



Pacific Northwest Center of Excellence for Clean Energy

Governance Board Meeting Minutes

June 22, 2011

2:00 p.m. – 4:00 p.m.

Puget Sound Energy
2711 Pacific Avenue SE
Olympia, WA

In attendance:

Ed Bowen, WDVA/Veteran Conservation Corp
Monica Brummer, Centralia College
Yvonne Chase, PNCECE
Christy Doyle, Spokane Community College
Alan Hardcastle, WSU Extension Energy Program
Barbara Hins-Turner, PNCECE
Lauren Huckaba, Avista
Jamie Krause, PNCECE
Alice Lockridge, Seattle City Light
Pater McKenny, Gonzaga University
Jilliene McKinstry, Gonzaga University
Troy Nutter, Chair, Puget Sound Energy
Vicki Oakerman, Centralia College
Shane Pacini, Avista
Kairie Pierce, Washington State Labor Council
Diane Quincy, Avista
Dale Singer, Avista
Dennis Skarr, WDVA/Veterans Conservation Corp
Dave Sorensen, WestCamp
Bob Topping, Chemeketa Community College
Sally Zeiger Hanson, WSU Extension Energy Program

Call to Order and Introductions, Troy Nutter, PSE

Meeting called to order by Troy Nutter at 2:00 pm. Jamie Krause conducted roll call.

Adoption of May 2011 Minutes (Action Item)

Troy Nutter asked if any corrections were needed for the June minutes. One correction was noted for correcting the spelling of Jeff Hammarlund. Alan Hardcastle motioned to approve. Ed Bowen seconded the motion. The minutes were approved with one change.

Grant Principal Investigator Update, Barbara Hins-Turner

Barbara Hins-Turner and Jamie Krause attended the DOE Grantees Workshop in Annapolis, MD on June 6-8, 2011. Barbara said that this was one of the better conferences she attended. Of the 53 projects, 45 were represented from across the country. Barbara was part of the planning team prior to this meeting. She facilitated the community college break out session, an industry session and reported out the next day. The big take away was that the community colleges had no interest in collaboration; about an hour into the session, they started to realize they were each developing different things and the interest increased. The projects really complement each other. One example is Cuyahoga Community College developing 25 DACUMS (a develop curriculum) within 3 years. Barbara said that we are

establishing a great rapport with our federal project manager. Washington was well represented with Anjan Bose of Washington State University and Robin Podmore from Incremental Systems.

Barbara discussed the Evergreen Jobs Leadership meeting held earlier in the month which she and Alan Hardcastle facilitated. The meeting brought all the recipients in Washington state together (both DOE and DOL awardees) to learn about best practices, what is working, and what isn't working. Our project really showed progress in all aspects. Alan Hardcastle commented that for many of the projects, they weren't as well developed, some still forming, but there is a lot of shared interest in how to leverage resources. We also learned some things about these projects we didn't know before. Kairie Pierce added that there was a group of us who had a much more developed relationship than some of the others. Jamie Krause said that the connection has been made to Spokane partner to begin mapping all of the Spokane Area projects funded through ARRA Green Jobs, and Smart Grid and identify leverage points.

Troy asked if there was any mention on whether DOE would be doing a site audit. Barbara said that she hadn't heard about any audits but she did hear DOE mention that this is a onetime grant without additional funding. So don't expect funding beyond that. Jamie said she only heard of one grant recipient who was selected for an audit. The DOE Project Manager has 52 projects to manage.

Project Manager Update, Jamie Krause

Jamie Krause and Barbara Hins-Turner attended an Advisory Board meeting in Idaho at ESTEC (Energy Systems Training and Education Center) located in Pocatello at the Idaho State University campus. Scott Rasmussen, the Executive Director was our host. Jamie said it was an incredible two days with partners. They toured ESTEC and found their training lab well equipped. They have built out a great partnership comprised of utilities and the Idaho National Lab. We are planning to link-up with them as an anchor partner for Idaho. They are a two year community college program built in a university setting. Their satellite training is focused on building out their two year program to remote community colleges. Idaho has six community colleges versus Washington having thirty four. They are in the process of offering their first year program in the community college system, then the second year bringing the students on ISU campus for the technical training. Partnership 4 Prosperity is a key partner with ESTEC and works with the Idaho state workforce development system, K-12 linkages, and low income individuals and finding ways to move them into the energy sector. The next Education Taskforce meeting will be hosted by Idaho Power and held in Boise, ID sometime in September.

Jamie Krause discussed the summary sheet on training numbers. This summary sheet request on training numbers surfaced at the last Governance Board meeting. It came as a request from the Evergreen Jobs Leadership Team. The inquiry was due to 1192 being an exceptional number of individuals trained through March 2011 which was approaching the 1215 we said we would train over the three year life of the grant. Jamie will be working on this report to give an in-depth report at this for the next meeting.

Curriculum Development Sub-Committee, Bob Topping & Jay Pickett

Charter adoption (Action Item):

Bob Topping gave a summary of the Subcommittee Charter. The Charter was presented to the Education Taskforce as a final draft and received two recommendations for revisions. The charter should be ready to review at the next Education Taskforce meeting. Request was made to postpone the adoption of the charter until changes were made. Will bring forward for approval at the next Governance Board meeting in August.

Smart Grid definition (Action Item):

A Smart Grid uses digital technology to improve reliability, security, and efficiency (both economic and energy) of the electric system from large generation, through the delivery systems

to electricity consumers and a growing number of distributed-generation and storage resources. This includes the following characteristics or performance features of a smart grid:

- *Self-healing from power disturbance events*
- *Enabling active participation by consumers in demand response*
- *Operating resiliency against physical and cyber attack*
- *Providing power quality for 21st century needs*
- *Accommodating all generation and storage options*
- *Enabling new products, services and markets*
- *Optimizing assets and operating efficiently*

Bob Topping said there were 17 different smart grid definitions from DOE that were reviewed to create a working definition. This is not the end but rather an organic document so we can expand on it as the project moves forward.

The Curriculum Sub-Committee is dividing responsibilities for curriculum development around specific focus areas. Avista will focus on the supply side along with Cascadia College taking the lead on the targeted Demand side occupations. Centralia City Light will focus on the Customer Service Representative occupation. Using the matrix Avista developed for reviewing their current curriculum, new technology and topics will be added to the matrix as learning needs are identified. This would be able to broaden our survey and determine what the needs are. The next meeting is July 25th in Portland, OR. Troy Nutter requested a footer be added on the Smart Grid document with a revision date so individuals will know which is the most current. The Education Taskforce took the action on the Smart Grid definition.

Financial Update, Vicki Oakerman

Vicki Oakerman reported on the project finances. The document provided contains expenditures submitted through May 31st for grant funds and match is updated through June 16th. Vicki relayed that we are further along on match that previously thought but year two will still be a big push. She also relayed that this is a time consuming process and cumbersome to capture the match details; she appreciates the good work from everyone. She encouraged everyone to look at the total and if they have any questions please contact Vicki.

Adoption of the Year 2 Financial Recommendations, Diane Quincy (Action Item)

Troy Nutter opened the discussion and talked about the preliminary projections being presented to the Board. Diane Quincy talked about the process that was conducted for the year 2 Budget recommendations and said that this is a good time to do a forecast while we are looking at year 2 contracts. The budget committee met on June 15th and spent about 4 hours going through each of the Request for Information responses that the sub-recipients submitted. They were reviewed individually with the goals and deliverables of the grant in mind. The outcome was a forecast on a balanced budget and a report on where we think we will be and what we think will happen in year two with the anticipation of some actuals coming in in the next couple months before the August year 2 starts. The plan for year 2 is to do contract modifications to the year 1 contracts.. Modification will save time and money rather than doing full contracts each year. Barbara Hins-Turner handed out the goals and deliverables of the grant to remind everyone of the goals we are achieving to meet the project deliverables. Diane Quincy gave a summary of the changes, for instance the manufacturing taskforce wasn't fully addressed in year one but will be in year two, a focus on Idaho and Montana outreach will begin in year 2, emphasis on capturing the match so we can catch-up by year 3, and Centralia College will have some flexibility to hold onto some funds to allocate further projects as they arise (ex. possible further research on the career lattice). If no further projects arise, the funds will be reallocated. The workplans will be reviewed again and realigned against the deliverables. Troy Nutter said that we want

the governance board to accept our report on the forecast so the amendments can be put in place by August. Alan Hardcastle motioned to accept the financial recommendation forecast. The motion was seconded. . All board members accepted the report.

A discussion took place around changes with the RETC workplan that now includes leading the manufacturing component for the DOE project. Jilliene McKinstry asked if there was anything that the budget committee saw missing from year 1? Diane Quincy mentioned the advancement of the web portal discussion from the Education Taskforce meeting in March at Avista Utilities. Also, a fund set aside for possible future projects. The Governance Board will approve all possible projects. Alan Hardcastle asked if DOE has limitations on putting money aside for future projects. Vicki Oakerman said no. DOE looks at the bottom line; our deliverables, whether we have met our match, etc. Diane said that our match is a concern. In the Request for Information, it was noted that all sub-recipients will receive match and leverage training.

Troy Nutter asked staff to start the contract modification process and report back to the board of any changes along with unreported match.

Diane Quincy mentioned that the budget process was discussed at the Evergreen Jobs Leadership Team meeting. Barbara Hins-Turner commented that best practices were discussed at the meeting and we were the only ones who had answers around RFI processes. Troy Nutter mentioned that we can help with the other grants within our state and we should reach out to them. Alan Hardcastle mentioned that some federal project officer are not always as flexible as ours is. Troy Nutter motioned to direct staff to proceed with the development of contract modifications for year two. A second motion was moved. Motion carried. All board members accepted. Also, Troy called for a motion to establish a review of unfunded items and priorities as they develop in the budget committee and are recommended to the Governance Board for reallocation of unexpended funds. Ed Bowen motioned to establish a review process for unfunded priorities; the motion was seconded and unanimously approved. Review at the next meeting.

Upcoming Meetings

The next Governance Board meeting will be a virtual meeting in August. There will be no meeting in July. It was suggested we use “go to meeting” software. Troy asked that if anyone uses this system, please let us know.

Other Business

Troy Nutter relayed that the Energy Summit is June 23-24, 2011.

Collin Sorensen and Bob Topping gave a presentation of the Manufacturing Innovations 2011 NIST conference they attended in Florida. Manufacturing Innovations 2011 is the premier educational event for manufacturing focused on providing educational and learning opportunities for manufacturers, professionals within the MEP (Manufacturing Extension Partnership) system, and other organizations that provide services to manufacturers. One of the highlights was the simple signage about Smart Grid and FAST Technology Deployment at their booth. This brought about a lot of attention. MEP is hosted by the national institute of standards and technology as part of the Department of Commerce. There are 2,000 professionals in the organization along with the support organizations. WestCamp has hosted the MEP in Utah since its founding. To date most of this has been about helping manufacturers be more competitive. As of last year changes have been to help with technology deployment, moving technology out into industry, supplier development (supply chain activities), workforce and development, and sustainability.

Adjourned at 3:15 pm

