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**EEB Evaluation Committee Monthly Meeting AGENDA – Revised**

**Monday June 8, 2020 – 10:00-11:30**

ALL VIRTUAL MEETING – NO MEETING ROOM

Meeting Materials in Box folder: <https://app.box.com/s/pello8s0bwb9a4q6adhfit22ow980wo5>

**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 AGENDA – Draft**

1. **Public Comment 1 min**
2. **Minutes from May 2020 – sent previously**   **3 mins**
3. **Non-Project Updates and Issues 15 min**
   1. Review Interim progress / highlights;
      * Interim e-votes and meetings
      * Upcoming meetings
      * Status of contracting – Utilities please provide update for the new tasks and budgets that were added to existing contracts
      * Discussion of Roadmap revisions / status
   2. Status of Data requests and deliverables
   3. SERA May invoice
4. **Status of Data Collection / Covid Rules from Utilities – and implications / Directions** 5 min

* Summary of latest agreed procedures by utilities
* Implications / options for existing projects for committee discussion

1. **Discussion of Projects** (*Gantt, Project Summary Reports Provided monthly w/spend*) 15 min
   1. C&I Projects (Gowans & Jacobs)
   2. Residential Projects (Wirtshafter & Skumatz)
2. **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 – Progress
3. **Other items** –
   1. Update on DEEP / NEEP M&V 2.0 Grant or other projects.
   2. Quarterly report for use by O’Connor in EEB meetings
4. **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 (coming) | * Minutes for last month * SERA Team Invoice * New Contractor Rec’m memo (coming) |

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

|  | Minutes for the month | SERA Invoice |
| --- | --- | --- |
| June 2020 |  |  |
| May 2020 | Evote out; In favor, McLean (6/5) |  |
| 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 | 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) |
| 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 –**

June 2020

* 6/5 - EVOTE for legislative report from McLean. Missing others.

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