



**CEESP Goal 1: WHPA Compliance Online Permitting Working Group
Teleconference Summary Notes
Monday, September 11, 2017
Scheduled for 9:00am – 10:00m PDT**

Call to Order

The Online Permitting Working Group (OPWG) Committee Chair Louis Fuentes (Air Conditioning Guys) called the meeting to order at 9:02 am 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 the following 13 participants (or proxies) with a quorum (10+) of eligible members.

Organization	First Name	Last Name	WHPA Category	Attendance
Voting Eligible				
ACCA (Air Conditioning Contractors of America)	Todd	Washam	Contractor Association	P
Air Conditioning Guys (Becerril Air/dba A/C Systems)	Louis	Fuentes	Contractor (Residential)	P (OPWG Chair)
Building Media, Inc.	Craig	Savage	Educator, Trainer	P
CALBO (California Building Officials)	Bob	Barks	Codes & Standards Official (Association or Jurisdiction)	P (Compliance Chair)
CalCERTS	Russ	King	Certifying Body	P
CEC (California Energy Commission)	Judy	Roberson	Government (Other than CPUC)	P
Charles F. Segerstrom, Energy Efficiency Consultant	Charles	Segerstrom	Energy Efficiency Program Consultant	P
Duct Testers	Dave	Hegarty	Other Stakeholder	P
EnerGtech Experts	Brent	Locke	Energy Efficiency Program Consultant	P
Energy Cloud Inc./GreenNet (standing proxy for John Carrieri)	Nancy	Kennedy	Other Stakeholder	Proxy email vote
Indio Cooling & Heating Supply	Tim	Mann	Distributor	P
SCE (Southern California Edison)	Gary	Shushnar	California IOU	P
WHPA Staff				
CLEAResult	Paul+	Kyllo	Other Stakeholder	P (Memo Dev)
InfoPlast	Wendy	Worrell	Other Stakeholder	P (Host/Scribe)

*** 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 roster 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

1. **Roll Call** – WHPA Staff – 5 min
2. **Prior Minutes Approval** – Chair – 2 min
 - a. August 28, 2017
3. **Best Practices Memo Finalization and Escalation Voting** – Chair – 50 min
4. **Meeting Next Steps Overview** – Chair - 3 min
 - a. Next Meeting: TBD
 - b. Next Agenda: Overarching Feasibility Summary (based on the five escalated OPWG Memos)
5. **Adjournment** by 10:00am PDT – Chair

Prior Minutes Approval

The August 28, 2017 Draft Meetings Notes Summary was emailed to the roster for review prior to the meeting.



CEESP Goal 1: WHPA Compliance Online Permitting Working Group
Teleconference Summary Notes
Monday, September 11, 2017
Scheduled for 9:00am – 10:00m PDT

Todd Washam (ACCA) motioned and the Chair second the motion to approve the August 28, 2017 meeting minutes. The motion carried with no discussion.

ACTION: WHPA Staff to post the final August 28, 2017 Meeting Minutes to the WHPA Online Permitting Working Group's webpage.

Best Practices Memo Finalization and Escalation Voting

The Best Practices in Online Permitting Memo Draft dated August 28, 2017 was emailed to the roster for review prior to the meeting.

WebEx control was passed to WHPA Staff (Paul Kylo) for live updates during the meeting.

The Chair reported that edits from the prior meeting were made, including numbering of the Conclusions and updates to bullets 1 thru 3. He asked for comments and facilitated vetting discussion.

Finalization Discussion

Gary Shushnar (SCE) noted that earlier in the process he requested review of MyGov.us that he understands is a fairly low cost, SAAS system used by many smaller jurisdictions both statewide and nationwide. He wondered why that was not done. He also noted that Conclusion #18 should remove the phrase "little to". Additionally, he **suggested** changing Conclusion #15 to read "within" rather than "between" the departments.

- Per Chair request, WHPA Staff (Paul Kylo) indicated he was unsure who had raised the bullet initially, but reported that it referred to communications within building departments to avoid duplication of work and to provide knowledge within the department.
- Judy Roberson (CEC) **suggested** changing the language to "within" and leaving the login requirements to those who write the Online Permitting System before it goes out to development. She noted that it should be covered in the process outlined in Conclusion #5.
- Judy Roberson (CEC) commented that Conclusion #18 as live edited during the meeting conflicts with Conclusion #3 and that clarification is needed. She also thought it could be confused with the fee schedules referenced in Conclusion #11. She **suggested** that Conclusion #11 should say "permit fee schedules" to lessen the confusion.
 - **DECISION:** There was general agreement that Best Practices Memo, Conclusion #11 be changed to read "permit fee schedules".
- Gary Shushnar (SCE) commented that for Conclusion #3, his understanding was that there are requirements in place that dictate how much can be charged. He asked if the fee is for the software company.
 - Bob Barks (CALBO) clarified that the comment relates to the discussion from last meeting that if there is no funding to pay for maintenance of the system, the system will become archaic and not be used as it should.
- Judy Roberson (CEC) **suggested** changing Conclusion #3 to clarify that permit applicants will need to pay a small convenience fee, but noted that if the system maintenance costs are not covered by those online permitting convenience fees, there may an impact fee.
 - Bob Barks (CALBO) reported that there is a similar practice in place for seismic monitoring around the State. In that case, a small fee is attached to most building permits with the State getting a larger portion and the Building Department getting a smaller portion of the collected fee.
- The Chair **suggested** moving Conclusion #18 to #21 to be the last point with language noting that "the ultimate goal of an online permitting system implementation is that it be available with little to no fiscal impact".
 - Gary Shushnar (SCE) agreed, but also noted his concern that a lot of the smaller builder departments do not have any available funds. They will need a system that saves them time with in person applicates. "When they go to their City Manager for more money, they get turned down."
 - The Chair noted that there is ultimately a savings to the user for not having to wait around at the building department.
- WHPA Staff (Paul Kylo) called attention to the live document edits he made during the meeting. Based on the above discussion, language was changed to "the online permitting system should be offered to Building Departments for little to no fiscal impact, but a regular impact fee should be included that can be reimbursed through permit application fees and would pay for systems operation upgrades".



**CEESP Goal 1: WHPA Compliance Online Permitting Working Group
Teleconference Summary Notes
Monday, September 11, 2017
Scheduled for 9:00am – 10:00m PDT**

- **DECISION:** There was general agreement that Best Practices Memo, Conclusion Bullet #18 should be removed and incorporated into #3 as handled by live edits during the meeting.

Judy Roberson (CEC) noted that Conclusion #6 should better clarify what is meant by “needs to be secure”.

- **DECISION:** There was general agreement that Best Practices Memo, Conclusion #6 should be changed to read “should incorporate strong cybersecurity measures”.

Judy Roberson (CEC) noted that the Conclusion #14 “performance” reference is too vague a term and should be better clarified.

- **DECISION:** There was general agreement that Best Practices Memo, Conclusion #14 should reference “Connectivity speed” in place of “performance”.

Escalation Vote

WHPA Staff Note: Nancy Kennedy emailed Energy Cloud’s “aye” vote to approve the Best Practices Memo recommendations.

The Chair asked for a motion on the Best Practices in Online Permitting Memo.

Gary Shushnar (SCE) motioned and Todd Washam (ACCA) seconded the motion to approve and escalate the Best Practices in Online Permitting Memo to the WHPA Compliance Committee. The motion carried with a unanimous “aye” approval with zero “nay” or “abstain” votes cast and no further discussion.

MEETING NEXT STEPS OVERVIEW

ACTION: WHPA Staff to email a call for volunteers to work on drafting an overarching Feasibility Memo outline from the 5 previously developed Memos.

The next Online Permitting Working Group meeting will be scheduled after a draft Feasibility Memo has been development.

CLOSING COMMENTS/ADJOURNMENT

Todd Washam (ACCA) motioned and Gary Shushnar (SCE) seconded the motion to adjourn the meeting. The Chair adjourned the meeting at 9:30 am PDT following unanimous approval.

* * * * *

SUMMARY OF ACTION ITEMS AND KEY DECISIONS (from above)

ACTION ITEMS

1. **ACTION:** WHPA Staff to post the final August 28, 2017 Meeting Minutes to the WHPA Online Permitting Working Group’s webpage. (DONE)
2. **ACTION:** WHPA Staff to email a call for volunteers to work on drafting an overarching Feasibility Memo outline from the 5 previously developed Memos. (DONE)

KEY DECISIONS

1. **DECISION:** There was general agreement that Best Practices Memo, Conclusion #11 be changed to read “permit fee schedules”.
2. **DECISION:** There was general agreement that Best Practices Memo, Conclusion Bullet #18 should be removed and incorporated into #3 as handled by live edits during the meeting.
3. **DECISION:** There was general agreement that Best Practices Memo, Conclusion #6 should be changed to read “should incorporate strong cybersecurity measures”.
4. **DECISION:** There was general agreement that Best Practices Memo, Conclusion #14 should reference “Connectivity speed” in place of “performance”.