



Redwood Coast Energy Authority

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SPECIAL MEETING MINUTES

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

November 19, 2010
Friday, 10:00 a.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.

The meeting was called to order at 10:06 a.m. and roll call was taken.

I. ROLL CALL

Present: Barbara Hecathorn, Susan Ornelas, Jay Parrish, Don Ratzlaff,
Jack Thompson, Jill Duffy

Absent: Lana Manzanita, Doug Strehl, Linda Atkins

Staff: Matthew Marshall, Cheryl Clayton

Guests: David Boyd

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. OLD BUSINESS

- A. Authorize consultant contract with David Boyd for an amount not to exceed eight thousand dollars (\$8,000) to provide professional services to assist with RCEA administrative, resource and program development.

The Board reviewed a proposed contract with Mr. Boyd for consulting services, for an amount not to exceed \$4,500 and for the period of November 15, 2010 through June 30, 2011. It was noted that the contract amount varied significantly from the \$2,085.00 amount discussed at the previous meeting, which would have been the additional staff cost of employing Mr. Boyd for 7 paid transition days.

Director Parrish explained that a total of up to \$8,000.00 has been budgeted for ED transition costs, and Mr. Boyd's contract amount provides the option of using his services and expertise beyond just the immediate transition period.

Director Thompson referred to the RCEA personnel budget and noted that by the end of the year this account would be \$2,000.00 over budget.

Mr. Boyd stated that consulting services were not part of the personnel budget, but a separately budgeted expense item.

Director Duffy noted that the scope of services would run to the end of the fiscal year on an hourly fee basis, so Mr. Boyd's services can be used as-needed on an occasional basis if and when they are most beneficial to the organization. She also suggested that any remaining transition-cost budget could be used to take advantage of optional training and resources, such as SDRMA and Nancy Diamond.

Mr. Boyd was asked to revise the payment due date from a ten-day term to a 30-day term.

M/S/C: (Duffy/Hecathorn) – authorize contract between RCEA and David Boyd, not to exceed \$4,500.00

IX. ADJOURNMENT

The meeting was adjourned at 10:30 a.m.

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