

Call to Order

Mark Lowry (BBI COO) called the meeting to order at 12:06 p.m. PDT.

Agenda

Topic	Facilitator
Approve Minutes of August 16, 2017, Quarterly Joint EC/COA/Chairs Meeting	Mark Lowry
“Streamlining” Committee Update (Industry Co-Chair Vote, Committee Name) and Future of the www.performancealliance.org Website Discussion	Paul Thomas, SDG&E Scott Higa, SCE
WHPA Committee Support Wind-Down: Timeframe and Guidelines	Ellen Steiner
Vote: Communication to WHPA Members	Mark Salavitch, PGE
2017 In-Person Meeting Postponement	Harvey Bringas, SoCalGas
Compliance OPWG Work Products: 2 Memos	Bob Barks, CALBO
New Business and Adjourn	Mark Lowry

Roll Call – Attendance

A quorum (eight or more) of the Executive Committee (EC) was present or represented by proxy.
To avoid repetition, the abbreviation for the name of the member organization will be used in the body of the minutes.

Organization	First Name	Last Name	WHPA Category	P=Present
Executive Committee				
ACCA (Air Conditioning Contractors of America)	Don	Langston	Contractor Association	proxy to Louis Fuentes
AHRI (Air-Conditioning, Heating, and Refrigeration Institute)	Garrett	McGuire	HVAC Manufacturer Association	P
ASHRAE	Ron	Jarnagin (Co-Chair)	Engineering Society	P
CEC (California Energy Commission)	Lea	Haro	Government (Other than CPUC)	P
HARDI (Heating, Airconditioning & Refrigeration Distributors International)	Talbot	Gee	Distributor Association	P
IHACI (Institute of Heating and Air Conditioning Industries)	Bob	Wiseman	Contractor Association	P
JCEEP (Joint Committee on Energy and Environmental Policy) Western States Council	Dave	Dias	Organized Labor	
NCI (National Comfort Institute)	Dominick	Guarino	Educator, Trainer	P
PG&E (Pacific Gas and Electric Company)	Christian	Weber	California IOU	P
SCE (Southern California Edison)	Scott	Higa	California IOU	P
SDG&E (San Diego Gas & Electric)	Paul	Thomas (Co-Chair)	California IOU	P
SoCalGas (Southern California Gas Company)	Harvey	Bringas	California IOU	P
UA (United Association)	Don	Tanaka	Organized Labor	

Guests				
ACCA (Air Conditioning Contractors of America)	Louis	Fuentes	Contractor Association	P-proxy for Don Langston
CALBO (California Building Officials)	Bob	Barks	Codes & Standard Official (Association or Jurisdiction)	P
PG&E (Pacific Gas and Electric Company)	Mark	Salavitch	California IOU	P
Staff				
BBI (Better Buildings, Inc. COO) (Facilitator)	Mark	Lowry	Energy Efficiency Program Consultant	P
InfoPlast (WebEx)	Wendy	Worrell	Other Stakeholder	P
Key SEO/Key Marketing Group (Scribe)	Judy	Johnson	Other Stakeholder	P
Opinion Dynamics (Speaker)	Ellen	Steiner	Energy Efficiency Program Consultant	P

Approve Minutes of August 16, 2017, Meeting – posted on WHPA website

MOTION made by Ron Jarnagin (ASHRAE) and seconded by Dominick Guarino (NCI) to approve the Quarterly Joint EC/COA/Chairs Meeting Minutes of August 16, 2017. All EC members present or represented by proxy voted in favor of passing the motion with the exception of one abstention by Paul Thomas (SDG&E). Motion **CARRIED**.

“Streamlining” Committee Update

DISCUSSION and **PRESENTATION** by Paul Thomas (SDG&E and IOU Co-Chair of the “Streamlining” Committee) on the following topics:

1. Results of First Meeting on Friday, September 15, 2017
2. “Streamlining” Committee Industry Co-Chair Vote
3. “Streamlining” Committee Name
4. Future of the www.performancealliance.org Website

1. Results of First Meeting on Friday, September 15, 2017

- Paul Thomas (SDG&E) spoke to the “Streamlining” Committee about why this Committee is needed. The vision is to be open-minded in addressing the question, “What are the needs of everyone at the table?” The one thought that came through clearly was that what the WHPA has done historically has been relatively unprecedented in the industry. It is very unique in bringing together a group of divergent HVAC market players.
- There were other comments about the value of getting industry stakeholders together.
- The “Streamlining” Committee will discuss these themes further.
- The “Streamlining” Committee will also address what it will take to achieve goals that come out of the discussions.

ACTION by Bonnie Gustavson (Staff) – Post the “Streamlining” Committee Roster on Google Drive and continue to update it when there are revisions. Anyone who wants to know who is on this Committee should ask WHPA Staff to provide it for them.

COMMENT by Wendy Worrell (Staff) – At the kick-off meeting, the industry members heard from the IOUs as to how the IOUs were being hit from multiple sides, and long-time WHPA industry members helped the IOUs understand more about the history of the WHPA.

2. “Streamlining” Committee Industry Co-Chair Vote

COMMENT by Bob Wiseman (IHACI) – I am happy to help with this “Streamlining” Committee looking off into the future to discuss how the WHPA is going to move forward by serving as Co-Chair of this “Streamlining” Committee.

MOTION made by Paul Thomas (SDG&E) and seconded by Ron Jarnagin (ASHRAE) to approve Bob Wiseman (IHACI) as Co-Chair of the “Streamlining” Committee. All EC members present or represented by proxy voted in favor of passing the motion. Motion **CARRIED**.

3. Committee Name

COMMENT by Wendy Worrell (Staff) – The proposed “Streamlining” Committee name is “Stakeholder Engagement Strategy Committee.”

REQUEST FOR COMMENT – Executive Committee members were invited to comment on the proposed name. No comments were expressed, and no objection was expressed to the “Streamlining” Committee selecting its own name. A final decision on the name will be made at next week’s “Streamlining” Committee meeting.

4. Future of the www.performancealliance.org Website

Paul Thomas (SDG&E) asked Mark Lowry (BBI COO) to discuss what will happen with the WHPA website.

COMMENT by Mark Lowry (BBI COO) – The ratepayers have funded through the IOUs the creation and hosting of the WHPA website, www.performancealliance.org. As part of the BBI contract termination, the website has to be turned over to somebody. The interesting philosophical question is, “Who owns the website?” It is Staff’s view that the content of the work is owned by the public; it is in the public domain. The Work Products were developed by volunteers with funding by ratepayer funds. The question is then, “Who do we transfer the website to (with the withdrawal of BBI support, which has maintained the website since it was developed)?” The IOUs, as stewards of ratepayer funds, are “naturals,” but they are not geared to host the website.

REQUEST FOR EC COMMENT by Mark Lowry (BBI COO) – We would like input from the industry members of the Executive Committee to help guide the decision on the website.

COMMENT by Paul Thomas (SDG&E) – We will be discussing the website further in the Stakeholder Engagement Strategy Committee Meeting. There are likely to be other topics that this Committee will want to bring back to the EC.

COMMENT by Scott Higa (SCE) – The website is intended to be a repository of all WHPA Work Products and also to provide information about the WHPA as an organization. It contains a wealth of information, and there has been considerable effort to make the website information more searchable by parties outside of the WHPA (such as the Industry Insights version of the WHPA Work Products) to provide more value from the Work Products.

COMMENT by Paul Thomas (SDG&E) – Is there anyone on the EC who thinks that their organization would like to be the host of the website? I have been responsible for websites but I have never hosted them internally. We will bring this up during the “Streamlining” Committee Meeting. Are there any strong feelings as to if the WHPA website should be maintained?

COMMENT by Lea Haro (CEC) – I think the website should be maintained. There is valuable information there. When I hire new staff members, they go to the Performance Alliance website and refer to some of the Work Products to get an understanding of industry discussions and what is taking place in the field.

RESPONSE by Paul Thomas (SDG&E) – That is excellent feedback and gives us something to work with in that the CEC is using this website to onboard staff members and to provide context.

WHPA Committee Support Wind-Down: Timeframe and Guidelines

INTRODUCTION by Ellen Steiner (Staff):

- The Staff support contract for WHPA is not being continued into 2018.
- Committee and Working Group Staff support to cease October 31, 2017, with the exception of the Executive Committee and the Stakeholder Engagement Strategy Committee.
- Staff will work with Chairs to determine Work Product status and implications of the October 31, 2017, cessation of Staff support.
- Committees and Working Groups can continue as member-supported entities or with support from other sources.

PRESENTATION by Ellen Steiner (Staff) – Each existing Committee and Working Group was reviewed with a statement of the potential impact on the Work Products scheduled for 2017 completion.

1. Four Committees and Working Groups have no Work Products to complete and will not be impacted by the October 31 end of Staff support: (1) Council of Advisors, (2) RQI Committee, (3) EBEE Committee, and (4) WE&T Committee.
2. The presentation showed all Work Products planned for completion in 2017 yet not completed and showed the planned completion date of each Work Product.
3. Some Work Products will be completed by October 31 and ready for submission to the Executive Committee.
4. Based on Ellen’s discussion with Chairs and Staff and reviewing the Implementation Plans, due to the termination of Staff support on October 31, there are potential impacts to Work Products. These were shown in the presentation.

ACTION by Ellen Steiner (Staff), by request of Paul Thomas (SDG&E), to report back to the EC at the October EC Meeting with an update on the status of each of the Work Products.

COMMENT by Ellen Steiner (Staff) – A written communication will be sent from the Executive Committee to all EC, COA, and Chairs, and then to the general WHPA membership, informing them as to the changes. This communication is to be discussed at today’s EC Meeting (next agenda item). Staff will work with each of the Chairs on options to complete in-process Work Products planned for 2017, including doing more work with Staff support prior to October 31 or continuing past October 31 without Staff support.

Vote: Communication to WHPA Members – letter sent by email to WHPA members

PRESENTATION by Mark Salavitch (PG&E) – The following letter has been drafted for discussion and vote by the EC with the goal of sending the letter immediately to the EC, COA, and Committee Chairs, and, then within a week, sending it to the broader WHPA membership.

MOTION made by Ron Jarnagin (ASHRAE) and seconded by Paul Thomas (SDG&E) to approve sending the communication to WHPA members with the administrative ramp-down dates as drafted and to be signed by the Executive Committee. All EC members present or represented by proxy voted in favor of passing the motion. **Motion CARRIED.**

DISCUSSION opened to meeting attendees for any comments. There were none.

ACTION by Staff – Send the communication first to the Chairs and Co-Chairs of all Committees and Working Groups and to all members of the EC and the COA. The same letter should be sent several days later to all other members of the WHPA.

WHPA Members,

As mentioned at the end of our September 1, 2017, correspondence with you, the IOU managed, ratepayer-funded Staff support contract for WHPA Committees and Working Groups is not being continued into 2018. Better Buildings, Inc. (BBI) is the contractor that has provided WHPA Staff support since inception of the WHPA.

In order to ramp down and meet final contractual obligations by December 31, 2017, it has been determined that WHPA staff support for the Committees and Working Groups **will cease October 31, 2017.**

The Executive Committee and the recently-formed Stakeholder Engagement Committee will continue beyond October 31 for such purposes as approving work products, determining future activities, etc.

With many such work products in process, WHPA Committee and Working Group Chairs should work with their Staff support to determine work product completion, future Committee/Working Group activities, etc.

Cessation of IOU-managed, ratepayer funded staff support does not mean Committees and Working Groups must end. WHPA groups can continue and consider operating in a member-supported mode and/or look for other resources to support them.

For additional information or to direct questions, comments, or concerns you may have, please contact one or more of the following IOU HVAC Statewide Team leads:

SDG&E	Paul Thomas	pthomas@semprautilities.com
SCE	Scott Higa	scott.higa@sce.com
PG&E	Mark Salavitch	MUS8@pge.com
SoCalGas	Harvey Bringas	hbringas@semprautilities.com

Sincerely,

The WHPA Executive Committee

2017 In-Person Meeting Postponement

ANNOUNCEMENT by Harvey Brings (SoCalGas) – Given the current events of the WHPA, the Q4 2017 In-Person Meeting scheduled for November 1-2, 2017, is being cancelled. The thought is to have one in Q1 2018.

QUESTION by Mark Lowry (BBI COO) – Will the Stakeholder Engagement Strategy Committee be responsible for the In-Person Meeting?

COMMENT by Paul Thomas (SDG&E) – Yes. It will be part of the Stakeholder Engagement Strategy Committee discussions.

ACTIONS by Staff:

1. Send an Outlook calendar notice and a separate email to the people already invited notifying them that the In-Person Meeting is being postponed and to cancel the meeting from their calendars.
2. Update the WHPA website calendar to remove the In-Person Meeting.
3. Send a brief email to the invitees of the In-Person Meeting notifying them of the current events of the WHPA and the postponement of the In-Person Meeting to Q1 2018.

Compliance OPWG Work Products: 2 Memos – Memos posted on WHPA website

PRESENTATION by Bob Barks (CALBO) – Two Compliance Committee Work Products originated by the Online Permitting Working Group (OPWG) are presented to the Executive Committee for approval. These are Work Products 3 and 4 of the five Work Products that the OPWG has been working on diligently this year, meeting generally every two weeks. These Work Products are the result of direct surveys of jurisdictions and of contractors on the subject of online permitting. Several months was put into developing the questions. Opinion Dynamics (Staffer Ellen Steiner's company) tested the questions to be sure they were being properly understood as the OPWG intended. The survey was conducted with contractors and California state jurisdictions. The information provided today is limited in the number of respondents but does speak to the issues we have been discussing during the past three years in Compliance Committee meetings. They also reflect what I frequently hear out there in the real world among people discussing compliance issues.

1. I think the information is very valuable to anybody who is looking at the subject.
2. The documents are very straight forward.
3. The documents show the questions and graphically depict the results of those questions.
4. There was opportunity for those surveyed to make unguided commentary.
5. It has all been captured in these two documents.

COMMENT by Wendy Worrell (Staff support to the OPWG) – These two Memos will be incorporated into the overarching Online Permitting Feasibility Memo being developed by the WHPA Online Permitting Working Group.

COMMENT by Paul Thomas (SDG&E) – Gary Shushnar (SCE) has been involved on these Work Products as part of the OPWG, so I don't think the IOUs would have a problem voting and approving them (as opposed to abstaining) as results of the surveys.

MOTION made by Louis Fuentes (ACCA) and seconded by Ron Jarnagin (ASHRAE) to approve both Work Products of the Online Permitting Working Group: (1) the 2017 WHPA Online Permitting Contractor Survey Results Memo and (2) the Online Permitting Jurisdictional Survey Results Memo. All EC members present or represented by proxy voted in favor of passing the motion. Motion **CARRIED**.

New Business and Adjourn

No other new business was presented.

The meeting adjourned at 1:17 p.m. PDT.

The next Executive Committee Meeting is by conference call on Wednesday, October 18, 2017, at noon Pacific Time.

Notes by Judy Key Johnson, WHPA Staff

judy@performancealliance.org

www.performancealliance.org