

## 4CORE Board Meeting Minutes: July 24, 2014



### LOCATION

Carnegie Building Meeting Room

### BOARD MEMBERS PRESENT

Enid Brodsky  
Tom Holcomb  
Mary Beth Miles  
Lew Pratsch  
Kurt Schneider (via phone)  
Paul Senecal

### ABSENT

Werner Heiber  
Mark McKibben  
Peter May Ostendorp

Mark Schwantes  
Roy Peterson

### 4CORE STAFF IN ATTENDANCE

Gregg Dubit  
Bonnie Rozean

### GUESTS –

Greg Walton

Call to order – 3:11 pm.

### OLD BUSINESS

#### Approve Minutes from June 26th

Lew moved to approve the June meeting minutes as presented; Tom seconded. Motion approved.

Mary Beth arrived at 3:12 pm

### NEW BUSINESS

#### June 2014 Focus Area Performance Update - ED

Gregg led the discussion on the focus area performance report detailing the activity that took place within each focus area year to date. Residential and commercial audits are behind schedule even with City and utility rebates. An increase in demand for energy audits is anticipated in the fall when the heating season begins.

Lew shared that he has spoken with a contact in the radio broadcasting industry in Grand Junction. He has an hour talk show on Saturdays. Lew suggested that 4CORE might want to explore seeing if sponsors could be signed up and broadcast the show locally.

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Paul discussed using different language to get the word out about “energy efficiency” which people may not be as responsive to anymore. Gregg discussed the referral fee concept. Lew noted that his contact may also be willing to speak locally.

Gregg updated the board on the Resource Smart Business program funded by the EPA Climate Showcase Communities grant. Ten to twelve additional businesses are being solicited to go through a lighter version of the program.

Gregg reported that there were 387 signups for the Solarize program with 98 contracts.

The Alternative Fuel Vehicle program grant was extended until December of 2014 with substantial additional funding. Colorado currently has more incentive funds (\$50,000,000 available over 4 years) than any other state to be used towards alternative fueling station development and for rolling stock. Colorado also has a state tax credit for alternative fuel vehicles.

Gregg noted that 4CORE was asked to present on the Solarize La Plata program through a national webinar that Optony had set up. Teresa Shishim prepared the Power Point and presented on the Webinar. The final Solarize La Plata report is nearly ready for publication.

Gregg updated the board on solar garden inquiries. Two of the solar garden developers have inquired after the leads remaining from the Solarize program.

The Sustainable Business Education Program has been shut down and staff let go. When the Indoor Air Quality program grant ends in August, Sandhya’s position will end. There is a final grant wrap up gathering scheduled for August 19<sup>th</sup>.

The website and newsletter continue to receive traffic. No questions were posed to Gregg regarding the focus are report.

### **Financial Update – Board Treasurer**

Kurt called in with the financial report. Assets decreased by over \$24,000 from May to June. The \$10,000 lights out reserve is intact. Kurt also reported on the asset position as of the date of the meeting. Accounts Receivable is in good condition.

Kurt went over the Statement of Activity vs. Budget report. Program Support Partners funds are not coming in as budgeted and are not increasing much from month to month. Kurt emphasized the critical nature of reaching out to the funding partners. Operating expenses are being spent out earlier in the year.

Gregg added that the County has paid the program support funds for the year. The county accounts receivable is for the EPA CSC grant, extension.

Gregg has formally requested a 50% reduction in rent expense (to be considered as a donation to 4CORE) through the end of 2014. The property manager is taking the request to the owners of the West building.

Gregg noted that he has had a favorable conversation with the Interim Director-Rockies, Government and Public Affairs of BP. David Brown is preparing the 2015 budget and apologized for not providing funding to 4CORE 2014.

The City of Durango block grant deadline is early August. LPEA has not yet funded 4CORE for 2014 and discussion was held on funding for 2015.

Gregg updated the board on the potential BP 60 acre property donation. Approximately six acres would be needed for a solar garden. Sam King will check with BP regarding a 4CORE board seat. There is no guarantee or promise that a solar garden will be built should the property transfer to 4CORE.

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Solar garden potential anchor tenants were discussed. Tom suggested that a standardized lease rate could be used. Tom reported that a standard lease rate is 15 cents per square foot which equates to approximately \$40,000 annually for the entire parcel (60 acres).

BP and Crossfire are planning a fueling station near the airport.

### **4CORE Staff Total Compensation – Executive Committee**

The Executive Committee approved the compensation package as presented to the board via email in June. This plan would replace the ranges in the current policies and procedures. The new proposed plan includes a flat health care stipend in an equal amount for each employee, pro-rated by FTE (full time equivalent). 4CORE currently has no full time employees. Current salaries for staff are not being changed. The new plan narrows down the positions and ranges to the current employment picture at 4CORE without Weatherization. Kurt moved to approve the proposed total compensation plan. Proxy votes are not eligible per the bylaws. Gregg noted that the reduction in health benefit will affect current staff. Two staff will realize a reduction in wages and two would realize an increase. 4CORE would realize an approximate \$1,056 in wage savings on an annual basis. Kurt withdrew the motion as the EC did not have any discussion regarding any potential impact to any other than the ED position. Kurt noted that the EC is trying to come in line with what other nonprofits are providing for their employees. Discussion continued. Kurt reinstated the motion to approve the total staff compensation plan as presented to the board. Mary Beth seconded. Motion passed unanimously. Gregg thanked the EC for work done on the compensation plan.

### **Staff Succession Planning – ED**

Gregg stated that he is resigning from 4CORE effective October 31, 2014. Gregg read his letter of resignation. Gregg noted that he is very interested in serving as a volunteer on the board post employment. Gregg handed the original letter to Paul as Secretary. The board noted that this is a loss for 4CORE as well as a gain if Gregg is allowed to serve on the board as he requested. Gregg would like to take the remaining 90 days to shore up funding for 2015. Gregg has let staff know his intentions.

Gregg noted that the bylaws are in need of updating regarding the mission, board composition, etc. Tom asked for clarification on concerns with the bylaws. One example is the number of board members serving as “citizens at large.”

Enid recommended that an Executive Director hiring search committee be created. Kurt asked board members to consider serving on this committee. Enid asked if the EC could become the search committee.

### **Board Succession Planning – Executive Committee**

Paul reiterated that the board comes up with a succession plan for board members. Kurt discussed board terms. Discussion was held on the policies and all the changes to the board last year which made it difficult to adhere to the policies. Gregg suggested that the board hold Executive Committee, office elections to allow Pete to step down as chair. Werner has agreed to take over the chair position through year end.

The board development procedure document was discussed. Kurt recommended that board members review the bylaws and the board development procedure document prior to the August meeting. Mary Beth recommended that the board move the August meeting to earlier in the month. Gregg will send out a

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survey to the board to see which date might work best for the majority of board members. Gregg will send out the board development document to all board members.

### **4CORE, SJRCD, USDA Reap Energy Audits MOU – ED**

Gregg reminded the board about the USDA REAP grant opportunity with the San Juan Resource, Conservation, and Development (SJRC&D). The grant is for rural audits to be performed by local auditors. 4CORE would perform audit intake and referrals similar to the Solarize program. The grant is for two years for a total of \$100,000 with 5% admin allowable to the SJRC&D. Pam Star with SJRC&D prepared a draft MOU which Gregg reviewed and modified. This draft MOU was included in the board packet. Discussion was held. Enid stated that the community education piece is lacking. The timeline may be late August or early September. The exact date has not yet been determined by the USDA. Gregg will prepare a business model plan for the board's review.

### **Additional Updates**

- **Local Funding Partner Strategies – Vice Chair**

Lew and Pete met with the City and County. Lew noted that in the City of Austin, an energy audit is required prior to sale of a home. Gregg stated that this was one of the recommendations in the CEAP and has been determined to be quite a tough sale in La Plata County. It was recommended to meet with the City Manager. Per Mary Beth, the City recommends that 4CORE apply for a community block grant in 2015 which appears to best benefit city residents and businesses. Mary Beth indicated there is opportunity for flexibility within the block grant.

- **BP Land Transfer – Treasurer, ED**

This was discussed previously in the meeting.

- **Grid Alternatives – ED, Treasurer, Secretary**

Paul shared about the solar install that was performed on a low income home in Durango. Gregg continued to update the board. The install was at no charge for low income residents. Corporate donors fund the cost of the array and labor. Costs are at approximately \$6.00 per kWh, installed. For comparison, Solarize installs came in around \$4.00 per kWh. There have been twelve requests from this area. Habitat for Humanity homeowners are likely candidates as they are prequalified. The REC credit goes back to the investors.

Gregg noted that 9% of the Solarize installs received bank financing. Average costs per system came in at about \$20,000 for a 5kW system or \$4.00 per watt installed. Future potential opportunities in this arena were discussed. Tom noted that Aspen CORE is partnering with Grid Alternatives.

### **Discussion of Membership & Referral Fees – ED & Chair**

This item was not discussed.

Paul made a motion to adjourn; Tom seconded. Motion carried. Meeting adjourned at 5:06 pm.

### **NEXT MEETING**

August TBD, 3:00 – 5:00 pm at the Carnegie Building

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Drafted by Bonnie Rozean, Finance Manager

Respectfully submitted by:

Paul Senecal, Secretary

4CORE Board of Directors