



## **MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS OF THE CALIFORNIA CLIMATE ACTION REGISTRY**

**MARCH 18, 2002  
SAN FRANCISCO, CA**

The second meeting of the Board of Directors of the California Climate Action Registry (the Registry) was held in San Francisco at the San Francisco Civic Center located at 455 Golden Gate Avenue, San Francisco, CA on March 18, 2002.

### **I. WELCOME & INTRODUCTION**

The following Board members were present: Winston Hickox, Charles Kennel, Robert Malone, Peter Miller, Mary Nichols, Jan Schori, and Diane Wittenberg. Quorum was present. Kip Lipper was not present. Registry staff members Jill Gravender, and Cindy Tan were present. Chris Loreti, Pierre duVair, and Jeff Wilson were also present at the request of the Registry Board.

Secretary Jan Schori called the meeting to order at 12:40 p.m. Pacific Standard Time (PST).

### **II. CONSENT AGENDA**

On motions duly made, seconded, and carried, the following resolutions were unanimously adopted:

**RESOLVED:** The Consent Agenda is approved as presented.

### **III. REVIEW OF THE CALIFORNIA ENERGY COMMISSION'S TECHNICAL GUIDANCE PROCESS**

Pierre duVair of the California Energy Commission (CEC) presented the Board with an overview of the CEC's technical guidance process for the development of recommendations to the Board for the General Protocol. The CEC will revise the draft guidance protocol based on public comments and Registry input, and present the revised draft to the CEC Policy Committee for approval of the final recommendations. The final CEC recommendations will be presented to the Board before the next Board meeting in June.

Mr. duVair also discussed the State's responsibility to approve third party organizations providing technical assistance and certification, and the CEC's schedule for development of an approval process for third party organizations. A draft protocol on the approval process is expected to be released by the CEC in April.

## **OVERVIEW OF DRAFT GUIDANCE FOR THE GENERAL REPORTING PROTOCOL**

Chris Loreti of Arthur D. Little (ADL) presented an overview of ADL's draft guidance recommendations to the CEC that cover four areas of reporting: (1) Level of detail in submission of results; (2) Setting de minimis levels of GHG emissions; (3) Options for certification process; (4) Participant boundaries and emission factors. Mr. Loreti recommended that reporting be done on a facility-by-facility basis and that Registry participants report the following information: (1) Emissions results for each GHG; (2) Activity data; (3) Estimated methodologies and assumptions; (4) Emissions factors.

### **V. SUMMARY OF PUBLIC COMMENT FROM THE 3/15 CEC WORKSHOP**

Jeff Wilson, Project Manager of the CEC reviewed the public comments received at the Public Workshop in Sacramento on March 15, 2002. Mr. Wilson reported that the draft General Reporting Protocol was well received and acceptable to most parties. Concerns were raised regarding rules of confidentiality as well as the cost of reporting. Other comments discussed were levels of reporting, commonality, liabilities on inaccurate reporting, conflict of interest considerations, and data transparency.

The CEC and the Registry will work together to address these concerns.

Jan Schori requested that the Registry adopt a formal confidentiality policy at the next Board meeting.

### **VI. BOARD QUESTION AND ANSWER SESSION**

Questions and concerns were raised by the Board regarding database management, small business considerations, and the Registry's voluntary nature in relation to cost considerations and the limited resources of small businesses. A simple registration process for small businesses was discussed, and the use of an EZ form in the registration process was suggested. The Board also discussed the options for including out-of-state facilities in the Registry, provided that all in-state facilities report their emissions.

It was suggested that the Registry consider consistency in reporting across state agencies and international agencies, and researching the performance of other data management systems.

The Board suggested that the Registry consider registering sequestration projects in the future.

The Board also suggested that the Registry contact and work with various trade organizations to engage smaller participants.

### **VII. PUBLIC COMMENTARY**

Members of the public commented that government emissions factors were unacceptable as they were too general, and suggested that facilities be allowed to use their own emissions factors. The public discussed estimating emissions for companies with multiple facilities.

The public also suggested that participation would increase if participants were able to download energy information directly from utilities. The Board liked this idea, but wondered if it was feasible.

## **VIII. PRESIDENT'S REPORT**

Diane Wittenberg discussed President Bush's new climate change strategy and reported that the Registry will work with the Department of Energy (DOE) to align GHG reduction programs so that Registry participants will have the same level of baseline protection as DOE registrants.

Ms. Wittenberg also announced that CH2M Hill had been selected to build the Registry's database application. Alpha testing of the enrollment tool will begin this summer.

Additionally, Ms. Wittenberg reported that the Registry is subject to the Fair Political Practices Commission jurisdiction and that a Conflict of Interest code would be developed and presented to the Board at the next Board meeting in June.

## **IX. CLOSING AND ADJOURNMENT**

The next Board meeting is anticipated to be held in June 2002 in Los Angeles.

Ms. Schori adjourned the meeting at 3:00 p.m. PST.

Respectfully Submitted,

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Jan Schori, Board Secretary

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Date