
MEETING MINUTES . June 24, 2007

ASHRAE T.C. 7.9 . Commissioning
Long Beach, California

1. The meeting was called to order at 3:02 p.m. by Chairman Kristin Heinemeier.
2. Kristin added two liaison reports to the agenda: TRG 7 and Performance Measurement Protocol Special Project.
3. A motion was made by Andy Nolfo and seconded by Bill McCartney to approve the agenda. Motion passed.
4. Self introduction took place. Eleven voting members were present to constitute a quorum.
5. The sign-in sheet and roster were circulated.
6. David Bevirt made a motion seconded by David Bornside to approve the minutes from Dallas meeting. Motion passed.
7. John Castelvechi and Bill McCartney just received the Distinguished Service Awards, which were acknowledged by Kristin.
8. ASHRAE if asked will send a letter to your employer to acknowledge your work in ASHRAE. See Kristin if this is desired.
9. ASHRAE has just published a life cycle-costing brochure. Chair of 7.8 has copies.
10. CTTC can be used to disseminate technical data to the members.
11. As of New York, you will not be able to opt out of having your presentation recorded.
12. Several T.G. groups have been added:
 - a. Technical committee on Ultra-Violet Air and Surface Treatment.
 - b. TG-3 HVAC & R Contractors and Design Build Firms.
 - c. TRG-4 Sustainable Building Guidance and Metrics.
 - d. TRG-7 Tools for Sustainable Building Operations, Maintenance and Cost Analysis.
 - e. TRG-7 Underfloor Air Distribution.

- f. TG-8 Variable Refrigerant Flow.
- 13. ASHRAE 30% Advanced Energy Design Guide for K-12 schools will be out for peer review. Also for warehouses and highway lodging.

SUBCOMMITTEE REPORTS

MEMBERSHIP

- 14. Elia Sterling reported members rolling off are David Bevirt, Rodney Lewis, Barry Bridges and John Castelvechi.
- 15. New members are Jay Enck, Jerry Kettler, Thomas Cappellin and Ken Gillespie.

RESEARCH SUBCOMMITTEE

- 16. Ken Peet reported. Passed out minutes of subcommittee meeting held the day before, TC 1.4 RTAR User Interface Design for Improved System Operation and RTAR . Closed Loop Problems, Performance Measurement and Alternative Algorithms to PID. Andy Nolfo made a motion which was seconded by Randy Casteel to approve the subcommittee meeting minutes. Motion approved.

PROGRAM COMMITTEE

- 17. Rich Rose reported. J.R. Anderson made a motion and Walter Grondzik seconded to approve the Program Committee Meeting Minutes. Motion approved.

HANDBOOK COMMITTEE

- 18. John Castelvechi reported for Rick Casualt. Report attached.

LONG RANGE PLANNING COMMITTEE

- 19. Jerry Kettler reported. A course for Guideline 0 is to be developed. It will be expanded to other associations. Rich Rose made a motion to create a cognizant subcommittee to oversee the course curriculum written by the PDC. Andy Nolfo seconded the motion. Discussion ensued and the motion was amended as follows: Establish a cognizant subcommittee to oversee writing of course curriculum for commissioning continuing education. Motion passed.

Andy Nolfo, Walter Grondzik, Rich Rose, Jeff Traylor, Carl Lawson, John Castelvechi were appointed as members of the committee and they will elect their own chairman.

A user manual will be developed for Guideline 0.

Commissioning Guidelines will be in a numbered series starting at 1.1, etc.

Certification . forming the committee for commissioning
Guideline 189 . LEED Process in code language . Building owner will be required by code to hire a commissioning agent to tell him what is wrong with a building that does not perform properly. Comment by July 9th.

QUARTERLY MAGAZINE

20. ASHRAE is coming out with a new Quarterly magazine directed to architects and BOMA.

LIAISON REPORTS

21. GPC-1 . slated for publishing at this meeting.
22. GPC-0 . Jeff Traylor asked members to send in any changes.
23. GPC-30 . Progress is being made toward a draft in January 2009.
24. GPC-31 . Walter Grondzik will have five members at this meeting and be official.
25. GPC-4 . William McCartney . Documentation
26. SSPC-62 . Elia Sterling . User manual is being finalized.
27. SPC-90.1 . 30% reduction based on cost in 2010 versus 2004.
28. SPC-111 . Jerry Kettler . May require another public review.
29. SPC 180 . Carl Lawson . After public review of two pages, it will go to publication.
30. GPC-11P . Jerry Kettler . Out for public review.
31. K-12 Schools . Jay Enck . Out for review by July 9th.
32. TC 7.7 . Working on revisions to 151 which is the Test and Balance of ships.

33. TRG-7 . Concentrating on Persistence of Energy savings. Michael Bobker reported. Janice Peterson will be the liaison for TC 7.9.
34. Performance Measurement Protocol Special Project . Jerry Kettler . There is a contract with Nexus and the University of Colorado. Reviewing 330 documents. Will be followed by a special publication or guideline.
35. BCA . Jerry Kettler . Updated website. Certification committee is ongoing. Professional Development Committee is working with ASHRAE to develop some programs.
36. NEBB . Andy Nolfo . Updating Commissioning Procedural Standard to be out later this summer. Working on a retro commissioning procedural standard; it will be out shortly thereafter.
37. ACG . Jerry Kettler . Certification program is ongoing.
38. USGBC . Jay Enck . They are committing more to commissioning. LEED for existing building is adding ownersqfacility requirements, evaluation of the building and a plan to get the building to operate.
39. CCC . Kristin Heinemeier . Coming up with methods for measurement and verification for retro commissioning. Series of Webinars on how to sell commissioning in different markets.

NEW BUSINESS

40. Paperless Meeting . Walter Grondzik . Have a router at the meeting and no paper. Walter made a motion, seconded by Rick Casault for TC 7.9 to move to a paperless meeting ASAP. Motion passed. Jeff Traylor will head the paperless meeting. David Bornside will join him.
41. Turning Guidelines 0 and 1 into a standard will be on the agenda for next meeting.
42. Carl Lawson made a motion to adjourn the meeting; seconded by Rick Casault. Motion passed.

ASHRAE TECHNICAL COMMITTEE 7.9
 MEETING JUNE 24, 2007
 LONG BEACH, CALIFORNIA
 ATTENDANCE ROSTER

Kristin Heinemeier	Chairperson	Member
Joseph R .Anderson	Vice Chairman	Member
Kenneth C. Peet	Secretary	Member
Rodney H. Lewis	Standards Subcommittee Chairman	Member
W. David Bevirt		Member
David E. Bornside		Member
John P. Castelvechi		Member
Walter T. Grondzik		Member
William J. McCartney		Member
Andrew P. Nolfo		Member
Rick Casault		Member
H. Jay Enck		Member
Richard Rose		Member
Gerald Kettler		Member
Benjamin W. Crowley		Corresponding Member
Eric T. Jenison		Corresponding Member
David Claridge		Corresponding Member
Randy Casteel		Corresponding Member
Michael Bobker		Corresponding Member
Jim Bochat		Corresponding Member
Eric Jenison		Corresponding Member
Reinhard Seidl		Corresponding Member
Tim Corbett		Corresponding Member
Chuck Dorgan		Corresponding Member
Jeff Traylor		Corresponding Member
Charlie Shieh		Visitor
Mike Dolim		Visitor
William Pienta		Visitor
Michele Friedrich		Visitor
Bishara Mogannam		Visitor
Michael J. King		Visitor
Janice Petersen		Visitor