



Garfield Clean Energy Board Meeting

Wednesday, March 11, 2015
1:00 to 3:00 p.m.
Garfield County Administration Building
108 8th St., Glenwood Springs

	AGENDA	Action requested	Time
1.	Call meeting to order		1:00 pm
2.	Roll call		1:00 pm
3.	Board member and public comment Regarding items not on agenda		1:00 pm
4.	Consent Agenda • Approval of Feb. 11, 2014, minutes	• Motion to approve	1:05 pm
5.	Financials • February 2015 and YTD financial reports • February 2015 accounts payable	• Motion to approve • Motion to approve	1:10 pm
6.	Presentation: Energy savings in large buildings • Pete Waller, CMC campus-wide energy efficiency • Erica Sparhawk: 2015 energy management plans	• ID next steps	1:30 pm
7.	Program updates • 2015 Home Energy Program • Bike & Walk to School Challenge, May 6-8 • Bike-Walk-Bus Week, June 22-26	• Information	2:15 pm
8.	Action items • ID topics for Strategic Planning Retreat • Sponsorship request: Transportation Symposium	• Discussion • Motion to approve	2:20 pm
9.	Goal 4: Identify funding to meet goals • Funding Committee report • Paid Contractor listings for GCE website • Regional coalition meeting update	• Information • Discussion • Information	2:40 pm
10.	Upcoming events • Energy Smart Contractor Expo, April 2	• Information	2:55 pm
11.	Adjourn. Next meeting April 8, CMC Rifle		3:00 pm

Key calendar items for 2015

Quarterly reports: April 8, July 8, Oct. 14, Jan. 13

Strategic Planning Retreat: 8:30 a.m. to 1 p.m., April 8, CMC Rifle, 3695 Airport Road

2014 Financial Review, McMahan & Assoc., May 13



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

Board Meeting Minutes: Wednesday, Feb. 11, 2015, 1:05 to 3:00 p.m.
Rifle Branch Library, 207 East Ave., Rifle

Board members present

Town of Parachute: GCE Chair Stuart McArthur
Town of Carbondale: GCE Vice Chair Allyn Harvey
CMC: GCE Secretary Rachel Pokrandt
Garfield County: GCE Treasurer Tom Jankovsky
City of Glenwood Springs: David Sturges
Town of Silt: Rick Aluise
City of Rifle: Barb Clifton
Library District: Jerry Morris

Others attending

CLEER: Alice Laird, Heather McGregor
Rifle Channel 10: Jim Bell, Michael Churchill

Members not present

Town of New Castle: Bob Gordon
RFTA: Jason White

Next meeting: Wednesday, March 11, 2015, Glenwood Springs

Board member and public comment: None

Consent Agenda

Approval of Jan. 14, 2015, minutes: *Tom Jankovsky moved to approve the minutes, and David Sturges seconded. The motion passed unanimously.*

Distribution of board notebooks

Alice Laird handed out ring binders to each board member. The binders contain the 2015 Strategic Plan and Scope of Work, the GCE Collaborative intergovernmental agreement (IGA), the GCE bylaws, the GCE budgets for 2012 through 2015, and the GCE 2011-2013 Progress Report. Stuart McArthur said it would be useful to also have a copy of the CLEER contract in the binder; Heather McGregor stated this will be added at the next meeting.

Financial Report, accounts payable

Tom Jankovsky reported that he had reviewed the financial reports and bills for January 2015. He noted that January spending was in line with the overall 2015 budget.

David Sturges moved to approve the financial report and accounts payable, Tom Jankovsky seconded, and the motion passed unanimously.

Tom Jankovsky asked to see the total Budget to Actual financial report for 2014. Heather McGregor said she would ask Janet Obeji to produce that report. Tom asked that it be emailed to the board as soon as it's available.

Jerry Morris asked if GCE members can ask their accounting departments to do utility bill data entry on spreadsheets in order to save money on the UMS bills. Allyn Harvey said that might save GCE money, but will cost staff time for the members and not be as reliable.

Report from Board Officers meeting

Stuart McArthur noted that Board Officers had met and talked about their role. He said GCE is at a fork in the road. Tom Jankovsky provided a brief history of GCE, its past funding sources, and accomplishments to date. Stuart reviewed the GCE mission. Allyn summarized questions and issues that the board is focusing on, including purpose, how GCE carries out its mission, CLEER's role, and how GCE will be funded over the longer term.

CLEER background and funding

Alice Laird provided a brief history of how CLEER has evolved and how it helped to form the Garfield New Energy Communities Initiative (G-NECI), which later became Garfield Clean Energy. She recalled that CLEER was working in 2007-08 to extend the clean energy programs offered in Pitkin County out to Garfield County under a regional partnership concept. Gov. Ritter's New Energy Communities Initiative grant brought funding for that idea to Garfield County, with the county government serving as the fiscal agent. The county did not want to hire staff, so management of the program was put out to bid and CLEER competed for the contract. CLEER competed a second time when Garfield County was included in a DOE Better Buildings grant award. The G-NECI evolved into an independent authority, Garfield Clean Energy, as those state and federal grant funds began to run out.

Rick Aluise asked how CLEER's funding is different from GCE. Alice explained that 95% of CLEER's revenue is from fee-for-service contracts, with a small amount from donations. In the early years of the G-NECI project, CLEER's funding came almost entirely from that source, as the project was "all-consuming." CLEER built a team of experts and added more clients. Each year, revenues from GCE are a smaller part of CLEER's budget. Alice also shared CLEER's profit and loss statement from 2014, along with pie charts that show how other projects have grown in the past few years.

Alice also noted that CLEER has tried to seek donations from people and businesses that have benefitted from rebates and ask for their help in sustaining the program. There's a sense in this region, particularly because of the large amounts of money flowing through CORE, the Pitkin County-based Community Office for Resource Efficiency, that "government is taking care of things." CLEER has not seen a big response of donations from beneficiaries of the program to date.

Rachel Pokrandt asked if it would be worth using some funding to pay for a grant writer. Alice said having the flexibility to write more grants would be great, and said if there was a region-wide effort that included a full-time development director/grant writer, similar to

other nonprofits in the region, that would help. David Sturges said nobody feels they have a sustainable model, and utilities want to stay in control of their own rebate funding.

Rachel asked Alice about the “indirect” hours shown on the profit and loss statement. Alice said these are non-billable hours worked by CLEER staff, which means that work has to get done and projects need to be completed but there is no outside contract or funding source. Rachel said CLEER’s billing rate is low. Alice said the rate was negotiated early on, and is not sustainable. She said CLEER is trying to meet the needs of its government partners.

Stuart McArthur asked Rachel if the Funding Committee will continue to meet. Rachel said yes, and said today’s discussion adds insight to the committee’s work.

Program updates / actions

Multi-modal transportation projects

Alice noted that a transportation symposium/workshop is part of the GCE 2015 Scope of Work, as per the agreement for RFTA’s contribution to GCE. CLEER staff wanted to check in with GCE to make sure they are on the right track. She noted that RFTA asked for broader multi-modal transportation issues, beyond the Bike & Walk to School event, be included in GCE’s work program. The proposed symposium will cost more than the GCE budget allows, so CLEER will seek other sponsors. Alice asked if a GCE board member would serve as point person for staff to connect with in planning the event. Board members appointed Jason White to serve.

Jerry Morris asked if the symposium would be a GCE event. Tom Jankovsky said if the cost is more than GCE can cover, then the symposium would be a CLEER event and GCE would be a sponsor. He requested CLEER to bring back more information on the event and a sponsorship request that explains the sponsorship role and what sponsors get for being a sponsor.

Barb Clifton asked for clarification on the commitment to provide a symposium/workshop as part of RFTA funding. Alice noted that RFTA created a new approach for GCE 2015 funding which was in the form of a grant application. Some GCE members and RFTA staff had requested that the work plan include a broader approach to transportation than just the school bike and walk event. Heather McGregor said she wrote the application. Board members asked to receive a copy, and directed CLEER, in the future, to present such applications to the GCE board before submitting them. Rachel Pokrandt questioned whether membership contributions should be linked to specific goals.

The conversation turned to the Bike and Walk to School Challenge and a new summer bike week for the broader community. Tom asked if those events will need more funding and how the funds would be raised. Alice said in the past, CLEER has raised additional funds for prize money. Board members suggested that those funds flow through the GCE account. Rachel noted that the Garfield County commissioners are looking for more diversified funding sources, and this is one way to be responsive. Allyn Harvey asked if GCE would be a sponsor of these events, or the main organizer. Tom said Bike to School has been a GCE event, and he would like to continue that. Stuart suggested that if prize money is raised, those sponsors can be recognized as providing the prize money.

Navigator status for City of Rifle

Heather McGregor briefly reported that monthly energy utility bills for the City of Rifle will stop being collected once energy usage from the calendar year of 2014 is complete.

Goal 4: Identify funding to meet goals

Funding Committee report

The Funding Committee did not hold a meeting this past month.

Follow-up on letter to Gov. Hickenlooper, next steps on creating a statewide coalition and draft letter

Allyn Harvey reported that he and Tom Jankovsky recently met with Pitkin County Commissioner George Newman, who is also a CORE board member. They discussed ways to help CORE and CLEER work in tandem, and how to attract the state's attention to programs working in this area. Their ideas included writing a letter from many supporting entities seeking state funding for this work. Tom suggested finding legislators who will be champions. Alice Laird handed out a draft letter (also included in the board packet). Stuart McArthur asked what the next steps would be, and discussion turned to the next agenda item.

Proposed meeting with groups in three-county area

Alice Laird said it would be valuable for GCE, CORE and their member governments to meet with leaders in Pitkin and Eagle counties to share approaches and talk about opportunities for greater collaboration. Tom said GCE is not the only group looking at funding and how to continue into the future. A broader meeting may be needed that would then take a message to the governor and the Legislature. He asked if there was a statewide conference for similar organizations, a meeting where people could get together and brainstorm. Alice said other areas are asking this question, and many look to GCE as a model.

Conversation turned back to the draft letter. Tom noted that it would be great for the GCE board to sign, but the letter is focused on Garfield County. Alice noted that there is a spot to add results from other counties. Tom suggested getting Pitkin, Eagle and Garfield together for a bigger effort. Allyn said the letter should be shared with George Newman and CORE.

Paid contractor listings on the GCE website

With meeting time running out, Stuart McArthur asked if this item could be deferred to the March meeting. Rachel Pokrandt and Jerry Morris said it would be discussed at the next Funding Committee meeting.

Upcoming events

Set date for Strategic Planning retreat

Board members considered dates in March, April and May, and identified April 8 as the preferred date for the retreat. Rachel Pokrandt offered to host the retreat at CMC Rifle, with the Culinary Arts students serving lunch. Board members agreed to that plan.

Energy Smart Colorado Expo

Heather told the board that the annual contractor workshop will be an expo, with workshops and vendor booths. The \$17 admission fee will cover the cost of meals. The event is set for Thursday, April 2, at the Hotel Colorado in Glenwood Springs.

Adjourn

Allyn Harvey moved to adjourn the meeting, Tom Jankovsky seconded, and the motion passed unanimously. The meeting adjourned at 3 p.m.

GARFIELD CLEAN ENERGY COLLABORATIVE

By: _____
Stuart McArthur, Chairperson

ATTEST: _____
Rachel Pokrandt, Secretary

These minutes were reviewed and approved by a vote of the Garfield Clean Energy Board of Directors at its meeting held on March 11, 2015.

Garfield Clean Energy
Balance Sheet
As of February 28, 2015

Accrual Basis

	Feb 28, 15
ASSETS	
Current Assets	
Checking/Savings	
103 · Alpine Bank	115,804.58
Total Checking/Savings	115,804.58
Accounts Receivable	
110 · Accounts Receivable	195,500.00
Total Accounts Receivable	195,500.00
Total Current Assets	311,304.58
TOTAL ASSETS	<u>311,304.58</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
200 · Accounts Payable	21,172.90
Total Accounts Payable	21,172.90
Total Current Liabilities	21,172.90
Total Liabilities	21,172.90
Equity	
320 · Retained Earnings	12,738.53
Net Income	277,393.15
Total Equity	290,131.68
TOTAL LIABILITIES & EQUITY	<u>311,304.58</u>

**Garfield Clean Energy
Unpaid Bills Detail
As of February 28, 2015**

Type	Date	Num	Due Date	Aging	Open Balance
Clean Energy Economy for the Region					
Bill	02/28/2015	1067	03/10/2015		3,264.00
Bill	02/28/2015	1067a	03/10/2015		3,642.00
Bill	02/28/2015	1067b	03/10/2015		4,545.75
Bill	02/28/2015	1067c	03/10/2015		711.75
Bill	02/28/2015	1067d	03/10/2015		3,878.25
Bill	02/28/2015	1067e	03/10/2015		2,914.50
Bill	02/28/2015	1079	03/10/2015		264.00
Bill	02/28/2015	1078	03/10/2015		65.65
Total Clean Energy Economy for the Region					19,285.90
Obeji Accounting					
Bill	02/28/2015	601	03/10/2015		500.00
Total Obeji Accounting					500.00
Utility Management Services					
Bill	02/28/2015	3011	03/10/2015		1,387.00
Total Utility Management Services					1,387.00
TOTAL					21,172.90

**Garfield Clean Energy
A/R Aging Summary
As of February 28, 2015**

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Garfield County	0.00	0.00	180,000.00	0.00	0.00	180,000.00
New Castle	0.00	0.00	15,500.00	0.00	0.00	15,500.00
TOTAL	<u>0.00</u>	<u>0.00</u>	<u>195,500.00</u>	<u>0.00</u>	<u>0.00</u>	<u>195,500.00</u>

9:05 AM

03/06/15

Accrual Basis

Garfield Clean Energy
Profit & Loss Budget vs. Actual
 January through February 2015

	Jan - Feb 15	Budget	\$ Over Budget	% of Budget
Income				
3000 · Partnership Funding				
3100 · Garfield County	180,000.00	180,000.00	0.00	100.0%
3200 · Parachute	2,500.00	2,500.00	0.00	100.0%
3300 · Rifle	3,000.00	3,000.00	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	45,000.00	45,000.00	0.00	100.0%
3700 · Carbondale	25,000.00	25,000.00	0.00	100.0%
3800 · Colorado Mountain College	30,000.00	30,000.00	0.00	100.0%
4100 · Library District	10.00	10.00	0.00	100.0%
4200 · RFTA	25,000.00	25,000.00	0.00	100.0%
Total 3000 · Partnership Funding	329,010.00	329,010.00	0.00	100.0%
Total Income	329,010.00	329,010.00	0.00	100.0%
Gross Profit	329,010.00	329,010.00	0.00	100.0%
Expense				
Countywide Energy Dev Program				
10000 · Commercial Sector				
11000 · Energy Coaching	6,180.00	43,000.00	-36,820.00	14.4%
12000 · Outreach/Educ/Training/Website	1,303.50	12,000.00	-10,696.50	10.9%
Total 10000 · Commercial Sector	7,483.50	55,000.00	-47,516.50	13.6%
20000 · Residential Sector				
21000 · Energy Coaching	8,856.00	42,000.00	-33,144.00	21.1%
22000 · Outreach/Educ/Training/Website	2,387.25	10,010.00	-7,622.75	23.8%
Total 20000 · Residential Sector	11,243.25	52,010.00	-40,766.75	21.6%
Total Countywide Energy Dev Program	18,726.75	107,010.00	-88,283.25	17.5%
Credit Reserve Expenses				
1001 · Credit Reserve Fund Expenses	0.00	2,000.00	-2,000.00	0.0%
Total Credit Reserve Expenses	0.00	2,000.00	-2,000.00	0.0%
30000 · Petroleum Independence Project				
31000 · Active Transportation & Transit	2,000.25	15,000.00	-12,999.75	13.3%
32000 · Efficient Vehicles/Fleets				
32200 · Efficient Vehicles/Alt Fuels	0.00	9,000.00	-9,000.00	0.0%
Total 32000 · Efficient Vehicles/Fleets	0.00	9,000.00	-9,000.00	0.0%
33000 · Alternative Fuels				
33100 · WS CNG Network	4,068.75	25,000.00	-20,931.25	16.3%
Total 33000 · Alternative Fuels	4,068.75	25,000.00	-20,931.25	16.3%
Total 30000 · Petroleum Independence Project	6,069.00	49,000.00	-42,931.00	12.4%
40000 · Countywide Energy Portfolio Div				
41000 · Technical assistance & Educatn	2,874.00	12,000.00	-9,126.00	24.0%
Total 40000 · Countywide Energy Portfolio Div	2,874.00	12,000.00	-9,126.00	24.0%
50000 · Government Facilities				
51000 · Energy Data Mgt/Bldg eny navig	4,650.75	35,000.00	-30,349.25	13.3%
52000 · Active Energy Mgt Coaching	5,434.50	35,000.00	-29,565.50	15.5%
Total 50000 · Government Facilities	10,085.25	70,000.00	-59,914.75	14.4%
60000 · Special Projects				
61000 · Energy & Invenry 4 goal implm	0.00	11,300.00	-11,300.00	0.0%
Total 60000 · Special Projects	0.00	11,300.00	-11,300.00	0.0%

9:05 AM

03/06/15

Accrual Basis

Garfield Clean Energy
Profit & Loss Budget vs. Actual
 January through February 2015

	Jan - Feb 15	Budget	\$ Over Budget	% of Budget
90000 · Countywide GCE Partnership Svc				
91000 · Proj mgmt/plan/report/mtgs/budg				
91000.1 · Audit/Financial review	0.00	4,300.00	-4,300.00	0.0%
91000.2 · CIRSA liability Insurance	2,050.00	2,100.00	-50.00	97.6%
91000 · Proj mgmt/plan/report/mtgs/budg - ...	9,944.65	62,000.00	-52,055.35	16.0%
Total 91000 · Proj mgmt/plan/report/mtgs/budg	11,994.65	68,400.00	-56,405.35	17.5%
92000 · Legal Services	817.20	2,300.00	-1,482.80	35.5%
93000 · Accounting/Bookkeeping	1,050.00	6,500.00	-5,450.00	16.2%
Total 90000 · Countywide GCE Partnership Svc	13,861.85	77,200.00	-63,338.15	18.0%
Total Expense	51,616.85	328,510.00	-276,893.15	15.7%
Net Income	<u>277,393.15</u>	<u>500.00</u>	<u>276,893.15</u>	<u>55,478.6%</u>

**Garfield Clean Energy
Income vs Expenses
February 2015**

	Feb 15	Jan - Feb 15
Income		
3000 · Partnership Funding		
3100 · Garfield County	0.00	180,000.00
3200 · Parachute	0.00	2,500.00
3300 · Rifle	0.00	3,000.00
3400 · Silt	0.00	3,000.00
3500 · New Castle	0.00	15,500.00
3600 · Glenwood Springs	0.00	45,000.00
3700 · Carbondale	0.00	25,000.00
3800 · Colorado Mountain College	0.00	30,000.00
4100 · Library District	0.00	10.00
4200 · RFTA	0.00	25,000.00
Total 3000 · Partnership Funding	0.00	329,010.00
Total Income	0.00	329,010.00
Gross Profit	0.00	329,010.00
Expense		
Countywide Energy Dev Program		
10000 · Commercial Sector		
11000 · Energy Coaching	2,671.50	6,180.00
12000 · Outreach/Educ/Training/Website	592.50	1,303.50
Total 10000 · Commercial Sector	3,264.00	7,483.50
20000 · Residential Sector		
21000 · Energy Coaching	3,071.25	8,856.00
22000 · Outreach/Educ/Training/Website	807.00	2,387.25
Total 20000 · Residential Sector	3,878.25	11,243.25
Total Countywide Energy Dev Program	7,142.25	18,726.75
30000 · Petroleum Independence Project		
31000 · Active Transportation & Transit	1,604.25	2,000.25
33000 · Alternative Fuels		
33100 · WS CNG Network	1,310.25	4,068.75
Total 33000 · Alternative Fuels	1,310.25	4,068.75
Total 30000 · Petroleum Independence Project	2,914.50	6,069.00
40000 · Countywide Energy Portfolio Div		
41000 · Technical assistance & Educatn	711.75	2,874.00
Total 40000 · Countywide Energy Portfolio Div	711.75	2,874.00
50000 · Government Facilities		
51000 · Energy Data Mgt/Bldg eny navig	1,860.25	4,650.75
52000 · Active Energy Mgt Coaching	3,432.75	5,434.50
Total 50000 · Government Facilities	5,293.00	10,085.25
90000 · Countywide GCE Partnership Svc		
91000 · Proj mgmt/plan/report/mtgs/budg		
91000.2 · CIRSA liability Insurance	0.00	2,050.00
91000 · Proj mgmt/plan/report/mtgs/budg - Other	4,611.40	9,944.65
Total 91000 · Proj mgmt/plan/report/mtgs/budg	4,611.40	11,994.65

9:10 AM

03/06/15

Accrual Basis

Garfield Clean Energy
Income vs Expenses
February 2015

	Feb 15	Jan - Feb 15
92000 · Legal Services	0.00	817.20
93000 · Accounting/Bookkeeping	500.00	1,050.00
Total 90000 · Countywide GCE Partnership Svc	5,111.40	13,861.85
Total Expense	21,172.90	51,616.85
Net Income	<u>-21,172.90</u>	<u>277,393.15</u>



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

Managed by CLEER: Clean Energy Economy for the Region / (970) 704-9200 / P.O. Box 428, Carbondale, Colorado 81623

2015 Garfield Clean Energy Events & Projects Calendar

Silt solar array ribbon cutting – Jan. 22, *done*

Green MLS training II – Feb. 11, *done*

ENERGY STAR Benchmarking, GCE partner buildings – March through April, under way

Energy Smart Contractor Expo & Roundtable – April 2

2016 Strategic Planning Board Retreat – April 8

Garfield Energy Inventory research – April through May

Community Partner residential outreach efforts – April through October

Bike & Walk to School Challenge – May 6-8

Regional conference for civic leaders – June TBD

Energy Inventory press conference – June TBD

Bike, Walk & Bus Week – June 22-26

CNG/Petroleum Independence Day in Glenwood Springs – June or July TBD
(w/grand opening of CNG station)

Transportation, Transit & Alt Fuels Symposium – TBD July or August

Green MLS trainings III and IV – TBD

Facility Managers Roundtable – August or September

Wastewater Operators Roundtable – November

Solar energy awareness workshop, New Castle - TBD

Memo to: Garfield Clean Energy Board
From: Alice Laird, CLEER staff
Date: March 6, 2015
Re: **GCE sponsorship of transportation symposium**

This memo follows up on discussion at the February board meeting regarding CLEER's proposed transportation symposium. CLEER is requesting a \$5,000 sponsorship from Garfield Clean Energy to be a gold-level sponsor of this event. Funding would be drawn from the Active Transportation line item.

Purpose of symposium

- Increase awareness of progress to date on alternative fuels and multi-modal transportation and their role in a strong, energy-secure Colorado economy.
- Increase knowledge of opportunities and challenges facing adoption of domestically produced alternative transportation fuels.
- Build understanding of challenges Colorado is facing to fund the multi-modal mix of highways, transit and trails, and identifying possible solutions.
- Build momentum among state, regional and local policy makers, civic leaders and the business community to create a strong, energy secure transportation system for the 21st century.

Date and location of event

- Full-day event on a date TBD in August
- Hotel Colorado in Glenwood Springs (tentative)

Target participants and audience

- Elected officials in our region and neighboring Western Slope counties
- State legislators
- Colorado Department of Transportation and Colorado Energy Office
- Chambers of commerce, tourism and economic development organizations
- Business leaders, particularly infrastructure contractors
- Multi-modal transportation champions
- Alternative fuel businesses (fueling station owners, auto dealers and manufacturers)
- Congressional staff
- Regional and state-level news media

Benefits of sponsorship

- The requested \$5,000 sponsorship would be essential seed funding to organize this event and secure additional co-sponsors.
- GCE's logo would appear on all event promotional materials, and GCE would be mentioned as a prime sponsor in all publicity releases.
- GCE's leadership role in CNG as a transportation fuel and the Western Slope CNG Network would be highlighted at the event.

Memo to: Garfield Clean Energy Board of Directors
From: Heather McGregor
Date: Jan. 30, 2015
Re: **Paid listings for contractors on GCE website**

Board members have suggested that the contractors that are listed in the “Contractor Locator” section of the Garfield Clean Energy website pay a fee for those listings. This memo explores options for implementing that policy.

The IGA that established Garfield Clean Energy Collaborative explicitly includes fees in the “duties and powers” of the authority. (See IGA page 3, item 4.e.)

Current listings count: 116 total

Listing type	No. of listings	Listing type	No. of listings
Commercial auditors	3	Lighting	6
Electrical	15	LEED professionals	8
EV charge stations	3	Solar PV	17
HVAC	16	Solar thermal	14
Home auditors	17	Windows & doors	4
Insulation	13		

* Note: Some contractors are listed on more than one page.

Potential yield: Assuming continued full participation, an annual fee of \$25 would yield \$2,900, and a \$50 fee would yield \$5,800.

Possible process for implementing:

- Place fee policy enactment on upcoming GCE board agenda.
- Send email notice to all contractors currently listed explaining proposed fee policy, with due date for written comments submitted prior to board meeting.
- Accept and review written public comment. Hear in-person comment at board meeting.
- Adopt fee policy, including annual rate for listings, annual renewal date, policy for mid-year addition to listings, and disclaimer for de-listing contractors not operating professionally.
- Send email notice to all contractors currently listed notifying them of adopted policy, including payment due date. Provide link to listing request form on GCE website.
- Relay listing requests to Janet Obeji to generate and send an invoice to the contractor.
- Send second notice to those who do not respond.
- Collect payments via check (sent by mail to Janet Obeji) and deposit in GCE bank account. (New income line item created for fees.)
- Update listings on website following payment due date, deleting contractors that do not pay.
- Renewal notices would be sent three months in advance for the following year’s listings.

Memo to: Garfield Clean Energy Board
From: Alice Laird, CLEER staff
Date: March 6, 2015
Re: **Continued work to build regional collaboration/coalition**

This memo follows up on discussion at the January and February board meetings about the need for regional collaboration and a statewide effort as part of the GCE funding solution. Here are two items we would like to provide an update on at the March board meeting.

I. Roundtable discussion at Energy Smart Contractor Expo: “Regional collaboration on energy efficiency and economic development”

As mentioned at the February board meeting, the Energy Smart Contractor Expo, hosted by Garfield Clean Energy, CLEER, CORE and Energy Smart Colorado, will be held Thursday, **April 2**, at the Hotel Colorado in Glenwood Springs. Event sponsors include Holy Cross Energy, City of Aspen Utilities and Xcel Energy.

The expo will feature booths hosted by suppliers and installers showing energy efficiency and renewable energy products, and will offer eight workshop sessions for contractors. The \$17 admission fee covers costs for breakfast and lunch.

We would like to invite GCE board members to attend part of the Expo, tour the vendor booths, have lunch with contractors at 12 p.m., and then stay for a roundtable discussion from 1:00 to 1:45 p.m. The roundtable discussion would include representatives from the boards of the other host organizations listed above.

We see this as an initial way to increase awareness of the various programs in our region and future possibilities for collaboration. It’s also a great opportunity to check out new energy efficiency products and network with your constituents in the contractor community.

II. Regional conference on energy efficiency programs, tools financing, and funding mechanisms communities.

Planning continues for hosting a one-day regional conference, tentatively set for a date TBD in June, for leaders from Western Slope communities, state legislators and officials from relevant state agencies. Discussion would focus on existing energy efficiency programs in our region, on high-impact approaches being taken elsewhere in the country, and on concepts for funding to support achieving energy targets and accelerating progress.

This conference will provide an opportunity to build partnerships within our region and with other partners around the state. We also plan to actively engage state legislators in order to lay groundwork for the 2016 session.