



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  
Colorado Department of Local Affairs | Governor's Energy Office

## **Meeting Minutes**

Wednesday, Feb. 11, 1:10 to 3:20 p.m.,  
Garfield County Human Services Building, 195 W. 14<sup>th</sup> St., Rifle

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### **Board members present:**

Garfield County: Ed Green  
Garfield Library District: Amelia Shelley  
Parachute: Judi Hayward  
Rifle: Keith Lambert  
Silt: Meredith Robinson  
New Castle: Greg Russi  
Glenwood Springs: Shelley Kaup; David Sturges, alternate  
Carbondale: Michael Hassig

### **Board members not present:**

RFTA

### **Others attending:**

Governor's Energy Office: Joani Matranga, Western Slope representative  
Garfield County: Jim Rada, environmental health manager; John Niewoehner, planning engineer;  
Lisa Dawson, finance director; Bob Prendergast, finance officer; Matt Anderson, contracts  
administrator; Carolyn Dahlgren, deputy county attorney  
Rifle: Mike Braaten, energy coordinator  
CLEER: Alice Laird, Heather McGregor, staff  
Media: Michael Churchill, assistant manager, Cable 10 Television  
General public: Steve Coley

### **Next meetings**

#### **Special meeting:**

Friday, Feb. 20, 2009, 1-3 p.m.  
Garfield County Administration Building, County Commissioners meeting room  
108 8<sup>th</sup> St., Glenwood Springs

Regular meeting:

Wednesday, Feb. 11, 2009, 1-3 p.m.,  
Garfield County Administration Building, County Commissioners meeting room  
108 8<sup>th</sup> St., Glenwood Springs

### **Action and discussion**

**Approval of minutes** from Jan. 14, 2009, meeting: Moved by Ed Green, seconded by Shelley Kaup, no discussion, motion passed unanimously.

Board members requested that the minutes be more concise.

**Public comments:** none

**Report on decisions made by Garfield BOCC** on Feb. 2 in response to G-NECI Advisory Board recommendations, G-NECI Chairman Michael Hassig:

- G-NECI Chair Hassig and Vice-Chair Lambert presented a summary of actions to date.
- BOCC approved the \$1.6 million Garfield New Energy Communities Initiative contract between DOLA and Garfield County, serving as fiscal agent.
- BOCC approved G-NECI Advisory Board bylaws.
- BOCC deferred discussion of the 90-day staffing contract for further review by the G-NECI Advisory Board.
- BOCC will conduct an RFP for long-term management of the grant program. Garfield County will appoint a procurement committee to select the contractor. One member of the Advisory Board is invited to serve on the committee.
- BOCC agreed to cover the cost of the 1 percent fee to the county treasurer for receiving grant money from DOLA and GEO.

**Clarify sequence** for handling G-NECI Advisory Board minutes and informing Advisory Board members about BOCC actions.

- Draft Advisory Board meeting minutes will be e-mailed out to board members as soon as they are written up. Minutes will be revised as needed and approved at the next board meeting, then posted to the G-NECI website.
- Advisory Board members would like a brief e-mail when G-NECI issues are on an upcoming BOCC agenda. A report on the outcome will be made at the next Advisory Board meeting.

### **IGA process**

- Carolyn Dahlgren walked Advisory Board members through the proposed boilerplate language for the IGA between Garfield County and the other eight G-NECI partner entities. She noted that the BOCC “can’t spend the entities’ money until the entities tell [the BOCC] where they want it.”
- These IGAs will run through 2009. They will have to be renewed at the end of the year for 2010.

- Carolyn will forward the IGA language to each partner entity's attorney and CEO.
- Presentations may also be needed to the partner entities' governing boards.
- **Motion to recommend approval** of IGA boilerplate language: moved by Amelia Shelley, seconded by Ed Green, passed unanimously.

### **90-day staffing contract**

- CLEER's proposal is for \$85,000 for the 90-day period.
- The contract is set for the BOCC's March 2 agenda, so the contract period would run from March 2 through May 31.
- There is a question about how to cover subcontracts and proposed equipment purchases during the 90-day period.
- **Motion to recommend approval** of 90-day scope of work, budget and contract with CLEER: moved by Keith Lambert, seconded by Greg Russi, passes unanimously.

### **RFP process**

- Matt Anderson, Garfield County contracts manager, will prepare an RFP. A draft can be ready in one week.
- The RFP will be on offer for 30 days. Proposals will be reviewed by the county procurement committee. The RFP may have to be revised, which would extend that process.
- The evaluation team would score proposals on three factors: Past performance, technical skill and price. This would be a best-value RFP; price is not the most important factor.
- The team could narrow the proposals to a competitive range, then interview those in the competitive range to get a first hand reading on capabilities. The team's final recommendation would go to the Advisory Board, and then to the BOCC.
- Shelley Kaup raised the question of more frequent board meetings to expedite this process.
- **Motion to appoint** Advisory Board member David Sturges to serve on the county procurement team: moved by Keith Lambert, seconded by Amelia Shelley, passes unanimously.

### **Update on Glenwood Springs solar rebates**

Shelley Kaup reported that the rebates yielded an outstanding response and sold out in the first day. A lottery will be held on Feb. 25 to determine which applicants will receive a rebate. The rebates are jointly funded by the Governor's Energy Office and the City of Glenwood Springs, through its local cash match to G-NECI. The rebates will more than double the solar PV capacity in Glenwood Springs.

### **Funding opportunity through National Clean Diesel Campaign**

Jim Rada reported that a \$400,000 settlement with Williams Energy will pay for clean-diesel retrofitting of all school buses in the school districts in Garfield and Rio Blanco counties and in De Beque.

Now, the EPA is expanding funding for clean diesel programs through the Diesel Emission Reduction Act. The Colorado Dept. of Public Health & Environment will be applying for a large grant from this new funding. Jim sees the potential for G-NECI to be a partner, with projects that could focus on improvements to diesel fleets owned by G-NECI partners, including on-road vehicles and off-road machinery. The funding could also be used to promote clean fuels, using engine heaters for better efficiency, and an anti-idling campaign. The state agency will be issuing an RFP later this month, with a short turnaround expected. He may request a formal vote from the G-NECI Advisory Board to become involved.

### **Schedule update**

Heather McGregor noted that the earlier target of holding a press conference on Feb. 19 to announce G-NECI programs, followed by roll-out events in each community, is not feasible at this point. The events will be postponed for the time being.

### **Set special meeting date.**

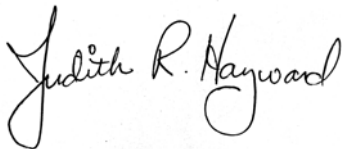
Advisory Board members felt that valuable time would be lost if they wait until the March 11 meeting to take further action on the RFP. They agreed on an interim date for a special meeting:

Friday, Feb. 20, 1-3 p.m.,  
Garfield County Administration Building, 108 8<sup>th</sup> St., Glenwood Springs

### **The meeting adjourned at 3:20 p.m.**

These minutes were reviewed and approved by a vote of the Garfield New Energy Communities Initiative Advisory Board on March 11, 2009.

Signed by:

A handwritten signature in black ink that reads "Judith R. Hayward". The signature is written in a cursive style with a large initial 'J' and 'H'.

Advisory Board Secretary