



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, October 9, 2013, 1 to 3 p.m.

Garfield County Health & Human Services Building, 195 W. 14th St., Rifle

Board members present

City of Glenwood Springs: GCE Chair Leo McKinney

Town of Carbondale: GCE Vice Chair Allyn Harvey

Town of Parachute: Secretary: Judith Hayward

City of Rifle: Barbara Clifton and Keith Lambert

Town of New Castle: Greg Russi

Garfield County: Tom Jankovsky

CMC: Nancy Genova

Others attending

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

Obeji Accounting: Janet Obeji by teleconference

CLEER: Heather McGregor, Erica Sparhawk, and Karen Wahrmond

Members not attending

RFTA: Ted Edmonds, Jason White

Town of Silt: Rick Aluise, Janet Aluise

Garfield Library District: Amelia Shelley, Jerry Morris

Next meeting: November 13, 2013, 1:30 – 3:00 p.m., Carbondale Town Hall, Carbondale.

Public comments: none

Board member comments: none

Consent Agenda

Approval of September 11, 2013 Minutes: *Tom Jankovsky made a motion to approve September 2013 minutes, seconded by Greg Russi. The motion passed unanimously.*

Program and policy updates

Credit Reserve reallocation projects final report

Heather McGregor and Erica Sparhawk provided a final written report on the Credit Reserve reallocation projects. Through the summer rebate push, CLEER issued the full \$50,000 in rebates from the Credit Reserve and another \$70,000 in rebates that were allocated in late 2012, for a total of 147 rebates. Erica noted that the marketing push, outreach by a team of three energy

coaches, and an increase in the rebate cap allowing homeowners to pursue multiple projects helped drive the rebate sell-out.

Heather asked the board to take action to hold the remaining Credit Reserve funds: \$8,716.50 for Future Reporting, and \$4,705 for marketing the residential loan program in the winter, which are the two uses explicitly allowed by DOE. Tom Jankovsky asked if this would end the federal Better Buildings grant. Heather confirmed that it would. Heather noted that if there were unspent funds after 2014, that the amount can be put into the Revolving Loan Fund.

Tom asked if DOE would audit this grant. Erica Sparhawk responded that DOE did an audit on one of the prior grants and it was a simple process that involved CLEER and the county finance department. Tom asked if Bob Prendergast of Garfield County Finance would need to be involved. Erica said because the county handled the grant in the beginning, but later handed it over to GCEC, that Bob and GCE bookkeeper Janet Obeji could be asked to provide records, if DOE makes that request. CLEER will contact Bob Prendergast to update him on the grant status and discuss archiving of grant records.

Tom Jankovsky made a motion to accept the Credit Reserve Reallocation report and for GCEC to hold the remaining funds, a total of \$13,421.59, as recommended in the final report, seconded by Allyn Harvey. Motion passed unanimously.

3rd Quarter Report

Heather McGregor presented the 3rd Quarter Report to the board. The report will be sent to all the member governments. She highlighted the long list of businesses that have undertaken clean energy measures in 2013, 44 in all year to date, and that residential measures exceeded the 2013 goal.

Heather noted her visit with DOLA staff in Denver regarding DOLA initiating grants for local to help local governments purchase CNG vehicles. DOLA will have to amend its granting policy to do so. Heather will be meeting again with DOLA staff in Parachute on Oct. 14 to move forward. Tom Jankovsky asked if this would call for a legislative bill. Heather said this will be a policy adopted by DOLA's grant-making board.

Erica updated the board about two successful Energy Block Party events in Carbondale, including one at Allyn Harvey's house. She said GCE would like to try this again elsewhere in Garfield County.

Finance Report

Janet Obeji: Accounts Payable, financial report

Janet Obeji updated the board on the GCE financials. Tom Jankovsky asked about the \$303,333 being included in the 2013 GCE budget. Janet Obeji said an organization would usually not budget carryover money such as the Credit Reserve funds. Janet asked to be involved in the final steps of the 2014 GCE budget so it follows standard accounting practices.

Judith Hayward asked about the next steps for the signing on the Alpine Bank accounts. Leo McKinney said he has signed the paperwork and authorized Tom Jankovsky and Judi to be added as signers.

Tom Jankovsky made a motion to approve the accounts payable, seconded by Judith Hayward. The motion passed unanimously.

Policy on direct payment of certain invoices

Heather prepared a memo for the board packet on this topic, which was raised at the September board meeting. Janet Obeji commented that anything that is billed directly to GCE should be paid out of the GCE account for transparency. If the invoice is related to CLEER, then it's not a problem that CLEER continues to pay the vendor, she said.

Tom Jankovsky asked if the Energy Navigator was on CLEER books or on GCE's as an asset. Greg Russi recounted his past discussions with CLEER, and said that he sees the Navigator as intellectual property and something that both parties can make use of. Karen Wahrmond noted that CLEER does not include the Navigator on its books as an asset. Leo McKinney asked the hypothetical question of what happens to the Navigator if CLEER and GCE split. Board members discussed seeking advice from an attorney to clarify the situation. Allyn Harvey said it would be a costly question to ask; Greg Russi and Barbara Clifton agreed and said GCE might not get a clear answer. Board members asked CLEER to prepare an MOU regarding ownership and access to the Navigator.

Getting back to the direct-pay topic, Janet Obeji said she could set up online bill paying with vendors. Board members declined to set a dollar threshold for vendor invoices, but did specify that certain vendors — legal, accounting and audit — be paid directly. Invoices that are split between CLEER and other parties should not be submitted to GCE. Otherwise, CLEER should direct vendors with large invoices to bill GCE directly, care of Janet Obeji. Janet noted that auditor Dan Cudahy suggested that Finance Committee members take turns reviewing GCE's online bill paying after invoices are approved.

Action Items

First amendment to Funding Partners agreement

Erica updated Barbara Clifton on the Funding Partners agreement, which governs the GCE Residential Revolving Loan Fund. Heather said this amendment approves GCE sending \$100,000 from the Credit Reserve fund to Funding Partners. This will bring the total loan fund balance to \$295,500. Janet Obeji asked for a copy of the signed agreement for her records. *Tom Jankovsky made a motion to approve the First Amendment to Funding Partners Agreement, seconded by Greg Russi. The motion passed unanimously.*

Resolution No. 6: November meeting venue

The November 2013 location will be changed from Glenwood Springs to Carbondale because of the Powering Up Colorado event that many of the board members will attend. Heather provided a brief description of the event. Leo McKinney asked if CLEER had reached out to other state leaders; Allyn Harvey asked that state Sen. Randy Baumgardner be given a personal invitation. *Judith Hayward made a motion to approve Resolution No. 6, seconded by Allyn Harvey. The motion passed unanimously.*

Innovation Awards event balloting

Heather McGregor said she would give the board until midnight on Thursday to email the ballot with informed votes. Judith Hayward asked what if there was a tie for the nominations. Heather

replied that she does not see a problem with a tie nomination. Allyn Harvey asked why some of the winners were already named. Heather said these were fact-based awards while the other awards are more subjective.

2014 Budget

Update on member budget presentations

Budget guidance, schedule

Allyn Harvey asked the board to skip this part on the agenda. Heather will bring a draft budget in November for discussion. The board will adopt the 2014 budget in December. Tom Jankovsky noted that GCE should expect \$155,000 from Garfield County but nothing more because of a budget shortfall.

Presentations

Morgan Hill: Garfield County Anti-Idling Policy

Morgan Hill presented on the Anti-Idling policy in Garfield County. A discussion ensued over the policy and how to extend the anti-idling message to the general public. Leo McKinney asked her to present to the Glenwood Springs City Council. Keith Lambert suggested making a video to play on the public access channel, and to have a Spanish version. Nancy Genova suggested a YouTube video, and Leo McKinney suggested using social media. Morgan suggested the GCE board pass an anti-idling policy, and board members asked CLEER staff to present a draft resolution on a future agenda.

Upcoming events/Opportunities

Innovation Awards event, October 18, Rifle

“Powering Up Colorado” workshop, November 13, Carbondale Town Hall

Georgetown University Energy Prize: Erica updated the board on an energy prize offered by Georgetown University. GCE would have to submit a letter of intent by Dec. 31. The competition starts in 2014 and goes into 2016, and Garfield County is eligible. The prize at the end of the competition is \$5 million. Erica will send more info to the board and Heather McGregor will put a discussion item on the November agenda.

Meeting adjourned at 3:03 p.m.

GARFIELD CLEAN ENERGY COLLABORATIVE

By: *Allyn Harvey*, Vice-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 November 13, 2013.