

Minneapolis Clean Energy Partnership
ENERGY VISION ADVISORY COMMITTEE

Minneapolis City Hall, Room 319

Thursday, April 16, 2015

3:00 – 5:00 p.m.

Meeting Notes

Committee members present: Ross Abbey, Louis Alemayehu, Cameran Bailey, Trevor Drake, Chris Duffrin, John Farrell, Janne Flisrand, Timothy Gaetz, Sydney Jordan, Matt Kazinka, Kevin Lewis, Karen Monahan, Jamez Staples, Kirk Washington, William Weber

Committee members excused: None

Planning Team/staff present: Ani Backa, Bridget Dockter, Peter Ebnet, Robin Garwood, Nick Mark, Shannon McDonough, Gayle Prest, Brendon Slotterback, Al Swintek, Marsha Wagner, Stephanie Zawistoski

Welcome and Introduction

Brendon Slotterback, Sustainability Program Coordinator for the City of Minneapolis, called the inaugural meeting of the Energy Vision Advisory Committee (EVAC) to order at 3:01 p.m. He welcomed those present, and invited the Clean Energy Partnership (CEP) Board members present to say a few words:

- Xcel Energy: Lee Gabler, Director of Demand-Side Management and Renewable Operations – Laura McCarten, Regional Vice President, is unable to attend the meeting due to illness but both want to thank EVAC members for volunteering. There were a lot of applicants so this is a very select group. What the City is doing around energy efficiency and renewable energy fits into his area at Xcel. Good luck and thanks!
- CenterPoint Energy: Jeff Daugherty, Director of Regulatory Affairs – The Board appreciates your willingness to volunteer and being in this process. CenterPoint has been in this community for many years and feels it is important to engage with everyone to find solutions.
- Minneapolis: Council Member Cam Gordon – It was difficult to decide who to appoint to the EVAC; there are big responsibilities and expectations but this is an opportunity to make a difference. Challenged and encouraged EVAC members to reach further and higher; the CEP Board will look at recommendations and take care of honing it down and bringing it back to reality.
- Minneapolis: Stephanie Zawistowski, Policy Aide to Mayor Betsy Hodges, focusing on sustainability issues. Mayor sends regrets but would echo sentiments expressed by other Board members about the importance of this work. Minneapolis has been recognized nationally for being an innovator and this is one of the reasons for that recognition; we are the first in the nation to have this sort of partnership between the utilities and our City. Thank you for your service and volunteering.

Brendon reviewed the agenda, saying that at this meeting members of the Planning Team would be presenting a lot of information. At the second meeting to be held in May most of the time will be involved in discussion about the potential work plan items. He then invited everyone present – EVAC members, Planning Team and guests – to introduce themselves.

Following introductions, Brendon explained the composition of the Planning Team: staff from the City's sustainability office, representatives of Minneapolis City Council offices that have members on the CEP Board, staff from the Mayor's office, and staff from Xcel Energy and CenterPoint Energy. The Planning Team has been meeting almost weekly for about nine months to plan the first CEP Board meeting, develop the first work plan items, and get the EVAC formed and running. EVAC members will receive a list of Planning Team names and email addresses so they can contact them directly.

Update on EVAC Co-Chair

When the CEP Board established the EVAC they determined there would be two co-chairs: one appointed by the Board and one elected by EVAC. The Board appointed Billy Weber, and this group will elect the second co-chair. The two co-chairs will take turns facilitating meetings and leading the process. The Planning Team suggests waiting until the next meeting to elect a co-chair so that people can get to know each other better.

Brendon turned the meeting over to Billy, who welcomed the EVAC members. He said that the Planning Team has the first two meetings mapped out, with deadlines and timelines to be met, so the EVAC will go with the flow to accomplish those things. Billy suggested that nominations for co-chair be taken at the second meeting, and a list of EVAC members with bios and other information will be circulated. EVAC members can also nominate themselves if they are interested in being the co-chair. Once the co-chair has been selected planning can begin for meetings three and four to be held during 2015.

A question was asked about the balance of responsibilities between the co-chairs and the Planning Team, and what it would mean to be a co-chair. Billy answered that this is evolving, and the Planning Team will play a supporting role, doing a lot of the heavy lifting and organizing. It will depend on how much the co-chairs want to be involved, and how much this group wants them to be involved, in setting future agendas for meetings, particularly when it comes to the less-directed business of the EVAC. Brendon affirmed that it will be an evolving discussion, but for the present the Planning Team will provide support, help get the meetings running, make sure materials are ready. The Planning Team has a charge from the CEP Board to carry out in terms of the timeline for the first round of feedback on the work plan. Once that is dealt with the Planning Team will work with the co-chairs to develop the other agendas. Billy added that he is interested in having conversations across the EVAC about what people are interested in learning more about, with technical issues and operating principles to be developed after the charge is considered. He believes having both co-chairs in place before those conversations take place is a good idea.

One EVAC member asked if an email could be sent so people who are interested in being a co-chair could say something about themselves before the next meeting. After discussion about various ways this could be accomplished, Gayle Prest said that an email could be sent out asking

if people are interested. Billy added that the bios submitted with applications to be on this Committee could be distributed, and Brendon said that would be okay as long as everyone gave their approval. Peter Ebnet suggested that anyone who did have a problem with their personal information being shared should contact Brendon, and Nick Mark added that EVAC members are not required to give consent.

CEP Background & Charge

Brendon presented some background on how we got to the point we are at today. He began with the history of Minneapolis as a climate policy leader, calling out the greenhouse gas reduction plan in 2003, and the Next Generation Energy Act signed by the State of Minnesota in 2007 which laid out shared goals and set the policy stage for energy efficiency. In 2013 the Minneapolis Climate Action Plan was adopted by the City Council, and in 2014 the White House recognized Minneapolis as a Climate Action Champion. [The PowerPoint presentation and other meeting materials have been posted on the project [website](#).]

Xcel Energy has been partnering with the City for more than a century. Some highlights include converting the Riverside coal plant to natural gas in 2009, and over three decades and \$30 million of investment in energy-efficiency programs. Xcel Energy's Minneapolis customers have eliminated more than 54 million pounds of carbon emissions each year through its energy efficiency programs.

CenterPoint is recognized as a national leader in energy efficiency programs and has seen more than a 90% increase in energy savings from 2007 to 2013. CenterPoint's Conservation Improvement Programs (CIP) are nationally recognized as exemplary, and they are looking for ways to improve those programs and achieve additional cost-effective energy savings.

There is a strong base of energy efficiencies and renewables to build upon. These entities share similar goals in these areas and want to work together to achieve the City's goals around climate and energy efficiency. Greenhouse gas emissions from citywide activities were presented in bar chart format showing natural gas and electricity consumption, on-road transportation and air travel, and solid waste and wastewater. Emissions have dropped approximately 9% since 2006; fifty percent from cleaner electricity sources (natural gas, wind power). The City has set a policy goal of achieving a 15% reduction in citywide emissions by 2015, a 30% reduction by 2025, and 80% reduction by 2050.

The Minneapolis City Council adopted the Climate Action Plan in 2013. It provides a lot of the baseline and background for the work done in EVAC and CEP. Climate action goals include strategies to reduce energy use by 17% by 2025, increasing the amount of electricity through local and renewable sources, transportation sectors (bicycle and transit), and the waste stream. It also looked at advancing environmental benefits and impacts in an equitable way. CEP and EVAC will be focusing primarily on electric and natural gas utility-related emissions.

In the late fall of 2013 there was a lot of discussion about utility franchise agreements in the City. Franchise agreements for Xcel and CenterPoint were set to expire at the end of 2014. The City used this as an opportunity to further its energy and environmental goals, and it commissioned a study by the Center for Energy and Environment that reviewed the options

available to it, from regular franchise agreements to the full municipalization of the electric utility. Key recommendations presented to the City Council in February 2014 included pursuing traditional energy franchise agreements along with simultaneously negotiating Clean Energy Partnership agreements, finding ways to work collaboratively to achieve the City's climate action and energy vision goals.

New utility agreements were signed in October 2014. The franchise agreements went from twenty year terms to five-to-ten year terms, and were contingent upon progress on and establishment of the Clean Energy Partnership Board. The first meeting of the CEP Board was held in February 2015, where the Board decided it wanted to have an advisory committee. They identified a charge to the committee and some potential work plan items. The CEP Board will meet quarterly, will adopt a two-year work plan, and annual reports will allow partners and the public to measure its progress.

A question was asked about the annual reports, whether or not the public will have an opportunity to weigh in or if they are just to inform the public. Brendon replied that it will be determined by the Board, which discussed the importance of getting feedback from the public and not just the EVAC. The annual report will be made public regardless.

The CEP Board is comprised of two city council members, the mayor, city coordinator, and two high-level representatives from each utility. The Board specified that the EVAC will provide feedback on the work plan and metrics, and the Planning Team will support the Board and drive implementation of work plan items. At certain points in the process additional layers of approval will be required by the City Council and decision-makers at the utilities.

EVAC Structure and Charge

Brendon referenced a handout titled "Energy Vision Advisory Committee Charter" which was adopted by the CEP Board in February. It lays out some of the details about what it is, the charge, direction, viewpoints to be represented, and deliverables. The primary charge is to review and provide feedback and recommendations on the two-year work plan as well as performance reports and metrics.

EVAC is composed of fifteen members serving two-year terms. It will meet quarterly, and attendance is required. A substitute may attend but may not vote on items. EVAC members may communicate their personal opinions but are not to communicate on behalf of EVAC without the approval of the committee.

The CEP Board would like feedback on their proposed work plan by May 29, the date of their next quarterly meeting. At this first meeting of EVAC the Planning Team will present some information, and EVAC members will have homework to do in the form of a survey asking for their specific thoughts on the work plan items. Bridget Dockter added that the survey will include space to add ideas and concepts not included in the presentation today. A summary of the survey findings, and possibly raw data, will be sent to EVAC members for review prior to the second meeting on May 6, where there will be more discussion on work plan concept reviews and prioritization. The goal is that by the end of the second meeting the Planning Team will be

able to capture and catalog the feedback for submission to the CEP Board at their meeting on May 29.

Billy asked if there were any questions on the process. There was a question about when in this process the community would have an opportunity for feedback. Brendon replied that the goal of the CEP Board is to adopt a two-year work plan at the May 29 meeting, but the work plan is going to be a work in process over the next two years. Billy added that in this first effort feedback from outside constituents will be limited; how broader feedback will be sought and referred on to the board will require more conversation. Bridget pointed out that the evaluation form that EVAC members will be providing feedback on will provide an opportunity for adding concepts and ideas that the group can consider in addition to the ideas set forth by the Planning Team.

Another EVAC member talked about the communities and organizations that he will be reporting to having an expectation of offering feedback, and wondered when that might be accommodated prior to adoption of the two-year plan. Brendon said that if any EVAC member has feedback from organizations they represent it should be submitted for consideration at the May 6 meeting. Recognizing that the timeline is very short for this work plan, Nick added that the items submitted for consideration in the work plan are the result of a long and engaged process leading up to this point. Stephanie, speaking on behalf of the Mayor and City Council on the CEP board, said they would be willing to receive feedback, ideas or questions any time up to and after the May 29 deadline. She invited EVAC members and the communities they represent to contact them with their feedback or concerns.

Another question dealt with the role played by solar gardens and whether they have been identified as renewables for the City. Billy said that would be answered in the next section.

A guest asked for clarification on what the Planning Team and Board would be doing between May 6 and May 29. Billy said that would be addressed under “next steps” at the end of the meeting.

Introduction & Discussion of Potential Work Plan Items

Bridget presented an overview of the 2015-2016 work plan items. She said they have been well thought out from both a city and utility perspective. Some have been initiated because they were interests of the city, i.e. the solar garden program and other projects.

The two-year work plan aligns with the terms of the EVAC members. Once adopted, it will guide the work of the CEP, with implementation assistance by the Planning Team and staff. Each of the items will move the City towards Climate Action goals and the utilities’ goals for energy efficiency and renewable energy. When the work plan concepts have been approved, it will include a set of metrics on how to monitor and track progress. The items presented are intended to be a starting point for discussions with EVAC and the CEP Board.

The work plan items have been broken into two groups, community initiatives and city enterprise initiatives. Community initiatives are program concepts developed by the Planning Team; EVAC members are invited to give feedback on the items presented and what is missing, areas that

should be addressed. The city enterprise initiatives are the result of direct dialogue between the city and the utilities.

A question was asked about the difference between the two types of initiatives, since the community-driven initiatives also seem to be a dialogue between the utilities and the city. Bridget cited LED street lighting as an example because it is not something the communities can influence. The city owns some of the lights that they want to switch to LED street lights, and Xcel owns some within the city of Minneapolis that they will retrofit. It's going to happen without input or engagement by the EVAC.

Note: The following work plan items were introduced by Bridget, Brendon and Mark in a straightforward manner, referencing the PowerPoint presentation referenced to above and identifying the potential partnership role and the timing for the programs. These items will also be included in the survey sent to EVAC members, so the content will not be duplicated here. What will be included are additional comments by presenters and questions from HVAC members clarifying the items.

Community Initiatives:

Community Solar Gardens (Bridget)

Question: Did Gayle work with CERT on the RFP and what it looks like?

Answer: No, it is actually two different projects. It would be easy for the city to issue an RFP but they haven't done that yet; it would be for their own facilities. The second thing they are working with CERT on is a workshop at the end of April for neighborhood organizations because so many are being approached by different developers, to identify roles and things that neighborhoods can think about. They are not reaching out to individuals yet. There are a lot of renewable energy solar gardens out there for residents to participate in.

Question: Is the city looking at being an anchor in solar gardens so residents would have assurance that it is solid?

Answer: The city will be going out for more than one RFP, trying different models with different partners. The city has been talking to Hennepin County and the Met Council. CERT is leading a conversation with some of the other agencies so we can all learn about the RFPs together. The CEP Board will have nothing to do with the city opting in to its own solar garden subscription.

Brendon clarified that several slides in the presentation contain information about utility programs. Community Solar Gardens is a program that has started, it has been approved and is ramping up, but for Minneapolis to reach its climate goals this is a great opportunity for residents to be engaged with renewal energy projects. The charge to the CEP Board and EVAC is to think more about the methods and ways that they can get more people engaged in these kinds of programs. Certain projects are available to people in certain geographic areas, and there isn't a place to shop for community solar gardens. As we go through this presentation, EVAC members are encouraged to think about the concept of getting people more involved in renewables, identifying what they might need, i.e. information, financing, peer pressure.

Energy Usage and Program Participation Data Access (Bridget)

In 2013 Xcel Energy and the City of Minneapolis committed to a partnership with the Department of Energy on their Better Buildings Initiative Data Accelerator Project. It develops system tools that will provide whole building benchmarking data and make it available to different groups to use for organization of different initiatives; targeted outreach and marketing. The Minnesota Public Utilities Commission has a current docket open about data privacy and customer energy usage data, working through what is an acceptable amount and level of data, and how many customers need to be aggregated to protect customer privacy. Hoping that a decision to move forward will be made by the PUC by mid-2015, in the background the Planning Team has been working with the city to develop the system tool with hopes of rolling it out by 2016.

Energy Efficiency in Commercial Buildings (Bridget)

More than 40% of emissions in Minneapolis come from commercial buildings, so this is a huge sector to target. The City has engaged about \$250,000 in grant funds for training, preparation and organizing around the benchmarking ordinance. Xcel Energy offers many commercial programs now, covering a wide swath of offerings, but are they what the commercial building sector needs? Do we need to look at repackaging, or develop outreach efforts that would target and engage more specifically?

Energy Efficiency in Multi-Family Buildings (Nick)

Promoting energy efficiency in multi-family buildings has been difficult and challenging. It has been a topic of interest for a couple of years, and CenterPoint and Xcel have been involved in conversations with stakeholder groups locally and national experts in an attempt to understand what is the best way to approach that sector, to tackle problems and institute best practices.

Question: When you say that that's going to be put out there, is it private industry or GSP, guaranteed savings plan?

Answer: CenterPoint designs a specific program, puts it into a scope of work RFP, and there are a number of program implementers that will review it and bid to provide those services. The implementer would be the one going into the building to make recommendations, and the building owner would work with whatever contractor they wanted for financing, etc.

Energy Efficiency in 1-4 Unit Buildings (Nick)

Both utilities have many programs, but need to identify a way to get people to do more. Single-family homes form the base, but they are not the only ownership structure out there. CenterPoint is working on a pilot program within the City of Minneapolis to test whether deeper engagement strategies will encourage building owners to move from a recommendation to an installed energy-saving action.

Brendon added that the multi-family program is new. The city has geographic distribution information on where programs have been successful so they know which neighborhoods have been served less. The Planning Team is interested in outreach strategies and identifying who is taking advantage of these programs and what are the barriers to getting more participation.

Question: Regarding both multi-family and 1-4 unit buildings, is there more information that can be sent out about the proposed CIP program and some of the new pilot outreach efforts happening so EVAC members can get feedback in the work plan about how that should be shaped?

Answer: CIP is regulated, so CenterPoint can share the filings they have made. The Residential Pilot has been reviewed and approved as filed. On the multi-family side, CenterPoint can send out what has been proposed; there has been no final determination yet but it is in the public process and can be shared.

Question: Can you also share what areas have been underserved?

Answer: Right now, no. We don't have the data.

Energy Efficiency Financing (Nick)

Neither utility is interested in being a money lender. A lending partner could provide funding and the utility would provide access.

Question: Can you give us examples of that?

Answer: There are a couple of different ways it could be structured. It might be a revolving loan depending on who the financing partner is. Theoretically, the city could create a pool of funds to use as a revolving loan, and it could go through an on-bill program, where the money would pass through the utility and the consumer would pay the utility. It could also be done with a commercial bank. The Center for Energy and Environment (CEE) has a financing option program, residential and commercial. CEE is a resource and tool that could be used. If EVAC members have other financing or lending sources they are invited to put them on the survey/evaluation form. The Planning Team would like to use its website as a tool to direct people to financing options and energy partnerships.

Question: Is there a place where financing information is aggregated?

Answer: It is not on the website. The Planning Team will get that information to EVAC members. It would be valuable to have a clearinghouse of financing information.

Question: I see residential properties on the slide, and want to confirm that it means residential single-family 1-4 and renter occupied as well as multi-family buildings?

Answer: Multi-family CIP filing is for five units and up. The Planning Team is open to suggestions.

Question: Is the energy efficiency financing applying to all kinds of residential housing or a subset?

Answer: The statute is broad, and it could be extended to commercial/industrial, but I'm not promising anything. [Nick]

Billy said that there are some items the Planning Team has deemed not ready or DOA, but HVAC members should not hesitate to comment and push back on some of those lists. We all have diverse perspectives and come at things from different ways; that is the value of the group.

Bridget added that if HVAC members have specific technical questions they would like addressed they should email them to the Planning Team, and they will figure out how to respond

quickly so the information can be used in their feedback. If the question involves a topic that requires a lot of detail, it will be forwarded to the person who runs that program.

Enhanced Community Engagement (Brendon)

We do not necessarily have to think up new programs, but enhance engagement with community to make people aware of the options that are out there or drive participation. The Planning Team is seeking feedback on innovative ways that the city or the utilities, acting jointly, can get more action on these types of programs, i.e. more electronic means, city using connections to business associations and neighborhood/community organizations, and what does that look like in terms of focusing on energy efficiency and renewables in people's homes and businesses.

Question: Will HVAC members give this input on the survey? I'm thinking of taking a list of organizations that may not be doing this specific work but are neighborhood-based, like Minneapolis Urban League and others, and partnering with them since they have relationships with the community, and using some of that community outreach to do it together.

Answer: That's a perfect example of the feedback we're looking for on the survey.

City Enterprise Initiatives:

Infrastructure Planning & Economic Development (Brendon)

The City and utilities are doing a lot of work on community and economic development. The plans of the city impact the utilities, and the plans of the utilities in terms of investing in building out new or rehabbing infrastructure has an impact on what the city might want to do in certain areas. They are planning more collaboration, setting up a more formal process where the staff of the utilities and city are meeting together to discuss issues and think about solutions involving key locations around the city. Bridget added that the utilities and city are accustomed to working independently, so this is a new opportunity to think about this differently and work it out together, coordinating their efforts.

LED Street Lighting (Bridget)

The City has 48,000 street lights – 60% owned by Xcel and 40% owned by the City – that must be handled two different ways. The City is retrofitting their street lights, running them through Xcel Energy's program rebates. Xcel is developing a tariff so they can start replacing the remainder of the bulbs across its eight state service territory at an economical price point for its customers.

Question: When you say for your customers, who is the customer for the LED street lights?

Answer: The city is the customer and pays the bill. Xcel will be working with Public Works about where they want to start, considering certain neighborhoods, crime issues, etc. Brendon added that in terms of EVAC feedback, in the next five years LED lights will be retrofitted, but how does the city do that? Do they move north to south, do specific areas first? The city is interested in hearing feedback from EVAC on how this should be accomplished.

Natural Gas Infrastructure for City Fleet (Nick)

Natural gas makes a lot of sense for fleet vehicles, especially heavy-duty vehicles. It is a good alternative for diesel fuel and is cleaner from a carbon standpoint and runs quieter. The challenge is that the fleet can't be converted until there are fueling stations, and fueling stations won't be

built until there's a fleet. There is a substantial federal incentive for renewable natural gas production if it is used as a vehicle fuel.

Question: Can we get a definition of the term renewable? What about fracking?

Answer: This is about biogas from an anaerobic digester, which is an advanced biofuel. Landfill gas can be used the same way. If there was a way to coordinate the city's fleet, especially the waste collection vehicles, with the rollout of the organic waste collection instead of just composting it that would be huge. The city is midway through a fleet study, and CenterPoint will be having continuing discussions with the city on NGV infrastructure.

Brendon asked if there were any additional specific questions about the work plan items. Bridget referenced and explained the timeline document that shows where things are along the spectrum. When asked about the meaning of the different colors, Bridget said that was just to differentiate the lines to make it easier to read.

Question: At one point you talked about identifying the metrics that will be part of the annual report. Will that be part of the process in the next three weeks when we are saying yea or nay on certain work plan items? Should we also be talking about metrics or is that after we get the metrics in place; the next iteration is that we weigh in on how far we're going and what we want to measure?

Answer: The Planning Team believes we can engage on the metrics after the work plan items have been determined. It's too much to get both of those things done in two weeks and we don't want to track a lot of things that are not related to the approved work plan.

Question: After the metrics are set and you get to implementation with benchmarks along the way, will there be an oversight committee? Would it be possible for this group to provide oversight and evaluate the metrics and benchmarks?

Answer: The CEP Board has laid out the charge to EVAC to identify and give feedback on the work plan and give feedback on the annual report on the metrics. Given that charge it is within your purview to make comments to the Board.

Billy added that metrics have been a big topic in the planning meetings. Possibly half of the third meeting could be getting educated about what the city thinks about metrics and what EVAC thinks they should be, what kinds of things should be tracked. It's a two-year plan but the initiatives within the plan will roll and will not be completed within two years. There are also the metrics for measuring the success of each individual plan item, and metrics that go to the overall goal of greenhouse gas reduction. Also, how can we gather information to help us make better informed decisions in the future. HVAC members are encouraged to write down suggested metrics on each work plan item, being as clear and broad as possible, which will be a good exercise for preparing for the metrics conversation in the future and give the Board and staff direction.

Brendon added that if people record metrics in their survey, the Planning Team will try to pull that out, but there will be no metrics decisions at the next meeting.

Question: When we submit our surveys, will we see the survey results from each other or will we just see the synthesized version that the Planning Team makes based on those results?

Answer: That's a good question for "Next Steps."

Question: Regarding the city utility agreement, I'm wondering what the division of budgeting is going to look like? Will there be public/private partnerships or will there be an allocation of money from the city and the utilities that goes into making this happen?

Answer: That will depend on the specific project. For example, the multi-family program as a CIP program is funded by all of our customers, not just in Minneapolis but throughout Minnesota. The work that's done by CEP will be helping Minneapolis take advantage of it. For other projects we will look at other funding mechanisms that might be available, like grant money.

Bridget added that they are already looking at potential grant opportunities. If HVAC members have any good ideas on grant options please share that with the Planning Team. The utilities are constrained because legally they cannot offer more to one city than another because rate payers around the state bear those costs.

Question: Does that mean as a percentage? How do you define what you give to one city versus another city?

Answer: For example, the CIP programs, the multi-family program, is offered across the state. The fact that we have opportunity and a community with the largest population of renters that is willing to engage in a program, it will proportionately move more funding within the city of Minneapolis. We can't set aside for one specific project a set amount of funding.

Question: A huge theme is outreach and engagement to reach people who can most benefit from these programs. Who do you anticipate will do that outreach and will it be paid staff or all volunteer?

Answer: That is to be determined. Some of the ideas mentioned before about creating an effective outreach program will be all-in; everything will apply whether it be strictly volunteer or some staff supported initiatives.

Next Steps and Wrap-Up

Following this meeting the Planning Team will send out a link to a survey that will walk EVAC members through each of the work plan items discussed, with similar descriptions that were presented today. The Planning Team would like feedback on the priority of each item. The key questions are:

1. How would you prioritize each work plan item?
2. In your opinion, what is the role of the city-utility partnership in promoting or developing this program, or engaging the community?
3. Are there gaps in the idea, are there things you want to add or change, do you have specific thoughts on how something should be done?

The survey should be completed within one week. The Planning Team will create and distribute a summary of the feedback from all participants within one week, and will provide the raw data as well. When EVAC members receive those results, they have one week to digest the thoughts

of others in the group. At the second meeting there will be a facilitated discussion about the priorities of the group, including any new items that the group put forward. By the end of the second meeting the goal is to have consensus by EVAC so we can take that to the CEP Board as feedback on the work plan.

Bridget reminded EVAC members that if they have specific questions they should send them by email and the Planning Team will respond to them right away if possible.

Billy added that EVAC members should get as much feedback as possible from others outside of the Committee and bring those thoughts forward.

Question: We talked earlier about whether or not we wanted our application information to be shared. Can we let you know whether or not we want our raw data shared with everyone?

Answer: An email will be sent out to HVAC members asking them to notify the Planning Team within one week if they do not want their personal information and/or raw data shared. If there is no response it will be shared.

Billy said that perhaps a survey could be created for nominating people for the co-chair position.

Adjourn

The meeting was adjourned at 5:05 p.m.

This constitutes my understanding of items discussed and decisions reached.

If there are any omissions or discrepancies, please notify the author in writing.

Submitted by:

Marsha Wagner, CastleVisions

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