



**CEESP Goal 1: WHPA Compliance Online Permitting Working Group
Teleconference Summary Notes
Monday, April 24, 2017
Scheduled for 9:00am – 10:00m PDT**

Call to Order

Committee Chair Allison Paul (CHF-CIRB) called the meeting to order at 9:01 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 17 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	P
CALBO (California Building Officials)	Mark	Meyers	Codes & Standards Official (Association or Jurisdiction)	P
CalCERTS, Inc.	Charlie	Bachand	Certifying Body	A
CalCERTS, Inc. (standing Proxy)	Susan	Davison	Certifying Body	A
CEC (California Energy Commission)	Judy	Roberson	Government (Other than CPUC)	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
Enalaysys	Eric	Taylor	Third Party Quality Assurance Providers	P (Speaker)
Enalaysys (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
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	A
PG&E (Pacific Gas and Electric Company) ^I	Jill	Marver	California IOU	A
SCE (Southern California Edison) ^I	Gary	Shushnar	California IOU	A
SDG&E ^I	Jeremy	Reefe	California IOU	A (Proxy to Paul Thomas)
Guests				
CALBO (California Building Officials)	Bob	Barks	Codes & Standards Official (Association or Jurisdiction)	P (Compliance Chair)
CHEERS	Jim	Hodgson+	Certifying Body	P (last 13 min)
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				
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; I = IOU representatives informed WHPA Staff on April 19, 2017 that the IOUs are not allowed to vote on compliance related work products. For this reason, IOU representatives who may otherwise meet WHPA voting eligibility, are listed under the "Not Voting Eligible" status.

Judy Roberson (CEC) was welcomed to the Working Group following her request to join.
Paul Thomas (SDG&E) announced that he was attending the meeting as the proxy for Jeremy Reefe (SDG&E).
Jim Hodgson (CHEERS) was invited to listen in on the meeting by Bob Johnson (CHEERS). Jim will be a recurring guest.



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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

- 1) **Roll Call** – WHPA Staff (Wendy Worrell) – 5 min
- 2) **Update: Memo Votes** – Chair (Allison Paul), WHPA Staff (Wendy Worrell) – 10 min
 - a) Legislative and Regulatory Policy Issues Memo
 - b) Minimum Legal Requirements for a Building Permit Memo
- 3) **Overview Presentation: Oregon Statewide Online Permitting Model** – Best Practices Memo Lead (Eric Taylor) – 30 min
 - a) Presentation
 - b) Q&A
- 4) **Update: Contractor and Jurisdictional Surveys** – WHPA Staff (Wendy Worrell) – 10 min
- 5) **Meeting Next Steps Overview** – Chair (Allison Paul) - 5 min
 - a) Future Meeting Schedule: Mondays from 9:00am – 10:00am PDT
 - i) May 8th and 22nd
 - ii) June 5th and 19th
 - b) May Agenda Topics:
 - i) Best Practices Memo Progress
 - (1) **ACTION:** CSE to help secure a guest speaker to update on the impact of the California Solar Permitting Guidebook for best practices research assistance.
 - (2) **ACTION:** Enalays to provide the requested Green It Forward Online Permitting System – Statistics Report for best practices research by Mid-May 2017.
- 6) **Adjournment** by 10:00am PDT – Chair (Allison Paul)

Prior Meeting Notes

The April 10, 2017 meeting minutes were email distributed to the roster for approval.

ACTION: WHPA Staff to post the final version of the April 10, 2017 meeting notes reflective of any received edits to the [WHPA Online Permitting Webpage](#).

Update: Memo Votes

The Chair reported that the Legislative and Regulatory and Policy Issues Memo and the Minimum Legal Requirements for a Building Permit Memo were reviewed and approved by the WHPA Compliance Committee on April 13th and by the WHPA Executive Committee (EC) on April 19th following discussion and some edits.

The approved WHPA Work Products are posted under the “Work Products” section of the Western HVAC Performance Alliance website. The links were emailed to the roster prior to the meeting for reference.

1. [Minimum Legal Requirements for a Building Permit Memo](#) (Note: The EC Vote portion at the bottom of the Work Product Summary was pending update at the time of the meeting.)
2. [Legislative and Regulatory Policy Issues Affecting Online Permitting Memo](#) (Note: The EC Vote portion at the bottom of the Work Product Summary was pending update at the time of the meeting.)

The Chair asked if there were any concerns on the content of the approved Memos. No comments were voiced.

The Chair and WHPA Staff clarified that per notification during the April 19th EC meeting, the IOUs are not able to cast votes on Compliance related issues so it is important to ensure their input is captured and vetted during the process before vote escalation. Industry votes at the EC level will be critical for work product approvals.



CEESP Goal 1: WHPA Compliance Online Permitting Working Group
Teleconference Summary Notes
Monday, April 24, 2017
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Overview Presentation: Oregon Statewide Online Permitting Model

The REFERENCE DOCUMENT: “Oregon OPS Link Research” was emailed to the roster prior to the meeting.

Based on the reference document, Eric Taylor (Enalasy) overviewed his research findings about the Oregon Online Permitting System (OPS), noting at the start of his comments that Enalasy has an online permitting system so he reviewed as objectively as he could, but that further review should be done by another member to avoid potential conflict of interest.

The primary findings follow:

- The Oregon system was found to be voluntary versus mandatory.
- The free (subsidized) part of the permitting system is the online “form” submittal process. The back-end system to manage the permitting process and accounting is not subsidized by the State.
- The online permitting software is one app and cannot be used unless the software supplier’s (Accela) backbone system is also implemented at each City or County.
- There is a list of cities and counties using the Oregon online permitting system on the State’s Building Permits’ webpage.
- Although early information indicated Portland was using the Oregon online permitting system, it was confirmed by phone that Portland currently uses their own system rather than the statewide online permitting system.
- While it appears that Oregon has a subsidized permitting program, it is unclear how effective it has been in increasing permitting and compliance in the State. “It would require a tremendous amount of time and money to further evaluate Oregon’s subsidized permitting system and its effectiveness.”
- The overall impression was that implementation and market adoption of the Oregon statewide online permitting system was not as successful as was hoped for use as a model in California.

Oregon OPS Related Links Reviewed by Enalasy

- [“State of Oregon Honored for Accela-Based Statewide e-Permitting Website”](#), Marketwire, September 20, 2011
Comments: Press release by the software provider; cannot be used as relative fact.
- [“Oregon Expands Statewide Online Permitting Service”](#), bizjournals.com, October 9, 2006
Comments: Outdated information would require research as outlined in the (reference document) summary.
- [“Oregon to Pursue Nation’s First Statewide Online Permitting Service”](#), Salem-News.com, October 11, 2006
Comments: Provides historical context and expectations at the time.
- [The City of Portland Oregon – BDS Permits Online website](#)
Comments: The City of Portland was contacted and asked the questions about how the State Subsidized program was working for them. The City of Portland personnel informed that they are not participating in a State subsidized permitting program, however, they do have their own system.
- [The State of Oregon – Building Permits website](#)
Comments: “Participation by cities or counties is voluntary and each participating city or county determines which permits are available for sale online. To see a list of participating cities and counties [click here](#).” This information posted on the website was confirmed by conversation with personnel at the State. Unfortunately, they were unwilling to share relative facts about the program.

Q&A DISCUSSION

QUESTION: Bob Wiseman (IHACI) asked if Eric Taylor (Enalasy) got a feel for how the program was designed to work even if it is not actually functioning that way. For example, is it optional that the contractor can use it in lieu of the Portland program or if it must be used the way Portland says, etcetera?

ANSWER: Eric Taylor (Enalasy) believes it was generated so contractors could pull a permit online and then submit the application but that not much tracking occurred unless it was put in the back end at the jurisdictions and then at the State. The free part was more to submit the paperwork, but he did not believe it was designed to go further than that. Many of the jurisdictions use Accela that built the free part, but without the back-end system, the building department can only take in the permit as though someone was at the counter. Since it was not mandatory and not all the building departments had the backend, it does not seem to have been as successful. Eric indicated that a voluntary system like this one did not appear to improve compliance.

COMMENT: Mark Meyers (CALBO) has been watching the Oregon process for a while. He reported that they were trying to do permits beyond HVAC, but it seems that the smaller counties were the ones that mostly participated. The larger ones already had



CEESP Goal 1: WHPA Compliance Online Permitting Working Group
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Monday, April 24, 2017
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systems. The results support Mark's **suggested solution** early in the OPWG process that it makes more sense **to allow the jurisdictions with existing online permitting systems to point them to the statewide system.**

The Chair thanked Eric Taylor (Enalasy) for the research. She noted that while the results were not what was hoped for to "see the light at the end of the tunnel" for best practices to model, **it is important to keep the lessons learned about voluntary versus mandatory, etcetera in the developing memo.**

Update: Contractor and Jurisdictional Surveys

The Chair reported that both the contractor and the jurisdictional surveys are in the final testing phases with distribution to the jurisdiction and contractor lists expected later this week.

MEETING NEXT STEPS OVERVIEW

The next Online Permitting Working Group meetings were confirmed for the following Mondays from 9:00am – 10:00am PDT:

- May 8, 2017
- May 22, 2017
- June 5, 2017
- June 19, 2017

May agenda topics were confirmed as including the following for Best Practices Memo development progress:

- Marcus Gilmore (CSE) to provide an update on the impact of the California Solar Permitting Guidebook for best practices research assistance on May 8th.
- Eric Taylor (Enalasy) to provide the requested Green It Forward Online Permitting System – Statistics Report for best practices research by May 22nd.

CLOSING COMMENTS/ADJOURNMENT

The Chair reminded of the need for someone to review and incorporate EnergyCodeAce into the Best Practices Memo. No one volunteered during the meeting, but the Chair confirmed there is still sufficient time to complete the task.

There was some discussion about SB 1414 and Utility responsibility.

- Eric Taylor (Enalasy) asked about what SB1414 means to the Utilities in terms of their responsibility. He suggested that a flow chart document of responsibilities posted on the WHPA website might be helpful for program administrators, etcetera.
- The Chair suggested keeping it complimentary to the Legislative and Regulatory Memo already created rather than adding another task.
- Eric Taylor (Enalasy) agreed but confirmed that if education is what is needed at the core, industry should do it.
- The Chair confirmed that she does not want to shut down extra research or resources that would be helpful to the OPWG's needs.
- Paul Thomas (SDG&E) commented that the need being outlined might be more of a POU need since the IOUs (particularly Jeremy Reeve with SDG&E), are very aware of SB 1414 and have already begun implementing it into their Programs.
- Mark Meyers (CALBO) commented that "we need to take it apart and look at the pieces". All the IOUs and POUs that offer rebates for installation are on the incentivizing side and not on the enforcement side. If all were following code, there would be no need for incentives, but code is not as followed as it should be because there is no enforcement. The need is to deal with the root of enforcement issue.
- Eric Taylor (Enalasy) confirmed that he was thinking more of a flow chart for explanation of who does what rather than for implementing major change.
- Mark Meyers (CALBO) does not believe there is a need to worry about rebates. "Rebates are optional, but compliance is not. As long as noncompliance is believed to be an option because compliance is not enforced, contractors won't comply."
- The Chair suggested that a supplementary document might be a good idea but that it would be at a future time.



**CEESP Goal 1: WHPA Compliance Online Permitting Working Group
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Monday, April 24, 2017
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- Paul Thomas (SDG&E) agreed that it seems logical to identify the need, but being respectful of everyone's time, he does not see the need for the IOUs. He suggested that time be put to documentation for the POUs if WHPA feels it is warranted.
- WHPA Staff commented that it would be best to push the topic to the WHPA Compliance Committee rather than stray from our specific tasks for the OPWG which are outlined in the WHPA Online Permitting Roadmap.
- Dave Hegarty (Duct Testers) commented that he would appreciate seeing what documents the IOUs do have for direction on SB 1414.
- Paul Thomas (SDG&E) confirmed understanding of the reasoning behind Dave Hegarty's (Duct Testers) request.

The Chair adjourned the meeting early at 9:48 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 April 10, 2017 meeting notes reflective of any received edits to the [WHPA Online Permitting Webpage](#).
2. **ACTION:** Incorporate the following key points into the Best Practices Memo:
 - a. To encourage more participation, a suggested solution is to allow jurisdictions with existing online permitting systems to point them to the statewide system.
 - b. Include the lessons learned about voluntary versus mandatory, etcetera from the Oregon Online Permitting System and other resources.
 - c. Review and incorporate applicable Energy Code Ace content as a tool/resource for best practices.
3. **ACTION:** WHPA Staff to send meeting notices for May 8th, May 22nd, June 5th and June 19th from 9:00am – 10:00am PDT.
4. **ACTION:** Marcus Gilmore (CSE) to provide an update on the impact of the California Solar Permitting Guidebook for best practices research assistance on May 8th.
5. **ACTION:** Eric Taylor (Enalasy) to provide the requested Green It Forward Online Permitting System – Statistics Report for best practices research by May 22nd.