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**EEB Evaluation Committee Monthly Meeting MINUTES**

**Monday January 6, 2019 – 10:00-11:30**

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/3lzkspmcyeqc7sa66vhin3w8hq9mueb0>

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

*MUTE WHEN NOT SPEAKING – very important.*

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

[*www.join.me/SkumatzEconomics*](http://www.join.me/SkumatzEconomics)*)*

**COMMITTEE MEETING MINUTES**

***ATTENDEES****: O’Connor\*, Wells\*, McLean\*, Li, Reed, Ingram, Oswald, Prahl, Wirtshafter, Jacobs, Gowans, Skumatz*

1. **Public Comment** - None
2. **Minutes from Dec 2019** (previously issued / attached) – time elapsed since people reviewed, so committee asked EA Team to send out December minutes for EVOTE. December Invoice was voted on and approved in December (special end-of-year). Ended on budget.
3. **Non-Project Updates and Issues** 
   1. Review Interim progress / highlights – noted interim evotes and meetings from Dec (see bottom of these minutes).
   2. Discussed upcoming meetings:
      * X1931 PSD Kickoff – Planned for 1/8 11-12, but this conflicts with another subcommittee meeting. Agreed with Committee *EA Team will find another date for this meeting (see bullets for September for new date – 1/30)*. Also, 2 more meetings (commercial) are to be scheduled (also included in bullets).
      * 1/10, 1-2 MF Final Presentation – will be held.
      * 1/15, 11-12, X1939 Early retirement kickoff – will be held.
   3. Noted three important e-votes held during December –
      * Passed - Addition of $11,087 dollars to SERA budget for 2019 to reflect new staff / hours / rates for EA Team (last vote rec’d 12/18).
      * Passed – acceptance of PSD / HES agreement memo (last vote rec’d 12/20)
      * Passed – SERA Team / EATeam Invoice for December (last vote rec’d 12/17) (which ended the year on budget including the $11.1K addition).
      * Other votes passed in December – November minutes and EA Team November invoice, plus votes for October minutes and October EA Team invoice.
   4. Status of Data requests and deliverables – *no immediate issues*.
   5. Skumatz noted that SERA received some bounceback from UI for EA Team invoices. We received notes that we were beyond budget, but given that the rejection letters covered summer / fall invoices that can’t be correct. Just in case, SERA also sent verification of the committee’s approval of the extra budget. Also, to prepare for 2020, SERA sent new contracts to the utilities, including the new billing rates and staff. Skumatz asked whether there were additional steps needed, like votes by EEB. Committee indicated no EEB vote is needed. SERA also confirmed that the updated dollars for EA Team budget for 2020 will be updated with the March C&LM Plan update. Followup - *UI to check on invoice rejection letters.*
4. **Discussion of Status of Contracting and end of year billing** 
   1. Status of contracting –Skumatz provided and walked through a timeline of contracting process with UI (see timeline distributed with meeting materials), noting the up-front meeting held with O’Connor and UI due to delay problems as early as June, through periods with no word back on progress in contracting for the better part of 6 weeks in Oct/Nov, the lack of response to two specific requests from Skumatz for inventories of missing documents, emails entitled “finishing up” in September, and the response that UI expected to provide contracts the week of 12/2/19. The first significant contact and progess from UI beyond questions about one contractor (in late June) began 12/16-12/30, with more than 20 emails from UI contracting to firms asking for documents over the holiday vacation. Eversource provided regular progress reports and identified progress enough for firms to start work in July. Skumatz noted the UI delays were serious, holding up projects because of no data delivery (some projects were supposed to be quick turnaround), and delaying invoicing by contractors – and projects will have difficulty finishing on time and within the 3 year period potentially. Skumatz finished by asking for a date certain or an estimated date from UI.

UI responded that there were problems because the contracted totals were over $1million or 1million Euros. Skumatz responded that this had been asked / addressed up front, (because the problem was known from last year), with alternative paths offered, but it was confirmed in the June meeting EA team was told to go ahead, there shouldn’t be a problem. UI noted staffing issues as a contributor. Riddle stated that three firms now had the ‘go-ahead’ to get data requests fulfilled – CRS, NMR, and EMi.

Li /DEEP stated that he had had a meeting the previous week with UI (Will and Jane) and that this was an unacceptable timeline and DEEP was unhappy. He stated this cannot continue as standard practice and *Li requested a proposal from UI on how to resolve the issue*. If it isn’t addressed, then next year they will consider a punitivie PMI on contracting to get people at a high level to pay attention. He stated he hoped it can be worked out.

McLean/Acadia echoed the frustration, but noted that she understood that the merger made life more complicated in contracting, etc.

Skumatz acknowledged and thanked UI for participating in planning and kickoff calls to not hold projects up more, and for any progress they had made in preparing, if not yet delivering the data requests to not hold projects up additionally once contracts were finished.

* 1. Skumatz asked for confirmation from the utiltieis that all the unspent funds for the evaluation projects were successfully carried over / accrued to 2020. Each utility stated yes , they believed there had been no problems.

1. **PSD / Roadmap Agreement** – Skumatz provided a brief summary of the PSD / HES issue (memo was attached). Late last year, it was realized that, inconsistent with the Roadmap, the EA Team had not been consulted after the utilities determined how they planned to incorporate the evaluation results into the PSD and Plan. After a phone call with DEEP, EA Team, the Utilities, and Tech consultants, it was determined EA team would identify any disagreements in the treatement of study results. EA noted the HES results were problematic. Because of timing, the C&LM plan was adopted with a contingency that this issue would need to be cleared up and changes incorporated in the March update. After a follow-up phone call, DEEP requested EA Team provide a table, and try to work out the differences with the utilities – preferably before end of year to make incorporation of changes easier for the utilities and their tracking. With some back and forth, and two phone calls, the EA Team and utilities came to agreement and compromise on the issues. The Evaluation Committee members voted to accept the memo describing the final compromise results.

Oswald noted that the utilities have a hard deadline target for final results by mid-summer / Sept 1. The March update is for utilities to update dollar values based on year end numbers, and this is why the goal was to complete the agreement by end of year rather than March.

In discusson of this item, it was noted that two issues were addressed in the memo – PSD process confirming with EA Team, and the compromise values. Wells noted she would prefer to vote solely on accepting the table of compromise values within the memo. *Skumatz will follow up by sending this revised document to Wells for a vote*.

1. **Discussion of Evaluation Plan Update process / documents** 
   1. Skumatz pointed to the memo that was re-attached this month (was included last month), and noted with the activity on Item 5 and the many invoices and contracting issues, substantial progresss had not been made on this issue. It will be circulated to the committee this coming month. The process, like the past, will include a memo and matrix with scoring, dedicated phone discussion with the committee, edits, and revisions with recommendations for discussion and vote by the committee. This is a first step before RFPs can be issued to the pool, and the next cohort of projects can get into contracting and then underway. Discussion from EC that priorities and needs change, and useful to be able to communicate / include these changes and consider in scopes. Skumatz reminded that there are at least 3 points for input: multiple discussions during plan update process, committee reviews the RFP before issued, and kickoff process provides chance for input. In addition, note the EA Team introduced another point of input this year – meetings with utilities and technical consultants during project development phase.
2. **Discussion of Projects** (*Gantt, Project Summary Reports Provided monthly w/spend*)
   1. C&I Projects - Gowans & Jacobs presented the Gantt results for each project. C1634 entry was corrected with 84% of budget spent through the period.
   2. Residential Projects - Wirtshafter and Skumatz presented the Gantt status of the residential projects. Skumatz noted that we expect to conduct a second kickoff for project 1982 Res HVAC / DHW to incorporate design refinements based on discussion from the first kickoff.
3. **Recap of items for 2020:** 
   1. Eval Plan Update – Status – Skumatz / EA Team needs to send scored list and matrix to start discussions with the committee.
   2. RFPs and contracting for new list of projects from Updated Evaluation Plan – starting NEXT MONTH.
   3. Legislative report early year (streamlined process in place)
   4. Revisions to Roadmap (EA team recommends at least the following:
      * Refined communication – EA recommends “suggesting/ encouraging / allowing” (not necessarily *requiring*) additional communication during the project development / refinement stage, with contractors & EA Team meeting with Utilities (on programs, directions, issues, and basics on data), and Technical Consultants (on programs, directions, issues). The EA Team pioneered this step informally for all new 2019 projects, and found the meetings very helpful.
      * Reconfirm PSD process, requiring the feedback loop with EA Team on how the utilities plan to incorporate evaluation results into the Plan and PSD; EA Team produces a memo on adequacy / agreement; if there are diffeerneces, goes to Evaluation committee (current process).
      * Update writeups of project development and data processes to current – specifically log the steps required for the data request process that have been implemented.
      * Add a Roadmap discuss to next month’s meeting agenda for at least a beginning discussion.
4. **Other items** –
   1. Update on DEEP / NEEP M&V 2.0 Grant or other projects – no discussion
   2. Quarterly report for use by O’Connor in EEB meetings – *O’Connor will let Skumatz know what / when she needs.*
5. **RECAP**
   1. **To do: underlined above.** One added item – *Skumatz to check with Oswald on apparent change in ability to use Uberconference with new UI protections*.

\*\*\* 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) * Contracting timeline document | * Minutes for Dec * SERA Team Invoice * Memo on HES/PSD |

***Summary of 2018-19 Votes To Date (updated 2/6/20)***

|  | Minutes for the month | SERA Invoice |
| --- | --- | --- |
| Jan 2019 | Evote in process: In favor O’Connor (1/16), abstain McLean (1/16) |  |
| 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 –**

Feb 2020

* 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
* 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