

July 30, 2013 EEAC Executive Committee Meeting Notes

Attendees: Christina Halfpenny, Matt Saunders, Steve Venezia, Emmett Lyne, Eric Belliveau, Carol White, Paul Johnson, Lyn Huckabee, Shaela Collins, Lisa Shea, Peter Shattuck, Christina Dietrich

Agenda:

- Optimal Consulting Budget
- Q2 PA Report
- Annual Implementation Update
- Consultant Procurement Schedule
- August EEAC Agenda

Optimal Budget

- (Belliveau) Consultants published a mid-year check-in document that showed that the EM&V budget and consultant are at capacity. With more money, they could reallocate work to others to create better long term plans and ease scrambling in the future. They do not want to overspend.
- (White) Wants to be sure that we look at consultant work in terms of 3-year planning so there is less risk of a work bubble at particular times. The information in the check-in is helpful to that end.
- (Belliveau) The consultants are not actually asking for more funding right now but they are making the EC aware of a potential cautionary area. They are also offering advanced warning if they do come back for a budget increase in September (after the next quarterly review).
- (White) Suggests that consultants speak to the evaluation working group to sort out how they can make the consultant dollar stretch further.
- (Halfpenny) Asks if the consultants can shift money from implementation to evaluation because the former line item is a larger share of the budget.
- (Belliveau) Responds that the implementation will likely cost as much as budgeted, particularly considering that the residential consultant team is new.
- (Saunders) Expresses concern about the total budget considering the evaluation challenges halfway through the year. If this is a genuine issue, he prefers to know sooner rather than later.
- (Belliveau) Assures Saunders that summer is a natural high point for consultant spending and that it falls off significantly in November.
- (Halfpenny) Includes consultant budgets on the agenda for the September EC meeting, focusing on what tasks will be needed through the end of the year.

Q2 Program Administrator Report

- (Halfpenny) Loves the dashboard format of the quarterly report but indicates that, at the next Council meeting, they should ask entire Council if they would prefer the information presented differently.
- (Lyne) Reminds everyone that the Q4 quarterly report will be the preliminary year end data. Asks for format feedback until then.
- (Halfpenny) Wants to get August 22nd Council meeting under 3 hours. Asks if Council can get Q2 data by 8/12 to prepare in advance.
- (Shea) Details the collective PA schedule conflicts and assures Halfpenny that they want to process the data as early as possible.
- (Lyne/Halfpenny) Clarify that the data should generally be provided 5 days in advance which would be 8/15 this quarter.
- (Lyne) Indicates that a general update would be manageable by the 15th but worries that significant data will be more difficult.
- (Halfpenny) Expresses interest in the more in-depth data more than the general update.
- (Shea) Thinks that the PAs will be ready by the 15th.
- (White) Promises to check with PAs to verify and will confirm their expected delivery time offline.

Consultant Procurement Schedule

- (Halfpenny) Indicates that the last procurement team included EC members without ENE due to a potential conflict of interest that no longer exists. Asks ENE if they want to participate this time.
- (Dietrich) ENE would like to be on the procurement team.
- (Halfpenny) Lays out the schedule.
 - DOER will draft an RFR, due on 9/9 to the team for comment
 - Team will return edited RFR to DOER for posting on COMPASS on 10/7
 - Bids will be due on COMPASS on 11/6
 - Procurement team will make recommendation by 12/4
 - Council will vote on recommendation on 12/10
 - Consultant contract will start on 1/1
- (Halfpenny) Points out that Optimal has an option to extend their contract but that she would prefer to bid now and extend the contract for the next consultant to avoid unnecessary disruption during the next planning year.
- (Belliveau) Would like to provide some general info to be provided to all bidders that, based on his experience, they would all need.
- (Halfpenny) Directs Belliveau to submit his comments to the EC who can then review them and, if they are appropriate, can post them on the EEAC website.

Implementation Updates

- (Halfpenny) Asks for update about status negotiations between PAs and consultants over how to provide implementation updates
- (Belliveau) Assures Halfpenny that they are close to an agreement but that the annual report process has held up the conversation a bit.
- (Lyne) Agrees that they PAs are heavily engaged with the consultants but want to ensure an integrated timing package. They also want to provide the appropriate level of detail. They have a good sketch of the reports on the table and they want to flesh it out with the appropriate balance between transparency, administrative burden, and usefulness. They plan to reconnect with the consultants when the annual reports have been submitted.
- (Belliveau) Reminds the EC that the process has many moving parts. For example, they are currently negotiating the database but the completion of the database will likely alter the way they execute reporting in the future.
- (Saunders) Does not want process to go so far without EEAC input that the PAs need to unravel their whole plan once presented to the Council and deconstructed.
- (Lyne) To assuage the AG's concerns, they will offer the docs to Saunders in advance. Asks whether they need to adhere to the open meeting law to discuss the document because he would prefer to sit across a table and talk.
- (Venezia) Explains that the EC is only 4 people so they can probably manage 2 people at a time with non-voting members if they communicate the results to the noticed executive committee.
- (Halfpenny) Wants this wrapped by the October Council meeting, which should include a plan for reporting in general.
- (Venezia) Reminds the EC that the straw proposal by the 11-120 working group should be available by the end of August.
- (Halfpenny) Notices that they should move the streamlining resolution to October to track with related activity.
- (Lyne) Indicates that the next DPU action on 11-120 will be in late September so we aren't losing anything by waiting.
- (Johnson) Wonders why they can't get this information in September. Points out that they have been talking since March and need to iron out consultant issues. Wants to know the nexus of the problem.
- (Halfpenny) Notes that EC meetings have been running over and that it was the scheduled end time at that point. Suggested that Johnson speak directly to Belliveau about his questions relating to the negotiations.
- (Belliveau) Agrees to speak to Johnson and Saunders about the issue outside of the meeting

- (Halfpenny) Reviews that they want to go through the process in real time and reflect on it in October. They need to figure out how to update the plans if no MTM is triggered. September should include a lot of time on the annual report.

August EEAC Agenda

- (Halfpenny)
 - Recommendation from the database consultant committee with a full briefing on the scope of work
 - Q2 Report
 - August consultant update
 - EEAC consultant procurement update
 - Annual Report primer (background to queue deeper dives in September, including what benefits they claim and the spending plan)
 - Home Energy Services Report
- (Johnson) Previously agreed to meeting with consultants and PAs to discuss his questions. Suggested that doing the meeting in advance would shorten the EEAC meeting
- (Lyne) Individual meeting with Johnson is not on his radar.
- (a discussion ensues about the need to have an HES update at the August meeting and what purpose it would serve)
- (Halfpenny) Determines that they will spend 20 minutes in August on HES issues.