



EEB Evaluation Committee Monthly Meeting MINUTES

TUESDAY November 12, 2019 – 10:00-11:30 (likely 1-1.5 hours)

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/xxx>

Call-In Number: 303/900-3524; WEB Access: www.uberconference.com/skumatz
(Backup number – only if primary # doesn't work – 720/820-1390 Code (1st caller) 8296#
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COMMITTEE MEETING MINUTES

NOTE: MEETING WAS RUN BY CHIODO with Wirtshafter support. (SKUMATZ on vacation).

ATTENDEES: O'Connor*, Li, Wells*, Oswald, Reed, Riddle, Ingram, Chiodo, Wirtshafter, Gowans, Jacobs, Reed.

1. Public Comment - None

2. **Minutes** from October 2019 sent for evote; need 1 more vote (McLean-Salls) – Send for e-vote. O'Connor will follow up to nudge Amy for votes.

3. Non-Project Updates and Issues

- a. Review Interim progress / highlights;
 - Interim e-votes and meetings (Evote on last month's minutes and invoice missing 1 vote from Amy / Acadia).
 - Upcoming meetings / reports out for review – *(Watch for various kickoffs / appreciate the attendance; No near-term reports for review. MF & HES sent for posting).*
 - Status of Data requests and deliverables – *no immediate issues.*
- b. Two additional items on attached memo and resolution of questions from previous meeting
 - Information on budget increase request for C1644 – action likely to be deferred to be taken in conjunction with other project budgets with Eval Plan Update.
 - C1634 – status of contract change / invoice payment from UI. *(report from EA C&I). Oswald indicates progress on this / recognizes Board approval, and should be ready to go shortly. Oswald will provide update today or tomorrow.*
- c. September SERA team invoice attached for vote in meeting or evote.
 - *Includes New and Old team members. Revisions made to address kicking in of new contract for EA team. RFP started us anew in October. Adjusted budget upwards \$11,086.50 for fourth quarter difference, and increased new team to the new rates. We are at 17% of year remaining and 23% of new budget remaining. Assuming old team members are phased out, we have 163% of October's budget for 2 remaining*

months this year. We will need to watch budget with the array of unusual tasks remaining: PSD/HES discussion, continued project development, Evaluation Plan Update for project prioritization, development of RFP including new projects. Before we complete the Evaluation Plan and develop RFPs, we need to discuss workload issue for EA Team (see Item 5). We will be watching our budgets. How will funds for 2019 be adjusted? And note we also have an issue with the 2020 budget – does not match hours for EA Team from RFP. 2020=\$300,000, RFP = \$328,080. Commitment to update in March? **Discussion from meeting:** O'Connor understands that the going-forward budget adjustment was a commitment and the change will be made in advance of Plan update (or as part of the March update). Wells: Where did this occur? Lack of communication between RFP and what was reflected in Plan numbers? At worst it will be updated in March 1 update as long as SERA team ok with that (SERA team ok with that). O'Connor suggests maybe a letter would be useful in locking that in – especially because it is likely to be more of an issue for end-of 2019. **Adjustment for 2019 needed; Committee vote / Board vote. The “ask” is \$11,086.50 in 2019 dollars. O'Connor, Wells, and McLean Salls to discuss. Plus Skumatz to send out an e-vote on this issue.**

4. Discussion of Status of Contracting, Contractor pool recommendations, related issues

- a. Status of contracting – Contracting complete at Eversource; appears complete at UI, but some delays due to an internal budgeting step, we hear. Need update and prognosis/date from UI. Affecting projects because no data being delivered. **Discussion:** Oswald reports this is making progress; several POs are approved; making progress slowly. O'Connor asks for report from UI to SERA Team.
- b. Status of 2019 update to the 2019-2021 Evaluation Plan – We received a number of new project ideas. We are identifying those that should be deferred to be part of Phase 2 of the PSD review project, and are fleshing out the budgets and deliverables of others – and doing preliminary scoring. Depending on number, rankings, complexities, we will either have in-person meeting (likely without whole EA team) or phone meetings (less preferred), but we want to be mindful of hours. No discussion / comments.
- c. Drafting of 2020 RFPs – Will not begin in Oct – likely late Nov/Early Dec with committee review early Dec. No discussion / comments.
- d. Carryover issue – very significant carryover with late year contracting. We understand the utilities need no special info (for dollars for this 3-year plan) from EA Team based on their statements in last meeting and between meetings. Utilities will carryover all unspent funds for this 3-year plan. Eversource needs all monies from previous 3-year plan invoiced asap. UI same? **Discussion:** Wells asks whether utilities carry over money by project and line item? UI says once PO is in, it just keeps spending on the books until done. Not really carrying over the money. Eversource says process changed to similar to UI and full contract amount is now reserved, and avoids the carry-over issue / complexities. Is there an issue with C1635 and another with a total of \$800K that needs to carry over. Response from ES will have the funds continue / carry-over. Confirmed that monies will be spent; studies were expected to span 3 years but didn't get started until later than expected (contracts). ES confirms monies should be there / carryover without additional steps.

5. EA Team Workload Issue – has implications for Roadmap (below)

- a. High level summary: Committee desired more competition in the evaluation project bids. Previously, one contractor held the C&I area, 2 for various arenas of residential (but 1 firm

won both residential contracts). New projects were assigned to the research area team, but that wasn't competitive. Committee asked for a new approach – open bids / pool. However, that has led to big increase of contractors we are managing from 2 (in 2013) to 7 last year and 9 this year. Assuming meetings 2 of every 3 weeks for each contractor team (weekly vs. every other week at various times of the year), typical hours of meetings held have increased from about 69 (in 2013) to 242 last year to 312 this year. Staff hours are even more, with more than one staff attending during the design and completion parts – not to mention additional hours associated with more reports, etc. EA Team budget (reflecting hours available) has changed from \$300K in first year, increased later, and now down to \$287K this year. The new RFP we won in August on anticipates budgets of \$328,970/yr (less than 10% increase over 2013), and much greater workload increase. **The EA Team proposes a revised solution: rather than open competition, we select 2 qualified teams per research area and they can bid against each other for the projects within the research area. This maintains competition, but is more efficient in training / procedures and expectations for working with CT; greater familiarity with CT programs, more efficient use of EA Team time, and similar benefits for CT.**

DISCUSSION: Question from Oswald – is the pool limited to 2? How would they be selected? Two per research area, and pool is selected and they were evaluated and ranked. Two top ranked would be the pool in that area for bidding for projects. Is it two firms doing the work, two that get the proposals, or what? Many more calls. Did these concerns get reflected in the RFP? This is a big issue. Evaluation committee places a high priority on competitive bids for the contracts. Negative reaction by the committee. This is a resource constraint problem for the EA team – and O'Connor would rather address this as a resource constraint problem and avoid reducing the competition. Ingram notes in a C&I study with multiple firms, there was a coordination issue when multiple contractors are doing surveys. Also the contracting is more burdensome with multiple projects. Data requests are more efficient as well. There are benefits and efficiencies; recognize major concern is competition. Evaluation team identifies lean budgets; not a lot of additional savings. How address the firms that don't qualify? Suggestion to table this question at a later time when Lisa is in attendance. Many issues to address / changing scheme in the middle of a process. Include in the proposal other options to consider or paths forward to avoid disrupting the competitiveness. May need a separate call with Li, Wells, O'Connor, etc. Need resolution soon because next process starting soon.

6. **EA Team proposing Revision of Roadmap** – (mentioned last meeting) Main topics listed below. This is raised to alert the committee, but we do not plan to undertake this effort until 2020 because of 1) the number of items on our plate in 2019 (Start remaining projects, Eval Plan update, and RFP development for 2020/1). Also, we will work with committee and DEEP on best procedures. Heads-up on the issues we believe need addressing to make projects run more smoothly, allow for better information, but still maintain the state's priority on independence of evaluation.
 - a. Communication – prefer to add up-front meetings with utilities and technical consultants for better understanding of data and programs and directions prior to final project design; chaperoned.
 - b. RFPs / Competition: As mentioned in Item 5, change to 2 teams per research area. Allows competition between 2 qualified firms, but keeps workload more manageable. Research areas to consist of at least residential and commercial, and likely crosscutting.
 - c. Re-vitalize / reconfirm the PSD back-and-forth: Keep it at 30 days / 30 days to be current, information is fresh, contractors still accessible for questions, and not rushed at end.

- d. Project planning / development. Formalize the process as it currently stands.
- e. Data process – update the description to the current / revised process
- f. *Team reviewing if other changes are needed. Others, feel free to think about additional ideas – will revisit this early 2020.*

Discussion: Ingram asked about building in flexibility for doing more coordinated projects with other states, etc. and consider that in the mix for Roadmap adjustments.

7. **PSD / Roadmap Discussion –**

- a. *In late September the EA Team became aware that the recommendations from evaluation studies were not all being incorporated into the PSD and C&LM plan as expected, and the EA Team was not included / consulted in the process (per the Roadmap). The EEB decided to hold a vote in October using the C&LM plan as it existed but incorporate refinements based on EA Team review and schedule implementation of any possible changes from this issue into C&LM Plan in the March update. The EA Team is issuing a memo of our analysis of the Utilities' incorporation of evaluation results into the PSD and the 2020 C&LM Plan (particularly with respect to HES and the process) within a day or two of today's Eval Committee meeting. The next step is for a meeting to be scheduled with Prah (and Skumatz, schedule allowing), with the utilities, DEEP, and committee likely later in the week of 11/11 to discuss EA Team's analysis, and next steps (usually bringing the results to the Evaluation Committee, but neither Ralph nor Lisa could attend this month's meeting). Given the March plan for incorporating results, the December meeting could include a briefing the Evaluation committee. This issue will be discussed in more detail in meetings with Ralph and/or Lisa in attendance. **DISCUSSION:** Memo on its way shortly covering the utility's treatment of the PSD items (not new results) – next day or two. Wells notes that there is an outstanding HES/ HES-IE issue from phone call. The process and principles are the key content of the memo. Reconfirm the PSD / feedback process. Ingram recalls the 30 day windows / turnarounds that are in the Roadmap, and suggests revisiting the timing and logistical issues for feedback (Roadmap review). Next step is memo, meeting as described above. Helpful to hear from the Companies and SERA Team regarding best practices to consider as well (likely defer to Roadmap discussion and make sure timing aligns). Reed supports re-confirming / clarifying the timing and steps in the Roadmap and also notes that the matter of HES / HES-IE results in specific be resolved before start of year if possible because otherwise it becomes difficult for utility tracking systems (even though the "condition of approval" notes resolution before March 1). Companies preferred before end of 2019. Understood. Wirtshafter confirmed the numbers are still being discussed, and two issues: HES & IE plus larger process. Action items: EA Team memo with HES & IE, (by end of year preferably) and also plan a meeting to discuss process. Shouldn't be very complicated; remaining differences may be purview of DEEP. Lisa later note: approval process is through Evaluation Committee as well / first. Oswald concerns about transparency of R1603 study (some concerns with transparency of billing analysis as an analytical tool).*

8. **Discussion of Projects (Gantt, Project Summary Reports Provided monthly w/spend)** See Gantt report for results / updates.

- a. Residential Projects (Wirtshafter) – RASS complete. HES/IE memo soon. R1705 done and expects final webinar soon. Two new projects have kicked off: R1959 and R1963 – and some data requests being held up with lack of contracting at UI. R1965 heat Pump water heater baseline defining the project design – and figuring out how to coordinate with Rhode Island NGRID's project on a similar topic / coordinate to not be calling the same people and

share results. R1973 and R1982 HVAC / DHW and R1939 working on project design toward kickoff – R1939 moving a little slower. MF Impact evaluation project is working on how to address data collection residential commercial. **Discussion:** Has R1939 been working with the utilities? Utility meeting is planned / may have already taken place. Wells: Trying to get in early to make sure utilities and evaluation folk working together to align up front. Lisa / Ralph should provide an update on this project. Chiodo notes there is specific discussion of this interaction in the Project summary form. X1931 - PSD project expecting December kickoff.

- b. C&I Projects (Gowans & Jacobs): C1634 ECB – wrapping up site work and starting analysis. Moving forward. C1906 – make sure it gets renamed to original title (SEM). Have had discussions with utilities on roll-out – in prep for kickoff meeting. Ingram notes that some of these informational calls with utilities have been helpful (note it as one of the suggestions in the EA Team’s recommended revisions to Roadmap). Especially important for non-traditional projects. C1635 EO program is pulling last meters from the field for downstream measures. Upstream lighting didn’t get launched until fall, so still in meter deployment stage. C1901 process evaluation is in project design phase, with data request out to utilities and meeting planned on the data request. C1644 Jacobson is wrapping up project for transfer. **Discussion:** Percent spend on one is a typo.

9. Other items –

- a. Update on DEEP / NEEP M&V 2.0 Grant or other projects. – Ingram discussed pilot (residential); working through data issues, working fairly well. Wells willing to ask Melley for project update – would be helpful.
- b. Quarterly report. Provided updates for September to O’Connor

10. RECAP

a. To do:

- Determine if difficulty increasing EA Team 2019 budget to incorporate RFP values – O’Connor to follow up.
- Committee voters – Vote on e-voted invoice and minutes to be issued.
- HES / PSD call – memo out and call to be scheduled.
- Committee prepare for call and possible meeting on Evaluation Plan Update in late Nov/Early Dec. Committee interest in seeing the list of projects.
- December meeting – discuss proposed research area / number of contractors change. This may need a memo or more detail on proposed change if EA team wishes to pursue.
- December meeting – discuss PSD update memo with Committee.
- Committee prepare to read draft RFP later December (incorporating revised Evaluation Plan project priorities, and potentially including research area change)
- January/ February 2020 start working on updating Roadmap
- March correct 2020 EA team budget to reflect RFP total.

*** 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
- SERA Team Invoice (updated)

Summary of 2018-19 Votes To Date

	Minutes for the month	SERA Invoice
Oct 2019	Evote distributed 10/14, resent 11/8. In favor (O'Connor, 10/15, Wells 11/8). Awaiting McLean-Salls.	
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). Awaiting McLean-Salls.
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)

	Minutes for the month	SERA Invoice
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 –

November 2019

- 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 obtain 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