



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, Nov. 18, 2015, 11:05 a.m. to 1:05 p.m.**  
Glenwood Springs Branch Library, 815 Cooper Ave., Glenwood Springs

---

**Board members present**

Town of Parachute: GCE Chair Stuart McArthur  
CMC: GCE Secretary Rachel Pokrandt  
Garfield County: GCE Treasurer Tom Jankovsky  
RFTA: Jason White  
City of Rifle: Kimberly Bullen  
City of Glenwood Springs: Leo McKinney  
Town of Carbondale: Pam Zentmyer

**Others attending**

CLEER: Heather McGregor, Alice Laird  
Balanced Bookkeeping & Payroll: Kristine Wood

**Board members not present**

Town of Carbondale: GCE Vice Chair Allyn Harvey  
Town of New Castle: Bruce Leland  
Town of Silt: Rick Aluise

**Next meeting:** Wednesday, Dec. 16, 2015  
Colorado Mountain College, 3695 Airport Road, Rifle

---

**Call meeting to order**

Chair Stuart McArthur called the meeting to order at 11:05 a.m.

**Roll call**

Secretary Rachel Pokrandt took the roll. Heather McGregor explained that City of Rifle alternate Dana Wood is unable to make the meeting schedule work, and Rifle will be naming a new alternate. Kimberly Bullen, assistant city manager, represented Rifle today.

**Consent Agenda**

**Minutes for Oct. 21 regular board meeting and Nov. 10 special board meeting.**

*Jason White moved to approve the Oct. 21 minutes, Rachel Pokrandt seconded the motion, and the motion passed, with Stuart McArthur, Leo McKinney and Kimberly Bullen abstaining.*

*Rachel Pokrandt moved to approve the Nov. 10 minutes, Stuart McArthur seconded the motion, and the motion passed, with Leo McKinney, Jason White and Kimberly Bullen abstaining.*

## **Financials**

### **October 2015 and YTD financial reports and accounts payable**

Tom Jankovsky reported that he reviewed the financial reports and invoices for October 2015, and summarized GCE's account balance, payables for the month, spending year-to-date and anticipated carryover into 2016. Tom recommended approval.

*Leo McKinney moved to approve the financial reports and unpaid bills, Tom seconded the motion and the motion passed unanimously.*

## **Action Items**

### **New bookkeeper contract**

Heather reminded the board that Janet Obeji, who has served as GCE bookkeeper since early 2013, is resigning the position effective early December. Heather introduced Kristine Wood, owner of Balanced Bookkeeping and Payroll of Glenwood Springs, as the recommended new bookkeeper. Heather summarized the process conducted with Tom Jankovsky to seek applicants. Two applications were submitted; Tom and Heather interview the most qualified candidate, Balanced Bookkeeping, and recommended contracting with the firm.

Leo McKinney asked Kristine Wood to tell the board about her business. Kristine said Balanced Bookkeeping works for governmental and private sector clients from Grand Junction to Aspen, including the 9<sup>th</sup> District Attorney's office. The company has two partners and a staff of five full-time bookkeepers.

Tom noted that the Balanced Bookkeeping's requested letter of engagement called for payment by the 15<sup>th</sup> of the month, and said payments cannot be made until after the GCE board meeting, which is later in the month. Tom requested that the wording be changed to "within 35 days," Kristine agreed to that request. Tom asked Kristine if she had read through the GCE Professional Services Agreement, and Kristine confirmed that she had.

*Leo McKinney moved to approve the Professional Services Agreement and authorize Stuart McArthur to sign, authorize Tom Jankovsky to sign the Balanced Bookkeeping letter of engagement, and authorize access for Balanced Bookkeeping to the GCE bank account at Alpine Bank. Tom Jankovsky seconded, and the motion passed unanimously.*

### **Green MLS contract with Colorado Energy Office**

Heather summarized the draft contract between GCE and the Colorado Energy Office for a \$19,500 project to provide education and coaching services to the real estate community and to home buyers and sellers in Garfield County about using the Home Energy Score in residential real estate transactions. She asked the board to authorize the chair to sign the contract once it's finalized, unless significant changes were made in the interim.

*Leo McKinney moved to authorize the chair to sign the contract, and Rachel Pokrandt seconded. Discussion followed.*

Tom questioned whether the budget was sufficient to carry out the project, considering that \$7,500 will be used for rebates to offset the cost to home sellers of obtaining the Home Energy Score. Tom said it will be critical to involve all members of the Glenwood Springs Board of Realtors and to tie the concept in to the multiple listing system. Stuart pointed out several errors in the contract language in Tasks 2 and 3.

*Leo revised his motion to correct the errors, Rachel seconded, and the motion passed unanimously.*

### **Update on conversations with Colorado Energy Office (CEO), Colorado Office of Economic Development and International Trade (OEDIT)**

Alice Laird reported on follow-up actions to the special board meetings with state Rep. Bob Rankin and with Colorado Energy Office Director Jeff Ackermann, as part of GCE's goal to create additional funding sources.

Rep. Rankin has reached out to OEDIT Director Fiona Arnold about GCE and the concept of clean energy as an economic development program for rural communities, and asked that she meet with GCE representatives. Staff has been working with Fiona Arnold's scheduler to find a date that works. Possible dates are Dec. 11, 15 or 16. Stuart and Tom said they could travel to Denver on Dec. 11. Alice said she will follow up on plans for the meeting.

Alice said she is also communicating about this effort with the Energy Smart Colorado counties in the mountain region to gather additional information on the economic benefits and convey to state agencies and leaders that there are multiple counties interested in greater state support of local clean energy efforts. Tom suggested that after the meeting with OEDIT, that CLEER or GCE organize a statewide meeting of groups that deal with community energy efficiency.

### **Board comments on program updates**

A memo in the board's packet summarized recent activity on the Glenwood Springs CNG station opening, the ribbon cutting ceremony for the Battlement Mesa Metro District solar array, the Wastewater Operators Roundtable, the Facility Managers Tour and Roundtable, the CoPACE commercial loan program, the Residential Loan Fund, and an upcoming Aspen Community Foundation regional meeting of clean energy organizations. Board members discussed the facility manager tour.

**Lunch break:** The board took a brief break for lunch, and resumed the meeting.

### **2016 Budget**

#### **2016 membership contributions**

Heather reported on the status of 2016 membership contributions from the nine GCE partners. All the amounts are confirmed except for New Castle and Parachute. Stuart said he is preparing two budgets for Parachute in 2016, one with a \$2,500 contribution and one with \$0. Alice updated the board on conversations with the White River National Forest about joining GCE. Rachel and Leo suggested revisiting a model for community partners.

### **Review original funding formula**

Heather summarized a packet memo that shows the original funding formula developed in 2011, and the actual contributions made by GCE members in the ensuing years. Rachel noted that it's easy for CMC to see the return on investment from its membership. Tom said he'd like to see GCE more engaged in energy-related educational programs at CMC-Rifle.

Leo recalled that developing the funding formula was difficult, and he felt it is worth keeping in mind. Kimberly Bullen noted that when GCE was created, it was based on federal and state funding, and not relying on the cities to move it forward. Leo said there was "no illusion" that the federal funds would continue. Kimberly said if that funding went away, there needed to be a discussion of whether the organization would go away.

Pam Zentmyer said all the GCE partners have buildings that are using energy, and GCE provides higher quality service than what each partner could do on their own. Pam said Rifle is getting a high value for its contribution. Kimberly explained why Rifle decided on a \$3,000 contribution, noting that the city has other obligations and GCE is not a high priority. She noted that council would consider additional funding requests for Rifle-based projects, but it's not certain. Alice noted that a lot of calls for the Home Energy Program have come from Rifle. Kimberly said that's the type of project council has in mind.

Stuart reported that Parachute's projected 2016 sales tax is down 30%, and if the marijuana industry is not allowed to continue, revenues could be down by 40 to 50%. Anything discretionary, such as GCE membership, would be discontinued.

Board members also discussed ways to bring in other members, such as energy utilities and school districts, and the value of having them as part of the conversation. Alice noted the suggestion from the Forest Service of having a larger group that would meet quarterly.

Leo said it's important to keep the original formula in mind, as a responsibility to each member government. Tom said that it's critical that GCE not lose any more members, and asked Kimberly to thank the Rifle City Council for remaining in the collaborative. Stuart said the Parachute Trustees have discussed dropping out.

In further discussions about membership, Stuart noted the AGNC model of a large membership with a smaller board elected by the membership. Pam asked what other organizations would receive and how to price the membership fee. Tom said continuing to rely on general fund contributions will make it difficult for GCE to survive.

Pam briefed the board on a plan in Carbondale to place a question on the April 2016 ballot to put a carbon fee on energy utility bills. If approved by voters, the fee would raise about \$350,000 a year for projects by town government and for households and businesses in the town. Carbondale is also dedicating 20% of its federal mineral lease payments, which will be used for contributions to Garfield Clean Energy and to CORE.

### **Draft 2016 Budget and Scope of Work**

Heather presented the draft 2016 budget and proposed scope of work. She said the scope was written to be realistic about what can be done with the proposed budget. Leo noted that 2016 will be an important year for GCE.

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

**Ideas for Garfield FMLD grant application**

Tom Jankovsky is seeking an informal meeting with FMLD legal counsel Drew Gorgey to discuss options.

**Adjournment**

*Leo McKinney moved to adjourn the meeting, Tom Jankovsky seconded, and the motion passed unanimously. Stuart McArthur adjourned the meeting at 1:05 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 Dec. 16, 2015.