



Redwood Coast Energy Authority

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SPECIAL MEETING MINUTES

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

October 4, 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.

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

I. ROLL CALL

Present: Jay Parrish, Linda Atkins, Jack Thompson, Susan Ornelas, Lana Manzanita, Don Ratzlaff; Doug Strehl

Absent: Barbara Hecathorn, Jill Duffy

Staff: Dana Boudreau, Cheryl Clayton, Coby Aldersebaes

Guests: Alison Talbott, PG&E

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

At this time, Director Parrish suggested the Board take Agenda Items VII and VIII out of order and move to closed session.

M/S/C: Don Ratzlaff/Susan Ornelas - to hear agenda items VII and VIII out of order and move to closed session

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 August 16, 2010 Board Meeting.

B. Approve Minutes of August 30, 2010 Special Board Meeting

C. Approve Minutes of September 3, 2010 Special Board Meeting

- D. Approve Minutes of September 14, 2010 Special Board Meeting
- E. Approve attached Warrants.
- F. Approve contract with California Center for Rural Policy (Terry Uyeki) for facilitation services for RESCO stakeholder's meetings for an amount not to exceed \$3,200.
- G. Approve proposal from Jackson & Eklund (Larry Wood) for local accounting services for an amount not to exceed \$3,000.

M/S/C: Jack Thompson/Susan Ornelas to approve the consent calendar, with Director Thompson abstaining from the vote on items A and B.

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 (Brett Bradford, via speakerphone)
1. Formally accept Fiscal Audit Report for the year ending June 30, 2009 and 2008.

Staff member Boudreau noted current RCEA cash flow balance, and reviewed the current budget. RCEA has formally retained Larry Wood, CPA, of Jackson & Eklund, for accounting consultation services on an as needed basis. Mr. Wood will be assisting staff with completion of the 2010 audit requirements. The final draft audit for fiscal years 2008 and 2009 has been submitted by Pisenti and Brinker for Board approval.

M/S/C: Linda Atkins/Don Ratzlaff to accept the final draft audit for fiscal years 2008 and 2009.

B. NCEIP Update – Energy Upgrade California Issues

1. Authorize staff to write a letter to NCEIP regarding concerns about the proposed Energy Upgrade California Program

Staff member Boudreau cited ongoing legal problems with the PACE program which have made it necessary to implement a new program and establish an alternate funding stream through the California Statewide Communities Development Authority (CSCDA) and Ecology Action. He noted that although RCEA was optimistic about the new effort, there were concerns with the current proposed program design. The Board was asked to approve the drafted letter to Kirk Girard of the North Coast Energy Independence Program, stating support for the new effort and outlining concerns. The Board suggested adding Mike Thompson and Wesley Chesbro to the mail list.

M/S/C: Linda Atkins/Lana Manzanita to approve the letter as drafted with the additional contacts as noted.

C. Approve resolution opposing Proposition 23

AB32 was discussed and a motion was made to approve resolution 2010-3 in opposition to Proposition 23.

M/S/C: Susan Ornelas/Lana Manzanita to adopt Resolution 2010-3 opposing Proposition 23.

Director Ratzlaff suggested publicizing RCEA's position and Director Ornelas suggested drafting a public service announcement.

Mr. Boudreau agreed to move forward with drafting the PSA and making arrangements to air it.

VII. CLOSED SESSION (agenda item heard out of order)

Pursuant to Government Code Section 54957 – Personnel
Executive Director Hiring

The Board entered a closed session discussion from 3:10 p.m. to 3:30 p.m. to address the matter of executive director hiring.

VIII. REPORT FROM CLOSED SESSION (agenda item heard out of order)

Executive Director Appointment and Approval of Employment Contract

Open session resumed at 3:30 p.m., and a motion was made to extend an offer of employment for the position of executive director to candidate Matthew Marshall, and approve the employment contract.

M/S/C: Linda Atkins/Susan Ornelas to extend an offer of employment for the position of executive director to Matthew Marshall, and approve the employment contract.

Director Parrish suggested placing a call to Mr. Marshall to advise him of the Board's decision. Mr. Marshall was contacted and offered the position of executive director for RCEA. Mr. Marshall accepted the position and advised the Board that he intended to begin employment on November 15, 2010.

IX. NEW BUSINESS

None

X. STAFF REPORT

A. Dana Boudreau, Acting Executive Director

- RCEA Board Meeting Scheduling
 - RCEA Web site
 - Personnel Handbook
 - CAPE
 - Upcoming workshops and webinars
-

Staff member Boudreau asked the Board to forgo the board meeting scheduled for October 18th, given the previous special meetings held during the month, and recommended that the Board resume with the next scheduled meeting date of November 15th.

It was noted that the RCEA website would be online within the next week.

The personnel handbook is nearing completion and will be forwarded to Nancy Diamond for legal review.

CAPE: Staff member Boudreau informed the Board that staff is continuing work on the Comprehensive Action Plan for Energy.

VISTA Outreach Intern Shanna Atherton was introduced, and provided an update on her progress with the workshops and the RCEA library. Mr. Boudreau noted that RCEA is participating in 12 workshops, and a list of titles and dates was available for handout. Director Manzanita requested a single sheet flyer be developed for posting.

Mr. Boudreau commented that he would like to work on benchmarking energy use with the cities and present his findings to the Cities of Eureka and Arcata.

IX. ADJOURNMENT

The meeting was adjourned at 4:40 p.m.

***The next regular RCEA Board of Directors Business Meeting will be held on
Monday, November 15, 2010 at 3:00 PM.***
