



**REGIONAL EVALUATION,  
MEASUREMENT & VERIFICATION FORUM**

**Quarterly Steering Committee Meeting  
February 24, 2010, Teleconference Notes and Action Items**

**Participants:**

Name	Organization
Rich Sedano*	Regulatory Assistance Project
Tim Woolf*	Massachusetts Department of Public Utilities
Cindy Jacobs	Connecticut Department of Public Utility Control
Andrea Maucher	Delaware Public Service Commission
Laurie Lin	Delaware
Rick Morgan	District of Columbia Public Service Commission
Dan Cleverdon	District of Columbia Public Service Commission
Sharon Reishus	Maine Public Utilities Commission
Ian Burnes	Maine Public Utilities Commission
Andrew Meyer	Maine Public Utilities Commission
Dennis Hartline	Maryland Energy Administration
Calvin Timmerman	Maryland Public Service Commission
Clifton Below	New Hampshire Public Utilities Commission
Bill Saxonis	New York Department of Public Service
Arthur Marin	NESCAUM
Nancy Seidman	Massachusetts Department of Environmental Protection
Larry Pakenas	NYSERDA
Chris Neme	Efficiency Vermont / VEIC
David Jacobson	National Grid
Sheldon Switzer	Baltimore Gas & Electric
Sue Coakley	NEEP
Cecily McChalicher	NEEP
Julie Michals	NEEP
Elizabeth Titus	NEEP

\*Steering Committee co-chair

*A portion of this meeting was digitally recorded*

**Meeting Action Items:**

1. Tim Woolf, Commissioner of the Massachusetts Department of Public Utilities, is confirmed as a Steering Committee co-chair for 2010.

2. NEEP to share letter to Lee Solomon, President of the New Jersey Board of Public Utilities, with Steering Committee members, regarding New Jersey's participation in and funding for the EM&V Forum in 2010.
3. NEEP to notify Steering Committee members via email when final drafts of Forum products are being reviewed by the Project Committees.
4. NEEP to provide Steering Committee members with final Forum products for their review at least one week in advance of the next Steering Committee meeting.
5. Steering Committee members to share any further thoughts with NEEP about language regarding approval/adoption of Forum products.
6. NEEP to work with members of the Project Committees and Steering Committee co-chairs to develop language recommending Forum products to the Steering Committee.
7. NEEP to obtain [Chuck Goldman's presentation](#) about EM&V at the NARUC Winter Meetings, distribute it to Steering Committee members, and also post it to the Steering Committee website (Resources). NEEP also to share NAPEE EM&V project report when it becomes available.
8. NEEP to share draft Forum project materials with the NAESB working group. Future requests from other parties to receive draft Forum project materials will first be approved by the Steering Committee.
9. NEEP to continue outreach to Pennsylvania about its potential participation in the Forum with assistance from Steering Committee members.
10. Steering Committee members to notify NEEP whether they are available for a quarterly Steering Committee meeting in Cape Cod the afternoon of May 19, 2010.
11. NEEP to consider holding the Forum's Annual Public Meeting in Baltimore on September 15, 2010 in conjunction with a quarterly Steering Committee meeting. Steering Committee members to notify NEEP whether they are also available for a quarterly Steering Committee meeting on September 16, 2010.

#### Meeting Overview:

The meeting commenced at 10:00am.

Julie Michals (NEEP) opened the meeting and welcomed attendees.

Steering Committee Co-chair Rich Sedano (Regulatory Assistance Project) reviewed the meeting agenda. He thanked fellow 2009 co-chair Sharon Reishus (Maine PUC) for her excellent leadership in 2009 and introduced new 2010 co-chair nominee Tim Woolf (Massachusetts DPU) as her replacement. He also stated that the nation is looking to the Forum for insight, so it is particularly important for the Forum to be successful in meeting its goals. He thanked all Steering Committee members for their participation and good work.

#### 1. Forum Operational Updates

##### Forum Leadership

Julie Michals reviewed the changes in Forum leadership for 2010. She introduced the new 2010 Project Committees Co-chairs: Sheldon Switzer (Baltimore Gas & Electric), Dave Jacobson (National Grid), and Dan Cleverdon (District of Columbia Public Service Commission). She added that the co-chairs provide broad representation across the region and are a mix of program administrators and regulatory staff. She also recognized the hard work of all the Forum participants who feed project materials to the Forum leadership.

Rich Sedano asked if there are any objections to confirming Tim Woolf as a Steering Committee Co-chair for 2010. No objections were raised; Rich Sedano stated that Tim Woolf is officially confirmed as co-chair.

**Action Item:**

1. Tim Woolf, Commissioner of the Massachusetts Department of Public Utilities, is confirmed as a Steering Committee co-chair for 2010.

2010 Funding Confirmation

Julie Michals stated that NEEP is in the process of sending out letters to confirm 2010 funding arrangements. She added that NEEP would like purchase orders to be processed as soon as possible so NEEP can begin invoicing against 2010 base costs. She reminded participants that NEEP will not issue invoices for the 2010 projects until the scopes are confirmed by all of the project funders. NEEP will turn to 2010 scope development in earnest in March and April.

Sue Coakley (NEEP) reported on behalf of Mike Winka and Jeanne Fox (New Jersey Board of Public Utilities) that there is significant uncertainty about whether New Jersey will be able to fund the Forum in 2010. She added that the new state governor has frozen the budget for the New Jersey Clean Energy Program, which includes funding for the Forum, and a recommendation will be made on March 3 as to what programs should be funded in 2010. She confirmed that New Jersey will be fully funding the 2009 Forum projects.

Rich Sedano asked if NEEP will be communicating with the new Board of Public Utilities President to encourage participation in the Forum in 2010. Sue Coakley replied that she has written a letter to Lee Solomon, the new Board of Public Utilities President, regarding New Jersey's participation in and funding for the EM&V Forum in 2010. She encouraged Steering Committee members to reach out to Lee Solomon to let him know that New Jersey's participation in the Forum is important to other states in the region. Rick Morgan (DC PSC) asked if NEEP's letter to Lee Solomon can be shared with the group, and Sue Coakley confirmed that NEEP will share the letter with Steering Committee members.

**Action Item:**

2. NEEP to share letter to Lee Solomon, President of the NJ BPU, with Steering Committee members regarding New Jersey's participation in and funding for the EM&V Forum in 2010.

Forum Website

Julie Michals reviewed materials on the new Forum website that are particularly relevant to Steering Committee members. These materials included Steering Committee meeting materials and notes, committee member lists, project agendas, newsletters, the Resource Library, and the Forum's Operational Guidelines. She also explained how to log in to the private Forum website. Steering Committee members can contact Cecily McChalicher, EM&V Forum Associate, at [cmcchalicher@neep.org](mailto:cmcchalicher@neep.org), with any questions about the website.

**2. Forum Roadmap**

Tim Woolf provided an overview of the Forum roadmap document, which identifies six main steps in the Forum's process: #1: Identify EM&V Forum project and research needs, #2: Conduct research/develop guidelines/products, #3: Project Committees recommend guidelines/products to Steering Committee, #4: Steering Committee adopts Forum guidelines/products, #5: State implementation/use of Forum guidelines/products, and #6: EM&V Forum evaluation.

Tim Woolf stated the Forum is currently on step 2 for most of the 2009 Forum projects, which are listed on the Forum roadmap document. He added that the Steering Committee will be asked to adopt the guidelines/products from the EM&V Methods Guidelines project and the Common Energy Efficiency Reporting Guidelines project at its next meeting in May, and will be asked to adopt additional Forum guidelines/products in future meetings.

Julie Michals stated that the evaluation of the Forum to determine if it proceeds beyond 2011 will be a critical step. She added that she hopes the roadmap document is a helpful snapshot of the Forum's process.

### 3. Forum Protocol Development Project Briefings

#### Project A2: Common EM&V Methods Guidelines

Julie Michals stated that the purpose of Project A2 is to develop common EM&V methods and identify where consistency in savings input assumptions may be warranted to support the use of a common currency for energy efficiency across the region that will increase its credibility as a resource.

Julie Michals reviewed the project scope, which is divided into three parts: *Part A* - Research and review of current EM&V practice and existing guidelines/standards, including level of savings rigor, *Part B* - Survey and comparison of savings assumptions and algorithms (deemed values, measure life, input assumptions), and *Part C* - Develop Common EM&V Methods Guidelines. She added that Parts A and B are in draft form and are being reviewed by the Project Committees, and she showed a draft of what the Part C guidelines may look like.

Julie Michals stated that this project addresses gross savings associated with a set of priority measures. There are 2010 projects that will address emerging measures and examine net savings.

Nancy Seidman (Massachusetts Department of Environmental Protection) asked if KEMA will define the acronyms that are used at the beginning of draft Part C document, such as SEER and EER.

Julie Michals replied that the acronyms will be defined. She added that the Forum's Glossary of Terms and Acronyms will be updated with terms from Forum products, including terms from Project A2. She also stated that KEMA cross-referenced the "Options" in the M&V Methods section of the Part C document with the ISO-NE and PJM manuals so that they are consistent. A separate section of KEMA's report will address certainty and precision/statistical significance.

Clifton Below (New Hampshire Public Utilities Commission) caught a mistake in the 'tracking' row of the Part C document that KEMA/NEEP will correct.

Julie Michals stated that the Project Committees will work on the language they will use to recommend the final product from Project A2 to the Steering Committee, and the final product is slated for Steering Committee review and adoption in May.

#### Project A3: Develop Common Energy Efficiency Reporting Guidelines

Julie Michals stated that the purpose of Project A3 is to develop common reporting guidelines for electric and natural gas energy efficiency savings, costs, and emission impacts to support a range of state and regional energy and environmental policies in the Northeast and Mid-Atlantic.

Julie Michals reviewed the project scope, which is divided into three tasks: *Task 1* - Research existing energy efficiency reporting practices in the region and identify key commonalities/differences, *Task 2* - Research air regulator and system planner energy efficiency data needs to support air quality and climate change planning/reporting, and system planning, and *Task 3* - Develop report and common energy efficiency reporting guidelines and a reporting template.

Julie Michals showed a graphic that illustrates where the Project A3 guidelines fit into the current reporting framework. She added that the guidelines will not create a new set of reporting elements over and above what is currently reported. The purpose is to understand what is currently reported, extract common elements that are sufficiently important to inform a range of policy needs, and provide common definitions. She added that the draft report is now underway, the Project Committees will comment in March and April, and the recommended set of guidelines will be completed in late May.

Clifton Below asked if peak demand/coincidence is a possible reporting element that is being addressed, and asked how cost is defined.

Julie Michals replied that the project is addressing winter and summer peak demand. The guidelines will also address how cost is defined.

Cindy Jacobs (Connecticut Department of Public Utility Control) asked if savings includes total resource savings, such as water and other fuels. She added that Connecticut is getting stimulus money for programs that address all fuels.

Julie Michals replied that the guidelines will address energy savings including electric and gas, but not oil. Non-energy benefits like water will not be included.

Rich Sedano stressed that it is important for this project to address how energy efficiency can be used for compliance with environmental regulations. He added that it is important to make sure we understand what data the EPA and regulators need.

Nancy Seidman stated that the project subcommittee has addressed issues related to the development of State Implementation Plans (SIP), considered how the project may affect RGGI, and worked to develop common measures to calculate potential greenhouse gas reductions from energy efficiency. She added that the SIP process has been challenging, but EPA and the project subcommittee have been working hard on this issue. She also stated that there needs to be work with the ISOs on this topic.

Rich Sedano stated that every entity, including EPA, is planning to put in its best effort to make efficiency count in environmental compliance, and the results of this project will help this effort.

Julie Michals thanked Nancy Seidman for her leadership and input into this project, along with NESCAUM staff, Jeff King from the Metro Washington Council of Governments, and Chris James from Synapse. She added that the recommendations will address next steps to improve information exchange processes. She also stated that NMR is in the process of conducting interviews with system planners and is working to schedule a roundtable discussion with all ISOs / RTOs in the region to better understand their processes.

Tim Woolf asked if there will be an opportunity for the Steering Committee to ask the Project Committees questions about the final products before the Steering Committee receives the final documents for approval. Julie Michals replied that every Steering Committee member has regulatory staff members who are involved in the Project Committees, so NEEP expects that there will be communication within each organization to build support for the product before it comes to the Steering Committee as a recommended guideline. Tim Woolf asked if it would be possible for NEEP to send an email to Steering Committee members when final drafts of Forum products are being reviewed by the Project Committees. Rich Sedano agreed that a reminder system would be helpful.

Tim Woolf asked how much time Steering Committee members will have to review the Project A2 and Project A3 products before the May Steering Committee meeting. Julie Michals replied that Steering Committee members will have at least a week to review the documents, most likely two weeks.

#### **Action Items:**

3. NEEP to notify Steering Committee members via email when final drafts of Forum products are being reviewed by the Project Committees.
4. NEEP to provide Steering Committee members with final Forum products for their review at least one week in advance of the next Steering Committee meeting.

#### 4. What Does It Mean to Adopt a Forum Product?

Rich Sedano stated that it's important to address what it means for the Steering Committee to adopt a Forum product. He added that this was discussed at the Steering Committee meeting last March when the Glossary was adopted, but further discussion is warranted since some members of the Project Committees have raised concerns about the strength of the adoption language. The goal is to use adoption language that strikes the right balance between providing gravity and weight to Forum products and respecting each state's Commission process. He would like to make sure we have the right words, tone, and expectation since the Steering Committee will soon be asked to adopt Forum products from Projects A2 and A3.

Julie Michals added that there was a discussion at the last Project Committees meeting in early February about what it means for the Project Committees to recommend a product to the Steering Committee. The Glossary was recommended without any issues, but the nature of Project A2 is much more substantive, and there was concern about the recommendation language being too strong and would therefore lock program administrators into doing whatever the guidelines recommend.

Chris Neme (VEIC) stated that it would be helpful to think about Forum products as standard setting process that establishes bare minimums. He suggested making sure the documents define minimums to pursue from a methods perspective, but not necessarily best practice, so that states have room to explore whether they want to go beyond the minimum.

Julie Michals replied that the discussion will need to happen at the Project Committees level. She added that she is unsure if it is possible to define a floor given the nature of EM&V methods project. She suggested putting aside words like 'minimums' and 'best practices' and focus on what the Forum is trying to achieve.

Sue Coakley suggested thinking about what will maximize the benefits that can be achieved from this product. She added that products will be updated, and there can be caveats for future review and modification of Forum products.

Clifton Below suggested going back to the language in the operational guidelines. Section 5.D.3 states that one of the roles and responsibilities of the Steering Committee is to: "approve and endorse for state adoption protocols and materials developed through the Forum." He added that this is different from the language on the meeting presentation slide to "adopt" a Forum product.

Julie Michals asked if the Steering Committee is comfortable with the following language used in March 2009:

1. Forum product is reviewed and recommended by the relevant Forum Project Committee through a transparent and timely process based on consensus (per Operational Guidelines).
2. The Forum product, if ultimately adopted and practiced by the states, serves the Forum goals and objectives to: *increase consistency in EM&V practices, reduce EM&V costs for the states, and help to improve the credibility of EE resources.*

By recommending adoption of Forum products, the Steering Committee: Encourages the products be used or implemented by and in the participating Forum states; and acknowledges the criteria for adopting the Forum products."

Tim Woolf suggested that Project Committees members should be made aware that the Steering Committee discussed the adoption language and do not have objections at this time.

Sue Coakley asked Steering Committee members who have additional thoughts and comments on the language regarding approval/adoption of Forum products to share them with NEEP.

Tim Woolf suggested that some Project Committees members might view the product differently based on the Steering Committee language, so it is important to resolve this issue.

Julie Michals replied that Project Committees members might change their perspective and become more comfortable with the current language after they see the next drafts of the documents. She suggested keeping the language as is until the Project Committees members have had more time to review and consider the documents.

Larry Pakenas (NYSERDA) stated that it is hard for Project Committees members to know what recommendation language is appropriate when they don't know how product will be used or implemented by the participating states. For example, it would be helpful to know if the product will be used as a benchmark, a minimum standard, or something in between.

Julie Michals replied that this discussion should take place at the Project Committees level. She added that when the products are recommended to the Steering Committee in late May, the recommendation will come with caveats and a context that the Project Committees can agree to.

Rich Sedano stated that it is important to clarify and articulate how Forum products will be passed from the Forum to the states. He added that the Forum is on the right track, and the Steering Committee will look to the Project Committees to provide direction on this before the next Steering Committee meeting.

Julie Michals added that NEEP has monitored the extent to which the first Forum product, the Glossary of Terms and Acronyms, is being used and referenced throughout the region. It has been referenced or will be in NY, DC, MD, and NJ. It has also been referenced on a national level by CEE and NAESB. She reminded participants that the Glossary is a living document and will be updated.

#### **Action Items:**

5. Steering Committee members to share any further thoughts with NEEP about language regarding approval/adoption of Forum products.
6. NEEP to work with members of the Project Committees and Steering Committee co-chairs to develop language recommending Forum products to the Steering Committee.

#### **5. Feeding Forum Products into National EM&V Efforts (NAESB, NAPEE)**

Tim Woolf provided an update about the National Action Plan for Energy Efficiency (NAPEE). He shared that Chuck Goldman from Lawrence Berkeley National Laboratory (LBNL) gave a presentation at the recent National Association of Regulatory Utility Commissioners (NARUC) Winter Meetings about his research for NAPEE on EM&V efforts around the country. The presentation highlighted current EM&V practices and issues based on results from a survey LBNL administered to a wide range of states. The study is not yet available, but the NARUC website has slides from Chuck Goldman's presentation that would be beneficial for all to review.

Tim Woolf stated that one of the emerging issues identified in Chuck Goldman's presentation is a lack of consistency in reported savings, which means that it is difficult to compare reported savings across states. One recommendation the presentation identified is to develop voluntary standardized program savings formats. Other recommendations are to develop a glossary of standard terms that can be used by states, and to share best practices guides and case studies of EM&V methods. He added that these recommendations confirm the value of what the Forum is trying to do. NAPEE is now evolving into SEE Action, and it is uncertain how they will address EM&V and energy efficiency.

Rick Morgan added that he thought Chuck Goldman's presentation was terrific and asked NEEP to email the presentation to whole group once it is available. He would also like NEEP to share the NAPEE report once it is out and post it to the Forum's website.

Tim Woolf stated that other national EM&V related activity is the North American Energy Standards Board (NAESB) M&V project that has been underway for some time. This is a national undertaking for more consistency and standardized reporting across the entire country. The NAESB process is looking

at the Forum, California, and the northwest, so the Forum needs to be aware of what NAESB is doing and coordinate with their efforts.

Julie Michals stated that NAESB has completed standards for wholesale demand response, are still working on retail demand response, and are now turning to energy efficiency. NAESB has created a retail efficiency working group to develop model best practices. She is a member of the retail working group and has suggested coordinating the NAESB effort with NAPEE, but some members of the working group believe that NAESB should take the lead on this project rather than waiting to see what happens with the NAPEE project. The NAESB working group is small and members are not necessarily experts on EM&V, but the process is moving forward. She would like to feed Forum products into the NAESB process.

Tim Woolf asked if the wholesale EM&V standards are useful.

Julie Michals clarified that NAESB has only developed standards for wholesale demand response to this point. She added that NAESB worked primarily from the ISO-NE and PJM standards. These standards will go to FERC and may lead to amendments to some of the existing standards. She stated that one major issue is how the wholesale M&V model best practices relate to the retail M&V model best practices. The retail group is trying to determine the scope of the project and considering whether the retail best practices should address net savings. She added that a 2009 Forum project is to develop a scoping paper on net savings, and it is possible that the results of this paper may be used in the NAESB process.

Tim Woolf asked if the states have indicated a commitment to utilize the results of the NAESB project. Julie Michals replied that she believes NAESB, whose members include many utilities across the country, will be more engaged once a product is developed. Sue Coakley added that whatever product comes out may carry weight if federal legislation might utilize these products. She suggested that whatever type of national guidance comes out first will have a first mover advantage and has the potential to be adopted and used.

Tim Woolf stated that the Steering Committee Co-chairs would like to share the draft products with the NAESB working group as long as they are clearly marked 'draft,' and those who use it understand the draft documents are still being reviewed.

Several Steering Committee members agreed that sharing draft documents with NAESB is appropriate.

Julie Michals added that the draft documents would not be posted to the website, but would just be used for the NAESB working group discussions. She will wait to share documents with NAESB until mid to late March when more robust drafts are ready.

After some discussion, Steering Committee members agreed that draft documents should not be shared with other entities without being authorized by the Steering Committee.

Rich Sedano asked if there have been any recent inquiries or requests for information from other states. Julie Michals replied that the Forum has received general inquiries about the Forum and its projects, but not requests for specific draft documents. Sue Coakley stated that NEEP has been reaching out to Pennsylvania about their potential participation in the Forum and will continue to do so. She added that Pennsylvania may join Forum activities later this year and encouraged Steering Committee members to encourage their participation.

Julie Michals added that she spoke with Wayne Williams from the Pennsylvania Public Utility Commission last year. She followed up again in January but did not receive a response. She added that the EM&V contractor for Pennsylvania recently expressed interest in the Forum's Mid-Atlantic TRM project, and staff at Allegheny Power have encouraged the Forum to encourage Pennsylvania's involvement. Rick Morgan stated that he would communicate with the Pennsylvania commissioners to see if they are interested in participating in the Forum. Dan Cleverdon (District of Columbia Public

Service Commission) added that he will speak with Eric Matheson, the Energy Advisor to the Chairman of the Pennsylvania Public Utility Commission, about Pennsylvania's participation in the Forum.

Julie Michals stated that she will follow up with Rick Morgan and Dan Cleverdon about communications with Pennsylvania, and would like to involve Eric Matheson.

Rich Morgan asked if Virginia has expressed interest in participating in the Forum.

Sue Coakley replied that there has not been interest from Virginia. She added that the Midwest Energy Efficiency Alliance is looking to begin a project based on what the Forum is doing, so NEEP has sent them information about the Forum.

#### Action Items:

7. NEEP to obtain [Chuck Goldman's presentation](#) about EM&V at the NARUC Winter Meetings, distribute it to Steering Committee members, and also post it to the Steering Committee website (Resources). NEEP also to share NAPEE EM&V project report when it becomes available.
8. NEEP to share draft Forum project materials with the NAESB working group. Future requests from other parties to receive draft Forum project materials will first be approved by the Steering Committee.
9. NEEP to continue outreach to Pennsylvania about its potential participation in the Forum with assistance from Steering Committee members.

#### 6. Upcoming Steering Committee Meetings

Julie Michals shared that information about the Forum projects not covered in today's meeting can be found in the January 2010 quarterly Forum newsletter.

Julie Michals asked if Steering Committee members would be able to attend an in-person quarterly Steering Committee meeting in May scheduled around the NECPUC meeting in Cape Cod. The NECPUC meetings are scheduled to begin on May 16 and end at noon on Wednesday, May 19, so it might be possible to schedule the Steering Committee meeting for the afternoon of May 19. She asked Steering Committee members to let NEEP know if they would be able to attend a meeting scheduled for the afternoon of May 19.

Rick Morgan stated that he has another commitment on May 19 and May 20.

Julie Michals stated that the Annual Public Meeting will be in the mid-Atlantic this year since the 2009 meeting was held in New England. This meeting is an opportunity to share Forum products with the broader EM&V community and provide updates about national EM&V activities. NEEP will be working with the Forum co-chairs to develop the agenda and will invite some Steering Committee members to participate.

The MACRUC meetings are scheduled for September 13 and 14 in Baltimore, so it is possible that the Annual Public Meeting will be scheduled for September 15.

Clifton Below asked if it would be possible to combine a Steering Committee meeting with the Annual Public Meeting. Sue Coakley suggested it might be possible to shift the planned Steering Committee teleconference in August to September and coordinate with the Annual Public Meeting.

Julie Michals encouraged Steering Committee members to register for the NEEP Summit, taking place March 30-31 in Boston.

Julie Michals thanked everyone for participating in the teleconference and closed the call at 12:02pm.

**Action Items:**

10. Steering Committee members to notify NEEP whether they are available for a quarterly Steering Committee meeting in Cape Cod the afternoon of May 19, 2010.
11. NEEP to consider holding the Forum's Annual Public Meeting in Baltimore on September 15, 2010 in conjunction with a quarterly Steering Committee meeting. Steering Committee members to notify NEEP whether they are available for a quarterly Steering Committee meeting on September 16, 2010.