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**EEB Evaluation Committee Monthly Meeting MINUTES**

**Monday May 11, 2020 – 10:00-11:30 (FINISHED 11:30)**

ALL VIRTUAL MEETING – NO MEETING ROOM -- Tape recording available / posted

Meeting Materials in Box folder: <https://app.box.com/s/e2hpu898u99k9zeo4v6u1x9365iaor6p>

 **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.*

***NOTE****: may need to reduce size of intro screen using “control minus” to be able to get into UberConference.*

 *(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: Wells\*, McLean\*, Li, Kopylec, Ingram, Dyke-Redmond, Wirtshafter, Gowans, Prahl, Skumatz, Reed, Mosenthal,***

1. **Public Comment –** None. Skumatz notified that all “virtual only” meetings need to be tape recorded and she is doing so**.**
2. **Minutes from April 2020 –** sent previously for VOTE; EVOTE
3. **Non-Project Updates and Issues**
	1. Review Interim progress / highlights;
		* Interim e-votes and meetings – data meetings. Main interim dates were RFP responses, several data meetings, and calls with companies and technical consultants on PSD project update.
		* Upcoming meetings – nothing of particular note.
		* Legisl. Report sent 3/19 out for review; assume final? **APPROVE? EVOTE**
		* Status of contracting – Utilities please provide update for the new tasks and budgets that were added to existing contracts (reminder memo sent last week)- ES sent reminder last week; Kopylec sent first note to contracting department last week when reminder was sent. UI will let us know updated information at the end of next week.
		* UI – Reminder to regular attendees to talk to IT dep’t to get access to UberConference
		* Discussion of Roadmap revisions / status – did not get addressed as focus was RFPs and selection of 2020 contractors. Skumatz noted she could not find Word version; Ingram sent it (thanks!!).
	2. Status of Data requests and deliverables – The main projects with data issues are all on page 6 of the data report – R1092 (UI is looking into it, and ES has some data issues with HPWH); X1939 (contractors will send a revised data request that better captures early replacement issues); and X1941 which has a new data request out.
	3. SERA April invoice (MEMO/for **VOTE**) Although we have less of a gap than last month, we discussed we are spending faster than proportional, but several pieces of work were front-loaded in the year (evaluation plan update, RFP / scoring, Legislative report, and other topics. Covid is causing some havoc with projects – where parts are proceedings and others aren’t so many more meetings with contractors than anticipated. We are cancelling meetings or doing email updates where possible (when work is held up from covid). Covid is hard for all to budget for. We will continue to monitor, but will also look in more depth mid-year.

**Motion to approve SERA Invoice for April Passed. MOTION / 2nd** (Wells / McLean). Passed with Wells / McLean in favor. Pursue vote from OCC.

1. **Status of New Projects – Proposal Scoring / Recommendations (MEMO)**
* Scored / Recommendations for 7 projects from EA Team. Skumatz walked through memo outlining key elements from the process of issuing and scoring RFPs (schedule, competition, strong response, addressing conflicts, scoring process, scoring results and recommendations for winning firms by project, and workload comparisons. Skumatz also suggested awarding the entire budget (allowing a 4.6% contingency) but no spending authority for the contingency without discussion with the Evaluation Committee. The four winning firms were: NMR (with subs Cadeo and DNVGL) for C1902 ECB NTG; R1983 HES&IE; R2029 SF Weatherization; and X1942 cross-cutting NEI. ERS was selected for C2014 C&I lighting. Michaels (with Evergreen) was selected for X2001 EUL. Finally Illume was selected for X2022 Educational / engagement / evaluation. The EA Team assessed workload and capabilities, and requested a motion and vote to approve the winners. Questions were raised / discussed about notification, the rationale for selection with the close scores of C2014 project, and a few others.

**Vote** – **PASSED**. **Motion to approve EA Team’s memo, endorsing the recommended contractors for the 2020 evaluation work,** and endorsing starting the utility contracting process with these firms. Two of the recommended contractors should be able to be added immediately; the other two might take longer.

1. **Status of Data Collection/Covid Rules from Utilities – and implications / directions (memo was provided.**
* Skumatz walked through an EA Team memo that included a summary of latest covid procedures for data collection provided by utilities last week, and the implications / options for each of the existing projects for the committee. The memo goes through many individual issues about what the steps data collection work needs to include to be able to move forward. The rules include virtual data collection and phone / web surveys are ok, but no on-sites; get utility review of data collection communication; no contract to firms related to health care; no data collection that increases exposure; sensitivity in approaching respondents; determine if data collection will be effective with likely changes in response rates; and interviewing implementation staff is allowed, with sensitivity to workloads. Within these rules, one of the most complicated ones is treading the line between utility review of evaluation communication (potentially including surveys) but following the Roadmap requiring avoiding utility appearance of undue influence in evaluations. Skumatz floated a possible solution that appears that it might work: strong utility review of recruitment / sensitive language up front; but for the evaluation surveys, etc. the utilities identify their comments, but the evaluators have the final word on potential edits within the evaluation materials. Overall, the walkthrough o the plans for each project did not raise red flags with the utilities or committee (however the evaluation committee utility members are not the final decision-makers). The overarching rules are to find non-onsite methods to conduct the data collection, and have the utilities review the materials. Discussion points included mailing back loggers (USPS pre-paid boxes may work; with sensitivity to suitability based on type of metering), whether location of Evergreen staff would hamper getting that one fielded when access to customers did open up; and a few other issues. Note that the memo needs correction on R1963a – this study is not being held up as the data collection was completed before covid procedures / issues. There is no on-going impact on projects C1906, X1031, C1634, and C1635 (however, there is desire to recover the loggers when possible). Project R1982 is unlikely to move forward any time soon as it requires on-site metering in MF. Almost all the remainder appear to be able to navigate moving forward, with the first step being document review. The utilities requested that the review materials come in bunches, not individually, for efficiency and minimizing disruption. Skumatz indicated we would send one soon, and use those comments / that approach as a template for bunches of others, to save everyone time.
1. **Discussion of Projects** (*Gantt, Project Summary Reports Attached monthly w/spend*)

C&I Projects (Gowans & Jacobs) and Residential Projects (Wirtshafter & Skumatz). A quick run-through of the Gantt chart was conducted for time considerations. The Gantt results follow:

* C1634. Preparing draft report for EA Team review.
* C1635. Expect to deliver a draft report in May.
* C1901.Beginning staff interviews. Working on other data collection instruments. Both UI and Eversource have provided data, but we still will have outstanding questions. COVID - may lose some sample for analysis / timing ok
* C1906.Phase I Underway - Research and Development of SEM Evaluation Methods - Results Expected July 2020
* R1959. Completed process IDIs and drafting homeowner and contractor survey instruments. All data requests are fulfilled.
* R1963A. All analyses in progress and data requests fulfilled. On track to issue draft report this summer. Short term study delayed from data.
* R1963B. On hold waiting for an acceptable window of opportunity to open in CT to collect the needed on-site price / stocking data (June?). 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.
* R1965.Data requests are still in progress but not a source of delay. Secondary research nearly complete. Data collection preparation still in progress. On track to deliver draft report by mid-fall.
* R1973.Consultants have launched peer utility interviews, 6 completed to date. Goal to complete peer utility interviews by 5/12. Consultants have also started the nationwide retailer interview data and sales data analysis, the engineering review of impact parameters, and are completing QC on the shelf assortment data analysis.
* 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
* X1931. Present draft priority measures and fast fill to EA team 5/18/2020.
* X1939. Phase I literature review in progress, will be followed by external program staff interviews and existing program data analysis Aug 2020 Phase 1 draft.
* X1941. Due to COVID-19, we have developed a remote data collection process as an alternative to field investigation. We will start remote data collection once the utilities approve the protocol and provide project documentation. We continue to review the 2020 CT PSD and compare the data sources and calculation methods with approaches employed in Technical Resource Manuals (TRMs) from other regions and states and recent evaluation studies. We are also researching the assumptions for the measures we have reviewed. COVID - PSD Part ok; Delays impact eval as fieldwork expected mid-April; likely delays Aug 2020 report.
1. **Recap of items for 2020**: Skumatz read through these items.
	1. Eval Plan Update – COMPLETE
	2. RFPs and contracting for new list of projects from Updated Evaluation Plan and recommendations for new projects to be contracted–COMPLETE
	3. Legislative report early year (streamlined process in place) – COMPLETE
	4. Revisions to Roadmap – Progress made; word version of document obtained from Ingram.
2. **Other items** – Not addressed in the meeting due to time.
	1. Update on DEEP / NEEP M&V 2.0 Grant or other projects – none
	2. Quarterly report for use by O’Connor in EEB meetings – none / on hold until review EEB procedures (after Covid)
3. **RECAP**
	1. To do: SERA team: Evote; forward notifications, forward “batches” of recruitment text and surveys/ data collection instruments / customer facing material to utilities for review.

\*\*\* 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)
* COVID rules / impacts summary on fieldwork (1 new, 1 old)
 | * Minutes for last month
* SERA Team Invoice
* New Contractor Rec’m memo (coming)
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***Summary of 2018-19 Votes To Date (Updated)***

|  | Minutes for the month | SERA Invoice |
| --- | --- | --- |
| May 2020 |  |  |
| Apr 2020 | Evote out: In favor Viglione (4/7) EVOTE OUT. | Passed in Meeting: Wells / McLean: in favor, Wells / McLean. Pursue OCC via evote.. |
| 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) |
| 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 –**

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