



November 4, 2008 ESC Meeting

10/7/08 - Meeting Minutes

Attendance:

Tim Gasper	Trane		
Robert Williams	TAC	Dennis Atkinson	Stones River Elec
Courtney Kinard	TAC	John Hobbes	Noresco
Cindy Brewbaker	JCI	Jessica Graber	Noresco
Trey Crawford	JCI	David Hohns	JCI
Keith McAlister	NC Solar Ctr	Len Hoey	NCSEO
Chuck Sathrum	NCSEO	John Black	LDI
Frank Shepard	Siemens		
Rick Peters	H2O Tech		
Rich Penner	Trane		

Meeting Location:

The meeting was held on 10/7/08 at the McKimmon Center, in Room 232
1:00pm – 2:10pm.

Old Business:

- o LGU PC toolkit update. Due out likely by the end of the month.
- o Fall election. Nominations in October election in November.
- o Nominations:
 - a. Public Sector Co-Chair – Aaron Rittenhouse
 - b. Private Sector Co-Chair – Len Hoey
 - c. State Specific Documents Committee Chair – John Hobbes
 - d. Membership Committee Chair – James Bennett
 - e. Outreach Committee Chair – Frank Shepard
 - f. Workshop Committee Chair – Joe Christie
 - g. Treasurer – David Hohns
 - h. Secretary – Tim Gasper
- o Ballet to prepared and distributed by 10/17/08.
- o Continuing discussion on trends in PC financing. Issues related to recent credit tightening, rules changes, interest rates and other factors potentially affecting the PC marketplace.

New Business

- o Keith McAlister – Discussion on DOE Industrial Technology funding opportunity.
- o Updated ESC website discussion.
- o Len Hoey to address LGU – 10/13/08.



11/4/08 Meeting – Old & New Business:

Old Business:

1. Election Results:

- a. Public Sector Co-Chair – Aaron Rittenhouse
- b. Private Sector Co-Chair – Len Hoey
- c. State Specific Documents Committee Chair – John Hobbes
- d. Membership Committee Chair – James Bennett
- e. Outreach Committee Chair – Frank Shepard
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2. LGU Toolkit – finished!

Thanks to Waste Reduction Partners for this valuable PC toolkit. Need to consider ESC support for toolkit maintenance and expansion to SGUs. We now have this tool and the recently updated ESC website. (see page 4)

http://www.landofsky.org/wrp/Performance_Tool.htm

Waste Reduction Partners

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Other Resources

NC Guide to Energy Performance Contracting

Overview Fact Sheets	
A Decision-Makers Guide to Energy Saving Performance Contracting	
For K-12 School in North Carolina	Fact Sheet
For Local Governments in North Carolina	Fact Sheet
For Community Colleges in North Carolina	Fact Sheet
Complete Guide: Parts One, Two and Three	
How to Use this Guide	How to Use this Guide
Table of Contents	Table of Contents
PART ONE: Reference Guide	
Chapter I:	Introduction
Chapter II:	Developing the Need Basis
Chapter III:	Project Definition
Chapter IV:	ESCO Prequalifications
Chapter V:	Request for Proposal
Chapter VI:	Proposal Evaluations
Chapter VII:	Technical Audit & Engineering Services Agreement
Chapter VIII:	Performance Contract Negotiations
Chapter IX:	Monitoring, Measurement, and Verification
PART TWO: Lessons Learned in NC and Beyond	
Chapter X:	Lessons Learned
PART THREE: Appendices and Resources	
Resources & References	Resources & References
Index of Charts & Tables	Index of Charts & Tables
Glossary of Terms	Glossary of Terms
Appendix A	Request for Proposal for Performance Contracting Services
	SITE Visit Registration
	Attachment A – General Contract Terms & Conditions
	Attachment B – Insurance and Licensing
	Attachment C – ESCO Response
	Attachment D – Evaluation Criteria

Internet 100%

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New Business:

1. Report on S668 training – last week. Opportunities for PC.
2. UNC Sustainability Committee Draft Report.
 - a. Comments due last week.
 - b. Sustainability Policy to follow.
3. AASHE Show – Next week at new convention center.
4. PC RFP Appendix I & II discussion.
 - a. What is the scope of this PC project?
 - b. How do we simplify the award process?
 - c. Other strategies?
5. UNCGA discussion.
 - a. Is BOG approval required?
6. PC finance update. Which banks are participating? Where are rates going?

Committee Reports:

- Private Sector Co-Chair – Tim Gasper
- Public Sector Co-Chair – Len Hoey
- Senate Bill 3 Committee Chair - Aaron Rittenhouse David Hohns, Jack Connell, Scott Gugenheim, Tim Gasper and Don Gilligan
- State Specific Documents Committee Chair - Tim Gasper
- Membership Committee Chair – James Bennett
- Outreach Committee Chair - Frank Shepard
- Workshop Committee Chair – Joe Christie
- Treasurer - Dave Hohns

Potential State & Local PC projects:

- ✓ ECSU Contract Facilitator?
- ✓ NCCU – Searching for Contract Facilitator funds
- ✓ NCSU RFP – Preliminary Due 11/24/08
- ✓ UNCA RFP – Preliminary Due 12/19/2008
- ✓ WCU RFP – Preliminary Due 1/13/09
- ✓ Additional UNC & other RFP updates – Len Hoey
 - NCDOT, FSU, UNCP, UNCA&T, WSSU

Next meeting date, time, location:

The next meeting is Tuesday 12/2/08, 1:00 PM at the McKimmon Center, in Room 232.



ESC Statewide Program Best Practices

ESC has identified a set of Energy Savings Performance Contracting (ESPC) Statewide Program Best Practices and a related set of tools and guidance documents. The tools and best practices described below are a part of the U.S. Department of Energy supported partnership initiative with ESC - Accelerate ESPC. For more information about the initiative and our partners [click here](#).

Best Practices and Tools

The Energy Services Coalition has developed a set of best practices and tools that it recommends States consider in developing and implementing a statewide Energy Savings Performance Contracting (ESPC) program. Following is a brief description of each practice or approach:

1. [SEO Leadership](#)
2. [State Legislation](#)
3. [Strong Legislative and Gubernatorial Support](#)
4. [Consensus Support for State Decision-makers in the Legal, Procurement, and Finance Areas](#)
5. [ESC State Chapter or Similar Stakeholder Group](#)
6. [Pre-qualified ESCOs](#)
7. [Pre-approved Contracts](#)
8. [Project Oversight and Technical Assistance](#)
9. [Education and Outreach](#)
10. [Tracking Project Implementation Progress](#)
11. [Encouragement and Promotion of Programmatic Success](#)

Summary of Key Tools

This at-a-glance matrix summarizes and links to the key ESC identified statewide program best practices, tools, and documents. [Click here](#) to access the matrix.

ESPC Dollars Per Capita Map

To see the amount of Energy Savings Performance Contracting (ESPC) investments in state and local buildings in particular states [click here](#).

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ESC - OBJECTIVES, PURPOSES, VISION AND MISSION

The specific purposes for which this corporation is organized are to provide education and develop and disseminate information to increase the delivery of energy efficiency for the benefit of the general public. Educational activities will include the development and dissemination of information about energy efficiency and how increased energy efficiency can be provided, encouraged and acquired. Activities of this corporation shall include bringing together all the interested parties for the cooperative work on:

- **identification of barriers** to the use of performance contracting as an option for building owners and occupants to acquire building upgrades, energy efficiency, water conservation, renewable energy resources; and combined heat and power,
- **development of solutions** that *remove these barriers* such as developing and disseminating new information and materials where needed;
- **exchange of information**, cooperative work by the affected parties;
- **education** on the benefits of increased energy efficiency and renewable energy and on how increased energy efficiency, water conservation, and renewable energy can be implemented;
- **to remove the barriers** for building owners and occupants to use performance contracting and other means for acquiring and financing building upgrades, energy efficiency, and renewable energy resources.

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Vision Statement

Through the collaborative efforts and diverse knowledge of its public and private members, the Energy Services Coalition aims to make energy performance contracting one of the primary means of increasing energy efficiency, reducing energy consumption, and improving air quality in all types of facilities in every market segment.

Mission Statement

To promote the benefits of, provide education on, and serve as an advocate for the widespread use of energy performance contracting in public and private facilities.

Strategies for Achieving the ESC Mission

- Serve as a national **one-stop clearinghouse** for information on state level performance contracting, including best industry practices, the procurement and contracting process, case studies, etc.
- **Develop and distribute success stories** and lessons learned on state program efforts to promote energy efficiency through performance contracting
- Develop and distribute success stories and lessons learned on a wide variety of performance contracting projects
- Develop capacity at the state level, through state energy offices and state departments, to educate about performance contracting and promote best practices
- Offer **workshops and training seminars** to educate all market segments on the benefits of energy performance contracting
- Promote the use of energy performance contracting through communication, workshops, and marketing resources
- **Assist with and provide support** of the development of **national, state and local policies and procedures** that enhance the widespread use of energy performance contracting in all sectors
- **Provide ongoing maintenance** of a vibrant, **interactive web site** that provides vital EPC information and self-help tools, such as model documents and templates