



**WHPA Existing Buildings Energy Efficiency (EBEE) Action Plan Committee  
Exploratory Working Group (EWG) Teleconference Summary Minutes  
Thursday, July 7, 2016 (Scheduled for 9:00 – 10:00am PDT)**

**Call to Order**

WHPA Staff (Wendy Worrell) called the meeting to order at 9:00 am PDT.

**Roll Call**

The following 10 participants attended the meeting.

P = Present at meeting A = Absent from meeting; if proxy has been assigned it will be noted below. The EWG is the voting panel of the Existing Buildings Energy Efficiency Action Planning Committee, which works by consensus.				
<b>Exploratory Working Group Members (Voting)</b>				
CalCERTS, Inc.	Susan	Davison	Certifying Body	P
Charles Segerstrom Consultant	Charles	Segerstrom	Industry Consultants	P
County of Sonoma – PACE	Liz	Yager	Government (Other than CPUC)	P (Co-Chair)
Indio Cooling & Heating Supply	Tim	Mann	Distributor	P
Joule Assets	Dennis J	Quinn	Other Stakeholder	P
SynergyNexGen <sup>(P)</sup>	Barbara	Hernesman	Certifying Body	P (Co-Chair)
Tre'Laine Associates	Pepper	Hunziker	Energy Efficiency Program Consultant	P
Valley Contractors Exchange	Kate	Leyden	Contractor Association	P
<b>IOU Guests (Non-Voting)</b>				
SDG&E (San Diego Gas & Electric)	Jeremy	Reefe	California IOU	P
<b>WHPA Staff</b>				
InfoPlast	Wendy	Worrell	Other Stakeholder	P (Host/Scribe)

*\*\* Organization is Not a Member of the WHPA; + Individual is NOT Registered with the WHPA; <sup>(P)</sup> after last name = Member/Registrant is Pending Approval from the WHPA Executive Committee*

WHPA Staff noted that Barbara Hernesman is now representing SynergyNexGen instead of CalCERTS.

Co-Chair Barbara Hernesman reported that Daniel Jones has left Honeywell but will be participating in EWG activities representing his new organization soon. A replacement Honeywell representative is in process.

**AGENDA**

WHPA Staff email distributed the following agenda to the WHPA EBEE Committee roster prior to the meeting:

	Agenda item	Activity	Outcome	Time
1.	<b>Roll Call</b>	WHPA Staff will call the roll	Attendance recorded	5 min
2.	<b>Co-Chairs' Opening Comments</b>	Chairs will provide open comments, clarify agenda, and review recent events.	Critical direction and updates provided. Meeting participants reminded to identify themselves and which Sub-Strategy they are commenting on.	5 min
3.	<b>WP II Comments Review and Discussion</b>	Chairs will provide an overview of the added comments to the Sub-Strategy Worksheets, solicit interactive comments from meeting participants, and conduct a vote for approval of the referenced Worksheets.	An overview is shared with the focus on collecting direct Committee input of the revisions to the WP II worksheets as well as approval of the reviewed WP II worksheets for use as the final version base documents for the July 19 <sup>th</sup> In-Person Charrette and progress updating escalation to the WHPA Executive Committee. Committee engagement is highest in the agenda item.	30 min
4.	<b>Next Steps</b>	Chairs will outline the next steps and committee commitments for the next month	A Charrette update is provided including an overview of the agenda and current RSVPs. EWG breakout session facilitator appointments are determined.	15min
5.	<b>Wrap up and Adjournment</b>	WHPA Staff will: 1. Provide data and times for upcoming meetings 2. Adjourn the meeting at 10:00 am Pacific	Information on coming events shared. Confirmation of next meetings as: • In-Person Charrette: July 19 <sup>th</sup> from 8am – 5pm PDT • EBEE: July 21 <sup>st</sup> at 9am PDT • EWG: August 4 <sup>th</sup> at 9am PDT	5 min

**Co-Chair Opening Comments**

Co-Chair Liz Yager (County of Sonoma) noted that as the Committee goes through the worksheets, final approval is sought for the worksheets to be used as the July 19<sup>th</sup> WHPA EBEE & Stakeholder Charrette base documents. The Co-



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Chair reminded meeting participants to announce themselves and which Sub-Strategy they are addressing in their meeting comments.

**WPII Comments Review and Discussion**

WHPA Staff email distributed the revised WPII Worksheets for Sub-Strategies 1.5.1, 1.5.2, 1.5.3, 1.5.5, 3.3.1 to the EWG roster prior to the meeting.

Co-Chair Barbara Hernesman (SynergyNexGen) reported that she, Tom Trimberger (CEC), and Wendy Worrell (WHPA Staff) met earlier in the week to finalize Charrette details.

Co-Chair Barbara Hernesman (SynergyNexGen) noted that the red content in the worksheets is the new information for review. In focusing on the recommended actions, she advised participants to look at it from the 2019 code perspective and for how the HVAC components fit into the overall Whole Building concept. The goal is to look for A, B and C pathways to implementation for a linear pathway that contains some of the content and action items listed.

In response to inquiry about whether the focus is on chronology or dependencies, Co-Chair Barbara Hernesman (SynergyNexGen) clarified that there might be interdependencies, but the hope is that “the road and what might stop us in the road will come out in the evaluation”.

Co-Chair Barbara Hernesman (SynergyNexGen) commented that when reviewing the content prior to the Charrette, participants should come in with an idea of what the pathways should look like. Hopefully the breakout groups will be able to develop a path.

Sub-Strategies 1.5.1 and 1.5.2

The updates were shown for the five Sub-Strategies being reviewed. There were no comments or questions on the updates for Sub-Strategies 1.5.1 nor 1.5.2.

Sub-Strategy 1.5.3

**ACTION:** Co-Chairs and WHPA Staff to determine if additional input is needed for Sub-Strategy 1.5.3 from Bob Helbing and Bob Barks per the June 23<sup>rd</sup> meeting comments.

WHPA Staff noted that a list of definitions is being developed (including source, properly, etc.) as well as a list clarifying acronyms.

**ACTION:** Participants were encouraged to notify WHPA Staff or the Co-Chairs of any definitions that should be included in the developing definitions and acronyms’ lists to be used as worksheet reference documents.

**ACTION:** Kate Leyden (Valley Contractors Exchange) to send WHPA Staff definitions for “rural” and “urban” and also to provide a graphical reference of average household income for reference understanding for sourcing.

Sub-Strategy 1.5.5

Co-Chair Barbara Hernesman (SynergyNexGen) commented that a lot of good work has already been done for Sub-Strategy 1.5.5. She wants to ensure it is applicable to the “boots on the ground”. Populations for who needs further education and how to get better engagement with local government are key areas for development.

Kate Leyden (Valley Contractors Exchanged) asked if there has been documentation on the cost of doing an HVAC change out with permit versus without permit. Co-Chair Barbara Hernesman (SynergyNexGen) suggested that Bob Barks (CALBO) may have information on that based on some of his prior comments. What is the ratio of markup from permit versus non-permit?



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**ACTION:** WHPA Staff to see if Bob Barks (CALBO) has information on the ratio of markup from permit versus non-permit.

In response to inquiry about what the active collaboration with the WHPA Compliance Committee is, WHPA Staff clarified that the Compliance Committee is actively developing an HVAC Compliance Definition Matrix clarifying the factors affecting compliance for the stakeholder categories across the HVAC process and determining common factors. The next Compliance meeting is July 14<sup>th</sup> at which time they will be going through the very new template. The Compliance Committee will also be providing input into Sub-Strategy 1.5.1 through notes review and discussion. Additionally, the Compliance Committee is tasked with developing a whitepaper of suggested recommendations for how to deal with the gaps and barriers the EBEE Committee identified in the WHPA approved Work Product #1 for Sub-Strategy 1.5.5. That work is expected to begin upon receipt of charrette output.

**ACTION:** WHPA Staff to send the WHPA Compliance Committee’s draft HVAC Compliance Definition Matrix to Charrette members for reference by July 15<sup>th</sup>.

Sub-Strategy 3.3.1

For Sub-Strategy 3.3.1, Co-Chair Barbara Hernesman (SynergyNexGen) confirmed that a lot of good work has already been done and that WHPA Staff captured Pepper Hunziker’s comments from the prior WHPA EBEE Committee meeting.

Co-Chair Barbara Hernesman (SynergyNexGen) reported that Sub-Strategy may have more than an A, B, or C option. She suggested that it might be best to think about a step wise process for this focus with a matrix stepping stone of actions that need to be completed in succession in real world situations but with alignment to State actors and goals as “best as we can”.

**ACTION:** Add content to the Sub-Strategy 3.3.1 “recommended actions” for focus on:

- 1) Collaboration with the IOU WE&T Statewide Team’s efforts on HVAC Sector Strategy.
- 2) Extension across the recipient audience of the WE&T effort to include the spectrum of the “five workforce pillars”:
  - a) K-12 (STEM)
  - b) Post-Secondary Adult Continuing Education (includes Community Colleges, Trade/Occupational Schools, Pre-Apprenticeship Programs (etc.)
  - c) Incumbent Workforce (anyone in the workforce or Apprenticeship Programs)
  - d) Transitional Workforce (includes those transitioning into the Industry with transferable skills from other areas)
  - e) Existing Workforce (includes those transitioning out of the industry workforce but have knowledge to transfer, such as those who are retiring, those teaching part-time, faculty, etc.; this might be addressed by strong mentoring components.)

Co-Chair Barbara Hernesman (SynergyNexGen) reported that the “**intergenerational**” term focuses on how the generations can talk with each other and share their knowledge. She stressed that both sets of knowledge are needed. She further clarified that the subject matter experts (SME) are tasked with determining how to build those bridges.

**ACTION:** Add “determine how to model the communications across the generations” for the Sub-Strategy 3.3.1 recommended actions.

Susan Davison (CalCERTS) noted that WE&T is a bit like the compliance shortfall, but that if the players, how they act, and what they need is not clarified, then some issues and barriers will be missed.

Co-Chair Barbara Hernesman (SynergyNexGen) agreed and noted that “the bubble” for how it really applies to specific groups and variances will be there with all focuses.



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Charles Segerstrom, Consultant, suggested looking for the appropriate portions of the code to ensure the right market base for residential, nonresidential, etc.

Co-Chair Barbara Hernesman (SynergyNexGen) noted that if all that could be done now is to use the current “Trigger Sheets”, then improvement has already been done. She directed participants to view all of the Sub-Strategy recommendations as the building blocks.

**ACTION:** Pepper Hunziker (Tre’Laine) and Barbara Hernesman (SynergyNexGen) to send a definition for “incumbent worker” to WHPA Staff. Pepper Hunziker to also send a graphical reference chart clarifying the “Five Workforce Pillars”.

**DECISION:** To ensure all EWG member input, WHPA Staff to conduct an email vote of EWG members to confirm agreement with the content in the base document worksheets for each Sub-Strategy.

### **Next Steps**

Co-Chairs Barbara Hernesman (SynergyNexGen) and Liz Yager (County of Sonoma) provided an overview of the next steps for the invitation only July 19<sup>th</sup> In-Person WHPA EBEE & Stakeholder Charrette.

Co-Chair Barbara Hernesman (SynergyNexGen) reported that per a meeting with Tom Trimberger (CEC) earlier this week, CEC currently has nothing set for what they are doing for 2019 and that they are “looking to us for information” at this CEC EBEE Action Plan update starting point for what the pathways will be.

Co-Chair Barbara Hernesman (SynergyNexGen) wants to do whatever can be done ensure there is a cross over to the CPUC Action Plan. It is hoped that the results of the EBEE Committee’s work will have the desired impact in getting the needed information to the right players for future change.

### Breakout Session Facilitators

**DECISION:** The July 19<sup>th</sup> Charrette Breakout Session Facilitators were assigned as follows:

- Sub-Strategy 1.5.1: Dennis Quinn (Joule Assets)
- Sub-Strategy 1.5.2: Tim Mann (Indio Cooling and Heating Supply)
- Sub-Strategy 1.5.3: Kate Leyden (Valley Contractors Exchange)
- Sub-Strategy 1.5.5: Susan Davison (CalCERTS)
- Sub-Strategy 3.3.1: Pepper Hunziker (Tre’Laine)

**ACTION:** Charrette Facilitators to meet the evening of July 18<sup>th</sup> in Sacramento. (expected for around 5pm.) WHPA Staff to send out meeting logistics as soon as possible upon final determination.

### Post-Charrette Next Steps

WHPA Staff clarified that the next steps beyond the Charrette are to develop narrative roadmaps from the charrette information for each Sub-Strategy and to ensure collaborative efforts within WHPA as follows:

- Sub-Strategy 1.5.1 collaboration with the WHPA Compliance Committee for input only.
- Sub-Strategy 1.5.2 collaboration with the WHPA HVAC Energy Savings & DEER Committee for input and the ES&DEER Committee’s developing Cost Effectiveness Definition Matrix work product.
- Sub-Strategy 1.5.3 collaboration with the WHPA WE&T Committee for input only.
- Sub-Strategy 1.5.5 collaboration with the WHPA Compliance Committee for input and the Compliance Committee’s developing HVAC Compliance Definition Matrix work product and its developing White Paper on Possible Solutions to the gaps and barriers identified in the EBEE’s WPI work product.
- Sub-Strategy 3.3.1 collaboration with the WHPA WE&T Committee for input only.



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Co-Chair Barbara Hernesman (SynergyNexGen) noted that EWG members will be asked to take the Charrette output back to their subject matter expert networks for their vetting to see “how this would really work”. It is understood that our involvement may not be as those enacting policy nor the final planning stages of the Action Plan, but our valuable feedback is needed.

Co-Chair Liz Yager (County of Sonoma) commented that clarification on the post-charrette next steps can be provided in the next meeting summary, etc.

Additional Charrette Invitations

**ACTION:** WHPA Staff to send Charrette invitations to Don Tanaka (UA) and Dave Dias (JCEEP).

**ACTION:** Jeremy Reeve (SDG&E) to notify if Bonnie Moreno (SDG&E) should receive a Charrette invitation.

**Wrap Up**

WHPA Staff reported the next meetings as follows:

- Invitation Only In-Person Charrette: July 19<sup>th</sup> from 8am – 5pm PDT
- EBEE: July 21<sup>st</sup> at 9am PDT
- EWG: August 4<sup>th</sup> at 9am PDT

*WHPA Staff Note: The [WHPA EBEE Committee’s webpage](#) houses meeting recordings, notes, the developing work product document(s), and other reference documents for knowledge base as appropriate.*

**Adjournment**

Co-Chair Barbara Hernesman (SynergyNexGen) adjourned the meeting at 9:55 am PDT.

\* \* \* \* \*

**Summary of Action Items and Key Decisions (from above discussion)**

- **ACTION:** Co-Chairs and WHPA Staff to determine if additional input is needed for Sub-Strategy 1.5.3 from Bob Helbing and Bob Barks per the June 23<sup>rd</sup> meeting comments. (DONE)
- **ACTION:** Participants were encouraged to notify WHPA Staff or the Co-Chairs of any definitions that should be included in the developing definitions and acronyms’ lists to be used as worksheet reference documents.
- **ACTION:** Kate Leyden (Valley Contractors Exchange) to send WHPA Staff definitions for “rural” and “urban” and also to provide a graphical reference of average household income for reference understanding for sourcing. (DONE)
- **ACTION:** WHPA Staff to send the WHPA Compliance Committee’s draft HVAC Compliance Definition Matrix to Charrette members for reference by July 15<sup>th</sup>. (DONE)
- **ACTION:** WHPA Staff to see if Bob Barks (CALBO) has information on the ratio of markup from permit versus non-permit. (DONE – Bob Barks reported that he did not currently have the ratio information on hand.)
- **ACTION:** Add “determine how to model the communications across the generations” for the Sub-Strategy 3.3.1 recommended actions. (DONE)
- **ACTION:** Add content to the Sub-Strategy 3.3.1 “recommended actions” for focus on:
  - 1) Collaboration with the IOU WE&T Statewide Team’s efforts on HVAC Sector Strategy.
  - 2) Extension across the recipient audience of the WE&T effort to include the spectrum of the “five workforce pillars”:
    - i) K-12 (STEM)
    - ii) Post-Secondary Adult Continuing Education (includes Community Colleges, Trade/Occupational Schools, Pre-Apprenticeship Programs (etc.)
    - iii) Incumbent Workforce (anyone in the workforce or Apprenticeship Programs)



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- iv) Transitional Workforce (includes those transitioning into the Industry with transferable skills from other areas)
- v) Existing Workforce (includes those transitioning out of the industry workforce but have knowledge to transfer, such as those who are retiring, those teaching part-time, faculty, etc.; this might be addressed by strong mentoring components.)

(DONE)

- **ACTION:** Pepper Hunziker (Tre'Laine) and Barbara Hernesman (SynergyNexGen) to send a definition for "incumbent worker" to WHPA Staff. Pepper Hunziker to also send a graphical reference chart clarifying the "Five Workforce Pillars". (IN PROCESS: WHPA Staff sent a reminder email to Pepper and Barbara on 7-7-16.)
- **ACTION:** Charrette Facilitators to meet the evening of July 18<sup>th</sup> in Sacramento. (expected for around 5pm.) WHPA Staff to send out meeting logistics as soon as possible upon final determination. (DONE)
- **ACTION:** WHPA Staff to send Charrette invitations to Don Tanaka (UA) and Dave Dias (JCEEP). (DONE)
- **ACTION:** Jeremy Reeve (SDG&E) to notify if Bonnie Moreno (SDG&E) should receive a Charrette invitation. (DONE)
- **DECISION:** To ensure all EWG member input, WHPA Staff to conduct an email vote of EWG members to confirm agreement with the content in the base document worksheets for each Sub-Strategy. (DONE)
- **DECISION:** The July 19<sup>th</sup> Charrette Breakout Session Facilitators were assigned as follows:
  - 1) Sub-Strategy 1.5.1: Dennis Quinn (Joule Assets)
  - 2) Sub-Strategy 1.5.2: Tim Mann (Indio Cooling and Heating Supply)
  - 3) Sub-Strategy 1.5.3: Kate Leyden (Valley Contractors Exchange)
  - 4) Sub-Strategy 1.5.5: Susan Davison (CalCERTS)
  - 5) Sub-Strategy 3.3.1: Pepper Hunziker (Tre'Laine)