

Clean Energy Advisory Committee
Meeting Minutes
November 10, 2025

Call to order at 1:00 pm

Attendance:

Present In-person: Richard Smith, Phyllis Goodson

Present via Zoom: PJ Klein, Sean Sullivan, Andrea Bennett, Jessica Cannon

Not Present: Valjeanne Estes

City Staff Present: David Ingram, Dave Mayes

Approval of October minutes: All ayes, and approval of the October minutes passed.

Item #1: Updates

Duke Energy's No-Cost Energy Assessment – via Advanced Energy.org – Dave I gave updates on a Duke Energy program that provides no-cost energy assessments. The assessments are performed by a Duke approved vendor, Advanced Energy.org. The assessments will be performed at Skyline Center and at Police HQ – the two highest energy-consuming facilities. The assessments are aligned with the Committee recommendations on implementing energy efficiency measures.

New Committee Member Update – David I updated the Committee on the status of filling the two vacant seats on the Committee. Approval was received from the Mayor on two candidates who applied and they have been contacted via email on if they are still interested and available. Currently awaiting replies from the candidates.

New Facility Opening - [Riverlights Fire Station #6](#) - David I briefed the Committee on the opening of the new Riverlights Fire Station. The new station was designed with energy efficiency in mind and utilized the [Energy Design Assistance Program](#) from Duke Energy. The facility includes energy-efficient HVAC, building envelope, increased insulation, and windows. LEED Silver guidelines were followed; however, the facility will not pursue actual LEED certification.

Fleet EV Transition Study – David I briefed the Committee on the current status of the study. Another monthly meet was just held with ICF, the vendor conducting the study. ICF is currently finalizing the vehicle equipment inventory, getting accurate counts of each make & model of vehicles, making sure vehicles are classified correctly, and getting accurate annual fuel usage data. This information comprises Task 1 for ICF, they will now be moving into Task 2, which involves recommending vehicle replacement scheduling and currently available EV's. The study is currently on schedule to be completed in February or March timeframe.

Discuss Informational Update Memo for City Council – David I opened the floor for the Committee to discuss providing updates and information on Clean Energy Committee actions to City Council.

- Jessica C noted that we have new members on City Council that may be very interested in the Committee's efforts and to have City Staff provide them a roadmap and history of Committees' actions. Jessica also suggested having a dashboard that could easily be referred to for overview of actions, their current status, and next steps.
- PJ noted need to have energy usage over time, also have it normalized on kWh per square foot or other metric to show we are driving down energy usage/ energy intensity.
- Phyllis G – added highlighting efforts that are low-hanging fruit that would good financial win opportunities.
- Andrea B – liked the idea of inviting new council members to an upcoming Committee meeting and inquiring about any areas of particular interest to them.

Duke Energy Smart Saver Rebates - David I updated the Committee on several energy efficiency efforts:

- Smart Thermostats – 26 smart T-stats are being installed throughout Ops Center facilities and will qualify for \$1875 Smart Saver rebate.
- LED conversions – building technicians are replacing lights with LED's at multiple sites as existing lights fail.
- FS #6 – By participating in the Design Assistance Program, the project will receive a \$7,500 rebate.
- HVAC replacements – new HVAC units will be installed at several facilities at the Operations Center. Once installed the City will submit the required information for a significant Smart Saver rebate.

Item #2: Discuss Invitation to guest speakers of interest to the Committee

The committee discussed inviting Dr Roger Shew to an upcoming meeting to present on the current state of energy and infrastructure in the NC area.

The Committee agreed Dr Shew would be an informative guest speaker. Rich will reach out to him with the invitation and scheduling.

Meeting was adjourned at 2:30 pm

Recording of the meeting can be viewed at:

<https://www.youtube.com/watch?v=tAPxpep9XFU&t=3665s>

Next meeting is Monday, January 12, 2026, at 1:00 p.m.