

Board Meeting Minutes—175th Meeting

April 8, 2020

Board members present: Erik Andersson, Susan Brodahl, Melissa Cribbins, Lindsey Hardy, Eric Hayes, Elee Jen, Alexia Kelly, Henry Lorenzen, Alan Meyer, Roland Risser, Letha Tawney (Oregon Public Utility Commission ex officio), Janine Benner (Oregon Department of Energy special advisor)

Board members absent: Mark Kendall, Ernesto Fonseca, Anne Root

Staff attending: Michael Colgrove, Cheryle Easton, Wendy Bredemeyer, Debbie Menashe, Amber Cole, Fred Gordon, Steve Lacey, Scott Clark, Peter West, Pati, Presnail, Emily Findley, Sarah Castor, Amanda Potter, Andrew Shepard, Jessica Kramer, Marshall Johnson, Phil Degens, Hannah Cruz, Dave McClelland, Jeni Hall

Others attending: Kari Greer (Pacific Power), Bilsay Varcin (EMI Consulting), Lisa McGarity (Avista), Jason Klotz (PGE), Rick Hodges (NW Natural), Desiree Sideroff, Angel Swanson (ICF), Anna Kim (OPUC), Karla Hendrickson (ICF)

Business Meeting

Melissa Cribbins called the meeting to order at 10:01 a.m. and gave a reminder that consent agenda items can be changed to regular agenda items at any time.

MOTION: Approve corrected agenda

Moved by: Alan Meyer

Seconded by: Eric Hayes

Vote: In favor: 10

Abstained: 0

Opposed:0

General Public Comments

There were no public comments.

Consent Agenda

The consent agenda may be approved by a single motion, second and vote of the board. Any item on the consent agenda will be moved to the regular agenda upon the request from any member of the board.

Consent Agenda Resolution

MOTION: Approve consent agenda

Consent agenda includes:

1. February 24, 2020 Board Meeting Minutes
2. Approve correction to R871 Terms of Office to 2019 Resolution R904 replaces R8971

Moved by: Roland Risser

Seconded by: Alan Meyer

Vote: In favor: 10

Abstained: 0

Opposed:0

President's Report (Melissa Cribbins)

Melissa Cribbins invited board members to share perspectives about how their communities are being affected by the coronavirus pandemic.

Executive Director Report (Michael Colgrove)

2019 financial results

Mike Colgrove delivered an early look at the final financial results for 2019, which showed revenue was very close to what was budgeted with less than 1% variance; expenditures came in at 92% of budget, almost half of which were delivered as direct incentives; and administrative costs remained within acceptable guidelines. These results will be presented in more detail at the board's next meeting in May along with highlights from the 2019 Annual Report being prepared for submission to the OPUC in mid-April.

The board asked why levelized costs appeared to be higher than aggregated levelized costs that were reported in a recent industry article. Staff provided context that the levelized cost for 2019 fell slightly below budget but have been trending upward due to reduced savings from LED measures. These are also calculated to include the full cost across the organization, including from support groups. The board suggested that it would like to explore levelized costs as a learning topic in the future to deepen understanding of this metric.

Energy Trust response to coronavirus

Mike Colgrove provided an update on Energy Trust's actions in response to the coronavirus and new social distancing protocols in Oregon and Washington. Internal staff began working remotely a week prior to the order, and program contractors are also working remotely. In-person customer programs and offerings are being adapted. An example of this is measure installation verification practices being performed remotely through photos or virtual walkthroughs. No- and low-cost offerings are being promoted, and staff is investigating ways to partner with community organizations and low-income agencies to provide greater value.

The board expressed appreciation for the responsiveness of staff and management and asked if staff are planning to move trainings online. Staff is already planning to make some trainings and presentations available as online webinars. The board and staff discussed installation opportunities resulting from the coronavirus distancing protocols where there may be chances to make upgrades while industrial and commercial businesses, schools and government buildings are unoccupied.

Revised staffing memo

Mike Colgrove reviewed an addendum to the staffing memo from the 2020 annual budget regarding staff headcount. An employee in the legal department who was working half-time recently retired, and after looking into several options, management discovered it could add a full-time employee to the HR department at a lower cost, which increases the headcount by half a full-time employee. The board requested more information regarding Oregon Public Utility Commissions' role in approving staff adjustments to be provided in an upcoming Board Half-Day Learning Session.

Portland General Electric's solar + storage proposal update

Mike Colgrove concluded with an update on an opportunity for Energy Trust to play a role in Portland General Electric's Solar + Storage pilot program. Business development funds were used to create a proposal for Energy Trust to help implement this residential storage program as a delivery contractor. PGE recently submitted a proposal to the OPUC and has subsequently asked for a more formal proposal and budget to deliver services like customer outreach, program delivery and quality management.

Committee Reports

Compensation Committee (Roland Risser)

The committee met in February to discuss high-level market updates and perform a quarterly fiduciary investment review.

Evaluation Committee (Lindsey Hardy)

In April, the committee reviewed two memos containing staff feedback on the results of some recent analysis using Recurve software. One study looked at additional benefits of smart thermostats and showed lower savings than expected. The board discussed how much influence these studies have on measure selection. While staff members take studies into consideration, they often rely on comparing the results of more than one study, since sample sizes can be limited and multiple studies provide more insight. A more comprehensive selection of research is outlined in each measure analysis document.

Finance Committee (Susan Brodahl)

The committee recently discussed the reserve policy and use of contingency funds. The committee reported that in 2019, \$1.6 million was earned through investment income. It confirmed investments include short term CDs and commercial bonds. The group is also currently performing a review of Energy Trust's contracts alongside the policy committee.

Policy Committee (Henry Lorenzen)

The committee reviewed several contract matters that will be presented later in the meeting.

Adopt Changes to the 5.05.0009-Contract Execution Policy R905

The board discussed some proposed changes to the contract extension policy, which would align the policy with current staff and board practices. One change formalizes the practice of

bringing contracts over \$500,000 to the board for approval before initiating or extending them. Staff confirmed that this policy would still apply when the threshold is exceeded by multiple contracts with the same vendor.

BOARD DECISION 905

Amending Contract Execution and Oversight Policy

April 08, 2020

Summary and Background

At its meetings on January 30, 2020, and March 5, 2020, the board's policy committee reviewed the Energy Trust Contract Execution Policy 5.05.009-P in accordance with the regular three-year policy review cycle.

The Policy Committee recommended amending the board policy on contract execution authority to: (i) update references to "General Counsel" to chief counsel, (ii) clarify that the policy applies to contract amendments that add spending authority to a contract such that total contract spending authority exceeds \$500,000, and (iii) provide express direction to provide information to the board on large contract competitive bid processes.

Recommendation

Amend the Board policy on contract execution authority as shown in *Attachment 1*.

RESOLUTION 905

AMENDING CONTRACT EXECUTION AND OVERSIGHT POLICY

WHEREAS:

1. **The Board Policy on Contract Execution and Oversight requires Board approval for any Energy Trust commitment to expend more than \$500,000.**
2. **The policy makes reference to the "General Counsel," a title no longer used by Energy Trust.**
3. **The policy does not explicitly address its application to amendments that authorize total contract expenditure of more than \$500,000 or require presentation of information to the board regarding large contract competitive bids, although these steps have been the historical practice of Energy Trust staff.**
4. **During two reviews of the policy in 2020, the Policy Committee recommended that the policy be amended to change the reference to "General Counsel" to chief counsel and to reflect the other established practices.**

It is therefore RESOLVED that the Board of Directors of Energy Trust of Oregon, Inc. amends the Board policy on contract execution authority as shown in *Attachment 1* to reflect the changes described above.

Moved by: Alan Meyer

Seconded by: Elee Jen

Vote: In favor: 10

Abstained: 0

Opposed: 0

Attachment 1

Marked-5.05.009-P Contract Execution and Oversight Policy

History			
Source	Date	Action/Notes	Next Review Date
Board Decision	September 8, 2004		September 2007
Board Decision	October 3, 2007	Amended (R449)	October 2010
Board Decision	February 13, 2008	Amended (R465)	February 2011
Board Decision	February 9, 2011	Amended (R575)	February 2014
Policy Committee	January 28, 2014	No changes	January 2017
Board Decision	January 26, 2017	Amended (R795)	February 2020

Policy:

Purpose: *The Energy Trust Board of Directors has delegated to the Executive Director authority to execute all contracts on behalf of the organization consistent with the bylaws, all applicable PUC grant agreement funding agreements, and governing law. This policy regulates the implementation of this authority.*

Policy:

1. All contracts shall be consistent with all applicable provisions of (i) the bylaws, (ii) the PUC grant agreement, (iii) other Energy Trust funding PUC grant agreements, and (iv) governing law.
2. The Energy Trust legal department shall review ~~as to form~~ all contracts before submitting them to the Executive Director.
3. Contracts for total expenditure by Energy Trust of over the amount of \$500,000 over any period of time, including contract amendments that result in a total contract expenditure amount of more than \$500,000 over any period of time:
 - No contract or relevant amendment will be executed unless the Board of Directors has first reviewed ~~its~~ and approved basic terms. The Board's initial contract approval may provide approval for amendments.
 - When it approves basic contract terms, the Board may instruct the Executive Director to bring a final contract back to the Board for review and approval before the contract is executed.
 - The Executive Director shall not execute contract amendments that make major changes in contract terms (e.g., more than 10% change in funds obligated, more than 20% change in energy saved or produced, time by which savings will be achieved) unless the Board of Directors has first reviewed and approved the basic terms of the change.
 - The Board shall review the basic terms of competitive bid processes that staff anticipates will result in Energy Trust entering into a contract for total expenditure by Energy Trust of over \$500,000.

4. Contracts for expenditure in the amount of \$500,000 and less **in total expenditures**: The Executive Director or, if the Executive Director is unavailable, the **chief counsel or a senior staff member** ~~General Counsel or corporate officer~~ designated by the Executive Director, is authorized to execute contracts involving less than \$500,000 without Board review or approval of basic terms. This authority includes instances in which two or more contracts involving less than \$500,000 with a single contractor exceed \$500,000 in the aggregate.
5. Contracts under which Energy Trust receives funds in any amount: The Executive Director or, if the Executive Director is unavailable, the chief counsel or a senior staff member designated by the Executive Director, is authorized to execute contracts under which Energy Trust will receive funds in any amount.
6. For programs managed directly by Energy Trust staff, incentive agreements that involve \$500,000 and less and are processed in accordance with standardized program forms and procedures that have been reviewed by the legal department may be approved by the relevant department director or management-level staff designated by the department director. This authority includes instances in which multiple incentive payments to a participant or contractor, processed in accordance with standardized program forms and procedures, exceed \$500,000 in the aggregate.
7. Not less often than annually, staff shall report to the Policy Committee all instances in which Energy Trust has paid more than \$500,000 to an individual contractor in a given calendar year.
8. Staff and in-house contractor employment agreements: The Executive Director or, if the Executive Director is unavailable, **the chief counsel or senior staff member** ~~General Counsel or corporate officer~~ designated by the Executive Director, may execute staff and in-house contractor employment agreements without Board review or approval of basic terms.
9. Contracts not involving a dollar expenditure may be signed by the relevant director or his/her designated manager(s).
10. The Executive Director shall maintain contract records required for an independent audit.

Clean-5.05.009-P Contract Execution and Oversight Policy

History			
Source	Date	Action/Notes	Next Review Date
Board Decision	September 8, 2004		September 2007
Board Decision	October 3, 2007	Amended (R449)	October 2010
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Policy:

Purpose: *The Energy Trust Board of Directors has delegated to the Executive Director authority to execute all contracts on behalf of the organization consistent with the bylaws, all*

applicable funding agreements, and governing law. This policy regulates the implementation of this authority.

Policy:

1. All contracts shall be consistent with all applicable provisions of (i) the bylaws, (ii) the PUC grant agreement, (iii) other Energy Trust funding agreements, and (iv) governing law.
2. The Energy Trust legal department shall review all contracts before submitting them to the Executive Director.
3. Contracts for total expenditure by Energy Trust of over the amount of \$500,000 over any period of time, including contract amendments that result in a total contract expenditure amount of more than \$500,000 over any period of time:
 - No contract or relevant amendment will be executed unless the Board of Directors has first reviewed and approved basic terms. The Board's initial contract approval may provide approval for amendments.
 - When it approves basic contract terms, the Board may instruct the Executive Director to bring a final contract back to the Board for review and approval before the contract is executed.
 - The Executive Director shall not execute contract amendments that make major changes in contract terms (e.g., more than 10% change in funds obligated, more than 20% change in energy saved or produced, time by which savings will be achieved) unless the Board of Directors has first reviewed and approved the basic terms of the change.
 - The Board shall review the basic terms of competitive bid processes that staff anticipates will result in Energy Trust entering into a contract for total expenditure by Energy Trust of over \$500,000.
4. Contracts for expenditure in the amount of \$500,000 and less in total expenditures: The Executive Director or, if the Executive Director is unavailable, the chief counsel or a senior staff member designated by the Executive Director, is authorized to execute contracts involving less than \$500,000 without Board review or approval of basic terms. This authority includes instances in which two or more contracts involving less than \$500,000 with a single contractor exceed \$500,000 in the aggregate.
5. Contracts under which Energy Trust receives funds in any amount: The Executive Director or, if the Executive Director is unavailable, the chief counsel or a senior staff member designated by the Executive Director, is authorized to execute contracts under which Energy Trust will receive funds in any amount.
6. For programs managed directly by Energy Trust staff, incentive agreements that involve \$500,000 and less and are processed in accordance with standardized program forms and procedures that have been reviewed by the legal department may be approved by the relevant department director or management-level staff designated by the department director. This authority includes instances in which multiple incentive payments to a participant or contractor, processed in accordance with standardized program forms and procedures, exceed \$500,000 in the aggregate.
7. Not less often than annually, staff shall report to the Policy Committee all instances in which Energy Trust has paid more than \$500,000 to an individual contractor in a given calendar year.
8. Staff and in-house contractor employment agreements: The Executive Director or, if the Executive Director is unavailable, the chief counsel or senior staff member designated by the Executive Director, may execute staff and in-house contractor employment agreements without Board review or approval of basic terms.

9. Contracts not involving a dollar expenditure may be signed by the relevant director or his/her designated manager(s).
10. The Executive Director shall maintain contract records required for an independent audit.

Update board governance implementation recommendation progress

The board stated this ongoing initiative has been delayed due to other priorities related to the coronavirus. It will produce a paper describing the function of each committee and proposing ways some committees may be combined to avoid duplication of efforts, create efficiency and align expertise within a committee.

Strategic Planning Committee (Mark Kendall)

Staff provided information on a recently proposed set of metrics and associated targets to the committee to measure progress toward the new strategic plan focus areas. Staff proposed using a dashboard tool to monitor and track progress to the metrics and will present updates to the committee three times a year. Each May, the strategic planning committee and staff will present an annual progress update to the full board. In addition, annual reports to the OPUC will include information on progress to the strategic plan focus areas, progress indicators and metrics.

Conservation Advisory Council (Lindsey Hardy, Elee Jen, Alan Meyer)

The April council meeting will take place remotely and will be focused on the response to the coronavirus by Energy Trust and other organizations and utilities represented on the council. A joint 2021 Organizational Goals workshop with the Diversity Advisory Council and Renewable Energy Advisory Council was canceled and another opportunity will be identified later in the year for the three councils to work together.

Diversity Advisory Council (Mark Kendall, Ruchi Sadhir)

The council met in March for its first retreat, which gave an opportunity for all 11 members to meet for the first time in a retreat setting. The council members spent time getting to know each other and discussed how to implement a charter created by the foundational council. Next steps include creating agendas for future meetings and thinking through how best to engage and partner with the board and Energy Trust's internal Diversity, Equity and Inclusion Committee on diversity efforts. The board asked about how it can currently propose questions for the council to consider; these can be routed through the council's two board liaisons.

Renewable Energy Advisory Council (Alexia Kelly, Susan Brodahl)

At its last meeting in February, the council discussed issues related to Blue Sky funding cycle, Oregon Community Solar and heard an overview of solar trends. There was rich strategic discussion about how programs are being implemented on the ground.

Eric Hayes and Erik Andersson left the meeting.

Staff Report (Erika Kociolek)

Staff presented a request to amend a contract with The Cadmus Group, LLC to perform an impact evaluation for the production efficiency program. Energy Trust regularly performs impact evaluations for all its programs for use in planning, budgeting and ensuring credibility of reported savings in alignment with industry practices. Using a contractor is the most efficient way to obtain updated savings estimates. The contract is being brought to the board due to exceeding \$500,000. If approved, the results of the draft report would be presented to the evaluation committee in fourth quarter 2020.

Board Decision 906

Execute an Amendment to a Contract with The Cadmus Group, LLC

April 08, 2020

Recommendation

Authorize the executive director to execute a contract with Cadmus for up to \$600,000 to complete the impact evaluation of Energy Trust’s Production Efficiency program for the program years 2018 and 2019.

RESOLUTION 906

**AUTHORIZING THE EXECUTIVE DIRECTOR
TO EXECUTE AN AMENDMENT TO A CONTRACT WITH THE CADMUS GROUP, LLC
(CADMUS)**

WHEREAS:

- 5. In November 2019, following a competitive solicitation process, Cadmus was awarded the contract to conduct an impact evaluation for Energy Trust’s Production Efficiency program, covering program years 2018-2019.
- 6. The scope of the impact evaluation will cover work planning and sample design; reviewing project files and developing site- and project-specific evaluation plans; data collection; impact analysis; and reporting of savings results, observations, and recommendations for program improvement.
- 7. The expected not-to-exceed budget for the contract is \$600,000, which exceeds the executive director’s signature authority and requires board of directors’ approval.

It is therefore **RESOLVED** that the Board of Directors of Energy Trust of Oregon, Inc., hereby authorizes the executive director to sign an amendment to a contract with The Cadmus Group, LLC for evaluation services for the 2018-2019 Production Efficiency program impact evaluation with Cadmus, such amendment to set forth scope and total contract budget of up to \$600,000.

Moved by: Roland Risser

Seconded by: Alan Meyer

Vote: In favor: 8

Abstained: 0

Opposed: 0

Execute Authorizing Amendments to two Regional Energy Efficiency Initiative Agreements with the Northwest Energy Efficiency Alliance for Continued Support of End Use Load Research. R907 (Sarah Castor and Erika Kociolek)

Staff requested approval for two contact amendments with NEEA that would provide the next cycle of funding for it to continue a study of residential and commercial end use load. Although

the overall project funding was previously approved, the amendment exceeds \$500,000 and therefore requires board approval. The project is about to begin its sixth cycle, which will extend from 2020-2024. The end date of the project is being extended through 2025, and the amendment also includes some minor language changes, including making some anonymized data publicly available at the request of one of the newer project funders.

The End Use Load Research project's objective is to meter residential and commercial end-use and find out when energy is being used relative to time of day and year. This project would provide more robust load profile information, which we do not currently have. Existing studies available for reference are outdated, overly based on modeling or have limited sample size. Knowing the time value of energy savings is becoming increasingly important to measure analysis. Staff reviewed details, timing and milestones for each study resulting from the project: the Home Energy Metering Study and the Commercial Metering Study.

Board Decision R907

Authorizing Amendments to two Regional Energy Efficiency Initiative Agreements with the Northwest Energy Efficiency Alliance for Continued Support of End Use Load Research

April 08, 2020

Recommendation

- To continue to support the EULR Project, which brings significant information and insight to Energy Trust in its program design and implementation, authorize the executive director or his designee to sign a contract amendment to the Cycle 5 Funding Agreement to rescind scope and budget for the EULR project and to sign a contract amendment to the Cycle 6 Funding Agreement to add a Special Project Order authorizing the EULR Project consistent in budget and scope to the what was authorized originally under the Cycle 5 Funding Agreement.

**RESOLUTION 907
AUTHORIZING AMENDMENTS TO THE CYCLE 5 and CYCLE 6
REGIONAL ENERGY EFFICIENCY INITIATIVE AGREEMENT WITH
THE NORTHWEST ENERGY EFFICIENCY ALLIANCE (NEEA) TO
SUPPORT NEEA'S END USE LOAD RESEARCH**

WHEREAS:

The Northwest Energy Efficiency Alliance (NEEA) remains the premier regional market transformation organization and Energy Trust contractor since our inception;

In 2017, the board of directors approved an amendment to the 2015-2019 Regional Energy Efficiency Initiative Agreement between NEEA and Energy Trust (the Cycle 5 Funding Agreement) to add authority to fund up to \$2,480,366 support NEEA's End Use Load Research Project (the EULR Project);

The EULR Project is an extensive study of electric use at residential and commercial sites and provides information to NEEA's existing residential and commercial business stock assessments, data used by energy efficiency programs throughout the regions served by NEEA's funders, including Energy Trust;

In July 2019, the board of directors approved the 2020-2024 Northwest Energy Efficiency Alliance Funding Agreement between NEEA and Energy Trust (the Cycle 6 Funding Agreement). The Cycle 6 Funding Agreement provides for the addition of “Special Project Orders” through amendment to provide for additional scopes of work and related budget during the term of the Cycle 6 Funding Agreement;

The EULR Project extends beyond the term of the Cycle 5 Funding Agreement, and NEEA proposes, and Energy Trust supports managing the EULR Project through a Special Project Order to be added to the Cycle 6 Funding Agreement;

To manage the EULR Project through a Special Project Order as described, NEEA also proposes, and Energy Trust supports two contract amendments: First, an amendment to the Cycle 5 Funding Agreement to remove the amendment to that agreement that authorized additional funding and scope for the EULR Project, and second to amend the Cycle 6 Funding Agreement to add the Special Project Order for the EULR Project Agreement; and

No additional funding for the EULR Project is proposed, but budget and scope for the EULR Project would be tracked under the Cycle 6 Funding Agreement rather than the Cycle 5 Funding Agreement.

It is therefore RESOLVED:

- 1. The executive director or his designee is authorized to negotiate and sign amendments to the Cycle 5 Funding Agreement and the Cycle 6 Funding Agreement to affect the provisions of this Resolution.**
- 2. Annual funding for the EULR Project shall be consistent with and subject to Energy Trust’s board-approved annual budgets and two-year action plans.**

Moved by: Alan Meyer

Seconded by: Roland Risser

Vote: In favor: 8

Abstained: 0

Opposed: 0

Review Financial Audit by Moss Adams (Jennifer Price, Ashley Osten, Wendy Campos)

Erik Andersson rejoined the call at 1:30 p.m.

Staff from auditor Moss Adams joined the meeting to present 2019 audit results. Moss Adams presented a report indicating an unmodified opinion, the highest level of assurance indicating that financial statements were provided fairly by staff, with no difficulties encountered during the process.

Moss Adams staff presented an update on recent legislative changes that may have implications for Energy Trust, including legislation related to the coronavirus such as the Family First and CARES acts. The board asked about the impact of CARES on nonprofits. Moss Adam reported many nonprofits are

taking advantage of the loans, and several foundations are also supporting their grantees financially. However, there are also many large nonprofits that do not meet the requirements but still need help.

Board Decision R908
Audited Financial Statements
 April 08, 2020

RESOLUTION 908
ACCEPTANCE OF AUDITED FINANCIAL REPORT

BE IT RESOLVED: That Energy Trust of Oregon, Inc., Board of Directors accepts the auditor's report on the financial statements, including an unmodified opinion, submitted by Moss Adams LLP for the calendar year ended December 31, 2019.

Moved	Roland Risser	Seconded by: Alan Meyer
by:		
Vote:	In favor: 9	Abstained: 0
	Opposed: 0	

Savings Within Reach Request for Loan Funds R909 (Andrew Shepard)

Staff requested continued support for the Savings Within Reach On-bill Repayment loan product by replenishing capital support to Craft3, the loan provider. Energy Trust has previously provided funding for these loans and Craft3 matches those funds to create a capital fund to support income-qualified homeowners through the program. The program has so far loaned out \$2 million of funds, and staff is currently requesting approval to provide an additional \$500,000 to Craft3 for the loan fund that would last two more years when combined with Craft3 matched funds.

The board expressed broad support for making low-cost financing accessible through this program. This program offers an innovative financing solution that benefits both contractors and homeowners, who can make capital upgrades with no money out of pocket. Staff added that Craft3 has proactively offered options to homeowners who may not be able to make payments at this time.

Kari Greer of Pacific Power offered a public comment to clarify that Energy Trust's utility partners support on-bill financing programs. PGE, Pacific Power and NW Natural have been performing loans and on-bill repayment for years and utility bills are the mechanism by which this program is delivered.

Board Resolution 909
Using Reserve Funds in Energy Trust's Organization Contingency Pool To Supplement An Existing Savings Within Reach Loan Fund With Craft3
 April 08, 2020

RESOLUTION 909
USING RESERVE FUNDS IN ENERGY TRUST'S ORGANIZATION CONTINGENCY POOL TO
SUPPLEMENT AN EXISTING SAVINGS WITHIN REACH LOAN FUND WITH CRAFT3

WHEREAS:

1. Energy Trust's residential energy efficiency program provides cash incentives to moderate income single family and multi-family customers for energy efficiency upgrades through a program called Savings Within Reach (SWR).
2. Since 2013, Energy Trust, Craft3, a community development financial institution, Pacific Power, Portland General Electric and Northwest Natural, have worked together to formulate and operate a loan program, with on-bill repayment, for SWR participants.
3. Working with Energy Trust and the utilities listed above, Craft3 developed a loan product specifically for SWR participants, providing an accessible and fairly priced source of credit to help pay for a portion of costs for energy efficiency upgrades. The loan product developed by Energy Trust and Craft3 and the utilities helps address financing barriers to participation in Energy Trust's residential energy efficiency programs by providing, among other things, "on-bill repayment," the opportunity for loan repayment through the monthly utility billing process (the "SWR Loan Product").
4. Craft3 requested, and Energy Trust provided, a portion of loan fund capital to establish a revolving loan fund pool to support the SWR Loan Product. To date and through two revolving loan agreements with Craft3, Energy Trust has provided \$800,000 in revolving loan fund pool capital, provided out of excess reserve funds in Energy Trust's Organization Contingency Pool.
5. Craft3 has provided more than \$1.4 million in loan fund capital to date for the SWR Loan Product.
6. The SWR program, and the SWR Loan Product, continue to provide needed support for moderate income customers of Energy Trust's residential programs, and demand for the SWR Loan Product continues to expand.
7. To build on and ensure continued support with the SWR Loan Product, Energy Trust proposes to provide an additional \$500,000 in loan fund capital.
8. Energy Trust proposes to enter into a third revolving loan agreement with Craft3 to increase the SWR loan fund capital. To fund this loan to Craft3, Energy Trust staff is proposing using funds from the Organization Contingency Reserves pool of Energy Trust's Contingency Reserves.
9. Energy Trust's Using Reserves Policy requires prior board approval before utilizing the Organization Contingency Reserves pool. Energy Trust staff recommends utilizing funds in the organization contingency pool to provide additional loan fund capital to Craft3 for the SWR Loan Product.

It is therefore RESOLVED:

1. The Executive Director is authorized to use up to \$500,000 currently accounted for in the Organization Contingency Reserves pool to supplement that revolving loan fund capital for the SWR Loan Product (the "SWR Loan Fund"); and
2. Energy Trust is authorized to negotiate and enter into a 15-year revolving loan agreement with Craft3 to provide the capital to supplement the SWR Loan Fund, with terms and conditions that provides repayment to Energy Trust with interest, provides for termination procedures for the loan agreement resolution in the event that Energy

Trust ceases operations in 2025 and otherwise provides Energy Trust ratepayer funds with sufficient protection.

Moved by: Erik Andersson

Seconded by: Alan Meyer

Vote: In favor: 9

Abstained: 0

Opposed: 0

TRC Contract Extension for Residential PDC EPS New Construction Services, CLEAResult Contract Extension for Retail PDC Services, CLEAResult Contract Extension for Residential PMC Services (Marshall Johnson)

Staff presented a request to extend three residential program management and delivery contracts by one year through 2021. The residential program is delivered in coordination across these three contracts. The residential programs--including home retrofit, new home construction and retail--were originally consolidated through a program redesign in 2017. Staff reviewed how the contracts work together to allow residential offerings to remain cost-effective and efficient. Staff presented the criteria to extend the contracts, which is tied to program achievement, and described how each of the contractors have satisfied the extension criteria

The board asked how competitive the original request for proposal was during the most recent rebid. Staff reported there was relatively good competition, including about three compelling bids for the program management contractor role. More than eight program delivery contractors competed for the delivery scopes. The contracts were awarded based on capacity to address and manage through residential market code changes.

The board had no objections to the proposed extension.

Cascade Energy Contract Extension for Production Efficiency Standard Industrial and Agriculture PDC (Jessica Kramer)

Staff presented an update on plans to extend a contract for a program delivery contractor to continue delivering standard industrial and agriculture programs for one year through 2021. Jessica Kramer reviewed how the production efficiency program is structured such that the program delivery contractor works directly with trade allies, contractors and vendors rather than the customers themselves. Cascade Energy was originally approved by the board in 2016 for a three-year contract with two one-year extensions, of which this would be the final year. Jessica Kramer described how Cascade has met the extension criteria for their program delivery contract. Cascade has over performed in previous years and demonstrated strong achievement in 2019 in key areas like customer acquisition, maintaining a strong project pipeline, customer service, quality control and other performance criteria.

The board expressed appreciation of the explanation provided by staff and was impressed with learning Cascade achieved a 100% fast feedback score for customer service and was able to increase customer engagement in rural areas like Klamath Basin.

The board had no objections to the contract extension.

Legislative Report (Jay Ward, Hannah Cruz)

Staff presented a routine state legislative update. This year’s session began February 3, and staff reviewed the energy-related bills that were monitored. The session saw only three bills passed by the Legislature, none of which were energy related.

After the session adjourned, the Legislature’s Emergency Board met to discuss emergency legislative funding requests. It approved emergency allocations including funding for flood relief in the Pendleton area for coronavirus response and for the Department of Environmental Quality to implement greenhouse gas reduction efforts. Gov. Kate Brown also signed an executive order (EO 20-04) directing the Environmental Quality Council and Department of Environmental Quality to act to reduce and regulate greenhouse gas emissions to at least 45% below 1990 levels by 2035 and 80% by 2050. The order includes several directives to the OPUC, including considering carbon emissions during review of utility investments; prioritizing programs that decarbonize the energy sector; and encouraging utilities to invest in transportation electrification. The order also directed the Oregon Department of Energy to adopt appliance efficiency standards and directed the Oregon Building Codes Division to improve efficiency in building codes.

The board discussed whether the Legislature has a mechanism to meet remotely for a special session. While there are no rules around remote access, participants need to be physically present to cast a vote.

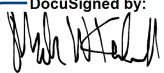
The board talked about timing for when Oregon may receive federal funding in response to the coronavirus. Staff reviewed activity from the Joint Coronavirus Committee, which was convened on March 18. Staff is reviewing which provisions of the federal CARES Act might offer opportunities for Energy Trust, customers, trade allies and stakeholders.

Adjourn

The meeting adjourned at 3:05 p.m.

A special board meeting session will be held virtually on August 13, 2020.

The next regular meeting of the Energy Trust Board of Directors Board Orientation will be held Tuesday, May 19, 2020, at 8:00 a.m. either virtually or at Energy Trust of Oregon, Inc., 421 SW Oak Street, Suite 300, Portland, Oregon.

DocuSigned by:

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5/7/2020

Signed: Mark Kendall, Secretary

Date