

Pacific Northwest Center of Excellence for Clean Energy

ARRA Dept of Energy Smart Grid Grant Organizational Meeting

Centralia College, April 21, 2010, 3-4pm

Attendees:

Troy Nutter, PSE

Pat McCarty, Tacoma Power

Karen DeVenaro, Seattle City Light

Ashaki Anthony, Seattle City Light

Bob Guenther, IBEW Local 77

Kairie Pierce, Washington State Labor Council

Jamie Krause, Pacific Mtn Workforce Dev

Stan Ratcliff, Satsop Development Park

Alan Hardcastle, WSU Extension Energy
Program

Mark Fischer, Veterans Conservation Corp

Ed Bowen, Veterans Conservation Corp

Tom Bougher, Veterans Conservation Corp

Ryan Davis, Regional Ed & Training Center

Barbara Hins-Turner, Center of Excellence,
Centralia College

Jim Lowery, WIRED, Centralia College

Marla Miller, Centralia College Fiscal

Vicki Oakerman, Centralia College Fiscal

Renee Lawson, Centralia College Fiscal

Attendees by Phone Conference:

Diane Quincy, Avista

Terry Bushnell, Avista

Mike Hanson, Avista

Dale Singer, Avista

- Barbara Hins-Turner opened the meeting with announcement that Dr. Jim Walton, President, Centralia College, Authorized Officer of grant appointed Troy Nutter, PSE, as Executive Leadership Team Chair.
- Troy noted that Barbara Hins-Turner is named in the grant as Principle Investigator and the appointment was confirmed by Jim Walton.
- Troy Nutter presented a draft Governance Structure for discussion. Article #1 was discussed - Executive Leadership team make-up will be no more than 12 persons representing industry (3), labor (2), postsecondary education (2), and other grant project partners (3). Ex-officio members will include Centralia College Finance Officer, Contracts Mgr, Principle Investigator and Authorized Office of the grant. Authorized Officer, Finance Officer and Contracts Mgr have voice but no vote. Discussion on appointments within each organization. Other articles were reviewed. Any further comments should be emailed to Troy Nutter by close of business, April 28, 2010.
- Conflict of Interest form is being developed based on State Board of Community and Technical Colleges standard requirements.
- Barbara requested all participants carefully track time spend on grant coordination for leverage calculations. Standard form will be developed and distributed.
- Barbara distributed copies of the draft Project Mgr position description. The work location for this position will be Centralia College campus. Primary responsibilities are to coordinate contracts, work plans and tracking reporting with partners and support the work of the fiscal management on budget tracking.
- Marla Miller reported that purchasing guidelines are unknown until we are assigned a contact with Dept of Energy. Discussion and questions were raised around equipment purchases and industry needs. Any questions that need to be answered by DOE should be forwarded to Marla Miller to ensure they are included in the discussions and Q &A with the DOE contract officer.
- Email query will be conducted to determine next meeting date.