mr. Boyd proposed a revised ED transition plan, which would extend his employment through the end of the year. This would include 23 days of paid vacation and seven paid workdays at an approximate cost of \$2085.00. Director Duffy raised some concern regarding the propriety of maintaining two executive directors on salary, and recommended that attorney Diamond be consulted for guidance. She requested trailing this discussion to later in the meeting.

C. RESCO Stakeholders Meeting

A RESCO stakeholders meeting will be held on Thursday, November 18, which will be attended by Executive Director Marshall, Dana Boudreau, and David Boyd.

D. Humboldt County General Plan Update – Energy Element Alternatives

David Boyd introduced the latest version of the draft energy element to the General Plan. RCEA has submitted a draft to the County, which includes a list of alternatives for the General Plan. There will be an opportunity for public comment prior to a final draft revision. Director Duffy noted that the energy element would apply only to the unincorporated areas of the county.

E. Energy Upgrade California Update

Energy Upgrade California has evolved out of the stalled PACE program, and has received funding approval from the CEC. The program is statewide and competitive, with approximately \$30 million dollars available. The County is working to implement a regional effort. The program is closely aligned with PG&E programs, providing incentives for whole-house retrofits and testing. Financing will come from private financial institutions.

F. PG&E WaveConnect Update

Local government liaison Alison Talbott reported that PG&E will not pursue a license to move ahead with the five-year, five megawatt wave connect pilot project. It was determined that project costs were higher than anticipated and wave-power technology has not advanced as rapidly as expected. While FERC (Federal Energy Regulatory Commission) has a pilot process that allows for adaptive management and monitoring during the project rather than a lot of permitting prior to start-up, State and other agencies that regulate the project and also have jurisdiction do not have that process. Consequently, there would be a great deal of permitting work that would have had to take place prior to project startup. The project has been placed on hold while PG&E looks for interested partners. PG&E will compile a report on lessons learned and present this report to the DOE.

VII. NEW BUSINESS

A. RCEA Strategic Planning – Discussion

With the anticipated Board changes in January 2011, as well as the appointment of a new executive director, Board and Staff discussed developing a strategic plan to guide RCEA forward in the coming years.

B. Green Communities/ICLEI Opportunity

The Green Communities program, combined with ICLEI, will work with government agencies and cities to assist with implementation of Greenhouse Gas Emissions programs. ICLEI will pay for training, and RCEA will contribute staff time.

VIII. STAFF REPORT

A. David Boyd, Executive Director

- RCEA Board Meeting scheduling
- RCEA Web site
- Personnel Handbook
- Holiday Lights Exchange
- Pat Stoner/Local Government Commission visit
- Upcoming workshops and webinars

The December Board meeting will be rescheduled to Monday, December 13.

The RCEA website went live a few weeks ago, and staff requested Board feedback.

David Boyd noted that the RCEA employee handbook is not yet complete, and needs a conflict of interest policy included.

The Holiday Light Exchange program will be exchanging 2,000 sets of LED Christmas lights this year, and the program has been expanded to include a give-a-way site in Fortuna. RCEA is now participating as an official Arts Alive site.

Pat Stoner of the Local Government Commission will be visiting the area on the morning of December 16, and Board members may want to schedule some time with him. Mr. Stoner, who oversees the Energy Network interest group, has been given a new title with the CPUC that includes "best-practices" coordination among local government partnerships.

RCEA continues to host evening workshops and upcoming events can be found on the RCEA website.

The EECBG grants have been moving forward slowly. The grant application was submitted January 10, 2010, and was approved in March, but there is still no contract in place between the CEC and the County. Jennifer Jenkins has been encouraged to meet with the municipalities to discuss progress.

Director Duffy, Director Parrish, and Mr. Boyd retired from the meeting at 4:25 p.m. to confer with Attorney Diamond. They returned at 4:40 p.m. and reported that on advice of counsel, Mr. Boyd's last day of employment is set at November 14, 2010. A contract with Mr. Boyd for services to RCEA will be drafted, and the Board will convene a special meeting on Friday, November 19, at 10:00 a.m. to discuss the contract.

IX. ADJOURNMENT

The meeting was adjourned at 5:04 p.m.

***The next regular RCEA Board of Directors Business Meeting
will be held on Monday, December 13, 2010 at 3:00 PM.***
