

# AGENDA

## USB FACE TO FACE MEETING

December 09, 2009

8:30 a.m. to 3:00 p.m.

Room 187, bridge: (503) 230-5566, pc 2984#

Facilitator: Rosalie Nourse

Attendees: Ray Hartwell, Jason Salmi Klotz, Lee Hall, Ryan Fedie,  
Andrew Miller, Kim Thompson, Carol Lindstrom, Mark Ralston, Sarah Moore

USB Members: Cheryl Talley, Chris Aiken, Eugene Rosolie, Gary Nystedt, Mattias  
Jarvegren, Rob Roy, Rob Currier, Steve Brown, Tom Schumacher

TIME	TOPICS	PURPOSE	SPEAKER
8:30-8:40	<b>Welcome</b>		Lloyd Meyer
8:40-9:40	<b>USB Ground Rules</b> <i>See attached handout</i> <b>USB Activity Over Last Six Months</b> <i>See attached handout</i>	Discussion	Rosalie Nourse/Lloyd Meyer
9:40-10:00	<b>Network PC Power Controls</b>	Discussion	Ray Hartwell/ Jason Salmi Klotz
10:00-10:20	<b>C&amp;I Lighting Calculator Overhaul</b>	Discussion	Ray Hartwell
10:20-10:50	<b>Smart Grid Update</b>	Update	Lee Hall
10:50-11:10	<b>Engineering Update: M&amp;V</b>	Update	Ryan Fedie
11:10-12:00	<b>Summit Update</b>	Discussion	Andrew Miller
12:00-1:00	<b>LUNCH</b>		All
1:00-1:40	<b>Marketing Update</b> <ul style="list-style-type: none"><li>• Utility online Community</li><li>• Demand Response Marketing Tests</li><li>• Residential Segmentation</li></ul> <i>Handouts to follow</i>	Update/Discussion	Kim Thompson/ Carol Lindstrom
1:40-2:10	<b>Roundtable</b>		All
2:10-2:30	<b>Recovery Act Update</b>	Update	Mark Ralston
2:30-3:00	<b>Residential CFL Changes</b> Review of RTF impacts to CFLs, BPA program changes, upcoming CAL "remodel"	Discussion	Sarah Moore

**Energy Efficiency  
Bonneville Power Administration**

**Utility Sounding Board Charter**  
(Revised 2/3/09)

**Background**

The Council's Power Plan has identified a higher level of cost-effective conservation potential, particularly in the commercial and industrial sectors. As a result, the aMW conservation targets for the region (and BPA) have increased. To be successful in achieving the new, higher targets, BPA believes it is important to leverage existing resources and trade allies, to minimize duplication of effort, and to work collaboratively with our utility customers in the development of tools and resources that will help achieve the new targets. This need is reflected in the regional infrastructure component of BPA's Post 2006 Conservation Program Structure. BPA budgeted \$1 million/year for FY 2007 – 2009 for this component. To provide a mechanism for utility input, BPA has established a Utility Sounding Board (USB).

**Purpose**

The USB was formed to create a consultative body to BPA on the implementation of BPA's Post 2006 conservation programs. The USB, with a particular focus on what it takes in the market to achieve aMW targets, will provide recommendations on tools, materials, third party programs, regional infrastructure needs and peer sharing approaches to enhance the effectiveness and reduce the overall cost of BPA and its customer utility conservation programs. The USB may address such issues as: 1) where to best focus BPA, 3<sup>rd</sup> party and utility conservation efforts; 2) what program implementation, marketing tools and resources should be developed that multiple utilities can use; 3) how particularly effective existing programs and lessons learned can be leveraged; 4) how to best implement RTF technical recommendations on conservation measures; and 5) review and comment on BPA developed program implementation and marketing materials (tool kits). The USB will also provide recommendations on implementation for the renewables portion of the rate credit.

The Utility Sounding Board is not meant to replace existing regional Utility Roundtables.

**Objectives**

1. Increase the number of BPA customer utilities that offer conservation programs targeted towards cost-effective measures in all sectors.
2. Reduce utility start-up costs for new conservation program initiatives.
3. Establish a mechanism for peer sharing of conservation program approaches, implementation and marketing materials.
4. Provide a mechanism for utilities and BPA to jointly develop recommendations for the best approach to achieve savings from cost-effective measures identified in the Council's Plan (e.g. where 3<sup>rd</sup> party programs are needed, how to leverage vendors, etc.).

5. Insure the program initiatives, implementation and marketing materials BPA develops are needed and used by utility customers.
6. Support BPA's effort to provide outreach to all utilities regarding USB issues.

## **Utility Sounding Board Composition and Members**

### Current Membership

- The USB is composed of nine customer representatives, one rotating BPA Energy Efficiency Representative, and one BPA USB lead representative.
- Initial membership consisted of the same utilities that served as the Post-2006 Phase 2 subcommittee for a term of up to eighteen months.
- Utility participation is voluntary.
- The USB is composed of a mix of utilities to provide east and west side utility representation and a range of sizes (medium to large utilities).

### Future membership:

- Twice a year, BPA will send out a request for new USB members.
- To avoid starting with a completely new USB each year, three members will rotate out each six months. New members will agree to a term of eighteen months.
- The first rotation will occur in October, 2006. The USB will set up a rotation schedule identifying each member's rotation cycle.

### Selection of new USB members

- BPA will maintain a list of interested utility staff. BPA will also send out a request for new USB members at each rotation.
- Criteria for selection will include:
  - Geographical location of utility (to maintain an east/west side balance).
  - Utility size (to maintain a mix of medium and larger utilities).
  - Utility conservation program design and implementation experience.
  - Length of time on the waiting list.

BPA will work with the USB to select three individuals meeting the above criteria at each rotation.

In the event that a USB member needs to end his/her term prior to the normal 18 months, BPA will work with the USB to select an individual meeting the above criteria from the waiting list. The selected individual will complete their predecessor's rotation cycle.

## **Meetings**

The USB will meet on the second Wednesday, every other month in Portland. This schedule will start with a meeting on December 14, 2005. On the alternate months, the USB will hold a two-hour conference call as needed from 8:30 am – 10:30 am also on the second Wednesday of the month. The call schedule will start November 9, 2005. Meetings will likely shift to quarterly rather than bi-monthly after the first year.

## **Communication to the Region**

USB meeting agendas and summaries will be posted on the BPA website. Other avenues for learning about USB issues and recommendations include BPA Energy Efficiency Representatives and the BPA Energy Efficiency Newsletter.

## **Group Norms**

1. **Respect:** Be courteous and seek to understand team members' ideas and perspectives without judging motives, character, or integrity. Give everyone the opportunity to speak.
2. **Meetings:** Be respectful of people's time, including: attend each meeting, start and end meetings on time; clarify purpose and desired outcome up front; stick to agenda – stay focused and concise; take responsibility for preparing and sharing documents in advance; read materials prior to the meeting in which they will be discussed; and take responsibility for catching up, if you're late or absent.
3. **Perspective:** In addition to your own utility perspective, USB members should also speak to a broader utility/regional perspective.
4. **Conflict Resolution:** Communicate concerns and support mutual problem solving by dealing directly with others in an open and honest manner.
5. **Input:** When practical, USB will seek alignment on input/recommendations in addition to providing individual member input when needed.
6. **Follow Through:** Members and BPA do what they say they will do; action items are completed and results reported in subsequent meetings, as appropriate.
7. **Have Fun:** Look for opportunities to have make things enjoyable; display a sense of humor; lighten up!

## **BPA Role**

BPA will prepare the agenda (with input from the USB), necessary background materials and will facilitate the meetings. BPA will provide an agenda for each meeting at least a week in advance and will summarize action items and key recommendations from each meeting.

## **Changes to this Charter**

Proposed changes to this charter will be vetted through the USB and BPA. BPA will seek to gain consensus on changes to this charter. The original Charter and any future changes to the Charter will be posted on the BPA website.

## **USB Sunset**

The Utility Sounding Board will sunset September 2011 unless the Charter is renewed.

## **Founding Members of the Utility Sounding Board**

**Peter Anderson, Kootenai Electric Cooperative**

**Brent Barclay, Columbia River PUD**

**Jay Himlie, Mason County PUD #3**

**Mike Little, Seattle City Light**

**Keith Lockhart, Springfield Utility Board**

**Kathy Moore, Umatilla Electric Cooperative**

**Tom Schumacher, Benton County PUD**

**Mary Smith, Puget Sound Energy**

**Dan Villalobos, Inland Power & Light**

## **CONTENT OF USB MEETINGS DURING THE LAST 6 MONTHS**

- 1) The Re-Design of the Planning, Tracking and Reporting System
- 2) The Roll out and content of the 6<sup>th</sup> Power Plan
- 3) The Roll Out of the New Energy Smart Industrial Program
- 4) A preview of the April and October Implementation Manual
- 5) Regular Updates on Residential Sector Activity. USB Members given advance notification of new measures and manual and specification changes.
- 6) The Emerging Technology Program
- 7) March 2010 Utility Summit Planning
- 8) Regular Updates on the Region's Smart Grid Efforts
- 9) Regular Updates on the American Recovery and Reinvestment Act (ARRA)
- 10) Briefing on E-Source offering to customers
- 11) Commercial Sector Briefings: Sector lead solicits information about what types of measures and programs should be developed.
- 12) Presentation by Mark Ebberts on BPA's Low Income Weatherization Programs
- 13) We reviewed the latest research data on LED Streetlights. We also discussed McMinnville's LED Street Light Pilot and sounded out utilities about the possibility of conducting a regional LED Street Light Pilot.

## **Utility Sounding Board (USB) Accomplishments**

### Background

In the June 2005 meeting of the Post 2006 Phase 2 Conservation Workgroup, utility representatives first discussed the idea of a utility sounding board. By December, the USB was born, with its purpose “to act as a consultative body to BPA on post-2006 conservation programs, services and regional infrastructure development.” Workgroup members morphed into the initial board members. Jay Himlie from Mason County PUD #3, Keith Lockhart from Springfield Utility Board, Brent Barclay from Columbia River PUD, Mike Little from Seattle City Light, Mary Smith from Puget Sound Energy, Tom Schumacher from Benton County PUD, Dan Villalobos from Inland Power & Light, Peter Anderson from Kootenai Electric, and Kathy Moore of Umatilla Electric and PNGC.

The group set the second Wednesday every other month for face-to-face meetings with conference calls for the months between. Membership rotates on a staggered schedule approximately every 18 months. Replacements are made considering geography, utility size and other factors, in order for the board to reflect the wide diversity of customers.

Participants devote their time, covering their travel expenses to attend meetings. They are devoted to a pro-active role to shape energy efficiency. In less than two years, the USB has played an invaluable role. Major contributions are described below.

An Open Forum for Discussions: The USB early on set the tone for their meeting discussions to be open and candid, using the meeting to present implementers' views, brainstorm, debate and discuss. Their environment fosters give-and-take and members use the opportunity to offer practical suggestions from the trenches. The USB

- Played a pivotal role helping design the agreement structure between BPA and customers. ConAug required the entire incentive to go to the end user. USB members posed that the utility-end user agreement should strictly be between those two, not controlled by BPA. The utility decides how to allocate the incentives BPA pays. The policy gives flexibility to the implementers.
- Came up with the 12 cent/15 cent suggestion to accommodate utilities who used their technical staff and those using BPA technical staff. While the response has been a mixed bag, the USB demonstrated originality and flexibility – a willingness to experiment, in their 12 and 15 cents recommendation.
- Continues to recommend increased flexibility. In the spring of 2007 discussions, the USB is offering suggestions for the residential measure list.

Two-day Utility Networking Event: Early in their existence, the USB suggested BPA host a utility networking event, offered a USB member to serve as the chair, and helped establish the agenda. Over 60 utilities attended the two-day, March 2006 Utility Workshop, which won high ratings and requests for an annual workshop.

Grocery Initiative: The USB confirmed that grocery stores are a niche market that most utilities would like to penetrate with energy efficiency offerings. The USB

- Gave practical advice for the Energy Smart Grocer initiative, identifying program design features essential for utility participation.
- Maintained that utilities would want to use rate credit to pay for measures, rather than having BPA directly pay or using bi-lateral contracts.
- Helped BPA identify an alternate approach to verification so utilities were not asked to verify unfamiliar measures
- Provided valuable input for the way PECl worked with the utility.

The USB praised the speed the Energy Smart Grocer was implemented.

Working with the Energy Trust of Oregon: The USB suggested ways to work with the ETO, leveraging their turn-key marketing of pre-rinse sprayers.

Brown Bag Sessions: When asked for an effective way for BPA to support utility sharing of program information, tools and lessons learned, the USB suggested Brown Bag lunch sessions, adding the practical idea to make the schedule easy to access on the Web. The popular Brown Bag sessions typically draw anywhere between 20 and 65 participants.

- Lunch and Learn Series: After Brown Bag calls were launched, the USB suggested devoting a series of calls to special topics that needed in-depth review. Lunch & Learn was created, set for the third Tuesday each month.

Jump Starting Conservation Notebook: The original USB members, fresh from Phase II participation, wanted to help utilities transition into the new programs. They suggested an easy-to-understand manual, and the Jump Starting Conservation Notebook was the result. The "Salmon Book" (named because of the jacket color) became an instant hit, helping users through the maze of requirements.

Commercial Energy Auditing Training: The USB asked BPA to have commercial energy audit training available. The initial class set for April has a follow up Brown Bag call on Commercial Marketing.

RTF Recommendations: The USB has provided feedback on the implementing RTF recommendations, specifically asking for clarifications on the residential weatherization specification for windows, including comments on the availability of 0.30 windows.

Salmon Book changes: The USB suggests Salmon Book changes including ENERGY STAR Manufactured Home incentives, agriculture measure incentives, and modifications in "residential - HVAC -- HP upgrades, Manufactured homes -- HZ 1, CZ 3".

Utility Briefing Sheet for all New Initiatives – USB recommended BPA develop a briefing sheet for all new initiatives providing information a utility would want to know to decide whether or not to participate. BPA will prepare this for all new initiatives.

Frequently Asked Questions (FAQs): The USB recommended BPA draft frequently asked questions for new initiatives such as the grocery store initiative. BPA is using the USB meeting to share a new initiative knowing questions that surface are questions many utilities will have. By turning those questions into FAQs, BPA can provide a more comprehensive explanation of a new initiative.

Commercial New Construction: The USB suggested that a prescriptive approach for small commercial new construction would be extremely useful. The USB also commented that they are interested in regional uniformity for new construction specs and incentives. BPA initiated the New Construction Forum for interested utilities around the region to **MIRA**

PTR System changes: The USB suggested several features simplifying PTR and helped trouble-shoot modifications once they were made. **GRANT**