



Garfield Clean Energy Board Meeting

Wednesday, March 12, 2014
1:00 - 3:00 p.m.
Garfield County Administration Building
108 8th St., Glenwood Springs

AGENDA

	Agenda Item	Requested action	Time
1.	Roll Call		1:00 pm
2.	Board member and public comment Regarding items not on agenda		1:00 pm
3.	Consent Agenda • Approval of Feb. 12, 2014, minutes	• Motion to approve	1:05 pm
4.	Finance Report • Janet Obeji: Accounts payable, financial report	• Motion to approve accounts payable.	1:10 pm
5.	2013 Audit presentation & approval • Dan Cudahy, McMahan & Associates • Finance Committee banking review procedure	• Motion to approve	1:15pm
6.	Action items • Second Amended 2013 Budget public hearing • Resolution No. 4, Second Amended 2013 Budget • Resolution No. 5, April meeting venue change	• Public comment • Motion to approve • Motion to approve	1:35 pm
7.	Program and policy updates • 2014 GCE Rebates roll-out • Residential Revolving Loan Fund memo • Morgan Hill: Anti-idling resolutions • Refuel Colorado Fleets, CNG pledge letter	• Information	1:45 pm
8.	Budget and funding updates • Grant opportunities: FMLD application • Affiliate membership concept	• Information • Discussion	2:00 pm
9.	Presentation • Katharine Rushton, Sunsense, Solar PV financing	• Information	2:20 pm
10.	Upcoming events • Solar Energy Financing Workshop, April 7, Rifle • Bike & Walk to School Challenge, April 15-17	• Information	2:55 pm
11.	Adjourn. Next meeting April 9, New Castle		3:00 pm

Key calendar items for 2014:

Quarterly reports: May 14, July 9 and Oct. 8, 2014

Strategic Planning: 10 a.m. – 2:30 p.m. Wednesday, April 9, New Castle Community Center

Adopt Strategic Plan: June 11

Draft 2015 budget: July 9



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, February 12, 2014, 1:00 p.m. to 3:00 p.m.
Rifle Branch Library, 207 East Ave., Rifle

Board members present

Town of Carbondale: GCE Chair Allyn Harvey

Town of Parachute: Secretary Judith Hayward

Garfield County: Treasurer Tom Jankovsky

Town of Silt: Rick Aluise

City of Rifle: Barb Clifton

Library District: Janine Rose

Town of New Castle: Greg Russi

City of Glenwood Springs: Dave Sturges

Others attending

CLEER: Heather McGregor, Alice Laird, and Karen Wahrmond

GCE Bookkeeper: Janet Obeji by teleconference

Town of Parachute: Town Administrator Stuart McArthur

Members not present

RFTA: Ted Edmonds / Jason White

CMC: Nancy Genova / Peter Waller

Next meeting: Wednesday, March 12, 2014, 1:00 – 3:00 p.m., Garfield County Administration Building, 108 8th St., Glenwood Springs

Board member and public comment

None

Consent Agenda - Approval of Jan. 8, 2014 minutes. *Rick Aluise made a motion to approve the consent agenda, seconded by Tom Jankovsky. The motion passed unanimously.*

Finance Report

Janet Obeji: Accounts Payable, financial report

Janet Obeji presented the financial reports for January 2014. Tom Jankovsky asked about the CIRSA bill, and Heather explained it was an annual expense for governmental liability insurance.

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

2013 Audit Update

Heather McGregor reported that the audit is presently being done by Dan Cudahy with McMahan and Associates. He will present the findings to the board in March or May.

Action Items

Resolution No. 2: Energy savings reinvestment

Heather McGregor presented the revised version of Resolution 2, reflecting the January discussion and Tom Baker's proposed changes.

Tom Jankovsky said that he would have to take the resolution to his board first before voting for it. He said it would be hard to support without knowing specific dollar amounts, and questioned the duration of the reinvestment policy. Greg Russi said savings numbers were deliberately not included. He compared the reinvestment of energy savings to compound interest. Rick Aluise noted that the resolution "encourages" reinvestment rather than requiring it. He said it's important to get the concept in place, but it would not be binding. Tom repeated his request for a number, even if it were just for this year.

Allyn Harvey said the resolution is part of a continuing theme aimed at sustaining Garfield Clean Energy. Greg Russi asked if there was a deadline to pass Resolution No. 2. Heather responded that there was not.

Greg Russi made a motion to table the Resolution until the May GCE meeting, seconded by Tom Jankovsky. The board's intent was to take the draft resolution back to their governing boards for review and comment. Motion passed unanimously.

CLEER will put together the 2012 and 2013 energy savings numbers for each partners and present that information at the May GCE Board meeting.

Program and policy updates

SEI Solar in the Schools/Solar Rollers

Heather McGregor provided background information about the SEI Solar in the Schools program. GCE paid \$9,000 for this program in 2013. SEI has had organizational changes since then. It spun off the Solar Rollers program to a new nonprofit, Energetics Education, being run by former SEI staffer Noah Davis. SEI is no longer providing its elementary classroom solar education program at present.

Heather asked the GCE board to decide how to allot the \$9,000 budgeted for this area in 2014, recommending a sponsorship of the 4 Solar Roller teams at schools in Garfield County for a lesser amount. Solar Rollers are remote-control cars operated by a solar panel. Greg Russi said energy education and working with children is important. He added that RE-2 and District 16

should be pulled into this curriculum. Heather said Noah Davis intends to expand the program into western Garfield County in the next school year. He is planning a regional competition for May 17 in Glenwood Springs.

Tom Jankvosky recommended that GCE sponsor the four teams at \$250 each, and challenge Noah to add the other three high schools for \$250 sponsorships.

Rick Aluise asked about the remaining money in the budget line. Tom Jankovsky said the CNG program is struggling this year and that he would prefer the unallocated funding go into reserve until it's known whether the FMLD grant is approved for the CNG work. Rick Aluise summarized that \$1,000 would go to Solar Rollers and that \$8,000 would go into reserve until GCE sees the outcome of the FMLD grant. Allyn Harvey said he would rather budget \$250 toward each school, creating an incentive to extend the program downvalley, for a total of \$1,750, and place the remaining dollar amount, \$7,250, in reserve for now.

Tom Jankovsky made a motion to budget \$1,750 for the Solar Roller program and reserve \$7,250, seconded by Judith Hayward. Motion passed unanimously.

Alice Laird: State and local efforts for future funding

Alice Laird presented an update on state and local efforts for future funding. The purpose of identifying funding sources is to make it possible to achieve GCE adopted energy targets. Reaching the adopted energy targets will require a variety of funding mechanisms to encourage and assist homes, businesses and governments make energy improvements, and the ongoing funding that makes it possible for GCE to accelerate progress.

Alice noted that GCE was first funded primarily by federal and state funding sources, which are not available today, along with local matching sources. Alice said 20 other states have clean energy funds, fed by set-asides of severance taxes or public benefits charge on utility bills.

Alice encouraged GCE to think big in order to achieve its goals. She noted that Colorado had a Clean Energy Fund a few years ago but the fund was discontinued by the Legislature.

On a local scale, Carbondale is considering funding a planning effort to engage the public to identify a dedicated funding source for its efficiency programs. Allyn Harvey said several trustees want to move these programs out of the General Funds. They want to find a way that does not over-tax people, but provides ongoing funds to support energy efficiency programs.

On a regional scale, Alice explained the workings of the Renewable Energy Mitigation Program (REMP) which is generated in Pitkin County and Aspen and funds rebates for energy measures from Aspen to Carbondale and Glenwood Springs. Rick Aluise asked what the revenue source is for REMP. Alice said new homes or buildings must meet an energy budget. Otherwise, the owner must install renewable energy onsite or pay into the REMP fund.

Rick asked how REMP funds are available to residents outside of Pitkin County, and Greg Russi asked why REMP doesn't extend to Parachute. Alice said the downvalley funding grew out of a growing sense of regional cooperation and regional interdependence, and asked if there might be

a different model to create a funding source in Garfield County and perhaps there is a way to leverage the REMP funding that currently is accessible to some Garfield communities. She noted that REMP funds won't be available forever, since buildings are becoming more energy efficient.

Allyn Harvey suggested that Pitkin County be educated about GCE; perhaps the two boards could meet together.

On the state level, Alice said state Sen. Gail Schwartz is putting together a "Green Schools Green Communities" bill. Alice said while the bill is presently focused on energy performance contracting for governmental buildings, the legislation is a great opportunity to create a funding source that can help entities such as GCE move forward with broad-reaching energy efficiency programs. The bill must be drafted by Feb. 28.

She suggested having the Long Term Funding Committee draft a letter of support. She also suggested meeting with legislators and requesting a meeting with the governor. Rick Aluisse suggested Alice draft a letter and then e-mail it to the board for comments. Greg Russi noted that bills must stick to the same subject matter. Allyn said a new statewide funding source could allow GCE the flexibility to use funds to benefit private sector energy efficiency. Tom Jankovsky expressed support for including a funding mechanism in the bill.

Greg Russi made a motion to have CLEER draft a letter asking that the legislation include funding sources for energy efficiency for local governments, and authorizing the chair to sign the letter. Rick Aluisse seconded. Motion passes unanimously.

Refuel Colorado Fleets and CNG activity

Heather McGregor updated the board on the CNG activity including the CMAQ grant. Colorado Energy Office, CEO, is working with the Colorado Department of Transportation on a \$30 million, four-year grant for CNG stations statewide and vehicles along the Front Range. The grant could offer \$500,000 in incentives for new CNG stations, which generally cost \$1 million. In Garfield County, this might include a Glenwood Springs or Carbondale station.

Final approval for the DOLA rolling stock policy amendment is still pending. Mesa County has already applied for this funding.

Refuel Colorado Fleets is entering its final six months, but it has not obtained vehicle purchase commitments from GCE partner fleets. Refuel is providing free energy coaching for fleets to convert to CNG vehicles. Heather suggested a commitment letter in which fleets could pledge to buy vehicles, conditional on a station opening in their community and winning a DOLA buy-down grant. Allyn Harvey asked Heather to draft a sample resolution for the GCE members to consider. The board will consider the draft resolution at the March meeting.

Heather added that the West Slope CNG Collaborative, a GCE program, will take the lead on this effort to win grants for stations, with a concentrated effort beginning in the spring.

Budget and funding updates

Resolution No. 3: FMLD grant application

Heather McGregor updated the board that GCE does have a green light to submit an application for an FMLD grant. She is writing an application for a mini grant of \$25,000 to support the 2014 work of the West Slope CNG Collaborative within the GCE budget. The application is due Feb 28, and the results will be announced in mid-April. Part of the grant application is a formal resolution by the board of the governmental entity asserting support.

Tom Jankovsky made a motion to approve Resolution No. 3 in support of an application for a grant to the Garfield County Federal Mineral Lease District, seconded by Greg Russi. Motion passed unanimously.

Tom Jankovsky noted that GCE spend \$500 in legal fees for GCE's attorney to present the rationale to the FMLD's attorney explaining why GCE is eligible to apply for these grants.

Grant opportunities: CDPHE

Heather reported that the Colorado Department of Public Health and Environment recently informed CLEER about a \$40,000 grant resulting from an air quality violation fine by a gas company operating in Garfield County. CLEER has applied for the grant, and would use \$33,000 to fund rebates in western Garfield County and \$7,000 for marketing, reporting, rebate processing and administration. The associated energy coaching is already funded in the 2014 GCE budget. Other entities may also be competing for the funds. The gas company must choose the preferred by Feb. 21.

Affiliate membership concept

Heather presented a memo on the Affiliate Member concept. GCE could offer non-voting membership to other governmental entities, such as special districts or state or federal government agencies with facilities in Garfield County, and to private sector businesses. This could bring in more organizations to take advantage of services. Her memo proposes two service and fee levels.

Tom Jankovsky said GCE is trying to build revenues and there is interest, so why not move forward? Judith Hayward said the only way to achieve GCE's vision is to add these bigger buildings to the effort. Dave Sturges said the Navigator is an educational tool, and is a good selling point for membership. Greg Russi said non-governmental entities cannot have a vote because GCE is a governmental authority. He does not think this will discourage the private sector. Heather added that the affiliates are welcome to attend meetings and serve on committees.

Allyn Harvey said that the challenge is creating a fee structure that doesn't drain the already strained resources. Heather said the fee structure can be based on numbers of buildings, or a percent of energy costs. Allyn asked why would entities join GCE and rather than contract with CLEER. Heather said the advantage to being an affiliate is public relations and participating in the broader GCE effort. Dave Sturges said that there should be some discount to incentivize affiliate memberships.

Rick Aluise asked if the staff could bring back more language and fee proposal for membership. CLEER will bring back prices for affiliate memberships and explain the value of membership.

Upcoming events

Utility Rebate Workshop & Trade Show: Feb. 13, Glenwood Springs and Feb. 20, Basalt
at Glenwood Springs Community Center.

Set meeting times for Strategic Planning Retreat

Tom Baker has agreed to be facilitator if the retreat can be shifted in time and place. He proposed Thursday, April 9th at the New Castle Library, meeting from 10 a.m. to 1:00 p.m., breaking for lunch, and then wrapping up by 2:30. Board members said that time would work.

Tom Jankvosky asked about the Residential Revolving Loan Fund. A report on the fund is included in the monthly Financial report. Tom asked where the interest goes, and what expenses does GCE pay to have the loan program managed. Heather responded that the interest is going back into the loan program. She will research the other question and report back.

Judith Hayward will be gone for the March meeting and will check with Stuart McArthur about the Town of Parachute's alternate.

Meeting adjourned at 3:00 p.m.

GARFIELD CLEAN ENERGY COLLABORATIVE

By: _____
Allyn Harvey, 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 March 12, 2014.

Garfield Clean Energy
Balance Sheet
As of February 28, 2014

Accrual Basis

	<u>Feb 28, 14</u>
ASSETS	
Current Assets	
Checking/Savings	
103 · Alpine Bank	144,303.80
Total Checking/Savings	144,303.80
Accounts Receivable	
110 · Accounts Receivable	185,150.00
Total Accounts Receivable	185,150.00
Total Current Assets	329,453.80
TOTAL ASSETS	<u>329,453.80</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
200 · Accounts Payable	26,564.80
Total Accounts Payable	26,564.80
Total Current Liabilities	26,564.80
Total Liabilities	26,564.80
Equity	
320 · Retained Earnings	24,820.73
Net Income	278,068.27
Total Equity	302,889.00
TOTAL LIABILITIES & EQUITY	<u>329,453.80</u>

Garfield Clean Energy Income vs Expenses February 2014

Accrual Basis

	Credit Reserve Fund	GCE	TOTAL
Expense			
Countywide Energy Dev Program			
10000 · Commercial Sector			
11000 · Energy Coaching/Prog Coord	0.00	2,512.50	2,512.50
12000 · Marketing/Outreach/Education/Tr	0.00	1,612.50	1,612.50
Total 10000 · Commercial Sector	0.00	4,125.00	4,125.00
20000 · Residential Sector			
22000 · Marketing/Outreach/Education/Tr	0.00	4,625.25	4,625.25
Total 20000 · Residential Sector	0.00	4,625.25	4,625.25
Total Countywide Energy Dev Program	0.00	8,750.25	8,750.25
Credit Reserve Expenses			
2001 · Better Buildings reporting			
2001.2 · Future reporting	300.00	0.00	300.00
Total 2001 · Better Buildings reporting	300.00	0.00	300.00
Total Credit Reserve Expenses	300.00	0.00	300.00
30000 · Petroleum Independence Project			
31000 · Trans Alternative/Safe Routes	0.00	971.25	971.25
33000 · Alternative Fuels			
33100 · WS CNG Collaborative/Support	0.00	881.25	881.25
33200 · Electric Vehicles/biofuels	0.00	487.50	487.50
Total 33000 · Alternative Fuels	0.00	1,368.75	1,368.75
Total 30000 · Petroleum Independence Project	0.00	2,340.00	2,340.00
40000 · Countywide Energy Portfolio Div			
41000 · Technical assist/Project Implem	0.00	37.50	37.50
44000 · Renewables Dev/Financing	0.00	262.50	262.50
Total 40000 · Countywide Energy Portfolio Div	0.00	300.00	300.00
50000 · Government Facilities			
51000 · Energy Data Mgt/Navigator	0.00	3,394.00	3,394.00
52000 · Active Energy Mgt,Tech Assist	0.00	2,721.65	2,721.65
Total 50000 · Government Facilities	0.00	6,115.65	6,115.65
90000 · Countywide GCE Partnership Svc			
91000 · Admin/Grant Writing/Funding Dev	0.00	7,265.15	7,265.15
93000 · Accounting	0.00	500.00	500.00
94000 · Website/outreach/events/public	0.00	993.75	993.75
Total 90000 · Countywide GCE Partnership Svc	0.00	8,758.90	8,758.90
Total Expense	300.00	26,264.80	26,564.80
Net Income	-300.00	-26,264.80	-26,564.80

**Garfield Clean Energy
Unpaid Bills Detail
As of February 28, 2014**

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Due Date</u>	<u>Aging</u>	<u>Open Balance</u>
Clean Energy Economy for the Region					
Bill	02/28/2014	835	03/10/2014		300.00
Bill	02/28/2014	834	03/10/2014		4,125.00
Bill	02/28/2014	834a	03/10/2014		3,731.25
Bill	02/28/2014	834b	03/10/2014		8,212.50
Bill	02/28/2014	834c	03/10/2014		300.00
Bill	02/28/2014	834d	03/10/2014		4,625.25
Bill	02/28/2014	834e	03/10/2014		2,340.00
Bill	02/28/2014	837	03/10/2014		2,384.40
Bill	02/28/2014	836	03/10/2014		46.40
Total Clean Energy Economy for the Region					26,064.80
Obeji Accounting					
Bill	02/28/2014	528	03/10/2014		500.00
Total Obeji Accounting					500.00
TOTAL					26,564.80

**Garfield Clean Energy
A/R Aging Summary
As of February 28, 2014**

	<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	155,000.00	0.00	0.00	155,000.00
Rifle	0.00	0.00	30,150.00	0.00	0.00	30,150.00
TOTAL	0.00	0.00	185,150.00	0.00	0.00	185,150.00

Garfield Clean Energy
GCE Budget vs. Actual
January through February 2014

Accrual Basis

	Jan - Feb 14	Budget	\$ Over Budget	% of Budget
Income				
3000 · Partnership Funding				
3100 · Garfield County	155,000.00	155,000.00	0.00	100.0%
3200 · Parachute	1,000.00	1,000.00	0.00	100.0%
3300 · Rifle	30,150.00	30,150.00	0.00	100.0%
3400 · Silt	3,000.00	3,000.00	0.00	100.0%
3500 · New Castle	15,500.00	15,500.00	0.00	100.0%
3600 · Glenwood Springs	43,000.00	43,000.00	0.00	100.0%
3700 · Carbondale	25,000.00	25,000.00	0.00	100.0%
3800 · Colorado Mountain College	29,000.00	41,750.00	-12,750.00	69.5%
4100 · Library District	5,000.00	5,000.00	0.00	100.0%
4200 · RFTA	27,500.00	27,500.00	0.00	100.0%
5100 · Affiliate Partners/other Funder	0.00	25,000.00	-25,000.00	0.0%
Total 3000 · Partnership Funding	334,150.00	371,900.00	-37,750.00	89.8%
Total Income	334,150.00	371,900.00	-37,750.00	89.8%
Gross Profit	334,150.00	371,900.00	-37,750.00	89.8%
Expense				
Countywide Energy Dev Program				
10000 · Commercial Sector				
11000 · Energy Coaching/Prog Coord	4,987.50	45,500.00	-40,512.50	11.0%
12000 · Marketing/Outreach/Education/Tr	7,076.25	15,000.00	-7,923.75	47.2%
Total 10000 · Commercial Sector	12,063.75	60,500.00	-48,436.25	19.9%
20000 · Residential Sector				
21000 · Energy Coaching/Prog Coord	5,625.00	35,000.00	-29,375.00	16.1%
22000 · Marketing/Outreach/Education/Tr	1,437.75	10,000.00	-8,562.25	14.4%
Total 20000 · Residential Sector	7,062.75	45,000.00	-37,937.25	15.7%
Total Countywide Energy Dev Program	19,126.50	105,500.00	-86,373.50	18.1%
30000 · Petroleum Independence Project				
31000 · Trans Alternative/Safe Routes	1,046.25	15,500.00	-14,453.75	6.8%
33000 · Alternative Fuels				
33100 · WS CNG Collaborative/Support	2,193.75	25,000.00	-22,806.25	8.8%
33200 · Electric Vehicles/biofuels	487.50	4,000.00	-3,512.50	12.2%
Total 33000 · Alternative Fuels	2,681.25	29,000.00	-26,318.75	9.2%
34000 · Marketing/Outreach/Education	300.00	4,000.00	-3,700.00	7.5%
Total 30000 · Petroleum Independence Project	4,027.50	48,500.00	-44,472.50	8.3%
40000 · Countywide Energy Portfolio Div				
41000 · Technical assist/Project Implem	225.00	5,000.00	-4,775.00	4.5%
44000 · Renewables Dev/Financing	375.00	8,250.00	-7,875.00	4.5%
45000 · Education - Solar in Schools	0.00	9,000.00	-9,000.00	0.0%
Total 40000 · Countywide Energy Portfolio Div	600.00	22,250.00	-21,650.00	2.7%
50000 · Government Facilities				
51000 · Energy Data Mgt/Navigator	6,415.00	57,000.00	-50,585.00	11.3%
52000 · Active Energy Mgt,Tech Assist	6,147.28	43,000.00	-36,852.72	14.3%
Total 50000 · Government Facilities	12,562.28	100,000.00	-87,437.72	12.6%
90000 · Countywide GCE Partnership Svc				
91000 · Admin/Grant Writing/Funding Dev				
91000.1 · Audit	0.00	5,600.00	-5,600.00	0.0%
91000.2 · CIRSA liability Ins	2,097.00	2,300.00	-203.00	91.2%
91000 · Admin/Grant Writing/Funding Dev...	11,615.15	69,750.00	-58,134.85	16.7%
Total 91000 · Admin/Grant Writing/Funding ...	13,712.15	77,650.00	-63,937.85	17.7%

Garfield Clean Energy
GCE Budget vs. Actual
 January through February 2014

Accrual Basis

	Jan - Feb 14	Budget	\$ Over Budget	% of Budget
92000 · Legal	1,045.00	4,000.00	-2,955.00	26.1%
93000 · Accounting	1,100.00	7,000.00	-5,900.00	15.7%
94000 · Website/outreach/events/public	3,270.80	15,250.00	-11,979.20	21.4%
Total 90000 · Countywide GCE Partnership Svc	19,127.95	103,900.00	-84,772.05	18.4%
Total Expense	55,444.23	380,150.00	-324,705.77	14.6%
Net Income	278,705.77	-8,250.00	286,955.77	-3,378.3%

Garfield Clean Energy
Credit Reserve Budget vs. Actual
 January through February 2014

Accrual Basis

	<u>Jan - Feb 14</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Expense				
Credit Reserve Expenses				
1001 · Loan Fnd, rebtes, coach, outrech				
1001.5 · Marketing, direct outreach	0.00	4,000.00	-4,000.00	0.0%
Total 1001 · Loan Fnd, rebtes, coach, outrech	0.00	4,000.00	-4,000.00	0.0%
2001 · Better Buildings reporting				
2001.2 · Future reporting	637.50	6,495.84	-5,858.34	9.8%
Total 2001 · Better Buildings reporting	637.50	6,495.84	-5,858.34	9.8%
Total Credit Reserve Expenses	637.50	10,495.84	-9,858.34	6.1%
Total Expense	637.50	10,495.84	-9,858.34	6.1%
Net Income	-637.50	-10,495.84	9,858.34	6.1%

**GARFIELD CLEAN ENERGY COLLABORATIVE
RESOLUTION NO. 4
SERIES of 2014**

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE GARFIELD CLEAN ENERGY COLLABORATIVE MAKING A SECOND AMENDMENT TO THE 2013 FISCAL YEAR BUDGET AND APPROPRIATING ADDITIONAL SUMS OF MONEY TO RECOGNIZE REVENUE CARRIED OVER IN THE FUND BALANCE FROM 2012 AND TO DEFRAY EXPENSES IN EXCESS OF THE AMOUNTS BUDGETED FOR IN THE FIRST AMENDED BUDGET FOR THE 2013 BUDGET YEAR.

WHEREAS, the Board of Directors of the Garfield Clean Energy Collaborative (the “Authority”) budgeted and appropriated certain sums of money for the Authority for the fiscal year 2013 on December 12, 2012; and

WHEREAS, the Board adopted an amended budget for 2013 on March 13, 2013, that appropriated and budgeted for the expenditures of supplemental revenues that were not anticipated in the original budget adoption; and

WHEREAS, the original and first amended budgets for 2013 did not appropriate revenues carried over from 2012 in the beginning fund balance, known as the Better Buildings Credit Reserve Fund, and did not budget for the expenditure of those funds; and

WHEREAS, upon due and proper notice, and after publishing in accordance with the law, said proposed Second Amended Budget and Appropriation for fiscal year 2013 was open for inspection by the public, a public hearing was held on March 12, 2014, and interested taxpayers were given the opportunity to file or register any objections to said proposed Second Amended Budget and Supplemental Appropriation.

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

1. The Second Amended Budget and Appropriation as submitted and summarized by fund, a copy of which is attached hereto as Exhibit A and incorporated herein by reference, hereby is approved and adopted for fiscal year 2013.
2. The Second Amended Budget and Supplemental Appropriation for fiscal year 2013 hereby approved and adopted shall be signed by the Authority, made a part of the public records of the Authority and submitted to the Colorado Division of Local Government.

THIS RESOLUTION was read, passed and adopted by the Board of Directors of the Garfield Clean Energy Collaborative at the Regular Meeting held this 12th day of March, 2014.

GARFIELD CLEAN ENERGY COLLABORATIVE

By: _____
Allyn Harvey, Chairperson

ATTEST: _____
Board Member

GARFIELD CLEAN ENERGY COLLABORATIVE					
2013 Second Amended Budget					
Exhibit A					
Acct No		Budget approved December 2012	Matching grant addition	First Amended Budget approved March 13, 2013	Second Amended Budget
	Beginning Fund Balance				
	DOE Better Buildings Credit Reserve Fund	\$303,333		\$303,333	\$303,333
	Income				
3000	Partnership Funding				
3100	Garfield County	\$155,000		\$155,000	\$155,000
3200	Parachute	\$1,000		\$1,000	\$1,000
3300	Rifle	\$38,000		\$38,000	\$38,000
3400	Silt	\$2,500		\$2,500	\$2,500
3500	New Castle	\$13,000		\$13,000	\$13,000
3600	Glenwood Springs	\$43,000		\$43,000	\$43,000
3700	Carbondale	\$25,000		\$25,000	\$25,000
4100	Library District	\$5,000		\$5,000	\$5,000
4200	RFTA	\$20,000		\$20,000	\$20,000
5100	Colorado Mountain College	\$29,000		\$29,000	\$29,000
	Garfield County Matching Grant		\$100,000	\$100,000	\$100,000
	Carbondale match		\$75,000	\$75,000	\$75,000
	Encana contribution match		\$24,000	\$24,000	\$24,000
	Roaring Fork Education Foundation match		\$3,500	\$3,500	\$3,500
	Aspen Science Foundation match		\$1,000	\$1,000	\$1,000
	Total revenue	\$331,500	\$203,500	\$535,000	\$535,000
	Available Resources	\$634,833		\$838,333	\$838,333
	Expenses				
10000	Countywide Energy Efficiency for Economic Development Program:				
	Commercial sector				
11000	Energy Coaching/Prog. Coord and Reporting/Technical Assistance	\$45,000	\$17,800	\$62,800	\$66,800
12000	Marketing/Outreach/Education/Training	\$8,750	\$12,250	\$21,000	\$21,000
	Hard costs		\$4,950	\$4,950	\$4,950
	Rebates		\$15,000	\$15,000	\$15,000
	Total	\$53,750	\$50,000	\$103,750	\$107,750
	Residential sector				
21000	Energy Coaching/Prog. Coord and Rpt/Technical Assistance	\$22,500	\$20,000	\$42,500	\$54,500
22000	Marketing/Outreach/Education/Training	\$8,750	\$5,000	\$13,750	\$13,750
	Rebates - Carbondale		\$20,000	\$20,000	\$20,000
	Total	\$31,250	\$45,000	\$76,250	\$88,250
30000	Petroleum Independence Project (Transportation Sector)				
31000	Transportation alternatives, Safe Routes	\$21,000		\$21,000	\$21,000
32000	Efficient Vehicles/Fleets				
32100	Efficient Vehicles, Fleets: fuels workshop, training	\$0			
32200	Efficient Vehicles, Fleets: technical assistance	\$0			
33000	Alternative Fuels				
33100	Alternative Fuels: WS CNG Collaborative coordination, support	\$0	\$24,000	\$24,000	\$24,000
33200	Alternative Fuels: electric vehicles, biofuels	\$0			
34000	Marketing/Outreach/Education/Training	\$3,600		\$3,600	\$3,600
	Total	\$24,600	\$24,000	\$48,600	\$48,600
40000	Countywide energy portfolio diversification - Local Renewables				
41000	Technical assistance/Project implementation	\$5,000	\$9,500	\$14,500	\$14,500
44000	Renewables development/financing	\$5,000		\$5,000	\$5,000
	Education		\$9,000	\$9,000	\$9,000
	Total	\$10,000	\$18,500	\$28,500	\$28,500

I certify this is a true and accurate copy of the Garfield Clean Energy Collaborative Second Amended 2013 Budget.

By: _____ Allyn Harvey, Chairperson

		Budget approved December 2012	Matching grant addition	First Amended Budget approved March 13, 2013	Second Amended Budget
50000	Government facilities, energy cost savings program				
51000	Energy Data Mgt/Navigator	\$67,900		\$67,900	\$69,600
52000	Active Energy Mgt, Technical Assistance, Ed. Programs	\$25,000	\$25,000	\$50,000	\$48,300
53000	Building Hardware	\$7,500		\$7,500	\$7,500
	Total	\$100,400	\$25,000	\$125,400	\$125,400
90000	County-Wide GCE Partnership Services, Programs				
91000	Administration, coordination, strategic planning, mtgs with all GCE partners, funding development	\$45,000	\$30,000	\$75,000	\$81,000
92000	Legal	\$5,000		\$5,000	\$3,800
93000	Accounting	\$10,000		\$10,000	\$8,000
94000	Website, public information, printing	\$45,000	\$5,000	\$50,000	\$51,200
95000	Education, training, special events	\$6,500	\$6,000	\$12,500	\$12,500
	Total	\$111,500	\$41,000	\$152,500	\$156,500
	Credit Reserve Fund				
	Loan fund, rebates, coaching, outreach				\$191,000
	Long-term sustainability				\$81,000
	Better Buildings reporting				\$11,000
	Total				\$283,000
	Total Expenses (excluding restricted funds)	\$331,500	\$203,500	\$535,000	\$838,000
	Ending Fund Balance	\$303,333		\$303,333	\$333

I certify this is a true and accurate copy of the Garfield Clean Energy Collaborative Second Amended 2013 Budget.

By: _____ Allyn Harvey, Chairperson

GARFIELD CLEAN ENERGY COLLABORATIVE
RESOLUTION NO. 5
SERIES of 2014

A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE GARFIELD CLEAN ENERGY COLLABORATIVE
CHANGING THE TIME AND VENUE OF THE APRIL 2014 MONTHLY BOARD MEETING

WHEREAS, the bylaws of the Garfield Clean Energy Collaborative state that the board's regular monthly meetings are to be held in Glenwood Springs in odd-numbered months and in Rifle in even-numbered months; and

WHEREAS, the board wishes to hold its annual Strategic Planning Retreat in New Castle at the New Castle Community Center, 423 W. Main St.; and

WHEREAS, the board wishes to hold a longer meeting to make time for the strategic planning effort.

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

The April 9, 2014, regular monthly meeting and Strategic Planning Retreat of the Garfield Clean Energy Collaborative will be held from 10 a.m. to 2:30 p.m. at the New Castle Community Center, 423 W. Main St., New Castle, rather than in Rifle.

THIS RESOLUTION was read, passed and adopted by the Board of Directors of the Garfield Clean Energy Collaborative at the Regular Meeting held this 12th day of March, 2014.

GARFIELD CLEAN ENERGY COLLABORATIVE

By _____
Allyn Harvey, Chairperson

ATTEST:

Board member

Memo to: Garfield Clean Energy Collaborative Board
From: Heather McGregor, CLEER staff
Date: February 18, 2014
Re: **Costs of management for Residential Revolving Loan Fund**

During the February board meeting, Tom Jankovsky raised the question of administrative costs associated with running the Garfield Clean Energy Residential Revolving Loan Fund.

This memo provides a refresher on the terms of Garfield Clean Energy's Sept. 24, 2012, agreement with Funding Partners and its subsidiary, EnergySmart Partners LLC (ESP), for management of the loan fund.

- Garfield Clean Energy paid ESP a one-time fee of \$4,500 in 2012 to set up the loan program.
- Prospective borrowers pay a one-time, non-refundable fee of \$25 to ESP to start the loan process.
- Successful borrowers pay a loan origination fee of \$125 to ESP. This fee can be rolled into their loan on request.
- ESP collects 2% of interest paid on loans.
- The arrangement for ESP to handle this loan fund continues through 2017, and is renewable. The agreement can be terminated sooner, but GCE would be obligated to pay a \$2,000 early termination fee.

Revolving Loan Fund status report

- Number of loans: 8, all current
- Interest paid by borrowers in 2013: \$572.99
- Interest paid by borrowers January 2014: \$99.42
- Portfolio yield: 2.24%
- Jan. 31 loan balance: \$52,334.77
- Jan. 31 funds available for loan: \$243,321.78
- New loans: 3 new loans closed in February 2014 for \$43,000

MEMBER GOVERNMENT LETTERHEAD

Date, 2014

Pledge Letter to Purchase Fleet Vehicles Powered by Compressed Natural Gas (CNG)

To Whom It May Concern:

The **City Council / Board of Trustees** of the **City/Town of XXXXXXXXX** recognize the value of converting fleet vehicles to models that are fueled by domestically-produced compressed natural gas (CNG).

With the help of the Refuel Colorado Fleets program and an analysis of our fleet through the program, we pledge to purchase and put into service the following number and types of vehicles over the time period defined here:

- **XX** light-duty pickup trucks over a **XX**-month period
- **XX** heavy-duty trucks over a **XX**-month period
- **XX** specialty heavy-duty vehicles, such as refuse trucks, over a **XX**-month period

Moreover, if a grant or other incentives become available for a government to buy down the vehicle purchase cost premium, we will pursue that opportunity. This may increase the number of CNG vehicles we can afford to bring into our fleet.

This pledge is conditional upon the following two requirements being met:

1. Construction and opening of a CNG fueling station within our jurisdictional boundaries, or within a close enough distance that fueling is practical.
2. The purchase cost of the vehicle and the fuel cost over the lifetime of the CNG vehicle is less than the purchase and fuel cost of a conventional gas vehicle. This cost advantage could be achieved through a vehicle purchase buy-down grant from a state or federal agency or another entity.

SIGNATURE AREA

To: Garfield Clean Energy Collaborative Board
From: Heather McGregor, CLEER staff
Date: March 7, 2014
Re: **GCE Affiliate Membership concept and fee structure**

Other governmental entities in Garfield County have expressed interest in becoming affiliate members of Garfield Clean Energy Collaborative, and board members have expressed interest in offering affiliate memberships in the Collaborative. This memo explains the purpose of creating a new type of membership, lists criteria for eligibility, describes governance items, and proposes benefits at two levels of affiliate membership.

Benefits to Affiliate Members

- Affiliates will become part of the countywide effort to save energy, use renewable energy, grow jobs and local economic development, and take steps toward energy independence.
- Affiliates will benefit from access to energy coaching and the Energy Navigator. The resulting energy savings will allow the affiliate to use more of its revenues on its primary mission, and help meet its own sustainability goals.

Benefits to Garfield Clean Energy from adding Affiliate Members

- Expand energy savings in the county, moving Garfield Clean Energy closer to its 2020 energy targets.
- Demonstrate that Garfield Clean Energy is a growing, vital organization.
- Add funding to the GCE budget.

Criteria

- Affiliate members would be governmental organizations that own or lease facilities and/or fleets in Garfield County.
- Possible organizations include school districts, fire districts, water and sanitation districts, water conservancy districts, and state or federal agencies that have offices or facilities in Garfield County.
- The Collaborative's formation IGA also allows for non-governmental entities, such as businesses and nonprofits in Garfield County, to participate as affiliates.

Governance:

- New entities would be accepted as affiliate members upon a majority vote of the GCEC board.
- Prior to announcing the availability of affiliate memberships, CLEER staff and GCE's legal counsel would develop documents stating the obligations and privileges of affiliate membership. Both parties would sign these documents at the time the affiliate membership is approved.
- Affiliates would not have a seat on the GCE governing board, but would be welcome to attend board meetings, serve on committees and participate in discussions.

Affiliate Membership service levels and fee structure

We propose two service level options for affiliate members, Level A and B. For a higher annual membership fee, more services would be provided. For a lower annual fee, services would be limited.

- Level A annual membership fee: \$7,000 per heated/occupied facility
- Level B annual membership fee: \$4,000 per heated/occupied facility
- Total fees would be calculated based on the number of heated / occupied buildings within Garfield County owned or leased by the affiliate member.
- Membership fees could be pro-rated on a quarterly basis for entities joining in April or later in the calendar year, depending on the board’s preference.
- One-time set-up fees would be assessed for all facilities going on the Energy Navigator. (See Table 2.)

Table 1. Services and annual fees, per building per year	Annual fee break-down	Service hours/yr
Services for Level A Affiliate Members		
Active Energy Management (AEM) coaching for facility managers & operators	\$1,950	26
Energy Navigator bill entry and data feed	\$1,000	N/A
Workshops for member’s facility managers	\$300	4
Partnership coordination and budgeting	\$300	4
Results reporting to member’s governing board	\$450	6
Selected services based on member’s goals		
• AEM coaching for building occupants		
• Renewable energy system technical assistance		
• Fleet coaching for vehicle efficiency & alt fuels	\$1,950	26
Marketing, outreach, case study	\$750	10
Inclusion in any relevant grant opportunities	\$300	4
Total annual fee and service hours, per building	\$7,000	80
Services for Level B Affiliate Members		
Active Energy Management coaching for facility managers & operators	\$1,950	26
Energy Navigator bill entry and data feed	\$1,000	N/A
Workshops for member’s facility managers	\$300	4
Partnership coordination and budgeting	\$300	4
Results reporting to member’s governing board	\$450	6
Total annual fee and service hours, per building	\$4,000	40

Affiliate Membership Navigator one-time set-up fees, per meter pair

We recommend that buildings or facilities with annual energy bills greater than \$20,000 consider going with the live data tracking option. This level of energy use information will help facility managers and operators monitor energy use in real time and see the results of energy efficiency adjustments.

Buildings or facilities with annual energy bills below \$20,000 do not generally justify the expense of installing live energy data tracking equipment. A temporary installation can be done for a few months, if desired.

Either way, the energy data information that is produced in chart form on the Energy Navigator website provides a new form of accountability to citizens and taxpayers.

Table 2. Energy Navigator Set-up Service	Fee per meter pair natural gas & electric
Option 1. Monthly bill tracking	
Account set-up and loading of past two years monthly bill data	\$500
Option 2. Live data tracking	
Account set-up and loading of past two years monthly bill data	\$500
Installation management	\$250
Energy Navigator data-logger equipment	\$2,000 - \$3,000 *
Solar PV monitoring equipment	\$1,000 *
Building Automated Controls interface	TBD
Electrician labor	\$1,000 *
Internet integration	Member's IT staff

* Rough estimated costs. Actual prices will vary depending on building and utility meter configuration and current market prices.