

Governance Board for DOE grant
Washington Hall (Colbert Theatre), Room 216
September 14, 2010, 10 a.m. – 2 p.m.

Attendance:

Troy Nutter, Chair, Puget Sound Energy
Barbara Hins-Turner, Principal Investigator (Ex officio), Center of Excellence
Yvonne Chase, Program Specialist, Center of Excellence
Mark Fischer, WDVA/VCC
Bob Guenther, IBEW 77
Alan Hardcastle, WSU
Jamie Krause, Project Manager, Center of Excellence
Marla Miller, Centralia College
Kairie Pierce, WA State Labor Council
Bob Topping, Chemeketa Center for Business & Industry
Ann Ward, Fiscal Specialist, Centralia College
Sally Zeiger-Hanson, WSU
Kathryn Frederick, RETC
Don Sorenson, WestCamp, via telephone

ITV attendance:

Mike Hanson, Avista
Shane Pacini, Project Manager, Avista
Diane Quincy, Avista

Meeting was called to order by Troy Nutter at 10:00 a.m.

Jamie Krause did roll call and Troy Nutter briefed on safety essential locations within the building.

Barbara Hins-Turner introduced Yvonne Chase, the new Program Specialist for the grant. Yvonne comes from the Washington State Workforce Training and Education Coordinating Board.

Troy asked for a motion to adopt the August 19, 2010 meeting minutes. A motion was made and the meeting minutes were adopted without revision.

Mike Hanson and Diane Quincy introduced Shane Pacini, the new Project Manager for Avista.

Project Manager Update, Jamie Krause

Project Management Plan: Jamie talked about the updated version of the Project Management plan that is in the packet provided and was also sent out via e-mail. The Federal Project Officer (FPO) has formally approved our plan.

Metrics and Benefits Plan Status: Jamie has worked with Ryan Davis on this plan. The draft plan has been submitted via e-mail to the FPO last Friday (September 10, 2010). Jamie is waiting on some additional feedback from the FPO and is following up to see if there are any questions/concerns before the final plan is uploaded. Once the Metrics and Benefits Plan has been approved by DOE, we will officially be in Phase II. Diane Quincy would like to see the plan in draft form before it is submitted to DOE. The first step in Phase II is contracting. To accomplish the contracting piece we will need some

additional information from the contractors (e.g. fiscal contacts, project contact, who is responsible for narrative reporting, etc.). An e-mail has been sent out requesting this information. This information will be critical to getting the contracts initiated.

Quarterly Reporting Process: Jamie relayed that we received a template from the DOE in regards to quarterly reporting purposes. The quarterly reports are due from Centralia College to DOE 30 days following the end of a quarter. We need to follow DOE reporting requirements and the sub-recipients will be required to submit their reports to Jamie by the fifth day following the end of the quarter. An exception will be the report for September 30th, which will need to be submitted to Jamie by Friday, October 8th. This will allow Jamie time to aggregate the reports into one report to DOE no later than the third week following the end of a quarter. Troy Nutter asked for a calendar of due dates for fiscal and narrative reporting be sent out to all. Jamie will incorporate the reporting dates into a calendar grid and send it out. A copy of the Quarterly Progress reporting template was provided in the packets. The template shows the exact questions that will be needed to respond to DOE. Jamie also related that if there are any products produced, flyers, public information, etc. we need to attach those as well. There will be a disclaimer that needs to be put on the bottom of all publication, stating the funding source. Jamie will publish the disclaimer on the quarterly reports form. The preference is to have clarity and a level of detail on the quarterly reports that may include narrative, bullets, or detailed concepts.

Leverage/Match Tracking : Jamie e-mailed out a leverage and match tracking form. There is recognition that the leverage/match that was put in the original proposal may have changed. The tracking form has five different categories on it (e.g. categories, products, services, etc.). Please submit this form monthly. Jamie is checking with the FPO to see if we can retroact leverage/match back at least 90 days prior to August 1, 2010. Jamie relayed to the FPO that there have been significant investment of time and effort from the partners from April 8, 2010 forward. Jamie is working with the FPO to determine if we can capture accrued match back to April 2010.

A question as posed asking for clarification of the date that sub-recipients can begin to charge against their contracts? Can the contracts be dated back to August 1, 2010? Ann Ward said that there is some flexibility throughout the year but what she understands is that there shouldn't be any expenditures during Phase I and before a contract is initiated. Barbara Hins-Turner asked Robin Podmore if he had any issues on his grant in relation to this question. Robin said that it shouldn't be an issue to go back a month from the official contract date. Jamie understands that there is some flexibility with DOE. Diane Quincy said that she was able to get an agreement from DOE as a certain point to start capturing their expenses before the contract started. As soon as the contract is signed, they will bill DOE for those pending expenses. Jamie Krause, Ann Ward, and Marla Miller will follow-up on this question and get clarification from our FPO.

Risk Management Plan: Jamie said we will be using QuikSigma as a basis for implementation of the grant Risk Management Plan. QuikSigma is a project management tool that helps you work through all the major components of your work plan. It will filter through a work plan and output the risk associated with each of your major plan components. Jamie and Bob Topping have been working together on this program. Bob said that WestCamp is providing the training and that the software allows you to organize your project plan with inputs and outputs and the variables associated with it and look at the risk of what is going to happen if those variables are not met or if they do not measure what you had planned. Plus, it puts together what is called a failure mode effect analysis (FMEA). If milestones, deliverables, or projects are not on time, the program begins to show the influences or impacts of our actions on the entire project. It also lets Jamie manage what needs to be addressed on a monthly basis along with

setting up her quarterly reports. Additionally, an action plan can be set-up that will guide your quarterly reports. The program is in a Word format and data can be easily stored and adjusted. Once the portal is set-up, the hope is to put in all of the action plans on the portal and then we can go back as updates are made and see what each of us is doing in the process. This will allow some real time relationship to what we are doing in the different states. Jamie said we will be doing this over the next year. Diane Quincy said that Vista uses Microsoft Project and wondered how this relates to QuikSigma. Bob Topping said that QuikSigma will be available to assist but won't be a requirement. Jamie said that QuikSigma allows us to gather the information that will fulfill the risk management process as outlined in the project management plan. The software allows someone to take the information from Microsoft Project and turn it into a statistical model through the software and that way Jamie can report that in relationship to the other projects.

Diane Quincy said that her other two Smart Grid grants require them to use earn value calculations in terms of budget and times. Avista had to train their employees on this program. Jamie said that she hasn't seen any language of "earn value calculations" in the DOE contract.

Jamie commented that she needs the contact information for contract purposes to include fiscal information and needs to hear back from sub-recipients by Friday, September 17th. Any differences or issues in sub-contract language should be sent to Marla Miller and Jamie Krause.

Fiscal Update, Ann Ward

Ann Ward is completing all of the billing forms so once we are prepared to contract they are available. Each one has been individualized by contractor. Ann said she does have the ability to make changes if needed. Diane Quincy requested the billing forms. Ann will send out the forms to the grant sub-recipients.

Communication Policy, Barbara Hins-Turner

Jamie and Barbara were tasked to draft the communication policy. Barbara relayed a setback due to the recent passing of Russ Mohny. Russ was the primary writer at Centralia College for the Center of Excellence and will be greatly missed. Barbara talked to Hal Calbom over the weekend about the communication plan. Barbara said that they will be meeting with Hal the first part of October to get moving on the plan.

Upcoming meetings, Barbara Hins-Turner:

Education Advisory Committee: In the packet is an overview of what the committee's duties are. Industry and Labor should drive this meeting and Dr. Alan Hardcastle has agreed to facilitate. Barbara, Jamie, and Yvonne met with Bonneville Power last week on their Smart Grid demonstration grant. They have an amazing project that we look forward to partnering with them to learn more about the skill sets necessary for working in a Smart Grid environment.

The October 12, 2010 meeting invitation went out to all. The meeting will be from 9-2 p.m. at PSEs Renewable Energy Center at Wild Horse in Ellensburg. Barbara noted that Centralia City Light was included and while not a grant partner, they are really out ahead on Smart Grid. Be sure to RSVP so we have a number of attendees. Bob Guenther said that it is very important that we send the four Governors assigned notification of what we are doing, along with our congressional partners that all sent letters in support of this grant. Bob recommends a short note sent out monthly.

Alan Hardcastle relayed that this committee was established as an advisory group on what the grant is about and what they need us to help with. Job one is to establish this committee and help them understand what we have to accomplish within this grant. Job 2 is to understand how the deliverables are going to fit together so we can begin to support the creation of the deliverables for the project. Also, The upcoming meeting at Wild Horse is an opportunity to get input directly from industry partners and labor.

Diane Quincy asked if there was a concern about tasking a lot of people to serve on sub-groups over the three years of the grant. Alan Hardcastle said that this group would have a broad enough purview that they could talk about changes in the industry and enough depth about career pathways, emerging needs, and perceptions about changes in technology. Bob Guenther said that the international union should be involved. Barbara Hins-Turner understands Diane's concern and said that at the very least we would end up with at least two sub-groups, a demand side and a supply side. Down the road we would have to evaluate the sub-groups and determine whether they are needed any further or if the groups could be consolidated. Diane asked for some guidelines on who to send to the various meetings. Diane wants to make sure the right people are at the right place. Alan said that we need to have this overarching group that represents a diverse group that covers the region, the different organizations, and the states. Troy Nutter asked if we could ask the individuals who are not present at this meeting in an email a little more clarification on the caliber of person who may need to be present at the various meetings. Bob Guenther suggested someone from the jurisdictional district to represent labor. Alan will work with Barbara and Jamie to draft up some guidelines.

Spokane meeting: Oct 25-26, 2010 at the Jack Stewart Training center. The purpose is to connect with Spokane area partners. The QuikSigma training might be an option while there. Barbara suggested meeting with Avista folks working on their other grants. Diane may have her director present how their grants are coming along.

Jamie will work with Diane on the risk management tool on the second day to help with any possible issues regarding the grant. Diane Quincy may arrange a tour to look at some of their equipment and then work with Jamie Krause on other grant issues. Possibly invite Beth Thew, one of the board members of the Workforce Board, Vice President of Labor Council, and on the Spokane Area WDC. Good opportunity for Beth to see not only what the Center of Excellence is doing but also what the DOE grant is all about. Beth is part of the 1323 review that will be reported to the Legislature when session starts in 2011.

New Business

Troy Nutter: Meeting dates going forward. Meetings will be every third Tuesday of each month except for October. Barbara questions what needs to be done about those with poor attendance; this is a critical time laying the groundwork. Barbara will reach out to those not attending or who don't send an alternate. Troy Nutter suggested having the meeting from 9-12 p.m. and possibly other options to attend (Go to meeting, Skype, etc.).

It was requested that a tape recorder statement be made at each meeting. This will let attendees know that what they are saying is being recorded.

Diane Quincy asked for more information on the next steps of QuikSigma and whether there was a way to get more information. Jamie said that we need to purchase the software package and the next step is demonstrating the process to sub-recipients. Bob Topping said that on October 26, 2010 he would like

to show Avista the process and demonstrate how the plan interacts with Microsoft Project. On Oct 26th, Jamie and Bob will walk through a dry run of the program with Avista. Diane suggests talking more about this once the software is purchased.

Business meeting adjourned at 11:47 a.m.

Incremental Systems Power Simulator, Robin Podmore

Robin Podmore gave a presentation and demonstration of Incremental Systems Power Simulator. Robin is a recipient of another DOE Smart Grid grant. Centralia and Incremental Systems will explore ways to partner and leverage grant deliverables.

The presentation concluded at 1:30 p.m.