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**EEB Evaluation Committee Monthly Meeting Minutes – Draft**

**Monday August 10, 2020 – 10:00-10:55**

ALL VIRTUAL MEETING – NO MEETING ROOM (recordings posted)

Meeting Materials in Box folder: [https://app.box.com/s/<https://app.box.com/s/h68apiz832y6p6pedcphqcuayl3k7hwq>](https://app.box.com/s/o8bterrvbpk250iyn3oj6bdc2nzvd30b)

 **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:*** *Li\*, McLean\*, Wells, Kopylec, Williams, Ingram, Reed, Mosenthal, Skumatz, Jacobs, Wirtshafter, Prahl*

1. **Public Comment - none**
2. **Minutes and invoices**
	1. Skumatz noted June minutes were sent this morning, but July minutes are still underway. Evote needed for June Minutes.
	2. Skumatz noted June and July invoices were sent this morning. It includes 2 invoices for approval plus a request for additional budget. 12% off proportional as of July invoice. EA Team requesting budget amendment.
		* The attached memo identifies that EA Team invoices March-May were about 8% over proportional (significant front-year work including RFP scoring / contracting that is not complete / development, legislative report, and COVID stop work and data issues).
		* June / July saw this increase with COVID start / stop / modified methods, and the mid-year PSD / C&LM Plan briefings and memos to provide input for projects even though most projects had progress interruptions from Covid. This was signifant additonal work, and led to 12% over proporational by end of July.
		* Requesting budget increase of $39.4K to address the unexpected workloads (largely extra work from COVID) as well as data and contracting issues in 2020.
		* Comments (McLean) included a need for time to process / consider the add-on, and not sure how it affects other budgets, what makes sense overall, and a question about whether evaluation budgets can move between projects and oversight (there is precedent). Wells points out the companies have been asked for information on spending and what is expected for end of year by end of August. Suggests evaluation do the same.
		* Agreement to **move June and July invoices for EVOTE; prepare other supporting documents for the budget requeset by EO August.**
3. **Non-Project Updates and Issues**  20 min
	1. Review Interim progress / highlights;
		* Interim e-votes and meetings – (bottom of agenda) many meetings/reports in July for PSD / Plan update process.
		* NOTE – would like to schedule kickoff for HES/HES-IE project for this FRIDAY 8/14, 11am if most are available. Not great date for Tech Consultants / consider alternate date. <later change – may arrange another method for Tech Consultants>
		* Skumatz walked thorugh table below, identifying projects with / without updates:

|  |  |
| --- | --- |
| With mid-year updates / deliverables | Without mid-year updates / deliverables |
| * C1635 EO impact - review draft report /briefing / comments (7/2; 7/8, 7/16)
* C1634 ECB Impact - review draft report / briefing / comments(7/8, 7/2, 7/22)
* R1963a (Lighting) – 7/2 briefing; 7/14 memo
* R1963b (Lighting) – 7/14 memo
* R1973 (RProducts) – 7/2 briefing, 7/15 memo; report soon
* X1931 / X1941 (PSD, MFPSD); batches in June; Briefing & comment responses 7/10, 7/15; RR memo 7/15, Final workbook 7/22; PSD track changes document 7/31; 8/2.
* R1959 (SF R&A) - 7/16 memo
* R1965 (HP/HPWH Baseline & Potential) – 7/16 memo
 | * C1901 C&I sector-wide process eval
* C1906 – SEM Design / Evaluation
* R1982 – HVAC / DHW Performance (metering-based)
* X1939 – Early retirement
 |

* 1. Status of Data requests and deliverables (separate attachment; several items / red notes)
		+ X1939 ER – UI provided res data
		+ R1965 HP / HPWH - UI provided inadequate data after multiple requests – NMR Moving forward with evaluation.
		+ R1982 HVAC DHW perf/potential – contractors reviewed data and worked to line up. Don’t expect to go back to UI at this point. Contractor moving forward (linked with above).
			1. Joel thought was resolved and **will be checking back with NMR** and will confirm remaining disconnects, but Skumatz notes she confirmed this negative outcome this morning before today’s meeting.
		+ C1901 C&I Sector-wide: UI – resolved, not well. 7/31 no more emails available to reach customers. Understood / unfortunate.
		+ X1941 MF – Note, we expect to request additional sample to address response rates that are falling short of initial plan. Joel noted he already received the data request asking for more than 1000 sites within 2 weeks, and notes that storm duty has led to some personnel issues; is looking for guidance from TRC on how many they need soon. Wirtshafter clarified that SOME data soon is better than waiting for all data (running out of sample to call).
	2. Covid Data Collection / Rules / Survey reviews – Several batches of surveys have been sent to utilities, with all or almost all returned.
1. **Status of contracting** 15 min
	1. Discussion-Suggest call late this week to discuss status – with progress hoped-for between now and then. Lisa will send out times; preference at UI for Thursday or Friday. (Attendees - Skumatz, UI, ES)

Skumatz walked committee through the fact there are 3 groups of contracts: 1=add-ons for firms with existing contacts; 2=new projects for firms with existing contracts, and 3=new projcts / new contractors.

Skumatz noted that in June minutes, Joel stated he thought all was ok with group 1 – and they should be able to bill, but Lisa noted at that time that they usually need to wait for POs. Joel said at that time he would check / did not hear. **Today Joel reconfirmed he thougt group 1 could invoice but he will check immediately. Will get answers back today.**

Skumatz also noted special item in Group 2, with DR wholly being funded by UI.

Skumatz noted email sent this morning from NMR on Group 1 questions; Williams notes she also needs dates for deliverables for the tasks. Skumatz will send (miles may not have received email this morning). Eversource (and presumably UI) need corrected task budget totals that add to contracted dollars, rather than RFP dollars. **Skumatz will do these 2 follow-ups immediately (budgets & dates); if received, POs available probably end of next week.**

Skumatz noted she has received no progress or attention on Group 3 and needs to know from UI the total of all forms and documents that the new firms need to fill out – all at one time, not piecemeal like in the past. **Joel will check**.

Joel noted that UI is putting out a job notice for a contracts person and it is a priority for UI to get this process cleared up.

**Group 1: ADD ON WORK WITH EXISTING FIRMS**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Firm | Project number  | Description | Added Dollars  | 80% (ES approx) | 20% (UI est) | Notes since initial memo |
| ODC | C1901 C&I Process… | Add financing / customer profiling analyses | $75K | $60K | $15K |  |
| NMR | R1965 HP/HPWH | Add reliability / satisfaction, etc.  | $75K | $60K | $15K | Process |
| NMR | New R2023 or add to R1965 | RASS database enhancements | $30K | $24K | $6K | Upgrades to existing database; firm already under contract, so have passed paperwork thresholds. |

**Group 2: NEW CONTRACTS WITH EXISTING FIRMS**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Firm | Project | Plan Dollars | Proposed Dollars | Contract for | 80% | 20% |
| NMR | C1902 ECB NTG & Baseline | $450K | $442,000 | $450K | $360K | $90K |
| NMR | R1983 HES & IE Process / Impact / NTG | $800K | $723,500 | $775K | $620K | $155K |
| NMR | R2029 SF Weatherization Assessment / Update | $75K | $75K | $75K | $60K | $15K |
| NMR | X1942 Cross-cutting NEI study  | $325K | $298,000 | $325K | $260K | $65K |
| ERS | C2014 C&I Lighting Saturation & Remaining Potential | $400K | $398,191 | $400K | $320K | $80K |

PS ONE MORE

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Firm | Project | Plan Dollars | Proposed Dollars | Contract For | Eversource 0% | UI 100% |
| NMR | X1932, Demand Response Evaluation | $150,000 | $150,000 | $150,000 | $0 | $150,000 |

**Group 3: NEW CONTRACTS W/ NEW CONTRACTORS**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Firm | Project | Plan Dollars | Proposed Dollars | Contract for | 80% | 20% |
| Michaels | X2021 Measure Life / EUL Update | $275K | $236,964+14K | $275K | $220K | $55K |
| Illume | X2022 Education, Workforce, Community, Customer Engagement Evaluation | $300K | $267,888 | $300K | $240K | $60K |
|  | Total | $575K | $519K | $575K | $460K | $115K |

1. **Discussion of Projects** (*Gantt, Project Summary Reports Provided monthly w/spend*) 15 min
2. PJC1634. Consultants are working with EA to finalize report.
3. DGC1635. PSD presentation to utilities on 7/8; Final report submitted 8/3/2020 / posted this morning (need to re-post as PDF); Final Presentation August 2020
4. DGC1901.Completed staff interviews. All study instruments have been approved by EA Team (waiting on approval of last batch from UI). Both UI and Eversource have provided data and all issues are nearly resolved. Working on developing sample design memo(s).
5. PJC1906.Phase I Underway - Research and Development of SEM Evaluation Methods - Results Expected August 2020
6. LSR1959. Submitted interim memo. Data collection in progress. On track to submit draft report this fall.
7. LSR1963A. Draft report submitted. Received TC and UI comments. Eversource requested an additional week.
8. LSR1963B.For the Product Availability and Pricing Study: prepared preliminary results memo with product availability and detailed pricing data for key product types by retail channel. 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. Draft project report available August 21, 2020.
9. RWR1965.Submitted interim memo. On track to deliver draft report by end of year, but finalizing in January 2021. UI data is incomplete, but moving forward without it. Planning add-on tasks.
10. LSR1973.Consultants have completed all evaluation tasks, currently finalizing results with the EA Team and working on the draft report.
11. RWR1982. 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
12. LSX1931. Detailed measure reviews complete and research study design in process.
13. LSX1939. 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.
14. RWX1941. We are collecting data remotely using the process that we developed in response to COVID-19. Eversource and UI have sent advance emails to facility managers at 45 projects. We are reaching out to the facility managers asking them to send photos of common area and exterior measures and for their assistance reaching tenants through giving them our outreach postcards. We are identifying ways to improve response rates. We will submit another data request to the utilities for additional project documentation.
15. **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 – On Hold for mid-year updates
	5. Project development 2020 projects – contracting
	6. 2021 Eval Plan Update end of year
	7. 2021 RFPs end of year
16. **Other items** –
	1. Update on DEEP / NEEP M&V 2.0 Grant or other projects. Skumatz noted webinar by NEEP with Li (oops, and Miles) this week; Skumatz attended. Requested comments / none.
17. **RECAP – To Do Items:**
	1. Joel on data: Joel thought was resolved and will be checking back with NMR and will confirm remaining disconnects, (1965/1982). Skumatz notes she confirmed this negative outcome this morning before today’s meeting
	2. Joel (and Miles?) will clarify dates for additional sample for MF project.
	3. Joel on Group 1 contracts: Today Joel reconfirmed he will check immediately whether GROUP 1 can invoice. Will get answers back today.
	4. Joel on Group 3 contracts: Identify AND FORWARD to Skumatz and firms all the forms needed for contracting this group at ONE TIME (if possible) – or at least inventory all forms needed so we know and can track / request / understand requirements.
	5. Joel on contracts generally: Identify progress on all contracting and outstanding items; help arrange proper attendees at a meeting later this week. Need to know asap when people can start billing for any / all groups. Will request regular updates.
	6. Skumatz will follow-up on group 1 budgets & dates; if received, POs available probably end of next week.
	7. Miles / Kiersten on contracts generally: Identify if / when Group 1 can bill upon receipt of deadlines and revised budgets. Identify progress on all contracting and outstanding items; help arrange proper attendees at a meeting later this week. Need to know asap when people can start billing for any / all groups
	8. Lisa ID dates for contracts meeting with 2 utilities:
	9. Miles and Joel on site visits: Check on whether there are procedures available to begin metering site visits for R1982 – starting HES onsites by contractors in other states with proper gear and training?
	10. Lisa send Evote on minutes and June / July invoice
	11. Lisa prep materials on request for additional budget by EO August.

\*\*\* 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)
 | * Minutes for last month (not avail)
* SERA Team Invoice (not avail)
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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.
* 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