EnergyTrust of Oregon, Inc.

Staff Report

November 14, 2007

This report from Margie Harris is on behalf of all staff and spans the period September 17, 2007, through October 26, 2007. Items not otherwise addressed in this board packet are described here.

General

- Collaborated with PGE and Pacific Power to update estimated projections of additional conservation costs and savings for their OPUC energy efficiency plan filings seeking incremental funding for customers under 1 aMW
- Margie spoke about the Energy Trust of third-party delivery to a variety of audiences interested in learning about our model and results. Forums included elected officials from throughout the country at the Council for State Governments-West; the Green and High Performance Buildings conference; the American Council for an Energy Efficient Economy - Energy Efficiency as a Resource Conference; the NW Energy Coalition 26th Anniversary Meeting; and, the San Diego Regional Economic Development Commission visit to Portland.
- Margie shared remarks with Greg Abel, Mid American Holdings Company, PacifiCorp CEO, Pat Reiten and Vice President Community Relations, Pat Egan at the well-attended October 23rd key business customer breakfast sponsored by Pacific Power
- Energy Trust, NW Energy Efficiency Alliance and NW Power Planning and Conservation Council staff participated in discussions with California Public Utility Commissioner Dian Grueneich and her staff regarding joint west coast collaboration on major new energy efficiency initiatives being crafted by California
- Vicky Liskey, Elaine Prause and Margie toured Energy Trust projects in Klamath Falls, including the cogeneration plant operated by PPM and presented an award to Collins Products for their efficiency projects. Representatives from the regional office of the Oregon Economic and Community Development Department and the Oregon Institute of Technology were among those visited; Vickie was a terrific host and guide!
- Participated in OPUC rulemaking public hearing focused on the Renewable Energy Act "constructing and operating" language
- Tom Foley and Margie presented the Second Quarter report to the OPUC on September 20th

Program Planning and Evaluation

Residential

- Having completed a first-phase project involving testing units for functionality and finding acceptable results, began research design for a second-stage pilot home energy monitor project

Commercial and Industrial

Cost-effectiveness analyses completed for:

- Several measures for existing greenhouses
- Photoluminescent exit signs

NW Alliance Evaluations

Market progress evaluation reports completed for the following programs in the last 3 months and are available on the NW Alliance website (www.nwalliance.org):

- Evaluation of the Industrial Efficiency Alliance #3
- Evaluation of the EnergyIdeas Clearinghouse #6
- Evaluation of the Local Government Associations Support Program #5

Efficiency Programs

Home Energy Solutions—ENERGY STAR® New Homes

- Signed nine new builders to the program during September, including Legend Homes, a large builder with a construction history of 350 homes annually
- Collaborated with the Northwest Energy Efficiency Alliance (NEEA) to develop a consistent regional method to measure new homes built and the market penetration rates of ENERGY STAR new homes
- Initiated new home market research to determine market characteristics for drafting an *ENERGY STAR®* market penetration performance metric to be added to the 2008 PMC contract amendment

Home Energy Solutions—ENERGY STAR® Products

- Solicited participation in the Change a Light CFL Fundraiser and the Solar 4R Schools contest to over 19,000 educators and advocacy groups, with a solar panel prize to be awarded to the school that sells the largest number of CFLs through the Change a Light fundraising program
- Coordinated the fall launch of the NEEA Change a Light fall promotion and the Bonneville Power Administration (BPA) specialty CFL lighting promotion in retail stores across the state

Home Energy Solutions—Existing Homes

- Multifamily outreach with PGE lead to building assessments for 2000 units and the Spectrum trade show provided 100 new contacts for future building assessments in multifamily buildings
- Home Energy Solutions Existing Home program represented the Energy Trust at seven successful trade shows throughout September
- Single family participant incentive volume remains strong, staying above 1,000 applications every month since March

Business Energy Solutions—New Buildings

- Continued to receive project notices and applications at a rate of 1.5 per day
- Received support from the Conservation Advisory Committee to:
  - Increase incentive cap for Custom Track to $300,000
  - Increase incentive cap for Standard Track to $100,000
  - Increase the building size for the buildings that the LEED Track addresses for buildings greater than 100,000 square feet

Business Energy Solutions—Existing Buildings

- Represented at several events, including: Johnson Air Products HVAC Fair, Oregon Restaurant Association Leadership Conference, International Facility Managers

Association Annual Fall Symposium, Building Owners and Managers Association Product and Services Expo and Oregon Drycleaners Association Fall Meeting

Business Energy Solutions—Production Efficiency

- Filled the Technical Manager and Industrial Coordinator positions and both new employees are currently shadowing their counterparts at Lockheed Martin during this transition phase
- Cascade Energy Engineering was chosen as the new PDC for the Small Industrial Initiative from a group of four respondents. Staff is negotiating with Cascade Engineering to bring the runner-up, Lockheed Martin, onto the delivery team. Staff believes that combining the technical expertise of Cascade Engineering and the proven outreach and delivery acumen of Lockheed Martin will create an excellent team with the best resources for success. This is a new avenue staff is exploring in the program services contracting process.
- Presented SP Newsprint with a $1,000,000 incentive for completion of their $6.5M de-ink project, estimated to result in savings of 6.54 aMW savings

Northwest Energy Efficiency Alliance

- Residential Sector

  2009 NW ENERGY STAR Homes Oregon Requirements: Program met with Energy Trust, Earth Advantage and ODOE to discuss the 2009 ENERGY STAR Homes specifications from the 2008 residential code change

  Building Performance Services (PBS) continuing education training: Approximately 16 people attended the BPS training in August featuring the new ENERGY STAR tech tips

  Builder co-op advertising: Processed $9300 in coop and model home incentives for Energy Trust builders

  The 2007 Fall Change-A-Light will launch this fall and four field representatives to visit 260 Energy Trust sponsored Oregon retailers throughout the state to ensure that the product as well as marketing materials are effectively in place and available to consumers

- Commercial Sector

  Through BetterBricks, Legacy hospital staff finalized their Strategic Resource Management Plan, with Energy Trust to complete building energy assessments for the four Oregon campuses, complementing BetterBricks' scoping of O&M and tune-up opportunities

  Live presentations of the BOMA Energy Efficiency Program (BEEP) series were completed for 2007, with very strong attendance at all presentations

  The 80 PLUS consumer electronics efficiency specification program was responsible for 1,150 qualifying units being shipped into Energy Trust territory in Q3 2007

- Industrial Sector

  Sabroso Woodburn's five energy teams began implementing Lean Manufacturing, with each team identifying energy-saving projects for specific plant systems

The *Blue Heron* EnVINTA One-2-Five report and recommendations were presented to the Blue Heron management team, actively engaging staff and gaining comprehensive energy management planning support for the mill

Renewable Energy

Open Solicitation

- Met with 12 cities, counties and agencies to discuss potential solar and hydro projects
- Worked with Solar Program to launch a new solar incentive for governments, nonprofits and other non-taxable entities
- Assisted in development of Multnomah County solar RFP, which was released in September
- Worked with RAC to gain approval for a 4.4 kW microhydro project, the first residential hydropower project to receive Energy Trust assistance
- Presented to Oregon Geothermal Working Group, Oregon Association of Clean Water Agencies, Beaverton Kiwanis, and Portland Lion's Club

Utility Scale

- Both Biglow Canyon (125 MW for PGE) and GoodNoe Hills (94 MW for Pacific Power) are on track to be completed by the end of the year

Wind

- Kicked off the Small Wind Program with a trade ally meeting with 15 potential allies attending
- Met with Oregon Trail Wind Farm, LLC to discuss their 10 MW community wind project in Sherman County
- Met with Hood River County High School to discuss a small wind demonstration project to be located at the school
- Provided wind resource feasibility studies for Bodewig Family Wind Farm and Sherman County Wind Farm
- The Mar-Lu Community Wind project Letter of Intent has been redrawn at the request of the project owner

Biopower

- With the Oregon Association of Clean Water Agencies, hosted a workshop for agency personnel and consulting engineers on clean energy opportunities in the wastewater sector
- Signed funding agreement for 15.8-megawatt Warm Springs Biomass project

Solar

- Expanded commercial solar electric incentives to encourage larger system sizes, nonprofit/government participation and third party ownership models that leverage federal tax incentives
- Observed focus groups conducted by market research firm Smart Power to determine effective messaging for residential consumers considering solar energy systems
- Provided solar electric program training to 40 prospective trade ally contractors
- Participated in ODOE rulemaking workshops for 50% BETC, high performance homes and 1.5% solar on public buildings

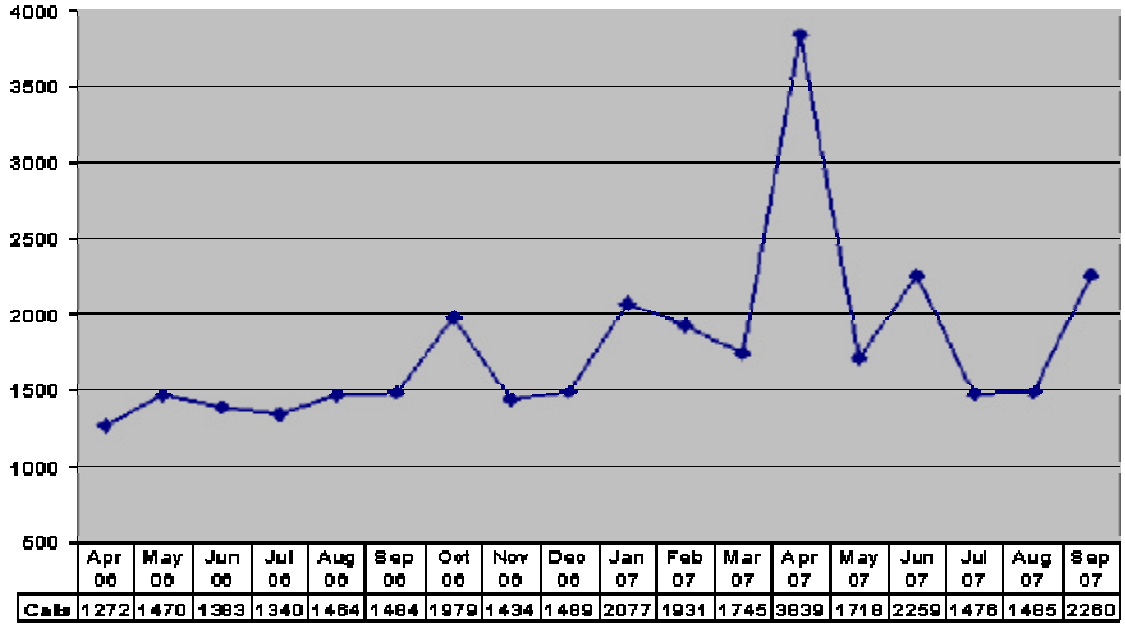
- Attended Solar Power 2007 conference and met with national solar contractors and investors planning to enter Oregon's solar market
- Worked on the steering committee for, exhibited and presented at the 2nd annual NW Solar Expo, which had double the attendance of 2006
- Presented an award to Solar Oregon for delivering effective solar educational workshops that tripled Energy Trust's residential outreach in 2007 over 2006

Communication, Marketing and Outreach

Call Center/Customer Service

- Spoke at Coos Bay's first Tour of Green & Solar Homes
- Helped organize video of Coos Bay solar tour, and continued work with local Eco Living Group to provide information on Energy Trust in Coos Bay
- Presented solar information at Roseburg's Tour of Green and Solar Homes
- Presented Energy Trust information for Telephone Pioneers group in Beaverton
- Attended Solar Sunday event in Coos Bay – lead-in for Tour of Solar Homes

Call Volume through September 2007

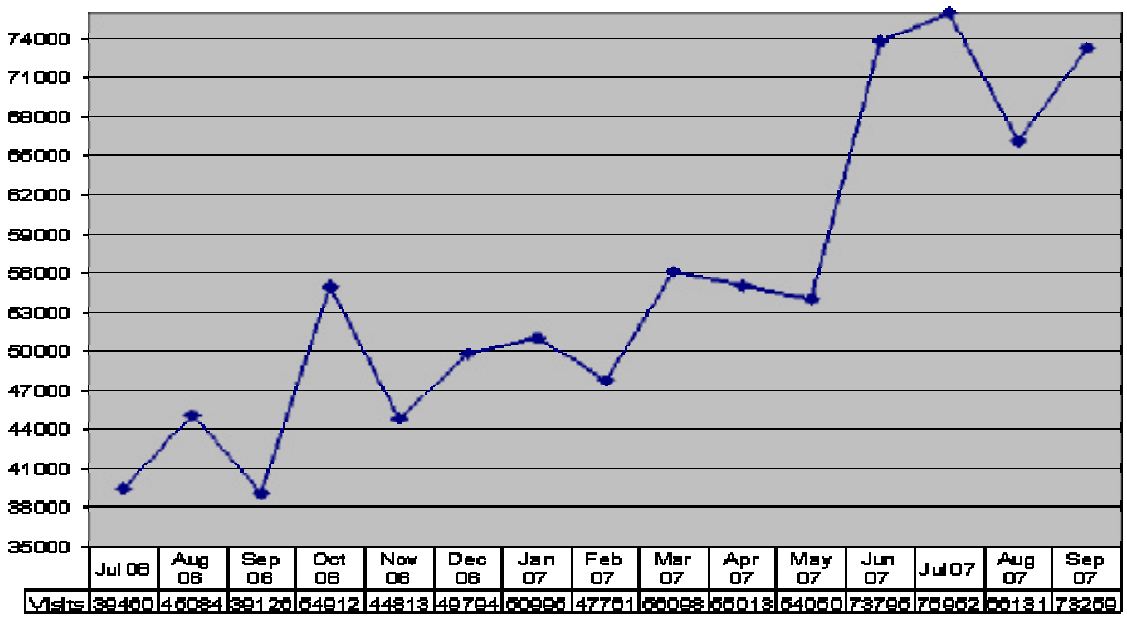


Website

- Launched a new Commercial Solar section on the website complete with information on standard commercial incentives, non-profit/government incentives, a FAQ on third-party ownership and an online incentive estimator tool
- Completed work on a new training calendar for trade professionals that lists regional training sessions offered by the Oregon Department of Energy, Bonneville Power Administration and Energy Trust

- Reworked several key measure pages, including gas furnace, heat pump and multiple measure bonus, to make them more user-friendly in light of the many incentive offerings and promotions
- Posted trade ally pages for the new Small Wind program
- Added several new manufacturer rebate offers to the promotions page
- Worked to make more online forms spam protected
- Finished work on the Building Simulation Users' Group (BSUG) tool, which includes an automated online sign-up, continuing education information for all BSUG members and the capability to send out group announcements

Website Visits through September 2007



Trade Ally Coordination

- Launched trade ally training calendar
- Held meeting to review residential weatherization specs with trade allies
- Held first southern Oregon trade ally roundtable meeting
- Developed description and began recruiting for trade ally coordinator position
- Began development of centralized trade ally enrollment form
- Met with Home Energy Solutions and Existing Buildings trade ally coordinators for planning

Community Energy

- Attended quarterly meeting of the Corvallis Sustainability Coalition, which completed a "vote by mail" unanimously endorsing collaborating with Energy Trust on a community energy pilot project
- Attended initial meeting of the Sustainability Coalition's community energy planning committee and reviewed list of possible elements of the campaign
- Planned second meeting and three-hour workshop to prioritize list of campaign elements
- Obtained baseline information on Corvallis demographics and energy use

- Began scheduling free solar and efficiency assessments for wineries participating in the governor's winery Carbon Neutral Challenge

Events, Speaking Engagements and Sponsorships

- Participated in 52 energy/conservation-related events during the period
- Presented at the Portland Fall Home and Garden Show
- Staffed booths at four home shows around the state, totaling 13 days
- Sponsored five Building Smart Training Series for radiant heating and tankless water heating
- Staffed a booth and presented at League of Cities Annual Conference

Creative Products

- Created 12 new and resized advertisements: 8 commercial, 2 residential, 1 renewable and 1 general
- Produced and released 3 newsletters: Synergy (general, monthly), Insider (for trade allies, bimonthly) and Pit Stop (internal, monthly)
- Created 2 new case studies representing the Existing Buildings, New Buildings and Production Efficiency programs
- Created 1 new direct mailer for the Existing Homes program
- Created a trade ally roundtable postcard

News Releases and Media Events

- Distributed 3 press releases: CAPECO Refrigerator Replacement program in Pendleton, SP Newsprint project completion and presentation of $1 million incentive check, Fall *Change a Light, Change the World* promotion announcement
- Outreach through ENERGY STAR New Homes
- Responded to media inquiries on energy issues
- Coordinated KOIN television tape of a Home Energy Review at the home of the reporter
- Continued to build a pipeline of stories and press releases for 2007 and 2008
- Continued to garner news coverage about Energy Trust programs in local newspapers around the state

Utility Co-promotions

- Cascade Natural Gas: Rinnai tankless water heating sweepstakes for Bend-area customers continued through Oct. 15; October bill insert on high efficiency gas furnaces and limited-time bonus incentive, plus standard incentive
- NW Natural: Rinnai tankless water heating sweepstakes for Portland, Salem and Eugene customers through October 15
- Pacific Power: October heat pump campaign - newsletter story, bill insert and direct mail on high efficiency heat pumps and incentives; Energy Connections small business newsletter story on solar incentives and West Bend Property Company's solar case study; Energy Insights large business newsletter story on production efficiency incentives and Yo Cream case study; Energy Star Steward award collaboration with Pacific Power for Oct. 24 presentation
- PGE: Collaborative September 12 workshop on multifamily energy efficiency; September online newsletter story on winterizing and Energy Trust incentives; October heat pump campaign – October *Update* and online newsletter stories, bill insert and direct mail on high efficiency heat pumps and incentives

Operations, Contracts, Human Resources, Finance and Information Technology

Finance

- Developed flash report and other budget process improvements
- Completed draft 2008 budget, 4th 2007 quarter forecast and began 2009 projections
- Worked with planning and evaluation to complete quality control checks on 2008 budget savings estimates
- Contracted with Virtual Information Executives, LLC to help validate and address the Moss Adams Enterprise Architecture Study recommendations and to initiate development of an IT strategic plan
- Attended the Oregon Economic Forum in October
- Implemented new method to manage incentives in FastTrack and Great Plains
- Monitored Gold Mine/Great Plains accounts to prevent duplication
- Participated in risk assessment interviews with Controller and PMC's
- Reviewed demonstrations of product/services for tracking insurance certificates and began reference checks
- Contacted vendors to verify company and EIN status
- Began work on vendor records to facilitate annual preparation of W-9 and 1099 form preparation
- Researched, compiled information for and completed IRS filing
- Assisted PMC with IRS form W9 filing requirements and in using new pre-incentive import reports
- Published August and September financial statements
- Processed special incentive imports as requested
- Continued processing of over 500 incentive checks weekly

Human Resources

- Hired Tricia McGuire as Industrial Technical Manager for the Production Efficiency program in the energy efficiency department. Tricia was most recently with Intel in Phoenix. She has a background in industrial engineering and brings to us her experience in project and program management.
- Hired Ted Light as Industrial Sector Coordinator for the Production Efficiency program in the energy efficiency department. Ted was most recently with Teach for America and has a BS from Purdue University
- Hired Lura Griffiths as the renewable energy intern. Lura is in her junior year at Oregon Institute of Technology and will be assisting the solar staff with various project work.
- Hired Peter Catching as the Manager of Planning & Economic Analysis in the planning and evaluation department, filling the vacancy of Jill Steiner. Peter has held various positions at PacifiCorp and has been on the adjunct faculty at Portland State University.
- Lars Stewart accepted the permanent position as IT Administrative Assistant, transitioning from her prior contractor role. Lars recently relocated to the Portland area from California where she was a leasing specialist.
- Currently recruiting for following positions: Commercial Solar Project Manager in the renewable energy department, Trade Ally Coordinator in outreach and communications, Lead Business Systems Analyst in the IT department.
- Solicitation is underway by our benefits consultant vendor for the 2008 health care package renewal

- Conducted Oregon Natural Step workshop for staff on October 25. This organization was founded on the principle that businesses and organizations can reduce their impact on the environment while enhancing their overall efficiency and effectiveness. This is in line with Energy Trust mission and may lead to increased future collaboration.
- Encouraged 7 of 10 employees to try biking to work during the annual Bike Commute Challenge, in which Energy Trust placed second in its category of nearly 200 companies

Legal and Contracts

- Completed guidebook for nonprofit/government participation in solar projects and third party ownership models that leverage federal tax incentives
- Completed work on Allied Technical Assistance Contracts for conversion of Production Efficiency Program

Information Technology

- Engaged Jason King as a contract network engineer to replace the former contractor, Martin Staudacher
- Loaded values into the Q3 quarterly report directly from Great Plains and FastTrack utilizing the automatic processes developed for the Q2 report
- Released an enhanced version of FastTrack project task that supports program specific definition of tasks, subtasks and milestones as requested by PMCs
- Released new reports to assist finance in auditing that all paid incentives match approved incentives and that all approved incentives have matching paid incentives
- Released reports for PMC's and Accounts Payable to use to identify duplicate vendor (participant) contacts which will improve accuracy and efficiency of 1099 reporting
- Issued updated FastTrack documentation for forecasting, site attributes, and measure changes
- Provided staff training on use of Outlook and presentation equipment