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**EEB Evaluation Committee Monthly Meeting MINUTES**

***MONDAY March 7, 2021 – 10:00-11:15***

ALL VIRTUAL MEETING – NO MEETING ROOM (recordings posted)

Meeting Materials in Box folder: is  <https://app.box.com/s/bkrpavtrfpeqes8yb9k1d66xsbyy15ie>

 **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: Wells\*, Li, Malmrose, Kopylec, Oswald, Dyke-Redmond, Roman, Williams, Reed, Wirtshafter, Prahl, Jacobs, Gowans, Skumatz***

1. **Public Comment** 1 min
2. **Minutes and invoices** 5 min
	1. February minutes to be voted (Sent for evote with others ODJJ; attached also – in favor Viglione, McLean 3/8)
	2. Feb 2021 invoice from EA Team for vote – not yet ready – will be emailed/evoted
3. **Non-Project Updates and Issues**  5 min
	1. Review Interim progress / highlights (bottom of agenda – 3/12 - RFPs & X2022 repeat K/O; Leg evote, 3/8 Kickoff 3pm Loadshapes & Peak; comments rec’d R1973, Leg)
	2. Interim e-votes and meetings – (bottom of agenda – Leg report & minutes for evote)
	3. Status of Data requests and deliverables (separate attachment – 3 items: C1901 missing file from UI / some consumption data ES (UI reports it has data ready to upload; ES notes issue related to account matching); R1982 data request meetings delayed 4 weeks / done ES & UI short delay; R2027 awaiting WAP – last known was privacy issue? Deep will look into)
	4. Covid Updates – important to know if any changes coming for project planning.
	5. Legislative report circulated before last meeting, no comments, out for Evote; 1 vote back (McLean approves). Who forwards to Legislture? Send to DEEP and Exec Sec.
	6. PSD Update for C&LM Plan – regular meetings fortnightly. Memo concurring with 12/23 agreement and update used in 3/1 filing. Utilities working on batches of the several hundred updates needed prior to June-ish. Agreed to prioritize numbers (not citation updates) and larger changes first, but goal is to get through all prior to use in 2022 C&LM Plan update.
	7. DEEP approvals and conditions revised / released. Revised / clarified, includes dates & incentive.
	8. Notice of data sharing authorized by EA Team to reduce data requests / leverage data: X1931 and R1983; C1901 data.
4. **Contracting Update** - 5 min
	1. Huge progress at utilities for add-ons! Joel – in good shape – no 2021 procurements need to go to Spain (2019 >1M and not 15% of orig value for 2020 so stays local; similar 2021); expect all contracts in place by next meeting. ES – all paperwork for add-ons for TRC, ODC, NMR all complete; checking that maybe all complete. Sending POs to Skumatz when done.
	2. RFP responses due 3/12/21; (process included draft, committee comment, issued to eligible pools). Expect recommendations / approval of contractors in April meeting. Contracting after that.
5. **Roadmap 30** min
	1. Discussion / comments – Main topics
		* \*Evaluation Plan budget setting process unclear / joint?– page 7
			1. Is it a percent? DEEP Not clear/ will check. Reed: Self perpetuating in plan? Not much discussion absent questions – more thoughtful discussion probably warranted… Oswald will also check. Timing question: Proposing draft numbers – C&LM Plan numbers happen on-going / 1st draft to Board is in late summer or June. Memo after discussion with Eval Cmte by June (or may) EEB meeting. That is first draft / additional discussion will follow of course. 2023-2024 numbers subject to annual plan update revision cycle.
		* \*2 vs. 3 research areas (cross-cutting – I included 3; page 2, p 9); separate qualified team (p. 9) – no comments
		* \*“minimum of 1 winner per research area”; p. 9, process for selecting (omitted mini-RFP – said agreed process; would memo justifying to committee do?
			1. If multi-stage process, utility procurement department processes ok? Maybe / maybe not – utilities will check. If difficult, we will go with ONE for each research area. NOTE each of the CT selected folk ARE TEAMS of consultants with a LEAD firm (selected via competitive RFP), and would be for 3 years. Streamlining vs. some cost tradeoff.
		* \*Contractor selection – input into previous performance? Clarify Input into RFPs but not review of proposals. (p14)
			1. OK at recommendation time.
		* \*Work plan – draft (RFP / proposal) for POs contracting; final sent at end of refinements / meeting process to be incorporated into util documents. Need budget & POs for refinement / can’t wait. P 19.
			1. ES / makes sense. Higher level. Appropriate for that higher level for contracting – don’t want to change for changes in detailed scope. UI agreement.
		* \* Work plan – Pre-meetings and kickoff for input. Have input on higher level, but We don’t have others comment on final work plan currently / influence and time. P 19.
			1. Comments – ES important that utilies have input on how program is working / get disconnect fixed up front (occurs in pre-meetings & kickoff).
		* \* incorporated extra meetings / communication – no comments
		* \* did not incorporate special memos process for July (p 29) – not banned
		* \* timing of PSD an issue – can’t start with reports in Jan – we suggest End of May, 3 weeks+3 weeks = 2nd week July for Eval Cmte. P. 23
			1. No comments – will check with Ghani. In past it was August-ish…
			2. Need to look at planning update schedule… August may be too late.
			3. This year later – Skumatz to clarify dates - write up for proposal more clearly for this year / future.
		* \*Need number of weeks for EA provided with PSD process info – to allow input (#5, p. 23)
			1. Suggested 3 weeks…
		* \* nothing currently for EA to allow data transfer – added with Cmte notification & secure transfer to firms that signed all docs.
			1. No comments / issues… sounds good. UI & ES may want to circle back with legal.
		* \*Communication when eval contractor has not yet been selected seems too open – needs discussion p 26 bottom.
			1. No issue – Lisa misread – it doesn’t include the evaluation contractor... ok
	2. Smaller Topics – no comments / concerns.
		* Extra explanatory tables cut (pp 5, 6, 7, 10)
		* Added “and other relevant contractual documents” to address IT and other changes in future (p. 10)
		* No dollar cap added for “non-research area”
		* PAs already included in meetings and they can invite engineers or others as relevant (p. 17)
		* Left out timing of data request, contracting to be settled in Conditions.
		* Survey responses included in confidential p 25
		* Added “in addition to T&C and IT -type language to procedures for confidential customer data. Also changed emails to communications… p25
	3. Next steps. 2 weeks to hear from utilities, then finalized / circulated…
6. **Discussion of Project Status** (*Gantt, Project Summaries Provided monthly w/spend*) 15 min
	1. C&I Projects (Gowans & Jacobs)
	2. Residential Projects (Wirtshafter & Skumatz)
* C1901.Completed staff interviews. All study instruments have been approved by EA Team. All primary data collection completed. Working on analyses of primary data collection efforts. Still working to resolve a couple small data issues with utilities preventing us from moving ahead with profiling task.
* C1906.Integrating committee comments to finalize Phase 1 report (Research and Development of SEM Evaluation Methods). Presentation of Results Expected March 2021
* C2014. Study refinement in progress; kickoff expected in March 2014
* C1902. Program refinement process underway; completed utility program background and data calls.
* C1931-1. Working on developing interview questionaires for PA interviews.
* C1931-5. Working on compilation and cleaning of key efficiency data from manufacturers online data base and catalogues
* C1931-6. In process of literature review of previous PSDs to trace HOU reference origination
* R1959. Newly requested analysis in process, adding to draft report. On track to submit draft report in March.
* R1965.Significant delays due to data from Companies and coordination with other studies, but on track to deliver draft report by May 2021.
* R1973.Comments received on Draft Review; working on incorporating comments.
* R1982. Test of revised recruitment and remote / electrician-only install postponed until Spring due to major spike in COVID-19 cases across the country.
* R2023. Small budget left awaiting other database update needs / requests.
* R2027.Data collection instruments wrapping up, draft report delayed until March 2021 (no data request)
* R1983. Early in project, but on track so far. Key is receiving requested data on specified timeline. Recurve meetings being conducted. Looking into what results / deliverables can be provided in summer timeframe. UI notes that ES and UI handled or are at different stages with ReCurve.
* R2029. Project on hold to coordinate/respond to DEEP requests, project in re-design in response.
* R2120. Working with EA team on integrating tasks with the related MA/RI projects
* X1931. Primary research project design in progress.
* X1939. In process of drafting Phase 1 report.
* X1941. We are current working on preparing the draft report for EA Team review.
* X2022.Project Kick off conducted 3/3/21 (repeating kickoff 3/12 because of storm duty absences); team working to catalog materials received in response to initial data request.
* X2001. Initial study measure list has been developed. Currently developing survey, outreach materials, and sample to prepare for fielding.
* X1932.Part of data request pending (1c and 1d). Working with Energyhub on it.
* X1942. Working on survey and kickoff slides. Data request pending
* X1931-7. Mapping implementation data from CT tracking files to 10 weather locations in CT
* Skumatz noted these include 24 projects, many attempting to deliver results in summer for PSD / program use, so it will be busy.
1. **Recap of items for 2020/21: 0** min
	1. 2021 - Contracting documents for 2021 add-on projects - COMPLETE
	2. 2021 – Legislative report – COMPLETE
	3. Roadmap – Discussing / Finishing
	4. 2021 RFPs – recommendations / decisions April 2021 meeting
	5. Contracting for 2021 RFP projects
	6. 2022-24 Evaluation Plan – end of 2021
2. **Other items** –
	1. Update on DEEP / Recurve, M&V 2.0 Grant or other projects. – no input
	2. Quarterly report for use in EEB meetings – no input
	3. Lisa and Donna to chat about what data request reporting might be needed to meet the requirements of the DEEP approvals and conditions #10.
3. **RECAP**
	1. **To do:**
		* EA Team:
			1. meet with Wells about data request reporting needs per Conditions #10;
			2. after 2 weeks for utility feedback on roadmap follow-up, finalize and distribute,
			3. after Legislative Report vote forward document to DEEP & Exec Sec to forward to Legislature.
			4. Skumatz to clarify possible dates associated with “final results into PSD” process for 2021 vs. going forward.
		* DEEP:
			1. Will look into process / steps / input places for Evaluation Program budget and get back to Skumatz
			2. Data request on WAP / status or hold-ups or needs
			3. Meet with Skumatz about data request reporting needs per Conditions #10
			4. Forward Legislative report to legislature after Skumatz confirms evotes received
		* ES:
			1. Finish up C1901 data request (account match-related)
			2. Roadmap: any procurement / contracting concerns about NOT doing a 2nd rfp process for selections for individual projects from among teams selected as research area winners
			3. Roadmap: Ghani to provide feedback into possible last dates for “final reports into PSD” negotiation process to Skumatz. Is 1st or 2nd week of August too late?
			4. Roadmap: EA to approve data transfers between Evaluation Consultants as EA identifies ways to avoid multiple data requests, or share partially processed data to reduce duplication, save cost and time, and reduce work for utilities. Would require written permission from EA, secure data transfer, involvement only of firms that have signed all contract document (including NDA, IT, etc.), and notification to Evaluation Committee in next meeting. Question is whether that will satisfy legal departments at utilities.
			5. These Roadmap responses should be sent to Skumatz by 3/18.
		* UI:
			1. Finish up C1901 data request (upload)
			2. Oswald will look into process / steps / input places for Evaluation Program budget and get back to Skumatz
			3. Finish up C1901 data request (account match-related)
			4. Roadmap: any procurement / contracting concerns about NOT doing a 2nd rfp process for selections for individual projects from among teams selected as research area winners
			5. Roadmap: EA to approve data transfers between Evaluation Consultants as EA identifies ways to avoid multiple data requests, or share partially processed data to reduce duplication, save cost and time, and reduce work for utilities. Would require written permission from EA, secure data transfer, involvement only of firms that have signed all contract document (including NDA, IT, etc.), and notification to Evaluation Committee in next meeting. Question is whether that will satisfy legal departments at utilities.
			6. These Roadmap responses should be sent to Skumatz by 3/18.
		* Evaluation Committee Voters: Legislative report (except McLean); assorted minutes (except McLean, Viglione).

\*\*\* 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)
* Legislative Report
 | * Revised Roadmap
* February minutes and Invoice (coming)
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***Summary of 2020-21 Votes To Date - Updated***

|  | Minutes for the month | SERA Invoice |
| --- | --- | --- |
| Feb 2021 | *Sent for Evote 2/8, 3/8; Evotes in favor (Viglione, McLean 3/8* |  |
| Jan 2021 | *Sent for Evote 2/8, 3/8; Evotes in favor (Viglione, McLean 3/8*  | *Sent for Evote 2/8, 3/8; Evotes in favor (Viglione, McLean 3/8* |
| Dec 2020 | *Sent for Evote 2/8, 3/8; Evotes in favor (Viglione, McLean 3/8* | Approved Evote 12/18 (Wells, calls Viglione, McLean)  |
| Nov 2020 | Approved / Evote Wells, McLean, Viglione (12/15/20) | Approved (with Oct) Evote Wells, McLean, Viglione (12/15/20) |
| Oct 2020 | *Sent for Evote 2/8, 3/8; Evotes in favor (Viglione, McLean 3/8* | Approved (with Nov) Evote Wells, McLean, Viglione (12/15/20) |
| Sep2020 | Passed Evote –McLean (11/5), Wells and Viglione (11/9) | Passed (with Aug) – Evote McLean (11/5), Wells and Viglione (11/9) |
| Aug 2020 | Passed Evote McLean, Wells, Viglione (8/17 all; sent 8/10) | Passed – Evote– in favor McLean (11/5), Viglione and Wells (11/9) |
| July 2020 | Passed | 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) |

**Other Votes / Meetings / Tracking (2019-2021) –Updated**

March 2021

* 3/12 RFP responses due to EA Team
* 3/12 Repeat Kickoff X2022 Engagement project for those that couldn’t attend 3/3 (added due to storm duties)
* 3/8 Legislative report sent for evote – EVOTE in favor – McLean 3/8;
* 3/8 Kickoff for X1931-6 HOU/Load Shapes Project
* 3/4 EA Team / utility meeting on PSD update process
* 3/3 Kickoff X2022 Engagement

February 2021

* 2/18 EA Team / utility meeting on PSD update process
* 2/5 R1973 Retail Products Review Draft Report sent to Committee for Review – due 2/19.
* 2/4 EATeam / Utility meeting on PSD update process
* 2/4 Legislative Report sent to committee for Review – due 2/19

January 2021

* 1/27 – 2021 Evaluation Plan Update ***Evoted and passed*** (1/27 McLean, 1/27 Wells, 1/28 Viglione)
* 1/25 Eval Committee Discussion on the 2021 Evaluation Plan Update
* 1/25 C1906 SEM Phase 1 (Eval Best Practices) Review Draft Report sent to committee for review - due 2/8
* 1/22 Eval Committee Discussion on the 2021 Evaluation Plan Update

December 2020

* Additional discussions / memos on PSD – to be updated / specified; memo issued 12/23/20
* 12/16, 9-10:30 Kickoff for 4 PSD Phase 2 projects (ISP, Refrig ACOP, HOU, Inland/Coastal adjustments)
* 12/1, Discussion with UI / ES / EA on priority PSD updates not yet integrated – EOY priorities. Scheduling follow-up

November 2020

* 11/3 – R1963b Final presentation
* 11/18, 11/19 meetings on Evaluation Plan Update Project concepts

October 2020

* 10/6 meeting with Utilities on PSD and C&LM Plan
* 10/14, 9-10:30 – X1931 PSD Phase 2 project prioritization discussion with Eval Cmte

September 2020

* 9/2 8-9 Final presentation C1635 EO
* 9/30, 10/1 – multi-state discussions of R1963a – a few refinements

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