



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

## **Meeting Minutes**

**Wednesday, December 14, 2011, 1:00 p.m. to 3:00 p.m.**

**Colorado Mountain College, West Garfield Campus, EnCana Building Room 162, Rifle**

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### **Board members present**

**Garfield Library District:** Jerry Morris

**City of Rifle:** Keith Lambert

**Town of New Castle:** Greg Russi

**RFTA:** John Hoffman

**Town of Carbondale:** John Hoffman

**Garfield County:** Tom Jankovsky

**City of Glenwood Springs:** Dave Sturges

### **Others attending**

**Garfield County:** Jim Rada, Bob Prendergast

**CLEER:** Tom Baker, Karen Lanier, Erica Sparhawk

**Colorado Mountain College:** Lynne Cassidy, Nancy Genova

**City of Rifle:** Nathan Lindquist, Mike Braaten

### **Members not attending**

**Town of Silt:** Dave Moore

**RFTA:** Jason White

**Town of Parachute:** Judith Hayward

**Next meeting:** Wednesday, January 11<sup>th</sup>, 1:00 – 3:00 p.m., Garfield County Administration Building, 108 8<sup>th</sup> St., Glenwood Springs

**Public comments:** none

**Board member comments:** Rifle and CMC attendees did not receive the meeting packet email. Karen Lanier will check the mailing and make sure everyone is included.

Jerry Morris reported the Library District's expansion project in Carbondale is looking at using a geothermal installation and asked for any expertise or input.

## Consent Agenda

**Approval of November Minutes and Finance Report:** No comments on either item. Dave Sturges made a motion to approve, Tom Jankovsky seconded, and the motion passed unanimously.

## Discussion Items

**Long-term Structure and Funding Progress:** Tom Baker reported that the Garfield County Commissioners voted unanimously to approve the IGA, as did Glenwood Springs City Council.

RFTA's questions have been addressed and GCE will be on their next meeting's agenda in January.

The last entity to join is Silt, and staff will contact Mayor Moore after first of the year.

All entities are formally adopting budget, and some amounts are known. Jim Rada reported that Jim Neu is creating a memo of understanding between all the entities of all the funds being committed.

Many compliments and kudos were shared on the board and staff's leadership and accomplishments in 2011.

Jim Rada said the BOCC will have to approve the renewal of the DOE Better Buildings grant for 2012 contract for CLEER. Jim intends to continue attending monthly GCE meetings as long as the two ongoing grants are managed.

**GCE Bylaws:** Tom Baker reported that Jim Neu had some questions for the board to address. They could adopt the bylaws at the January meeting, but are not required to adopt them for 90 days after the authority is formed.

The board discussed the questions and resulted in the following revisions:

- The threshold for creating a special meeting will not require a request by two board members.
- To amend the bylaws, a two-thirds vote of the members, rather than a majority of the quorum at meeting.
- Public notices of the GCE Advisory Board meeting agenda will be posted in all partner jurisdictions, rather than just two.

The board also discussed how to handle affiliate members, which will be decided at a later meeting, and the need to have Jim Neu clarify the conflict of interest statement in the bylaws.

**Financing Program:** Erica Sparhawk reported on the financing program with Colorado Housing Finance Authority, which CLEER/GCE set up before the other Better Buildings programs in the state, and is serving as a leader.

Area banks were invited to attend a webinar hosted to learn about the program. Staff also needs to personally approach the banks and create materials to help the banks market the program. Alpine Bank is interested in starting the program in January.

Erica explained the loans will support ongoing work with contractors, helping homeowners and businesses finance upgrades. The revolving loan/micro loan program would help homeowners, but it is not cost-effective for banks. Elevations Credit Union was chosen by Boulder and Denver for their program, and they may help with Western Slope Credit Union so a local institution is involved.

Erica identified the next steps include the money going to Funding Partners, who would go through the credit union, and following up with Manaus on the original pledge.

Nobody has set up these programs and it's a learning process for all Better Buildings recipients across the country.

Erica answered questions the board raised regarding the banks setting interest rates, marketing, fiscal management by Garfield County, loan-approval process, reporting requirements, the banks having the final say on the loan but applicants meeting items on eligibility list, language that releases CLEER and GCE of all liability, DOE as the source for the loan funds, and microloan programs as a public function.

**Acquisition of Programming Services:** Tom Baker is working on the scope of services, and is interested in hearing feedback. He will send out draft to the entire board, and will act on it at the next meeting.

GCE Draft Budget was distributed for review.

**Acquisition of Bookkeeping Services:** Three GCE entities considered providing the accounting services, but Jim Neu suggested sending an RFP to a few bookkeeping firms. GCE will determine who to hire and the goal is to have it ready in January.

Bob Prendergast said they at least need to get a bank account, and will need to do an audit.

At the next meeting the board will have a detailed scope of services, and will review the choices of accounting firms.

Questions were answered about line items on the draft budget.

### **Project Updates and Reports**

**DOLA Final Report:** An exhibit was distributed, showing what has been delivered since 2008 and DOLA is happy with the work.

Jim Rada said this exhibit can start as the final report, and while DOLA is not expecting a lengthy report, Alice Laird and Jim have talked about putting a much more detailed report

together to expand on what has been accomplished and publishing it. The board commented that it would be worthwhile for future grant proposals and to publicize to the community all that has been done over the past three years.

### **Staff Report**

**Director's Insurance** – Greg Russi and Tom Baker – New Castle will sponsor GCE for CIRSA coverage of E&O insurance for GCE Board members. New Castle will pass a resolution sponsoring GCE and then GCE will forward the resolution and E&O application to CIRSA

**Future Meetings** – The board agreed to keep the existing meeting dates and times, changing locations each month. Keith Lambert commented he preferred the ease of parking at the Glenwood Springs Rec Center, but there is a fee for using the room there.

Further board discussions included who if the chair or an officer would sign checks, a reminder that board elections are coming up in January.

A question was raised about CLEER being sole-source provider. Tom Baker will follow up next month with a scope of services and the board will offer CLEER a contract. Jim Neu will also have a standard contract of services ready on January 11.

Tom Jankovsky reported that at the next BOCC work session, RFTA will be asking for a CNG fueling station in Glenwood Springs. Tom Baker added that Weld County has received funding to put in some CNG fuel stations.

**The meeting adjourned at 2:55 p.m. and the board was offered a tour of the biofuels facilities on the campus.**

**These minutes were reviewed and approved by a vote of the Garfield Clean Energy Advisory Board on**

**Signed by:**

**Judith R. Hayward, Advisory Board Secretary**