



**CEESP Goal 1: WHPA Compliance Online Permitting Working Group  
Teleconference Summary Minutes  
Monday, April 10, 2017  
Scheduled for 9:00am – 10:00m PDT**

**Call to Order**

Working Group Chair Allison Paul (CHF) called the meeting to order at 9:03 a.m. PDT. The meeting audio was recorded.

**Roll Call**

WHPA Staff (Wendy Worrell) conducted roll call based on the current WHPA Online Permitting Working Group roster. As no voting panel has been assigned in favor of consensus voting, members are organized by voting eligibility status. The meeting was attended by 15 participants (or proxies) as clarified in the following table. A quorum (8+) of eligible members was reached.

Organization	First Name	Last Name	WHPA Category	Attendance
<b>Voting Eligible</b>				
ACCA (Air Conditioning Contractors of America)	Todd	Washam	Contractor Association	P
CALBO (California Building Officials)	Mark	Meyers	Codes & Standards Official (Association or Jurisdiction)	A
CalCERTS, Inc.	Charlie	Bachand	Certifying Body	A
CalCERTS, Inc. (standing Proxy)	Susan	Davison	Certifying Body	P
CHEERS	Bob	Johnson	Certifying Body	P
CHF-CIRB (California Homebuilding Foundation, Construction Industry Research Board)	Allison	Paul	Research Organization	P (Chair)
DNV GL – Energy	Amber	Watkins	Energy Efficiency Program Consultant	A
Duct Testers	Dave	Hegarty	Other Stakeholder	P
Enalays	Eric	Taylor	Third Party Quality Assurance Providers	P
Enalays (standing Proxy)	Michael	Thompson	Third Party Quality Assurance Providers	A
EnerGtech Experts	Brent	Locke	Other Stakeholder	P
The Energy CA, LLC	Eric	Beriault	Third Party Quality Assurance Providers	P
Energy Cloud Inc.	John	Carrieri	Other Stakeholder	A
IHACI (Institute of Heating and Air Conditioning Industries)	Bob	Wiseman	Contractor Association	P
Indio Cooling & Heating Supply	Tim	Mann	Distributor	P
PG&E (Pacific Gas and Electric Company)	Jill	Marver	California IOU	A
SCE (Southern California Edison)	Gary	Shushnar	California IOU	P
<b>Not Voting Eligible</b>				
CBIA (California Building Industry Association)**	Bob	Raymer+	Codes & Standard Official (Association or Jurisdiction)	P
iPermit ERaters**	Ian	Jacoby+	Third Party Quality Assurance Providers	A
USERA	Don	Charles+	Third Party Quality Assurance Providers	A
<b>Guests</b>				
CALBO (California Building Officials)	Bob	Barks	Codes & Standards Official (Association or Jurisdiction)	P (Compliance Chair)
Conserva Alliance	Alex	Trochez	Other Stakeholder	A
CSE (Center for Sustainable Energy)	Marcus	Gilmore+	Energy Efficiency Program Consultant	A
Selby Energy Inc	Brian	Selby	Educator, Trainer	A
<b>WHPA Staff</b>				
CLEAResult	Paul	Kyllo	Other Stakeholder	P (Work Product)
Empowered Solutions	Shea	Dibble	Energy Efficiency Program Consultant	A (Monthly Report)
InfoPlast	Wendy	Worrell	Other Stakeholder	P (Host/Scribe)
Opinion Dynamics	Ellen	Steiner	Other Stakeholder	A (Surveys)

\*\* Organization is Not a Member of the WHPA; + Individual is NOT Registered with the WHPA; (P) = Member Organization is Pending Approval from the WHPA Executive Committee.

**Agenda**

The following agenda was distributed to the Working Group by WHPA Staff prior to the meeting.

**GENERAL REMINDERS**

- Adherence to the WHPA **Code of Conduct** is required.
- Disclose any potential conflicts of interest as it relates to meeting content, particularly prior to any votes that may occur.
- Identify yourself prior to speaking, clarifying the organization on whose behalf you are speaking, or if you are making a personal comment.
- Mute yourself when not speaking. (\*6 will take you on and off mute.)

**AGENDA ITEMS**



**CEESP Goal 1: WHPA Compliance Online Permitting Working Group  
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- 1) **Roll Call** – WHPA Staff (Wendy Worrell) – 5 min
- 2) **Updated Timeline & Project Overview Clarification** – Chair (Allison Paul), WHPA Staff (Wendy Worrell) – 10 min
- 3) **Legislative and Regulatory Policy Issues Memo Vote** – Subgroup Lead (Allison Paul) – 10 min
- 4) **Minimum Legal Requirements Memo Vote** – Subgroup Lead (Eric Beriault) – 10 min
- 5) **Best Practices Memo Update** – Chair (Allison Paul) – 15 min
  - a) Call for Memo Subgroup Lead
  - b) Status of Action Items from Prior OPWG Meetings
    - i) **ACTION:** Review and analyze links about Oregon’s statewide, state subsidized online permitting model as part of the best practices research.
    - ii) **ACTION:** CSE to help secure a guest speaker to update on the impact of the California Solar Permitting Guidebook for best practices research assistance.
    - iii) **ACTION:** Enalasy to provide the requested Green It Forward Online Permitting System – Statistics Report for best practices research by Mid-May, 2017.
- 6) **Contractor Survey and Jurisdictional Survey Updates** – WHPA Staff (Wendy Worrell) – 5 min
- 7) **Meeting Next Steps Overview** – Chair (Allison Paul) - 5 min
  - a) Next Meeting (**Tentative**): Monday, April 24<sup>th</sup> from 9:00am – 10:00am PDT
  - b) Next Agenda (TBD)
- 8) **Adjournment** by 10:00am PDT – Chair (Allison Paul)

**Prior Meeting Notes**

The March 27, 2017 meeting minutes were email distributed to the roster for approval prior to the meeting.

**ACTION:** WHPA Staff to post the final version of the March 27, 2017 meeting notes reflective of any received edits to the [WHPA Online Permitting Webpage](#).

**Updated Timeline & Project Overview Clarification**

Per the Chair request, WHPA Staff (Wendy Worrell) overviewed the following updated timeline and project overview, which was emailed to the roster prior to the meeting:

PROJECT OVERVIEW

The issue of permitting and code compliance for Heating, Ventilating and Air Conditioning (HVAC) systems has been the subject of discussion within the regulatory policy arena for many years. In 2015, the WHPA Compliance Committee developed a roadmap through a collaborative process with California Building Officials (CALBO), contractors, city and county representatives, County Building Officials Association of California (CBOAC), Contractors State License Board (CSLB), the California Energy Commission (CEC), California State Association of Counties (CSAC), and other relevant stakeholders for web-based permitting of mechanical change-outs. The roadmap was approved in January 2016 and called for the development of this Working Group to develop an online permitting framework overseeing four distinct project phases: Plan, Define, Pilot, and Deploy. The roadmap detailed the action items necessary for each of these four project phases and their suggested timeframes, including 2017 milestones as well as additional mid-term and long-term milestones beyond 2017.

**Once the Plan and Define phases have been completed, the interim memos and survey results developed during those phases will be compiled into an Online Permitting Market Feasibility Report.**

REMAINING 2017 TIMELINE:

Deliverable	Timeline	Comments
Minimum Legal Requirements for Mechanical Permits Memo	<ul style="list-style-type: none"> <li>• April 10, 2017: OPWG vote for escalation to Compliance Committee for SME Input</li> <li>• April 13, 2017: Presentation to Compliance Committee for SME input</li> <li>• April 19, 2017: Presentation to Executive Committee for Status Update</li> <li>• By May 29, 2017: Memo finalized for posting</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure vetted and accurate content</li> <li>• OPWG Chair to present to Compliance Committee &amp; Executive Committee</li> <li>• Survey Development Lead: Eric Beriault (EnerGuy)</li> <li>• Survey Memo Finalization: Paul Kylo (WHPA Staff)</li> </ul>
Legislative and Regulatory Policy	<ul style="list-style-type: none"> <li>• April 10, 2017: OPWG vote for escalation to Compliance Committee for SME Input</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure vetted and accurate content</li> </ul>



**CEESP Goal 1: WHPA Compliance Online Permitting Working Group  
Teleconference Summary Minutes  
Monday, April 10, 2017  
Scheduled for 9:00am – 10:00m PDT**

Issues Related to Online Permitting Memo	<ul style="list-style-type: none"> <li>• April 13, 2017: Presentation to Compliance Committee for SME input</li> <li>• April 19, 2017: Presentation to Executive Committee for Status Update</li> <li>• By May 29, 2017: Memo finalized for posting</li> </ul>	<ul style="list-style-type: none"> <li>• OPWG to present to Compliance Committee &amp; Executive Committee</li> <li>• Survey Development Lead: Allison Paul (CHF-CIRB)</li> <li>• Survey Memo Finalization: Paul Kylo (WHPA Staff)</li> </ul>
Best Practices in Online Permitting Memo	<ul style="list-style-type: none"> <li>• April 10, 2017: Identify Subgroup Lead</li> <li>• By April 24, 2017: Review and analyze links about Oregon’s Statewide, State Subsidized Online Permitting Model</li> <li>• By May 8, 2017: Update on impact of California Solar Permitting Guidebook</li> <li>• By May 21, 2017: Enalaysys Presentation on Green It Forward Online Permitting System – Statistics Report</li> <li>• By June 5, 2017: OPWG vote for escalation to Compliance Committee for SME input</li> <li>• By June 9, 2017: Presentation to Compliance Committee for SME input</li> <li>• By June 14, 2017: Presentation to Executive Committee for Status Update</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure vetted and accurate content</li> <li>• OPWG Chair to present to Compliance Committee</li> <li>• Compliance Chair or OPWG Chair to present to Executive Committee</li> <li>• Survey Development Lead: TBD (was Allison Paul)</li> <li>• Survey Memo Finalization: Paul Kylo (WHPA Staff)</li> </ul>
Jurisdictional Survey	<ul style="list-style-type: none"> <li>• By April 24, 2017: Online Survey Fielded</li> <li>• By May 31, 2017: Results Memo developed</li> <li>• By June 9, 2017: Results Memo presented to Compliance Committee for approval</li> <li>• By July 12, 2017: Results Memo presented to Executive Committee</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure market feasibility is addressed</li> <li>• Address feasibility</li> <li>• Survey Development Lead: Allison Paul (CHF-CIRB)</li> <li>• Field Survey &amp; Results Memo Lead: Ellen Steiner (WHPA Staff)</li> </ul>
Contractor Survey	<ul style="list-style-type: none"> <li>• By May 26, 2017: Online Survey Fielded</li> <li>• By July 28, 2017: Results Memo developed</li> <li>• By August 25, 2017: Results Memo presented to Compliance Committee for approval</li> <li>• By September 20, 2017: Results Memo presented to Executive Committee</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure market feasibility is addressed</li> <li>• Survey Development Lead: Brent Locke (EnerGtech Experts)</li> <li>• Field Survey &amp; Results Memo Lead: Ellen Steiner (WHPA Staff)</li> </ul>
Systems Requirements Document	<ul style="list-style-type: none"> <li>• By September 29, 2017: Data synthesized from interim memos and surveys</li> <li>• By November 27, 2017: Systems Requirements document developed</li> <li>• By December 31, 2017: Systems Requirements document presented to Compliance Committee</li> <li>• By January 17, 2018: Systems Requirements document presented to Executive Committee</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure vetted and accurate content and that market feasibility is addressed</li> <li>• OPWG Chair to present to Compliance Committee</li> <li>• Compliance Chair or OPWG Chair to present to Executive Committee</li> <li>• Document Development Lead: TBD</li> <li>• Survey Memo Finalization: Paul Kylo (WHPA Staff)</li> </ul>

**DISCUSSION**

There were no questions or comments.

**Legislative and Regulatory Policy Issues Memo Vote**

The Chair noted that there was an emailed “nay” vote on both Memos. To ensure all stakeholder feel their information is heard, the Chair asked Gary Shushnar (SCE) to clarify his emailed comments.

Gary Shushnar (SCE) reported that his primary concern was that all the content in EnergyCodeAce is already verified by CEC. He did not want to see duplication of effort.



**CEESP Goal 1: WHPA Compliance Online Permitting Working Group**  
**Teleconference Summary Minutes**  
**Monday, April 10, 2017**  
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The Chair reported that plenty of opportunity was given for comment during prior meetings. She wanted to ensure all felt their content was properly considered.

**VOTE DECISION**

WHPA Staff reminded that there is only one vote per eligible voting organization and clarified the list of eligible voting members (as shown in the Roll Call chart on Page 1 above).

CalCERTS (Susan Davison) motioned to approve the content and escalate the Legislative and Regulatory Policy Issues Affecting Online Permitting Memo to the Compliance Committee for their subject matter expert input. EnerGuy (Eric Beriault) seconded the motion. Based on consensus voting of a quorum (8+) eligible voting members, the motion carried without further discussion with votes cast as follows:

- AYE (x10): ACCA (Todd Washam), CalCERTS (Susan Davison), CHEERS (Bob Johnson), CHF-CIRB (Allison Paul), Duct Testers (Dave Hegarty), Enalaysys (Eric Taylor), EnerGtech Experts (Brent Locke), The Energy CA, LLC (Eric Beriault), IHACI (Bob Wiseman), Indio Cooing & Heating Supply (Tim Mann)
- ABSTAIN (x2): SCE (Gary Shushnar)CALBO (Bob Barks)

**Minimum Legal Requirements Memo Vote**

Per the Chair’s request, Gary Shushnar (SCE) clarified that he cast a “nay” email vote on the Minimum Legal Requirements memo, primarily because he does not agree with comparing the HVAC permit to the CFIR. He added that he believed the content he previously emailed was ignored.

Subgroup Lead Eric Beriault (EnerGuy) clarified that he received Gary Shushnar’s (SCE) input about EnergyCodeAce and the CFIR and had reviewed it, but could not find where EnergyCodeAce was part of the minimum legal requirements for an online permit. Eric likes the EnergyCodeAce content, but felt it was applicable after the permit was pulled so he made the decision to stay focused on what was prior to it.

Gary Shushnar (SCE) clarified that they have checklists for plans examiners.

WHPA Compliance Committee Chair Bob Barks (CALBO) clarified that the checklists are used regularly by the plans examiners but that “we are only talking about permits for this project”. This is to create something “on a different level”. The important part is to bring the HERS and CFIR requirements into one package with the permit using a SMART technology application for fields to then be completed and auto populated into the various databases that retain the information. We are in the very early stages of the thought process.

**VOTE DECISION**

Enalaysys (Eric Taylor) motioned to escalate the Minimum Legal Requirements for a Building Permit Memo to the Compliance Committee for their subject matter expert input. CHEERS (Bob Johnson) seconded the motion. Based on consensus voting of a quorum (8+) eligible voting members, the motion carried without further discussion with votes cast as follows:

- AYE (x10): ACCA (Todd Washam), CalCERTS (Susan Davison), CHEERS (Bob Johnson), CHF-CIRB (Allison Paul), Duct Testers (Dave Hegarty), Enalaysys (Eric Taylor), EnerGtech Experts (Brent Locke), The Energy CA, LLC (Eric Beriault), IHACI (Bob Wiseman), Indio Cooing & Heating Supply (Tim Mann)
- NAY (x1): SCE (Gary Shushnar)
- ABSTAIN (x1): CALBO (Bob Barks)

**Best Practices Memo Update**

In follow up to the Chair’s inquiry, Gary Shushnar (SCE) expressed that EnergyCodeAce would be applicable in the minimum legal requirements and in the best practices memo.

WHPA Compliance Committee Chair Bob Barks (CALBO) agreed that EnergyCodeAce has value when looking at the best practices and when looking at implementation, etcetera.

The Chair asked if Gary would be willing to put some of the EnergyCodeAce information into the Best Practices Memo. Gary reported that he does not have the resources to do that so the OPWG needs to use the information from the website. From the



**CEESP Goal 1: WHPA Compliance Online Permitting Working Group  
Teleconference Summary Minutes  
Monday, April 10, 2017  
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utility standpoint, they work on improved energy. He has to focus on where there is the most energy savings. He agrees there is a need for online permitting. He offered to talk with PG&E about the possibility of providing input on EnergyCodeAce into the Best Practices Memo.

The Chair confirmed that the preference is to keep efforts focused within our group. She asked for a volunteer to take over as the Best Practices in Online Permitting Working Group subgroup lead. This would include taking the draft content the Chair started and further flushing it out, plus adding additional resources as appropriate.

**ACTION:** Eric Taylor (Enalasy) volunteered to lead the Best Practices in Online Permitting Working Group.

**ACTION:** Add Dave Hegarty (Duct Testers) and Todd Washam (ACCA) to the Best Practices Working Group.

**ACTION:** The Best Practices Working Group to evaluate how EnergyCodeAce information should be incorporated into the Best Practices Memo as a resource. (Gary Shushnar with SCE will talk with his PG&E counterparts to see if they can assist with this effort.)

The Chair asked for status updates on the following Best Practices Memo related action items from prior Working Group meetings:

- **ACTION:** Review and analyze links about Oregon's statewide, state subsidized online permitting model as part of the best practices research.

WHPA Staff reported that she compiled links to articles about the launch and effects of Oregon's system as well as a link to the Oregon Online Permitting System following CSE's best practices presentation at a prior meeting. The Chair then emailed those links to the best practices subgroup for review. The Chair reported that no one had provided input prior to this meeting.

**ACTION:** Eric Taylor (Enalasy) confirmed he will be ready to present an analysis overview of the Oregon Statewide Online Permitting System at the next OPWG meeting.

- **ACTION:** CSE to help secure a guest speaker to update on the impact of the California Solar Permitting Guidebook for best practices research assistance.

**ACTION:** Susan Davison to follow-up with CSE to help secure a speaker to update on the impact of the California Solar Permitting Guidebook for best practices research.

- **ACTION:** Enalasy to provide the requested Green It Forward Online Permitting System – Statistics Report for best practices research by Mid-May 2017.

Eric Taylor (Enalasy) confirmed Enalasy is still on track for the above action item.

#### **Contractor Survey and Jurisdictional Survey Updates**

WHPA Staff reported that the surveys are in the programming stage for incorporation of the pilot results and subsequent meeting input into the survey tool. Distribution lists were reconfirmed as a cross-referenced list from CIRB and the WHPA database for jurisdictions and the use of the email list Ellen Steiner (WHPA Staff) previously developed based off the CSLB list for contractors. The timelines on page 3 above were overviewed for each survey.

There were no additional comments or discussion.

#### **MEETING NEXT STEPS OVERVIEW**

The next Online Permitting Working Group meeting was confirmed for Monday, April 24<sup>th</sup> from 9:00am – 10:00am PDT with the agenda to include:

1. Updates on the input received from the Compliance and Executive Committees for the Legislative and Regulatory Policy Issues Memo and the Minimum Legal Requirements Memo, and
2. Best Practices Memo development, including an analysis overview of the Oregon Statewide, Subsidized Online Permitting System.



**CEESP Goal 1: WHPA Compliance Online Permitting Working Group  
Teleconference Summary Minutes  
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**CLOSING COMMENTS/ADJOURNMENT**

As there were no other comments, the Chair adjourned the meeting early at 9:40 am PDT.

\* \* \* \* \*

**SUMMARY OF ACTION ITEMS AND KEY DECISIONS (from above)**

**ACTION ITEMS**

- 1) **ACTION:** WHPA Staff to post the final version of the March 27, 2017 meeting notes reflective of any received edits to the [WHPA Online Permitting Webpage](#). (Done)
- 2) **ACTION:** Eric Taylor (Enalaysys) volunteered to lead the Best Practices in Online Permitting Working Group.
- 3) **ACTION:** Add Dave Hegarty (Duct Testers) and Todd Washam (ACCA) to the Best Practices Working Group. (Done)
- 4) **ACTION:** The Best Practices Working Group to evaluate how EnergyCodeAce information should be incorporated into the Best Practices Memo as a resource. (Gary Shushnar with SCE will talk with his PG&E counterparts to see if they can assist with this effort.)
- 5) **ACTION:** Eric Taylor (Enalaysys) confirmed he will be ready to present an analysis overview of the Oregon Statewide Online Permitting System at the next OPWG meeting. (Done)
- 6) **ACTION:** Susan Davison to follow-up with CSE to help secure a speaker to update on the impact of the California Solar Permitting Guidebook for best practices research.

**FROM PRIOR MEETINGS**

- 1) **ACTION:** For feasibility analysis, consider asking jurisdictions about the idea of combining permit information on the CF1R form.
- 2) **ACTION:** Enalaysys to provide the requested Green It Forward Online Permitting System – Statistics Report for best practices research by Mid-May 2017.