

Pacific Northwest Center of Excellence for Clean Energy  
Governance Board Meeting  
Centralia College – Washington Hall Room 216  
August 19, 2010/10am – 2pm

**Attendees:**

Troy Nutter, Chair, Puget Sound Energy  
Barbara Hins-Turner, Principal Investigator (Ex officio), Center of Excellence  
Jamie Krause, Program Manager, Center of Excellence  
Vicki Oakerman, Centralia College  
Ann Ward, Fiscal Specialist, Centralia College  
Ryan Davis, Regional Education and Training Center  
Ed Bowen, Veterans Conservation Corp.  
Dennis Skore, Veterans Conservation Corp.  
Mark Fischer, WDVA/VCC  
Sally Zieger Hanson, WSU Extension Energy Program  
Bob Guenther, IBEW 77  
Kairie Pierce, WA State Labor Council  
Mike Hanson, Avista  
Karen DeVenaro, Seattle City Light

Attendees by ITV:

Diane Quincy, Avista  
Terry Bushnell, Avista

Meeting was called to order by Troy Nutter, PSE, at 10:05 am

Troy asked for a motion to adopt the June 23, 2010 meeting minutes. Sally Zieger Hanson made the motion and meeting minutes were adopted without revision.

Barbara Hins-Turner introduced Jamie Krause, Project Manager and Ann Ward, Fiscal Specialist. Both will be working on the DOE Smart Grid grant.

**Department of Energy grant update (Jamie Krause)**

Federal Project Officer has been identified – Deborah Buterbaugh. Deborah is new to the grant process but has worked for DOE for many years. Positive feedback was provided.

The Project Management Plan and Metrics and Benefits Plan Guidelines were received from DOE last week. Both will be uploaded to DOE upon completion. Once these have been approved, we will move to Phase 2 and funds will be released.

The Centralia College team will be participating in the DOE's Reporting Webinar next Monday (8/23). Call in information will be provided if anyone has an interest in listening.

Preliminary budget tracking spreadsheets have been developed and will be distributed after the reporting webinar to ensure they capture all the data needed for reporting.

Ryan Davis, Bob Topping, and Jamie Krause will be reviewing all the work plans against the grant objectives to look for any gaps and a review of the risk management plan.

**Hiring status: Project Specialist** – interviews have been conducted and an offer should be made later this week.

**Quarterly Reports:** Reporting guidelines have been received from DOE. This information will be translated into a quarterly report form and a format for our sub-recipients making it easier to roll up the information and create the Quarterly report narrative that will be submitted to DOE.

**Tracking for leverage/match/cost share.** The finance department needs an aggregated roll- up number to submit to DOE and for audit purposes. Guidance given for the initial stage is to double your match. Often times match is disallowed until DOE sees that partners clearly understand the match/leverage requirements. We don't anticipate this happening due to the knowledge and experience of our partners and DOE guidance. The grant team will be creating forms and clear objectives on leveraged resources. We will submit a justification to DOE to have match count toward performance starting April 2010. The fiscal report is due 10/10/2010 to DOE and state OFM. Monthly reporting is requested and narrative reports will be due two weeks before the quarter ends.

Jamie confirmed that we are working with National Energy Technology Laboratory (NETL) in regards to Diane Quincy's inquiry. Diane remarked about the requirements of NETL and underscores the importance of detailed record keeping. The first reporting will be October 2010. The fiscal is due no later than the 10<sup>th</sup> day of the month after the quarter ends and the narrative reports are due 30 days after the quarter ends. However, we have every intention of submitting the narrative report by the 15<sup>th</sup> of the month following the end of the calendar quarter. Clarification on when the sub-recipient reports are due is being evaluated. The first webinar in August will give more guidance. Ryan Davis offered the Board's support in preparing for the webinar.

Bob Guenther remarked on the importance of our keeping our Senators/Governor informed. He requested a 2-3 paragraph short bulletin on the status of the grant be sent out regularly.

#### **Satellite Agreement (Troy Nutter)**

The Sub-recipient contract template is currently being reviewed by the AG. Copies were provided to the Board. Workplans will form the basis for the scope of the satellite training center agreements. Avista and Seattle City Light are also reviewing with their counsel. Diane Quincy has questions with regard to ownership their equipment/sub-station after the grant. They will have to meet with their resources staff

to find out what other issues may arise. Any questions should be coordinated through Jamie and in return Jamie will keep others informed.

### **Work Plans (Jamie Krause)**

Jamie noted that all of work plans have been submitted but one. The work plans will be filtered through the 3 major objectives of the grant, seeking to identify any gaps in the scope of the overall grant. Ryan Davis, Bob Topping and Jamie Krause are looking to schedule the review late next week. Jamie expressed a concern about the lack of estimated training numbers in the workplans. One of the roles of the Governance Board is to review the work plans and approve them before contracts are let. All copies of the finalized workplans will be provided to the Board by the end of next week.

Mike Hanson relayed that training numbers can be hard to project at the place we are at now. Until we get the indication from the group and start looking at the training and identify what is going to improve, the actual training numbers may hard to come up with. Smart Grid orientation type training can be built immediately, then pre-apprenticeship programs, and then future apprenticeship programs can start. It will take some guidance from the Education Task Force that hasn't been set-up just yet. Putting numbers on workplans at this point without going to scale on the project can be difficult. Jamie noted that we can re-evaluate/adjust the training numbers as we progress in the grant. The first numbers can change as long as we provide a justification. Target numbers were specified in the grant proposal, so we need to stay consistent with those numbers.

Diane Quincy agrees that the numbers are hard to predict and suggests we vet all numbers before reporting them. Unrealistic numbers are discouraged. Troy Nutter remarked that we need to be cognizant of page 22 in the agreement and the outline of training listed there. Application of targets are risks and we need to focus on realistic training numbers.

Diane Quincy questioned whether partner performance was being linked to job creation. Barbara Hins-Turner said that it isn't necessarily job creation but more like job placement. We need to track where individuals are placed. Troy Nutter communicated that it would include incumbents, which are the main piece and transitioning people, like meter reading to automated reading that save jobs. Diane Quincy suggested that we will need a consistent way in which to track this information. Jamie shared with the Board that DOE has prescribed a formula with regard to tracking hours and converting those hours to FTEs. Ann Ward has been working with that formula. As part of the reporting forms that will go out to the sub-recipients, we need to make sure we include an overview on how everything is being calculated so there is a clear understanding of how this formula works. Ryan Davis will be tracking on-line training numbers.

Mark Fischer from the Department of Veterans Affairs, Veterans Conservation Corp questioned the level of incumbents versus the number of new trainees and the timeline. Troy Nutter said that most of the incumbents are from industry. Mark is concerned about returning Veterans, where we place them and in what programs. He said he would like to start recruiting now. The community colleges will be the home for training for new positions. Relative to the timeline for community colleges to begin training

starting fall quarter 2010; Smart Grid training will not be ready. Sharing of curriculum will be provided free of charge to utilities. It is critical to grant performance that the utilities provide training and placement numbers and information on job openings to the project team.

### **Communication Policy**

Due to campus policy, all press releases will go through Centralia College. There will be a careful review before anything goes out. This includes all official letters to DOE. All public relations items should be run through Jamie Krause and/or Barbara Hins-Turner.

Ryan Davis questioned how that will work for partners with local outlets. All releases will be cleared through Don Frye at Centralia College. Centralia College will respond quickly to public relation requests. Barbara Hins-Turner will meet with Don Frye and get information out to everyone including a fact sheet containing information that can be shared by everyone at will.

Diane Quincy recommends a communication plan be put in place. Barbara and Jamie will take the lead and report back by the next meeting, if not before. It was recommended the offices of the four Governors be involved.

### **Budget Sub-Committee (Ryan Davis)**

Ryan Davis requested some guidance and asked if any budgets need to be changed. Jamie said that nothing significant has come back with the workplans. Sub-recipients will be submitting monthly reports based on their expenses. Ryan noted that sub-recipients need to make as few changes to submitted budgets as possible. Ryan asked when the contract will be initiated. Jamie said that the contracts filter through the legal department of our partners and organizations. To put a date on when the contracts will be initiated is hard to determine. The grant team will know more after the webinar and when Marla Miller is back from vacation. All of the first year contracts will end at the same time, and the annual reviews will be from August to August.

Minutes from the last meeting reflected that Marla Miller had reported on the budget justifications. Once everything is submitted, we can't make a lot of changes after that. Will need Marla to discuss the process when there is a discrepancy over the +/-10% variance between line items. Jamie said that the variance is typically between line items. A question was raised on what the process is with regard to roll over or reallocation of unused funds from year to year? Jamie said that we will have to ask Marla for an interpretation of DOE requirements. She said that this should also be outlined and included in the contract. Vicki Oakerman [sitting in for Marla] commented that it is important for all sub-contractors to thoroughly review the contents of their contracts.

The Governance Board will be reviewing budgets annually. Ann Ward said that the budget tracking forms have been prepared and will be distributed after the Monday webinar to ensure all data necessary for reporting is included on the spreadsheets. She is in need of complete fiscal contact information of the contractors. Jamie Krause will be sending out an email requesting complete and

comprehensive contact information. Jamie plans on doing a comprehensive contact list of everyone associated with the grant.

### **On-Line Learning Sub-committee (Ryan Davis)**

Ryan Davis said that the Technology surveys have been distributed and are being collected. The sub-committee is focusing on documents produced, video files on multi-media images, webinar conferencing, and on-line modules. Also, the committee touched a little on the accreditation piece.

The Committee is focused on setting standards that will be compatible for all partners. MS Office version 2003 will be used for now as the standard because of compatibility issues. Documents are living documents and should be submitted in Word/Excel/Powerpoint as well as in pdf format because of conversion issues. For video, mpeg format will be the standard; for images, jpeg format will be the standard. Mac users will convert. A YouTube channel will be established for the grant. The standard for web-conferencing is still being researched due to the large number of different programs being used by our partners. SCORM will be the standard and specifications for on-line content. Going with the SCORM standard we are creating a product that will survive and will be able to evolve. Right now the sub-committee is focusing on helping people achieve that standard.

Accreditation - Working with the Educational Task Force, Centralia College COE will be responsible for submitting curriculum for accreditation. The Education Task Force will work with all of the colleges to ensure curriculum is accredited through their systems. Barbara Hins-Turner notes that they should use consistent course names/numbers throughout the college system to speed the process and ensure portability. It means that each college will have to use their institutional instruction process. A common course number should make this easier. A solid process in the beginning will help.

Survey Concerns – There were issues with zip file attachments where emails were being blocked at state agencies when zip files were attached. The firewalls at the utilities and different workstations that have different capabilities will need some technical assistance. Access to a training course with an on-line component will need advance notice so they know what the requirements will be and adjustments can be made, especially for larger files. Certification requirements, testing and standards seem to work for other Smart Grid grants. It is good if WDVA can get that information up front so VA eligibility can be identified in advance. Ed Bowen offered to assist if needed.

### **Education Task Force**

How do we involve all four states and ensure curriculum development is industry driven? The grant team needs everyone's thoughts on how to do this and who should be involved. We want to make sure we have a good balance of partners and the key players are there. There is a need to evaluate the roles and responsibilities of the Education Task Force. There is some interest coming in from partners. The curriculum will take some time. We would like to have the NJATC involved because they are the benchmark for apprenticeship.

Diane Quincy suggested a smaller core group to work “on the architecture” of the Education Task Force. A small core group representing all the sectors would be good. All agreed. Barbara Hins-Turner suggested Dr. Alan Hardcastle head up the formation of the task force, as it is in his work plan. Everyone was asked to send recommendations for task force membership to Troy Nutter. Troy will meet with Alan to form the task force. Diane Quincy reminded the group to make sure the demand side (customer service) is included.

Education Task Force is likely to have sub-groups revolving around supply and demand sides of the equation.

### **Liaison Committee**

Committee members are Barbara Hins-Turner, Bob Topping, and Pater McKenney. The committee is responsible for connecting with other Smart Grid Grantees within the state and around the nation. Barbara Hins-Turner has made contact with grantees in Florida, California, and Georgia. Barbara has an e-mail list of the contacts. Peter McKenney will be asked to join the committee. Bob Topping is the connection to the Utah partners. Barbara is looking to share information and find synergies between the projects. DOE requests that states work together to find commonality and best practices. Barbara Hins-Turner and Jamie Krause will be the primary contacts for liaison with other grantees. Some states have walked away from grants because of the amount of work involved. Jamie will keep a list of people who contact her.

### **LOGO Design (Barbara Hins-Turner)**

The logo should be ready shortly. It has gone back to graphic design to add a Centralia College piece at the request of Dr. Jim Walton, President of Centralia College.

### **Good of the Order**

Diane Quincy – question regarding the ability of Contractors to sub-contract work. (Note to Marla Miller to clarify with regard to the contract.)

Karen DeVenaro from Seattle City Light made a presentation to the Seattle City Council Finance and Budget Committee about the grant. Barbara Hins-Turner comment that this is a good example of leverage so tracking time, number of people, and mileage at these meetings is important

Ryan Davis – dates for the manufacturing interface expo tentatively scheduled for the week of 1/24/11 or 2/7/11. Ryan would like feedback from the group as to whether those dates will work.

Troy Nutter – Future Governance Board Meetings – how often – monthly? Hold September 14<sup>th</sup> for the next meeting, most likely to be held at Centralia. Troy will begin preplanning meetings for the next several months so that people can get them on their calendars.

Terry Bushnell announced they have hired their Project Manager, Shane Pacini.

Barbara Hins-Turner announced that she, Jamie and Troy will be in Spokane the week of October 25, 2010.

Diane Quincy suggests we keep each other notified about Smart Grid events in our areas. Ryan Davis suggested that this would be good information for Jamie's new project specialist to keep track of and post those events on our website.

Ed Bowen with Veterans Conservation Corp asks the group to continue feedback so that he can adjust his work plan as needed and has a plan for developing the criteria to identify veterans for participation in the program(s). Dennis Skore, also with Veterans Conservation Corp also shared information about his role in community outreach.

Meeting adjourned 12:30 pm.