Welcome, Introductions, and Announcements
Phil Welker called the meeting to order at 9:30. Attendees introduced themselves and gave brief announcements.

- The County of San Bernardino Architecture & Engineering Department (A&E) is soliciting written proposals from 3rd party commissioning providers to provide services on an on-call/as-needed basis. The RFP will be available on A&E website at http://www.sbcounty.gov/ae/.
  - Click on current RFP, then on-call services.
- Dan Burgoyne noted that USGBC’s LEED 2009 is currently out to vote and encouraged all USGBC members to cast a ballot. See http://www.usgbc.org/ for more information.
- Paul Ham introduced Shane Schroeder as the new commissioning manager at Target.

Market Research and Toolkit Update
Kirstin Pinit gave an update on the final tasks in the PIER-funded market research and development research program that started in 2006. The presentation focused on the three projects related to the RCx calculation tools.
- The commercial real estate due diligence plan will be finalized by the end of the year.
- The toolkit training plan will be finalized by the end of the year.
- Pilot testing of the RCx energy calculation tools was completed in October. A final report will be available by year end, with revisions to the tools being made as funding becomes available.
- A final report analyzing common energy calculations in RCx programs will be available by the end of November.

John Cullum noted that utility training centers may have funding available to support training on the toolkit. It was also noted that future development of commissioning tools should take into consideration the holistic approach of retrocommissioning (as opposed to energy-focused commissioning).
Verification of Savings Project Update
Guideline for Verifying Existing Building Commissioning Project Savings – Using Interval Data Energy Models: IPMVP Options B and C was completed on October 31. It will be announced to the CCC mailing list and posted to the website in November. Two dissemination workshops for RCx program managers and service providers are planned for November.

Some discussion of this project included a suggestion to communicate with evaluation contractors on this project, and to pursue additional research to define/determine the acceptable uncertainty for the different M&V approaches (system level vs. whole building).

CEC/PIER Tech Innovations Proposal Update
CCC submitted a proposal for a 5-part commissioning-related research program in August, and was selected to advance to Stage 2. Total funding requested is about $1.8 million from 2009-2012. Final announcement of funding awards is expected December 5.

Kirstin Pinit gave an overview of the proposal development process and the project scopes included in the proposal.

SMACNA Commissioning and Training Center Tour
Jim Page of the International Training Institute led a tour of the Joint Apprenticeship Training Center. Mr. Page gave a presentation about commissioning training programs developed by SMACNA.

LA County RCx Case Studies
Robert Austin of EMC Engineers presented case studies of retrocommissioning projects done in LA County.

SCE RCx Programs
Mugimin Lukito of Southern California Edison gave a description and update of retrocommissioning programs going on in SCE territory.

Utility Strategic Planning Update
Keith Forsman of PG&E gave an update on utility strategic planning.

CCC Policy Initiative
Phil Welker and Jim Flanagan presented a summary of the policy initiative being developed by the CCC. The scope includes informing policy-makers about the effective use of Cx to deliver energy efficiency; ensuring CCC presence at industry meetings, conferences, and events; supporting statewide consistency in program approaches; and providing guidance on technical and programmatic issues related to EM&V, program design, and other issues.

Next steps will include:
- Development of a draft action plan for 2009.
- Brainstorming session at the January CCC meeting to gather input and direction on key technical and programmatic “point of view” issues.

Wrap-Up
Meeting dates for 2009 have been set as shown below. Attendees were asked to notify Kirstin Pinit as soon as possible if there are conflicts with these dates.
Agenda planning for January 15 meeting

- Considering life cycle cost in the context of building commissioning (Paul Ham)
- Air quality and other non-energy benefits of commissioning (Erik Emblem)
  - Industry standards and benchmarking
  - Relationship to energy efficiency and California ARB mandates
- Policy Initiative
  - "Key Issues" brainstorm – direction for Policy Initiative
  - CCC's response to the state’s long-term strategic plan for energy efficiency
  - CCC’s response to AB32 scoping plan (how to implement)
  - Workforce development issues – needs assessment and point of view to take to policy makers
- San Francisco mandate for private sector LEED certification (Dan Burgoyne and Keith Forsman)

Phil Welker thanked SMACNA and Sempra for hosting the meeting and noted that the next meeting will be hosted by PG&E on Thursday, January 15 at the Pacific Energy Center in San Francisco.

The Meeting adjourned at 3:00.