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**EEB Evaluation Committee Monthly Meeting Minutes**

***TUESDAY September 9, 2020 – 10:00-11:30 (ended 11:20)***

ALL VIRTUAL MEETING – NO MEETING ROOM (recordings posted)

Meeting Materials in Box folder: <https://app.box.com/s/y6gl3da2ujj00ehnc7opq0l96wtbq0rh>

 **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**

***Attendees: McLean\*, Malmrose\*, Ingram, Oswald, Kopylek, Reed, Gowans, Skumatz, Wirtshafter, Prahl, Jacobs***

1. **Public Comment - none**
2. **Minutes and invoices**
	1. July minutes (belated; evote after the meeting); August Minutes already passed via evote.
	2. Recap of Budget meeting / revised budget, and August invoice. Skumatz walked through the highlights of the SERA budget amendment that was discussed and passed 8/28. Memo was sent as part of the packet for today’s meeting.
		* **VOTED AND PASSED IN 8/28 MEETING: EA team budget for 2020 to be increased by $55K**, with funds to be moved from approved evaluation project budget that was intended to extend metering (an addition that will not be needed in 2020). Voted and approved in that meeting by McLean and Wells; Viglione submitted evote also in favor the same day. **Should be amended for 2020 C&LM plan update. Skumatz also noted that workload for 2021 is currently well above what was planned when the RFP was issued** – with 8-11 projects expected, but more than 22 likley to be overseen in 2021.
3. **Non-Project Updates and Issues**
	1. Review Interim progress / highlights;
		* Interim e-votes and meetings – (Skumatz read list from bottom of agenda)
	2. Status of Data requests and deliverables (separate attachment; several items / red notes) – no major items outstanding; note in the gantt was incorrect / not behind.
	3. Covid Data Collection / Rules / Survey reviews – Several batches of surveys have been sent to utilities, with all returned (note in gantt was incorrect).
	4. Redline of PSD – Ingram update: *All PSD results have been applied from all latest EM&V studies*; only locations were from PSD review suggestions and secondary research that they didn’t think they’d work. Earlier version of the markup document was interim; last Thursday another version was sent to tech consultants (most of the changes were in the appendix). Need to identify best point for review. It is iterative process. For example, Reed notes Residential Lighting EUL is one item still being discussed.
4. **Status of contracting**
	1. Contracting Discussion – 2 POs for UI; not for ES; near-term hope from ES; there are 3 groups to address.
	2. Ingram: met with Kate R. NMR add and ODC add-on and NMR new work to be completed in next few days or this week. Some new updated terms that will apply to new contract (NMR) that will not apply to other states or prior contracts. Once that hurdle is crossed it will be a couple days. Issued PO and sent and ready to charge against. ERS and Illume in next bucket. A few more steps for these 2; not likely to be much longer. Longer is Michaels – they are not yet registered in Ariba. Week or two more for Michael.
	3. Kopylek: NMR 1965 add-on and ODC issued. ODC needs to respond to the tender. Then PO will be issued for them. DR is still in process, with TTerry (out within next week or two). Keep in mind for add-on work is gets referred to original tender, which in this case led to a total more than $1 million euro. Kopylek got forgiveness, fortunately. New projects: NMR, ERS, Michael, Illume are all being sourced in one request. As soon as sourcing request is approved (business and purchasing), then a purchasing step with tenders, then process, then POs should go through. Michaels has some of the paperwork under review. Multiple weeks yet to go on these. NMR and ERS are faster because paperwork in place for them. 2 weeks is Kopylek’s hope; more like 2-4 weeks for Michaels and Illume.
5. **Roadmap -** Discussion – *see table at end of agenda.* The following itmes were discussed. The only ones with discussion / pushback were: ii: specifically try to consider links with upcoming MA planning process, and there was agreement there are some issues with how utilities will have a greater oversight role in one state (MA) vs. CT, and the off-sets in the 3 year cycles. V: timing issues on solicitation, changes in programs, etc. were discussed. X: HES is a good example of coordination, and basically anything that gets results fast is a plus, and Recurve / EM&V 2.0 was mentioned. Xi: try not to load all the results the last couple days / weeks before PSD / plan update process. Xiii: utilities would want specific metrics before this would go into place. Xiv and iii: there was support for going back to the research area process, for learning curve waste by many contractors, and easier contracting process by far. Competitive cost savings are pushed to much greater workload for EA team. Skumatz to work on revised roadmap in track changes for review within next few weeks.
6. Leaving some unallocated budget in the Evaluation Plan for emerging issues
7. Allowing for joint studies with affiliates (e.g. MA, NY, NH) to leverage multi-state efficiencies
8. Allowing for research area vendors (sector-wide evaluators vs. study-specific evaluators to streamline contracting and reduce duplicative / overlapping data requests, interviews, on-site visits.
9. Solicit Company input on vendor selection, given Company experience with vendors across multiple state and procurement negotiation expertise
10. Solicit input on selection of programs to evaluate
11. Solicit input on draft work plans
12. Hold initial interviews between evaluators and Company Program Staff
13. Hold initial interviews between evaluators and Technical Consultants
14. Solicit input when issues are uncovered during the course of a study to determine root causes and improve recommendation quality
15. Encourage innovative, fast-feedback approaches
16. Obtain EA input during early stages of annual PSD update process, rather than after individual studies
17. Update documentation of data request procedures
18. Address positive and negative incentives for utilities to facilitate evaluation (contracting, data, record-keeping, etc.). ID time limits, etc.
19. Update discussion of contracting / mini-RFP process
20. Overall changes to roadmap to streamline, reduce repetition, reconfirm underlying objectives
21. New Addition: Revise the language on types of evaluation studies funded, making it clear studies beyond basic process and impact evaluations are needed to support PSD updates, performance, and planning objectives / uses.
22. **Discussion of Project Status** (*Gantt, Project Summaries Provided monthly w/spend*)
* C1634. Consultants are working with EA to finalize reports. Consultants submitted the final report on 8/26/2020.
* C1635. Final report approved 8/28/2020; Final presentation 9/2/2020
* C1901.Completed staff interviews. All study instruments have been approved by EA Team. Both UI and Eversource have provided data and all issues are resolved. Sample design memos for Instruments 1-6 submitted for EA Team review on 8/27/2020. Upstream Lighting sample memo to follow in Sep.
* C1906.Phase I Underway - Research and Development of SEM Evaluation Methods - Results Expected September 2020
* R1959. Data collection in progress. On track to submit draft report this fall.
* R1963A. Draft report submitted. Received TC and UI comments. Eversource still preparing their comments.
* R1963B.Prepared draft report for project for review by EA Team. Worked through questions/issues. Revisions to the report will be complete 9/10/20
* R1965.On track to deliver draft report by end of year, but finalizing in January 2021. Data requests complete. Add-on tasks on hold.
* R1973.Consultants have completed all evaluation tasks, submitted draft report to the EA Team for review.
* R1982. COVID-19 requires indefinite postponement of fieldwork (under the current scope), but we are revisiting the scope to determine if an alternative plan is feasible (without too many compromises). COVID - delayed field work / metering; delays report that was expected 5/2021 - losing a season of metering
* X1931. Detailed measure reviews complete and research study design in process.
* X1939. Phase I literature review 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.
* X1941. We are collecting data remotely using the process that we developed in response to COVID-19. We are identifying ways to improve response rates: 1) we will send letters to facility managers who have been unresponsive and for whom we do not have contact information and 2) we will add a team member focused on outreach. We have submitted data requests to the utilities for documentation for replacement projects.

Skumatz noted she requested updated dates for reports from contractors and will update gantt and committee accordingly.

1. **Recap of items for 2020:**
	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 – discussion today; draft in next week or 2
	5. Project development 2020 projects – contracting
	6. 2021 Eval Plan Update end of year
	7. 2021 RFPs end of year
2. **Other items** –
	1. Update on DEEP / NEEP M&V 2.0 Grant or other projects. – may no longer be relevant
	2. Quarterly report for use by O’Connor in EEB meetings – may no longer be relevant
3. **RECAP**
	1. **To do: Skumatz to e-vote minutes (July and Sept) and invoice (August). Skumatz to work on edits to Roadmap. Utilities to work on getting contracts through ASAP!**

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

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| * Updated Gantt Chart & Project Status Summary & data timeline report
* E-votes / call notes (attached / bottom of agenda)
* Contracting status summary
 | * Minutes for last month
* SERA Team Invoice
* Roadmap notes
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***Summary of 2019-20 Votes To Date (Updated)***

|  | Minutes for the month | SERA Invoice |
| --- | --- | --- |
| Aug 2020 | Passed Evote McLean, Wells, Viglione (8/17 all; sent 8/10) |  |
| July 2020 | In process (will not be provided until later date) | Passed Evote McLean, Wells, Viglione (8/17 all; sent 8/10) |
| June 2020 | Passed Evote McLean, Wells, Viglione (8/17 all; sent 8/10) | Passed Evote McLean, Wells, Viglione (8/17 all; sent 8/10) |
| May 2020 | Passed via Evote: In favor, McLean, Viglione, Wells (6/5, 6/5, 6/8) | Passed via Evote: In favor McLean, Viglione, Wells (all 9/2, 8/17) |
| 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 – Skumatz check / reversed | Passed in Meeting: Wells / McLean: in favor, Wells / McLean. Viglione in favor via evote 6/5. Skumatz check / reversed |
| 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) |
| Apr2019 | 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) |

**Other Votes / Meetings / Tracking (2019-2020) –**

September 2020

* 9/2 8-9 Final presentation C1635 EO

August 2020

* 8/28 **Vote/Passed**: Committee discussion of EA budget amendment; Passed (Motion / 2nd (McLean / Wells) in meeting, in favor of budget addition of $55K, with funds to come from unused approved funds for R1982 residential metering project funds. Vote in favor via Evote, Viglione, 8/28. Memo provided.
* 8/14 Kickoff meeting HES/HES-IE Impact & Process evaluation and Customer Segmentation
* 8/13 Meeting with utilities on contracting progress
* 8/10 Monthly evaluation committee meeting

July 2020

* 7/31 – PSD (X1931 & X1941) matrix, markup of PSD document
* 7/31 – R1973 Updated memo including gas findings released
* 7/22 – PSD (X1931 & X1941) matrix product distributed
* 7/16 – R1965 HP memo distributed
* 7/16 – Memo on R1959 Renovations findings released
* 7/15 – X1931 Prospective RR memo released
* 7/15 – R1973 Interim memo on Retail Products released
* 7/15- Interim meeting PSD X1931 (with X1942) – 2nd meeting continuation; briefing slides sent
* 7/10 – X1931/X1942 batch 3 comments answered by email spreadsheet
* 7/14 - R1963b lighting memo released
* 7/14 – R1963a lighting memo released **(comments requested 7/28)**
* 7/10 – X1931 Interim meeting PSD (with X1942) – 1st meeting – discuss controversial results and recommendations; briefing slides sent
* 7/10 – X1931/X1942 batch 1&2 comments answered by email spreadsheet
* 7/8 – Briefing C1635 / briefing slides sent
* 7/8 – C1634 Review Draft Report released (**comments requested by 7/22**)
* 7/6 – sent updated / collated covid procedures
* 7/2 – released Review Draft C1635 for Committee (**comments requested by 7/16**)
* 7/2 – Briefing R1973 ESRPP / briefing slides sent
* 7/2 – Briefing C1634 / slides sent
* 7/3 – 3rd batch PSD results released for committee review
* 7/1 – Briefing R1963a ST lighting / briefing slides sent 7/2
* 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/passed** for legislative report from McLean, Viglione.

May 2020

* 5/11: **Passed**/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/Passed:** 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

