

**Henry Lorenzen**  
Chair  
Oregon

**Bill Bradbury**  
Oregon

**Guy Norman**  
Washington

**Tom Karier**  
Washington



## Northwest Power and Conservation Council

**W. Bill Booth**  
Vice Chair  
Idaho

**James Yost**  
Idaho

**Pat Smith**  
Montana

**Jennifer Anders**  
Montana

October 4, 2016

### DECISION MEMORANDUM

**TO:** Council members

**FROM:** Jennifer Light  
Regional Technical Forum Manager

**SUBJECT:** Regional Technical Forum 2017 Work Plan, Budget, and Business Plan

**PROPOSED ACTION:** Council approval of the 2017 RTF Work Plan, Budget, and Business Plan

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

### BUDGETARY/ECONOMIC IMPACTS

The RTF is primarily funded by contributions from Bonneville and the region's utilities. In 2014, these entities signed on to a five year funding agreement for continued support of the RTF. The 2017 work plan reflect the third year in that funding agreement. In addition to these funding contributions from Bonneville and the region's utilities, the RTF is supported through in-kind contribution of Council staff time and other resources (such as office space). For 2017, the RTF Work Plan proposes a Council in-kind contribution of roughly 1.3 full-time staff. This is a slight increase from 2016, with the addition of a full time RTF Assistant.

### 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 proposed 2017 work plan and business plan at its September 20 meeting and agreed to forward it to the Council with a recommendation for approval. The RTF PAC met on September 16 to review the proposed work plan and is has included a positive recommendation to the Council as part of this packet.

## **ANALYSIS**

The \$1.79 million budget is adequate to support the feasible level of RTF work expected for the upcoming year. The RTF is currently operating on a \$1.66 million budget for 2016 and as of September has allocated over 97% of its budget in contracts and deliverables, with the anticipation to allocate more to contracts in the next couple of months. RTF and Council staff agree that this slight increase in budget for 2017 is appropriate to account for the planned work, plus some inflation.

## **ALTERNATIVES**

The RTF does not get funded.

## **ATTACHMENTS**

Proposed 2017 RTF Work Plan

Proposed 2017 Business Plan and 2015-2019 Funding Period

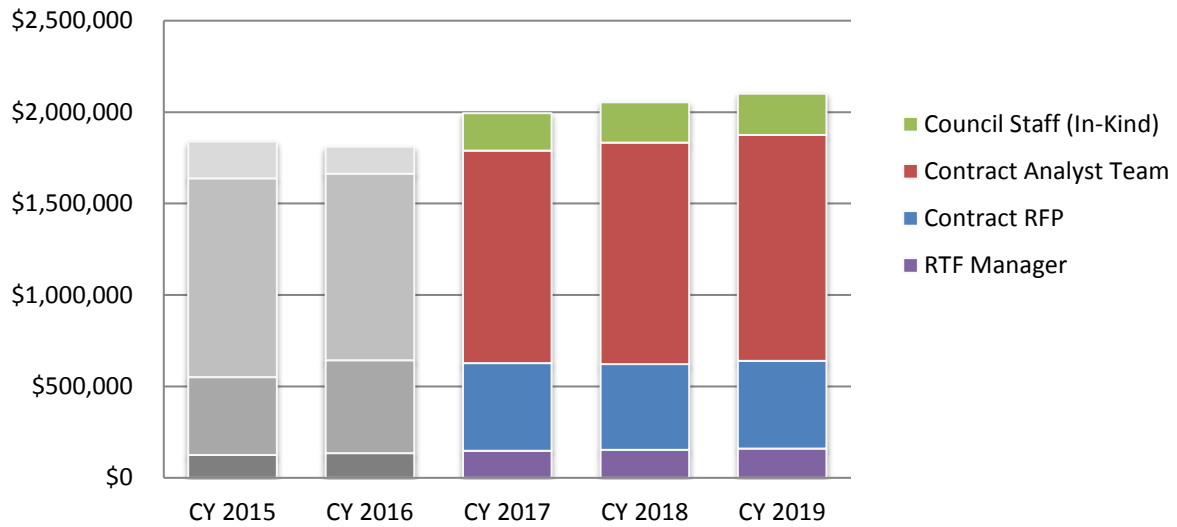
Recommendation Memo from RTF Policy Advisory Committee

PowerPoint Presentation on RTF Budget

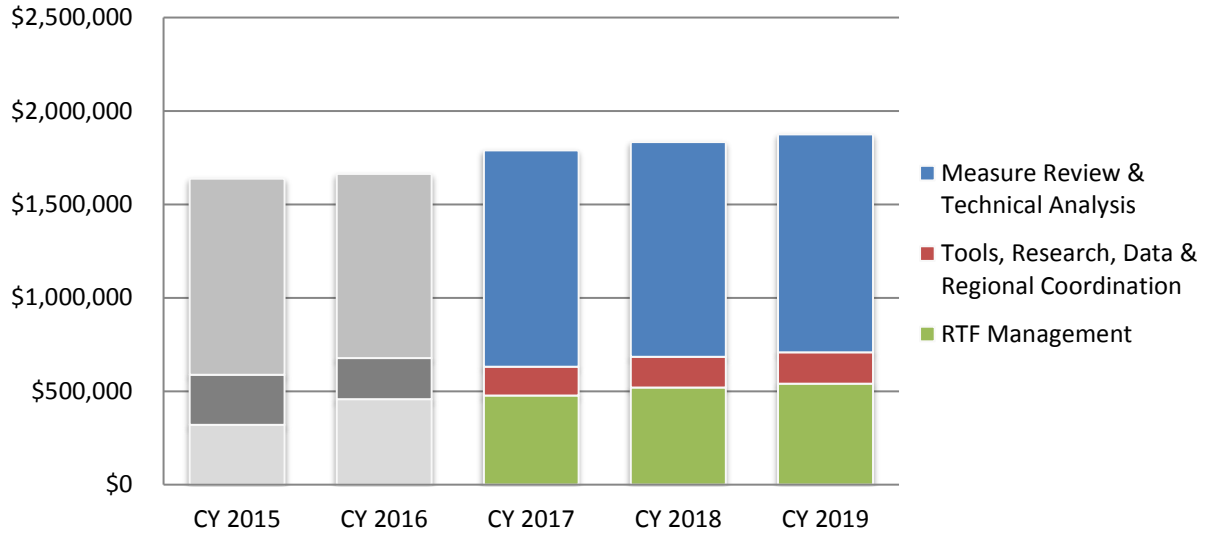
## **TABLES, GRAPHS, CHARTS, FIGURES, OTHER GRAPHICS**

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 5-year funding 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.

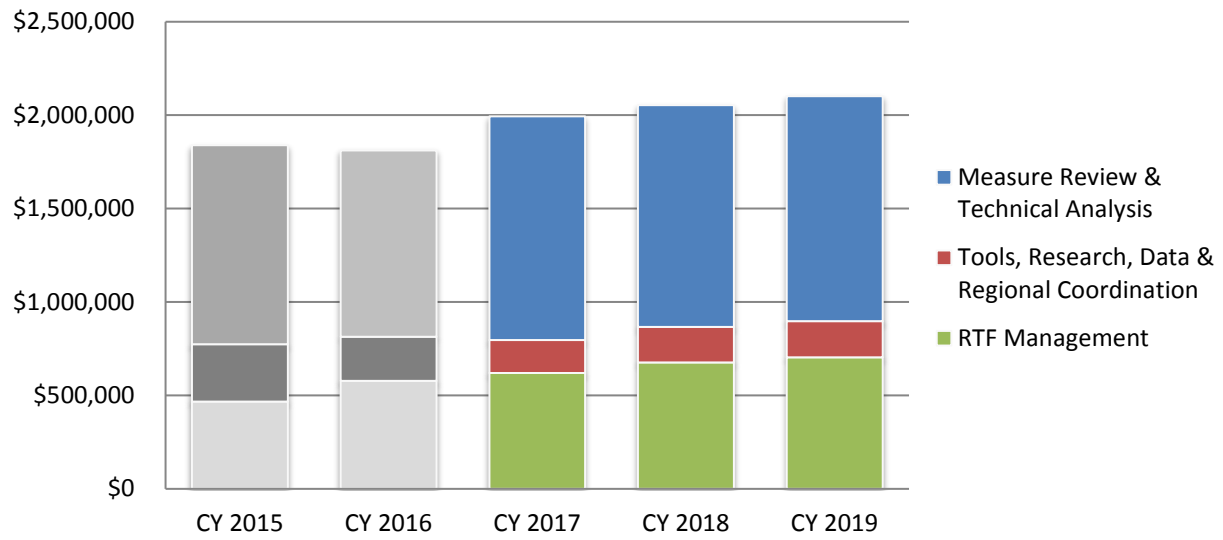
### 2015-2019 Outlook: Funding (Including Council)



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



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



**Henry Lorenzen**  
Chair  
Oregon

**Bill Bradbury**  
Oregon

**Guy Norman**  
Washington

**Tom Karier**  
Washington



## Northwest **Power** and **Conservation** Council

**W. Bill Booth**  
Vice Chair  
Idaho

**James Yost**  
Idaho

**Pat Smith**  
Montana

**Jennifer Anders**  
Montana

October 4, 2016

### 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 2017 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 2017 Work Plan, Business Plan and Budget and recommends that the Council approve the 2017 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 four years.

The RTF Policy Advisory Committee appreciates the opportunity to offer this recommendation to the Council on the RTF 2017 Work Plan, Business Plan and Budget, and respectfully requests approval.



## **2017 Business and Operating Plan 2015-2019 Funding Period**

### **Introduction**

This document describes the draft Regional Technical Forum's (RTF) 2017 work plan and the 2015-2019 Funding Period. The budget for 2017 is currently estimated at \$1,789,800. The RTF staff presented the draft work plan and business plan to the RTF at their July meeting. After a 30-day stakeholder 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 2017 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 15 percent of which will

---

<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)

require updating in 2017 due to approaching sunset dates.

- 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.
- Coordinate with regional research entities to identify opportunities for improving understanding of various measures and protocols, and work to advanced these measures that require additional research to inform reliable estimates by identifying potential research sponsors or using data collected by sponsors
- Develop new measures and protocols and review proposals for new measures and protocols.
- Continue to standardize and update the *Guidelines* for technical review of measures, protocols, and impact evaluations.
- As required for measure development and maintenance, update and develop new tools for measure analysis, including updates to ProCost and SEEM.
- Upon request of program sponsors, review measurement and verification and program impact evaluation plans and results to assess their suitability for use supporting studies for RTF-related measure evaluations.
- 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 Power Plan.
- Provide outreach, training support and presentations for RTF related matters.
- 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.

## **2017 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). To facilitate the submittal of proposals by parties in the region for review by the RTF, the RTF established an online proposal form. This proposal form is designed to collect the minimum data that is required for a measure to be considered for RTF approval. This 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.

The RTF divides its work into five categories of elective work and three categories for management and administration. Table 1 presents a summary of these categories for 2017. It includes components for Contract RFPs, a RTF 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 2017 and the five year funding period 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 2017**

<b>Category</b>	<b>Contract RFP 2016</b>	<b>RTF Contract Analyst Team 2016</b>	<b>RTF Manager 2016</b>	<b>Subtotal Funders 2016</b>	<b>Council In-Kind Contribution 2016</b>
Existing Measure Review & Updates	\$48,000	\$345,000	\$0	\$393,000	\$14,000
New Measure Development & Review of Unsolicited Proposals	\$48,000	\$367,500	\$0	\$415,500	\$12,200
Standardization of Technical Analysis	\$125,000	\$225,000	\$0	\$350,000	\$12,000
Tool Development	\$0	\$20,000	\$0	\$20,000	\$5,000
Regional Coordination (Research and Data Development)	\$0	\$0	\$0	\$0	\$0
Website, Database support, Conservation Tracking	\$20,000	\$115,000	\$0	\$135,000	\$17,000
RTF Member Support & Administration	\$70,000	\$10,000	\$0	\$80,000	\$35,000
RTF Management	\$165,000	\$75,000	\$0	\$240,000	\$10,000
<b>Subtotal New Work</b>	<b>\$4,300</b>	<b>\$5,000</b>	<b>\$147,000</b>	<b>\$156,300</b>	<b>\$99,000</b>

#### **Existing Measure Review & Standardization of Technical Analysis (\$774,000)**

In 2017, there are 12 unit energy savings (UES) measures and 5 standard protocols slated to sunset. Additionally, there is anticipation that the RTF will address a handful of other measures during research review or development of Impact Evaluation Guidance. Approximately 44 percent of the budget is allocated to updating these work products, while ensuring consistency across all work. A major component of this work requires review of updates against the RTF’s

operative *Guidelines*, as well as consideration of refinements to those *Guidelines* based on new analysis and RTF decision making.

### **New Measure Development & Review of Unsolicited Proposals (\$415,500)**

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 23 percent of the 2017 budget is set aside for new measure work. This estimate is based on a mix of known new measures that might come to the RTF and some additional placeholders for flexibility. This budget also assumes that the RTF will be more proactive in identifying potential new measures, based on work being done in the region and across the US. This assumes that the contract analyst team does a significant portion of new measure development to ensure consistency with the *Guidelines*.

As with past years, the RTF has allocated a portion of its 2017 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 2017, the RTF plans on allocating \$40,000 towards supporting the small/rural subcommittee and related measure development.

### **Tool Development (\$20,000)**

Over the past couple of years, the RTF has invested significant resources in both its ProCost tool and residential heat loss simulation model (SEEM). The RTF expects the level of effort required for these tools will drop in 2017. The RTF has allocated some resource for continued maintenance of ProCost v3.1 based on user experience. This work assumes full contract analyst support.

### **Regional Coordination - Research and Data Development (\$135,000)**

The RTF does not conduct primary research, but relies on the region to provide data in support of RTF measure development. Therefore, approximately 8 percent of the 2017 budget is earmarked for regional coordination efforts around these activities. These include a portion of contract analyst time to support dedicated outreach to these parties. Additionally, the RTF anticipates coordination with end use load data research efforts, baseline and momentum savings efforts, and coordination with Power Plan activities.

### **RTF Member Support & Administration and RTF Management (\$476,300)**

Support and administrative activities identified for 2017 include RTF member support, contract analyst travel and time at RTF meetings, 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 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.

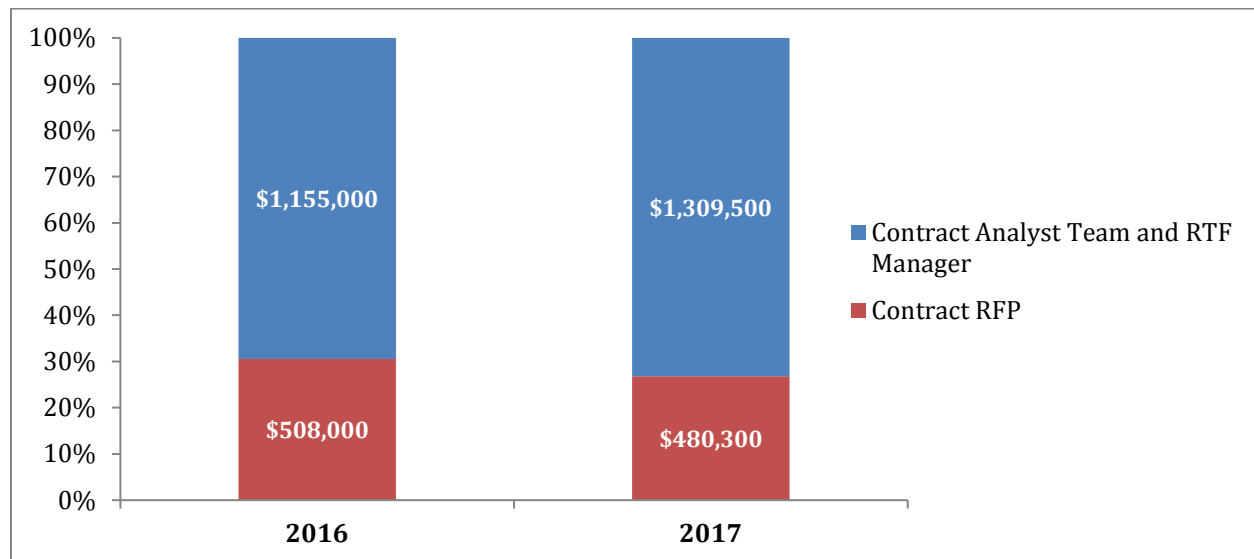
In addition, there is another \$204,200 of Council administrative staff work required to support contracts, billing, web site development, annual conservation tracking report, data warehousing, meeting costs, web conference, scheduling and other business functions that are best retained at the Council. These are treated as in-kind contributions from the Council and are not included in the 2017 budget of \$1.79 million. Over the past few years, the RTF has worked to reduce this

contribution by shifting more work to the RTF manager and contract analyst team. In 2016, the Council hired a full time RTF assistant, which results in a slight increase in Council in-kind support for 2017.

## 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. One of the key ways the RTF has met this need is the creation of a dedicated contract analyst team that provides the majority of technical support for the RTF. This helps to ensure more consistency in analysis, while providing flexibility of measure development across a team. In 2017, the RTF work plan will continue to implement this strategy, although will continue to reserve approximately 25 percent of its budget to focused projects completed through other contracts. Figure 1 below shows this breakdown.

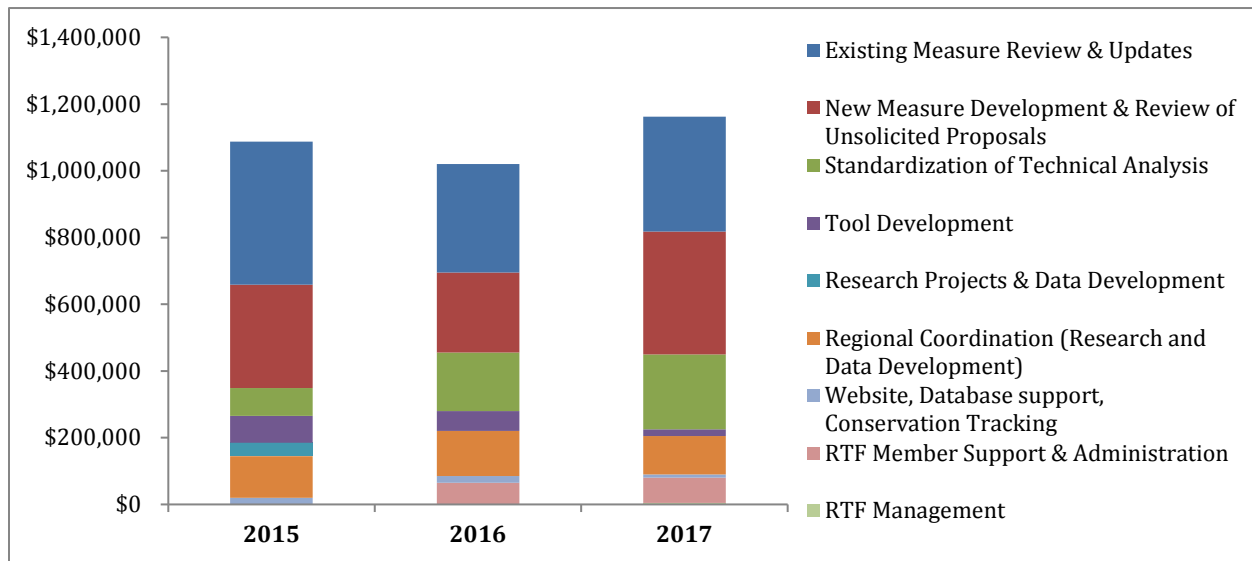
**Figure 1: Percentage of Budget Allocated to RTF Manager/Contract Analyst Team vs. Contract RFP for 2016-2017**



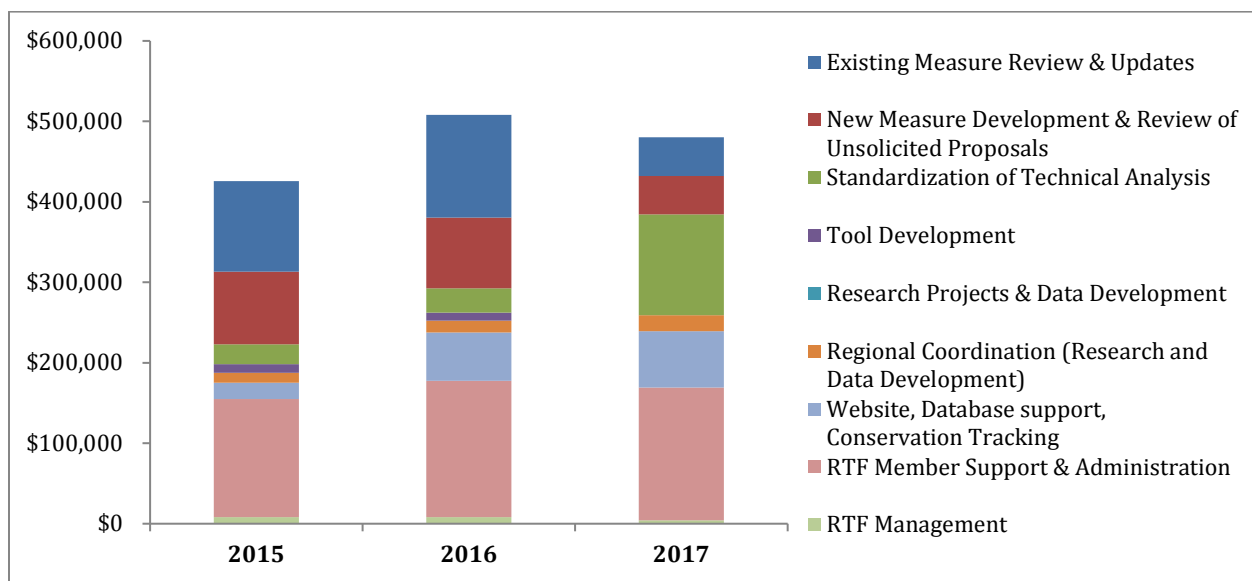
Figures 2 and 3 below show the change in allocation for the contract analyst team and contract RFP over the past three years, respectively. For 2017, there is a shift towards more contract analyst support and less use of the contract RFP pool. The RTF has budget for six full time contract analysts, and is seeking to fill that suite in 2017 for the most effective use of RTF funds.

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, support *Guidelines* review, and provide further support to the small and rural utilities work plan.

**Figure 2: Contract Analyst Team Allocation for 2015-2017**



**Figure 3: RTF Contract RFP Allocation for 2015-2017**



## 2017 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>2</sup>.

<sup>2</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.

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 2017 funding shares and contributions by funder.

**Table 2: 2017 Funding Shares**

<b>Organization</b>	<b>NEEA Funding Allocation</b>	<b>Share of RTF Budget (rounded)**</b>
Bonneville Power Administration	36.04%	\$664,200
Energy Trust of Oregon	20.15%	\$371,300
Puget Sound Energy	14.14%	\$260,600
Idaho Power Company	8.97%	\$165,200
Avista Corporation, Inc	5.74%	\$105,800
PacifiCorp (Washington)	2.54%	\$46,900
Northwestern Energy	4.04%	\$39,000*
Seattle City Light	3.66%	\$67,400
PUD No 1 of Clark County	1.31%	\$24,200
Tacoma Power	1.10%	\$20,200
Snohomish County PUD	0.65%	\$12,100
Eugene Water and Electric	0.32%	\$5,800
PUD No 1 of Cowlitz County	0.38%	\$7,100
<b>Total</b>	<b>99.03%</b>	<b>\$1,789,800</b>

\* Northwestern's contribution adjusted to \$39,000 for 2017. The RTF will adjust its work plan accordingly.

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

## **Multi-Year Funding Period 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 RTF funding for the 2015 calendar year, committed 2016 funding, and projected funding for the 2017-2019 calendar years based on work plan priorities in the future, and a forecasted 2.5% inflation rate (wage plus inflation) each year.

**Table 3: 2015-2019 Funding Plan**

	Previously Funded		Committed Funding	Projected Funding	
	CY 2015	CY 2016	CY 2017	CY 2018	CY 2019
Contracts	\$425,600	\$508,000	\$480,300	\$467,800	\$479,600
Contract Analyst Team	\$1,087,000	\$1,020,000	\$1,162,500	\$1,212,000	\$1,234,600
RTF Manager	\$125,000	\$135,000	\$147,000	\$153,700	\$160,700
Subtotal Funders	\$1,637,600	\$1,663,000	\$1,789,800	\$1,833,700	\$1,875,200
Council Staff In-Kind Contribution	\$201,600	\$148,100	\$204,200	\$219,400	\$226,400

# Proposed 2017 RTF Work Plan

October 11, 2016

## Work Plan Development Process

- **Now:** Soliciting ideas for 2017 Work Plan
- **July 19:** Present draft work plan to RTF and open stakeholder comment period
- **August 19:** Stakeholder comment closes
- **September 6:** Post final proposed work plan and comments received
- **September 16:** RTF PAC consideration for recommendation to Council
- **September 20:** RTF consideration for adoption and recommendation to Council
- **October 4:** Submitted to Council
- **October 11:** Council consideration for adoption

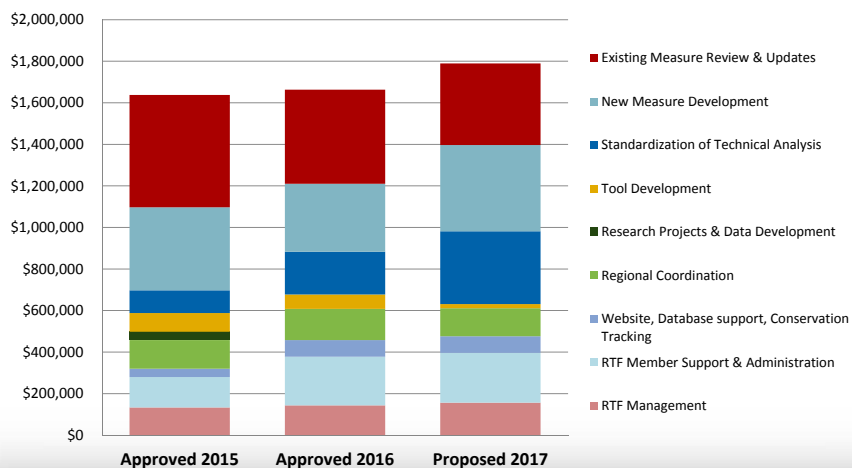
## Overarching Themes

- Primary focus on measure development, with a shift towards more complex energy efficiency opportunities
- Focus on RTF directed Action Plan items
- Continued emphasis on research coordination, with a focus on market analysis research
- Council in-kind contribution is around 1.3 FTE, a slight increase from 2015

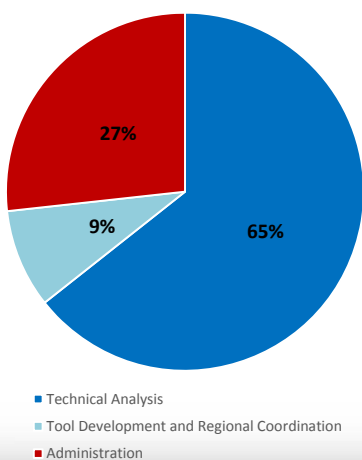
## Proposed 2017 Budget

Category	Contract RFP 2017	RTF Contract Analyst Team 2017	RTF Manager 2017	Subtotal Funders 2017	Council In-Kind Contribution 2017	% of total
Existing Measure Review & Updates	\$48,000	\$345,000	\$0	\$393,000	\$14,000	22%
New Measure Development	\$48,000	\$367,500	\$0	\$415,500	\$12,200	23%
Standardization of Technical Analysis	\$125,000	\$225,000	\$0	\$350,000	\$12,000	20%
Tool Development	\$0	\$20,000	\$0	\$20,000	\$5,000	1%
Regional Coordination	\$20,000	\$115,000	\$0	\$135,000	\$17,000	8%
Website, Database support, Conservation Tracking	\$70,000	\$10,000	\$0	\$80,000	\$35,000	4%
RTF Member Support & Administration	\$165,000	\$75,000	\$0	\$240,000	\$10,000	13%
RTF Management	\$4,300	\$5,000	\$147,000	\$156,300	\$99,000	9%
<b>Subtotal New Work</b>	<b>\$480,300</b>	<b>\$1,162,500</b>	<b>\$147,000</b>	<b>\$1,789,800</b>	<b>\$204,200</b>	<b>100%</b>

## 2014 to 2016 RTF Budgets (not including Council In-Kind Contribution)

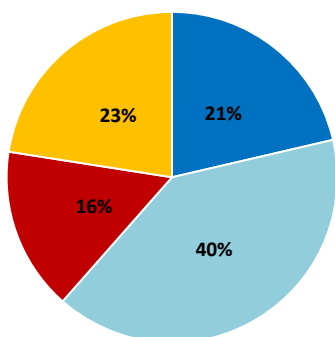


## Primary Focus on Technical Analysis



- Technical analysis is the core part of the RTF charter: **Using data and RTF judgement to develop consistent, reliable, and transparent energy savings estimates**
- Tool development supports ProCost, our cost-effectiveness tool
- Administration includes regional conservation progress survey, member support, etc.

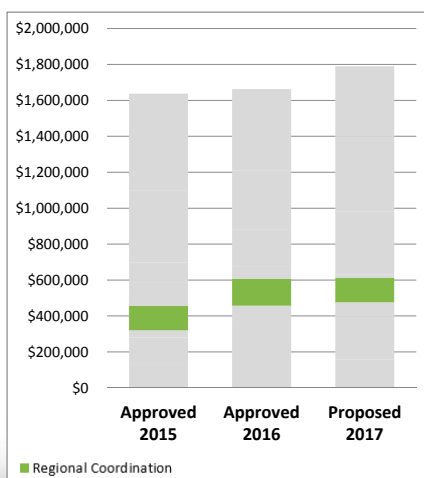
## Proposed Breakdown within Technical Analysis



■ Unit Energy Savings Measures  
 ■ More Complex Measures  
 ■ Seventh Plan Action Items  
 ■ Other Technical Analysis

- Much of the Seventh Plan supply curves falls into this “more complex” measure bucket, and RTF needs to focus on supporting the region on reliable measurement of these opportunities
  - Most C&I measures
  - Energy management type of opportunities
  - Controls measures
- Seventh Plan Action Items include:
  - Quality standards for associated capacity benefit of energy efficiency
  - Guidelines for non-energy impacts

## Continued Emphasis on Research Coordination



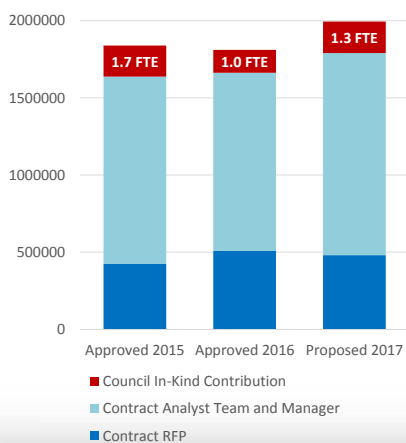
■ Regional Coordination

### Regional Coordination Breakdown

Research Coordination	\$75,000
End Use Load Research Support	\$10,000
Market Analysis Research Review	\$50,000
<b>Total</b>	<b>\$135,000</b>

- Research coordination is important for informing RTF technical analysis on energy and capacity savings

## Council In-Kind Contribution Relative to Funders Contributions



- RTF relies on the Council for technical and management guidance, IT assistance, communications support, legal review, and administration
- Slight increase from last year's work plan accounts for a full time RTF Assistant

## Summary of Staff Proposal

- Recommend Council approve the RTF 2017 Budget and Work Plan and 2017 Business Plan and 2015-2019 Funding Period**

## RTF Funding by Sponsor

