

Diversity Advisory Council Agenda

Tuesday, September 17, 2019

9:00 a.m. – 11:00 a.m.

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

- 9:00 Welcome and Orientation** (*Art Sousa; information*)
Introductions, agenda review, & 2019 schedule.
- 9:15 Board Nominees** (*Debbie Kitchen, Energy Trust Board; discussion & sub group nominations*)
Debbie will provide background on two upcoming Board vacancies and potential Diversity Advisory Council roles in the Board nomination and review process.
- 9:45 Customer Insights Study** (*Dan Rubado, Evaluation Project Manager; discussion*)
Dan will present the results of the 2018 Customer Insights Study and plans for a 2020 study.
- 10:15 Budget** (*Debbie Goldberg Menashe; discussion*)
Debbie will share an overview of Energy Trust's budget process in preparation for the October 16 Board meeting.
- 10:45 Planning for Future DAC Engagements** (*Debbie Goldberg Menashe, Ryan Crews; Sue Fletcher, Art Sousa; information*)
Debbie and Ryan will share updates on stipends and the new Diversity, Equity and Inclusion Lead role. Sue will share next steps for recruitment, and will close out by teeing up a November discussion for future meeting structures & topics, including a potential Council retreat.
- 10:55 Public Comments** (*Art Sousa; discussion*)
- 11:00 Adjourn**

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

Next DAC Meeting: Wednesday, October 16, 9:00 AM – 12:30 PM: Board Meeting and Budget Workshop (joint with RAC & CAC), Energy Trust offices, lunch will be provided

Energy Trust Budget 101

Fall 2019

Who are we?

Energy Trust of Oregon is an independent nonprofit organization dedicated to benefiting the 1.6 million customers of Portland General Electric, Pacific Power, NW Natural, Cascade Natural Gas and Avista. Our information, financial incentives and connections to contractors help people, businesses and communities save energy, generate renewable energy and lower utility costs. We are accountable to an independent board of directors and the Oregon Public Utility Commission.

What is our budget process?

As a nonprofit organization investing utility customer funds, we conduct an open annual budgeting process each fall. The 2020 budget and 2020-2021 action plan will guide program and outreach strategies that help utility customers benefit from the lowest cost and cleanest energy available—energy efficiency and renewable power. We value participation in our annual planning from customers, community members and stakeholders.

When does this process take place?

There are many opportunities for the public to learn about our draft budget and provide input along the way. Below are some key dates as we prepare the 2020 budget and action plan; the full budget schedule is available at www.energytrust.org/budget:

October 9	Public comment period opens; draft budget and action plan posted online
October 16	Present the draft budget and action plan to the board of directors, advisory council members and community organizations at a public budget workshop, which includes a participatory activity with the board, public and staff to review program and support group activities
October 30	Public comment period closes
December 13	Present the final proposed budget and action plan to the board of directors, presentation includes a summary of public comments; after making any final changes, the board votes to adopt the budget

How can I get involved?

We want to hear from you! We value your perspectives, experiences and feedback as we shape our yearly budget. While reviewing our draft budget, you have the opportunity to ask questions or provide comments for consideration.

1. **Review our draft 2020 budget online:** Visit www.energytrust.org/budget to find the draft budget and action plan, view the budget schedule and watch an on-demand presentation by Executive Director Michael Colgrove. Budget presentations and

materials delivered at board and advisory council meetings are available at www.energytrust.org/about/public-meetings. Below are a few example questions to help guide your review:

- Do you understand the trends presented and what's causing them?
- Do the areas of focus and investment seem balanced and appropriate across the programs and support areas? Where would you like to see more focus?
- Do you see opportunities we haven't identified or prioritized?

2. Share your feedback: Public comments help shape our final proposed budget and action plan presented to the board of directors.

Written public comments are due to Energy Trust by 5 p.m., Wednesday, October 30. Comments may be emailed to info@energytrust.org, or mailed to Energy Trust of Oregon, 421 SW Oak St., Suite 300, Portland, Oregon 97204.

Comments received during the outreach period are summarized, with many incorporated into a final proposed budget and action plan presented to the board at its public meeting in December.

Energy Trust Budget Frequently Asked Questions

How is your budget and action plan developed?

Our annual budget and two-year action plan are developed through a transparent, public process that includes stakeholder review and input. Our five-year strategic plan and each utility's Integrated Resource Plan serve as primary building blocks for the budget.

Annually starting in July and continuing through December, we identify the amount of energy efficiency that can be cost-effectively acquired in the coming year and develop action plans with the strategies and activities to do so. We also determine planned renewable energy generation and project development within PGE and Pacific Power territories. In October, we post our draft budget online and present it publicly to our board of directors, stakeholders and Oregon Public Utility Commission. In December, after revisions are made, we post a final proposed budget online and present it for board approval.



How can I participate?

Public comments are actively solicited and help shape our final proposed budget and action plan presented to the board of directors. Public notices and materials for board, Conservation Advisory Council, Renewable Energy Advisory Council and Diversity Advisory Council meetings are posted on our website in advance of each meeting. We also present at a public OPUC meeting in November

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Who reviews and approves the budget and action plan?

Budget goals and action plans are reviewed by our board of directors, Conservation Advisory Council, Renewable Energy Advisory Council, Diversity Advisory Council, OPUC, PGE, Pacific Power, NW Natural, Cascade Natural Gas and Avista. We also engage the public, community organizations and a variety of stakeholders.

Comments received during the outreach period are summarized, with many incorporated into a final proposed budget and action plan presented to the board at its public meeting in December. The board approves the final proposed budget and action plan.

Where can I find more information about the 2020 budget and action plan?

Visit our website at www.energytrust.org/budget to find the draft budget and action plan, view the budget schedule and view an on-demand presentation by Executive Director Michael Colgrove. Budget presentations and materials delivered at board and advisory council meetings are available at www.energytrust.org/about/public-meetings.

What do you consider when setting the budget?

We work closely with all five utilities to update their plans to meet future energy needs for their customers with the goal of acquiring all available cost-effective energy efficiency. Additional information is drawn from renewable resource assessments. These resources inform our five-year strategic plan and guide our annual budget and two-year action plan.

Annual activities are guided by third-party program evaluations, market research, our experience delivering programs, feedback from contractors and customers, and input from our partner utilities, three advisory councils, the OPUC and the board of directors.

What benefits will the budget provide?

Our budget and action plan are designed to serve a range of customers—from homeowners and renters to large businesses around the state. We deliver the low-cost energy efficiency utilities rely on to meet their customers' energy needs, and add clean, renewable power to the electric grid. Projects and actions resulting from our budget reduce participating customer utility bills, help keep energy costs lower than they otherwise would be for all utility customers, avoid carbon emissions and strengthen local economies.

How are programs and services funded?

Funding for our energy efficiency and renewable energy programs comes exclusively from customers of PGE, Pacific Power, NW Natural, Cascade Natural Gas and Avista in Oregon, and NW Natural customers in Washington. We also receive funds through a subcontract for Oregon's Community Solar program.

What happens when funds are not spent by the end of the year?

At year-end, any unspent funds are carried over into the following year's budget and offset future revenue needs. Carryover of unspent funds can be a result of many factors, including meeting our savings goals at lower than expected costs or revenue forecasts being higher than projected due to unexpected weather changes. Renewable energy project development often occurs over multiple years and requires an upfront funding commitment. Some carryover funds are dedicated for those project commitments.

What accountability measures are in place to ensure funds are spent wisely?

All expenditures must comply with legal requirements and meet minimum annual performance measures established by the OPUC. For instance, administrative and program support costs must be below 8 percent of annual revenues. In addition, all energy-efficiency investments, excluding pilots and limited activities exempted by the OPUC, are required to be cost effective, meaning that long-term project savings must exceed related costs and be of net financial benefit to the customer. The board of directors reviews monthly financial statements, program impact evaluations and program process evaluations.

How do you report on expenditures and progress to goals and performance measures?

We report quarterly and annually to the board and OPUC on progress to goals, revenues and expenditures, and program and operations activities. We also provide information for a public purpose charge report submitted to the Oregon Legislature every two years by the OPUC.