CCC Advisory Board Meeting Minutes
December 11, 2003
San Francisco, CA
9:30 pm – 3:30 pm

Attendees

<table>
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<tr>
<th>Stakeholders</th>
<th>Advisory Board</th>
<th>Other Attendees</th>
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<tr>
<td>Arun Jhaveri</td>
<td>Mary Ann Piette</td>
<td>Phil Welker</td>
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<td>Grant Duhon</td>
<td>Randall Higa</td>
<td>Amanda Potter</td>
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<td>Ed Becker</td>
<td>Don Frey</td>
<td>Dan Casentini</td>
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<td>Richard Conrad</td>
<td>Don Little</td>
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<td>Martha Brooke</td>
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<td>David Jump</td>
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<td>Treasa Sweek</td>
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<td></td>
<td>Ken Gillespie</td>
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<td>Tav Commins</td>
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<td>Tony Pierce</td>
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Introduction
Grant Duhon, CCC Board Chair, welcomed everyone.

501 (C)-3 Discussion
PECI presented the following documents that were drafted by Mark Alcorn in order to turn the CCC into a 501(C)-3: CCC Articles of Incorporation, Bylaws, Management Agreement, and the Funding Formula. The Articles of Incorporation and the Bylaws will be filed as part of the application for 501 (C)-3 status.

No changes were made to the Articles of Incorporation. Several changes were made to the Bylaws, which are shown with track changes in the attached revised Bylaws. CCC stakeholders agreed with the general funding formula but would like to make sure that the final contributions match the public goods benefits charges outlined in the December 18th CPUC ruling. CCC stakeholders voted to approve (with changes discussed) the articles of incorporation, bylaws, and funding formula. The management agreement was also discussed and PECI was asked to revise the document to clarify administrator and program tasks.

Strategic Plan
The revised strategic plan was discussed. CCC stakeholders and advisory board members asked that the document be sent out with revisions indicated with track changes before approving the document. The revised strategic plan with track changes is attached. Ed Becker added that the first project the CCC should undertake is to map the strategic plan to prospective projects and perform a gap analysis to identify projects that are already being completed by other organizations.
**Cx Outreach Project Update**
Amanda Potter gave an update of the Cx Outreach project, funded by PIER.

The on-line library and newsbriefs are available for review. The On-line Commissioning library contains a variety of commissioning documents, including papers, research reports, guidelines, codes, articles and tools. The new briefs site will present current research, case studies, publication notices, training updates and information, and notes about new and emerging tools. The launch of the two applications will be January 15th.

Also as part of this project, PECI facilitated a review of the PIER Portfolio of Cx Research. The objectives of the review were to solicit respondent’s viewpoints on:

- The relevance of current PIER research in meeting the near-term and long-term needs of the commissioning industry.
- The potential for the current research to be used in the market, i.e., “market readiness,” and barriers to its use.
- Ways in which the current research should be continued.
- Research needs in the commissioning industry that are not currently being met.
- Recommendations on research projects that will help meet those needs, in both the near-term and long-term.

Five reviewers participated in this effort: Chad Dorgan, Farnsworth Group, Ken Gillespie, Pacific Gas & Electric, Tudi Haasl, Portland Energy Conservation, Inc., Erik Jeanette, Architectural Energy Corporation, and Malcolm Lewis, Constructive Technologies Group, Inc. In January, PECI will facilitate an Ideas Session to further address the objectives stated above with the same reviewers. A second ideas session will be part of a future CCC meeting.

**EDR Cx+ Tool**
Treasa Sweek gave an update of the EDR Cx Plus Tool. The current Cx Plus tool includes a scope generator, spec generator and cost estimator. New features that are being added include: new output options for LEED commissioning, design intent generator, basis of design generator, and sequence of operations generator.

**New CPUC Cx Projects**
A quick overview was given on each of the four retrocommissioning projects included in the CPUC draft ruling:
- Quantum Consulting Building Tune-Up Program funded at $7,283,052 in PG&E and SCE’s territories
- PECI’s Statewide Retrocommissioning Program funded at $1,168,185 funded in SDG&E’s territory
- LA County/SCE/SCG Partnership funded at $3,650,000 in LA County
- IOU/UC/CSU Partnership funded at $15,839,273 statewide.
The budgets for the LA County/SCE/SCG Partnership and IOU/UC/CSU Partnership include all program elements not only retrocommissioning.

**USGBC Build Green Conference**
Treasa Sweek gave an update on the USGBC Build Green Conference. The conference took place in November and had over 4,000 registrations, 220 exhibit booths, 80 sessions and 200 presentations. Only one session was on commissioning with the following presentations: Commissioning of facility management – that extra LEED credit, Building system Cx: the highest return on protecting and financing your green investment, and Developing a continuous Cx program at the Pentagon. General impressions were that people appreciate the value of commissioning but are concerned about the cost of commissioning, the lack of consistency in commissioning services (scope and budget), and how to implement commissioning.

Phil Welker added that a subcommittee has been formed to make recommendations on how to improve the commissioning prerequisite and credit point. The following people are on the committee: Joe Higgins, Aramark Facility Services (Chair), Eric Baxter, PECI, Karl Stum, CH2Mhill, Michael English, Horizon Engineering, Dan Burgoyne, State of California General Services, Chad Dorgan, Farnsworth Associates, and Tom Scarola, Tishman Properties.

Also discussed was the suggestion that the CCC has liaisons to other commissioning groups such as the USGBC and the BCA.

**Announcements**
1. BCA certification will kick-off in January and should be a step toward identifying qualified providers and building the Cx infrastructure.
2. Architectural Energy Corporation and Eley and Associates have merged. The new company will keep the name Architectural Energy Corporation.

**Action Items**
1. PECI will revise the CCC Bylaws
2. PECI will revise the Management Agreement
3. PECI will send out the revised Strategic Plan with track changes showing.