

**Bill Bradbury**  
Chair  
Oregon

**Henry Lorenzen**  
Oregon

**W. Bill Booth**  
Idaho

**James A. Yost**  
Idaho



## Northwest Power and Conservation Council

**Jennifer Anders**  
Vice Chair  
Montana

**Pat Smith**  
Montana

**Tom Karier**  
Washington

**Phil Rockefeller**  
Washington

September 30, 2014

### MEMORANDUM

**TO: Council members**

**FROM: Charlie Grist and Jennifer Anziano**

**SUBJECT: Council approval of the 2015 RTF Work Plan, Budget, and Business Plan**

### **BACKGROUND:**

**Presenter:** Jennifer Anziano

**Summary** The Regional Technical Forum (RTF) is seeking approval of its 2015 Work Plan, 2015 Budget, and 2015-2019 Business Plan.

**Relevance** The Council approved the RTF Work Plan and budget, with input from the RTF Policy Advisory Committee (PAC).

**Workplan:** 1.C Chair and manage RTF activities

**Background:** The RTF operates on a calendar year. The RTF began developing its 2015 Work Plan in July. After several iterations and revisions based on feedback and discussion, the RTF adopted the 2015 Work Plan at its September 16 meeting and agreed to forward it to the RTF PAC for review and to the Council for approval.

The RTF PAC met on September 18 to review the draft 2015 Work Plan. It will make its own recommendations on the work plan to the Council.

**More Info:** RTF Adopted 2015 Work Plan  
RTF Adopted 2015-2019 Business and Operating Plan  
Decision Memo  
Presentation

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September 30, 2014

### MEMORANDUM

**TO:** Northwest Power and Conservation Council

**FROM:** Jim West, Co-chair, RTF Policy Advisory Committee  
Pat Smith, Co-chair, RTF Policy Advisory Committee

**SUBJECT:** Regional Technical Forum 2015 Work Plan, Business Plan and Budget:  
Recommendation of the Regional Technical Forum Policy Advisory  
Committee

The Regional Technical Forum Policy Advisory Committee (RTF PAC) has completed its review of the proposed RTF 2015 Draft Work Plan, Business Plan and Budget and recommends that the Council approve the 2015 Work Plan, Business Plan and Budget as submitted by the RTF.

Additionally, the RTF PAC has affirmed its agreement on the recommended future funding levels and the methodology for allocating funding among each RTF subscriber over the next five years.

The RTF Policy Advisory Committee appreciates the opportunity to offer this recommendation to the Council on the RTF 2015 Work Plan, Business Plan and Budget, and respectfully requests approval.

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September 30, 2014

### DECISION MEMORANDUM

**TO:** Council members

**FROM:** Jennifer Anziano  
RTF Manager

**SUBJECT:** Regional Technical Forum 2015 Work Plan, Budget, and Business Plan

**PROPOSED ACTION:** Council Approval of the 2015 Work Plan, Budget, and Business Plan

**SIGNIFICANCE:** Under the RTF Charter and By-laws, the Council approved the RTF's work plan, budget, and business plan with input from the RTF Policy Advisory Committee and any other interested parties.

### BUDGETARY/ECONOMIC IMPACTS

The RTF is funded by contributions from Bonneville and the region's utilities, in-kind contributions of Council staff time, and by donated time from many organizations through RTF membership or subcommittee work. Therefore, there is an impact on the Council budget through staff time allocated to organizing and managing RTF operations and contracting. In 2014, the Council contributed roughly 1.7 full-time staff to RTF activities. This was reduced from previous years due to a full time RTF-funded manager and dedicated contract analyst team. This contribution will be further reduced in 2015 (to approximately 1.1 full-time staff) due to shifting more of the management, budget, and contract obligation to the RTF-funded manager.

### BACKGROUND

The Council created the RTF in 1999 in response to a 1996 Congressional mandate and recommendations from the 1997 Comprehensive Review of the Northwest Energy

System. The legislative directive required the Council “*to develop consistent standards and protocols for verification and evaluation of energy savings, in consultation with all interested parties.*” Due to significantly increased demands on the RTF, the budget has increased substantially in recent years, which also has increased the amount of Council staff support required. The Northwest Energy Efficiency Taskforce (NEET) recommended that the RTF operations and budget be reviewed by a high-level committee to improve the operations of the RTF and to put it on a stable long-term funding basis. In response, the Council created the RTF Policy Advisory Committee (PAC). The RTF PAC provided its recommendations on a five-year funding agreement and structure to the Council at its June 2014 meeting in Missoula, Montana. The RTF PAC recommended an RTF budget of \$1.67 million for 2015, escalating to \$1.9 million in 2019. The PAC also supported using the NEEA funding allocation shares to determine RTF funder contributions.

The work plan, business plan, and budget recommendation are developed and adopted by the RTF. The RTF adopted its draft 2015 work plan and 2015-2019 business plan at its September 16 meeting and agreed to forward it to the Council with a recommendation for approval. The RTF PAC met on September 18 to review the draft work plan and will offer its own recommendation to the Council at the October 7-8 Council Meeting.

## **ANALYSIS**

The \$1.67<sup>1</sup> million budget is adequate to support the feasible level of RTF work expected for the upcoming year. The RTF is currently operating on a \$1.5 million budget for 2014 and as of September has allocated over 97% of its budget in contracts and deliverables. RTF and Council staff agree that this slight increase in budget for 2015 are appropriate to account for the planned work, plus some inflation.

## **ATTACHMENTS**

Proposed 2015 RTF Work Plan  
Proposed 2015-2019 Business Plan  
PowerPoint presentation on RTF Budget

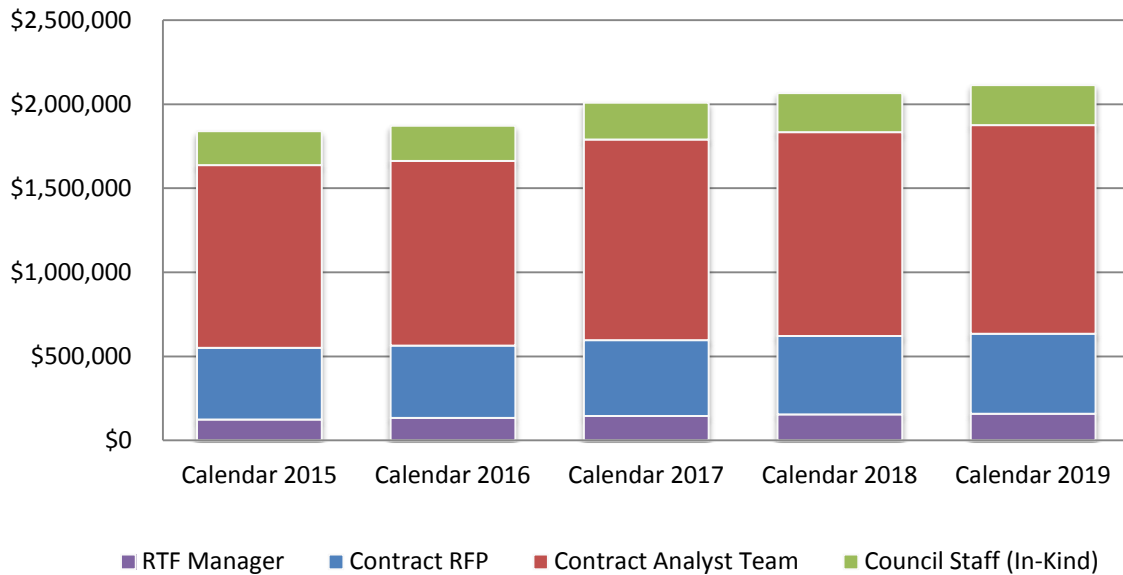
## **TABLES, GRAPHS, CHARTS, FIGURES, OTHER GRAPHICS**

Charts below show the 5-year budget proposal for the RTF. The first chart shows both the Council in-kind contribution (in green) plus the funders’ dollar contribution broken out by contract type for the next 5 year cycle (2015 through 2019). The second and third charts the allocation of the budget across three major RTF work area with and without Council in-kind contribution, respectively. These three major work categories are; (1) measure review and technical analysis, (2) tools, research, data and regional coordination, and (3) management and coordination.

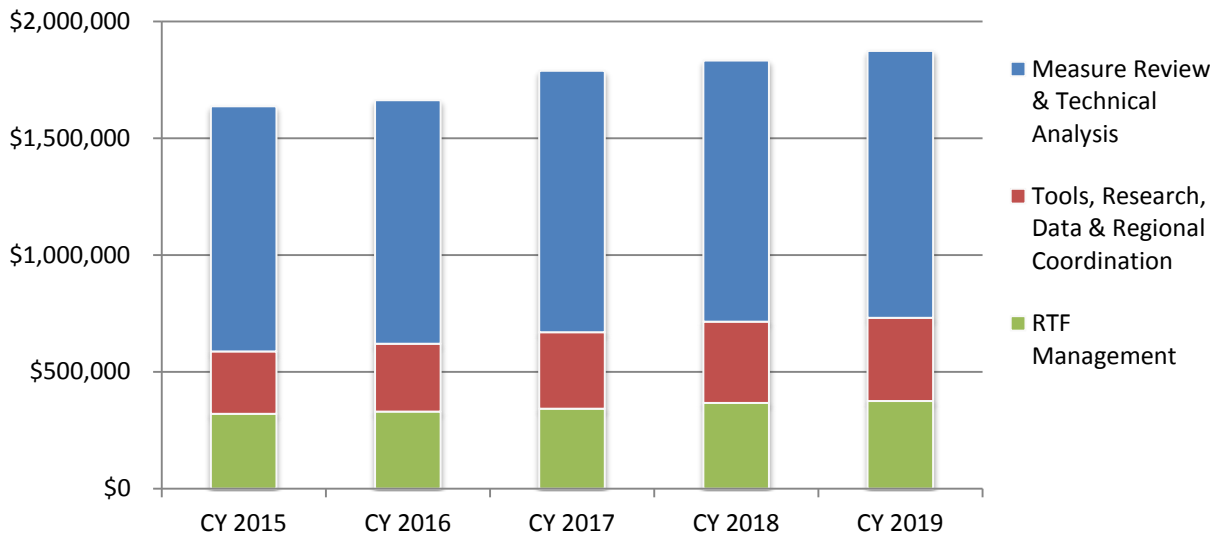
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<sup>1</sup> NorthWestern Energy’s NEEA share is based on the entire state of Montana, while the RTF share is only western Montana. This equates to a total RTF funding amount of \$1,637,600 for 2015.

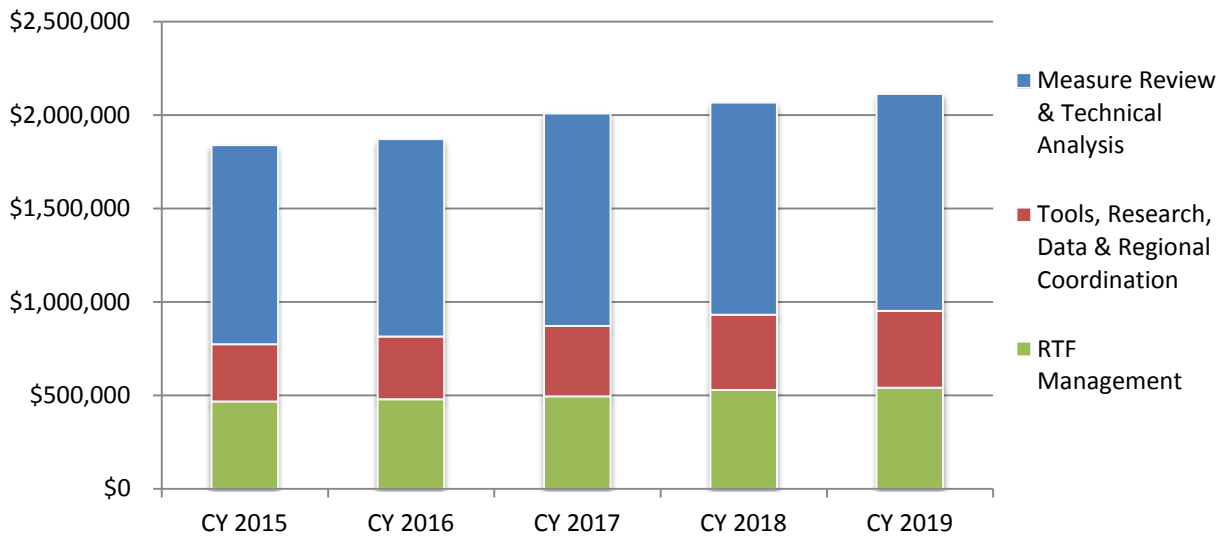
### 2015-2019 Outlook: Funding (Including Council)



### 2015-2019 Outlook: Category (Not including Council)



### 2015-2019 Outlook: Category (Including Council)





## **2015-2019 Business Operating Plan and Funding**

### **Introduction**

This document describes the draft Regional Technical Forum's (RTF) 2015 work plan and the 2015-2019 Business Plan. The budget for 2015 is currently estimated at \$1,637,600 per year. The RTF staff will present the draft work plan and business plan to the RTF at their August meeting. After a month comment period, the RTF staff will present the proposed work plan and business plan to the RTF at its September meeting for potential adoption, and forward that recommendation to the Council for approval. The RTF Policy Advisory Committee (PAC) will also review the proposed work plan, budget, and business plan at its September meeting and send their recommendation to the Council. The work plan and business plan will be brought to the Council at their October meeting for consideration.

### **Work Scope**

The RTF will continue to pursue the tasks adopted by the Council and its original charge from Congress and the Comprehensive Review<sup>1</sup>. These are:

1. Develop and maintain standardized protocols for verification and evaluation of energy savings.
2. Conduct periodic reviews of the region's progress toward meeting its conservation resource goals, acknowledging changes in the market for energy services, and the potential availability of cost-effective conservation opportunities.
3. Provide feedback and suggestions for improving the effectiveness of the conservation resource development programs and activities in the region.

Consistent with these tasks, the RTF will continue to provide recommendations to Bonneville Power Administration (Bonneville), the region's utilities, and system benefit charge administrators to facilitate the operation of their conservation resource acquisition programs. The 2015 work plan includes, but is not limited, to:

- Review and update existing measures and standardized protocols for verification and evaluation of energy savings. The RTF maintains and continually updates a library of over one hundred measures and protocols, approximately one-quarter of which will require updating in 2015 due to approaching sunset dates. A few additional measures will

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<sup>1</sup> See the RTF Charter at [http://rtf.nwcouncil.org/Revised\\_RTF\\_Charter\\_and\\_Bylaws.pdf](http://rtf.nwcouncil.org/Revised_RTF_Charter_and_Bylaws.pdf)

be updated to conform to the uniform methods and savings, costs, benefits, and life estimation standards outlined in the RTF's operative *Guidelines*<sup>2</sup>.

- Review and aid in the development of research plans for measures of regional importance and interest found to be out-of-compliance with the RTF *Guidelines*.
- Develop new measures and protocols and review unsolicited proposals for new measures and protocols.
- Continue to standardize and update the *Guidelines* for technical review of measures, protocols, and impact evaluations.
- Update and develop new tools for measure analysis, including updates to ProCost and SEEM.
- Conduct research projects, update data, and provide searchable access to data for analysis.
- Provide an inventory of regional evaluation spending and activities to aid in regional coordination of evaluation.
- Maintain a process through which Bonneville, the region's utilities, and system benefit charge administrators may demonstrate that different cost, savings, and cost-effectiveness findings should apply to their specific programs or service territories.
- Develop and maintain protocols by which the savings and the regional cost-effectiveness for energy efficiency measures, technologies, or practices not specifically evaluated by the RTF can be estimated.
- Review measurement and verification and program impact evaluation plans and results to assess their suitability for use supporting studies for RTF-related measure evaluations.
- Upon request of program sponsors, review plans for measurement and verification or program impact evaluation.
- Develop, review, and revise as needed program technical specifications. Identify high-priority evaluations and research and demonstration activities that are needed to improve regional energy savings estimates or facilitate adoption of new and existing energy efficiency technologies, measures, or practices.
- Provide support and outreach to small and rural utilities to ensure the unique circumstances and barriers of their service territories are being taken into account when developing RTF technical measures and specifications.
- Review efficiency-related technical analysis developed for the Council's Seventh Power Plan.

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<sup>2</sup> <http://rtf.nwcouncil.org/subcommittees/guidelines/>



- Provide outreach, training support and presentations for RTF related matters.

## 2015 Activities and Budget

The RTF's specific work plan is largely driven by the requests it receives from parties within the region, primarily utilities, Bonneville Power Administration (BPA), Energy Trust of Oregon (ETO), Northwest Energy Efficiency Alliance (NEEA), and state energy agencies (SEO). Historically these requests have come to the RTF through informal requests from staff of these entities or through the more formal "petition" process on the RTF Planning, Tracking and Reporting (PTR) web site.

To facilitate the submittal of proposals by parties in the region for review by the RTF, and because the PTR system is no longer utilized by BPA for tracking and reporting purposes, the RTF established an online proposal form located directly on the RTF website as part of its 2013 Work Plan. This proposal form is designed to collect the minimum data that is required for a measure to be considered for RTF approval. This new proposal process allows the RTF to respond in a timely manner to emerging technical issues and questions, and prioritize incoming requests. In addition, the RTF will issue an annual request to Bonneville, the region's utilities, ETO, NEEA, and SEOs asking these entities to identify specific technical research and evaluation issues that they believe should be addressed during the coming year.

During its operating year, the RTF typically adjusts allocation of resources among the categories in its work plan based on requests received, proposals, and the pace of multi-year projects. Specifically, the RTF reviews the budgets allocated to the review of existing and new measures and, within those budget categories, the allocation of funding between Unit Energy Savings (UES) measures and Standard Protocols. The RTF notifies the Council and its funders of all significant reallocation of resources or priorities.

In 2014, the RTF addressed most of the remaining UES measures identified in 2012 as requiring review for compliance with its *Guidelines*. Therefore, UES measure updates in 2015 will focus on addressing those measures scheduled to sunset (24 measures).

The RTF divides its work into six categories of elective work and three categories for management and administration. Table 1 presents a summary of these categories for 2015. It includes components for Contract RFPs, RTF dedicated Contract Analyst Team, the RTF Manager, and Council staff in-kind contributions. The component labeled "Subtotal Funders" represents the amount of funding required from the RTF's voluntary funders. A detailed budget for 2015 and the five-year budget forecast are in the accompanying Excel workbook. Each category of work is briefly discussed in the sections following Table 1.

**Table 1: Planned RTF Activities for 2015**

<b>Category</b>	<b>Contract RFP 2015</b>	<b>RTF Contract Analyst Team 2015</b>	<b>RTF Manager 2015</b>	<b>Subtotal Funders 2015</b>	<b>Council In-Kind Contribution 2015</b>
Existing Measure Review & Updates	\$112,500	\$428,000	\$0	\$540,500	\$9,600
New Measure Development & Review of Unsolicited Proposals	\$90,000	\$310,000	\$0	\$400,000	\$5,100
Standardization of Technical Analysis	\$25,000	\$84,000	\$0	\$109,000	\$900
Tool Development	\$10,500	\$80,000	\$0	\$90,500	\$15,000
Research Projects & Data Development	\$0	\$40,000	\$0	\$40,000	\$20,000
Regional Coordination	\$12,500	\$125,000	\$0	\$137,500	\$4,000
Website, Database support, Conservation Tracking	\$20,000	\$20,000	\$0	\$40,000	\$55,000
RTF Member Support & Administration	\$146,800	\$0	\$0	\$146,800	\$5,000
RTF Management	\$8,300	\$0	\$125,000	\$133,300	\$87,000
<b>Subtotal New Work</b>	<b>\$425,600</b>	<b>\$1,087,000</b>	<b>\$125,000</b>	<b>\$1,637,600</b>	<b>\$201,000</b>

### **Existing Measure Review & Standardization of Technical Analysis (\$649,500)**

In 2010, the RTF began the task of updating, standardizing, and strengthening its technical analyses and more thoroughly documenting the input assumptions used for energy efficiency measures approved by the RTF. This work included the initial development of guidelines for estimating energy savings, measure costs, non-energy benefits, and measure life. In 2011, the RTF began a systematic process of conformance for its library of measures to the recently developed *Guidelines*. In 2014, much of this work was completed; therefore only a portion of the 2015 budget will be allocated to bringing the remaining handful of UES measures and Standard Protocols into compliance with these operative *Guidelines*. The remaining budget will be allocated to reviewing UES measures slated to sunset in 2014 and updating those, as necessarily, relative to measure viability, savings and cost estimates, baseline assumptions, lifetime, and other key factors.

In conjunction with this work, the RTF will work to standardize and streamline its technical analysis through improvements to the measure workbooks and the related Standard Information Workbook. The RTF will also continue to assess the relevance of the *Guidelines*, and make updates as necessary.

### **New Measure Development & Review of Unsolicited Proposals (\$400,000)**

Typically the RTF sets aside funding for review of specific high-priority new measures as well as unanticipated new measures or protocols proposed during the year. Approximately 24 percent of the 2015 budget is set aside for new measure work. This estimate is based on prior experience where much of the development and research required for new measures is done outside the RTF,

with the RTF budget assuming the costs of review and assistance by the Contract Analyst Team and occasional outside contract support. This development approach has typically been the case over recent years for high priority measures such as heat-pump water heaters and ductless heat pumps, although with the completion of the *Guidelines* in 2013, more utilities and 3<sup>rd</sup> party entities have been completing the majority of this research prior to submitting measures to the RTF for review.

As with past years, the RTF has allocated a portion of its 2015 budget for the review and development of measures specifically targeted at small and rural utilities in recognition of their limited resources and the unique circumstances of their service territories. For 2015, the RTF plans on allocating \$40,000 towards the development of measures identified by the small/rural subcommittee. Contract Analyst Team resources have been allocated to review and assist with the development of these work products and other measures that get adopted by the RTF and which may require modification to be applicable to small/rural utilities.

### **Tool Development (\$90,500)**

The work of the RTF, its technical analysis, recommendations, and specifications require continued development of analytical tools and measure specifications used region-wide. The 2015 budget allocates funding for the development or enhancement of the economic analysis tool ProCost, including additional cleaning of the code, automation for workbooks, and tool documentation. Additionally, some budget is allocated to addressing the residential heat loss simulation model (SEEM). For 2015, the plan is to shift more of this work to the dedicated Contract Analyst Team to ensure a solid understanding of the impact any updates have on RTF analysis.

### **Research Projects & Data Development (\$40,000)**

Primary research has not been a key function of the RTF in the past because primary data collection is expensive. However, on occasion it has been advantageous to use the RTF to sponsor primary research, or to coordinate secondary research where there is distinct region-wide value. For 2015, approximately 2 percent of the budget has been allocated to this category for the Contract Analyst Team to assist with reviewing Power Plan inputs and supply curves as part of the early stages of the Seventh Power Plan development.

### **Regional Coordination (\$137,500)**

Approximately 8 percent of the 2015 budget is earmarked for regional coordination efforts. These efforts typically center on activities that are less measure specific and focus more on wider regional efforts that the RTF has identified as important issues to track. For 2015, this category has been increased to account for additional Contract Analyst time focused on review of regional research and evaluation plans.

### **RTF Member Support & Administration and RTF Management (\$320,100)**

Support and administrative activities identified for 2015 include RTF member support, contract management, and general meeting costs. Member support includes compensating RTF members when they are asked to devote significant additional time to RTF work tasks and/or when they would not otherwise be compensated by their employer for participation in RTF work. The RTF will require expanded technical capabilities to analyze measures, protocols, and measure specifications through RTF the Contract Analyst Team. The category also includes RTF management to develop agendas, schedule and manage RTF work flow, refine procedures, and

provide analytical support to the Contract Analyst Team. Approximately \$125,000 is assigned to this sub-category.

In addition, there is another \$201,600 of Council administrative staff work required to support contracts, billing, web site development, annual conservation tracking report, data warehousing, meeting costs, web conference, scheduling and other business functions that are best retained at the Council. These are treated as in-kind contributions from the Council and are not included in the 2015 budget of \$1.638 million. Over the next few years, the RTF plans to shift some work to the RTF Manager and expand its use of dedicated Contract Analysts to further relieve Council staff.

## **Organization and Staffing**

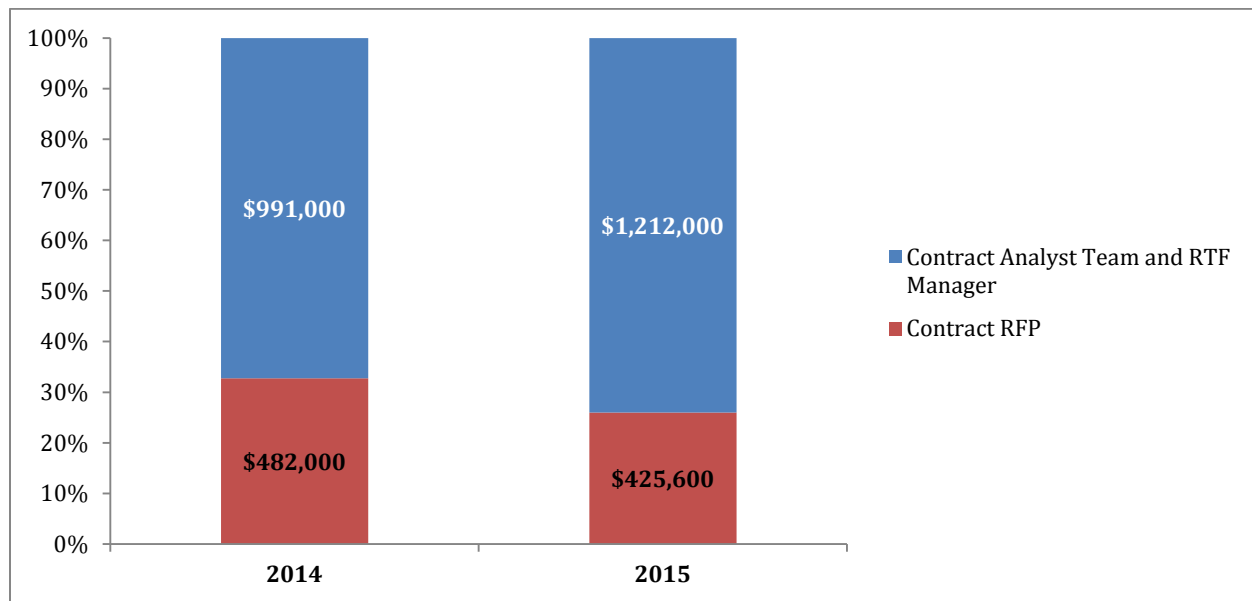
The full RTF meets at least once a month for an all-day meeting. As regional demand for its products and services increase, the RTF is constantly looking for ways to improve its operational efficiency and lessen the burden it places on its volunteer members.

In prior years, the work plan was constructed to bid out the majority of technical analyses and research projects to third-party contractors to develop work products and lead subcommittee discussions. Under that model, the RTF staff focused primarily on developing contract scope, managing contractors, and reviewing deliverables. This level of contract management included considerable technical assistance to contractors and extensive review of work products to ensure consistency with RTF standards. For 2013, the RTF shifted the majority of its technical analysis to a dedicated Contract Analyst Team. The strategy with this shift was to gain and retain technical knowledge within the team during the contract duration. This is expected to help with the long-term technical capability of the organization, as well as decrease the overall obligations of its volunteer members. Moreover, effective subcommittees are important to allow for increased throughput at one-day RTF meetings and the RTF Manager and Contract Analyst Team are typically better equipped to facilitate subcommittee efforts and follow-up on action items when they are closer to the analysis.

Furthermore, in an effort to lend credibility to work products developed by Contract Analyst Team, the 2013 and 2014 work plans also made provisions to contract out-third party reviews of all RTF staff work products throughout the year. This had the added benefit of keeping the measure development knowledge in-house while assuring a credible review of the work is done by an impartial third party. This approach will continue in 2015.

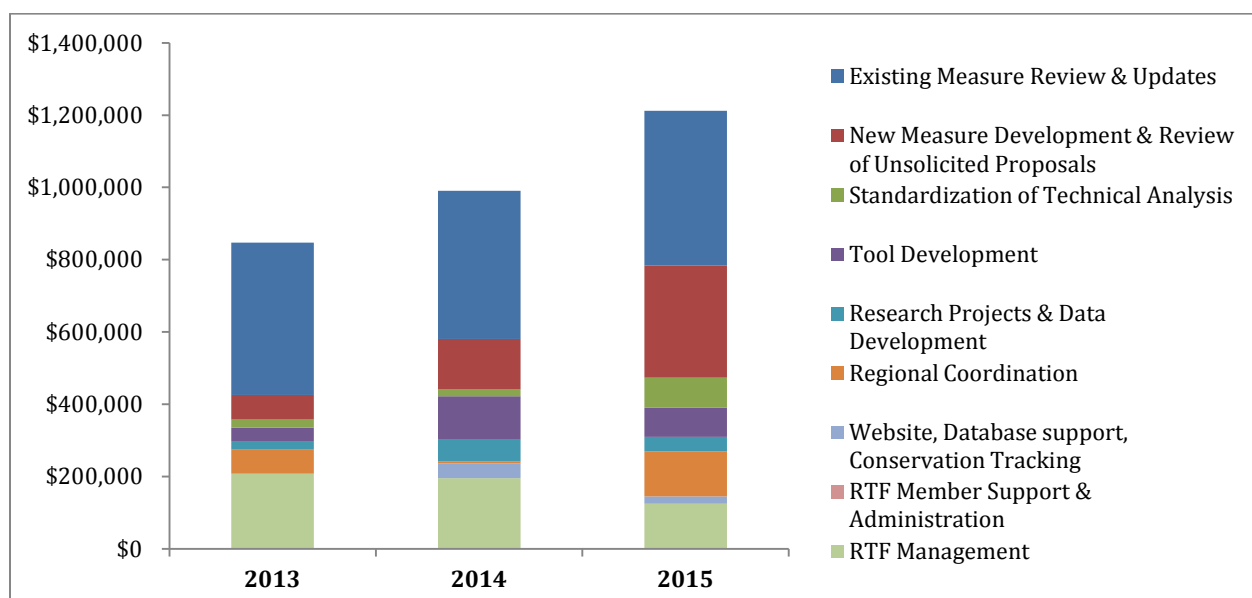
Similar to this business model adopted in 2013, the 2015 RTF work plan will continue to implement this strategy by allocating the majority of its budget towards the Contract Analyst Team time and less towards third-party contract RFPs for technical analysis. Under this model, the RTF will have the equivalent of 7.0 FTE dedicated to this work (1.0 FTE for the RTF Manager; 6.0 FTE for the Contract Analyst Team). For 2015, this represents a greater percentage of funding allocated to the Contract Analyst Team, relative to Contract RTP funds. The primary driver for this shift is the addition of a Contract Analyst focused on research and evaluation (part of this resource is captured in the Regional Coordination task, while the remainder is baked into the measure update and development tasks). Figure 1 represents this percent change in allocation Contract RFP and Contract Analysts Team (including the RTF Manager) between 2014 and 2015.

**Figure 1: Percentage of Budget Allocated to RTF Manager/Contract Analyst Team vs. Contract RFP for 2014-2015**

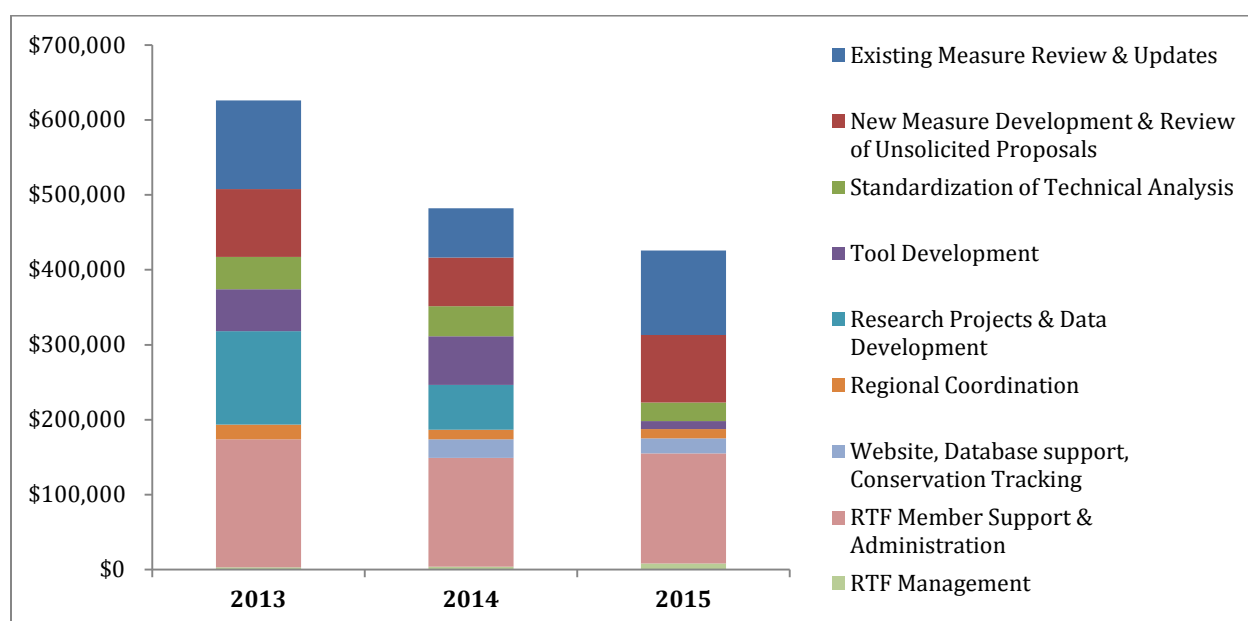


Figures 2 and 3 below show the change in allocation for the Contract Analyst Team and Contract RFP over the past three years, respectively. The RTF Manager will continue to oversee the work of a dedicated Contract Analyst Team to provide subcommittee support, review research projects, develop technical work related to new and existing measure development, and work with external stakeholders on bringing measures through the RTF process. Funding set aside for outside contracts will be used to review RTF Manager and Contract Analyst Team work products, conduct research projects as outlined in the work plan, aid in tool development, coordinate regional research efforts, and provide further support to the small and rural utilities work plan.

**Figure 2: RTF Manager and Contract Analyst Team Allocation for 2013-2015**



**Figure 3: RTF Contract RFP Allocation for 2013-2015**



## 2015 Funding

Funding for the RTF is developed through advice from the RTF Policy Advisory Committee (RTF PAC). In 2014, the RTF PAC recommended a five-year funding level of starting at \$1.67 million per year with an annual increase of 2.5 percent for wage and inflation rates over the following years. The RTF PAC also recommended that funding shares should follow the allocation method developed for NEEA funding, with an adjustment for Northwestern Energy<sup>3</sup>.

This approach solicits funding from Bonneville, several of the large generating public utilities, and all six investor-owned utilities in the region. Table 2 shows the 2015 funding shares and contributions by funder.

<sup>3</sup> NorthWestern Energy's NEEA share is based on the entire state of Montana, while the RTF share is only western Montana. This equates to a total RTF funding amount of \$1,637,600 for the starting year of 2015.

**Table 2: 2015 Funding Shares**

<b>Organization</b>	<b>NEEA Funding Allocation</b>	<b>Share of RTF Budget (rounded)**</b>
Bonneville Power Administration	36.04%	\$607,800
Energy Trust of Oregon	20.15%	\$339,700
Puget Sound Energy	14.14%	\$238,400
Idaho Power Company	8.97%	\$151,200
Avista Corporation, Inc	5.74%	\$96,800
PacifiCorp (Washington)	2.54%	\$42,900
Northwestern Energy	4.04%	\$35,700
Seattle City Light	3.66%	\$61,600
PUD No 1 of Clark County	1.31%	\$22,200
Tacoma Power	1.10%	\$18,500
Snohomish County PUD	0.65%	\$11,000
Eugene Water and Electric	0.32%	\$5,300
PUD No 1 of Cowlitz County	0.38%	\$6,500
<b>Total</b>	<b>99.03%</b>	<b>\$1,637,600</b>

\* Northwestern's contribution adjusted to \$35,700 for 2015. The RTF will adjust its work plan accordingly.

\*\* All funding shares adjusted by 100%/99.03% because Chelan Country is present in NEEA funding, but not RTF funding.

### **Multi-Year Work Plan & Regional Review of the RTF**

The RTF PAC approved a RTF developed multi-year work plan and budget for 2015-2019 to aid in long-term work plan development. This 5-year period coincided with the current NEEA funding cycle, and may vary in the upcoming years depending on future NEEA funding cycle changes. Annual work plan development is intended to provide flexibility to meet regional needs year to year and keep focus on high priority work. Table 3 shows committed RTF funding for the 2015 calendar year under the current multi-year agreement, and projected funding for the 2016-2019 calendar years based on work plan priorities in the future, and a forecasted 2.5% inflation rate (wage plus inflation) each year.

**Table 3: 2015 Committed Funding and 2016-2019 Projected Funding**

	<b>Committed Funding</b>	<b>Projected Funding</b>			
	<b>CY 2015</b>	<b>CY 2016</b>	<b>CY 2017</b>	<b>CY 2018</b>	<b>CY 2019</b>
Contracts	\$425,600	\$429,500	\$451,300	\$465,600	\$476,500
Contract Analyst Team	\$1,087,000	\$1,099,200	\$1,193,700	\$1,212,600	\$1,239,700
RTF Manager	\$125,000	\$134,500	\$144,800	\$155,800	\$158,900
Subtotal Funders	\$1,637,600	\$1,663,100	\$1,789,600	\$1,833,700	\$1,874,700
Council Staff In-Kind Contribution	\$201,600	\$209,200	\$219,600	\$233,000	\$238,000

# Proposed 2015 RTF Work Plan

October 7, 2014

## Work Plan Development Process

RTF 2015 work plan Process	Date
Develop draft work plan and present to Operations subcommittee	Tuesday, July 29, 2014
Incorporate Operations subcommittee feedback and present draft work plan to RTF	Tuesday, August 12, 2014
Solicit comments on draft work plan from RTF members, the public, and Council (Council directs PAC to review)	Wednesday, August 13, 2014
Receive comments on draft work plan from RTF and public	Monday, September 8, 2014
Post comments and proposed final work plan to October RTF agenda	Tuesday, September 9, 2014
Present final proposed work plan to RTF and develop recommendations	Tuesday, September 16, 2014
RTF PAC meeting to review draft work plan and send recommendations to Council	Thursday, September 18, 2014
Send recommendations from RTF to Council (in Council packet)	Tuesday, September 29, 2014
Present work plan to Council for approval	October 7-8, 2014



## Overarching Themes

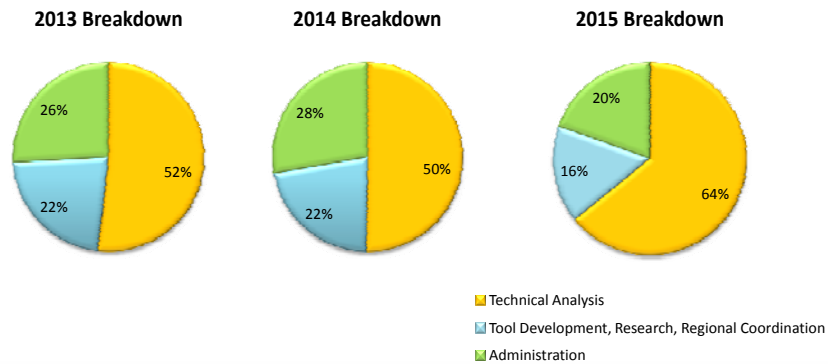
- **Increased emphasis on technical analysis**
  - 24 UES measures slated to sunset that need to be reviewed
  - Potential for several new UES measures (planned for 10)
  - Prioritize bringing standard protocols into compliance\*
  - Value in scanning for new standard protocols (planned for 5)
- **Addition of Contract Analyst with research and evaluation expertise to support**
  - Development of research plans supporting standard protocols
  - Regional coordination on research plans (as appropriate)
- **Less emphasis on tool and data development**

\*All, but 1 UES measures will be brought into compliance by end of 2014

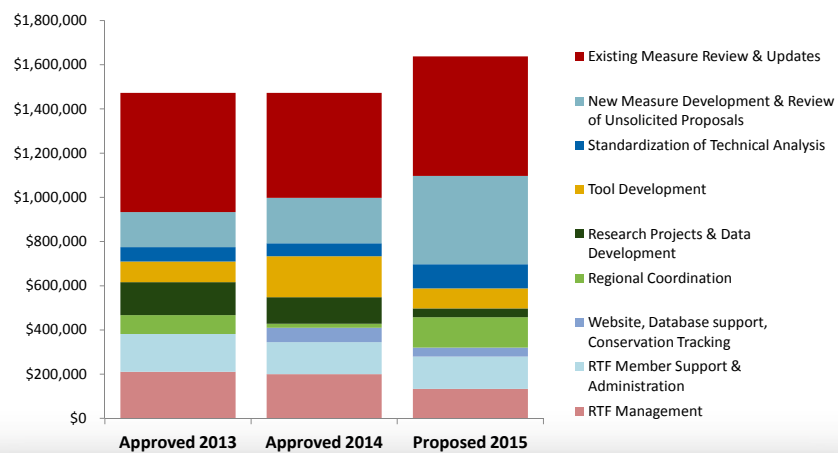
## Proposed 2015 Work Plan

Category	Contract RFP	RTF Contract Analyst Team	RTF Manager	Subtotal Funders	Council In-Kind Contribution	% of total
Existing Measure Review & Updates	\$112,500	\$428,000	\$0	\$540,500	\$9,600	33%
New Measure Development & Review of Unsolicited Proposals	\$90,000	\$310,000	\$0	\$400,000	\$5,100	24%
Standardization of Technical Analysis	\$25,000	\$84,000	\$0	\$109,000	\$900	7%
Tool Development	\$10,500	\$80,000	\$0	\$90,500	\$15,000	6%
Research Projects & Data Development	\$0	\$40,000	\$0	\$40,000	\$20,000	2%
Regional Coordination	\$12,500	\$125,000	\$0	\$137,500	\$4,000	8%
Website, Database support, Conservation Tracking	\$20,000	\$20,000	\$0	\$40,000	\$55,000	2%
RTF Member Support & Administration	\$146,800	\$0	\$0	\$146,800	\$5,000	9%
RTF Management	\$8,300	\$0	\$125,000	\$133,300	\$87,000	8%
<b>Subtotal New Work</b>	<b>\$425,600</b>	<b>\$1,087,000</b>	<b>\$125,000</b>	<b>\$1,637,600</b>	<b>\$201,600</b>	<b>100%</b>

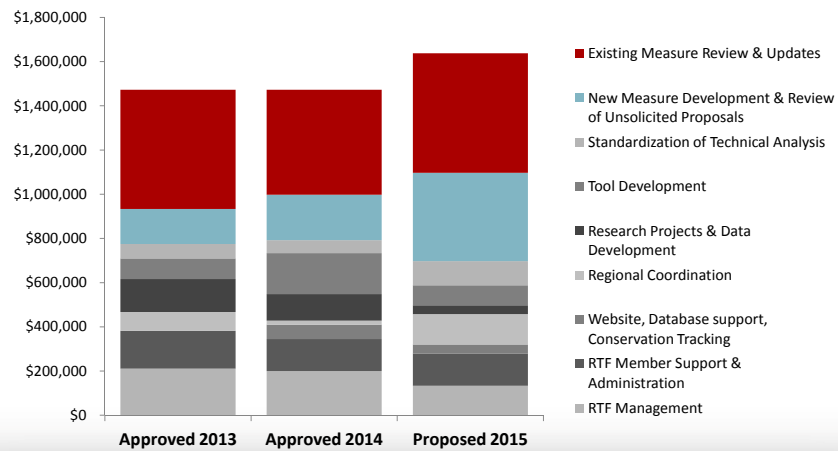
## 3-year Look Back at Allocation



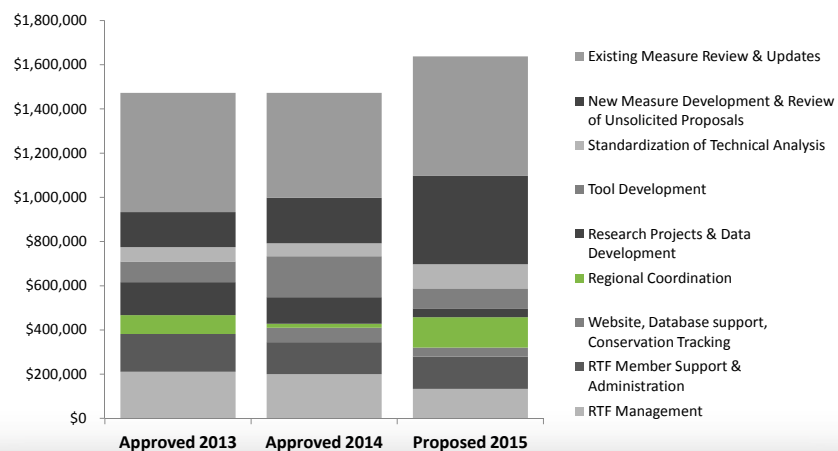
## 2013-2015 RTF Budgets



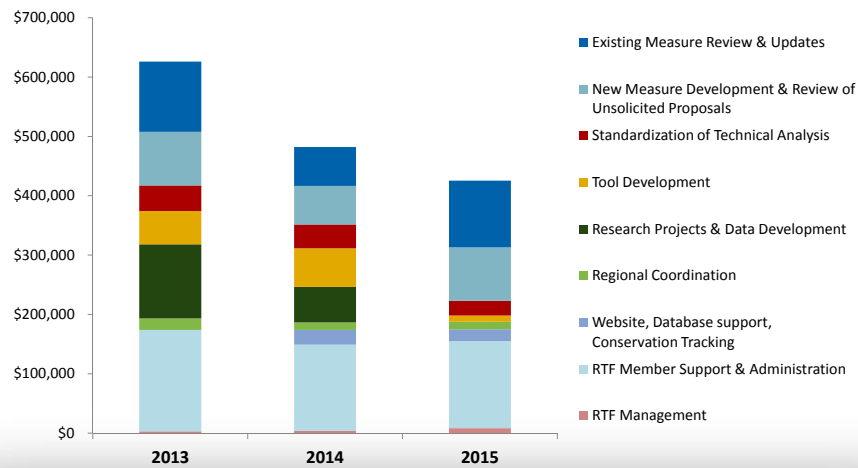
## Greater Emphasis on Measure Updates and Development



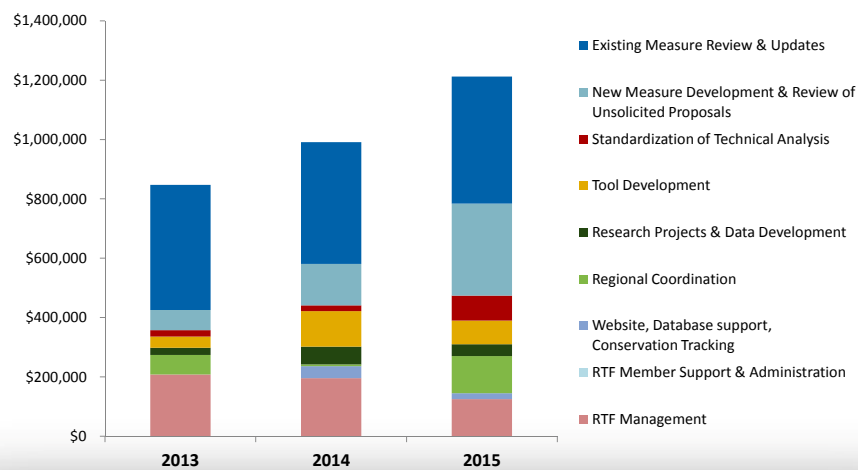
## Greater Emphasis on Regional Coordination



## RTF Budgets – Contract RFP Allocation



## RTF Budgets – Contract Analyst and RTF Manager Allocation



## Council Impact

- Continue to work to RTF Manager and Contract Analyst
  - Transitioning more management, accounting, and contracts development to RTF Manager
  - Increased reliance on Contract Analyst Team for analysis and implementation
  - In-kind Contribution around \$200,000 and 1.1 FTE
    - Previously around \$275,000 and 1.7 FTE
- Still rely on Council for:
  - Technical and management guidance (Tom and Charlie)
  - IT assistance, database, website development & hosting
  - Administration of meeting space & setup
  - Legal (charter, by-laws, contract review)

## High Level Staff Observations

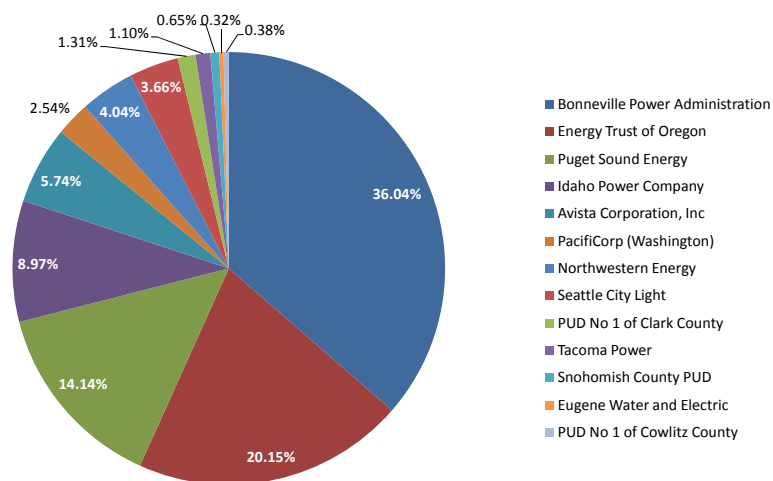
- Majority of budget allocated to Contract Analyst Team
  - Cohesive team that provide quality intra-team reviews
  - Projects are easier to manage and re-balance across the team, as needed
  - Greater consistency in work products – particularly valuable for longer term projects
- QC review of work products will continue in 2015
- Increased focus by RTF Manager and RTF Chair/Vice Chair will be on managing meeting time to successfully complete work plan objectives

**Plan to conduct another RTF Member survey to get feedback and help with next round of analyst selection**

## Summary of Staff Proposal

- **Recommend Council approve the RTF 2015 Budget and Work Plan and 2015-2019 Business Plan**

## RTF Funding by Sponsor



## **RTF Policy Advisory Committee**

### **Recommendation**

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October 7, 2014

Jim West :: Co-Chair, RTF Policy Advisory Committee



## **RTF PAC Recommendation**

The Regional Technical Forum Policy Advisory Committee has completed its review of the proposed RTF 2015 Work Plan, Business Plan and Budget and recommends that the Council approve the 2015 Work Plan, Business Plan and Budget as submitted by the RTF.