

## **Executive Director Report**

**December 17, 2003**

---

This report from Margie Harris is for the period from October 29, 2003, through December 10, 2003 and describes those items not otherwise addressed elsewhere in this board packet.

### **General**

- Provided a third quarter report and 2004 draft action plan and budget presentation to the Oregon Public Utility Commission

### **Program Planning and Implementation**

#### *Efficiency*

- Energy Trust committed its first large commercial solar water heating incentive for the Eugene Easter Seals facility. EWEB is funding a PV installation on the same building.
- Staff held several meeting with the solar industry and NW Natural to quantify the additional societal value of a gas solar thermal program; see details in efficiency portion of packet.
- Attended Housing Authority of Portland groundbreaking for New Columbia new construction project. Phase I will include 175 homes that Energy Trust funding will allow the upgrade to high efficiency models. Energy Trust will fund two solar thermal demonstration projects.
- Met with BPA representatives who interested in learning more about the Production Efficiency program. They were told by Ken Canon of ICNU that Production Efficiency is an innovative and effective program. BPA is interested in finding ways to address the large industrial sector and may be interested in a collaborative approach.
- Staff represented the Energy Trust at the Northwest Energy Efficiency Alliance Grocery HVAC roundtable. National representatives of major grocery retailers, refrigeration manufacturers and consulting companies attended to discuss efficient new and retrofit grocery refrigeration systems.
- Met with Ken Canon of ICNU to discuss the Energy Trust Production Efficiency program, our self-generation policy and the policy to waive the \$500,000 cap on Production Efficiency projects.
- Received proposals, evaluated them and selected a top finalist program management contractor for the New Home Efficiency and Efficient Home Products programs. More information in the efficiency section of the board packet.
- Other work culminating in board action requests per the efficiency section of the packet: commercial buildings operations and recommissioning program design, policy regarding eligibility of self-generating businesses for Energy Trust programs.

#### *Renewable Energy*

- The Combine Hills 41MW wind project is currently completing the commissioning process and will be online before the end of the year. Contract amendments are in process to change the project from a debt to equity investment financing structure.
- The solar electric demonstration RFP deadline for proposals is Monday, December 15, 2003. Staff has had numerous inquires and expects over a dozen creative proposals. This volume of response may result in an extension of the selection process to allow time for a thorough review and selection of the best candidates.

- The solar system grants to training centers are all awarded, with seven systems shipping to five different training centers across the state.
- On November 18 an opening ceremony was held for the Kettle Foods' 114kW PV installation, the largest in the Pacific Northwest. The event received press in more than a dozen media publications. Energy Trust has published a case study on the installation.
- 15 contractors attended Bright Way solar water heating program training sessions conducted by Energy Trust, the first done in partnership with the City of Ashland, who also offers Bright Way.
- The solar electric program has again exhausted the incentive funds for Pacific Power customers, including the additional funding approved by the Board in October.
- The wind turbine at Apeasay Orchards in Hood River is under construction and hopes to commission shortly after the beginning of 2004.
- The City of Portland wind turbine contract is being finalized and expects to install now early 2004.
- We are collaborating with a Washington State foundation on studies and methods to develop community based small-wind projects.
- The PGE RFP process has selected three renewable project finalists and negotiations have begun.
- The PacifiCorp RFP has just posted to their website. Pre-bidder meetings are being planned for later this month. Energy Trust is involved in this process and has received inquiries from several possible bidders.

#### *Evaluation*

- Two process evaluations were completed and will be presented to the board in this meeting, along with memos from staff saying how we will respond to the evaluation findings. These are for the Building Efficiency Program and Renewable Energy Unsolicited Proposal program.
- Conducted a "mini-competition" and retained Quantec to begin the impact evaluation of the commercial and industrial retrofit transition program.

#### **Communications, Marketing and Outreach**

- Radio ad in Spanish on Willamette Valley Latino stations Oct. 27-Nov. 30.
- "Knowledge Is Power" 30-second radio ad on 25 Portland-area stations Nov. 3-Dec. 1.
- "Whose Garbage Is It Anyway" musical production with lighting efficiency component runs in 31 mostly Portland-area high schools and middle schools Nov. 4-Feb. 9. Sponsored by Metro, NW Alliance and Energy Trust.
- Staffed displays
  - Spaces – Designing Working Environments, conference of the International Interior Design Association, Portland, Nov. 6 (New Building Efficiency)
  - Oregon Remodelers Association 10<sup>th</sup> Annual Suppliers Fair, Swan Island, Nov. 12 (Home Energy Savings)
  - Smart Energy – Economic Opportunities for the NW, Portland World Trade Center, Nov. 13 (Solar Electric; Energy Trust was a sponsor)
  - Oregon League of Cities 78<sup>th</sup> Annual Conference, Eugene, Nov. 13-16 (Production Efficiency)
  - Fix It Fair, east Portland, Nov. 15 (Home Energy Savings)
- Meeting of Renewable Energy Advisory Council Nov. 12, and Conservation Advisory Council Nov. 12 and Dec. 8.
- Press releases: Combine Hills wind project prepares to join NW power grid Nov. 13, Energy Trust lighting the way for Alzheimer's Disease study Nov. 20.

- Oregon Remodelers Association Contractor's Breakfast, Nov. 18 (Home Energy Savings; Energy Trust sponsored the breakfast).
- Kettle Foods' solar roof celebration, Nov. 18. Kettle Foods case study published.
- Presentations
  - Salem Chapter AIA meeting, Nov. 20 (Maureen Quaid)
  - Mt. Bachelor Rotary, Nov. 21 (Jan Schaeffer, Anna Johnson – New Building Efficiency)
  - Pendleton Rotary and Kiwanis, Nov. 24-25 (Maureen Quaid, Anna Johnson – New Building Efficiency)
- "Knowledge Is Power" ad on 22 bus sides in Portland Nov. 20-Jan. 10 (Home Energy Savings).
- "Knowledge Is Power" movie ad in 212 Portland-area Regal Cinema screens Nov. 21-Jan. 10 (Home Energy Savings).
- Home Energy Review featured on KPTV Channel 12 Good Day Lifestyle's Home Improvement Show Nov. 29 (Jennifer Williamson – Home Energy Savings).
- Energy Trust recognized during New Columbia groundbreaking ceremony, Dec. 1 in Portland.
- Meeting notices placed in statewide Oregonian Dec. 4 and 7 announcing public comment opportunity for proposed 2004 budget and action plan via website, email or attending Dec. 8 public comment session in Energy Trust offices.
- Website visits increased to 8,111 visits in November, a 3% increase over October.
- Call center volume in November decreased to 1,142 from a peak of 1,440 in October.

#### **Operations, Contracts, Finance and Administration**

- Successfully completed phase I programming, testing, and training of its Program Tracking System--on time and within budget. In addition, the system is live at the first program management contractor, Ecos Consulting, for use in one area of the Home Energy Savings Program.
  - The system tracks project and participant information, provides an electronic method of approving and paying incentives, provides management tools to the PMC, and facilitates Energy Trust's needs to quickly and flexibly report data.
  - Early next year the program will be rolled out to the remaining PMCs.
- Provided performance review training and initiated a "performance partnership" approach, including a "360-degree" self, peer and supervisory review and two-way staff/supervisory dialogues.

#### **Staff/Hiring**

- Retained the expert services of Debbie Menashe as temporary General Counsel. Debbie brings extensive legal experience and contract law background, having previously served as former corporate secretary and senior attorney for US Bancorp and as an associate at Perkins Coie. Debbie also offers considerable insight and community experience from her service as the former chairperson of the Portland Public Schools Board of Education.