

**MEETING 2 MINUTES**  
**COMMISSION ON LOW INCOME ENERGY & WATER ASSISTANCE**  
**AUGUST 29, 2022**  
**10:30 AM – 12:00 PM**  
**Zoom Meeting**

---

**Commission Members in Attendance:**

- Luke Ilderton, Energy Outreach Colorado
- Andrew Hawkins, Xcel Energy
- Michelle Butler, Colorado Energy Office
- Theresa Kullen, Department of Human Services
- Regina Bosma, Arapahoe County Weatherization Division
- Laura Getts, San Isabel Electric Association
- Elizabeth Gillitzer -Gallardo, Aurora Water Department

**CEO Staff Members:**

- Barbara (Babi) Pazos

**Attorney General's Office Representatives:**

- Cynthia Vitale, Assistant Attorney General

**Quorum Met:** Yes

---

**Action items**

- Motion regarding the procedures for transferring funds to CEO from EOC and establish the proper transfer schedule of the funds: motion passed to allocate 45% of total funds (\$8,325,000) to CEO in two installments.
- Motion regarding process to distribute 2% of funds for energy assistance education required by the legislation: motion passed to distribute 2% of funds for energy assistance education required by the legislation to EOC.
- Next meeting: Monday, November 14, 10:30 am - noon

**Introductions**

- Elizabeth Gillitzer -Gallardo introduced herself to the group.

**Approval of 8/8 Meeting Minutes**

- Theresa Kullen: motion to approve minutes from August 8, 2022 Commission meeting
- Luke Ilderton: second
- No objections

**Discuss CEO's WAP-BIL Plan and vote on approval of state plan**

- As CEO employees, Michelle Butler, Ryan Harry, and Babi Pazos-Almada will abstain from discussion about approval.
- Luke Ilderton: has everyone reviewed plans? Are there any questions?

- Theresa Kullen: no questions or comments.
- Luke Ilderton: excited to see CEO put this forward.
- Laura Getts: regarding tentative budget allocations, do we have a sense of what the increase is as compared to previous years?
  - Luke Ilderton: not aware of the answer to this. Can try to track this down and get that information.
- Laura Getts: does this funding reflect beneficial electrification? Or is that another bucket of funding?
  - Luke Ilderton: think electrification process is specific to each agency.
- Motion:
  - Luke Ilderton: motion to accept the plan
  - Regina Bosma: second
  - Vote:
    - Theresa Kullen: aye
    - Andrew Hawkins: aye
    - Laura Getts: aye
    - Elizabeth Gillitzer-Gallardo: aye

**Review the procedures for transferring funds to CEO from EOC and establish the proper transfer schedule of the funds**

- Luke Ilderton: would like to hear from CEO about transfer rates and cadence.
  - Ryan Harry: for us, one-time transfer would be great, as soon as that makes sense. Is a one-time transfer possible? Or is another schedule preferable?
- Luke Ilderton: quarterly would make more sense for us in terms of a regular cadence and accounting. Curious about when timing should be on your end. We close our fiscal year at the end of September.
  - Ryan Harry: for us, the main thing is that we have spending authority. The exact timing of when things show up isn't as important. If we can agree on budget and timing in the minutes for spending money, we have spending authority and can enter contracts.
- Luke Ilderton: think quarterly or biannually makes sense so we can have a better sense of forecasting rates.
  - Ryan Harry: if we agree on budget and timing for this year, this will give us spending authority for Federal fiscal year starting October 1, 2022. Does that work?
- Luke Ilderton: Yes. Once we agree on transfer rates and budget, we can move forward with using the funds for Energy Outreach's portion for energy assistance.
  - Ryan Harry: from our perspective biannual is preferable – easier on operations team. So, first transfer November/December, second transfer May/June.
- Luke Ilderton: overview of budget numbers. By end of FY 22, will have collected the following amounts:
  - Total:
    - Xcel: \$16,000,000
    - Black Hills: \$1,670,000

- Atmos Energy: \$715,000
  - Colorado Natural Gas: \$140,000
  - o Ryan Harry: so baseline CEO budget would be \$8,325,000 (45% of total).
- Luke Ilderton: in terms of procedure, CEO will submit invoice to EOC? EOC prefers HCH transfer.
  - o Ryan Harry: yes.
- Ryan Harry: understand minutes plus legislation are sufficient to give us spending authority. May need to follow up with EOC for additional documentation for spending authority.
- Motion: allocate 45% of total funds (\$8,325,000) to CEO in two installments in two installments.
  - o Theresa Kullen: move to approve this motion
  - o Michelle Butler: second
  - o Vote:
    - In favor:
      - Elizabeth Gillitzer -Gallardo: aye
      - Andrew Hawkins: aye
      - Laura Getts: aye
      - Luke Ilderton: aye
    - No opposition or abstentions
    - Regina Bosma was absent

**Establish a process to distribute 2% of funds for energy assistance education required by the legislation**

- Luke Ilderton: legislation requires that at least 2% of money collected from charge must be used to engage with communities. Helping customers access LEAP, helping them navigate energy outreach arrearage assistance.
- Michelle Butler: CEO has also pushed to increase engagement with community-based organizations and community members regarding our programs.
- Ryan Harry: CEO wants to get into communities and understand what the needs are.
- Luke Ilderton: how do we define utility assistance programs?
  - o Theresa Kullen: interpret this as bill payment assistance.
  - o Ryan Harry: we are talking about weatherization specifically – look at it as weatherization as supporting bill assistance. Would be spent internally for engagement with clients.
- Laura Getts: would any of that money be passed onto community-based organizations?
  - o Michelle Butler: that probably depends. Anything we do with communities will be designed to be as all-encompassing as possible.
  - o Ryan Harry: short term, might not grant as much to community-based organizations, but might do more of that in the future.
  - o Michelle Butler: will also consider incentives for community participation – will consider this when budgeting for these types of events.

- Luke Ilderton: want to ensure we are following spirit of the legislation. In my mind, intention was to bring in more community-based organizations – rather than EOC or CEO.
  - Michelle Butler: see that point, and note that part of our plan going forward is to build these relationships and support work with organizations so they can meet and work with communities that haven't historically been involved.
  - Theresa Kullen: as a board, we need to think about what we are intending. In spirit of the law, in my opinion, think it is for agencies for utility bill payment assistance for outreach funds.
- Luke Ilderton: agree with Michelle, we want to be able to bring in more organizations. It seems like the most fair way to address this is to do a request for proposals and get more information from groups about their background and community relationships. Want to score RFP so it allows organizations to come into this who are new to this system.
- Theresa Kullen: rough estimate of money we are talking about?
  - Luke Ilderton: approximately \$370,500
- Ryan Harry: recommend 15% of \$370k (\$55,500) going towards weatherization. Relatively small amount, but gives us some diversification. Opportunity for weatherization to offer these services with the structure we have already.
  - Theresa Kullen: would this go to outreach or bill payment assistance?
  - Luke Ilderton: yes would go to outreach, not bill payment assistance.
  - Michelle Butler: will do outreach about new programs and resources that will be available to them.
- Laura Getts: with what we are seeing come through in Inflation Reduction Act in terms of direct payments, do we foresee these outreach efforts and potentially selected community-based organizations being responsible for any of this direct payment as well?
  - Luke Ilderton: not sure how this gets layered into weatherization.
- Luke Ilderton: there will likely be high demand for energy assistance this winter – especially with high gas prices. We need to think about how to support agencies that can help people now.
  - Theresa Kullen: agree. Also, this winter will be difficult because pandemic relief funds are gone.
- Luke Ilderton: certainly makes sense to have EOC put out solicitation. We could also structure another committee specifically around that RFP.
- Luke Ilderton: would CEO apply for these funds like another community-based organization? For us on the call, difficult if we can't review a CEO plan.
- Theresa Kullen: this money is to go directly to outreach agencies. So if I understand, CEO would use this money to fund program to do more outreach? But it wouldn't go directly to agencies, which is where money is supposed to go. I personally have some issues with transferring to CEO directly.
- Laura Getts: question about last sentence in legislation regarding submitting budget to CEO for review. Is that intended to be organization selected to recruit community based organizations, or is it referencing organizations that have been recruited?

- o Michelle Butler: how does this work if CEO is approving budgets?
- o Theresa Kullen: see this as CEO reviewing, rather than approving. Understand Commission as approving budget.
- Andrew Hawkins: reading the last piece, I think it sounds like we as a Commission would approve the budget, and CEO should have a copy for review. Not sure what we would vote yes or no on.
- Elizabeth Gillitzer-Gallardo: on the same page – what exactly are we going to be voting on?
  - o Ryan Harry: see the vote as to what percentage of the funding would go to EOC and CEO respectively. Either 1) \$370,000 to EOC, or 2) \$314,000 to EOC and \$55,000 to CEO.
  - o Luke Ilderton: would clarify that the money going to EOC would go out to community-based organizations.
  - o Luke Ilderton: one more thing about RFP, community-based organizations have experience applying for funding from EOC.
- Luke Ilderton: if \$55,000 goes to CEO, would this stay with CEO or go directly to community-based organizations?
  - o Ryan Harry: would see \$55,000 to support CEO's work, rather than distributing to community-based organizations (but we would be interested in doing more of this in the future).
  - o Luke Ilderton: certainly, when there is education and outreach around weatherization assistance, this drives more applications to WAP.
- Motion: to allocate entire 2% (\$370,000) through RFP to EOC for community-based organizations.
  - o Theresa Kullen: move to approve this motion
  - o Luke Ilderton: second
  - o Vote:
    - Elizabeth Gillitzer -Gallardo: aye
    - Andrew Hawkins: aye
    - Laura Getts: aye
  - o Opposed: none
  - o Abstentions:
    - Michelle Butler
  - o Absent:
    - Regina Bosma

### **Scheduling future meetings and topics**

- Monday, November 14, 10:30 am – noon
- Updates from EOC and LEAP
- Luke will circulate a draft agenda and ask others for feedback

### **Meeting Adjourned** 12:00 p.m.

- Theresa Kullen: moved to adjourn
- Luke Ilderton: second
- All present voted in favor to adjourn