

# Energy Plan Commission

## Meeting Minutes 15 March 2023

### Regular Meeting (Council Chambers)

**Attendance:** Commissioners: Alison Hoxie, Brian Hinderliter, Cassandra Theisen, Scott Wishart **Absent:** Tari Rayala, Gary Olson, Robert Reichert.

**City Staff:** Mindy Granley, Sustainability Officer; Mike LeBeau, Construction Project Supervisor; Jennifer Ondrik, Administrative Specialist; Jim Filby Williams, Director – Property, Parks, & Libraries; Parker Angelos, AmeriCorps VISTA Energy & Sustainability Assistant. **Absent:** Alex Jackson, Energy Coordinator

#### Call to Order:

Meeting called to order at 4:05pm.

#### Approval of January 18<sup>th</sup> 2023 Meeting Minutes:

Commissioner Hinderliter moved to approve, seconded by Commissioner Wishart

#### Approval of Agenda:

Commissioner Hinderliter moved to approve, seconded by Commissioner Wishart

#### Old Business:

None

#### New Business:

##### Subcommittee Discussion – Cassie Theisen

- Commissioner Theisen: Discussion on subcommittees in past couple meetings to discuss specific topics. Intention here today is to pick topics and pick committee members. We'd like to hear from the City on what would be helpful to avoid redundancy.
- LeBeau: Reminded Commission of the different workgroups in the city, some are inward facing, others are more outward like Sustainability. Suggest the Commission start with reviewing charter for subcommittees, charter may indicate focus on city infrastructure. Not sure on revision process. Subcommittees will also need to be accessible to the public, maybe meeting virtually would work? City staff will talk to city clerk for more guidance.
- Filby Williams: Support LeBeau's comments, rather than deciding now on any particular plan for addition of subcommittees, would probably be more prudent and timelier for administration to assess what is required of a subcommittee, public notice, and staff presence (if any), whether or to what degree has the capacity internally to support the subcommittee idea. Our department is at or beyond what is sustainable for my staff. Don't know if department could support subcommittees.
- Commissioner Theisen: city staff can look into this and provide update and next meeting?
  - o LeBeau: Yes

## Heat Pump Water Heaters – Mike LeBeau

- Mike LeBeau (Construction Project Supervisor) gave the Commission an update on a small-scale project being conducted to inventory the City's 66 water heaters located throughout their buildings and facilities. He explained that while most building projects are big and require lots of capital funding, he and his staff have been focusing on smaller water heater improvements. He is working with his asset management contractor to inventory the City's water heaters and be able to generate specific reports such as fuel type, size, age, location, proximity to electrical, etc. This information will be used to prioritize replacements as funding becomes available.
  - o Questions:
    - Commissioner Theisen: Mentioned that there is quite a bit of info in asset management software, is there a plan to target other upgrades like lighting? Would you consider air to water heat pumps? Other HVAC systems that could be easily replaced with heat pumps?
      - LeBeau Response: The asset management system is in the process of being updated, which makes it more useful. To answer other question, use when we have time and energy, open to all ideas that be worked into cash flow to deal with complexities and scale of those projects. Overall, answer is yes.
      - Looking into other heat pumps for other applications such as air to water
      - Learned at recent conference that air to water development up and coming
    - Commissioner Theisen: Do you want to be a test site?
      - LeBeau Response: Yes
    - Commissioner Theisen: There are 66 water heaters, what is the breakdown from gas to electric?
      - LeBeau Response: We know this but don't have exact data now. Want to replace the oldest units first.
    - Commissioner Wishart: How do you prioritize projects? Age, use, any ROIs?
      - LeBeau Response: Conversation hasn't started yet. Just got report. Have list of buildings that will be phased out
    - Commissioner Theisen: Anything the EPC can do to support your work on this?
      - LeBeau Response: Not yet, but thank you.

## Sustainability Officer Updates – Mindy Granley

- Mindy Granley (Sustainability Officer) updated the Commission on her recent initiatives, accomplishments, grants, and staffing changes. See attached report.

### City Energy Updates – Mike LeBeau

- Mike LeBeau (Construction Project Supervisor) updated the Commission the progress City Hall MEP renewal project. In addition he gave a brief overview of the recent improvements and upgrades he and his staff are making using building controls for indoor air quality & efficient operations. Alex Jackson (Energy Coordinator) has really become an expert on building controls!

### Public Comment:

None

**Future Meeting Topics:** Update on the establishment of an Executive Committee and interest in officially amending the EPC bylaws to better reflect the current Administrative directive.

### Adjournment:

Commissioner Hoxie moved to adjourn at 5:40pm