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**EEB Evaluation Committee Monthly Meeting MINUTES**

**Monday July 6, 2020 – 10:00-11:30; meeting finished 10:45.**

ALL VIRTUAL MEETING – NO MEETING ROOM

Meeting Materials in Box folder: [https://app.box.com/s/xxx](https://app.box.com/s/o8bterrvbpk250iyn3oj6bdc2nzvd30b)

**Call-In Number: 303/900-3524; WEB Access:** [**www.uberconference.com/skumatz**](http://www.uberconference.com/skumatz)

Join link with video only. *USE PHONE (NOT COMPUTER) FOR VOICE, AND MUTE WHEN NOT SPEAKING*

*(Backup number – only if primary # doesn’t work –* [*https://zoom.us/j/2534751779*](https://zoom.us/j/2534751779)*; and use computer for voice.*

**COMMITTEE MEETING MINUTES - DRAFT**

**ATTENDEES:** Wells\*, McLean\*, Ingram, Kopylec, Malmrose, Williams, Reed, Skumatz, Wirtshafter, Jacobs, Gowans, Prahl, King

**Notified Not attending:** Viglione

1. **Public Comment - none**
2. **Minutes and invoices – Votes** 
   1. June 2020 minutes – not yet available – will send for e-vote when complete
   2. May 2020 minutes – approved 6/5, 6/8
   3. June 2020 invoice – not yet available – will send for e-vote when ready
   4. May 2020 invoice – attached, discussed last month, not sent for evote. Send for Evote today
3. **Non-Project Updates and Issues** 
   1. Review Interim progress / highlights;
      * Interim e-votes and meetings – (bottom of agenda) Includes June data calls, first 2 batches of PSD results, and briefings on several projects including residential lighting, C1634, and Energy Star products. Draft of C1635 was also released for review with C1634 soon to come. Question from Ingram about site reports for C1635; will be forwarded to utilities as separate document, not included main report. Wells also asked about invitations to the meetings / briefings, particularly C1634, and will make sure she is on upcoming invitations. Other briefings and memos meant to provide results ready to inform te PSD and C&LM update process are also coming throughout July, per the schedule at the bottom of the agenda.
      * Status of contracting – Utilities please provide update for the new tasks and budgets that were added to existing contracts – Skumatz owes one piece of feedback to a question from Kopylec.
      * Ingram/ES: all materials have been provided to procurement but they were swamped with updates for Covid and procurement has been generally swamped, and procurement person is on vacation this week. Ingram says our contracts will be top of the list for her when she returns – both add-ons and the new projects.
      * Kopylek/UI: Anything under $50K is very easy, with a delegated buyer process. However, UI has added a new step (not a new process, but a newly enforced process) related to a corporate security review. Can add a significant delay as there is back and forth between UI corporate security and the firm on corporate security issues / questions. DR pilot evaluation of $150K is going through procurement process and some hoops, but no major hang-ups on that one from procurement perspective. But the new contracts “are in good shape” – nothing flagged as out of the ordinary and is well on its way. Security relates to cyber security and customer information, on where it will be housed, how protected, etc. Kopylek will send an update.
   2. Status of Data requests and deliverables (separate attachment; several items / red notes). UI on Project C1901: have answered data questions. UI on R1965 / R1982 – discrepancy in numbers, but UI does not think it is a data problem, but are working to schedule a call to clarify the issue. UI on R1939: waiting on residential data, waiting on Larry Rush follow-up call on being able to free up some HVAC and appliance data to give dates of replacement on baseline calculation. Expects the data to be delivered to contractors by end of this week. UI on R1941 waiting for 8 projects: Kopylek notes he missed this, and internal call will discuss prioritizing these 8 projects, and will definitely have these to consultant by end of next week. Both utilities for MF: asking utilities to send out a cover email to let customers know this is a valid study. Ingram asked about Eversource vs. UI letters issue. Kopylek says he already sent the 6 he was requested to send out, and based on discussion, all letters have both utilities’ names and were already sorted, so Eversource can send theirs out.
4. **Status of Data Collection / Covid Rules from Utilities – and implications / Directions**

* Resent updated / collated procedures to contractors on 7/6
* 3 batches of customer-facing materials forwarded to utilities for review – fast turnaround / being implemented. Kopylek still awaiting some feedback from marketing group on them. Will ring them up to get something in writing today if he can.

1. **Discussion of Projects** (*Gantt, Project Summary Reports Provided monthly w/spend*)
2. C1634. Gave briefing on Thursday on final reports. Expect report out this week. Gantt was a little behind on this project; this is correct in the minutes.
3. C1635. Review Draft Report released 7/2/20; Briefing with PSD results scheduled for 7/8/2020. Question from Wells on whether report went out to full group; verified yes.
4. C1901 Process evaluation. Doing both survey development and data collection. Completed staff interviews. Five (of seven or nine) study instruments have been approved by EA Team and being reviewed by utilities. Three are under current review. Working on remaining data collection instruments. Both UI and Eversource have provided data and all issues are nearly resolved. COVID - may lose some sample for analysis / timing ok
5. C1906. Working on winding up Phase 1 research on BMPs for SEM Evaluation Methods including SME interviews. Expect phase I memo end of month.
6. R1959. Submitted interim memo to EA / to committee asap July for PSD results. Data collection in progress. On track to submit draft report this fall.
7. R1963A. Data collection complete. On track to submit draft report in July. Conducted lighting briefing last week with details on sales, directions for lighting. Short term study delayed from data.
8. R1963B. For the Product Availability and Pricing Study: completed 2nd round of on-line data collection and on-site data collection in field arount CT this last week-plus. Expecting memo out shortly. Continuing to monitor/review the progress of lawsuits in the U.S. Court of Appeals for the Second Circuit and industry reports on market conditions and their implication for residential lighting opportunity. Preliminary results for program planning to EA Team 7/6, and to committee ASAP thereafter (early/mid July). COVID- Delay in fieldwork/part of report.
9. R1965. Working on interim memo on market size. On track to deliver draft report by end of year. Data issues discussed earlier. Planning the requested add-on tasks, coordinating with other projects to optimize budgets.
10. R1973.Provided Briefing of key PSD results 7/2. Provided PSD early memo to EA Team for review 7/2; working to release to committee asap July. Working on the draft of the review draft report, but this will not be provided until later because we had them prioritize the PSD results / memo.
11. R1982. Sampling is held up due to issues fulfilling data request. COVID-19 requires indefinite postponement of fieldwork. COVID - delayed field work / metering; delays report that was expected 5/2021 - losing a season of metering
12. X1931. Measure review recommendations heavily under way (coordinating with X1942 and incorporating results from other projects as available). Released 3 batches of PSDs, with 3rd batch released for review as of 7/2/20. Skumatz clarified that these releases and review workbooks included PSD results for the MF sector as well, prepared by the other company. However, if reviewers want drill-down backup on the MF results, they are located in the separate TRC workbook that was provided. Reviewing controversial feedback with EA team July 6 and July 8. PSD results walk-through meetings with the full Evaluation committee are planned for 7/10 and 7/15. We expect to provide information up-front on measures that did not have comments so the meetings can focus solely on those measures that are controversial or need discussion. Recall that we had always planned meetings mid-summer with the Committee to discuss the priority items that are candidates for primary research in Phase 2 of the project. That may beon the 15th, or may more likely be discussed later in the summer. Ingram question: Appendices to PSD on EULs, RR, etc. which interact with what is in the chapters. There have not been adjustments to RRs, etc. and will that be subsequent discussion. Will they integrate the results from just-finished reports? Skumatz noted we have been feeding them the results of the studies as they come out. Reed also interested in NTG and EUL assumptions from lighting and wondered if out of scope; Skumatz confirmed out of scope.
13. X1939. Phase I literature review on best practices in progress, will be followed by external program staff interviews and existing program data analysis Expected to provide Aug 2020 Phase 1 draft, but data request hold-up.
14. X1941. PSD Portion: Draft recommendations and supporting spreadsheets provided in 3 batches (last 7/2/20). Discussion of PSD recommendations / comments with Evaluation Committee (in conjunction with ERS) during meetings on 7/10 and 7/15. Impact Evaluation Portion: Developed remote data collection methods that have been approved by Utilities (including the surveys / materials). Advance Recruitment materials being sent currently (with Utility help); sending recruitment and data web/photo data collection surveys directly after. UI provided documentation for 18 out of 26 projects for Data Request X1941-2-TRC (sampled project files). We reached out to UI to request remaining project files. Substitute data collection approach postcards, etc. undergoing utility review for covid language. COVID - PSD Part ok; Delays impact evaluation as fieldwork expected mid-April; likely delays Aug 2020 report. Ingram notes he sent the email out that was earlier discussed for this project; got some error messages but attendees confirmed the email appears to have gone out ok.
15. **Recap of items for 2020:** 3 min
    1. Eval Plan Update - COMPLETE
    2. RFPs and contracting for new list of projects from Updated Evaluation Plan and recommendations for new projects –COMPLETE
    3. Legislative report early year (streamlined process in place) – COMPLETE
    4. Revisions to Roadmap – On Hold for mid-year updates
    5. 2021 Eval Plan Update end of year
    6. 2021 RFPs end of year
16. **Other items** – Linda King / New Exec Secretary introduced herself.
    1. Update on DEEP / NEEP M&V 2.0 Grant or other projects – not addressed.
    2. Quarterly report for use by O’Connor in EEB meetings – not addressed.
17. **RECAP**
    1. **To do:**

\*\*\* Supporting Materials in Box folder and attached before meeting, including:

|  |  |
| --- | --- |
| * Updated Gantt Chart & Project Status Summary & data timeline report * E-votes / call notes (attached / bottom of agenda) * COVID rules / impacts summary on fieldwork (forwarding Miles’ email) | * Minutes for last month (not avail) * SERA Team Invoice (not avail) * Schedule updates on Projects for mid-year deliverables for PSD |

***Summary of 2019-20 Votes To Date (Updated)***

|  | Minutes for the month | SERA Invoice |
| --- | --- | --- |
| June 2020 | Not yet available | Not yet available |
| May 2020 | Passed via Evote: In favor, McLean, Viglione, Wells (6/5, 6/5, 6/8) | July meeting? |
| Apr 2020 | In meeting - Motion to approve SERA Invoice for April Passed. MOTION / 2nd (Wells / McLean). Passed with Wells / McLean in favor. Via evote, Viglione in favor 4/7. Reversed / Skumatz check | Passed in Meeting: Wells / McLean: in favor, Wells / McLean. Viglione in favor via evote 6/5. Reversed / Skumatz check. |
| Mar 2020 | Passed in April meeting: In favor McLean, Wells (4/6); Viglione E-vote 4/7 | Passed in April meeting: In favor: McLean, Wells, Viglione (4/6/20) |
| Feb 2020 | Evote Passed: In favor McLean (2/10); Wells 4/6; Viglione 4/7 | Evote Passed: In favor McLean (4/1); Wells 4/6 ; Viglione 4/7 |
| Jan 2020 | Evote passed: In favor O’Connor (1/16), Wells (2/10), abstain McLean (1/16). | Evote passed. In favor Li and McLean, 2/10. (No vote from OCC / Taren and John in transition) |
| Dec 2019 | Evote In process: In favor, McLean (1/16), abstain O’Connor (1/16) | Evote: Passed. In favor O’Connor, McLean, Wells all 12/17. |
| Nov 2019 | Evote passed. In favor O’Connor 12/10, McLean 12/19, Wells 1/16) | Evote: Passed. In favor O’Connor 12/10, Wells 12/17, McLean 12/19 |
| Oct 2019 | Evote distributed 10/14, resent 11/8. In favor (O’Connor, 10/15, Wells 11/8, McLean 12/19). | Evote: Passed. In favor O’Connor 12/10, McLean 12/19, Wells 1/16) |
| Sep 2019 | Evote distributed, 9/9, resent 10/3. In favor (McLean-Salls 9/10, O’Connor 9/10, Wells 10/7 ) | Evote distributed 10/14, resent 11/8. In favor (O’Connor, 10/15, Wells 11/8, McLean 12/19). |
| Aug 2019 | Evote distributed 8/12/forgot to attach minutes. Resent 9/4; In favor O’Connor 9/6;, Wells 9/9, McLean-Salls not in attendance / abstain. | Evote distributed 9/9, resent 10/3. In favor (McLean-Salls 9/9, O’Connor 9/10, Well 10/7) |
| Jul 2019 | Passed (E-vote O’Connor 7/8, Wells 7/11 both in favor; abstain McLean Salls 7/8); circulated with June’s | Evote distributed 8/12; resent 9/4.  In favor (McLean Salls 9/5; O’Connor 9/6; Wells 10/7) |
| Jun 2019 | Passed (E-vote O’Connor 7/8, Wells 7/11 both in favor; abstain McLean Salls 7/8); circulated with July’s. | Passed (E-vote McLean-Salls 7/8, O’Connor 7/8, Wells 7/11) –error in invoice found.  **Passed** revised version. 8/2 SENT REVISED INVOICE NOTING CALCULATION ERROR: e-vote in favor from Wells and O’Connor 8/8, McLean Salls 9/5) |
| May 2019 | Passed (E-vote Wells 4/6, O’Connor 4/24/19, Salls 6/6) | Passed in meeting (Wells, O’Connor, McLean-Salls, 6/10) |
| Apr  2019 | Passed (E-vote Wells 4/6, O’Connor 4/24/19, Salls 6/6) | Passed (E-vote Wells 4/6, O’Connor 4/24/19, Salls 6/6) |
| Mar 2019 | Passed (E-vote O’Connor, 4/1/19, Wells 4/5/19) | Passed (O’Connor, Wells 4/11/19) |
| Feb 2019 | Passed (E-vote O’Connor 4/1/19, Wells 4/5/19) | Passed (O’Connor, Wells evote 4/1/19) |
| Jan 2019 | Passed evote (O’Connor, Wells in favor 1/19; Dornbos abstain 1/19); Wells, correct spelling Bebrin | Passed (Dornbos, O’Connor, Wells e-vote 1/19) |
| Dec 2018 | Passed (Duva, O’Connor, Dornbos e-vote 12/10) | Passed (Wells, O’Connor, Dornbos e-vote 12/13) |
| Nov 2018 | Passed (Duva, O’Connor, Dornbos e-vote 12/10) | Passed (Duva, O’Connor, Dornbos e-vote 12/10) |
| Oct 2018 | Passed (O’Connor, Dornbos e-vote 11/16, Wells 12/10) | Passed (O’Connor, Dornbos e-vote 11/16, Wells 12/10) |
| Sept 2018 | Passed (O’Connor, Dornbos e-vote 11/16, Wells 12/10) | Passed (O’Connor, Dornbos e-vote 11/16, Wells 12/10) |
| Aug 2018 | PASSED: O’Connor 9/25; Duva 9/28; Dornbos 10/1 | PASSED: O’Connor 9/25; Duva 9/28; Dornbos 10/1 |
| July 2018 | PASSED: (Dornbos 9/6, O’Connor 9/7 AYE); Gorthala 9/7 abstain; DEEP approve 9/12) | PASSED: O’Connor 9/25; Duva 9/28; Dornbos 10/1 |
| June 2018 | PASSED: (O’Connor & Gorthala 7/9; Melley 7/31) | PASSED: (O’Connor & Gorthala 7/9; Melley 7/31) |
| May 2018 | PASSED: (O’Connor Abstained 6/18; Gorthala in favor 6/18; Melley in favor 6/26; Dornbos 7/6) | PASSED – (O’Connor 6/18; Gorthala 6/18; Melley 6/26; Dornbos 7/6) |
| April 2018 | PASSED – (O’Connor 5/17, Melley 5/22, Dornbos 5/31) | PASSED – (O’Connor 5/17, Melley 5/22, Dornbos 5/31) |
| Mar 2018 | PASSED – (O’Connor 5/17, Melley 5/22 with edit to add her attendance, Dornbos 5/31 abstain) | PASSED – (O’Connor 5/17, Melley 5/22, Dornbos 5/31) |
| Feb 2018 | PASSED – (O’Connor 3/14, Gorthala abstains 3/14; Melley 3/21, Dornbos 4/6) | PASSED – (O’Connor, Gorthala 3/14; Melley 3/21, Dornbos 4/6) |
| Jan 2018 | PASSED – (O’Connor, Gorthala 3/14; Melley 3/21, Dornbos 4/6) | PASSED – (O’Connor, Gorthala 3/14; Melley 3/21, Dornbos 4/6) |

**Other Votes / Meetings / Tracking –**

July 2020

* 7/15- Interim meeting PSD X1931 (with X1941) – 2nd meeting continuation (MAY include primary research directions)
* 7/10 – Interim meeting PSD (with X1941) – 1st meeting – discuss controversial results and recommendations.
* 7/8 – Briefing C1635
* Week of 7/6 – C1634 Review Draft Report expected to be released
* 7/6 – sent updated / collated covid procedures
* 7/2 – released Review Draft C1635 for Committee comments
* 7/2 – Briefing R1973 ESRPP
* 7/2 – Briefing C1634
* 7/3 – 3rd batch PSD results released for committee review
* 7/1 – Briefing R1963a ST lighting
* 7/1 – meeting on data needs for planning upcoming 1982

June 2020

* 6/26 – 2nd batch PSD results released for committee review
* 6/25 Data call on R1965 UI
* 6/19 – 1st batch PSD results released for committee review
* 6/17 Data call with UI X1939
* 6/5 - EVOTE for legislative report from McLean, Viglione.

May 2020

* 5/11: Approved EA Team’s memo, endorsing the recommended contractors for the 2020 evaluation work, and endorsing starting the utility contracting process with these firms. (Motion/2nd McLean / Wells, approved by both).

April 2020

* 4/23/20 RFP responses

March 2020

* 3/26 Final RFP released to pre-qualified bidders (due 4/16)
* 3/19 Legislative report for review – still out for review or approval
* 3/19 RFP provided for review for committee
* 3/18 EA Team provides requested summary of conservation kits and Covid impacts on Evaluation
* 3/11 Multiple project data meeting with UI
* 3/11 EEB concurs with Eval Plan / ok to proceed with RFPs etc.; in meeting / no objections.
* **EVOTE:** 3/9 Eval Committee approval of Eval Plan Update (by email: Viglione and McLean 3/9)

Feb 2020

* 2/28 – Evaluation Plan discussion with EC
* 2/19 – Evaluation Plan discussion with EC
* 2/6, 2nd kickoff for R1982 Res HP / HVAC / DHW project

Jan 2020

* 1/31, X1931 PSD Kickoff
* 1/29, C1906 SEM Kickoff
* 1/23, C1901 C&I process kickoff
* 1/15, 11-12, X1939 Early retirement kickoff
* 1/10, 1-2 MF Final Presentation
* 1/8 11-12, X1931 PSD Kickoff

December 2019

* **EVOTE** on accept PSD / HES agreement memo – In favor: O’Connor 12/20, McLean 12/20. Wells in favor of HES value agreement table 1/16/20.
* **EVOTE** on $11,087 dollar adder for EA Team 2019 budget – In favor: O’Connor 12/10; McLean 12/18. Wells approves Nov and Dec budgets / invoices 12/17 (includes $11K).
* 12/20 Kickoff R1973 Retail Non-lighting products, 10:30am
* 12/18 Kickoff R1982 Res HVAC/DHW, 4pm
* 12/6 HES / PSD call with utilities
* 12/6 X1941 MF kickoff, 3p
* 12/5 R1965 HP/HPWH Kickoff, 3p

November 2019

* 11/22, PSD / HES call, 3p
* 11/4 Held kickoff R1959 ST Renovations and Additions

October 2019

* 10/18- final presentation for RASS / Lighting Report
* 10/7 4pm – final presentation of R1644
* **VOTE:** During monthly meeting – Salls / O’Connor: To approve Qualified Pool Team Recommendations from EA Team evaluation / voting. Passed (In favor Salls, O’Connor, Abstain by Li).
* 10/4 – Kickoff of R1963 – ST lighting
* 10/2 – discussion on PSD update process

September 2019

* Nothing.

August 2019

* 8/12 – Evote for July invoice, June invoice
* 8/8 – Evote circulated for revised SERA team June invoice (correcting calculation, updating value)
* 8/8 – Memo of final realization results for R1603 released
* 8/5 - R1603 Call walk-through of more granular results

July 2019

* 7/29 – Distributed detailed R1603 HES / IE Impact results and scheduled follow-up call.
* 7/11-7/17 – C1635 - Arc incident issue on metering work. Incident 7/11, note to committee with resolution 7/17; calls and emails with utility, EA, consultants in-between.
* 7/17 R1705 - MF report released for review
* 7/2 Released R1706/11616 Draft Rass / Lighting study for committee review
* 7/2 Released Draft C1644 for review

June 2019

* 6/4 Report R1603 out for review (phase 1); call to be scheduled to discuss priorities for drill down for Phase 2
* 6/10 Legislative report out for review

May 2019

April 2019

* 4/9/19 Released Draft R1617 for review

March 2019

February 2019

* 2/4 Final presentation on NEI study
* 2/7 Intent to bid and questions due
* 2/14 Q&A responses issued, along with 2-day extension on proposal deadline
* 2/28 Proposal responses received

January 2019

* 1/28 RFP issued, with due date of 2/26/19

December 2018

* 12/7 Evaluation Plan follow-up call
* 12/10 Evaluation Committee passed 3-year Evaluation Plan by e-vote (Duva, O’Connor, Dornbos e-vote 12/10)
* 12/12 EEB Board passes 3-year Evaluation Plan in meeting
* 12/18 Evaluation Committee approves plan for steps in RFP process (12/18 O’Connor, Dornbos); also in favor (Oswald)

November 2018

* 11/30 Evaluation Plan Meeting with Committee / stakeholders

October 2018

* 10/31 data meeting C1634
* 10/15 Data call re R1603
* 10/17 Data meeting R1706 RASS
* 10/12 – R1617 HVAC Presentation
* Recommend revision/ clarification to read: E-vote / Passed - **C1634**: "This is a scope of work adjustment to add baseline research to the scope with a budget of $39,332 as described in the memorandum from the Evaluation Administrators to the Committee.  The memo regarding the scope/budget change for C1634 was dated 9/7/18 and revised 9/25/18. in favor Dornbos 10/2; recirculated 10/9; in favor O’Connor 10/9. 2-0-1 (no response DEEP) (passes).

September 2018

* 9/14 – C1641 Presentation
* 9/13 – R1617 Working group meeting
* 9/12 – EEB reapproval of SERA contract
* 9/11 – C1641 posted final
* 9/5 – Review Draft of R1709 NEI study circulated for comment – 2 week review period
* 9/5 – Final report for R1613/1614 HVAC posted

August 2018

* 8/9 - R1707 RNC NTG Review Draft circulated for comment – due 8/30

July 2018

* 7/18 – Technical presentation on R1702 Codes & Standards

June 2018

* 6/28;7/5 – R1702 Codes and Standards Finalized report issued
* 6/13 – data call C1634
* 6/6 – Kickoff C1644

May 2018

* Data call UI – R1603
* 5/15 – Data call, C1635
* 5/10 – R1702 Codes and Standards Draft report for committee review

April 2018

* 4/2 – Presentation C1639 SBEA
* 4/10 – Data Call C1634 Request #1
* 4/23 – HES & IE Impact Data and program discussion
* 4/25 – C1630 report posted

March 2018

* 3/20 – HES & IE Impact Kickoff
* 3/21 – Kickoff for SF and MF On-site Studies (R1616, R1705)

February 2018

* 2/6/18 – EA Team memo on viable project / oversight combinations
* 2/15 – Data Request #1 call C1635
* 2/27 – DHG Working Group meeting R1617

January 2018

* 1/25/18 – Review draft C1630 distributed
* 1/19/18 - EA Team Sent note to contractors on project status
* 1/17/18 – PASSED – Add $70K to budget for R1641 (discussion & memo in eval committee meeting). Votes via email: O’Connor 1/8/18; Dornbos 1/9/18; Melley 1/17/18; Gorthala abtain 1/9/18 (not at meeting).
* 1/9/18 – one pager for EEB Board summarizing Eval Rec’m for sweep prepared; delivered / discussed with EEB by Skumatz.
* 1/9/18 – Motion / Memo on Sweep Passed. EA Team memo on Eval Rec’m for sweep – Projects and EA team budget recommendation – BOTH PASSED by committee (O’Connor, Dornbos, Gorthala with clarifications, 1/9);
* 1/4/18 – Review draft R1613/14 distributed