



**CEESP Goal 1: WHPA Compliance Online Permitting Working Group
Teleconference Summary Notes
Monday, March 27, 2017
Scheduled for 9:00am – 10:00m PDT**

Call to Order

Committee Co-Chair Allison Paul (CHF) called the meeting to order at 9:02 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 14 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
Voting Eligible				
ACCA (Air Conditioning Contractors of America)	Todd	Washam	Contractor Association	A
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 (last 24 min)
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	P
IHACI (Institute of Heating and Air Conditioning Industries)	Bob	Wiseman	Contractor Association	A
Indio Cooling & Heating Supply	Tim	Mann	Distributor	A
PG&E (Pacific Gas and Electric Company)	Jill	Marver	California IOU	A
SCE (Southern California Edison)	Gary	Shushnar	California IOU	P
Not Voting Eligible				
CBIA (California Building Industry Association)**	Bob	Raymer+	Codes & Standard Official (Association or Jurisdiction)	A
iPermit ERaters**	Ian	Jacoby+	Third Party Quality Assurance Providers	A
USERA	Don	Charles+	Third Party Quality Assurance Providers	P (last 5 min)
Guests				
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	P
Selby Energy Inc	Brian	Selby	Educator, Trainer	A
WHPA Staff				
CLEARresult	Paul	Kyllo	Other Stakeholder	P (Work Product)
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 Working Group by WHPA Staff prior to the meeting.

- 1) **Roll Call** – WHPA Staff (Wendy Worrell) – 5 min
- 2) **Legislative and Regulatory Policy Issues Memo Review** – Subgroup Lead (Allison Paul) – 25 min
 - a) Narrative Draft Review and Discussion
 - b) Escalation Vote (if applicable)
- 3) **Minimum Legal Requirements Memo Review** – Subgroup Lead (Eric Beriault) – 25 min
 - a) Draft Revision Review and Discussion
 - b) Escalation Vote (if applicable)



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- 4) **Meeting Next Steps Overview** – Chair (Allison Paul) - 5 min
 - a) Next Meeting (**Tentative**): Monday, April 3rd or April 10th from 9:00am – 10:00am PDT
 - b) Next Agenda (TBD)
- 5) **Adjournment** by 10:00am PDT – Chair (Allison Paul)

The Chair confirmed that since the Best Practices Memo was not due until the end of June 2017, it was tabled so the meeting could focus on finalizing the other two Memos to meet the March 31, 2017 deliverable.

Prior Meeting Notes

The March 20, 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 20, 2017 meeting notes reflective of any received edits to the [WHPA Online Permitting Webpage](#).

Legislative and Regulatory Policy Issues Memo Update

The draft Legislative and Regulatory Policy Issues Memo was emailed to the roster prior to the meeting.

The Chair confirmed that the Legislative and Regulatory Policy Issues Memo is due March 31st. She noted the following comments received from Bob Bark's that she said she agreed with:

"I think (submitting) to the Compliance Committee from the Online Permitting Group is appropriate.

The memo is a good summary of the existing legislation that may impact permitting and compliance. I think the final summary paragraphs would be more powerful if they simply stated that there may be additional legislation needed to directly address compliance and permitting. Not sure how to state it. Is it appropriate for the committee to encourage additional legislation? Or just point out that permitting and compliance appear to be second or third tier elements of current legislation?"

The Chair overviewed the content in the draft narrative Memo and asked for input from those on the call.

ACTION: Allison Paul (CHF-CIRB) to make needed edits to incorporate Bob Barks' (CALBO) comments into the Legislative and Regulatory Policy Issues Memo for final escalation approval with final subgroup edits and revisions due by March 29th COB to ensure WHPA Staff can solicit email votes from the OPWG eligible voters by March 31st. WHPA Staff will assist with narrative formatting as needed.

Minimum Legal Requirements Memo Update

The Minimum Legal Requirements Memo Subgroup Lead, Eric Beriault (EnerGuy), reported that he pulled all information he could find related to the minimum legal requirements for a mechanical building permit, then overviewed the updated draft document. He reported that his staff called 105 building departments in 26 counties in California for information. He also listed additional information building departments reported wanting. Eric clarified that the CF-1R was a requirement in all cases and that Appendix B has an additional column to clarify what was "optional", "required", and "not required". He noted that most take the information from the CF-1R and use it to apply for the permit. Eric stated that from his perspective step 1 for an online permit is to start with the CF-1R form.

Eric Taylor (Enalaysy) asked if there was one thing Building Departments indicated would restrict use of the CF-1R form for building permits.

- Eric Beriault (EnerGuy) replied that there was nothing that was perceived as a barrier, in his opinion, except perhaps the size of the engineering documents for upload since Building Departments want hard copies.

The Chair asked if the content in the Memo was verbatim from AB 2335.

- Eric Beriault (EnerGuy) confirmed that it is a condensed version of the requirements.
- The Chair commented that the information presented was great, and that the Memo draft was a "job well done".

Dave Hegarty (Duct Testers) asked about air resource litigation fees in the Central Valley.



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- Eric Beriault (EnerGy) suggested that it would be a minimum requirement in those jurisdictions, but confirmed he was not familiar with that.
- Dave Hegarty (Duct Testers) reported that the CARB laws are based on the manufacturer, so the manufacturer needs to know where the equipment is. He clarified that while it does not affect permitting, the permit is needed so CARB knows where the piece is going. “The law is where it ends up. If CARB has laws on the books that clarify the manufacturer is responsible for it being placed in the zone, then it is on the manufacturer and the distributor to comply for the mitigation fee. CARB may be able to help us.”
- Eric Taylor (Enalasy) asked Dave Hegarty (Duct Testers) if there is a site map for the CARB litigation areas.
- Dave Hegarty (Duct Testers) confirmed that it is on their website.
- As WHPA Compliance Committee Chair, Bob Barks (CALBO) commented that if Dave Hegarty (Duct Testers) can find someone from CARB to talk to the Compliance Committee, it would be helpful to ensure “we are all on the same page, particularly if the CARB regulations affect HVAC permitting.”

ACTION: Dave Hegarty (Duct Testers) to provide further information about the CARB mitigation fee and their need to track equipment via permits in the San Joaquin Jurisdiction.

Bob Barks (CALBO) noted that under the basic components of a permit, there are some that are required if it applies, but that otherwise they would be optional. He noted that some content in the draft Memo needed fine tuning to clarify that it would be a checkbox issues if it were an online permit. Examples include the “licensed design professional” and the “owner-builder declaration signature” lines.

ACTION: Eric Beriault (EnerGy) to make needed edits to the Minimum Legal Requirements Memo and Appendices, including clarification of permit requirements versus options on Appendix B, with subgroup final edits and revisions due by March 29th COB to ensure WHPA Staff can solicit email votes from the OPWG eligible voters by March 31st. WHPA Staff to assist with narrative formatting as needed.

MEETING NEXT STEPS OVERVIEW

The next Online Permitting Working Group meeting was confirmed for Monday, April 10th from 9:00am – 10:00am PDT. The agenda will focus on development of the Jurisdictional and Contractor Surveys, plus the Best Practices Memo.

CLOSING COMMENTS/ADJOURNMENT

ACTION: The Chair to present the final Legislative and Regulatory Policy Issues Memo and the Minimum Legal Requirements Memos to the WHPA Compliance Committee for approval at the April 13th Compliance Committee meeting.

The Chair adjourned the meeting at 9:42 am PDT.

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SUMMARY OF ACTION ITEMS AND KEY DECISIONS (from above)

ACTION ITEMS

1. **ACTION:** WHPA Staff to post the final version of the March 20, 2017 meeting notes reflective of any received edits to the [WHPA Online Permitting Webpage](#). (DONE)
2. **ACTION:** Allison Paul (CHF-CIRB) to make needed edits to incorporate Bob Barks’ (CALBO) comments into the Legislative and Regulatory Policy Issues Memo for final escalation approval with final subgroup edits and revisions due by March 29th COB to ensure WHPA Staff can solicit email votes from the OPWG eligible voters by March 31st. WHPA Staff will assist with narrative formatting as needed. (DONE)
3. **ACTION:** Dave Hegarty (Duct Testers) to provide further information about the CARB mitigation fee and their need to track equipment via permits in the San Joaquin Jurisdiction.
4. **ACTION:** Eric Beriault (EnerGy) to make needed edits to the Minimum Legal Requirements Memo and Appendices, including clarification of permit requirements versus options on Appendix B, with subgroup final edits and revisions due by March 29th COB to ensure WHPA Staff can solicit email votes from the OPWG eligible voters by March 31st. WHPA Staff to assist with narrative formatting as needed. (DONE)



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5. **ACTION:** The Chair to present the final Legislative and Regulatory Policy Issues Memo and the Minimum Legal Requirements Memos to the WHPA Compliance Committee for approval at the April 13th Compliance Committee meeting. (DONE)