

Board Meeting Minutes—145th Meeting

September 28, 2016

Board members present: Susan Brodahl, Heather Buesse Eberhardt, Ken Canon, Melissa Cribbins (by phone), Dan Enloe, Roger Hamilton, Lindsey Hardy, Mark Kendall, Debbie Kitchin, Alan Meyer, John Reynolds, Eddie Sherman, Stephen Bloom (OPUC ex officio), Warren Cook (Oregon Department of Energy special advisor)

Board members absent: Anne Root

Staff attending: Mike Bailey, Adam Bartini, Eric Braddock, Sarah Castor, Quinn Cherf, Scott Clark, Amber Cole, Mike Colgrove, Tara Crookshank, Kim Crossman, Phil Degens, Lindsey Diercksen, Sue Fletcher, Elizabeth Fox, Betsy Kauffman, Oliver Kesting, Steve Lacey, Debbie Menashe, Dave Moldal, Thad Roth, Sloan Schang, Mariet Steenkamp, Julianne Thacher, Sam Walker, Peter West

Others attending: Jonathan Belais (NEEA), BJ Moghadam (NEEA), Elaine Prause (OPUC), Chris Smith (Energy 350), Anne Snyder Grassmann (Portland General Electric), Susan Stratton (NEEA), Bob Stull (CLEARresult), Lydia White (Cascade Policy Institute)

Business Meeting

Debbie Kitchin called the meeting to order at 12:14. Reminder that consent agenda items can be changed to regular agenda items at any time.

General Public Comments

The president may defer specific public comment to the appropriate agenda topic.

There were no public comments.

Consent Agenda

The consent agenda may be approved by a single motion, second and vote of the board. Any item on the consent agenda will be moved to the regular agenda upon the request from any member of the board.

MOTION: Approve consent agenda

Consent agenda includes:

1. July 20, 2016 Board meeting minutes
2. Bank signing resolutions

Moved by: Heather Buesse Eberhardt
Vote: In favor: 12
Opposed: 0

Seconded by: John Reynolds
Abstained: 0

Northwest Energy Efficiency Alliance Annual Activity Report

Susan Stratton, executive director of NEEA, presented a summary of NEEA activity for 2015.

Energy Trust is the second largest funder of NEEA electric activities, after Bonneville Power Administration, representing about 20 percent of funding. Natural gas market transformation activities are also funded separately by Energy Trust. NEEA budgets in five-year increments. Energy Trust's contribution on an average annual basis is about \$6.7 million.

NEEA has two strategic goals. The first goal is to fill the energy-efficiency pipeline with new products, services and approaches. The second goal is to create market conditions that will accelerate and sustain the market adoption of emerging energy-efficiency products, services and practices—called market transformation.

NEEA has several advisory committees, including the Regional Portfolio Advisory Committee. Energy Trust has a representative on all advisory committees and also on the board. In 2015, NEEA expanded its board to include two governor-appointed board members from each state, including Washington, Oregon, Idaho and Montana.

NEEA requires unanimous support from all funders before moving forward on any initiatives.

In 2015, NEEA executed the first year of its five-year business plan, saving a total of 37 average megawatts at a total resource cost of 2.8 cents per kilowatt hour. In 2015, Energy Trust contributed \$6.4 million to NEEA electric and gas savings. NEEA delivered 7 aMW of savings to Energy Trust.

NEEA is in year two of its natural gas business plan budget, and hopes to see results over time that are similar to electric results.

Over 20 years, Northwest Energy Efficiency Alliance has delivered 1,275 aMW of regional savings.

Susan provided an overview of how NEEA and Energy Trust work together. Energy Trust has been eager to collaborate with NEEA on pilot projects, including pilots regarding dedicated outdoor air systems, Next Step Homes and gas technologies. Within the electric portfolio, Energy Trust is collaborating on a commercial lighting pilot, a new manufactured home specification, commercial home enhancements and marketing of residential technologies. Energy Trust and NEEA have also collaborated on gas projects, including rooftop HVAC unit field testing, a heat pump water heater feasibility study and new opportunity scanning.

Eddie Sherman arrived at 12:28 p.m.

Looking forward, NEEA plans to increase work in electric vehicles, demand response and rural opportunities.

The board asked about NEEA's understanding of how approaches to codes are different for each state and region. Susan responded that NEEA works with each state individually. An example of success is NEEA's work with Washington on commercial code. Susan also reported that NEEA's experience with codes in the Northwest can now inform the U.S. Department of Energy (U.S. DOE) as NEEA's former codes manager in Portland, David Cohen, has been appointed to lead the U.S. DOE work on codes.

The board asked if manufactured housing work is with manufacturers or retailers. Susan responded that work is directly with manufacturers. All manufacturers use the same low-efficiency windows, and there's an opportunity to improve this and other practices.

The board noted that a few years ago, a majority of manufactured homes in the U.S. were manufactured in the Northwest. Susan confirmed that this is still the case.

Susan acknowledged Margie Harris, Energy Trust's founding executive director, for her contributions to NEEA's success as a board member and through her leadership at Energy Trust. Debbie responded that Energy Trust appreciates its partnership with NEEA because of its effective regional approach to market transformation.

President's Report

Debbie noted that the 2017 schedule of board and board committee meetings is included in the packet. The board requested that calendar invitations be sent to members.

Debbie Kitchin welcomed Mike Colgrove to his first board of directors meeting as executive director.

Mike provided a brief overview of his professional and personal history. Mike was born in Nebraska. His father was in the military, and he moved several times during childhood to Alaska, Virginia and England. He began college at an extension unit of the University of Maryland in Munich, Germany, and completed his bachelor's degree in environmental science at the University of Alaska Fairbanks. He lived in Maui for 10 months before moving to New York City to pursue a graduate degree in energy studies at the New York Institute of Technology. Mike stayed in New York City for 20 years.

Mike described his career path, including work at the Community Environmental Center, the Association for Energy Affordability, APEX Environmental and New York State Research and Development Authority. His career started in low-income energy efficiency work and weatherization. His area of expertise is multifamily buildings, and he's particularly interested in Energy Trust's Diversity Initiative.

The board asked about Mike's graduate coursework. Mike responded that it was focused on building science with an elective focus on renewable energy. His undergraduate degree was in environmental policy and economics, which provided the technical grounding to speak the same language as building engineers.

Debbie thanked staff for planning and executing a wonderful event to recognize Margie's retirement.

Debbie asked for updates from the Evaluation Committee, and Alan Meyer responded that there are no Evaluation Committee updates to report.

The board asked about Path to Net Zero meters being located in inaccessible locations. Mike will follow up on this issue.

Budget Action Plans Preview

Peter West provided a preview of budget action plans for Energy Trust's 2017 Annual Budget and 2017-2018 Action Plan.

This is an early preview of program budget action plans. Note this presentation is only about the programs and not about operations. Energy Trust is interested in feedback about the board's interest in receiving this early preview in September, before the full draft budget is presented in November.

Peter reviewed the budget schedule. Energy Trust's budget development process begins in July and completes in December. The draft budget highlights will be presented to the Conservation Advisory Council and the Renewable Energy Advisory Council in October, and the full draft budget will be posted online on October 26 and presented to the board on November 2. All public comments on the draft are due on November 9.

The board inquired if the due date for public comments is earlier than in past years, and Peter responded that this is intentional to include more time to clarify and respond to comments.

The board asked how board members can see public comments. Peter responded that Energy Trust will share comments received in the final proposed budget materials delivered to the board in early December and at the December 16 board meeting. The board will also have access to the immediate

reactions of those groups through advisory council notes. Board member requested to see the comments prior to the December board meeting.

Budgeting reflects Energy Trust's 2015-2019 Strategic Plan objectives of achieving goals, providing efficient operations, expanding participation, managing uncertainties, supporting innovation and utility partnerships and coordination.

Peter shared context for the action plans. The economy is relatively strong, project volume is up for renewable energy and the efficiency business sector, project volume is down in the residential sector, savings realization rates are down due to market penetration and efficiency standards, avoided costs are stable for efficiency and reduced for renewable energy, and there are several key policy and savings unknowns in 2018. Peter noted that urban economies remain stronger than rural economies.

The board asked why savings realization rates are down. Peter responded that achieving savings becomes more expensive as Energy Trust penetrates markets. In addition, codes and market baselines are increasing, reducing the amount of savings Energy Trust can claim for impacted measures.

The board asked why avoided costs for renewables are expected to decrease. Peter responded that this is regarding relatively low gas prices and reduced rates for Qualifying Facilities.

Energy Trust's core programs are mature and continue to be effective, so few changes are needed to delivery strategies and the overall measure portfolio in 2017.

The board acknowledged staff for early and regular stakeholder engagement with Conservation Advisory Council regarding recent program changes, such as multifamily incentive design changes.

Peter summarized activities related to the Strategic Plan theme of expanding participation. Energy Trust will grow program outreach in rural areas, including by supporting AmeriCorps Resource Assistance for Rural Environments interns.

The board asked how Energy Trust will ensure that trade allies in rural communities are responsive to local Latino and tribal communities. Peter responded that as part of its Diversity Initiative, Energy Trust plans to engage more diverse trade allies to reach and engage with these minority communities. Energy Trust is also engaging with the Immigrant and Refugee Community Organization.

Peter summarized activities related to the Strategic Plan theme of new approaches and emerging technology, including supporting efficiency in new markets such as cannabis production, emission control technologies, energy performance management approaches, smart thermostats and utility-led demand response efforts. Energy Trust will expand Strategic Energy Management (SEM) beyond one year of participation. The organization will also invest in eight to 12 pilots in 2017, and will continue to invest in NEEA efforts. Staff are exploring new roles in the market, such as solar plus battery storage, demand response and electric vehicles.

The board asked if these topics will be explored in 2017 and implemented in 2018, and Peter confirmed this timeline.

The board asked if continuous SEM is cohort based, and Peter explained that Energy Trust works one-on-one with each participating company for continuous SEM.

Peter summarized activities related to the Strategic Plan theme of managing transitions. Energy Trust will respond to solar policy decisions and the rapidly changing LED market. In 2015, 55 percent of bulbs incanted by Energy Trust were LEDs. In 2016, 75 percent of bulbs incanted are expected to be LEDs. In

2017, 100 percent of bulbs Energy Trust incents will be LEDs. LED prices are expected to drop from 20 to 40 percent in 2017. Energy Trust could discontinue incentives in the LED market as early as 2018 because they will no longer be needed to support customer adoption. Energy Trust will change some measures in the residential sector, including ending appliance recycling for 2017 and potentially retiring Energy Saver Kits in 2018.

Peter noted that all 95,000 Avista customers in Oregon will receive the full range of Energy Trust offerings in 2017. More than 80 percent of Avista customers are residential and the remainder are nearly all commercial. There are almost no Avista industrial customers in Oregon.

The board asked what percent of Avista customers are Pacific Power customers. Peter estimates it's more than three-quarters.

Peter summarized activities related to the Strategic Plan theme of efficient and effective operations. Staff will expand instant incentives, upstream rebates and online forms, all of which reduce delivery costs. The finance team is looking at possible improvements to incentive processing. In addition, Energy Trust will revise market solutions incentives packages for new construction to help developers maximize energy efficiency during very fast construction schedules.

The board affirmed that timing can be critical for multifamily builders driven by policy implementation dates.

Peter added that Energy Trust is supporting several governmental and municipal initiatives, including the Commercial Property Assessed Clean Energy pilot in Multnomah County and cities participating in the Georgetown University Energy Prize. Energy Trust can leverage these efforts to increase savings.

The board appreciated hearing about these broad action plan themes before seeing the budget data and details at the next board meeting. Mike added that Energy Trust is interested to see how this presentation impacts board discussions regarding the budget in November or December. If this is determined to be useful, Energy Trust could consider adding operations highlights to this early preview presentation next year.

The board noted that savings are harder to get as Energy Trust penetrates markets, and asked if NEEA will have the same issue. Peter confirmed that this issue also impacts NEEA.

Operations

Authorize contract amendment with Pollinate—R782, Sloan Schang

Sloan Schang, senior web manager, introduced Resolution 782.

Sloan provided a brief overview of Energy Trust's website and online activities. The website is Energy Trust's main mechanism for conveying benefits, facilitating action and providing transparency. In addition, Energy Trust sends targeted marketing, newsletters and transactional emails that drive customers to the web site for action. Social media activity is growing, including on Twitter, Facebook and LinkedIn. Energy Trust maintains two blogs, one for stakeholders and one for trade allies. It is a cost-effective mechanism to engage new customers, and features interactive tools to help customers easily meet their needs. The website is available at all times to the entire state. It is the core delivery mechanism for transparency via public records, reports and meeting information.

The board asked which online resource is most used, and Sloan responded that the website is the central resource.

Sloan offered an overview of digital trends. Traffic to Energy Trust's website grows an average of 25 percent per year, well above the nonprofit industry average of 16 percent annual growth. Nearly 50 percent of web visitors visit from phones and mobile devices. In the last year, Energy Trust has developed tailored experiences for new visitors through microsites, which customers are directed to through marketing campaigns.

In 2015, Energy Trust conducted a usability study to understand how visitors navigate the website and understand opportunities for improvement, engaging customers in cities from small to large.

The board asked why communities south of Roseburg were not engaged in the usability study. Sloan explained that the usability study contractor may have had difficulty finding customers south of Roseburg willing or able to participate. Energy Trust can conduct a future customer focus group south of Roseburg.

In 2017, Energy Trust will simplify website architecture, navigation and content delivery. The website will be optimized for all mobile devices. Online tools and Energy Trust's internal content management system will be streamlined.

Sloan summarized Resolution 782 to amend Energy Trust's contract with Pollinate to provide web design and development services. This resolution enables a one-year contract extension, allowing Pollinate to support these website improvements mentioned previously.

The board asked if Energy Trust expects serious bids for web management from competitors when this contract is complete. Sloan expects five to 10 proposals based on past experience competing this contract.

The board affirmed that the website is important, and it's important for Energy Trust to be nimble to update it with new offerings as they emerge. One of Energy Trust's key roles is to educate consumers so they make good decisions. Mike noted that Energy Trust is working on a proposal to enhance Energy Trust's education work, and one option is to enhance information on the website.

The board appreciated the microsite approach to deliver relevant information easily to customers.

The board asked if funds will also be allocated for web search optimization. Sloan responded that search optimization is part of the current web improvement activities.

The board thanked Sloan for a website that is mature, easy to use and gets better and better over the years.

The board requested that the total contract cost be added to resolutions going forward.

**RESOLUTION 782
AMENDING AND EXTENDING CONTRACT WITH POLLINATE, INC.**

WHEREAS:

- 1. Energy Trust's website is a primary customer service and marketing channel, promoting services, programs, products and educational information. It is also increasingly used as a customer intake and self-service mechanism for program participation, primarily by way of web forms that integrate web services with Energy Trust's business information systems. The website hosts an average of 80,000 visits per month. Since the current version of the site was launched in 2009, visits have increased by about 25% per year.**

2. In 2014, Energy Trust conducted a competitive RFP process for a contractor to provide website development and maintenance services. Pollinate, Inc. (Pollinate), a Portland-based digital creative agency, was chosen to provide these services.
3. In 2015, Energy Trust contracted with Pollinate for \$499,800 to perform work on the website in 2015 and 2016. After the 2016 contract scope was finalized, staff identified additional work to be accomplished in 2016, including:
 - Development and enhanced analytics support for certain microsities
 - Development and support for the Farmer's Conservation Alliance and Energy Trust's hydro program
 - Expansion of the Energy Trust blog
 - Enhancement of the Insider trade ally email newsletter and blog
4. Staff proposes to add \$60,000 to the 2016 contract cost to accomplish this work.
5. Staff also proposes to extend the contract through 2017 to continue work that Pollinate has previously done for Energy Trust and undertake enhancements identified in the 2016 web site redesign process. The cost for this work is expected to be \$260,000.
6. Staff believe Pollinate is uniquely suited to do this work, that since 2009, Pollinate has consistently delivered high quality web development work, and through multiple RFPs has consistently demonstrated expertise and billing rates comparable to other providers in the market.

It is therefore **RESOLVED**, that the board of directors of Energy Trust of Oregon, Inc. authorizes the executive director to:

1. Sign a contract amendment with Pollinate, Inc. adding \$60,000 for additional website development work in 2016, and
2. Extend the contract for a third year, 2017, at an additional cost of up to \$260,000.

Moved by: John Reynolds
 Vote: In favor: 12
 Opposed: 0

Seconded by: Mark Kendall
 Abstained: 0

Energy Programs

Contract extension for Program Delivery Contracts, Adam Bartini

Adam Bartini, senior program manager, presented contract extensions for program delivery contracts for the Production Efficiency program. Production Efficiency's three Custom Program Delivery Contractors, RHT, PGE-CTS and Energy 350, will complete the first of their three-year terms in 2016. This is the first of two possible one-year extensions for all three PDCs.

These PDCs deliver a broad range of services and incentives to customers of all sizes to achieve savings through custom capital projects, operations and maintenance projects and Strategic Energy Management (SEM).

The board asked what area Energy 350 covered. Adam responded that Energy 350 serves customers in the Portland Metro area, the lower Willamette Valley and Eastern Oregon.

The three PDCs have performed well based on contract extension criteria, including annual savings goals, delivery budget management, project pipeline development, data management, customer service, marketing coordination, quality control and project reporting.

During the current contract period, RHT and Energy 350 have met goals, with one exception for RHT gas savings in 2015. PGE-CTS did not meet goals in 2015, and Energy Trust has revised savings estimates for this territory. PGE-CTS has made several efforts to improve performance, including employing sales training and increasing outreach strategies.

The board asked about the potential for energy savings in the PGE-CTS territory. Kim responded that predicting energy savings by PDC territories is difficult because Energy Trust redesigned territories a few years ago, making historical trends less applicable because they are based on old territory boundaries. Resource potential studies in industrial are difficult to complete and predictions are not very accurate.

The board asked why the forecast for PGE-CTS is lower than for the other PDCs. Kim responded that a single very large customer in this territory can impact annual achievements based on when they choose to participate in projects.

The board asked how megaprojects are factored into PDC goals. Kim responded that megaprojects are not included in PDC goals because they are unpredictable.

The board asked what Energy Trust would do if it didn't extend these contracts. Adam responded that Energy Trust would run a request for proposals to receive applications from other contractors. Energy Trust has historically received six to seven bids when competing Custom PDC contracts.

The board asked if Energy Trust could get a custom PDC hired and trained in three months. Adam responded that a six-month timeframe is more reasonable. The competition takes about three months, and the customer transition takes longer. PDCs have multi-year relationships with customers, so gradual and careful transitions are needed to maintain strong customer relationships. Production Efficiency experiences lower savings in years when PDC transitions occur.

The board noted that several PMC contracts expire at the end of this year and asked why contracts are not staggered. Staff responded that the Custom PDC and Streamlined PDC contracts are currently staggered by two years, if all extensions happen. The Streamlined PDC contracts were rebid this year.

The board suggested Energy Trust consider mid-term review of delivery contractors. Kim suggested making similar presentations at the June board meeting in future years.

The board had no objections to extending contracts.

The board took a break from 2:24 p.m. to 2:40 p.m.

Committee Reports

Policy Committee, Roger Hamilton

The committee does not recommend changes to the reserves policy at this time. A working group recommends a maximum of \$8 million for the contingency reserve for all utilities. Policy committee will evaluate in 2017 and report back to the board.

The committee also reviewed information about Energy Trust's incentive offerings for installation of energy-efficiency measures in cannabis growing facilities and learned more about Energy Trust's role on a governor-appointed task force to develop environmental and energy guidelines for the industry. Board

members asked staff to be clear in descriptions of service and incentive offerings to the cannabis industry that the incentives are for energy efficiency related to the production process, not for the cannabis product.

At its next meeting, the Policy Committee will discuss the potential for the U.S. Department of Agriculture loans to support a replacement program for older manufactured homes.

The committee appointed new members to the Conservation Advisory Council and the Renewable Energy Advisory Council.

The committee thanked Elizabeth Fox and Cheryle Easton for stepping in to support committees during staff transitions.

The Finance Committee introduced a board decision to amend conservation funding for schools policy.

Amend Conservation Funding for Schools Policy, Oliver Kesting

Oliver Kesting, commercial sector lead, explained Energy Trust's relationship with the Oregon Department of Energy to serve schools. The Oregon Department of Energy manages Senate Bill 1149 funding for schools, serving schools that retrofit educational facilities. Energy Trust receives SB 838 funding and gas funding for schools and provides services for new buildings and non-educational facilities.

Last month, the OPUC issued direction on how to pay and claim savings when Energy Trust and the Oregon Department of Energy work together on one project. This policy change is to align with the new direction from the OPUC.

Warren Cook clarified that the intent is to stretch funding for schools. Previously, a school could not receive Energy Trust incentives before utilizing its SB 1149 incentives in working with Oregon Department of Energy. Now they can receive both funding sources for the same project. Oregon Department of Energy will deduct amounts provided by Energy Trust to ensure that total public purpose funding does not exceed, on a measure basis, 100 percent of eligible funding support.

The board asked how funds are allocated, and Warren explained that allocation is based on number of students at each school.

The board asked if schools report to the Oregon Department of Energy on how funds are spent. Warren explained that a bi-annual public purpose charge report to the legislature includes funding from both Oregon Department of Energy and Energy Trust.

RESOLUTION 783

AMEND CONSERVATION FUNDING FOR SCHOOLS POLICY

WHEREAS:

- 1. SB 1149, codified as ORS 757.612, specifically directs funds for the support of efficiency measures in Oregon's K-12 schools, with such funds to be administered by the Oregon Department of Energy (ODOE).**
- 2. Energy Trust may provide ratepayer funds collected under SB 838, codified at ORS 757.689 and from natural gas ratepayers to K-12 schools, and Energy Trust and ODOE have coordinated to provide support from both sources of funding for energy efficiency.**

3. Up for its regular three year review at this time, Energy Trust staff recommended revisions to the board’s school funding policy to reflect Energy Trust and ODOE coordinating discussions on administration and deployment of energy efficiency funding support for K-12 schools.
4. Staff presented the recommended revisions to the board’s Policy Committee on September 8, 2016. Based on suggestions for clarification from the Policy Committee, staff recommends the policy revisions indicated below at this time.

It is therefore RESOLVED that the Energy Trust policy on conservation funding for schools is amended as shown below.

4.02.000-P Conservation Funding for Schools

History			
Source	Date	Action/Notes	Next Review Date
Board Decision	May 8, 2001	Adopted (R27)	November 28, 2001
Board	November 28, 2001	Reviewed/Revised (R58)	February 27, 2002
Board	February 27, 2002	Reviewed/Revised (R87)	February 2005
Board	October 6, 2004	Amended (R295)	October 2007
Board	April 6, 2005	Amended (R328) – see R331	April 2006
Board	May 4, 2005	Amended (R331)	June 2008
Board	February 14, 2007	Authorized funding to 2007 (R426)	June 2010
Board	July 28, 2010	Amended (R557)	July 2013
Board	August 17, 2011	Amended (R592)	August 2016

Policy on schools:

- [SB 1149 specifically directs funds to efficiency measures in K-12 schools \(“ SB 1149 schools” \)](#). These funds are administered by ODOE in “the Schools Program.” This [policy coordinates how Energy Trust efficiency funds from non-SB 1149 sources, i.e., SB 838 and gas efficiency funds, may be combined with measures funded through the Schools Program.](#)
- Energy Trust will make ~~electric~~[SB 838](#) and gas funds available for SB 1149 schools through its New and Existing Buildings programs, provided the proposed measures meet the ~~relevant~~ [Energy Trust](#) cost-effectiveness criteria.
- Energy Trust ~~SB 838 and gas funds cash incentives funds~~ and ~~other SB 1149~~ [Schools Program](#) funds may ~~not~~ be used for the same energy efficiency measure. [However, Energy Trust funds \(not including the cost of Energy Trust services such as audits or engineering support\) and Schools Program funds, when combined, may not exceed the Schools Program’s maximum allowable incentive or reimbursement amounts, or 100% of measure or project cost.](#)
- ~~To ensure this, Energy Trust will provide ODOE, for all Energy Trust-funded measures at SB 1149 schools, project information including: district name, school name, measure description, date of installation and ,project information including: district name, school name, project description, date of project, and incentive amount paid for each measure.~~

- Energy Trust may provide technical and/or administrative support for school projects, provided Energy Trust can claim savings from the measures it supports.

- Energy savings estimates, measures costs and other data identified in the school-district audits will be accepted by the Existing and New Building Efficiency programs.
- Annually, Energy Trust will document how SB 838 or gas efficiency funds were used to fund efficiency measures in K-12 schools.
- In its biennial reports to the legislature, Energy Trust will not claim energy savings where (a) the school district still receives SB 1149 funds and (b) the district has not fully allocated such funds. However, Energy Trust will continue to claim energy savings for New Construction Schools Projects and non-educational facilities, which are not eligible for Schools Program funding.
- In reports to the OPUC, Energy Trust will report energy savings from school measures for which it provided funds.

Moved by: John Reynolds
 Vote: In favor: 12
 Opposed: 0

Seconded by: Susan Brodahl
 Abstained: 0

Finance Committee, Dan Enloe

The Finance Committee supports Energy Trust's manufactured home USDA grant efforts.

The year-to-date variance on revenue is down about \$2 million, but reserves are up about \$3.6 million. This sets Energy Trust up to increase spending in Q4. Efforts to reduce reserves have been successful.

The board asked why NW Natural revenues are down. Dan answered that NW Natural's rates will increase later in the year.

Staff Report

Highlights, Michael Colgrove

Mike provided an update on his transition as the new Energy Trust executive director. Mike has been with Energy Trust for six weeks. In that time, Mike has spent 20 hours learning from Margie. He has met with nine board members, with additional meetings scheduled in the near future. He is planning to visit remote board members in their hometowns, and also plans to tour the state to meet customers and stakeholders and get to know communities. He attended several board committee meetings.

Mike participated in five meetings with OPUC staff and commissioners, including joining Margie in her presentation of the Q2 Report to the commission. He has met with representatives from four of five utilities, attended advisory council meetings, and has begun meeting with key stakeholders. He has toured two Energy Trust projects at Umpqua Community College and Umpqua Dairy on a trip to Roseburg, Myrtle Creek and Eugene.

Mike thanked the board and staff for support, generosity, hospitality and attention to details. He plans to continue learning as much as possible about Energy Trust through November 15, and will provide a summary update on this effort at the December board meeting.

Mike acknowledged Elizabeth Fox for filling in as an executive assistant, and announced that Energy Trust is in the process of hiring a new executive assistant. Mike reported that Greg Stokes, human resource manager, is expected to return to work on a limited basis in mid-October

Debbie Menashe provided an update on Energy Trust's legislative policy. Energy Trust monitors legislative activities, and expects to track on several bills during the upcoming legislative session.

There are restrictions on how staff and board members participate in the political as representatives of Energy Trust, including restrictions on lobbying and political activity. Energy Trust's grant agreement with the OPUC states that no part of public purpose charge funds may be used for lobbying or for any other political purpose, such as endorsing or opposing candidates or ballot measures. Energy Trust can provide information based on technical expertise.

If board members participate in political activity as an individual, they should explicitly identify themselves as acting on their individual behalf and not on behalf of Energy Trust, regardless of whether the issue is related to energy. Board members are encouraged to use good judgement.

If board members receive requests for information, they should be forwarded to a staff member, including Amber Cole, Debbie Menashe, Jay Ward or Mike Colgrove.

Mike shared an update that Energy Trust's safety and security policies have been updated to bring Energy Trust into alignment with the building's safety and security policies and follow industry best practices. Doors to the lobby will remain closed and visitors need to check in and receive a name tag and visitor's badge. A panic button has been installed at the front desk.

The board discussed board member badges, and Mike added that board members will have preprinted badges stored at the reception desk. The board recommended Energy Trust also review its concealed carry policies in its employee handbook.

Adjourn

The meeting adjourned at 3:38 p.m.

The next regular meeting of the Energy Trust Board of Directors will be held Wednesday, November 2, 2016, at 12:15 p.m. at Energy Trust of Oregon, Inc., 421 SW Oak Street, Suite 300, Portland, Oregon.

/s/ Alan Meyer

Alan Meyer, Secretary