

# Board Meeting Minutes—189th Meeting

May 19, 2021

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

**Board members absent:** Erik Andersson,

**Staff attending:** Abbey Spegman, Amanda Davidowitz, Amanda Potter, Amanda Thompson, Amanda Zuniga, Amber Cole, Betsy Kauffman, Brigid Gormley, Cameron Star, Cheryle Easton, Dave McClelland, Debbie Menashe, Elizabeth Fox, Emily Estrada, Fred Gordon, Greg Stokes, Hannah Cruz, Jay Ward, Jeni Hall, Jessica Kramer, Julianne Thacher, Justin Buttles, Kate Wellington, Kathleen Belkhat, Kenji Spielman, Kirstin Pinit, Matt Getchell, Mayra Aparicio, Melanie Bissonnette, Michael Colgrove, Nichole Stolarik, Oliver Kesting, Pati Presnail, Peter West, Phil Degens, Ryan Crews, Salvatore Militello, Sarah Castor, Scott Clark, Steve Lacey, Sue Fletcher, Susan Jowaiszas, Thad Roth, Tracy Scott, Tyrone Henry

**Others attending:** Anna Kim (Oregon Public Utility Commission), Brian Lynch (AESC-Inc.), Becca Yates (Northwest Energy Efficiency Alliance), Brooke Landon (CLEARresult), Chris Smith (Energy 350), Erik Holman (Cascade Energy, Heather McNeill (RHT Energy), Holly Valkama (1961 Consulting), Josh Weissert (Energy 350), Laurel McCombs (The Osbourne Group), Lisa McGarity (Avista Corporation), Rick Hodges (NW Natural Gas), Ross Finney (RHT Energy), Sara Fredrickson (CLEARresult), Tami Boedigheimer (Compensation Consulting), Zach Podell-Eberhardt (Cascade Energy)

## Business Meeting

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President Melissa Cribbins called the meeting to order at 10:02 a.m. outlining the Zoom format procedures for the meeting and advising members of the public of opportunities to provide public comment. Melissa also advised board members that any items identified as consent agenda items can be changed to regular agenda items at any time by any board member. No changes were made to the consent agenda, and the board unanimously approved the meeting agenda as presented.

## General Public Comments

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Melissa asked for public comments at this meeting, and there were none. Melissa advised the public that there is another opportunity later in the meeting.

## President's Report

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Melissa expressed her hope that this would be the last board meeting she chairs in a primarily remote format. Energy Trust will have more people in the office beginning at the end of June, and the office will be open on-site for vaccinated employees and other staff. She announced that she is making plans with staff for hybrid format board meeting in July. Board members who want to attend in person must be vaccinated. These plans are consistent with changes around the state as a whole. Counties are moving to low risk, and when the state as a whole achieves a 70% vaccination rate, restrictions will be lifted state-wide.

The board discussed the benefits and challenges of remote meetings and discussed ways in which lessons learned through the pandemic may be helpful in future planning, including the benefits of reducing travel time to and from Portland for meetings.

## 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.*

### **MOTION: Approve consent agenda**

Melissa then called for approval of the consent agenda. The consent agenda included the April 7, 2021 Board meeting Minutes

Moved by: Mark Kendall

Seconded by: Roland Risser

Vote: In favor: 12

Abstained:

Opposed: 0

## Executive Director Report

Executive Director Michael Colgrove introduced Tracy Scott, the new Energy Trust Director of Energy Programs, and board members welcomed Tracy and introduced themselves to her. Tracy expressed her appreciation for the opportunity to meet the board and their welcome.

## Committee Reports

### ***Audit Committee (Anne Root)***

Anne Root, chair of the Audit Committee, provided an update to the board on the status of the solicitation process for auditor firms, noting that solicitations periodically is best practice. Anne reported that committee had receive five responses to the solicitation, one then withdrew, and two were selected for live interviews. Interviews will be scheduled over the next few weeks.

### ***Compensation Committee (Roland Risser)***

Roland Risser, chair of the Compensation Committee, referred to the meeting notes as a complete report of the meeting. He highlighted the committee's recommendation to adjust the default investment risk option for the Energy Trust 401k plan RetireView to "moderately aggressive" from "aggressive" in order to better track and exceed inflation. Board members asked about the adjustment, including how employees will be advised of the change, and Roland answered their questions.

### ***Evaluation Committee (Lindsey Hardy)***

Lindsey Hardy, chair of the Program Evaluation Committee, briefly described highlights of two recent Evaluation Committee meetings, focusing on the Customer Insight Study presentation, the Production Efficiency program impact evaluation, and an adaptive heat pump analysis. Board members asked questions about the studies and evaluations, including specific questions about the realized savings under the heat pump program. Board members requested more information on cost-effectiveness tests use in evaluations, and staff will arrange to provide more information to interested board members.

### ***Finance Committee (Susan Brodahl)***

Susan Brodahl, chair of the Finance Committee, referred the board to the Finance Committee notes, and advised board members that more discussion will happen later in the agenda when the proposed budget changes are presented to the board.

***Policy Committee (Henry Lorenzen)***

Henry Lorenzen, chair of Policy Committee, reported that the committee had previewed the presentation on the proposed contract approval for a project performance tracking tool. Henry also reported that the committee has started to receive advanced notification of policies for upcoming review, and these are listed in the meeting notes. In addition, Henry noted that the committee approved the appointment of Becky Walker of NEEA to the Conservation Advisory Council.

***Strategic Planning Committee (Mark Kendall)***

Mark Kendall, chair of the Strategic Planning Committee, reported that the committee's last meeting was to prepare for the May board presentation on the progress of the Strategic Plan. In addition, the committee also continued to monitor progress on the plan's five focus areas. The committee has set the charter drafting work aside as the board governance process moves forward. The board asked questions and discussed the board's role in identifying metrics for tracking progress, and Mark encouraged board members to attend the August 17 meeting of the committee.

***Ad hoc Diversity, Equity & Inclusion Committee (Mark Kendall)***

Mark Kendall, chair of the Ad hoc Diversity, Equity & Inclusion Committee, then reported on the work of the committee. The committee issued a solicitation for consultants to support the committee's DEI work. Four submissions were received in response to the solicitation, and the committee is moving two of those submission firms forward for interviews. Before conducting interviews, the committee seeks board input on the capacity for the time commitment for the board work that is anticipated from the committee's DEI work. Board members discussed coordination of this work with the other board development work underway. Board members agreed to work together to coordinate.

***Joint Advisory Council (Betsy Kauffman)***

Betsy provided background and information about the joint council meeting of CAC, DAC and RAC to provide input on the annual organization goals. The meeting was also planned to allow the three committees got to know each other and to provide input on the goals. Highlights of the advisory council input include the need to raise awareness of Energy Trust programs among certain communities, focus on health, safety and social equity, resilience and community and organization partnerships. The board appreciated the report and had no questions.

***Ad hoc Board Governance Roles & Responsibilities Committee and Governance Structure Committees (Henry Lorenzen)***

Henry reported on both of the ad hoc committees. The committees are planning a June 8 workshop for the entire board, and Henry explained that the workshop will be facilitated by 1961 Consulting who has been supporting the committee's work on board governance, roles and responsibilities, and structure.

The Board adjourned for Lunch at 11:04 a.m.

President Melissa Cribbins called the meeting back to order at 12:04 p.m. Melissa then reviewed the Zoom procedures for meeting participation and asked if there were any requests for public comment. called the meeting back to order at 12:04 pm.

***General Public Comments***

There were no public comments.

Melissa then adjourned the board meeting at 12:05 p.m. for a board Executive Session to discuss matters pursuant to bylaws section 3.19.1 internal personnel matters, section 3.19.3 trade secrets, proprietary or other confidential commercial or financial information and section 3.19.4 information regarding negotiations whose disclosure would likely frustrate corporate purposes. ***The Executive Session is not open to the public.***

Board members returned from Executive Session at 2:30 p.m., and President Melissa Cribbins called the meeting back to order. The first item addressed was the Executive Director Review. Board members moved to approve Resolution 941 as follows:

## **RESOLUTION 941**

### **EXECUTIVE DIRECTOR PERFORMANCE REVIEW**

#### **WHEREAS:**

- 1. Energy Trust's Executive Director Review Committee completed its evaluation of Michael Colgrove's performance for the 2019/2020 work plan and performance period.**
- 2. An evaluation of Michael's performance compared to his 2019/2020 work plan goals and competencies have been met and demonstrated. Michael is well-regarded by the board of directors, Energy Trust staff and stakeholders.**
- 3. The Executive Director Review Committee considered the following in proposing a merit increase from the review:**
  - a. Energy Trust's existing salary structure and Michael's current salary position on that range.**
  - b. Periodic survey and market analysis of comparable position salaries.**

#### **It is therefore RESOLVED:**

**The Board of Directors authorizes a merit award increasing Michael's salary \$1710.30 effective January 1, 2021.**

Moved by: Henry Lorenzen

Seconded by: Alan Meyer

Vote: In favor: 9

Abstained:

Opposed: 0

## **Energy Programs: Request to authorize Performance Tracking Tool Platform Technology and Services Contract**

Kathleen Belkhat, Program Manager-Commercial, presented information about a proposed contract with Cascade Energy for a performance tracking tool platform. Board members asked questions regarding the scope and cost of the contract, and then moved to approve Resolution 942 as follows:

### **RESOLUTION 942**

#### **AUTHORIZE A CONTRACT WITH CASCADE ENERGY FOR PERFORMANCE TRACKING TOOL PLATFORM TECHNOLOGY AND SERVICES**

#### **WHEREAS:**

- 1. Energy Trust staff conducted a competitive solicitation process to select a vendor to deliver Performance Tracking Tool Platform services and technology for the next 2-4 years;**
- 2. Staff selected Cascade Energy's proposed technology and services as best meeting the needs of Energy Trust and Energy Trust customers;**
- 3. Staff has estimated a total budget for the January 1, 2022 through December 31, 2025 contract with Cascade of up to \$1.4 million.**
- 4. Final annual costs will be approved by this Board as part of the Existing Buildings and Production Efficiency annual budget approval process.**

#### **IT IS THEREFORE RESOLVED:**

- 1. The Executive Director or his designee is authorized to negotiate and to enter into a contract with Cascade Energy, Inc. for an initial term from January 1, 2022, through December 31, 2023, with the potential for up to two additional one-year extensions, and a total four-year contract budget of up to \$1.4 million, for Performance Tracking Tool Platform technology and services.**
- 2. Annual contract costs shall be consistent with the board-approved annual budget and action plan(s) and the Executive Director or his designee is authorized to sign such contract amendments. In no event would the total term of the contract plus extensions exceed four years.**

Moved by: Anne Root

Seconded by: Henry Lorenzen

Vote: In favor: 10

Abstained:

Opposed:0

## **2021 Amended Budget Recast**

Executive Director Michael Colgrove presented information and a recommendation to the board on a proposed amendment to the 2021 Budget, 2022 Project, and 2021-2022 Action Plan. He described the revised budget outreach process leading up to his presentation and explained the reasons for the proposal. These reasons include lower-than-expected 2020 carryover funds and higher than predicted volume of 2021 business projects, leaving a smaller portion of originally approved budget for new commercial and industrial electric efficiency projects in 2021. The proposed revised budget addresses these conditions by adding new revenue from Portland General Electric (PGE) and Pacific Power and drawing from the program and contingency reserves in 2021 and 2022. This revised budget would enable Energy Trust to achieve more electric savings and respond to market demands.

Board members asked a number of questions, including about projections and ratepayer impact. Board members also asked questions about concerns expressed in public comment from PGE on the visibility of the revised budget proposal and the public process. Staff responded by describing the outreach and will also post the board's briefing paper along with the budget revisions on the Energy Trust website for added information.

The board then moved to approve the proposed amended budget, projection, and action plan as follows:

**RESOLUTION 940**  
**ADOPT AMENDED 2021 BUDGET, 2022 PROJECTION AND 2021-2022 ACTION PLAN**

**BE IT RESOLVED that Energy Trust of Oregon, Inc. Board of Directors approves the Energy Trust Amended 2021 Budget, 2022 Projection and 2021-2022 Action Plan as presented to the board at its meeting on May 19, 2021.**

Moved by: Susan Brodahl

Seconded by: Anne Root

Vote: In favor: 9

Abstained:

Opposed: 0

## **2018-2020 Diversity Equity and Inclusion Operations Plan Report – Final Results**

Tyrone Henry, Energy Trust DEI Lead, along with the team of Energy Trust staff members who are the "goal leads" for the 2018-2020 Diversity, Equity and Inclusion (DEI) Operations Plan, presented information to the board on each of the 2018-2020 DEI Operations Plan goal results and lessons learned. Board members asked questions throughout the presentation, expressing appreciation for the staff members presenting and the work underway.

## **Adjourn**

Henry expressed gratitude for a good two days of meetings. The meeting adjourned at 4.17 p.m.

**The next regular meeting of the Energy Trust Board of Directors** will be held Wednesday July 21, 2021 at 10:00 a.m. at Energy Trust of Oregon, Inc., 421 SW Oak Street, Suite 300, Portland, Oregon.

DocuSigned by:

*Mark Kendall*

Signed: Mark Kendall, Secretary

7/15/2021 / \_\_\_\_\_  
Date