

Conservation Advisory Council Agenda

February 19, 2020

1:30 p.m. – 4:30 p.m.

421 SW Oak St., #300, Portland, OR 97204

1:30 Welcome, old business and short takes (*discuss*)

- Introductions, agenda review and approve November 20 meeting minutes
- Review previous meeting follow-ups
- Update on the meeting on April 22

1:45 Announcement of New Diversity Advisory Council Members (*information*)

Diversity, Equity and Inclusion Lead Tyrone Henry will announce the newest members of the Diversity Advisory Council.

1:55 Preliminary 2019 Results (*information*)

Director of Energy Programs Peter West will preview the organization's achievement to 2019 savings and generation goals. Official results with financial information will be available April 15 in the Annual Report to the Oregon Public Utility Commission.

2:10 Existing Buildings and Commercial and Industrial Lighting Request for Proposals (Q&A)

Energy Trust will release a request for proposals for 1) a program management contractor for the Existing Buildings program in Oregon and Southwest Washington, including Existing Multifamily, Commercial Strategic Energy Management and other Energy Performance Management offerings, and 2) a program delivery contractor for commercial and industrial lighting offerings in Oregon. Staff will review the RFP schedule and structure with the council.

2:40 Ductless Heat Pump Incentive Update (Q&A)

Residential Program Manager Marshall Johnson will discuss an upcoming incentive decrease for ductless heat pumps installed in standard applications.

3:00 Break

3:15 2020 State Legislative Session Update (Q&A)

The 2020 state legislative session contemplates a variety of energy efficiency related bills or legislation that could intersect with Energy Trust programs. Staff will provide an update on bills the organization is monitoring.

3:30 CAC Operations and 2020 Planning (*discuss*)

CAC will review the anticipated meeting topics for 2020. Staff requests the council's input, including additional topics to consider as we develop future meeting agendas.

At the first meeting of each year, CAC is asked to review and approve its Operating Principles. This year, staff suggests the council review and approve the principals at today's meeting. In addition, staff recommends a small group of council members take a more in-depth review of the operating principles, charter and membership over the next few months, and bring any recommended changes to the full council later in the year. Staff will bring information from the formation of the Diversity Advisory Council's charter to inform the conversation.

4:00 Public Comment

4:15 Adjourn

Meeting materials (agendas, presentations and notes) are available [online](#).

Next meeting: Our next meeting is Wednesday, April 22, 2020. While still in development, this meeting will be two-fold: a meeting with the Renewable Energy Advisory Council and Diversity Advisory Council to discuss what the 2021 goals should be for the organization, and a CAC-only meeting after the combined meeting. More information will be shared soon.

Conservation Advisory Council Meeting Notes

November 20, 2019

Attending from the council:

Brent Coleman, Alliance for Western Energy Consumers (for Tyler Pepple)
Warren Cook, Oregon Department of Energy
Wendy Gerlitz, NW Energy Coalition
Kari Greer, Pacific Power (phone)
Julia Harper, Northwest Energy Efficiency Alliance

Tim Hendricks, Building Owners and Managers Association
Rick Hodges, NW Natural (for Holly Braun)
Anna Kim, Oregon Public Utility Commission
Lisa McGarity, Avista
Dave Moody, Bonneville Power Administration

Attending from Energy Trust:

Adam Bartini
Kathleen Belkhatay
Amber Cole
Michael Colgrove
Jack Cullen
Lenora Deslandes
Emily Findley
Sue Fletcher
Fred Gordon
Jackie Goss
Mana Haeri
Jessica Iplikci
Marshall Johnson
Susan Jowaiszas
Oliver Kesting
Jessica Kramer

Steve Lacey
Scott Leonard
Debbie Menashe
Spencer Moersfelder
Jay Olson
Amanda Potter
Thad Roth
Eric Sayre
Kenji Spielman
Cameron Starr
Julianne Thacher
Kate Wellington
Peter West
Mark Wyman
Amanda Zuniga

Others attending:

Katherine Anderson, Glumac
Brian Donne, Home Performance Guild
Jon Eichler, ICF
Laura Hall, ICF
Lindsey Hardy, Energy Trust board (phone)
Elee Jen, Energy Trust board
Joe Marcotte, TRC
Alan Meyer, Energy Trust board

John Molnar, Rogers Machinery
Misti Nelmes, CLEAResult
Colin Podelnyk, ICF
Whitney Rideout, Evergreen
Greg Stiles, Nextant
Cindy Strecker, CLEAResult
Forest Tanier-Gesner, CLEAResult
Chad Gilles, Stillwater Energy

1. Welcome, old business and short takes

Peter West convened the meeting at 1:31 p.m. The agenda, notes and presentation materials are available on Energy Trust's website at www.energytrust.org/about/public-meetings/conservation-advisory-council-meetings/. The meeting was recorded on GoToMeeting. If you'd like to refer to the meeting recording for further detail on any of these topics, email info@energytrust.org.

Peter introduced dates for 2020 council meetings, including joint meetings with other advisory councils.

Debbie Menashe provided an update on the final 2020-2024 Strategic Plan, which was approved by Energy Trust's board on October 28. The plan includes a new vision and purpose statement. Debbie previewed next steps through May 2020, which will include creating performance metrics and a dashboard to track progress. Advisory councils will be engaged as needed as these activities move forward.

Peter provided an update on an analysis of large customers that use more than 1 average megawatt of electricity and as a result are ineligible for Senate Bill 838 funding. Peter stated that we are currently funding large customers appropriately, so no corrective action is needed for 2020.

2. 2020 Budget update

Topic summary

Peter reviewed changes to the Draft 2020 Budget and 2020-2021 Action Plan and summarized public and stakeholder feedback received through budget outreach. Public comments received were supportive of the 2020 budget, particularly of the diversity, equity and inclusion plan and activities supporting innovation. The changes underway from the draft budget are minor and mainly reflected changes in emphasis for some actions, reflecting public comment; corrections for an accounting error; and adjustments based on market projections and additional data gained in quarter three 2020.

These changes will be reflected in the Final Proposed 2020 Budget and 2020-2021 Action Plan presented to the board in December.

Discussion

Council members asked if the calculation errors addressed in the final proposed budget could be prevented by implementing the new budget tool (Lisa McGarity). Members expressed interest in coordinating on community energy planning efforts (Warren Cook and Kari Greer).

Next step

Final proposed budget will be available online on December 6, and will be presented to the board of directors on December 13.

3. Diversity Advisory Council update

Topic summary

Communications and Customer Service Senior Manager Sue Fletcher provided an update on the formation of the Diversity Advisory Council, member recruitment, current and upcoming activities. The council currently seeks additional members to fill the six outstanding vacancies, four of which are required to be members residing outside of Portland.

Next steps

Staff will recruit members to fill remaining vacancies on the council. The Diversity Advisory Council will join two joint advisory council meetings in 2020. There will be a retreat with the full council next year.

4. Bonneville Power Administration program update

Topic summary

Dave Moody of Bonneville Power Administration (BPA) presented about the evolution of BPA's energy efficiency programs, specifically the 2020-2021 BPA Energy Efficiency Implementation Plan. BPA is a federal marketing administration agency that markets the output of hydropower systems in the Northwest. A 20-year contract that directs BPA to sell wholesale power to consumers is expiring in 2028, and planning is underway to develop a new contract.

One area of transformation in the new contract will be BPA's approach to acquiring energy efficiency. In past plans, energy efficiency was included as a precondition in the resource planning process, based on expected availability. This plan will reverse that process and instead use system needs as a starting point, thus requiring strategic thinking around type and seasonality of energy efficiency. Programmatically, BPA achieves energy efficiency savings through both incentives delivered through utility programs and infrastructure support.

The new portfolio is expected to increase emphasis on weatherization and HVAC, offering preferential value on a winter peaking system. BPA seeks to almost double savings from HVAC in the near term by shifting incentives. Lighting savings will decrease in the new portfolio.

Discussion

Council members asked what BPA is doing to shape winter peak (Alan Meyer); whether BPA purchases power from residential customers with rooftop solar (Lisa McGarity); if time of use was considered in creating the ideal portfolio (Julia Harper); and how closely the new implementation plan reflects the previous council share (Warren Cook).

5. New Buildings proposed exception*Topic summary*

Energy Trust senior program manager Jessica Iplikci reviewed plans for New Building program changes in response to the state's new building code. Currently, the New Buildings program uses Oregon building code as a program baseline to calculate incentives for customers implementing high performance design. The new 2019 Oregon Zero Energy Ready Commercial Code (base code ASHRAE 90.1-2016) took effect on October 1, 2019 with mandatory use by January 1, 2020. A subsequent code update (ASHRAE 90.1-2019) is expected to take effect on October 1, 2020 with mandatory use effective January 1, 2021.

While the previous building code primarily used a measure-by-measure approach for custom modeled projects, the new code implements a simplified whole-building approach with a static baseline calculated on total building design, called a performance pathway. This transition creates a challenge for the New Buildings program because there is now no direct way to obtain incremental costs to perform the Total Resource Cost (TRC) test required by OPUC for large and complex projects participating in the custom incentive track.

The New Buildings program is requesting an exception to continue using the 2019 code for custom modeled projects and will meet the Utility Cost Test (UCT) while a permanent solution is sought. The program seeks feedback from OPUC and the design community on a new approach for calculating the TRC to meet state requirements, given that there is currently no comparative cost between a new building and a hypothetical baseline building. Anna Kim requested asked if there was interest from council members and attendees to participate in a workgroup to seek solutions for how to approach cost-effectiveness under the new code as well as potentially modify the program itself to better suit current conditions.

Discussion

Council members commented that the new code still creates a performance index that increases over time (Warren Cook), with the new performance numbers serving as the new baseline performance. A prescriptive path also still exists for smaller and less complex projects. The new state code aligns more closely with national building code, making code compliance easier compared with the previous state code, which was more homegrown. National building codes have improved greatly in recent years.

The council discussed how the program will determine energy savings and incentives without being able to obtain an incremental cost comparison for the TRC test. Lisa McGarity suggested starting at the lower end and paying a portion of avoided cost. Alan Meyer asked if it was feasible to quantify incremental savings by tracking building costs over time to determine average cost that would comply with the new code.

Council attendees commented that determining incremental cost under the current program presents a challenge because baseline systems are theoretical and are even more theoretical under the new code. This creates extra work for contractors, since they must spend time and money creating estimates for equipment that will not be designed nor installed.

Council attendees stated that clients have asked for savings comparisons, and these comparisons widely vary depending on the building type. If there is more uncertainty, customers might not participate in the program. Attendees expressed support for Energy Trust incentives to continue, citing them as a mechanism to drive high performance projects to exceed code.

Council members suggested considering creating a price list to reference, similar to what is used by low income agencies as a means to estimate incremental cost (Lisa McGarity). The council observed that the new code is already used in constructing buildings for LEED certification (Elee Jen), and it can lead to significant cost increase. Council members clarified that the issue is not about the program's structure. The issue is that the TRC cannot be calculated (David Moody).

The council indicated overall support for pursuing the exception and to re-visiting the topic in a future meeting or on an ongoing basis in 2020.

Next steps

Program will work with and support the OPUC public workgroups to explore alternatives and will provide updates to the council in 2020.

6. Residential campaign

Topic summary

Program Marketing Manager Mana Haeri presented an overview of the design, execution, Spanish transcreation process and final creative concepts for "Save For," a new, integrated residential marketing campaign. The campaign aims to effectively reach priority audiences targeted through diversity, equity and inclusion goals. To plan and design the campaign, program conducted research to test messaging with target audiences, including monolingual Hispanic/Latinx audiences, gathering feedback on how the campaign could effectively communicate messages. The research showed that messaging about the environment, family and the future resonated across all audience segments. Planning and design also involved close collaboration among Energy Trust creative agencies to integrate the campaign.

Next steps

The campaign launched December 19. Results will be available in early February and will inform the next stages of the campaign.

7. Multifamily program assessment

Topic summary

Commercial Program Manager Kate Wellington presented the outcomes of the 2019 multifamily program assessment, including key priorities for 2020 and the upcoming request for proposal for 2021 services. Kate shared that the project is in its final phase, which selected top concept themes and associated activities to pursue in redesigning the program. These included customer engagement, reaching underserved customers, driving and quantifying savings, and exploring future measure offerings.

Discussion

The council discussed how data from a proposed effort to quantify non-energy benefits would be used (Alan Meyer). Members expressed support for categorizing customers based on how they self-identify rather than by building type, creating a more tailored approach (Warren Cook).

Next steps

Program re-bids in 2020 will take place for Existing Multifamily, Existing Buildings and Commercial & Industrial Lighting. These recommendations will influence requirements in the associated request for proposals, which are expected to be released in March and promoted through a press release and Energy Trust's network.

8. Public comment

A public comment was submitted via email by Andrew Lasse of Interface Engineering, regarding the upcoming Oregon Code changes and the impact to Energy Trust incentives for projects that pursue a modeled savings approach.

Andrew commented that while the current process at times requires some effort to properly assign costs and isolate savings, it is an established pathway. Future code will change how the baseline is determined when performing a full building energy model, which is a static baseline. Requirements for passing current code while comparing to this baseline have been elevated and use a performance cost index. The traditional method of measuring specific costs and savings on a project is no longer possible with the TRC test calculation. Due to this, projects will likely be pushed to utilize prescriptive incentive paths, which are less beneficial from an incentive standpoint and do not reflect current integrated building design processes. Buildings being designed today are becoming more integrated in their design, and measures are intertwined in a way that is difficult to compartmentalize. Additionally, the past TRC calculation provides inadequate consideration for non-energy benefits like comfort, health, safety and aesthetics.

Andrew commented that given the code changes and the nature of the current building design process, it would seem that consideration of a different method of calculating incentives for a whole building modeled savings analysis would be prudent.

9. Meeting adjournment

The meeting adjourned at 4:30 p.m. The next Conservation Advisory Council meeting dates for 2020 will be announced soon.



2019 Preliminary Annual Results

February 19, 2020

2019 preliminary annual results

Saved 53.3 aMW—**100%** of electric savings goal

Saved 5.9 MMTh—**98%** of gas savings goal

Generated 2.72 aMW—**121%** of renewable goal

Exceeded goals for 2 of 5 utilities, came very close to goals for the other 3 utilities



Preliminary efficiency results by utility

	Savings	Goal	% Goal Achieved	IRP Target	% IRP Achieved
PGE	32.8 aMW	33.5 aMW	98%	34.5 aMW	95%
Pacific Power	20.5 aMW	19.7 aMW	104%	20.2 aMW	101%
NW Natural	5,020,669 annual thm	5,170,596 annual thm	97%	5,194,163 annual thm	97%
Cascade Natural Gas	498,911 annual thm	511,553 annual thm	98%	582,464 annual thm	86%
Avista	384,599 annual thm	360,682 annual thm	107%	294,720 annual thm	130%

Net savings; figures include NEEA



Preliminary efficiency results by sector

	Electric Savings	% Achieved	Gas Savings	% Achieved
Commercial sector	22.7 aMW	93%	2,598,079 annual thm	103%
Industrial and agricultural sector	19.8 aMW	105%	891,566 annual thm	81%
Residential sector	10.8 aMW	108%	2,414,534 annual thm	100%
Total	53.3 aMW	100%	5,904,179 annual thm	98%

Net savings; figures include NEEA



Preliminary generation results by program

	Generation	Goal	% Achieved
Solar Electric	2.70 aMW	2.02 aMW	134%
Other Renewables	0.02 aMW	0.24 aMW	8%
Total	2.72 aMW	2.25 aMW	121%



Preliminary generation results by utility

	Generation	Goal	% Achieved
PGE	1.46 aMW	1.22 aMW	119%
Pacific Power	1.26 aMW	1.03 aMW	122%
Total	2.72 aMW	2.25 aMW	121%





Thank you

Final OPUC Annual Report
available **April 15, 2020**, at
www.energytrust.org/reports



Commercial and Industrial Request for Proposals

February 19, 2020



Program Management & Delivery Contracting

Energy Trust delivers its energy programs through internally managed programs and contracted services:

- Program Management Contractors (PMCs)
- Program Delivery Contractors (PDCs)

PMC and PDC contracts are subject to competitive bidding:

- In 2017 Energy Trust competitively bid most of its residential program contracts
- In 2020 we will bid most of our commercial business program and lighting contracts
- Energy Trust solicits bids for other services as needed and required throughout the year

Changing landscape



**Changing
Baselines**



DEI Goals



**Cost
Effectiveness
Challenges**



**Rising
Delivery
Costs**



**Market
Saturation**



RFP Scope

Programs included in the RFP:

- Existing Buildings and Multifamily
 - Aligns with recommendations from the Multifamily Program Assessment
- Commercial and Industrial Lighting

New areas of focus sought from bidders:

- Customer strategies and opportunity areas
 - Diversity partnerships
 - Outreach and marketing
 - Community engagement
 - Pilots
 - Long-term improvements

RFP Diversity Requirements

Three areas will be scored related to DEI:

- Internal policies and practices
 - Hiring practices and staff composition
 - Procurement
 - Training and mentoring
 - Awards
- Program design elements that meet Energy Trust diversity, equity and inclusion goals
 - Customer and trade ally engagement
- New requirements for contacting
 - MWESB/SDV and nonprofit
 - Ramping up to 2023 minimum requirement
 - Can meet through prime or subcontracts
 - Will be evaluated for contract extension

Key RFP Changes

	Current	New
Structure	Separate PMCs for Existing Buildings (includes EB Lighting) and Multifamily; PDC for Industrial Lighting	Single PMC for Existing Buildings (excludes lighting) and Multifamily; PDC for Commercial and Industrial (C&I) Lighting
Diversity, Equity and Inclusion Subcontracting	No subcontracting requirement	Minimum contracting requirement
New Customer Strategies and Opportunity Areas	Rolled into program design, short-term	Continued short-term approach with long-term strategy development

RFP Timeline

RFP released	March 9, 2020
Proposals due date	April 17, 2020
Interviews	May 26-29, 2020
Recommendation for Board approval	July 15, 2020
Begin transition	August/September
New contracts in place	January 1, 2021



Thank You
Oliver Kesting



Ductless Heat Pump – Residential Incentive Update

February 20, 2020

Ductless Heat Pumps (slide from September CAC)

Change description

Approved OPUC cost-effectiveness exception(s) for single family and multifamily. Exception is valid through March 31, 2022. New installation requirements.

Delivery

Trade ally contractors standard, rental, CBO, Savings Within Reach, fixed-price promotions and partnerships with CAP agencies

Incentive

Reduction of **standard single family incentive level from \$800 to \$500**, Savings Within Reach and rental properties remain at \$1,000, fixed price promotions vary

Next steps

Q2 changes to incentives and **installation requirements**

Multi-year research and potential field test on ductless heat pump controllers in collaboration with PGE

Incentive Changes -- *updates effective April 2*

Residential Incentive Type	Current level	Updated level (April 2, 2020)
Standard	\$800	\$500
Multifamily properties (2 + units)	\$800	\$800
Savings Within Reach / Single Family Rental	\$1,000	\$1,000
Single Family Rental Fixed Price Promotion (9-12K BTU)	\$1,750	\$1,750
Targeted Load Management (TLM)	\$1,800	\$1,800
Single Family Rental Fixed Price Promotion (15-18K BTU)	\$2,000	\$2,000
Community Partner	\$1,500	\$2,000
Single Family Fixed Price (Currently only offered in Eastern Oregon)	\$2,000	\$2,000

Requirement Changes

- Reinforce the incentive is based specifically on the savings from offsetting electric resistance heat in the primary area of the home through:
 - Updates to application form to better track installation location and presence of supplemental heat
 - Reinforce scenarios where incentive does not qualify
 - Updated installation specifications manual
 - Increased rates of quality assurance
 - Customer education support



Additional Impacts – Supplemental Fuels

- Launching new DHP measure to better quantify savings in homes with supplemental fuel (primarily wood)
- Enhanced incentive pathways face cost-effective challenges with UCT for a very small number of DHP applications
 - Estimated at 2% of all DHPs, ~10% of enhance incentive pathway



Discussion question:

“Requesting an exception at the measure level does not waive the program’s obligation to remain cost effective. Requesting an exception allows us to serve energy-burdened households, and to improve the accuracy of conditions reported through our program forms. These benefits come with a nominal risk to the program’s cost effectiveness. Do CAC members feel that the benefits warrant the request of the measure exception?”



Thank You

Marshall Johnson
Sr. Program Manager,
Residential



CAC Operations and 2020 Planning

February 19, 2020

CAC Operating Principles

- Annual review
- Staff recommends
 - Review at this meeting, consider minor changes if any, and approve
 - In-depth review by a small sub-group of CAC members to
 - review,
 - identify gaps and changes, and
 - present any revisions or areas for emphasis to the full CAC later in the year

Areas of Exploration

- Council functions
- Council composition
- Council meetings and procedures

We'll examine each area, stopping to have a partner discussion and share-out before moving on to the next

Partner discussion and share out is to give your perspective now to be considered by the sub-group or give the sub-group questions to consider



For Today's Discussion

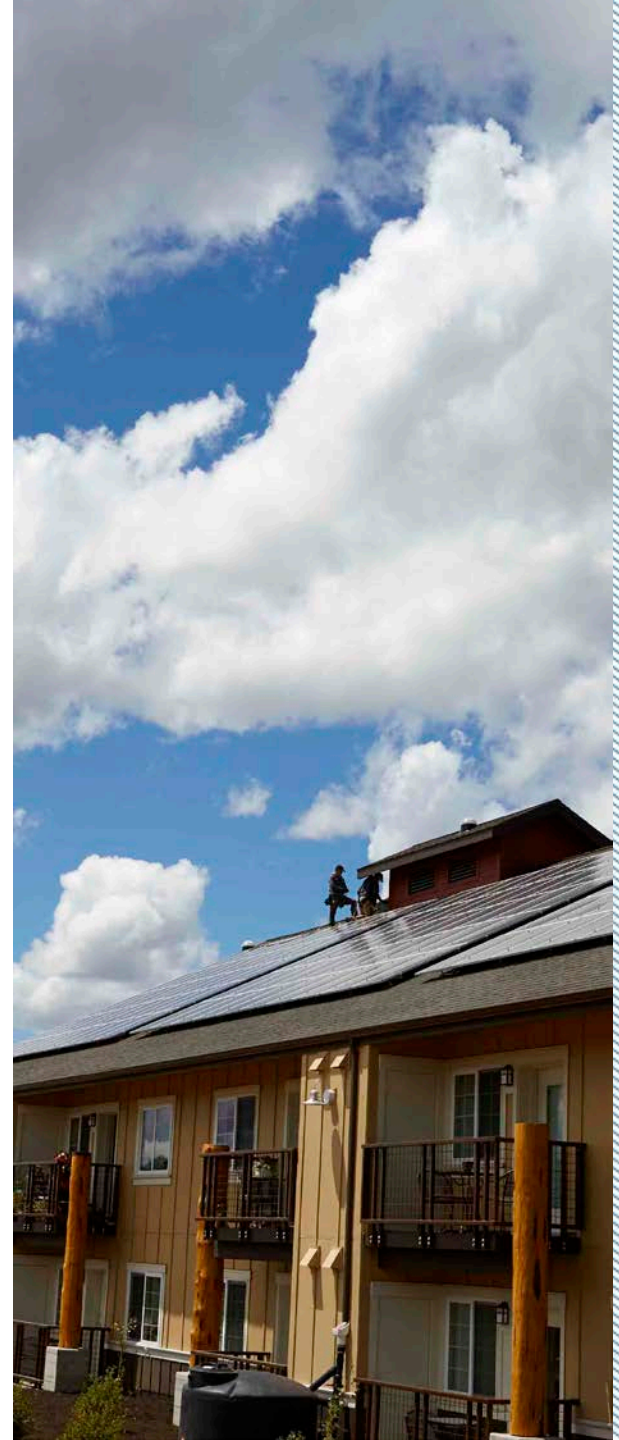
- Reference our operating principles (p. 1-2) and charter (p. 3)
- Consider the 2020-2024 strategic plan focus areas (handout)
- Share your experiences on this council and other committees or boards



Council Functions

What is CAC's role?

- In the operating principles, which directly reference the charter
- Consider, for example:
 - When should staff consult with you, review with you or inform you?
 - Are we talking with you about the right things given current year goals and the strategic plan's focus areas?



Council Composition

Who serves on CAC?

- In the charter
- Consider, for example:
 - Do we have the right membership for the customers we serve?
 - Are we missing any useful areas of expertise?
 - Should we broaden or contract the size?



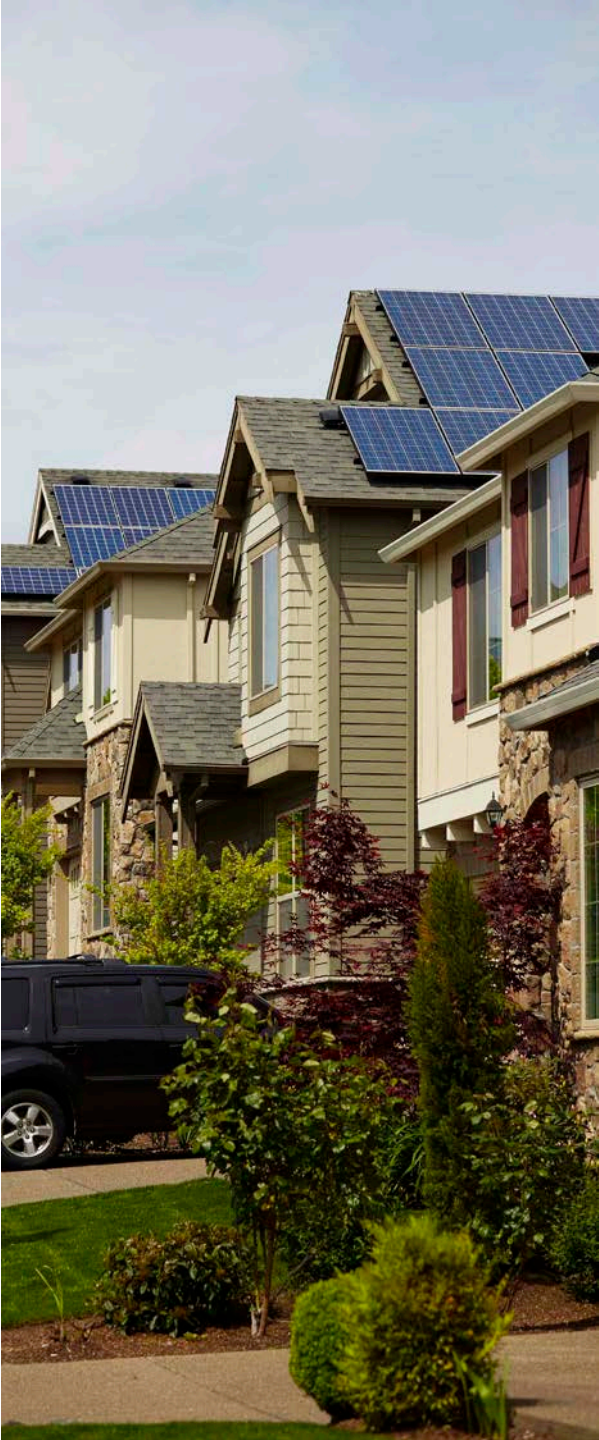
Council Meetings and Procedures

How do we run our meetings and work with each other?

- In the operating principles, some references in charter
- Consider, for example
 - How to ensure everyone can be heard and feels heard?
 - Modifications to meeting setup
 - How material should be presented to you



Next Steps: Volunteers!



Thank You

Hannah Cruz

Sr. Communications Manager
and CAC Facilitator

hannah.cruz@energytrust.org

2019 Operating Principles Conservation Advisory Council

April 2019

Per the Energy Trust bylaws and grant agreement with the OPUC, the Conservation Advisory Council (CAC) is one of several standing committees formed by the board of directors to provide advice in support of Energy Trust of Oregon energy efficiency programs.

Excerpts the CAC charter (full charter language at the end of this document):

The purpose of the Conservation [and Renewable] Advisory Councils is to advise the board and staff of Energy Trust of Oregon, Inc., regarding issues associated with Energy Trust energy efficiency and renewable energy policies and programs.

The Councils will:

- (a) Review and discuss selected energy efficiency and renewable energy issues prior to Energy Trust decision-making to ensure that the Board and staff have the best available information on such issues;*
- (b) Help the Board and staff to identify alternative resolutions of such issues; and*
- (c) Help staff identify matters for board consideration.*

CAC provides direct advice and input on budgets, program designs and strategies and the implications and programmatic response to policy or market changes. Final resolution of issues and all decision authority remains with the board of directors.

The following operating principles are a distillation of Conservation Advisory Council meeting discussions concerning the CAC role and meeting process. CAC Operating Principles were initially developed in 2004 to improve and enhance the CAC process, and went through an extensive review in 2018. The Operating Principles are reviewed by CAC members and Energy Trust staff at the beginning of the year, updated as needed and adopted.

CAC Operating Principles

1. Meet in person at least 8 times per year, with staff providing remote participation options for CAC members and other attendees.
2. Draft an annual CAC schedule to set expectations for the year and prioritize known topics for the year to inform annual schedule and meeting agenda development. Identify topics that can be brought early to CAC for feedback; topics could involve a significant change in program planning and delivery or shifts in market trends.
3. Whenever possible, distribute meeting agendas, related materials and notes from the previous meeting one week in advance so that CAC members can review and be prepared to engage on topics. Agendas to provide a summary of each topic that will be covered, along with the objective of the presentation.
4. Identify agenda items as discussion, information or recommendation needed, and seek to vary presentation styles to foster greater exchanges among CAC members and staff.
5. Make presentations short and succinct; provide ample time for discussion. Structure the meetings to maximize dialogue between staff, CAC members and other interested parties who attend.

6. Ensure sufficient CAC member input and discussion on warranted topics before polling members for opinions. Document minority viewpoints as well as prevailing opinions.
 7. Provide summaries of CAC input in board packets, briefing materials or decision documents where applicable. Summaries should reflect the degree of CAC unanimity. Inform CAC of board decisions on discussion topics or recommendation topics previously reviewed by the council.
 8. Encourage board member attendance at CAC meetings. Include board members on CAC distribution list to allow the board to review CAC packets and to choose to attend meetings of interest.
 9. Include time on agendas for open discussion and suggestions for future agenda items.
 10. Brief new, incoming CAC members on their duties.
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ATTACHMENT

Energy Trust of Oregon Conservation and Renewable Advisory Councils Charter March 28, 2007

Purpose: The purpose of the Conservation and Renewable Advisory Councils is to advise the board and staff of Energy Trust of Oregon, Inc., regarding issues associated with Energy Trust energy efficiency and renewable energy policies and programs. The Councils will operate in accordance with this charter.

Council functions:

1. The Councils will:
 - (a) Review and discuss selected energy efficiency and renewable energy issues prior to Energy Trust decision-making to ensure that the Board and staff have the best available information on such issues;
 - (b) Help the Board and staff to identify alternative resolutions of such issues; and
 - (c) Help staff identify matters for board consideration.

Council composition:

2. The Councils will aim for a membership of 10-18 each, to keep Council logistics manageable. The Councils should have members with backgrounds from a broad range of interests and organizations.
3. Energy Trust staff will consult with individuals and organizations with experience and interest in energy efficiency and renewable energy and appoint Council members after obtaining the consent of the board Policy Committee.
4. Members who do not attend meetings for six months will be asked if they wish to continue membership; a year's non-attendance may be deemed withdrawal from the Council.

Council meetings and procedures:

5. The Councils will meet as needed, typically on a monthly basis.
6. Meetings shall be open to the public.
7. Members will be invited to suggest topics for meeting agendas. Agendas and background materials shall be made available to Council members and the public a week in advance if possible.
8. All Council members shall be provided an opportunity for comment; audience comments will also be solicited.
9. Staff shall prepare fair and balanced meeting notes and provide them to Council members and the Board. Notes will document Council consensus and/or majority and minority views.
10. The Councils will maintain operating principles.