

Northeast Energy Efficiency Partnerships, Inc.



Northeast Evaluation, Measurement and Verification Forum Steering Committee July 30, 2008 Meeting Minutes (Submitted August 4, 2008)

Steering Committee Members Present:

Co-Chairs - Sharon Reishus (ME Public Utilities Commission), Paul DeCotis (NY Governor's Office)
Larry Brenner (MD Public Service Commission)
Andy Dzykewicz (RI State Energy Office by phone)
Cindy Jacobs (CT Dept of Public Utility Control by phone for Anne George)
Arthur Marin (Northeast States for Coordinated Air Use Management)
Arnetta McRae (DE Public Service Commission by phone)
Rick Morgan (DC Public Service Commission)
Pam Stonier (VT Public Service Board for Jim Volz),
Tim Woolf (MA Department of Public Utilities)
Mona Mosser (NJ Board of Public Utilities for Jeanne Fox)
John Osgood (NH Public Utilities Commission by phone for Clifton Below)
Nancy Seidman (MA Dept. of Environment Protection)

Others Present:

Protocol Committee Co-Chairs - Carol White (National Grid) and Mike Ambrosio (for NJ BPU)
R&E Committee Co-Chair – Jeremy Newberger (National Grid)
Information Access Committee Co-Chair – Don Flynn (Connecticut Light & Power)
Dan Cleverdon (DC PSC)
Calvin Timmerman (MD PSC)
Mike Townsley, Stacey Harwood (NY PSC)
NEEP Staff - Julie Michals, Elizabeth Titus and Sue Coakley

The meeting was called to order at 12:15 by Paul DeCotis and Sharon Reishus

1. Introductions

Paul, Sharon, Julie and Sue welcomed the Steering Committee members and the other meeting participants. The meeting participants introduced themselves.

Sue gave a brief summary of the NEEP staff presentation regarding M&V and discussions at yesterday's PJM Demand Response Steering Committee regarding proposals to incorporate energy efficiency as a resource in PJM's Reliability Pricing Model (capacity market). She encouraged Mid-Atlantic State utility commissioners to participate in PJM DRSC meetings

and actively work together to support proposals to include energy efficiency as a resource in PJM's RPM.

Julie presented the meeting objectives listed in the meeting PowerPoint presentation.

2. EM&V Forum Overview and Status

- a. **Three-Year Plan, Scope, Structure and Name** - Julie reviewed the meeting presentation regarding the Forum Three-Year Plan, and requested comments regarding changing the title of the Forum (broaden name from Northeast?). Julie noted that not all states are yet represented on the Project Committees and encouraged additional participants from each state knowledgeable of EM&V (e.g., utilities, public utility commission staff, energy office staff, etc.). Carol requested that NEEP staff prepare and distribute a contact list for Project Committee members.

Action Items:

- NEEP will distribute Project Committee contact lists to the Steering and Project Committees.
 - Steering Committee members of the states that have not yet confirmed representation on the Project Committees will be contacted by Julie or Elizabeth to confirm such participation. .
- b. **2008 Forum Project Activities** – Julie reviewed the Table 1 of current 2008 Forum Project Activities. The Steering Committee directed NEEP and the Project Committees to expand the protocol development projects to include natural gas in addition to electric EM&V. Elizabeth noted that the Savings Load Shape Study (Phase I) – a cooperative project with the Northwest Power and Conservation Council (NWPPCC) could begin this year and that an RFP could be ready in August with an approximate Forum cost share of \$100,000. Funding commitments are needed very soon to move this project forward on a schedule that will leverage NWPPCC funding. Julie encouraged Steering Committee members to clarify the funding they can make available for this project noting that costs will likely not be billed until the new year (i.e., could be funded from 2009 budgets). Julie indicated that several subcommittee conference calls will be held in the next month to refine Protocol Development projects.

Action Items:

- NEEP will engage discussion with gas efficiency program administrators about common EM&V protocols at its regional gas efficiency meeting scheduled for August 5.
- The Protocol Committee will work with NEEP to incorporate gas into 2009 projects to develop common protocols, survey and compare existing savings, scope develop of on-line common savings assumptions.
- Steering Committee members will communicate to NEEP (Elizabeth or Julie) their interest in and funding commitment to participate in this Savings Load Shape Study (Phase I).
- NEEP will convene Protocol Development project subcommittee calls to refine project plans and report back to Steering Committee in October.

3. Proposed EM&V Project Agenda and Budget for 2009

Julie presented the preliminary 2009 Project Agenda and Budget included in the meeting presentation. The Steering Committee recommended that NEEP include a contingency budget to address project uncertainties. Elizabeth explained that the measure life study is limited to commercial lighting as such studies are expensive, and that commercial lighting is a study priority as it represents a major portion of energy savings. Julie explained that NEEP is actively coordinating the Forum with the work of the North American Energy Standards Board (NAESB) which is currently focused on demand-response M&V. The Steering Committee agreed that given uncertainties about the NAESB process, the Forum should continue with M&V protocol development for energy efficiency savings. Sue encouraged the Steering Committee to carefully review the proposed list of projects and let Julie know as soon as possible of any additions or refinements for the Project Committees to consider in preparing recommended 2009 Forum plans and budgets for Steering Committee consideration at the October meeting/conference call.

Action items:

- Steering Committee members should identify and let Julie know of any additional projects for 2009.
- NEEP to add contingency fund to the 2009 budget.

4. Proposed Operational Guidelines

Sharon introduced the proposed operational guidelines and requested that they be approved if possible today. The Steering Committee identified several revisions and additions as follows:

- **Section 2: Background (b) Scope** – Add language to clarify that the Forum provides guidance for states to follow regarding EM&V.
- **Section 3: Purpose of Guidelines** - Add a process to amend the guidelines.
- **Section 5: Steering Committee**
 - **a. Purpose** – revise to state “The Forum Steering Committee will serve to guide the activities and budget of the Forum, and to ~~adopt~~ ~~or~~ recommend for state adoption] common/consistent EM&V protocols for energy efficiency and other demand side resources. *(strikeout for deleted text)*
 - **b.1 Members** – Revise to “One utility regulatory commissioner (*and other appropriate state agency representative*) from each participating state, and supporting commission staff (as necessary in the absence of the Steering Committee member); *change in bold*
 - **e. Meetings – 4) add at end of sentence: *Meeting minutes shall be made public.***
 - **f. Decision Making** –add new #1 - “The Steering Committee Co-Chairs in consultation with the Project Committees and NEEP will determine what requires a vote by the Steering Committee.”
 - **g. Quorum** – revise to “Representation in person, including by phone or by proxy at designated meetings or conference calls, of at least ~~half plus one (51%)~~ *a simple majority* of the Steering Committee members shall constitute a quorum for Steering Committee decisions and voting on Forum matters at Steering Committee meetings
- **Section 6: Project Committees**
 - **6-c. Leadership** – add to first sentence “Each Project Committee will be lead by two co-chairs, serving for a period of *at least one year.*”

- **6-c Leadership** – add “The Project Committee Co-chairs are subject to confirmation by the Steering Committee.”
- **6.f. Decision Making** - add “The Project Committee Co-Chairs in consultation with NEEP staff will determine what requires a Project Committee decision.”

The Committee agreed that as a general practice, the Project Committee and Steering Committees will endeavor to get the input of the range of views in considering what needs formal decision by the Steering Committee.

Following a discussion about NEEP Board member participation in Steering Committee decisions, the Committee agreed to address this topic at the next meeting.

The Steering Committee approved by consensus the Operational Guidelines as amended above.

Action items:

- In consultation with the Steering Committee Co-Chairs, NEEP will revise the Operational Guidelines to reflect Committee input, and distribute the final version to the Steering and Project Committees.
- The Steering Committee will address at the next meeting whether NEEP Board members should have a vote on the Steering Committee.

5. Cost Allocation Options

From the meeting presentation slides, Julie introduced the recommended cost allocation framework for Forum costs. The Committee generally supported the use of the three categories of cost (Base, Core and Non-Core) as presented and the use of one or more factors to allocate costs to specific states (e.g., MWH, MMBTUs, population, customers served), and asked NEEP to consider flat rates or rates by small, medium and large state, as well as minimum buy-in shares and caps. The Committee recognized that the ability to afford participating in projects is important, and that the states differ in size as well as in resources to fund energy efficiency programs and M&V. Paul recommended that NEEP check in with each Steering Committee member to discuss their ability to afford funding Forum activities and projects, and inquire about the potential to commit funds to the Load Shape Study this year, as well the ability to make multi-year funding commitments and their preferences regarding cost allocation. Based on this input, NEEP will seek to build consensus so that a final decision on 2009 cost allocation can be made at the October meeting.

(Note: Due to travel arrangements, several members of the Committee left before the conclusion of this topic at 3:20pm. Further, participants on the phone were unintentionally disconnected due to a suboptimal phone system set up.)

Action item:

- NEEP staff will consult with individual Steering Committee members regarding Forum funding and cost allocation, and prepare a proposal for a 2009 Forum Budget with a cost allocation scheme that can be supported by the Committee at the October meeting.

6. October Meeting

The Committee was unable to confirm the next meeting date, though the general sense of the Committee was that it should be held by teleconference. Based on earlier possible dates provided by NEEP, October 8th in the morning was identified by some as a possible date for a conference call.

Action item:

- NEEP will confirm the next meeting date with Steering Committee Members.

7. Adjourn

Paul and Sharon adjourned the meeting at 3:34 and commended Julie and Elizabeth for their planning and preparation that made such a productive meeting possible.