



Garfield Clean Energy Board Meeting

Wednesday, May 8, 2013
12:00 – 5:00 p.m.
Glenwood Springs City Hall
101 W. 8th St., Glenwood Springs

AGENDA

	Agenda Item	Requested action	time
	Lunch		Noon
1.	Roll Call		12:30 pm
2.	Board member and public comment Regarding items not on agenda		12:30 pm
3.	Consent Agenda: <ul style="list-style-type: none"> • Approval of April 10, 2013, minutes 	Motion to approve	12:35 pm
4.	1st Quarter 2013 Report	Discussion	12:40 pm
5.	Program updates <ul style="list-style-type: none"> • Refuel Colorado Fleets • Booths at local events, library displays 	Information	12:50 pm
6.	Resolution No. 4 Active Energy Management Policy for All Partners	Motion to approve	12:55 pm
7.	Finance Committee Report <ul style="list-style-type: none"> • Accounts payable and financial report • Updates: Bookkeeper, 2012 audit 	<ul style="list-style-type: none"> • Motion to approve accounts payable. • Information 	1:05 pm
8.	Upcoming events May 20: Garfield BOCC awards prizes to Bike & Walk to School Challenge winning classes June 7: Regional Leaders Ride, Rifle	Information	1:15 pm
9.	Strategic Planning Retreat Separate agenda attached	Discussion, action steps	1:20 pm
10.	Next meeting June 12, Rifle Adjourn		5:00 pm

Key calendar items for 2013:

- | | |
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| <ul style="list-style-type: none"> • Innovation Awards team named: June 12 • Quarterly reports: July 10, Oct. 9, Jan. 8 • FMLD grant request resolution: July 10 • Draft 2014 budget and presentation schedule: July 10 | <ul style="list-style-type: none"> • 2012 Audit presentation, approval: Aug. 14 • Innovation Awards event: October TBA • 2014 budget resolution & approval of service contract: Dec. 11 • 2014 officer election: Dec. 11 |
|---|--|



Town of Parachute | City of Rifle | Town of New Castle | City of Glenwood Springs | Town of Carbondale | Town of Silt
Garfield County | Garfield County Public Library District | Roaring Fork Transportation Authority | Colorado Mountain College

Meeting Minutes

Wednesday, April 10, 2013, 1 p.m. to 1:30 p.m.

Conference Call Meeting

Board members present

Town of New Castle: Tom Baker

City of Glenwood Springs: GCE Chair Leo McKinney

Garfield Library District: Jerry Morris

Town of Carbondale: GCE Vice Chair Allyn Harvey

RFTA: Ted Edmonds

Town of Parachute: Secretary Judith Hayward

CMC: Nancy Genova

Garfield County: Tom Jankovsky

Others attending

CLEER: Alice Laird, Heather McGregor, and Karen Wahrmond

Members not attending

Town of Silt: Rick Aluise

City of Rifle: Keith Lambert

Next meeting: May 8, 2013, Noon to 5:00 p.m., Glenwood Springs City Hall, 101 W. 8th St., Glenwood Springs. Business meeting and Strategic Planning Retreat.

Public comments: none

Board member comments: none

Consent Agenda

Approval of March minutes: *Judith Hayward made a motion to approve minutes from the March 13, 2013, meeting, seconded by Allyn Harvey. The motion passed unanimously.*

Finance Committee Report

Accounts Payable and Financial Reports

Leo McKinney said it appears that the bills were business as usual. Judith Hayward commented that it was hard to read the reports but it appears there is enough money to pay these bills.

Nancy Genova made a motion to approve accounts payable, seconded by Allyn Harvey. Motion passed unanimously.

Report on Bookkeeper interviews, recommendation, and contract consideration

Heather McGregor gave a report on the outcome of the GCE Bookkeeper interviews and provided reasons why the GCE Finance Committee decided to hire Janet Obeji – see the packet for specific reasons. She noted that Karen Wahrmund called Ms. Obeji’s references and got high ratings from both. Heather said GCE attorney Jim Neu developed a Professional Services Agreement for Ms. Obeji, and that Ms. Obeji said she would accept the contract once signed. Ms. Obeji will start May 1, overlapping with ASAP Accounting for one month, and fully take over bookkeeping duties by June 1, 2013.

Tom Jankovsky made a motion to authorize Mr. McKinney and Ms. Hayward to sign the professional services agreement, Nancy Genova seconded. The motion passes unanimously.

2012 Audit. Review proposals, select auditor, discuss audit vs. exemption

The GCE Finance Committee asked that an audit be conducted of the 2012 books. Heather McGregor reported that an audit will cost around \$6,000, while an exemption request would be around \$500, which may or may not be approved. Jim Neu solicited proposals from three CPA firms; two responded. CLEER also looked into ways for funding the audit, which was not included in the 2013 budget.

Tom Jankovsky commented that after attending the bookkeeper interviews, he believes an audit is important for GCE’s first year of existence. Leo McKinney agreed, and said it is important to be transparent when so many governments are working together. Ted Edmonds also agreed that the audit is needed. Jerry Morris added that the CPA can help set up GCEs accounts to make the reports clearer. Nancy Genova agreed with pursuing the audit as well.

Leo McKinney suggested funding the audit with GCE’s Credit Reserve. Heather McGregor noted that DOE has approved the action. Tom Jankovsky said he wants to preserve the fund to serve the area’s commercial property owners. Leo McKinney asked where else in the GCE budget the audit amount could come from. Alice Laird said the board would have to determine what program areas would be cut. She noted that the Colorado Energy Office is in the process of setting up a commercial loan program. Allyn Harvey said the audit will be important to take to his council for future funding and future partnerships. Allyn suggested taking half of the audit amount, \$3,000, out of Credit Reserve Fund and then ask CLEER staff to propose budget cuts to cover the remainder.

Allyn Harvey made a motion to fund half of the audit amount, \$3,000, from the Credit Reserve fund and the other half from different areas of the GCE Budget, and Tom Jankovsky seconded. Motion passed unanimously.

The board then turned to selection of a CPA firm to conduct the audit. Heather McGregor noted that proposals were received from two companies, Jeff Wendland CPA and McMahan and Associates. Ted Edmonds commented that McMahan is the auditor for the city of Glenwood Springs and RFTA and he is impressed with their work. Tom Jankovsky said McMahan is also the auditor for Garfield County and he highly recommends them. Leo McKinney concurred. Judith Hayward noted that she called the Battlement Mesa Service Association, another McMahan client, and got great reviews.

Allyn Harvey made a motion to hire McMahan and Associates, seconded by Ted Edmonds. Motion passed unanimously.

CLEER will take the next steps for the audit.

Strategic Planning Retreat – rescheduling

A Strategic Planning Retreat was originally scheduled for the April 10, 2013, meeting. The meeting was cancelled, however, because many board members would have been unable to attend. The board discussed setting a new date for the retreat. Board members favored sticking with the regular GCE monthly meeting date, so the retreat could be held on May 8 or June 12. Most board members preferred May 8. Ted Edmonds said he would be out of town that day, but that RFTA's alternate could attend.

CLEER will follow up with board members not present today to determine which date will work best, and then send out a meeting advisory.

Meeting adjourned at 1:33

Next meeting May 8, 2013, in Glenwood Springs

GARFIELD CLEAN ENERGY COLLABORATIVE

By: _____
Leo McKinney, Chairperson

ATTEST:

Judith Hayward, Secretary

These minutes were reviewed and approved by a vote of the Garfield Clean Energy Board of Directors at its meeting held on May 8, 2013.

Garfield Clean Energy 1st Quarter 2013 Report

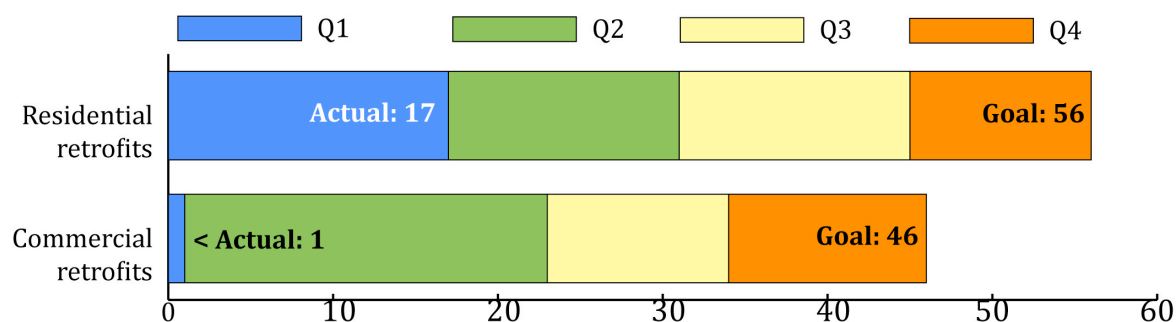
April 5, 2013 • Prepared by CLEER: Clean Energy Economy for the Region

1. Residential energy efficiency

Residential retrofits: 17	Measures: 22	Economic development
Rifle: 2	Insulation and air seal: 7	Total retrofit costs: \$74,970
Silt: 4	Furnace / boiler: 10	Utility rebates: \$3,280
New Castle: 4	Water heater: 4	GCE rebates: \$6,990
Glenwood Springs: 6	Windows: 1	Rebate multiplier: 10.7
Carbondale: 1	Est. savings: \$3,114/year	(each \$1 in rebate = \$10.70 spent)

2. Commercial energy efficiency

Commercial retrofit: 1	Measures: 1	Total retrofit cost: \$12,261
Vicki Lee Green, Glenwood	HVAC upgrades	GCE rebate: \$500; Rebate multiplier: 24.5
New commercial applications received: 15		



3. Garfield Clean Energy partner buildings and renewables

>> General services for all 10 partners

Energy data analysis and future project planning

- Compiled and analyzed utility bill data for 2009-2012; created graphs showing annual building energy use; identified trends in use and savings.
- Created spreadsheets listing completed projects and priority future projects.
- Met with Carbondale, Glenwood Springs, New Castle and Garfield County to share results to date and future projects; will hold similar meetings with other six partners in 2nd quarter.

Facility Manager Roundtables: Planned, publicized events April 3 in Rifle, April 4 in Glenwood.

Common Policy for Energy Targets: Researched and drafted resolution and template for partner organizations, to be ratified at April 10, 2013, board meeting.

Salesforce database development

- Working with Visual Data Consulting of Boulder to customize Salesforce online database system for tracking partner buildings, residential and commercial projects.
- Result will be simplified, standardized reporting of energy savings and investments.
- Customization costs to date: \$4,000. Ongoing use of online database is free.

Weather-adjusted savings package purchased and tested for GCE's Utility Manager bill database. Normalizes utility data across seasonal weather variations for more accurate year-over-year energy savings analysis. Cost: \$2,070

>> **Partner services for all 10 partners**

Garfield County

- Alerted Health & Human Services Building staff that HVAC system and a thermostat must be malfunctioning. Made follow-up phone call to Dave Ebeler, facility manager, and provided hard copy diagrams of HVAC system map and AEM reports.
- Provided Road and Bridge staff with details about Xcel Energy and Holy Cross Energy lighting rebates that could be used at Cattle Creek and Rifle facilities.
- Met with Drew Gorgey and Tom Jankovsky to discuss best approach for impacting additional county buildings. CLEER will also provide articles on saving energy for the county's monthly internal employee newsletter.

Carbondale

- Identified unusual electrical energy spike via Energy Navigator data. Site visit uncovered an electric ceiling unit heating a bathroom. A building team is experimenting with more efficient ways to heat the bathroom.
- Worked extensively with town staff on mandatory renewable energy requirements for new commercial buildings; presented findings to trustees.
- Met with Jay Harrington and Allyn Harvey to pursue idea of creating an award for employees who propose an innovative solution to saving energy.

Glenwood Springs

- Met with Jeff Hecksel and Robin Millyard and shared memo with list of next steps and priority upgrades at City Hall, Community Center, MOC and wastewater plant.
- Visited wastewater plant, met new staff, and scheduled wastewater plant Energy Navigator training to take place April 3.
- Responded to request from Tom Barnes to review energy system ideas for proposed new ice rink building.

New Castle

- Met with Tom Baker and with Melody Harrison, Town of New Castle's Energy Champion.
- Conducted walk-through of Town Hall and Community Center on March 8. Identified energy savings opportunities, such as HVAC maintenance, building light shelves and heat tape timer, and planned next steps.

Silt

- Worked with town staff and electrician on preliminary steps to have Navigator monitoring equipment installed at wastewater treatment plant.

Rifle

- Followed up with city staff to ensure Xcel Energy rate switch was made for wastewater plant.
- Met with the city's new water plant engineer March 27 and assisted with Xcel rate analysis on "interruptible rate structure" being considered by the city.
- Working with city staff on Power Purchase Agreement for solar installations on city buildings, totaling about 600 Kw, and to ensure monitoring equipment is compatible with Navigator.

Parachute

- Monitored Navigator data to ensure optimal building energy performance.

RFTA

- Contacted RFTA staff to offer review of building plans for remodeling of Aspen maintenance facility to ensure energy efficient construction.
- Added “live” electricity monitoring via Navigator for RFTA’s Glenwood CNG fueling station.

Garfield Public Library District

- Worked onsite with Jerry Morris at Parachute Branch to troubleshoot energy spikes.
- Continue work on LEED-inspired rating of Carbondale Branch.

Colorado Mountain College

- Implemented interval data reporting and created pages on Navigator website for eight CMC buildings in Garfield County.
- Coordinated data entry of historical bills going back to 2008 for the entire CMC system.
(*Separate contract with CLEER.*)

>> Non-partner services

Roaring Fork School District (*Separate contract with CLEER.*)

- Met with RFSD staff to discuss joining GCE.
- Assisted RFSD staff and school energy clubs with their pursuit of lighting audits and rebates.
- Provided utility data and coaching during solar PPA analysis process.

Battlement Mesa Metro District

- Met with metro district staffer Roger Bulla to discuss energy savings opportunities at water and wastewater plants.
- Discussed possible membership or participation in GCE.

4. Transportation

CNG efforts

- Met with Glenwood Ford owner Jeff Carlson to discuss the importance of dealer support for alternative fuels.
- Assisted RFTA to learn about fuel technologies and funding sources for Carbondale circulator bus.
- Supported Glenwood Springs and Garfield County in RFP for public CNG fueling station.
- Supported monthly West Slope CNG Collaborative meetings with technical and administrative duties.
- Presented “CNG 101” at Glenwood Rotary Club Feb. 22.
- Supported Garfield County and Rifle with technical issues on CNG vehicle breakdowns.
- Reached out to Parachute-region private and public fleet owners via phone and email to build customer demand for CNG fueling station set to open this summer in Parachute.
- Shared CNG experiences with presentations to groups in the Durango region March 12-13, and with MRI Trash locally with multiple contacts in February and March.

Other

- Prepared for the school Bike and Walk Challenge, set for April 23 - 25 in all three districts.
- Planned “Regional Leaders Ride” around Rifle for Friday, June 7, to learn about trails and transportation opportunities.
- Ran the CASEO Anti-Idle program at selected local schools, sponsored by CDOT.

- Assisted Carbondale in applying for and winning grant to pay for 80% of costs for an EV charging station to be installed outside Town Hall.

5. Publicity, marketing and website

New case studies posted on website: Glenwood Sew, Defiance Thrift Store, Miser’s Mercantile

E-blasts

- 3 e-blasts for Energy Efficiency Lighting Workshop, March 7
- 2 e-blasts for Facility Managers Roundtables, April 3 and 4

Advertising placed

- Sopris Sun “Green is the new Black Fashion Show” program
- Glenwood Springs Chamber Resort Association summer guide (circ. 55,000) highlighting residential rebates and loan program

Earned media: 14 articles

Media outlets	Article types
Glenwood Springs Post Independent: 9	GCE partners acting on energy-related topics: 5
Sopris Sun: 2	GCE outreach and getting noticed: 4
Durango Herald: 1	Case study features: 1
Steamboat Today: 1	Renewables: 3
Treatment Plant Operator magazine: 1	Transportation/CNG news: 2

For headlines, dates and links, visit www.GarfieldCleanEnergy.org and click on the newsboy image.

Website usage, Jan. 1 to March 31, 2013, according to Google Analytics

Total visits: 4,595	Top 5 pages
Unique visitors: 3,311	Residential heat tape, 25%
Tablet/smartphone visitors: 782	Home page: 19%
Page views: 7,818	Residential rebates landing page
New visits: 70%	Electric vehicles
Returning visitors: 30%	Challenge for Homes

6. Administration

Ongoing coordination, management of all services, programs

- January, February, March GCE meeting organization, board materials
- Securing matching grant funds
- Pursuing FMLD grant up until FMDL staff notified GCE that rebates as a proposed use did not fit FMLD guidelines
- Finalize Refuel Colorado funding for use for GCE
- Meetings with GCE partner staff on general GCE programs
- Work on GCE long term financing, including Clean Energy District; statewide financing
- Outreach to potential additional GCE partners

New bookkeeper

- Worked with GCE attorney Jim Neu to solicit proposals from locally-based bookkeepers. Worked with GCE Finance Committee to interview three finalists, followed up with advance contract work with the selected bookkeeper.

**GARFIELD CLEAN ENERGY COLLABORATIVE
RESOLUTION NO. 4
SERIES of 2013**

A RESOLUTION OF THE BOARD OF DIRECTORS OF
THE GARFIELD CLEAN ENERGY COLLABORATIVE
SETTING AN ACTIVE ENERGY MANAGEMENT POLICY FOR ALL PARTNERS

WHEREAS, the local government members of Garfield Clean Energy Collaborative adopted official goals of increasing energy efficiency by 20 percent, reducing petroleum dependence by 25 percent and increasing local renewable energy sources by 35 percent by 2020 on June 13, 2012; and

WHEREAS, the 2020 energy goals were adopted in order to increase energy efficiency and reduce energy consumption throughout buildings and vehicle fleets across Garfield County and within each of the Garfield Clean Energy Collaborative member governments; and

WHEREAS, the active participation and support of all elected officials and staff members of each Garfield Clean Energy Collaborative member government are essential to achieve energy and fiscal savings and reach the 2020 goals; and

WHEREAS, the principles of active energy management call for staff members at all levels of each member government to pay attention to energy use, highlight examples and instances of wasted energy, and work diligently to increase energy efficiency and reduce consumption of energy in its buildings and vehicle fleets, and search for potential applications for renewable energy; and

WHEREAS, the investment necessary to achieve the 2020 energy goals will stimulate job growth, improve the local economy, achieve savings on utility and fuel costs, responsibly manage taxpayer dollars, and improve workplace comfort; and

WHEREAS, the achievements of each Garfield Clean Energy member government will demonstrate its leadership to businesses, residents and other institutions in the community to take similar actions for energy efficiency and conservation.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE GARFIELD CLEAN ENERGY COLLABORATIVE THAT:

We strongly encourage each Garfield Clean Energy Collaborative member government to adopt a common resolution, Attachment A, asserting its commitment for all elected officials and staff members at all levels to work diligently to increase energy efficiency, reduce consumption of energy in its buildings and vehicle fleets, and search for potential applications for renewable energy, in order to meet the 2020 energy goals of the Collaborative.

Garfield Clean Energy Collaborative
Resolution No. 4, Series of 2013
Page 2 of 2

THIS RESOLUTION was read, passed and adopted by the Board of Directors of the Garfield Clean Energy Collaborative at the Regular Meeting held this 8th day of May 2013.

GARFIELD CLEAN ENERGY COLLABORATIVE

By _____
Leo McKinney, Chairman

ATTEST:

Judith Hayward, Secretary

Attachment A

**[ENTITY NAME]
RESOLUTION NO. XX
SERIES of 2013**

A RESOLUTION OF THE BOARD OF TRUSTEES / CITY COUNCIL OF THE
[ENTITY NAME]
SETTING AN ACTIVE ENERGY MANAGEMENT POLICY

WHEREAS, [Entity Name] is a member of the Garfield Clean Energy Collaborative.

WHEREAS, the local government members of Garfield Clean Energy Collaborative adopted official goals of increasing energy efficiency by 20 percent, reducing petroleum dependence by 25 percent and increasing local renewable energy sources by 35 percent by 2020 on June 13, 2012; and

WHEREAS, [Entity Name] adopted the official goals on [insert date] by approval of Resolution No. XX, Series of 20XX.

WHEREAS, the 2020 energy goals were adopted in order to increase energy efficiency and reduce energy consumption throughout buildings and vehicle fleets across Garfield County and within each of the Garfield Clean Energy member governments; and

WHEREAS, the active participation and support of all elected officials and staff members of each Garfield Clean Energy Collaborative member government are essential to achieve energy and fiscal savings and reach the 2020 goals; and

WHEREAS, the principles of active energy management call for staff members at all levels of each member government to pay attention to energy use, highlight examples and instances of wasted energy, and work diligently to increase energy efficiency and reduce consumption of energy in its buildings and vehicle fleets, and search for potential applications for renewable energy; and

WHEREAS, the investment and effort necessary to achieve the 2020 energy goals will stimulate job growth, improve the local economy, achieve savings on utility and fuel costs, responsibly manage taxpayer dollars, and improve workplace comfort; and

WHEREAS, the achievements of each Garfield Clean Energy member government will demonstrate its leadership to businesses, residents and other institutions in the community to take similar actions for energy efficiency and conservation; and

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES / CITY COUNCIL OF THE [ENTITY NAME] THAT:

The [Entity Name] asserts its commitment for its elected officials and staff members to work diligently to increase energy efficiency and reduce consumption of energy in the [Entity Name's] buildings and vehicle fleets, and search for potential applications for renewable energy, in order to meet the 2020 energy goals.

Memo to: Garfield Clean Energy Collaborative Board
From: Heather McGregor and CLEER staff
Date: May 3, 2013
Re: **Update on audit of 2012 GCE books**

In the abbreviated business meeting of April 10, 2013, the GCEC board decided to pursue a full audit of the 2012 books, and approved the audit proposal submitted by McMahan and Associates of Avon.

GCE's point person and lead auditor at McMahan is Daniel Cudahy. His schedule for work is full until late May, so the GCE audit process will take place in the June-July time frame.

The regular deadline to submit the audit to the state government is July 31. However, Mr. Cudahy has recommended that GCE file for an extension, giving GCE until Sept. 30 to submit the audit. The GCE Finance Committee agreed to this proposal, in order to allow the full GCE board to consider the audit report at its August meeting. Mr. Cudahy is planning to attend the August meeting and make a presentation on the audit findings.

CLEER will be providing to Mr. Cudahy a packet of documents to start the audit process: the GCEC Articles of Incorporation, the Bylaws and a trial balance for 2012.

In the April board meeting, the board approved paying for the audit, which was estimated to cost about \$6,000, by drawing \$3,000 from the GCE Credit Reserve and the other \$3,000 by reallocating funds from a GCE budget area.

Proposed budget reallocation: CLEER staff recommends drawing the \$3,000 reallocation from budget line 91000, the "Administration" line within "Countywide GCE Partnership Services." This line is presently funded at \$75,000.

Process for transferring credit reserve funds to GCE: Once GCE receives an invoice from McMahan, any of the signers on the GCE Credit Reserve account (Tom, Judi or Leo) can authorize a transfer into GCE's operating account.

Garfield Clean Energy
Profit & Loss Budget vs. Actual
 January through December 2013

	Jan - Dec 13	Budget
Income		
2000 · Grants	100,000.00	303,333.00
3000 · Partnership Funding		
3100 · Garfield County	155,000.00	255,000.00
3200 · Parachute	1,000.00	1,000.00
3300 · Rifle	38,000.00	38,000.00
3400 · Silt	2,500.00	2,500.00
3500 · New Castle	13,000.00	13,000.00
3600 · Glenwood Springs	43,000.00	43,000.00
3700 · Carbondale	25,000.00	100,000.00
3800 · Colorado Mountain College	29,000.00	29,000.00
3900 · Town of Silt	0.00	
4100 · Library District	5,000.00	5,000.00
4200 · RFTA	20,000.00	20,000.00
5100 · Affiliate Partners/other Funder	25,000.00	28,500.00
Total 3000 · Partnership Funding	<u>356,500.00</u>	<u>535,000.00</u>
Total Income	<u>456,500.00</u>	<u>838,333.00</u>
Gross Profit	456,500.00	838,333.00
Expense		
Countywide Energy Dev Program		
10000 · Commercial Sector		
11000 · Energy Coaching/Prog Coord	32,137.50	50,000.00
12000 · Marketing/Outreach/Education/Tr	14,328.82	8,750.00
Total 10000 · Commercial Sector	<u>46,466.32</u>	<u>58,750.00</u>
20000 · Residential Sector		
21000 · Energy Coaching/Prog Coord	24,787.50	32,500.00
22000 · Marketing/Outreach/Education/Tr	6,231.48	13,750.00
Total 20000 · Residential Sector	<u>31,018.98</u>	<u>46,250.00</u>
Total Countywide Energy Dev Program	77,485.30	105,000.00
Suspense	0.00	
30000 · Petroleum Independence Project		
31000 · Trans Alternative/Safe Routes	10,354.12	21,000.00
32000 · Efficient Vehicles/Fleets		
32200 · Technical Assistance	150.00	
Total 32000 · Efficient Vehicles/Fleets	<u>150.00</u>	
33000 · Alternative Fuels		
33100 · WS CNG Collaborative/Support	7,687.50	
33200 · Electric Vehicles/biofuels	637.50	
33000 · Alternative Fuels - Other	0.00	24,000.00
Total 33000 · Alternative Fuels	<u>8,325.00</u>	<u>24,000.00</u>
34000 · Marketing/Outreach/Education	262.50	3,600.00
Total 30000 · Petroleum Independence Project	<u>19,091.62</u>	<u>48,600.00</u>
40000 · Countywide Energy Portfolio Div		
41000 · Technical assist/Project Implem	4,481.25	14,500.00
42000 · Marketing/Outreach/Education	787.50	
44000 · Renewables Dev/Financing	75.00	5,000.00
45000 · Education - Solar in Schools	0.00	9,000.00
Total 40000 · Countywide Energy Portfolio Div	<u>5,343.75</u>	<u>28,500.00</u>
50000 · Government Facilities		
51000 · Energy Data Mgt/Navigator	34,415.94	67,900.00
52000 · Active Energy Mgt,Tech Assist	27,074.68	50,000.00
53000 · Building Hardware	375.00	7,500.00
Total 50000 · Government Facilities	<u>61,865.62</u>	<u>125,400.00</u>

5:17 PM

05/06/13

Accrual Basis

Garfield Clean Energy
Profit & Loss Budget vs. Actual
January through December 2013

	<u>Jan - Dec 13</u>	<u>Budget</u>
90000 · Countywide GCE Partnership Svc		
91000 · Admin/Grant Writing/Funding Dev	47,792.38	75,000.00
92000 · Legal	1,947.17	5,000.00
93000 · Accounting	2,150.06	10,000.00
94000 · Website/outreach/events/public	15,949.69	50,000.00
95000 · Educate/training/special events	5,205.51	12,500.00
Total 90000 · Countywide GCE Partnership Svc	<u>73,044.81</u>	<u>152,500.00</u>
Total Expense	<u>236,831.10</u>	<u>460,000.00</u>
Net Income	<u>219,668.90</u>	<u>378,333.00</u>

Garfield Clean Energy
Balance Sheet
As of April 30, 2013

	<u>Apr 30, 13</u>
ASSETS	
Current Assets	
Checking/Savings	
100 · Operating Account	151,455.53
102 · Credit Reserve Fund	303,333.00
Total Checking/Savings	454,788.53
Accounts Receivable	
110 · Accounts Receivable	156,000.00
Total Accounts Receivable	156,000.00
Total Current Assets	610,788.53
TOTAL ASSETS	<u>610,788.53</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
200 · Accounts Payable	86,740.15
Total Accounts Payable	86,740.15
Total Current Liabilities	86,740.15
Total Liabilities	86,740.15
Equity	
320 · Retained Earnings	304,379.48
Net Income	219,668.90
Total Equity	524,048.38
TOTAL LIABILITIES & EQUITY	<u>610,788.53</u>

5:15 PM

05/06/13

Garfield Clean Energy
A/R Aging Summary
As of May 6, 2013

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
Garfield County	0.00	0.00	0.00	0.00	155,000.00	155,000.00
Parachute	0.00	0.00	0.00	0.00	1,000.00	1,000.00
TOTAL	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>156,000.00</u>	<u>156,000.00</u>

Vendor	Invoice #	Date	Due Date	Aging	Approval Status	Open Balance
Clean Energy Economy for the Region	675	4/30/13	4/30/13	0	Assigned	12,975.00
Clean Energy Economy for the Region	677	4/30/13	4/30/13	0	Assigned	250.00
Clean Energy Economy for the Region	678	4/30/13	4/30/13	0	Assigned	9,000.00
Clean Energy Economy for the Region	679	4/30/13	4/30/13	0	Assigned	2,157.78
Clean Energy Economy for the Region	680	4/30/13	4/30/13	0	Assigned	5,765.27
Clean Energy Economy for the Region	681	4/30/13	4/30/13	0	Assigned	4,195.13
Clean Energy Economy for the Region	682	4/30/13	4/30/13	0	Assigned	1,467.48
ASAP Accounting & Payroll Sevices, Inc	79544	4/30/13	4/30/13	0	Assigned	510.74
Clean Energy Economy for the Region	675a	4/30/13	4/30/13	0	Assigned	14,887.50
Clean Energy Economy for the Region	675b	4/30/13	4/30/13	0	Assigned	2,193.75
Clean Energy Economy for the Region	675c	4/30/13	4/30/13	0	Assigned	1,087.50
Clean Energy Economy for the Region	675d	4/30/13	4/30/13	0	Assigned	13,725.00
Clean Energy Economy for the Region	675e	4/30/13	4/30/13	0	Assigned	18,525.00
						<u>86,740.15</u>

To: GCE Board of Directors
From: GCE Staff
Date: May 3, 2013
Re: Summary of invoices on the "Unpaid Bills Detail" Document

Purpose: The purpose of this memorandum is to provide the Board of Directors with some detail for the invoices listed on the "Unpaid Bills Detail" portion of the Finance Report. Please email Karen Wahrmund if you need any additional information at kwahrmund@cleanenergyeconomy.net

Please note: these invoices are a little higher than the usual monthly amounts. This is due to a number of issues: DOE Better Building funding has run out, so items that normally would have been covered by Better Buildings and that were required by the grant had to be moved to GCE residential and commercial; additional work and projects relating to securing the Garfield Matching grant are also included in this month's billing.

Summary: The following invoices are for April 2013.

- #675 – GCE Commercial program. Payment to CLEER for staff work for providing assistance to businesses seeking to make energy efficiency improvements: helped facility manager of the Third Street Center with boiler upgrade, completed an energy upgrade walk through for a business in Glenwood, and aided other businesses in Garfield County. Updated commercial budget tracker, edited Rifle Senior Housing case study, followed up on old projects to get them moved forward, responded to a contractor about Glenwood Springs rebate, and contacted business owners to update them about energy upgrades.
- #675a – GCE Residential program. Payment to CLEER for staff time providing technical assistance for energy efficiency projects to residences, reporting for impact evaluation, update residential budget tracker, create ad, set up outreach program materials/displays for Garfield County library outreach, and coached contractor for residential upgrade. Updated GCE contractor list.
- #675b – GCE Transportation. Payment to CLEER for staff work. Work done hosting monthly WSCNGC meeting in Rifle, reaching out about CNG for Traveler buses, proposing a regional tour of CNG sites to participants, connecting Grand Junction to Clean Cities for a tour, and collaborating with an electric car owner for a vehicle display at a GCE event. Presented to the

Holy Cross board on GCE and Electric Vehicles and what they can do to incentivize them, assisted Dan Blankenship/RFTA with locating CNG shuttle bus options, and talked with Trillium CNG on Glenwood station options. Work done on outreach for Ride Around Rifle, outreach to GCE partners on Green Transportation conference in Denver, and sent out press release for the Bike and Walk to School Challenge.

- #675c – GCE Renewables. Payment to CLEER for staff work. Work done reviewing Power Purchase Agreements (PPAs) for Rifle, Carbondale, and Roaring Fork School District, work done on Carbondale commercial solar requirements, and updated SGM on Carbondale Hydro.
- #675d – GCE Greening Government. Payment to CLEER for staff work. Work done uploading partner’s buildings bills to Energy Navigator, presenting at facility manager round tables in Rifle and Glenwood, and presenting a wastewater energy training to the City of Glenwood staff. Fixed Internet issue with Carbondale Rec Center’s datalogger, and met with electrician at Silt WWTP. Assisted Jerry Morris in evaluating building performance for old and new libraries, reviewed RFTA’s AMF Phases for energy upgrades, and performed trouble shooting for Energy Navigator for GCE buildings. Provided technical assistance to Third Street Center after boiler upgrade, site visit to community center to address high bills, and explained audit options for Parachute library.
- #675e – GCE Partnership Services. Payment to CLEER for staff work. Work done creating GCE agenda and packet, researching audit information and bookkeeper contract, updating GCE website, preparing for strategic planning session, updating legislative pages, and meeting with new GCE bookkeeper. Planned GCE services, developed materials, and provided background on long-term funding options. Collaborated with ASAP about bills and GCE financial reports, created and revised GCE minutes, and processed GCE rebates. Created GCE marketing pieces (mailer, posters, etc.), and followed up on facility manager’s training.
- #677 – GCE Commercial hard costs. Reimbursement to CLEER for cost associated with the writing and photography of the Rifle Senior Housing case study.
- #678 – GCE Renewable hard costs. Reimbursement to CLEER for cost associated with Solar Energy International’s (SEI) contract work: energy education curriculum delivery and development in Garfield County Schools, and high school energy competition development – solar rollers. See SEI’s invoices for more detail on work completed. (This is work supplemented by matching grant dollars from Roaring Fork Public Education Foundation and Aspen Science Foundation.)

- #679– GCE Partnership Services hard costs. Reimbursement to CLEER for cost associated with a background check of new GCE bookkeeper, postage for mailing contract and minutes to GCE board member, legal costs from Karp, Neu, Hanlon for amending GCE Budget, working on Xcel MOU, and audit. Cost associated with the purchase of Adobe Dreamweaver software for the GCE website, graphic design work for GCE poster and ad in Glenwood Guide, consultant for GCE website, ROF.net for GCE web hosting, and hotel cost for energy coaching training.
- #680 – GCE Transportation hard costs. Reimbursement to CLEER for design and Spanish translation for the Bike and Walk to School Challenge, Tuttle Surveying Services (TSS) for work done on active transportation in March, The Print Works for safe routes to school tally sheets and fliers for the transportation challenge. Reimbursement for database entry for bike and walk challenge, and TSS for April work for the Bike and Walk to School Challenge.
- #681 – GCE Government hard costs. Reimbursement to CLEER for cost associated with Hostgator.com for navigator services, Automated Energy for monitoring at Carbondale Town Hall and WWTP, Lucks Digital for trouble shooting and support of energy navigator, and Utility Management Services for energy data management for the navigator.
- #682 – GCE Residential hard costs. Reimbursement to CLEER for cost associated with Basalt Printing for GCE Residential marketing materials, The Print Works for GCE library displays, graphic design work on GCE residential rebate ad and loan program, and reimbursement for Cam Burn’s travel expenses for GCE displays/GCE information table.

Thank you.