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**EEB Evaluation Committee Monthly Meeting MINUTES**

**Monday March 9, 2020 – 10:00-10:50AM**

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/v4xw7lbrvfk3oyynpsummrfqefy5qzqk>

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

*USE PHONE (NOT COMPUTER) FOR VOICE, AND MUTE WHEN NOT SPEAKING – very important.*

 *(Backup number – only if primary # doesn’t work –303/317-2078 (no code needed);*

*https://zoom.us/j/2534751779)*

**COMMITTEE MEETING MINUTES**

**Attendees:** McLean\*, Viglione\*,Kopylec, Ingram, Lawrence, Mosenthal, Gowans, Jacobs,Wirtshafter, Prahl, Skumatz

Kopylec briefed on Oswald’s unexpected health emergency – best wishes from all; Kopylec will be handling data requests in the interim.

1. **Public Comment - none**
2. **Minutes from February 2020 (previously circulated)** – Evote because only one voting member in attendance
3. **Non-Project Updates and Issues**
	1. Review Interim progress / highlights;
		* Interim e-votes and meetings – No interim votes; main meetings held were the 2 calls related to the 2020 Evaluation Plan Update
		* Upcoming meetings / reports out for review – No committee-wide meetings planned
		* Status of contracting – UI finished contracting approximately concurrent with last month’s meeting; one contractor had not yet received a UI PO as of Wednesday of this last week, and included it in their project status update. They contacted UI, and were sent this last PO by last Friday.
		* Discussion of Roadmap revisions / status – Skumatz reviewed the table of 15 items to be included as Roadmap revisions, which were discussed in some detail at last month’s meeting. With the Evaluation Plan Update and the Legislative report work, we did not make progress on this during February, but expect to in March.
	2. Status of Data requests and deliverables – Skumatz went through the exhaustive report (distributed monthly) that lists all data steps for each project in turn. Skumatz reviewed the “red” items in this month’s report of the status and problems. We had been given to understand that data work was progressing while the extended UI contracting process was underway, and that the fulfilled data requests would basically emerge the day after contracts were signed. This did not happen at all, and the lateness of data requests from UI are holding up multiple projects in a critical way – and in some cases could delay projects by 6 months in one case, and just as importantly, delay delivery past the window when they are useful to the C&LM plan update. The contractors were pushed very hard by EA Team to identify ways to deliver projects by the June-Early August timeframe; UI has undermined this for multiple projects (and affects both utilities). Eversource asked whether some projects might proceed without UI data; this is under consideration in several cases (one to be decided this week). See separate report (corrected for a R1965 mis-paste). There are several projects with significant (mainly UI) data issues:
* **URGENT DATA ISSUES - UI**:
	+ Most urgent: R1982: ES met request; had data meeting last week, with less-than-ideal data supposed to be delivered by Dick / Alison on Friday – and emails on interim progress to be provided by UI. Not met. Holding up sampling for recruitment for on-site metering, and if not delivered imminently will delay project by a season (6 months).
	+ R1963a and b – numerous data quality issues explained in memo / discussed; expected data by week of 3/2 (and will suffer because no data dictionary); data meeting scheduled 3/11. Holding up project.
	+ R1965 – data deadlines missed by both utilities; needs attention asap.
* **DATA ISSUE UI & ES**–
	+ UI: C1901: ES data delivered 1/24 – no data from UI and will soon begin to delay project progress.
* **Other data issues UI**–
	+ C1635 - project evaluation proceeded without complete UI data
	+ X1941 – Data delivered 1 month late; likely to hold delivery of report past deadline useful for 2021 C&LM plan update.
	1. SERA February invoice – will be sent for Evote later today.
1. **Discussion of Evaluation Plan Update process / documents and potential vote**
	1. Skumatz provided summary of Evaluation Plan update document. Focused discussion on the projects that changed since the last Evaluation Plan discussion call. Main revisions / updates are:
		* X1932 DR – reduce near-term budget to $150K; focus on UI programs – not to be RFP’d because it was RFPd and selected in 2019, but not contracted because of ES contracting in MA.
		* X2028 Gas – New project to fund CT participation in a multi-state gas end use metering study ($21K) – not to be RFPd because run out of MA.
		* X2024 budget for EMI – Increment of $10K to reimburse for extra C1634 project efforts. Not to be RFPd
		* R2029 Wx / Performance Desk Study – Deferring / deleting $650K project to go on-site to check percent of homes that are “weatherized” to a desk study to examine progress using definition of (HES Plus WAP). Also conduct a desk study to examine potential of using implementer records on program homes to test for leakage and other weatherization indicators. To be RFPd.
	2. 7 projects are to be RFPd in early 2020: X1942 (NEI); C1902 (ECB NTG & Baseline); R1983 (HES & IE Impact and process); X2001 (measure life); C2014 (C&I lighting); X2022 (Education / Engagement evaluation); and R2029 (Combined weatherization desk study).
	3. 3 existing projects will have their budgets increased due to augmented scope: C1901 (C&I Process by $75K for customer profiling / participation, etc.); R1982 (HVAC/DHW) by $75K to address reliability / cost / satisfaction); and R1965 (HP/HPWH) to leave meters in an additional year $200K).
	4. $68K is added to the 3-year plan budget because of unspent funds on R1603 (applied to new R1983) for total 3-year plan budget of $7,998K.
	5. Next steps: 1) Evote by Committee and EEB approval; 2) EA Team uses to prepare Mini-RFP for review by EC members 3) EA Team finalizes / issues RFP for response by eligible contractors.
2. **Discussion of Legislative Report –** Skumatz expects to deliver draft for review later today.

1. **Discussion of Projects** (*Gantt, Project Summary Reports Provided monthly w/spend*) Notes are corrected for R1965 which was incorrectly posted in the Gantt and summary charts. See Gantt and summary reports issued monthly for detailed progress reports.
	1. Following projects moving forward without significant issues: C1634 ECB Impact; C1635 EO Impact; C1906 SEM; R1959 SF Renovations & additions potential; X1931 PSD; X1939 Early Retirement.
	2. Data issues associated with progress in the following projects: C1901 C&I sector-wide process evaluation (UI Data needed); R1963 a and B (short term lighting); R1965 (HP) and R1982 (HVAC/DHW); X1941 MF – data delay of 1 month may dealy project 1 momnth past desired C&LM Plan update window.
2. **Recap of items for 2020: - No discussion**
	1. Eval Plan Update – covered in meeting
	2. RFPs and contracting for new list of projects from Updated Evaluation Plan – expect RFP draft in March – will be reviewed by EC.
	3. Legislative report early year (streamlined process in place) – to be delivered later today
	4. Revisions to Roadmap – discussed last month; expected to be worked on in March
3. **Other items** – No comment
	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:

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| * Updated Gantt Chart & Project Status Summary & data timeline report
* E-votes / call notes (attached / bottom of agenda)
 | * Minutes for Feb
* SERA Team Invoice
* Eval Plan Update Doc
 |

***Summary of 2018-19 Votes to Date (updated 3/9/30)***

|  | Minutes for the month | SERA Invoice |
| --- | --- | --- |
| Feb 2020 | Evote in process: In favor McLean (2/10) |  |
| 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. (awaiting OCC) |
| 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) |
| 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 –**

March 2020

Feb 2020

* 2/6, 2nd kickoff for R1982 Res HP / HVAC / DHW project
* 2/19 – Evaluation Plan discussion with EC
* 2/28 – Evaluation Plan discussion with EC

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