California Commissioning Collaborative
Advisory Council Meeting Minutes

April 12, 2007
San Diego Hilton – Harbor Island (hosted by SDG&E)
9:30 am – 3:30 pm

Attendees

Advisory Council Members
Norm Bourassa, PIER
Tav Commins, CEC
Greg Cunningham, Enovity
Don Frey, AEC
Ken Gillespie, PG&E
Richard Greco, California Data Center Design Group
Pete Keithly, Keithly Barber Associates
Pat Pico, Sheet Metal Training Center
Tony Pierce, Facility Dynamics
Craig Sheehy, Thomas Properties Group
Scott Williams, Target
John Wimer, National Center for Energy Management and Building Technologies

Board Members
Dan Burgoyne, DGS
Ann Peterson, PIER
Greydon Hicks, PG&E
Chuck Poindexter, SDG&E

CCC Staff
Kirstin Pinit, PECI
Phil Welker, PECI

Others
Amber Ackman, EE Initiative
Jeff Alexander, SDG&E
Tom Allen, Facility Dynamics
Bob Alpers, Testmarc
John Beck, EMC Engineers
James Bryan, Arden Realty
Marti Frank, PECI
Satinder Gulati, California State University
Steven Long, SCE
John Millhone, ICEBO
Evan Mills, LBNL
Chris Nordstrom, San Diego Unified School District
Amanda Potter, PECI
Tom Reichert, Engineered Mechanical Services
Brian Smith, TRC
Malcolm Verdict, ICEBO/TAMU

Welcome, Introductions, and Announcements
Don Frey called the meeting to order at 9:30 and welcomed the group. Attendees introduced themselves, and made brief announcements.

CCC Project Updates
Kirstin Pinit gave updates on the following CCC projects:

- Owner Outreach
- Verification of Savings
- Market Research
- RCx Toolkit
- Roadmap for Achieving the Commissioning Goals of the Green Buildings Initiative
- CCC Online Library Updates
ICEBO
John Millhone, ICEBO Conference Director, presented the history of the International Conference on Enhanced Building Operations and discussed the plans for the 2007 conference to be held in San Francisco, November 1-2, 2007.

Mr. Millhone and Malcolm Verdict, from Texas A&M University, answered questions from the group and asked for feedback on the conference agenda and speakers and invited abstracts to be submitted for review. The suggestion was made for ICEBO to focus on the connection between education (universities) and the Cx industry. The Texas A&M model of education/training could be useful to California.

More information is available at: http://icebo.tamu.edu/

Discussion Topic: RCx Terms and Definitions
Don Frey led a discussion of the various terminology used to describe the commissioning process for existing buildings. The group was asked to consider what implications terminology has in the marketplace with regards to marketing, program design, tool development and services offered. The discussion ended with a brainstorm of possible actions the CCC could take to bring clarity to this issue.

Notes from this discussion will be summarized and posted on the CCC website.

Case Study: EPA RCx Demonstration Project in Shanghai, China
Pete Keithly presented a Phase 1 retrocommissioning project that included 3 sites in Shanghai, China. The presentation included a discussion of the investigation process, common findings, and best practices for successful projects.

Program Profiles
Amanda Potter presented an overview of IOU-funded cross-cutting California retrocommissioning programs.

Market Research Findings and Next Steps
Marti Frank discussed the initial findings from the CCC’s PIER-funded market research study on promoting commissioning and retrocommissioning in the hospital and commercial office building markets.

The project team has interviewed 28 decision-makers in the hospital and large commercial office building markets to help gain a better understanding of the values, concerns, and decision making processes at work in these markets, and thus to learn more precisely what value commissioning offers. In later phases of the project, this knowledge will be used to produce materials and/or a strategy for improving the penetration of commissioning in these building segments.

A full summary report of these findings will be posted on the CCC website by the end of April.

Commissioning Small Buildings
Dan Burgoyne gave an overview of the California DGS Toolkit for In-House Commissioning of Small Buildings.

The Toolkit is intended to provide a roadmap, guidelines and templates for project teams of small buildings to provide building commissioning services for their projects. It includes forms, templates and specifications that can be easily edited or customized with project specific information, and can form the basis for fundamental building commissioning for small projects, typically smaller than 10,000 square feet. The Toolkit is available online at: www.green.ca.gov/CxToolkit
LBNL Commissioning-Related Projects
Evan Mills presented updates on two commissioning-related projects at Lawrence Berkeley National Lab.

- Action-Oriented Benchmarking Tool is a CEC/PIER-sponsored project that supports the State of California’s goals for building benchmarking. Additional information is available at: http://energybenchmarking.lbl.gov/aob.html
- LBNL’s Commissioning Cost-Benefit Database will be expanded and will integrate with the Action-Oriented Benchmarking Tool. Additional information is available at: http://eetd.lbl.gov/emills/PUBS/Cx-Costs-Benefits.html

Wrap – Up
Don Frey led a discussion of future agenda items:

- Program Profile: suggestion to invite Karl Brown to present the MBCx Program and Michael Lo to discuss the LA County commissioning programs
- Case Study: suggestion to invite Paul Hamm to discuss commissioning efforts at Target.
- Discussion Topics: issues around commissioning education; engineer vs. building engineer. CCC Staff to follow up with Advisory Council members for additional suggestions.
- Other topics: Patents and the commissioning process; topics related to ASHRAE

Upcoming Meetings:
- The next meeting will be held on June 21, hosted by SoCal Gas.
- The November meeting will be held by PG&E, on November 15.

Mr. Frey thanked SDG&E for hosting the meeting, and adjourned the meeting at 3:45.