

Approved

MINUTES
Clean Energy Development Fund Board Meeting
August 7, 2009
9:00 a.m. – 5:00 p.m.

In Attendance:

Robert Dostis, Green Mountain Power
Sam Swanson, Pace Law School
Jo Bradley, VEDA
Rich Sedano, Regulatory Assistance Project
Mark Sinclair, Clean Energy Group
Ellen Kahler, VSJF
David Blittersdorf, Earth Turbines
Tom Evslin, Office of Economic Stimulus &
Recovery

Staff
Anne Margolis, DPS
Rich Smith, DPS
Sarah Hofmann, DPS
Erin Lawrence, DPS

Other
Bill Griffin, Office of the Attorney General
Tony Klein, Chair, House Natural Resources
& Energy Committee
Aaron Adler, Legislative Counsel

Discussion Items:

- I. Election of Chair (*Discussion and Vote*)**
 - Rich Sedano moved to nominate Robert Dostis and Sam Swanson to be co-chairs. Ellen Kahler seconded the motion. Motion passed unanimously.

- II. Conflict of Interest Policy & Procedures (*Discussion*)**
 - Bill Griffin of the Attorney General’s office discussed conflict of interest policies, including the Governor’s Executive Code of Ethics. Sam Swanson volunteered, and Jo Bradley was volunteered, to work with Bill to draft a policy for review by Board members at the August 26 meeting.

- III. Ground Rules for Board (*Discussion*)**
 - The Board discussed its ground rules. Anne will include these in the Board Policies & Procedures document for the Board to review at the August 26 meeting.

- IV. Role & Responsibility of Board (*Discussion*)**
 - Aaron Adler of Legislative Counsel and Tony Klein of the House Natural Resources and Energy Committee outlined the changes made to CEDF in Act 54 of the 2008-2009 legislative season and in 2009 Special Sessions 2 and 3. Aaron agreed to send Anne his (draft) amended version of section 6523 by email.

V. Budget, Legislation, and Stimulus Review (*Discussion*)

- Anne outlined the FY 2010-2011 budget as prepared by DPS and approved by the former Investment Committee in June 2009. Erin Lawrence of DPS explained the DPS's deliverables to the federal government in terms of ARRA dollars appropriated to DPS for transfer to CEDF. These deliverables include quarterly reports and annual reports containing specific metrics, such as jobs and greenhouse gas reductions. The quarterly reports are due no later than 10 days after the end of the quarter. Erin suggested we should hold a workshop for all grantees awarded ARRA funds to explain reporting and other requirements, such as NEPA, Buy American, and Davis-Bacon.

VI. MOU with DPS (*Discussion and Vote*)

- The Board discussed retaining its own staff vs. entering into an agreement with DPS to provide services to CEDF. The Board also discussed details of a potential MOU with DPS to provide these services. Sam Swanson moved that Sarah Hofmann of DPS make the recommended changes; Anne circulate the draft; the Board respond with any concerns within the week; and the co-chairs authorize entering into the agreement on behalf of the Board. Jo Bradley seconded. Motion passed unanimously.

VII. Smart Grid (*Discussion*)

- Tom Evslin outlined VELCO's proposal to the DOE for smart grid stimulus dollars. The Board discussed the potential need to consider grant funding based upon a project's smart grid potential. Tom requested that DPS look into resurrecting the Northern Power microgrid project for the August 26 smart grid demonstration project DOE deadline.

VIII. Work Plan for Coming Year (*Discussion*)

- The Board discussed analyzing the feed-in tariff and its relationship to CEDF, and requested that DPS attend the next Board meeting to discuss questions and options. The Board also discussed performance-based incentives and the potential to include a solar leasing program as a significant component of the Small-Scale Renewable Energy Incentive Program. Other significant near-term needs include figuring out all the terms and conditions of ARRA, putting out a number of ARRA-related solicitations in the near term, staffing up, and determining the impact of the state solar tax credit on CEDF.
- The Board will meet on the following dates through mid-2010:
 - August 26 (12:30-4:30 w/lunch)
 - September 21 (12-4:30 w/lunch for proposal review)
 - October 28 (1-4; 4-5 public session)
 - November 23 (1:30-4:30)
 - December 16 (1:30-4:30)
 - January 27 (1:30-4:30, public session)
 - February 24 (1:30-4:30)
 - March 31 (12-4:30 w/lunch for proposal review)
 - April 28, public session)
 - May 26 (1:30-4:30)
 - June 30 (1:30-4:30)
 - July 28 (1:30-4:30, public session)

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Meetings will generally be held in the Giga conference room on the 3rd floor of DPS.

IX. Hiring Process (*Discussion*)

- Anne described the status of the technical consultant and the grants assistant positions; for the director position, the Board felt that the DPS could cull through applicants and recommend the top tier to the Board; the Board would create a subcommittee to make a single hiring recommendation to the full Board. Mark Sinclair suggested DPS send the hiring announcement to VEIC and also to ask them what their advertising outlets are. Anne will distribute the job description to the Board for comment.

X. Public Comment Period

- No members of the public were present.

Meeting adjourned at 5:00 p.m.