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**EEB Evaluation Committee Monthly Meeting MINUTES**

**MONDAY September 9, 2019 – 10:00-10:45**

Department of Energy and Environmental Protection – Public Utilities Regulatory Authority, Commissioner's Conference Room, OCC, 10 Franklin Sq., New Britain, CT

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

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

*(Backup number – only if primary # doesn’t work –720/820-1390 Code (1st caller) 8296#*

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**COMMITTEE MEETING MINUTES**

**ATTENDEES: O’Connor\*, Wells\*, McLean-Salls\*, Ingram, Oswald, Riddle, Reed, Mosenthal, Skumatz, Prahl, Wirtshafter, Jacobson, Chiodo, Gowans, Jacobs, D’Souza (SERA, taking notes)**

1. Public Comment - none
2. Minutes from August 2019 sent for evote; need 1 more vote (Wells), will complete. McLean-Salls abstains.
3. Non-Project Updates and Issues
   1. New C&I EA Team staff on call to listen in / familiarize with how Committee works; transitioning in the next month or so, depending on contracting. Dakers Gowans and Pete Jacobs introduced themselves. Team transitioning in to conduct work from project development on through completion. Committee to let Skumatz know if any special timing issues with EA Team contracting, etc.
   2. Review Interim progress / highlights;
      * Interim e-votes and meetings (*committee* *approved revised June invoice, and July invoice; approved July minutes – from bottom of agenda*). No comments / questions..
      * Upcoming meetings / reports out for review – *all comments received*. No comments / questions.
      * Status of Data requests and deliverables – *no immediate issues*.
      * Legislative Report update – *provided to Diamond for posting / delivery.*
      * Two additional items on attached memo

* Information on **budget increase request for C1644** – This item is information only this month. EMI project went over budget mostly due to substantial additional efforts to get responses to the survey (this is the one that needed additional contacts and help / encouragement from the utilities to the sampled respondents). Three key items led to a request for a $10K adder to the budget (detailed in the word document in the monthly packet): 1) $2,625 for increased incentives – 52 additional incentives at an incremental cost of $50 per interview plus a $25 processing fee; 2) $1,000 for restarting CATI efforts – a flat fee charged by Blackstone given the pause between calling efforts to retrain interviewers, and 3) $6,375 for 47 additional hours of effort for participant recruiting. There are few sources for these funds from within the 2016-2018 Three year plan, but one is possibly the R1603 project, depending on how much of the “drill down /phase 2” funds are used. That will depend on the discussions on a call this month with the EA Team and the committee. If all funds are applied to R1603, then no funds will be available for this shortfall; if not then there may be some remedy. We will notify committee on the recommendations during the month / before the next meeting.
* Second item: **Information / Billing for C1634**: The Evaluation Committee approved a project budget amendment months ago; however, the EA Team understood the contract change for this for UI was stuck behind the 2019-2021 Evaluation Plan projects. The invoicing for this is expected to go to Eversource first, with the percentages “caught up” at UI as soon as UI’s contract change is in place – the same as may be happening for early phases of the 2019-2021 projects. During committee discussion, Oswald let us know that it is not stuck behind the other contracting but should show up / be completed soon. He will inform on status.
  1. August SERA team invoice attached for vote in meeting or evote. EVOTE. EA Team is under budget to date, largely because most of the 2016-18 projects have completed (much shorter Gantt list) and the new projects have not yet been fully contracted (although some projects are working on initial planning). Expect to catch up some in September because 1) scoring pools (see below), initial project planning in more earnest with contracts being completed, and beginning other 2020 RFP work (eval plan update and RFPs, see below).

1. Discussion of Status of Contracting Process – See Item 3 of attached word document discussing *1) contracts, 2) pool voting; 3) 2020 Plan update and associated Issuing of 2020 RFPs.*

* **Contracts**: We have seen great progress from both utilities in the last few weeks. Eversource has perhaps one that isn’t completely done or basically “there”. UI, after radio silence, recently asked Lisa to document a few process items (completed), and sent out a form late last week to all firms and said this new form (a very simple one) was pretty much the last response needed from the contractors. We expect these to be completed within a few days. When I receive word from the utilities that all contracts are done, I will forward that to the committee. We have slotted in the calls with the new contractors into our schedules to begin / continue project development work. *Questions / Comments: Oswald notes that even when UI contracts are completed, there is still yet another step on getting through some budgets process and THIS ALSO must be completed before UI can fully participate in / deliver on project planning and data requests. This is an issue.*
* **Billing**: Note that for any contracts not complete by UI, we will bill Eversource first and then adjust the next bills as soon as the UI contracts are complete, as per committee agreement. No comments / discussion.
* **Pools**: Now that the 2019 contracts are reasonably well completed, we are scoring the contractor pools that were submitted and expect to finish this month. We will provide our recommendations to the Committee by next month’s committee meeting. These pools represent the firms that will be considered eligible for the next round of RFPs under the Plan. Sole question was clarified by next bullet item.
* **2020 Evaluation Plan update and Project RFPs**: Before the end of the year, we have 2 additional steps to conduct: 1) review the Plan for any project updates needed (any priority changes, etc.), using an abbreviated process as usual. We will: send out the current plan and solicit ideas related to gaps; review and revise any priorities as needed; discuss with committee and; provide recommendations to committee for review and vote. 2) issue RFPs to eligible pool candidates for the 2020 or 2020/2021 projects in the Plan. The process steps are: develop RFP with objectives / deliverables / scopes and evaluation criteria and scoring process (similar to previous RFP); submit for committee comment; revise / finalize and release RFPs; respond to Q&A; score and recommend winners; provide memo to committee documenting scores and recommendations for review by Committee; Contracting process follows. No questions.
* **Carryover / Accrual**: We usually begin to discuss carryover amounts in October. We have a **huge** carryover issue for amounts from 2019 that need to be added to 2020, as projects have barely begun. Utilities should prepare. Understood by committee.

1. Discussion of Projects (*Gantt, Project Summary Reports Provided monthly w/spend*)
   1. C&I Projects (Chiodo & Jacobson)

Chiodo: C1634. All meters for PY2017 projects have been removed. Completed PY2018 site visits for 105 out of 128 projects. Expect satisfaction of 2018 quota by September 15. Eversource contract modifications for the baseline work have been processed; UI still outstanding. Proceeding with the work in anticipation that UI's amendments are imminent, but this is unclear. Current schedule estimates a draft report being sent to the committee mid-March 2020. Due to delays from DEEP budget reorganizations (~1 year for project start-up), data delivery (minimum 2 months) and more site visit refusals than anticipated (~2 months), Cadmus is noting the need for a 4 month extension of the project completion date to April 2020. Skumatz will update Gantt chart for this delivery schedule. No further discussion / questions.

Jacobson: C1644 – EO NTG. Comments on the second draft distributed to the Evaluation Committee on July 2 were received from Eversource and EEB Consulting team by the end of July. Comments from UI were received August 20th. A final version of the report responding to all comments is expected to be finalized mid-September. A presentation of results will be scheduled for September. Question: Will final report be posted before presentation. Response, Yes.

Jacobson: C1635 EO Impact Evaluation –108/117 EO Electric ( non-upstream) site visits completed with 3 more scheduled. Have removed metering equipment from 80 EO Electric sites to date. Analysis for electric sites is well underway. 42 site reports have been submitted for review with 30 finalized. Upstream lighting primary and backup samples have been selected based on sample memo submitted and approved by EA and recruitment process is being developed with CATI firm and will begin the week of Sept 9th. There was a delay in metering additional sites since July to deal with a review of metering safety protocol in response to an ark flash incident at a metering site. A licensed electrician has been identified and DNV GL is in the process of subcontracting with them to perform all metering equipment installations and removals in panels. Metering installations and site visits for all 32 gas sites is complete with metering retrieved for 19 sites. Gas EO analysis has been completed for three sites and reports have been submitted for two sites. *Skumatz requested update from Jacobson on when the electrician is brought on board and that set of site visits resume after the arc incident.*

* 1. Residential Projects (Skumatz & Wirtshafter)
* Skumatz: RASS and Lighting project (joint report): comments received and integrated and recently provided back to EA Team. EA team reviewing whether it is merely a change in structure (moving lighting results from appendix) or involves more changes and a second review by committee is needed.
* R1617 is complete, and Skumatz has confirmed that the data are being held in a well-documented format by the consultant / contractor, and will be held and available to EEB for 5 years. Project complete.
* MF project comments were received, and consultants expected to deliver final report by end of September.
* R1603 HES / IE Impact: Consultant conducted additional work presenting findings by program and by utility and held call. EA Team provided memo on final realization rate results. Will be scheduling a call this month with committee to discuss options / preferences for Phase 2 / drilldown on the analysis. Report on first phase of work being edited / finalized. Question: will that be billed before work on Phase 2 begins? Answer – no bills for this project have been approved for processing for a long time waiting for that completion.

1. Other items –
   1. Update on DEEP / NEEP M&V 2.0 Grant or other projects. Skipped agenda item.
   2. Quarterly report. Provided updates for September to O’Connor. Skumatz to provide O’Connor with quarterly report presentation for EEB by today.

\*\*\* 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) | * Minutes * SERA Team Invoice * Memo on contract status+ |

***Summary of 2018-19 Votes To Date - Updated***

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| --- | --- | --- |
|  | Minutes for the month | SERA Invoice |
| Sep  2019 | Evote distributed 9/9. |  |
| Aug 2019 | Evote distributed 8/12/forgot to attach minutes. Resent 9/4; In favor O’Connor 9/6; McLean-Salls abstained in 9/9 meeting. Wells approved 9/9. | Evote distributed 9/9. Approved McLean-Salls 9/9; |
| 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 9/9). |
| 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 – UPDATED**

September 2019

* Legislative report completed / forwarded to Diamond.
* 9/9 - EVOTE sent out for August Invoice, and capturing reminder votes for July invoice and August minutes. Separate EVOTE email sent requesting approval of these Sept call meeting minutes.
* Need to schedule: C1644 final presentation, and R1603 drill-down scoping call.

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