



Redwood Coast Energy Authority

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MEETING MINUTES

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

**February 28, 2011
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 3:02 p.m. and roll call was taken.

Present: Jay Parrish, Linda Atkins, Lana Manzanita, Jack Thompson, Tom Davies, Sheri Woo, Ryan Sundberg, Shane Brinton, Sue Long

Absent: none

Staff: Matthew Marshall, Dana Boudreau, Julie Jurkowski

Guests: Alison Talbott, David Boyd

II. REPORTS FROM MEMBER ENTITIES

None.

III. ORAL COMMUNICATIONS

Alison Talbott, the local PG&E Government Relations representative, introduced herself to the new board members and emphasized the fact that she wants to be viewed as a resource to all members and will do her best to answer any PG&E-related questions that may arise.

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 January 10, 2011 Board Meeting

B. Approve attached Warrants

Shane Brinton requested that item A: Approval of the January 10, 2011 Board Meeting be removed from the consent calendar and voted on separately due to the fact that he was absent at that meeting.

M/S/C: Thompson/Brinton – Approve attached Warrants

V. REMOVED FROM CONSENT CALENDAR ITEMS

A. Approve Minutes of January 10, 2011 Board Meeting

M/S/C: Atkins/Thompson – Approve the minutes of January 10, 2011 meeting

Abstain: Brinton

VI. OLD BUSINESS

A. Welcome to New Board Members

New Board members were welcomed and provided a brief introduction to RCEA. A binder of RCEA background and reference documents will be provided to Board Members at the next meeting.

B. RCEA Financial Management Update

Executive Director Marshall provided written and oral reports on the status of RCEA's budget and cash flow.

Mid-year Budget Review: Executive Director Marshall reported that the budget is generally on target overall; Energy Watch customer incentive payments are lower than anticipated but energy-savings targets are still being met. The proposed new contracts later on the agenda would result in new income and expenses for the year, and consequently a budget adjustment request to incorporate the new contracts proposed later on the Agenda is anticipated for the next Board Meeting.

Fiscal Audit Status: A member of the audit team from Priseni & Brinker, RCEA's Auditor, completed their site visit, and the Audit is progressing toward completion.

Transition funds out of County Treasury: Executive Director Marshall reported on progress made to transition RCEA's financial operations to a local Bank; staff will compare the services of local banks to select one that best fits needs of RCEA operations. Once a bank is chosen, staff proposes to gradually transition operations by continuing to draw down funds held by the county while incoming reimbursements into the new bank. Staff proposes to reestablish the Board Financial Subcommittee to provide guidance on bank-selection and to develop written financial management policies and procedures.

M/S/C: Brinton/Atkins – Approve staff to open and use new accounts at a private bank or credit union, draw down the balance of RCEA funds held by the County, and perform a final reconciliation for County accounts when funds are depleted.

M/S/C: Brinton/Atkins – Approve reestablishing a Board Financial Subcommittee consisting of Board members Jay Parrish and Jack Thompson to work with staff on developing financial management policies and procedures.

C. Energy Upgrade California

1. Executive Director Marshall provided an overview of the program and how it has evolved over time from the original competitive grant program through which a consortium of north coast Counties were originally awarded funding for a PACE program. Through the new program RCEA will provide support and technical assistance to contractors and residents in the north coast region to help them participate in the program and access incentives and resources available through the program. Implementation will require some staffing
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changes and additions, and staff proposes to hire through the County Workforce Development program that provides energy training to the unemployed.

M/S/C: Atkins/Manzanita – Approve contract for \$180,000 with Ecology Action for RCEA to provide Energy Upgrade California implementation-support services for Humboldt, Trinity, Del Norte, and Siskiyou Counties.

2. **M/S/C: Atkins/Brinton – Approve in-place reclassification of Energy Technician Ben Mattio to Energy Specialist.**
3. **M/S/C: Atkins, Brinton – Approve hiring of two residential Energy Technician positions through County Workforce Development Program.**

D. Green Communities Program

1. The Green Communities Program will provide funding for RCEA to conduct greenhouse gas inventories of municipal operations for the member Cities of Rio Del, Ferndale, Fortuna, Arcata, Blue Lake, and Trinidad. Inventories for Eureka and the County are already underway with funding from the existing Energy Watch Budget.

M/S/C: Manzanita/Atkins: Approve scope of work addition and budget increase of \$49,497 to 2010-2012 Energy Watch contract with PG&E to conduct municipal-operations energy and greenhouse-gas-emission inventories for RCEA member Cities.

VII. NEW BUSINESS

A. Yurok Home Energy Pilot Project

1. The Yurok Indian Housing Authority is piloting a home-weatherization program for tribal members, and is interested in funding RCEA to provide support on the project, and to work with their in-house contractor as well as a private home-performance contractor to do the home upgrades with County Energy-Training Program participants. The Board raised concerns regarding some of the contract language, and Executive Director Marshall reported that he has been in contact with RCEA Attorney Nancy Diamond regarding some modifications to the final language regarding the areas of concern.

M/S/C: Thompson/Atkins – Approve contract for \$29,000 with Yurok Indian Housing Authority for RCEA to provide project management assistance with implementation of the Yurok Home Energy Pilot Project contingent upon incorporation of any contract language changes from Nancy Diamond; and approve contract with YIHA-selected contractor Shawn Ellsworth, DBA Comfortable Efficiency, for an amount not to exceed \$15,000 to provide building contractor services on the Yurok Home Energy Pilot Project.

B. RCEA Website Maintenance and Development

1. **M/S/C: Brinton/Manzanita – Approve contract with Jesse Menn, for an amount not to exceed \$3,000 to provide website development and ongoing website maintenance services.**

C. PG&E Innovator Pilots Program

1. **M/S/C: Atkins/Brinton – Approve Staff to submit funding request of \$198,000 to PG&E Innovator Pilots Program for a Neighborhood Energy Challenge project.**

VIII. STAFF REPORT

A. Matthew Marshall, Executive Director

- Energy Watch Partnership: Program goals are on target, and there is a possibility that there will be a 1 or 2 year extension to our 2010-2012 contract. There is a proposal at the State to transfer natural gas Public Goods Charge funding to the state General Fund; staff will monitor the issue, though only a very small percentage of RCEA PGC funding is tied to natural gas savings so the impact to RCEA programs would not be severe.
- EECBG Projects: A kickoff meeting with all local funding recipients is being planned for mid March; The County is the lead on EECBG efforts but RCEA will continue to provide support as appropriate.
- Strategic Planning: Staff has held strategic planning sessions to assess potential opportunities and program activities to address RCEA's mission and purpose and to prioritize the action items included in the Draft Comprehensive Action Plan for Energy that evolved out of the County General Plan Energy Element process.

IX. ADJOURNMENT

The next regular RCEA Board of Directors Business Meeting will be held on Monday, March 21, 2011 at 3:00 PM.
