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## SPECIAL MEETING MINUTES

Humboldt County Courthouse  
Conference Room "A"  
825 5<sup>th</sup> Street, Eureka, CA 95501

February 7, 2005  
Monday, 3:00 p.m.

### I. ROLL CALL – 3:00 p.m.

**Members:** Supervisor John Woolley, County of Humboldt; City Council Member Jeff Leonard (Chair), City of Eureka; City Council Member Dean Glaser (Vice-Chair), City of Fortuna; City Manager Wiley Buck, City of Blue Lake; Dean Heyenga, City of Trinidad; City Council Member Mike Dunker, City of Rio Dell; City Council Member Dave Meserve, City of Arcata.

**Absent:** City Manager Michael Powers, City of Ferndale.

**Staff:** David Boyd, Executive Director; Brian Wilson, Program Manager; Leisa Bertelsen, Program Assistant; Kris Buihner, Intern.

**Guests:** George Williamson, Planwest Partners.

### II. CONSENT CALENDAR

- A. Approve Minutes from January 3, 2005, Special Meeting.
- B. Approve attached Warrants.
- C. Approve contract with Utility Management Services for an amount not to exceed \$13,590 to provide electronic data entry into the public agency utility management data base, and to provide on-line access to reports for all member agencies.
- D. Approve contract with Douglas Beaman Associates LLC for an amount not to exceed \$2,550 to provide Title 24 training and participant notebooks.
- E. Approve contract with Ambrosini & Sons Electric, Inc. in an amount not to exceed \$3,100 to install electrical wiring in the new RCEA energy resource and demonstration center.
- F. Approve contract with CRE Power Page in an amount not to exceed \$1,850 to install telecommunications and data wiring in the new RCEA energy resource and demonstration center.

- G. Approve contract with Myrtle town Insulation in an amount not to exceed \$600 to install sound-proofing insulation in the new RCEA energy resource and demonstration center.
- H. Approve contract with Diamond Drywall in an amount not to exceed \$3,000 to install and finish drywall in the new RCEA energy resource and demonstration center.

**Motion – Dean Glaser; Second – Dave Meserve; 7-0 Vote**

### **III. REMOVED FROM CONSENT CALENDAR ITEMS – None**

Items removed from the Consent Calendar will be heard under this section.

### **IV. OLD BUSINESS**

- A. Progress report and discussion on development of the Energy Element for the Humboldt County General Plan Update.
  - 1. **Report from George Williamson (Planwest Partners) on Energy Element progress, and discussion in preparation for the upcoming public scoping, stakeholder, and Board visioning meetings.** George Williamson reviewed the Board Update attachment.
  - 2. **Confirm date and time of the Board visioning session.** The Board Visioning Session will be held on Monday, March 21, 2005, 3:00 p.m. as a single-focus meeting. The Board of Directors monthly business meeting has been rescheduled as a Special Meeting for Monday, March 14, 2005, 3:00 p.m.

### **V. NEW BUSINESS**

- A. **Presentation and discussion of the draft PG&E Energy Efficiency Program Implementation Plan.** David Boyd reviewed the “Redwood Coast Regional Comprehensive Energy Information & Education Program” attachment. John Woolley would like an “accomplishment” column added and have it updated quarterly and would like the UMS plan to run for a couple of months then be reviewed. Dean Heyenga would like the Trinidad Fish Festival added to the Events calendar and will assist in obtaining a space for RCEA. Dave Meserve would like the RCEA to continue to look for opportunities to bring Emerging Technologies to Humboldt County.
- B. **Discuss and approve change of location for future RCEA Board meetings.** The RCEA’s new physical address will be 517 5<sup>th</sup> St., Eureka; the effective date is to be determined. The RCEA Board of Directors meetings will be held at this new address beginning with the Special Board Meeting on March 14, 2005, 3:00 p.m. Agenda’s will continue to be posted at the Courthouse and will also be posted at the new address.

**Motion – John Woolley; Second – Dave Meserve; 7-0 Vote**

## VI. STAFF REPORTS

### A. David Boyd, Executive Director

- **New Staff** – Brian Wilson, Program Manager; Jon Mooney, HSU Intern; Hayden Lee, HSU Intern; Carolyn McKenna, HSU Intern.
- **Website Launch** – The new Website has been launched and fully operational.
- **CSAC Magazine Article** – The RCEA has obtained authorization to post the article on the website.
- **Meeting with Steve Mueller, DG Energy Solutions** – Mr. Mueller has been invited to participate in the Energy Element Stakeholders Focus Group.

### B. Brian Wilson, Program Manager

- **Commercial Energy Efficiency Workshops**
- **Rebates and Incentives**

### C. Maureen Hart, Program Manager – David Boyd reviewed the following in the absence of Maureen Hart:

- **Public Facilities** – CEC Technical Assistance
- **Training Update**
  - BOC Training: RCEA will cover the \$300 fee difference (for one RCEA member registrant) if 20 people do not register.
  - Title 24 Workshop – March 4, 2005
  - Residential Energy Efficiency Workshops
- **Survey of local energy vendors** – in progress.

## VII. REPORTS FROM MEMBER ENTITIES

Dave Meserve: The Arcata Post-Carbon Institute met in Arcata for hydro-carbon fuel free future.

## VIII. ORAL COMMUNICATIONS - None

## IX. ADJOURNMENT – 4:42 p.m.

*The RCEA Board of Directors Meeting scheduled for March 21, 2005, 3:00 p.m., has been changed to Monday, March 14, 2005, 3:00 p.m., to allow the Visioning Meeting to take place on March 21st. Location to be announced.*