



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, March 11, 2015, 1:05 to 3:04 p.m.**  
Garfield County Administration Building, 108 Eighth St., Glenwood Springs

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**Board members present**

Town of Parachute: GCE Chair Stuart McArthur (*late arrival*)  
Town of Carbondale: GCE Vice Chair Allyn Harvey (*late arrival*)  
Garfield County: GCE Treasurer Tom Jankovsky  
CMC: Pete Waller  
City of Glenwood Springs: Leo McKinney  
Town of New Castle: Bob Gordon  
Library District: Jerry Morris

**Others attending**

CLEER: Alice Laird, Heather McGregor, Erica Sparhawk, Shelley Kaup

**Members not present**

RFTA: Jason White  
Town of Silt: Rick Aluise  
City of Rifle: Barb Clifton

**Next meeting:** Wednesday, April 8, 2015, Colorado Mountain College, Rifle

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**Roll call:** Tom Jankovsky called the meeting to order prior to the arrival of the Board chair and vice chair, and called the roll.

**Program updates**

With the lack of a quorum, the meeting started with program updates. Heather McGregor and Erica Sparhawk reported that CLEER has received 57 inquiries about the Home Energy Program. Thirty (30) households have been qualified, and energy coaches will be spending one or two days a week making home visits starting March 19. CLEER is seeking more funds for the program in order to not have to turn away qualified applicants.

Bob Gordon asked how contractors got on the list to do the energy upgrades. Erica said CLEER worked with Climate Control, which offered to do furnace and boiler tune-ups for half price. Other HVAC contractors who were contacted could not meet that price. Bob suggested that for the next time, criteria be issued to see what contractors might be able to participate. Tom Jankovsky said the program is making a true difference for people.

Alice Laird updated the Board on the Bike and Walk to School Challenge, set for May 6-8, and the Bike-Walk-Bus Week, set for June 22-26. She noted that CLEER is lining up sponsors to provide prize money, and GCE will be the lead sponsor of these events.

**Board member and public comment:** Bob Gordon suggested adding a new item to the agenda, asking the Board to review the agenda and make changes if they were needed. *Bob Gordon moved to add an agenda review right after the roll call, Pete Waller seconded, and the motion passed unanimously.*

Heather McGregor noted that today's agenda needed to be changed to add Resolution No. 2, an audit exemption request to the State Auditor. This change was approved in advance by GCE legal counsel Jim Neu.

*Tom Jankovsky moved to add consideration of Resolution No. 2 to the agenda, Leo McKinney seconded and the motion passed unanimously.*

Alice Laird noted that Dave Sturges would be leaving the GCE Board as his term on the Glenwood Springs Council is ending, and asked if the Board would write a letter recognizing his service. Tom Jankovsky asked for a Board resolution instead, to be included in the next meeting's agenda.

### **Consent Agenda**

**Approval of Feb. 11, 2015, minutes:** *Tom Jankovsky moved to approve the minutes, and Bob Gordon seconded. The motion passed unanimously, with Leo McKinney abstaining.*

### **Financials**

Tom Jankovsky reported that he had reviewed the financial reports for February 2015, and everything looked to be appropriate.

*Tom Jankovsky moved to approve the financial report, Leo McKinney seconded, and the motion passed unanimously.*

Tom Jankovsky reported that he had reviewed the accounts payable for February 2015, everything was in order and he recommended approval.

*Allyn Harvey moved to approve the financial report, Leo McKinney seconded, and the motion passed unanimously, with Jerry Morris abstaining.*

Stuart McArthur asked whether the accounts payable had already been paid. Tom said Janet Obeji pays the bills after the Board takes action. Stuart asked who signs the checks. Alice Laird said checks are issued through Alpine Bank, and Board members are signatories on the account. Allyn Harvey suggested asking Janet for more detail about how this works. Stuart McArthur stated that the signatories need to be changed to the new Board officers.

### **Presentation: Energy savings in large buildings**

Erica Sparhawk and Shelley Kaup presented information on CLEER's work with GCE member government buildings, and Pete Waller, CMC Board alternate, presented on the work CMC has been doing with CLEER to increase the energy efficiency of its buildings.

Erica said total energy costs in 2014 for all GCE member facilities being tracked on Navigator are \$3.2 million. Erica said GCE members are saving an estimated \$644,000 per

year, and the cumulative total since 2010 is \$2.3 million. Leo McKinney asked if this number could be compared to previous years, and Erica said that CLEER would be sharing that information with each member Board and with the GCE Board as a whole.

Erica provided some examples of energy savings from the Carbondale Recreation Center, Glenwood Springs City Hall, Garfield County Administration Building and the wastewater treatment plants in Carbondale and Rifle, using Navigator screen shots. Bob Gordon noted that when plant operators use Navigator, they have a responsibility to keep their plants running efficiently and at a level that provides full service to customers.

Erica also explained the steps involved in active energy management, which is energy coaching for GCE member governments' staff. She noted that staff are not always getting direction from governing Boards that saving energy is a priority, so it can be hard to move projects forward. The effort for this year is to get more upper management and governing Board direction to set priorities and identify projects for energy upgrades.

Shelley Kaup asked for feedback on what are the best ways for CLEER to work with member governments, how does the commitment to save energy get communicated to staff, and how can we use that commitment to drive more energy savings.

Tom Jankovsky said the manager has to make that commitment and have the interest, and the effort filters down to public works and facility managers. He noted that some people are excited about saving energy, and some don't want you on their turf. Allyn Harvey said Carbondale is probably one of most open communities to this, and even there it takes time. Success helps a lot, he noted.

Shelley said CLEER plans to do ENERGY STAR benchmarking of member government buildings, starting with town halls. Benchmarking is a way to compare a building to other buildings with similar functions from all across the country. She said CLEER will be scheduling meetings with key staff, and asked GCE Board members to participate in those meetings. The purpose will be to create an action plan for projects and identifying funding.

Leo suggested a governing Board resolution that is asking for an action plan to address energy management issues. If a Board knows what a plan will cost, and sees it during budget season, then funds can be set aside for the project. Leo also advised making sure that this conversation is separate from the funding request for the GCE program itself.

Stuart McArthur said the discussion was too narrow by looking only at government facilities. He said now is a good time to help the rest of the economy, and asked how GCE could help the oil and gas industry reduce their energy costs. Pete Waller said that is a different topic than what is being presented today. Staff said GCE's commercial buildings program has been presented at other meetings.

Pete started his part of the presentation, noting that CMC has signed the President's Climate Action Plan and set a goal of reaching net zero by 2050. Pete said CMC installed Navigator on its buildings, and staff and students are using it to track energy use.

In looking at ways to save energy, Pete said large things get attention, such as leaky, old windows at the Leadville campus. His team is also working on scheduling building controls and temperature bands. CLEER did energy audits of 35 CMC buildings in 2014. Of these, 13 are on Navigator to track live data and understand the effects of improvements.

Pete holds regular meetings with campus facility managers. “The power of the tool is with the people actually doing the work,” he said, so managers get a quarterly review and training. CMC has created an energy leadership team that reports to the Board, along with an energy policy that sets standards for operating buildings and empowering staff. CMC’s goal for 2015 is to reduce energy use by 10%. Pete shared an Energy Scorecard that shows college-wide progress on a variety of energy-saving measures.

A discussion followed with Board members. Bob Gordon asked if the Navigator helps CMC staff balance the buildings. Pete cited some examples, and said building technicians use it daily. Stuart McArthur asked if Pete had done a payback analysis. Pete said he uses a payback template that accounts for energy and maintenance savings. Stuart asked how GCE could encourage other large organizations to do this. Pete cited the college’s commitment through its Climate Action Plan, which has been endorsed by the new college president. Energy upgrades are being worked into CMC’s long-range capital plan.

Allyn Harvey asked how CMC measures savings. Pete said it’s better to look over a long period of time, and changes are influenced by weather. He noted that CMC has about 18% of its electricity coming from renewable energy, and the college wants to increase that percentage. Jerry Morris suggested having sample policies to take to each Board.

Stuart asked how we can sustainably fund GCE, and said it can’t just be governments saving energy. Alice Laird noted that government energy savings is just one piece of the larger GCE program, and today’s discussion was to about how to reinvigorate savings in government buildings. Cutting government energy costs frees up money for other priorities and can be a funding source for the overall program. Allyn noted that GCE is helping businesses.

Bob Gordon asked how to encourage people to consistently keep an eye on energy savings. He noted that at budget time, staff members know that if they have saved money on energy, it helps keep employees working. Pete said his boss is always looking for return on investment. Pete talks to his colleagues about how GCE is helping CMC reach its goals.

Erica said the next step is for GCE partners to adopt energy policies and set goals. Shelley Kaup said lowering energy costs is part of responsible government. Each member can set its own goals, but the point is to have a clear message throughout the organization. Allyn thanked Erica, Shelley and Pete for their presentation.

### **Action items**

#### **Resolution No. 2: Audit Exemption Request**

Heather McGregor said she has learned that the Board needed to submit an audit exemption request to the State of Colorado by March 31. GCE is allowed to do a financial review instead of an audit because its annual budget is less than \$500,000.

McMahan and Associates, the firm conducting GCE's financial review, prepared the necessary documents, and legal counsel Jim Neu provided a sample resolution. Heather asked for Board approval of the resolution, and circulated a signature page for Board members that must be included in the audit exemption request.

Jerry Morris asked why GCE would not do an audit. Tom Jankovsky said it's less expensive to do a financial review. He noted that GCE did a full audit for 2012 and 2013, but now GCE is on a standard budget. Stuart McArthur suggested doing a full audit every five years.

*Tom Jankovsky moved to approve Resolution No. 2, the audit exemption request, Allyn Harvey seconded and the motion passed unanimously.*

### **Identify topics for Strategic Planning Retreat**

Board members discussed potential facilitators. They agreed to pay up to \$500 for the facilitator, and asked Stuart McArthur and Rachel Pokrandt select someone. Board members then discussed agenda topics.

Stuart suggested starting with a blank slate as a way to get new ideas. Leo McKinney said a lot of work went into the existing plan, and we don't need to throw the whole thing out. Jerry Morris said the Funding Committee recommended some topics. Allyn Harvey said Goal 4 is the No. 1 topic. Leo suggested elevating Goal 4 to be Goal 1. Stuart asked if GCE should change its model to ask communities to pay for energy coaching, and to charge fees. Leo said that starts to sound like an enterprise fund.

Allyn said he is leery of throwing out the existing plan. He said the retreat could include a topic to imagine what GCE can be in addition to the services now provided, or in replacement of those services. Jerry suggested going through the plan to identify what is working. Stuart said to keep doing the same thing and expecting different results is the definition of insanity. He also said every objective should be measurable.

Bob Gordon said the Board should think about a tax. He could foresee a lot of objections if GCE charged for its services, but a half-cent tax would make a difference.

Erica asked what CLEER staff should prepare for the strategic planning retreat. Stuart said he prefers a discussion among the Board, with CLEER's input on whether an idea is measurable. Stuart noted that he is not recommending throwing out the Strategic Plan, but said last year the Board just went through the plan and added the funding goal. Tom Jankovsky said a majority of the discussion needs to be about Goal 4.

### **Sponsorship request: Transportation Symposium**

Alice Laird noted that RFTA, in renewing its membership in GCE, had asked if the multi-modal portion of GCE's scope could include something broader than the annual bike/walk school event, and a symposium on transportation issues had been suggested. She said at the last GCE Board meeting, the Board discussed the concept, recommended that the symposium be a CLEER event, and asked CLEER to return with a proposal for GCE to be a sponsor. The overall event will cost more than the \$5,000 in the budget, so CLEER will need to raise the additional funding.

Tom Jankovsky asked what GCE would be getting for its sponsorship. Alice said GCE would be included on all the publicity, a symposium topic would publicize the work GCE is doing to encourage energy-efficient transportation, and a symposium would be a way to help identify ways to reach GCE petroleum independence goal. Allyn Harvey said he supports GCE being a sponsor as long as the topics include CNG.

*Allyn Harvey moved to approve a \$5,000 sponsorship for the transportation symposium being organized by CLEER, Leo McKinney seconded, and the motion passed unanimously.*

#### **Goal 4: Identify funding to meet goals**

##### **Funding Committee report**

The Funding Committee met on Feb. 17. Jerry Morris reported that the committee feels these items need to be addressed:

- Consider and tighten up the operating agreement of GCE with CLEER.
- Clarify the scope of work in that agreement.
- Re-look at the goals of GCE.
- Consider a pay-as-you-go model for the Navigator as a billable service for those that want it.

Stuart McArthur said paid contractor listings on the GCE website could be discussed at the planning retreat in April.

##### **Regional coalition effort update**

Alice Laird briefly told the Board that a roundtable discussion is being added to the Energy Smart Contractor expo as an informal first step for regional elected officials and civic leaders to discuss possibilities for a regional approach to clean energy programs and services. GCE Board members are encouraged to attend.

#### **Upcoming events**

##### **Energy Smart Colorado Expo**

Heather McGregor invited the Board to attend the expo and visit the vendor booths. The Expo is set for Thursday, April 2, at the Hotel Colorado in Glenwood Springs.

##### **Adjourn**

The meeting adjourned at 3:04 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 April 8, 2015.