



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, August 14, 2013, 1 p.m. to 2:00 p.m.

Conference Call Meeting

Board members present

Town of Parachute: Secretary Judith Hayward, serving as the chair

Town of New Castle: Greg Russi

Town of Carbondale: Pam Zentmyer

CMC: Pete Waller

City of Rifle: Keith Lambert

Town of Silt: Rick Aluise

Others attending

GCE Bookkeeper: Janet Obeji

CLEER: Heather McGregor and Karen Wahrmond

City of Rifle: Kimberly Bullen

Members not attending

Garfield County: Tom Jankovsky

City of Glenwood Springs: GCE Chair Leo McKinney

Garfield Library District: Jerry Morris

RFTA: Ted Edmonds

Next meeting: Sept. 11, 2013, 1:00 – 3:00 p.m., Garfield County Administration Building, Glenwood Springs.

Public comments: none

Board member comments: Welcome new CMC board alternate, Pete Waller.

Consent Agenda

Approval of July 10, 2013 Minutes: *Greg Russi made a motion to approve consent agenda, seconded by Rick Aluise. 2012 Three of the board members present said they could not vote because they did not attend that meeting. The motion was withdrawn, and approval of the minutes will be placed on the September board agenda.*

Finance Report

Audit Status Update

Heather McGregor updated the board on the GCE audit, being conducted by Daniel Cudahy of McMahan and Associates of Avon. The auditor has completed most of the audit and it will be presented to the board at the Sept. 11 meeting. The auditor pointed out that the board needs to pass an amended 2012 budget, so that will be on the Sept. 11 agenda, including a public hearing.

Budget line item transfer request (memo)

Heather McGregor provided background information about a memo included in the board packet. CLEER has spent a lot of time on the GCE audit that was not anticipated. The memo requests a transfer of \$4,000 from the Credit Reserve Reallocated line item Future Reporting (2001.2) to GCE Partnership Services Administrative line item (91000). Greg Russi asked if GCE should ask the original grantors before the transfer. Heather responded that CLEER will check with DOE, but they had already approved using Credit Reserve funds for the audit.

Pam Zentmyer asked if the 52 hours is typical time for responding to an audit. Janet Obeji responded that yes, since this is the first audit, it is more time consuming to gather formation documents and other materials. Janet Obeji also mentioned that an audit might occur semi-annually, but it's best if the board asked Daniel Cudahy, the auditor, for advice.

Keith Lambert made a motion to transfer the \$4,000 to GCE Partnership Services Administrative line item, Rick Aluise seconded. The motion passed unanimously.

Janet Obeji: Accounts payable, financial report, bank change, and comments.

Janet Obeji walked the GCE Board through the July financial reports.

Judith Hayward asked if everything has been organized with Alpine Bank. Janet said she is now able to log on and pay bills online, and she is now receiving the bank statements. At present, Leo McKinney is the only signer on the account.

(Manager's note: the plan is for Leo McKinney, Tom Jankovsky, Judi Hayward and Karen Wahrmond to go to Alpine Bank together on Sept. 11, before or after the board meeting, so Tom and Judi can be added as signers on the account and so all three can be given access to online banking.)

Janet added that the auditor, Daniel Cudahy, asked her about making deposits into the GCE account. Janet told him that Karen Wahrmond with CLEER made the GCE deposits in 2012 and 2013. Janet noted there is usually a separation of duties, but sometimes with small groups like GCE, contractors like CLEER can make the deposits. She suggested discussing this with CLEER staff and the auditor to determine the best practice.

Pam Zentmyer asked for an explanation of the Credit Reserve account. Janet explained how the funds are being separately documented in GCE's operating account. Heather McGregor and board members explained where these funds originated.

Pam Zentmyer made a motion to approve accounts payable, seconded by Greg Russi. Motion passed unanimously.

2014 Strategic Plan

Heather McGregor updated the GCE Board on the 2014 Strategic Plan, which is a slightly more polished version with new language. It is tied in with the 2014 budget possibilities.

Keith Lambert said Heather has done a great job on condensing the action steps. It is much more distinct, and will be even more refined in the next year. Keith suggested adopting this plan, and emphasized that strategic planning is a process that becomes stronger and better over time. He urged the board to plan for another strategic planning session in the spring of 2014.

Rick Aluise questioned the funding allocations in the plan, and noted that the overall GCE program is “woefully underfunded to achieve what we want to achieve.” He said GCE is an important program, and it’s frustrating to run it on a “shoestring budget.” Keith suggested that further board discussions take place to explore this challenge.

Keith Lambert made a motion to approve the 2014 Strategic Plan, seconded by Rick Aluise. Motion passed unanimously.

2014 Budget

Update on 2014 budget request presentations.

Heather McGregor updated the board on presentations to member boards, which are halfway complete. Heather and Rick Aluise presented at the Garfield BOCC meeting on Aug. 12. They reported that the base budget request of \$155,000 appears likely to be granted, but the supplemental request of \$75,000 remains very uncertain.

Heather noted that the Carbondale presentation will be on Sept. 24. Keith Lambert noted that he will not be attending the Rifle presentation on Sept. 18.

Pam Zentmyer asked if the board was content with the budget amounts. Keith explained that the amounts are based on formulas that Tom Baker originally created, based on population and energy use factors.

Pete Waller clarified Colorado Mountain College’s contribution, noting that CMC operates on a July-to-June fiscal year. He said CMC has already budgeted its 2014 base budget contribution of \$30,000 in its 2013-14 budget. The request for \$11,750 in supplemental funds could be requested for CMC’s 2014-15 budget, making the funds available to GCE mid-year 2014.

Program and Policy Updates

Innovation Awards Event

Judith Hayward and Heather McGregor reported on progress being made to plan the annual awards event. The date will be in October at the Grand River Hospital’s ballroom in Rifle. Keith Lambert will be the speaker, and there are 12 different awards categories. The board will be asked to vote on the award winners in September, and there will be a variety of people to present awards. Plans are also being made for a skit.

Judith Hayward reported that sponsors will be sought at the rate of \$500, which would include a booth and tickets for 6 people. There will be another committee meeting prior to the September board meeting.

Credit Reserve projects update (memo)

Heather McGregor included a memo in the packet reporting on Credit Reserve projects. Alice Laird is planning the Future Funding workshop. State Sen. Gail Schwartz is unavailable for the Sept. 20 date, so the workshop will be put off until October. There are 12 other states that have state-level clean energy funds, so there are many models Colorado can study for ideas.

Upcoming Events

Mesa-Garfield CNG Rolling Tour, Aug. 28

Heather McGregor invited all board members to attend the CNG Rolling Tour. The event will start in Grand Junction at the combined city maintenance shops and Monument Fuels CNG fueling station. It will move on to Parachute for the grand opening of the Encana Natural Gas CNG fueling station, then to Rifle's CNG fueling station, and finally to Glenwood Springs to see the RFTA bus maintenance facility's fast-fill CNG fueling equipment and its CNG buses, and finally to the new Berthod Motors dealership to see their CNG service bays.

Glenwood Springs CNG Kickoff, Sept. TBD

CLEER is still working with Trillium to find a date for this event, which is aimed at gathering fleet owners in Glenwood Springs for talks about building market demand for CNG fueling in the city.

Carbondale neighborhood party, Sept. 19

The first party occurred Aug. 7, and yielded a front-page article in the Post Independent. It was a success!

Keith Lambert noted that the September GCE meeting might be his last, depending on how the Rifle city elections go. Lambert is not running for re-election to the council, and it is uncertain whether the new council will continue to appoint him as its representative to GCE. He stated that if council appoints someone else, "it's been a great ride," and if he is reappointed, "Let the ride continue."

Greg Russi thanked board alternates Pete Waller and Pam Zentmyer for participating in the meeting.

Meeting adjourned at 1:57 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 September 11, 2013.