



## Garfield Clean Energy Board Meeting

Wednesday, June 12, 2013  
1:00 - 3:00 p.m.

Garfield County Human Services Building  
195 W. 14<sup>th</sup> St., Rifle

### AGENDA

	<b>Agenda Item</b>	<b>Requested action</b>	<b>time</b>
1.	<b>Roll Call</b>		1:00 pm
2.	<b>Board member and public comment</b> Regarding items not on agenda		1:00 pm
3.	<b>Consent Agenda</b> <ul style="list-style-type: none"> <li>• Approval of May 8, 2013, minutes</li> </ul>	• Motion to approve	1:05 pm
4.	<b>Strategic Plan</b> <ul style="list-style-type: none"> <li>• Draft 2014 Strategic Plan based on comments from May 8 planning retreat</li> </ul>	• Discussion	1:10 pm
5.	<b>Action items</b> <ul style="list-style-type: none"> <li>• Credit Reserve Fund reallocation plan</li> <li>• Appoint Innovation Awards planning committee</li> </ul>	• Motion to approve • Appoint members	1:30 pm
6.	<b>Program and policy updates</b> <ul style="list-style-type: none"> <li>• Statewide financing programs status update</li> <li>• Member boards' action on AEM resolution</li> <li>• Refuel Colorado Fleets</li> <li>• Marketing update</li> </ul>	• Information	2:00 pm
7.	<b>Housekeeping</b> <ul style="list-style-type: none"> <li>• Public officials' liability training from CIRSA</li> </ul>		2:20 pm
8.	<b>Finance Committee Report</b> <ul style="list-style-type: none"> <li>• Janet Obeji: Accounts payable, financial report and comments.</li> <li>• Audit status update</li> </ul>	• Motion to approve accounts payable.	2:30 pm
9.	<b>Upcoming events</b>	• Information	2:55 pm
10.	<b>Adjourn.</b> Next meeting July 10, Glenwood Springs		3:00 pm

#### **Key calendar items for 2013:**

- Quarterly reports: July 10, Oct. 9, Jan. 8
- Draft 2014 budget and member boards presentation schedule: July 10
- 2012 Audit presentation, approval: Aug. 14
- Group photo, Sept. 11

- 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, May 8, 2013, 12:00 p.m. to 5:00 p.m.**

**Glenwood Springs City Hall, 101 W. 8<sup>th</sup> St., Glenwood Springs**

---

### **Board members present**

City of Glenwood Springs: GCE Chair Leo McKinney

City of Glenwood Springs: David Sturges, alternate

Town of Parachute: Secretary Judith Hayward

Town of Silt: Rick Aluise

Garfield County: Tom Jankovsky

Town of New Castle: Greg Russi

CMC: Nancy Genova

RFTA: Jason White (alternate)

City of Rifle: Keith Lambert

### **Others attending**

Garfield County Environmental Health Dept. staff: Morgan Hill and Paul Reaser

Facilitator: Gary Suiter

CLEER staff: Alice Laird, Erica Sparhawk, Heather McGregor, Karen Wahrmund

### **Members not present**

Town of Carbondale: GCE Vice Chair Allyn Harvey

Library District: Jerry Morris

**Next meeting:** Wednesday, June 12, 2013, 1:00 – 3:00 p.m.

Garfield County Human Services Building, 195 W. 14<sup>th</sup> St., Rifle

**Board member and public comment:** none

**Consent Agenda - Approval of April 10, 2013, minutes:** *Keith Lambert made a motion to approve the April 10, 2013 minutes, seconded by Judith Hayward. Motion passed unanimously.*

## **1st Quarter 2013 Report**

Heather McGregor presented the 1st Quarter Report summarizing what CLEER has done for Garfield Clean Energy in January, February and March 2013. Keith Lambert commented that the report was included in the Rifle City Council packet and it was very well received. He noted that sharing the quarterly reports with each town or city board will give the public access to the packet, as well.

Judith Hayward reported that the Town of Parachute's Energy Navigator kiosk is not functioning and asked CLEER to assist with getting it back online.

### **Program Updates**

#### **Refuel Colorado Fleets**

Heather McGregor updated the board on the Refuel Colorado Fleets program. The grant was signed on April 15. GCE will be partnering with three Clean Cities organizations and CLEER is taking the lead on the overall project. GCE will likely be looking at Glenwood Springs with the focus on CNG, and possibly working with a community on the I-70 corridor in Eagle County. The value in working with neighboring counties is to develop CNG fueling stations all along the I-70 corridor from Denver to Salt Lake City.

#### **Booths at local events, library displays**

Erica Sparhawk updated the board on the GCE outreach efforts.

Displays were placed at five libraries for Earth Week, from April 19 to May 6. The displays included energy efficient light bulbs and Energy Challenge signups. Each library also displayed books in its collection related to energy efficiency. The Silt Library displayed several books from CLEER's recommended book list.

GCE hosted tables at the Women's Health Symposium on April 20, the Encana Energy Expo on May 1 and will be at the May 11 Dandelion Days in Carbondale and the May 18 How-To Festival at the Parachute Library. Judith Hayward commented that she will attend the How-To Festival.

Erica mentioned that CLEER and GCE will be co-hosting the Dandelion Days booth with CORE and SEI. CLEER and GCE are also working with CORE on a mutual advertising campaign to promote the Energy Challenge and Energy Smart programs and stretch marketing dollars.

Heather McGregor added that Cam Burns is producing several new case studies.

Heather also invited board members to a Bike Workshop and Tour in Rifle on June 7.

### **Resolution No. 4**

#### **Active Energy Management Policy for all Partners**

*Keith Lambert made a motion to adopt Res. No. 4, and Nancy Genova seconded. The motion passed unanimously.*

Keith Lambert commented that the resolution appeared non-binding and seemed to be a way to spread GCE's message. Heather McGregor said she will now contact each of the GCE partners to have the template resolution placed on upcoming partner board meeting agendas for approval.

### **Finance Committee Report**

#### **Accounts payable and financial reports**

Leo McKinney said that he noticed that the revenue has not all come in yet, and asked the reason for this. Heather McGregor reported that Garfield County wanted a grant agreement first. That

document has been prepared, Leo McKinney has signed it, and the payment should be on the way. Heather McGregor asked Judith Hayward about the status of Parachute's missing contribution. Judith said the Parachute board placed its contribution in the "donation" category. Dave Sturges offered to go to Parachute's town council meeting to champion GCE.

Regarding CLEER's invoice summary memo, Judith Hayward asked that the dollar amount be noted with each item's explanation.

*Judith Hayward made a motion to approve the accounts payable, Leo McKinney seconded. The motion passed unanimously.*

#### **Update: Bookkeeper, 2012 audit**

Heather McGregor gave an update about the new GCE bookkeeper, Janet Obeji. She came on board on May 1 and will be doing the GCE books starting in May, with a one-month overlap with ASAP.

Heather reported that McMahan and Associates will be doing the audit and will ask for a 60-day extension. This will allow the board to hear an audit presentation and approve the document at the August board meeting.

Heather confirmed the board's April decision to pay for the audit by taking \$3,000 from the Credit Reserve Fund and the other \$3,000 from the GCE budget, and identified the Administrative budget line as the most logical place from which to draw that cost.

#### **Upcoming Events**

**May 20: Bike and Walk to School Challenge awards:** Heather McGregor updated the board on the Bike and Walk to School Challenge. The Garfield County Commissioners will present awards to the winning classes on May 20. If a Parachute class is among the winners, Commissioner Mike Samson will go to Parachute to present that award. Heather noted that two students from Carbondale actually rode their horses to school.

**June 7: Regional Leaders Ride, Rifle:** Fliers were handed out inviting the board members to attend this event.

Keith Lambert commented that he really appreciated that key calendar events that were added on the agenda.

#### **Strategic Planning Retreat: 1:20 – 5:00 p.m.**

A separate report on the retreat discussion items and outcomes is attached to these minutes.

**Meeting adjourned at 5:10 p.m.**

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 June 12, 2013.



# **STRATEGIC PLANNING RETREAT SUMMARY REPORT**

**Glenwood Springs, Colorado**

May 8, 2013

**Suiter & Associates, LLC**

## **SUMMARY REPORT GARFIELD CLEAN ENERGY STRATEGIC PLANNING RETREAT**

In Attendance:

**Board members:** Rick Aluise, Nancy Genova, Judi Hayward, Tom Jankovsky, Leo McKinney, Greg Russi, David Sturges, Keith Lambert, Jason White

**CLEER staff:** Alice Laird, Heather McGregor, Erica Sparhawk, Karen Wahrmund

**Garfield County staff:** Paul Reaser, Morgan Hill

**Facilitator:** Gary Suiter

### **Meeting Objectives**

Gary welcomed the group and provided a brief background. Before addressing meeting objectives, there was a brief discussion on funding, including permanent funding models, obtaining commitments from GCE partners for 2014, the Garfield County matching grant program, and getting the school districts to participate as partners.

The group agreed to the meeting objectives, as follows:

- ✓ Review Vision, Mission, and Goals
- ✓ Brainstorm new ideas
- ✓ Set 2-year goals
- ✓ Identify action steps
- ✓ Address funding options

### **Accomplishments**

The accomplishments from January 2009 to May 2013 were highlighted in the packet materials. Gary asked the group what they were particularly proud of. The group acknowledged the following:

- A tremendous amount has been accomplished in a very short period of time.
- Kudos to staff! The group acknowledged the significant amount of work and expertise provided by staff.
- Kudos to board members and GCE partners!! The leadership talent, experience, and time contributed by elected officials has been essential.

A brief discussion on the factors for success included:

- ☺ An incredible amount of teamwork
- ☺ Strong leadership from the elected officials
- ☺ Regional collaboration
- ☺ Education of the public
- ☺ Education within your own organizations
- ☺ Demonstrating the benefits to citizens (creating a self-interest)
- ☺ Courage

The success of GCE was acknowledged with a hearty round of applause from the participants.

## Review of Vision, Mission, and Goals

The group briefly reviewed GCE's vision, mission, and goals contained in the 2012 Strategic Plan. The vision and mission statements were reaffirmed and no changes were made. There was some discussion on the goals, with comments as follows:

- A concern was expressed that financing has not kept pace for achieving the goals that have been established.
- Are the goals attainable?
- There could be an issue with getting support from some local elected officials who question whether the goals can be reached.
- Regardless of whether the goals are accomplished, there is value in the journey toward the goals. It allows the group to become stronger and better at what they do.
- The group must temper its thinking regarding the resources available to realistically achieve the goals.
- Financing is but one tool to achieve the goals.
- Remember to consider leveraging of resources. Not all resources have to be hard cash in the bank.
- One role of government is to assist individuals to make the right choices.

Alice reminded the group that the targets/ goals had previously been adopted by the partners and are based upon statewide standards.

Following discussion it was agreed that the goals would remain as stated, and that any downside of having these goals was not significant enough to change them.

The group agreed to accept the goals, set the policy (stated policy intent), and then leverage the resources. It was noted that once plans are made, the money tends to follow those plans.

> Resources cited:

- *Leverage Points, Places to Intervene in a System*, by Donella Meadows  
[www.donellameadows.org/archives/leverage-points-places-to-intervene-in-a-system/](http://www.donellameadows.org/archives/leverage-points-places-to-intervene-in-a-system/)
- *The Tipping Point: How Little Things Can Make a Big Difference*, by Malcolm Gladwell (2000)

Consider that GCE is helping create a "paradigm shift," and leveraging people and institutions to reach a "tipping point."

## Possible Funding Options

Alice presented a high-level view of possible funding sources for reaching the GCE targets. These included:

- Financing tools at scale

- Clean energy district example: Sonoma County Energy Investment program; Property Assessed Clean Energy (PACE) e.g. Sacramento
- Statewide opportunities: Commercial PACE and commercial loan fund
- Utility on-bill financing, e.g. Holy Cross Energy
- Statewide dedicated funding sources – could be a percentage of funding collected by utility Demand Side Management (DSM) programs, such as is collected in California or source similar to Oregon Energy Trust.
- Continue member contributions for the present
- Innovative energy funds – e.g. Renewable Energy Mitigation Program (REMP) in Pitkin County
- Policies – such as energy codes; benchmarking; feed-in tariff
- Reinvesting energy savings was also mentioned.

The group broke up into two focus groups to discuss the preferred funding mechanisms and to prioritize the top action steps for achieving each of the three goals. Following are their findings:

### **Group One: Funding Preferences and Ideas**

Following are the flip chart notes from Group 1 regarding finance options:

- Clean energy financing will be more palatable to people in Garfield County if it comes from statewide sources.
- A new tax is unlikely to be approved countywide – we need a proven track record with results and should wait for the economy to improve.
- The on-bill financing model is good: the customer makes that decision for themselves, it's more logical to repay an energy loan on your utility bill than on your property tax bill.
- Utilities (such as Xcel) should help fund community energy programs.
- Go ahead and mobilize the funding in the Garfield Clean Energy credit reserve
  - Now that the state has set up a commercial PACE program and is on track to set up a commercial loan fund
  - Use it this year for other projects; needs to be used by September
  - Use for energy efficiency marketing, coaching, and rebates for both residential and commercial – people need coaching
- A revolving loan fund is a good way to develop a track record of success.
- Keep asking all GCE members to make annual contributions as a baseline. Can other partners match the commitment seen from Garfield County and Carbondale in 2013?
- Educate the customer about how EE upgrades are in their best interest.
- Look for smaller grants from the private sector, such as the 2013 grant from Encana.
- Let's meet with Holy Cross and Xcel Energy about on-bill finance, DSM programs, solar gardens, etc.



- Can Glenwood Electric be persuaded to offer on-bill financing? Solar garden? Could the city charge a DSM fee without getting voter approval?
- Could the Western Slope team up to buy the Shoshone Power Plant?

Top recommended funding options:

- 1) Utility on-bill financing (opt-in)
- 2) Use the \$300,000 Credit Reserve – consider funding residential loans or further capitalizing the revolving loan fund
- 3) Actively pursue grants
- 4) Work with statewide efforts to mobilize statewide funding

### **Group Two: Prioritizing Action Steps for Each Goal**

This group reviewed each goal and recommended prioritized action steps. They also suggested rewording some of the action steps and combining others that were duplicative. As presently worded, the strategic plan is too broad and presents a task list that is not realistic. Staff needs more guidance on what issues and objectives are the top priorities for 2014-15.

**Goal #1: Increase per capita energy efficiency by 20% by 2020 over a 2009 baseline to have a stronger, more resilient and energy-secure economy.**

#### **1A: Increase the energy performance of public buildings**

Two-Year Prioritized Action Steps:

- Improve and fully utilize energy tracking and feedback to drive maximum savings.
- Identify and implement ways to help governments overcome any upfront financial barriers to efficiency improvements.
- Increase energy savings in GCE partner participating buildings by at least 10% over 2012 savings.

Longer-term Action Steps:

- Create a culture of saving energy/cutting emissions within all government buildings.
- Create a reward system for employees to be actively engaged in increasing energy efficiency in public buildings.
- Increase public employee knowledge of how to maximize energy savings in their buildings.
- Reach out to all publicly owned facilities, and help them start tracking and cutting energy costs – federal, state, special districts, etc.
- Create a target and plan for yearly improvements so that public facilities meet the overall GCE goals.
-

## **1B: Increase the energy performance of businesses**

### Two-Year Prioritized Action Steps:

- Double the number of businesses participating in the Garfield Clean Energy Challenge over 2012 total by the end of 2013 – change time period for this goal, “by the end of 2015”
- Build partnerships with utilities and energy efficiency related contractors to increase the pace of improvement.
- Educate businesses about the availability of financing and technical assistance through marketing, media work and development of case studies.

### Longer-term Action Steps:

- Identify and implement ways to make it easier and faster for businesses to become more energy efficient.
- Create more ongoing awareness of economic and energy saving benefits and opportunities.

## **1C: Increase the energy efficiency performance of homes:**

### Two-Year Prioritized Action Steps:

- Identify and implement ways to make it easier for homes to become more energy efficient.
- Educate the public about the availability of financing and technical assistance through marketing, media work and development of case studies.

### Longer-term Action Steps:

- Double the number of homes participating in the Garfield Clean Energy Challenge over 2012 total by the end of 201?. – again, adjust to 2015?
- Create more ongoing awareness of economic and energy saving benefits and opportunities.
- Build partnerships with utilities and energy efficiency related contractors to increase the pace of improvement.

**Goal #2: Reduce petroleum consumption 25% by 2020, over a baseline 2009, as a means to a stronger, more resilient and energy-secure economy.**

### Two-Year Prioritized Action Steps:

- Provide ongoing feedback and reporting on fleet efficiency improvement by adding fleet information to the Navigator.
- Increase the number of government fleets participating in petroleum independence program.
- Increase the number of private sector fleets taking action to reduce dependence on petroleum.
- Educate the public on ways to reduce petroleum dependence through trainings, media outreach, and case study development.

Longer-term Action Steps:

- Create reward system for encouraging greater public employee action on fleets; encourage a culture of action and innovation on petroleum independence.
- Encourage use of non-car options through county-wide Safe Routes to School competitions and improvement to infrastructure.
- Lead western slope CNG collaborative.
- Create targets and plan for yearly improvements so that fleets meet overall GCE petroleum reduction target.
- Continue to support chambers and economic development groups in expanding, promoting trails for economic development.
- Identify and implement ways to help public and private fleet operators overcome barriers and lack of action on fleet efficiency.

**Goal #3: Obtain 35% of our energy from renewable sources by 2020 as a means to a stronger, more resilient and more energy-secure economy.**

Two-Year Prioritized Action Steps:

- Assist more GCE partners and energy users to use power purchase agreements; Install more on-site solar on public facilities to fully reduce costs and emissions.
- Through Garfield Clean Energy Challenge contact with businesses and homes encourage use of combined energy efficiency and renewables; use of GCE financing programs to increase both.
- Participate in county energy study; develop options for additional large-scale renewable energy systems.

Longer-term Action Steps:

- Increase the visibility of solar thermal as a cost effective technology; identify and implement methods to help energy users overcome barriers impeding increased use of solar thermal.
- Create support program for solar thermal installers and increase the availability of service.
- Work with utilities to create more incentives for renewables.
- Follow up on roof top survey and work to encourage solar installations at most promising locations.
- Develop targets for annual increases to ensure overall renewable energy goals are met.

Gary thanked the group for their enlightened discussion and hard work.

Respectfully submitted,  
Gary Suiter  
Suiter & Associates

# Garfield Clean Energy Collaborative

# DRAFT

## 2014 Strategic Plan

### **NOTE TO GARFIELD CLEAN ENERGY COLLABORATIVE BOARD FOR JUNE 12 DISCUSSION:**

The Garfield Clean Energy Board held a strategic planning retreat on May 8, 2013, to evaluate its 2012 Strategic Plan and to formulate a plan to set two-year goals, while maintaining long-term goals extending into the future.

This draft reflects comments gathered in that retreat, and includes subsequent questions and issues raised by staff.

We would like to discuss the plan further, get more guidance from the board on June 12, and be able to return to the board at the July 10 meeting with an improved version of the 2014 plan.

## INTRODUCTION

Garfield Clean Energy Collaborative became an independent, intergovernmental authority in late 2011. It grew from a previous organization, Garfield New Energy Communities Initiative, which operated as an intergovernmental committee under the authority of Garfield County from 2009 through 2011.

Members of the Collaborative are Garfield County, the Town of Carbondale, the City of Glenwood Springs, the Town of New Castle, the Town of Silt, the City of Rifle, the Town of Parachute, the Garfield County Public Library District, the Roaring Fork Transportation Authority, and Colorado Mountain College.

Since its formation in 2009, Garfield Clean Energy has achieved these results:

Annual energy cost savings: more than \$1.8 million (update needed)

Participation to date: (updates needed prior to adoption)

Over 84 government buildings monitoring their energy use

109 commercial businesses saving energy, and 289 homes

20 new on-site solar systems on public buildings

Transportation tally?

Emissions reduction (updates needed prior to adoption)

11,222 metric tons of CO2 per year = the energy used in over 1,400 average U.S. homes, or 61 railcars of coal per year.

The Garfield Clean Energy Board held a strategic planning retreat on May 8, 2013, to evaluate its 2012 Strategic Plan and to formulate a plan that emphasizes the immediate two-year time frame, while maintaining long-term goals extending into the future. This 2014-2015 Strategic Plan was discussed further at the June 12 and XXX, 2013, meetings, and approved by the Garfield Clean Energy Collaborative Board on XXXX.

-----

## VISION, MISSION AND GOALS

### Garfield Clean Energy Vision Statement

Garfield County will be the most energy efficient county in the country.

### Garfield Clean Energy Mission Statement

The mission of the Garfield Clean Energy Collaborative is to provide energy efficiency solutions, education and alternative and renewable energy opportunities to all individuals and organizations, in order to build a stronger, more resilient economy benefiting citizens of Garfield County.

## **Garfield Clean Energy Goals**

Goal No. 1: Increase per capita energy efficiency by 20% by 2020, over a baseline 2009, as a means to a stronger, more resilient and energy-secure economy.

Goal No. 2: Reduce petroleum consumption 25% by 2020, over a baseline 2009, as a means to a stronger, more resilient and energy-secure economy.

Goal No. 3: Obtain 35% of our energy from renewable sources by 2020 as a means to a stronger, more resilient and more energy-secure economy.

-----

## **Garfield Clean Energy Strategic Plan Goals and Actions 2014**

**Goal No. 1: Increase per capita energy efficiency by 20% by 2020, over a baseline 2009, as a means to a stronger, more resilient and energy-secure economy.**

### **Goal 1A: Increase the energy performance of public buildings**

#### **Two-year priority actions**

- Increase energy savings in GCE partners' participating buildings by at least 10% over 2012 savings.
- Improve and fully utilize energy tracking via the Garfield Energy Navigator and feedback to drive maximum savings.
- Identify and implement ways to help governments overcome upfront financial barriers to efficiency improvements.

#### **Long-term actions**

- Create a reward system for employees to be actively engaged in increasing energy efficiency in public buildings.
- Provide education opportunities to public employees about how to maximize energy savings in their buildings.
- Reach out to other governmental entities with publicly owned facilities, and help their boards and staff start tracking energy use and cutting energy costs.

### **Goal 1B: Increase the energy performance of businesses and households**

#### **Two-year priority actions**

- Increase the number of businesses and households participating in the Garfield Clean Energy Challenge by the end of 2015 to be double the amount that participated from 2010 through 2012.

- Build partnerships with utilities and energy efficiency related contractors to increase the pace of improvement.

**Long-term actions**

- Identify and implement ways to make it easier and faster for businesses and homeowners to become more energy efficient.
- Provide outreach, marketing and educational opportunities for businesses and homeowners to become more aware of economic and energy saving benefits and opportunities, and the availability of financing and energy coaching services.

**Goal No. 2: Reduce petroleum consumption 25% by 2020, over a baseline 2009, as a means to a stronger, more resilient and energy-secure economy.**

**Two-year priority actions**

- Provide ongoing feedback and reporting on fleet efficiency improvement by adding fleet information to the Energy Navigator.
- Increase the number of government and private sector fleets taking action to reduce dependence on petroleum.
- Provide educational opportunities on ways to reduce petroleum dependence through trainings, media outreach, and case study development.

**Long-term actions**

- Identify and implement ways to help public and private fleet operators overcome barriers and lack of action on fleet efficiency. Create reward system for public employee taking action on petroleum independence.
- Lead Western Slope CNG Collaborative to accelerate development of CNG fueling stations and demand for CNG vehicle fuel.
- Support expansion of bicycle and pedestrian trail infrastructure and Safe Routes to School, and collaborate with chambers and economic development groups to promote trails for economic development.
- Build awareness of non-car travel options among young people through countywide school-based competitions.

**Goal No. 3: Obtain 35% of our energy from renewable sources by 2020 as a means to a stronger, more resilient and more energy-secure economy.**

**Two-year priority actions**

- Assist GCE partners and all energy users to install more on-site solar on public and private facilities to reduce costs and emissions.
- Encourage residential and commercial property owners that have first maximized energy efficiency to invest in renewable energy, using GCE financing programs if needed.
- Conduct a countywide renewable energy opportunity study; develop options for additional large-scale renewable energy systems.

**Long-term actions**

- Increase the visibility of solar thermal as a cost effective technology; identify and implement methods to help energy users overcome barriers impeding increased use of solar thermal.
- Work with utilities to continue offering and create more incentives for renewables.
- Develop targets for annual increases to ensure overall renewable energy goals are met.

**Additional topics the board may wish to add to the Strategic Plan**

Support for a lasting, regional organization that fosters ongoing efforts toward achieving energy efficiency and renewable energy goals.

Building financing options to help offset upfront costs for private sector upgrades.

Updating 2009 countywide energy inventory.

Emphasizing importance of measuring and tracking energy use.



Memo to: Garfield Clean Energy Collaborative Board  
From: Heather McGregor, Erica Sparhawk, CLEER staff  
Date: June 7, 2013  
Re: Reallocation of Garfield Clean Energy Credit Reserve Fund

---

In 2009, CLEER learned of the nationwide Better Buildings grant program being offered by the U.S. Department of Energy. Seeing the economic and strategic value of winning a grant within the program, CLEER positioned Garfield Clean Energy to be included in a grant application being jointly submitted by Denver and Boulder County. The resulting grant award was essential in continuing the vision and programs of the Garfield New Energy Communities Initiative from 2010 to 2013.

The Better Buildings grant program is now drawing to a close, and DOE would like to see remaining funds spent or allocated by Sept. 30, 2013.

Through Better Buildings funding, we established the Garfield Clean Energy Credit Reserve Fund and later, the Residential Revolving Loan Fund. The Department of Energy asked the Denver-Boulder-Garfield partners to pursue both financing mechanisms, with a preference for credit reserves due to the large amount of funds that could be leveraged with lending institutions. Denver and Boulder have teamed up with Elevations Credit Union for successful use of their Credit Reserve funds, which are being used to underwrite loans for energy efficiency upgrades. Elevations created a unique loan product and is actively marketing this loan program. ([www.elevationscu.com/energyloans](http://www.elevationscu.com/energyloans))

In Garfield County, however, local banks and credit unions have not been interested in using the Credit Reserve Fund. We have been looking for other means to effectively deploy these funds. At the September 2012 meeting, the GCE Board approved a reallocation of \$85,000 from the Credit Reserve Fund to provide additional consumer rebates and some marketing funds to promote the Residential Revolving Loan Fund. The Loan Fund has achieved participation and success, with about 25 percent of the funds loaned out to date.

The remaining Credit Reserve funds are being held in a non-interest-bearing Business Checking – Public Funds account at Wells Fargo Bank. The balance is \$303,333.

**If the GCE board decides to reallocate additional funds, the deadline for spending the funds is Sept. 30, 2013.** The only funds that can be saved for use beyond that date must be invested in a financing program, such as a continuation of the essentially non-active Credit Reserve Fund, or by further capitalizing the Residential Revolving Loan fund held by Funding Partners. The DOE has not indicated whether future reallocations will be possible if the funds stay in the Credit Reserve account.

Meanwhile, CLEER has identified a variety of near-projects that could be covered by this pool of funding, including a round of rebates and energy coaching for the summer of 2013, additional capital for the Residential Revolving Loan Fund, required Better Buildings grant reporting and several innovative projects aimed at long-term sustainability. CLEER proposes the following reallocation of funds.

Loan fund, rebates, coaching, outreach		Long-term sustainability	
Revolving Loan Fund	\$100,000	GCE 2012 Audit	\$3,000
Residential & commercial rebates	\$50,000	Navigator outreach	\$5,000
Energy coaching	\$21,000	Navigator upgrades	\$27,000
Rebate processing, data collection	\$5,000	Salesforce database	\$16,000
Marketing, direct outreach	\$15,000	Future funding workshop	\$15,000
<b>Subtotal</b>	<b>\$191,000</b>	Expanded content	\$10,000
<b>Better Buildings reporting</b>		GCE 2013 Progress Report	\$5,000
Reimburse past reporting	\$16,000	<b>Subtotal</b>	<b>\$72,000</b>
Future reporting	\$15,000		
<b>Subtotal</b>	<b>\$31,000</b>	<b>Grand total</b>	<b>\$303,000</b>

### • Loan Fund, Rebates, Coaching, Outreach

**Loan fund:** The Residential Revolving Loan Fund is presently capitalized with \$200,000; amount loaned to date is \$43,895; remaining fund is \$156,105. Adding another \$100,000 to the fund will bring the total pool to \$300,000. The higher amount improves the likelihood that funds will continue to be available for loan while previous loans are being repaid. Loan terms range from 5-10 years. Loan fund is held by Funding Partners as per a contract with Garfield Clean Energy that was approved at the September 2012 board meeting.

**Rebates:** Rebates would be offered to residential and commercial properties for upgrades such as lighting, HVAC, and insulation, on a first come basis. Rebate checks must be issued by Sept. 30, 2013. We would be publicly advertising a rebate application deadline of early September. With \$50,000, we would anticipate issuing, for example, about 33 residential and 16 commercial rebates based on present rebate limits. Any unspent funds would be moved into the Revolving Loan Fund.

**Energy Coaching:** Coaching is essential to help home and business owners make wise choices, evaluate contractor bids and make full use of GCE and utility rebates.

**Rebate processing and data collection:** An additional 10 percent is needed to process rebate applications, issue rebate checks, carry out associated bookkeeping, collect utility bill data, and to enter account information into Salesforce database.

**Marketing, direct outreach:** With a very tight turnaround time for issuing rebates, an intensive marketing and outreach campaign is essential to motivate residential and commercial property owners to take action. Funds would be used for print and radio advertising, door-knocking at high-potential businesses, and management of the marketing and outreach effort.

### • Better Buildings reporting

**Reimburse past reporting:** Extensive reporting is still being required in the final phases of the Better Buildings grant. This work, participation in a monitoring visit by the DOE, was

billed against the Residential and Commercial Coaching/Program Management line items, drawing it down prematurely for services to be provided through the calendar year. This allocation would reimburse the line item for the \$16,000 billed in the months of January to April.

**Future reporting:** This allocation of funds would cover staff time needed to prepare close-out reports for the Better Buildings grant, and would allow GCE to pre-bill for later reporting required for the Revolving Loan Fund.

- **Long-term sustainability**

**GCE audit:** The board has already approved this expenditure of funds to cover half the estimated cost of a professional audit of the GCE 2012 books. The other half of the cost will come from the GCE budget.

**Navigator outreach:** The screen-saver images on the Navigator kiosks need to be updated and could do more to highlight success stories of businesses, homes and government buildings, and give viewers a path to take action on their own energy saving. In addition, banners, posters or free-standing signs would be placed near the kiosks to attract attention.

**Navigator upgrades:** Three key upgrades would move the Navigator to be even more useful for facility managers and governing boards. 1. Create annual total usage comparison charts, adding together all buildings owned by each entity for a yearly energy use total. 2. Add weather-adjusted cost-avoidance calculations to account for seasonal temperature variations year over year. 3. Create a “native” Navigator app for use on smart phones and tablets, or create a parallel Navigator website configured for viewing on mobile devices.

**Salesforce database:** A reimbursement of \$9,500 in GCE funding, drawn from the Energy Data, Residential and Commercial lines, to cover development of the Salesforce database by Visual Data Consulting and CLEER staff, and an estimated \$6,500 in final Visual Data invoices. The customized database will save time on future reporting and project tracking, and deliver far more versatile information, including dynamic contractor lists.

**Future funding workshop:** With the close-out of the Better Buildings grant, community programs will have fewer and less reliable resources to offer rebates and energy coaching. We would like to co-convene Better Buildings recipients, other community-based energy programs, utilities and elected officials to help develop a statewide solution for funding energy efficiency programs.

**Expanded content:** Build the GCE library of photos and stories about energy successes for use on the website, in advertising, with published articles and in the 2013 progress report. Work would be done by freelance photographers and writers.

**GCE 2013 Progress Report:** New update to the 2008-2010 report, highlighting new projects and providing cumulative totals showing GCE’s success. Covers costs of writing and editing, design and printing.

TO: Garfield Clean Energy Board of Directors  
FROM: Alice Laird, CLEER staff  
DATE: June 7, 2013

RE: **Update on statewide financing and funding**

---

### **Statewide commercial loan fund**

The Colorado Energy Office (CEO) is continuing to move forward on offering a statewide commercial (and residential) loan fund based on expansion of the Elevations Credit Union program offered in Boulder County and Denver.

The proposal has run into procurement questions from the State Purchasing Office, causing the process to take longer than expected. CEO is issuing a Request for Information (RFI) to see if any financial institutions beyond Elevations Credit Union are interested; this may lead to an RFP. In any case, CEO is continuing to push forward on all the steps required and hopes to have the loan fund established by this fall.

### **C-PACE (Commercial Property Assessed Clean Energy Financing)**

Gov. Hickenlooper signed SB 13-212 on May 28. C-PACE will offer a statewide opt-in clean energy financing district for commercial properties.

The bill dictates that the governor has until September to appoint a board that will be responsible for designing and deploying the statewide district. The governor-appointed board will be responsible for determining the process that counties will have to pursue to voluntarily opt-into the district and the overall program. CEO is collecting names of people interested in serving on this board.

Property owners in counties that opt-in to the statewide district will be able to borrow low interest funds for energy efficiency and renewable energy upgrades and pay back the loan through their property tax bill. It will take some time to design and implement the program, but CEO staff hopes that C-PACE financing will be available by the spring or summer of 2014.

### **Other statewide efforts to create funding sources for local energy efficiency/economic development services**

There are several options being discussed in a very preliminary fashion among statewide groups working to build funding options to support local energy efficiency/economic development groups:

- Expansion of how utility demand side management funds can be spent. This is a topic that would be decided at the Public Utilities Commission. SWEEP, the Southwest Energy Efficiency Project, and EEBC, the Energy Efficiency Business Coalition, are both actively engaged in this effort. We will keep the GCE board apprised of progress as this moves forward.
- Dedicated funding sources such as the Oregon Energy Trust and Massachusetts Green Communities Initiative.

Memo to: Garfield Clean Energy Collaborative Board  
From: Heather McGregor, CLEER  
Date: June 7, 2013  
Re: **Public officials' liability training from CIRSA**

---

Garfield Clean Energy joined the CIRSA Property/Casualty pool in February 2012. The organization has not experienced any losses or claims in the intervening time.

The premium paid for 2012 was \$1,797, and the premium paid for 2013 was \$2010.

CIRSA staff member Larry Cardamone has requested that Garfield Clean Energy certify, through a letter of confirmation, that all of its primary and alternate board members have taken the CIRSA training, "In the Scope of Your Authority."

Mr. Cardamone also informed me that Garfield Clean Energy will be eligible for a modest premium discount in 2014 if the board can affirm that all board members have taken the training.

Board members who are also elected officials will have received this training as part of their service. However, there are a few GCE board members and alternates who are not elected officials, and may not have received this training.

Janet Aluise – Town of Silt  
Amelia Shelley and Jerry Morris – Library District  
Nancy Genova – CMC  
Jason White - RFTA

CIRSA has provided three copies of the 18-minute training in DVD format for board members to use. We would like to be able to send a letter to CIRSA by June 24 certifying that these non-elected board members have taken the training now or on a prior occasion.

Memo to: Garfield Clean Energy Collaborative Board  
From: Heather McGregor, CLEER  
Date: June 7, 2013  
Re: **Presentation by Janet Obeji, new GCE bookkeeper**

---

The new bookkeeper for Garfield Clean Energy Collaborative, Janet Obeji, will be attending the June 12 board meeting to present the monthly financials and discuss other bookkeeping items with the board.

Janet has more than 30 years of experience in bookkeeping for government agencies, nonprofits and private companies, including special districts. Please join us in welcoming Janet to the professional team serving Garfield Clean Energy.

Items on Janet's agenda for June 12:

- Present financial reports from May 2013, provide comments and answer questions.
- Discuss monthly bill approval process and options for paying bills electronically.
- Signature needed for paying May bills.
- Proposal to change banks, procedure to close the Wells Fargo account and open an account with Alpine Bank, authorization for electronic access to the new account.
- Proposal for tracking funds transferred from the Credit Reserve Fund on the monthly GCE profit & loss statement, proposal for handling the Credit Reserve bank account at Wells Fargo if full reallocation is approved.

06/07/13  
 Accrual Basis

## Garfield Clean Energy Profit & Loss May 2013

	May 13	Jan - May 13
<b>Income</b>		
2000 · Grants	0.00	100,000.00
<b>3000 · Partnership Funding</b>		
3100 · Garfield County	0.00	155,000.00
3200 · Parachute	0.00	1,000.00
3300 · Rifle	0.00	38,000.00
3400 · Silt	0.00	2,500.00
3500 · New Castle	0.00	13,000.00
3600 · Glenwood Springs	0.00	43,000.00
3700 · Carbondale	0.00	25,000.00
3800 · Colorado Mountain College	0.00	29,000.00
3900 · Town of Silt	0.00	0.00
4100 · Library District	0.00	5,000.00
4200 · RFTA	0.00	20,000.00
5100 · Affiliate Partners/other Funder	0.00	25,000.00
<b>Total 3000 · Partnership Funding</b>	0.00	356,500.00
<b>Total Income</b>	0.00	456,500.00
<b>Gross Profit</b>	0.00	456,500.00
<b>Expense</b>		
<b>Countywide Energy Dev Program</b>		
10000 · Commercial Sector		
11000 · Energy Coaching/Prog Coord	4,940.73	37,078.23
12000 · Marketing/Outreach/Education/Tr	2,096.25	16,425.07
<b>Total 10000 · Commercial Sector</b>	7,036.98	53,503.30
20000 · Residential Sector		
21000 · Energy Coaching/Prog Coord	5,953.61	30,741.11
22000 · Marketing/Outreach/Education/Tr	3,379.20	9,610.68
<b>Total 20000 · Residential Sector</b>	9,332.81	40,351.79
<b>Total Countywide Energy Dev Program</b>	16,369.79	93,855.09
GCE Rebates	37.50	37.50
Suspense	0.00	0.00
<b>30000 · Petroleum Independence Project</b>		
31000 · Trans Alternative/Safe Routes	7,440.87	17,794.99
32000 · Efficient Vehicles/Fleets		
32200 · Technical Assistance	225.00	375.00
<b>Total 32000 · Efficient Vehicles/Fleets</b>	225.00	375.00
33000 · Alternative Fuels		
33100 · WS CNG Collaborative/Support	525.00	8,212.50
33200 · Electric Vehicles/biofuels	412.50	1,050.00
<b>Total 33000 · Alternative Fuels</b>	937.50	9,262.50
34000 · Marketing/Outreach/Education	262.50	525.00
<b>Total 30000 · Petroleum Independence Project</b>	8,865.87	27,957.49
<b>40000 · Countywide Energy Portfolio Div</b>		
41000 · Technical assist/Project Implem	150.00	4,631.25
42000 · Marketing/Outreach/Education	0.00	787.50
44000 · Renewables Dev/Financing	0.00	75.00
<b>Total 40000 · Countywide Energy Portfolio Div</b>	150.00	5,493.75
<b>50000 · Government Facilities</b>		
51000 · Energy Data Mgt/Navigator	7,501.00	41,916.94
52000 · Active Energy Mgt,Tech Assist	3,331.88	30,406.56
53000 · Building Hardware	450.00	825.00

06/07/13  
Accrual Basis

**Garfield Clean Energy**  
**Profit & Loss**  
May 2013

	<u>May 13</u>	<u>Jan - May 13</u>
<b>Total 50000 · Government Facilities</b>	11,282.88	73,148.50
<b>90000 · Countywide GCE Partnership Svc</b>		
<b>91000 · Admin/Grant Writing/Funding Dev</b>	11,826.95	59,619.33
<b>92000 · Legal</b>	396.00	2,343.17
<b>93000 · Accounting</b>	1,134.49	3,284.55
<b>94000 · Website/outreach/events/public</b>	5,228.75	21,178.44
<b>95000 · Educate/training/special events</b>	51.81	5,257.32
<b>Total 90000 · Countywide GCE Partnership Svc</b>	<u>18,638.00</u>	<u>91,682.81</u>
<b>Total Expense</b>	<u>55,344.04</u>	<u>292,175.14</u>
<b>Net Income</b>	<u><u>-55,344.04</u></u>	<u><u>164,324.86</u></u>



06/07/13  
Accrual Basis

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

	Jan - May 13	Budget	% of Budget
<b>Income</b>			
2000 · Grants	100,000.00	303,333.00	33.0%
3000 · Partnership Funding			
3100 · Garfield County	155,000.00	255,000.00	60.8%
3200 · Parachute	1,000.00	1,000.00	100.0%
3300 · Rifle	38,000.00	38,000.00	100.0%
3400 · Silt	2,500.00	2,500.00	100.0%
3500 · New Castle	13,000.00	13,000.00	100.0%
3600 · Glenwood Springs	43,000.00	43,000.00	100.0%
3700 · Carbondale	25,000.00	100,000.00	25.0%
3800 · Colorado Mountain College	29,000.00	29,000.00	100.0%
3900 · Town of Silt	0.00		
4100 · Library District	5,000.00	5,000.00	100.0%
4200 · RFTA	20,000.00	20,000.00	100.0%
5100 · Affiliate Partners/other Funder	25,000.00	28,500.00	87.7%
<b>Total 3000 · Partnership Funding</b>	<b>356,500.00</b>	<b>535,000.00</b>	<b>66.6%</b>
<b>Total Income</b>	<b>456,500.00</b>	<b>838,333.00</b>	<b>54.5%</b>
<b>Gross Profit</b>	<b>456,500.00</b>	<b>838,333.00</b>	<b>54.5%</b>
<b>Expense</b>			
Countywide Energy Dev Program			
10000 · Commercial Sector			
11000 · Energy Coaching/Prog Coord	37,078.23	50,000.00	74.2%
12000 · Marketing/Outreach/Education/Tr	16,425.07	8,750.00	187.7%
<b>Total 10000 · Commercial Sector</b>	<b>53,503.30</b>	<b>58,750.00</b>	<b>91.1%</b>
20000 · Residential Sector			
21000 · Energy Coaching/Prog Coord	30,741.11	32,500.00	94.6%
22000 · Marketing/Outreach/Education/Tr	9,610.68	13,750.00	69.9%
<b>Total 20000 · Residential Sector</b>	<b>40,351.79</b>	<b>46,250.00</b>	<b>87.2%</b>
<b>Total Countywide Energy Dev Program</b>	<b>93,855.09</b>	<b>105,000.00</b>	<b>89.4%</b>
GCE Rebates	37.50		
Suspense	0.00		
30000 · Petroleum Independence Project			
31000 · Trans Alternative/Safe Routes	17,794.99	21,000.00	84.7%
32000 · Efficient Vehicles/Fleets			
32200 · Technical Assistance	375.00		
<b>Total 32000 · Efficient Vehicles/Fleets</b>	<b>375.00</b>		
33000 · Alternative Fuels			
33100 · WS CNG Collaborative/Support	8,212.50	12,000.00	68.4%
33200 · Electric Vehicles/biofuels	1,050.00	12,000.00	8.8%
<b>Total 33000 · Alternative Fuels</b>	<b>9,262.50</b>	<b>24,000.00</b>	<b>38.6%</b>
34000 · Marketing/Outreach/Education	525.00	3,600.00	14.6%
<b>Total 30000 · Petroleum Independence Project</b>	<b>27,957.49</b>	<b>48,600.00</b>	<b>57.5%</b>
40000 · Countywide Energy Portfolio Div			
41000 · Technical assist/Project Implem	4,631.25	14,500.00	31.9%
42000 · Marketing/Outreach/Education	787.50		
44000 · Renewables Dev/Financing	75.00	5,000.00	1.5%
45000 · Education - Solar in Schools	0.00	9,000.00	0.0%
<b>Total 40000 · Countywide Energy Portfolio Div</b>	<b>5,493.75</b>	<b>28,500.00</b>	<b>19.3%</b>
50000 · Government Facilities			
51000 · Energy Data Mgt/Navigator	41,916.94	67,900.00	61.7%
52000 · Active Energy Mgt,Tech Assist	30,406.56	50,000.00	60.8%
53000 · Building Hardware	825.00	7,500.00	11.0%

06/07/13  
Accrual Basis

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

	<u>Jan - May 13</u>	<u>Budget</u>	<u>% of Budget</u>
<b>Total 50000 · Government Facilities</b>	73,148.50	125,400.00	58.3%
<b>90000 · Countywide GCE Partnership Svc</b>			
<b>91000 · Admin/Grant Writing/Funding Dev</b>	59,619.33	75,000.00	79.5%
<b>92000 · Legal</b>	2,343.17	5,000.00	46.9%
<b>93000 · Accounting</b>	3,284.55	10,000.00	32.8%
<b>94000 · Website/outreach/events/public</b>	21,178.44	50,000.00	42.4%
<b>95000 · Educate/training/special events</b>	5,257.32	12,500.00	42.1%
<b>Total 90000 · Countywide GCE Partnership Svc</b>	<u>91,682.81</u>	<u>152,500.00</u>	<u>60.1%</u>
<b>Total Expense</b>	<u>292,175.14</u>	<u>460,000.00</u>	<u>63.5%</u>
<b>Net Income</b>	<u><u>164,324.86</u></u>	<u><u>378,333.00</u></u>	<u><u>43.4%</u></u>

06/07/13  
Accrual Basis

**Garfield Clean Energy**  
**Balance Sheet**  
As of May 31, 2013

	<u>May 31, 13</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
100 · Operating Account	219,715.38
102 · Credit Reserve Fund	303,333.00
<b>Total Checking/Savings</b>	<u>523,048.38</u>
<b>Accounts Receivable</b>	
110 · Accounts Receivable	1,000.00
<b>Total Accounts Receivable</b>	<u>1,000.00</u>
<b>Total Current Assets</b>	<u>524,048.38</u>
<b>TOTAL ASSETS</b>	<u><b>524,048.38</b></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
200 · Accounts Payable	55,344.04
<b>Total Accounts Payable</b>	<u>55,344.04</u>
<b>Total Current Liabilities</b>	<u>55,344.04</u>
<b>Total Liabilities</b>	55,344.04
<b>Equity</b>	
320 · Retained Earnings	304,379.48
Net Income	164,324.86
<b>Total Equity</b>	<u>468,704.34</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>524,048.38</b></u>

06/07/13

**Garfield Clean Energy**  
**A/R Aging Summary**  
As of May 31, 2013

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>&gt; 90</u>	<u>TOTAL</u>
Parachute	0.00	0.00	0.00	0.00	1,000.00	1,000.00
<b>TOTAL</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,000.00</b>	<b>1,000.00</b>

06/07/13

**Garfield Clean Energy  
Unpaid Bills Detail  
As of May 31, 2013**

Type	Date	Num	Due Date	Aging	Open Balance
<b>ASAP Accounting &amp; Payroll Sevices, Inc</b>					
Bill	05/31/2013	79702	06/10/2013		671.99
Total ASAP Accounting & Payroll Sevices, Inc					671.99
<b>Clean Energy Economy for the Region</b>					
Bill	05/31/2013	693	06/10/2013		8,193.75
Bill	05/31/2013	693a	06/10/2013		5,531.25
Bill	05/31/2013	693b	06/10/2013		8,568.75
Bill	05/31/2013	693c	06/10/2013		15,056.25
Bill	05/31/2013	693d	06/10/2013		187.50
Bill	05/31/2013	693e	06/10/2013		7,068.75
Bill	05/31/2013	700	06/10/2013		2,714.13
Bill	05/31/2013	699	06/10/2013		2,264.06
Bill	05/31/2013	698	06/10/2013		1,505.73
Bill	05/31/2013	697	06/10/2013		2,447.26
Bill	05/31/2013	701	06/10/2013		672.12
Total Clean Energy Economy for the Region					54,209.55
<b>Obeji Accounting</b>					
Bill	05/31/2013	479	06/10/2013		462.50
Total Obeji Accounting					462.50
<b>TOTAL</b>					<b>55,344.04</b>

To: GCE Board of Directors  
From: CLEER Staff  
Date: June 5, 2013

Re: **Summary of May 2013 invoices on the “Unpaid Bills Detail” Document**

---

**Purpose:** The purpose of this memorandum is to provide the Board of Directors with detail for the invoices listed on the “Unpaid Bills Detail” portion of the May 2013 Finance Report. Please email Karen Wahrmond if you need any additional information at [kwahrmond@cleanenergyeconomy.net](mailto:kwahrmond@cleanenergyeconomy.net)

### **Labor costs**

**#693 – GCE Transportation** (\$8,193.75). Payment to CLEER for staff and Cathy Tuttle’s work for the Bike and Walk to School Challenge: coordinating the program, delivering cash cards to winning schools, sending a press release announcing winners, planning awards events at Bea Underwood Elementary in Parachute and at Garfield BOCC meeting. Assisted City of Rifle with Regional Trails event and mini summit. Promoted CNG at Encana Energy Expo, hosted West Slope CNG meeting in Rifle, reviewed option costs for government CNG, followed up with Idling program, aided Garfield County towns with CNG options.

**#693a – GCE Commercial** program (\$5,531.25). Payment to CLEER for staff time providing technical assistance and energy coaching for commercial energy efficiency projects (Battlement Mesa activity center, etc.). Created a commercial case study about energy upgrades at Mi Casita to advertise GCE rebates, coordinated with contractors about rebates and audits, updated commercial tracker, and created commercial rebate ads for the Sopris Sun and Rifle Citizen Telegram. Worked with Third Street Center and Climate Control on summertime boiler shutdown using new control systems.

**#693b – GCE Government** (\$8,568.75). Payment to CLEER for staff work assisting government building facility managers with energy management: updating government bill data for buildings on the Energy Navigator, preparing for Red Mountain Water Plant energy efficiency project, assisting RFTA with monitoring system, working with CMC staff to eliminate energy spikes, worked with data logger at the Garfield County Courthouse, set up wastewater plant training. Made presentation to New Castle Town Council on GCE programs and Active Energy Management resolution.

**#693c – GCE Partnership Services** (\$15,056.25). Payment to CLEER for staff work preparing and attending GCE’s monthly business meeting and strategic planning retreat; coordinating with statewide efforts to provide funding for local efforts; updating GCE website; creating radio ads about GCE program. Coordinated with new GCE bookkeeper on transition from ASAP Accounting, finalized GCE financial reports, requested audit-related documents and reports from ASAP, and gathered other GCE documents for audit.

**#693d – GCE Renewables** (\$187.50). Payment to CLEER for staff work with Town of Carbondale staff regarding mandatory solar requirements for commercial buildings and attending trustee meetings regarding solar aspects of green commercial code.

**#693e – GCE Residential Program** (\$7,068.75). Payment to CLEER for staff work processing GCE residential rebates, calling participants interested in the GCE Challenge, providing assistance to residents on filling out rebate applications, providing energy coaching to Garfield County homeowners. Helped homeowners navigate the residential loan program process, created case study about a Glenwood Springs resident, and created overall GCE marketing plan.

### **Hard costs**

**#697 – GCE Partnership Services** hard costs (\$2,447.26). Reimbursement to CLEER for cost associated with postage to send CIRSA documents, Erica Sparhawk for mileage to Glenwood Springs for GCE meeting, and legal costs from Karp, Neu, Hanlon for work on audit, amended budget, and legal meetings. Costs associated with Sacred Grounds catering for the Strategic Planning Session, Suiter & Associates, LLC for facilitating the meeting, TSC for copies of the packet and agenda. Reimbursement to Jeff Dickinson and Maisa Metcalf for travel to the facility manager trainings in Rifle and Glenwood Springs.

**#698 – GCE Commercial** hard costs (\$1,505.73). Reimbursement to CLEER for Jeff Dickinson travel cost to Glenwood for commercial energy coaching, TSC for energy challenge copies, Visual Data Consulting for GCE commercial data transfer for improved reporting, and Post Independent for a GCE commercial program ad.

**#699– GCE Residential** hard costs (\$2,264.06). Reimbursement to CLEER for Visual Data Consulting for GCE residential data transfer for improved reporting, Erica Sparhawk for travel to represent GCE at the Efficiency Summit in Golden, Maisa Metcalf for travel to Glenwood and Rifle to set up and take down GCE library displays, Cam Burns for travel to Rifle for Encana Expo to market GCE residential program, and the Sopris Sun for a GCE residential rebate advertisement.

**#700 – GCE Government** hard costs (\$2,714.13). Reimbursement to CLEER for TSC print outs for partner building presentations, Navigator monitoring services from Hostgator.com and Automated Energy, historical bill entry for buildings on the Navigator from Utility Management Services, and travel reimbursement to Erica Sparhawk for meeting with Garfield County staff in Glenwood.

**#701 – GCE Transportation** hard costs (\$672.12). Reimbursement to CLEER for Tracey Walter's data entry and calculation work for Bike and Walk to School Challenge, and travel reimbursement to Cam Burns for photographing the Bike to School awards program in Glenwood Springs.

*Thank you for your continued business with CLEER: Clean Energy Economy for the Region.*