

**REDWOOD COAST ENERGY AUTHORITY (RCEA)  
MEETING MINUTES**

HUMBOLDT BAY MUNICIPAL WATER  
AUTHORITY  
822 7<sup>TH</sup> STREET, EUREKA

APRIL 28, 2003  
MONDAY, 3:17 P.M.

**I. ROLL CALL:**

**Members:** Humboldt County: Supervisor John Woolley, County Administrative Officer Loretta Nickolaus; City of Arcata: Vice Mayor Connie Stewart, Attorney Nancy Diamond, Energy Program Specialist Kathy Jack; City of Eureka: City Council Member Jeff Leonard, City Manager, Dave Tyson.

**Potential Members:** Fortuna: City Council Member Dean Glaser, City Manager Duane Rigge; Rio Dell: City Manager Eli Naffah; Trinidad: Mayor Dean Heyenga; Humboldt Bay Municipal Water District: Carol Rische.

**Guests:** Local Government Commission (LGC) Pat Stoner, Tim Rosenfeld; PG&E: Misti Bruceri; McKinleyville Community Services District, Tom Marking,

**II. NEW BUSINESS:**

- A. Report on Status of Joining Entities.** As of this meeting, RCEA members include: Humboldt County and Cities of Eureka and Arcata. The matter of joining the RCEA is on the following City Council Meeting/Board Agendas: Fortuna, May 5<sup>th</sup>; Rio Dell, next council meeting; Trinidad, 2<sup>nd</sup> week in May; HBMWD, May 1.
- B. Election of Officers.** Motion to appoint Connie Stewart as Chair (Woolley); second, Leonard. Vote 3-0. Stewart suggests that the Vice Chair be a representative of one of the southern jurisdictions, who will soon join. Upon general agreement, appointment of Vice Chair is postponed until next meeting.
- C. Determination of Principal Place of Business and Meetings.** Chair Stewart has discussed options for renting office space, and associated services from the Prosperity Project/RREDC office. Room rates were circulated for discussion. Existing and potential members expressed satisfaction with the proposed location. Those in attendance liked Room 4, of the options presented, and agree that Stewart will bring a more formal contract for Room 4, for discussion and approval at the next meeting.
- D. Determination of Regular Meeting Schedule:** Motion to meet on the 3<sup>rd</sup> Monday of each month at 3:30 PM (Stewart); second Leonard. Approved 3-0, with agreement from potential members present.
- E. Approval of Agreement with Local Government Commission.** After an overview of the draft contract between the LGC and the RCEA, Motion to adopt agreement (Leonard); second Woolley. Vote 3-0. Nickolaus inquired about the suggestions made by Humboldt County Counsel. After discussion, it was generally agreed that the suggestions were not necessary to include here. Amended Motion to authorize Chair to execute contract after final contents have been presented to and reviewed by Legal Counsel, Nancy Diamond (Leonard). Second Woolley. Approved 3-0.
- F. Discussion and Designation of Treasurer.** Humboldt County Treasurer, Stephen Strawn has offered to serve as treasurer and accountant for the RCEA. Motion to appoint Stephen Strawn as Treasurer (Woolley). Second Leonard. Approved 3-0.

- G. Discussion and Determination of Transfer of Funds between LGC and RECA.** Misti Bruceri, Project Manager from PG&E, clarified the minimal role of PG&E in the oversight process. Pat Stoner will be primarily responsible for review of how the RCEA is spending grant funds, and copies of his determinations will be sent to Ms. Bruceri. Motion to approve revised LGC contract and authorize Chair to sign after review of PGE contract by legal counsel, Nancy Diamond (Leonard). Second Woolley. Approved 3-0. Direction given for the county, LGC, and legal counsel to work out the mechanics.
- H. Discussion and Decision on the Hiring of Staff.** Chair suggests that item J. be discussed, before returning to item H.
- J. Discussion and Decisions Regarding the Holding of A Planning/Strategic Development Session.** Tim Rosenfeld, consultant to the LGC, presents several handouts outlining matters to address with a Planning/Strategic Development Session, and overview potential means that the RCEA can become enterprise funded.
- H. Discussion and Decision on the Hiring of Staff.** General discussion concerning type of staff that would be most helpful to RCEA: a facilitator/coordinator type vs. someone with an energy background to best get program off the ground. Discussion of utilizing local expertise initially, more likely a facilitator/coordinator type. Discussion of retaining such a person as a consultant. Creation by consensus of a subcommittee to work with the LGC to develop job descriptions for potential new staff and consultants consisting of Jeff Leonard, Duane Rigge and Eli Naffah, and bring back job descriptions for Board review and approval at special meeting to be held on May 12, 3:30 pm, hopefully in the new office.
- I. Discussion And Decision Including Input From Pat Stoner On Meeting LGC Contract Required Tasks.** Due to time restraints, Pat Stoner passes on input. Advice was given to spend a half-day in the future to focus the issues for a strategic plan.
- K. Discussion and Decision Regarding Community Program Services, Responding to Community Ideas.** No decision was made to send someone to the upcoming League of Women Voters Conference. Advice was given by Tim Rosenfeld that the RCEA should begin by promoting existing programs. Consensus was reached to inquire as to whether the Schatz Energy Lab could be hired as a consultant to gather water district audit information requested by Blain Reilly. John Woolley volunteered to contact Schatz Lab.

**III. Reports From Member Entities. None.**

**IV. Public Communications. None**

**V. Dates of Future Meetings:** Special meeting to be held on May 12, 2003, 3:30 p.m., RREDC Offices concerning approval of job descriptions. Next regular meeting to be May 19, 3:30 p.m., RREDC offices.

**Adjournment: 5:10 p.m.**