EnergyTrust of Oregon, Inc.

Board Decision
Approving Two Staff Positions

June 20, 2007

Summary

Authorize the Executive Director to add two new staff positions: a senior accountant and a planner/analyst.

Background

- Energy Trust normally addresses new staff positions in the annual budget process.
- Two new positions are needed at this time because of: (1) increasingly heavy volume of transactions in the finance/accounting department; and (2) increased need for technical analysis, coordination and reporting related to recent passage of the Oregon Renewable Energy Act.

Discussion

- The volume of transactions in finance/accounting has increased regularly and substantially over the past several years —12,724 checks in 2004, 30,714 checks in 2005, 36,499 checks in 2006. The receipt of the IRS ruling in early 2007 added complexity to data collection and tax reporting requirements for incentive recipients, necessitating more staff time and effort to collect and accurately maintain related information. In addition, for the remainder of 2007, accounting/finance staff will be heavily engaged in operational improvements, budget development, and preparation for major system upgrades and replacements. In addition to completing these upgrades and replacements, continued growth in transaction volume is expected as we diversify business lines.
- The passage of the Oregon Renewable Energy Act will significantly increase the need for technical analysis and internal planning staff to work with utilities, Oregon Public Utility Commission (OPUC) and others in several areas: (1) work with utilities and the OPUC to develop transparent and manageable criteria and procedures to fund additional efficiency under the Oregon Renewable Energy Act, (2) work with utilities to develop resource supply forecasts for energy efficiency measures and programs; (3) develop financial and program proposals for new funding investments, (4) oversee and track energy efficiency associated with supplemental utility funding; (5) assist with cost-effectiveness analysis of efficiency and market transformation measures and programs; (6) provide support for analysis of above-market costs of renewable energy projects and programs; and (7) monitor results associated with both efficiency and renewable measures and programs.
- Staff anticipates the following budget/financial impacts associated with these two permanent positions:
    - With benefits, the senior accountant position is expected to have a budgetary impact of $34,000 for the remainder of 2007. This can be primarily offset by a corresponding reduction in professional services fees.

- With benefits, the planning analyst position is expected to have a budgetary impact of approximately $47,000 for the remainder of 2007. The majority of costs associated with this position will be allocated across programs.
- Any remaining costs associated with both positions will be addressed through increased revenue received above projections.
- The positions would increase administrative costs by an estimated factor of .001, resulting in a negligible effect on the OPUC minimum performance measure.

Recommendation

Authorize the Executive Director to add and hire two new staff positions: a senior accountant and a planner/analyst.

RESOLUTION #441

APPROVING TWO STAFF POSITIONS

WHEREAS:

1. **Energy Trust has experienced significantly increased volume of finance/accounting transactions over the past year. For the remainder of 2007, accounting/finance staff will be heavily engaged in operational improvements, budget development, and preparing for major system upgrades and replacements in 2008. In 2008, Energy Trust expects additional business lines and continued growth in transaction volume.**
2. **The recent passage of the Oregon Renewable Energy Act will significantly increase demand for technical analysis, coordination and reporting on energy efficiency and renewable energy measures and programs, impacting the need for additional planning and analysis staff.**

It is therefore RESOLVED:

1. **The board of directors of Energy Trust of Oregon, Inc., authorizes the Executive Director to add and hire two new staff positions: a senior accountant and a planner/analyst.**

Moved by: Seconded by:

Vote: In favor: Abstained:

Opposed: [list name(s) and, if requested, reason for "no" vote]