

# MEMO

## CONSULTANT TEAM

**TO:** Energy Efficiency Council  
**FROM:** EEC Consultant Team  
**CC:** Office of Energy Resources  
**DATE:** February 20, 2025  
**RE:** February 20<sup>th</sup> EEC Meeting Briefing Memo



### PURPOSE OF BRIEFING MEMO

The purpose of this briefing memo is to assist members of the Energy Efficiency Council<sup>1</sup> with digesting the many materials and decisions they may need to make at each meeting. It follows a similar format to the official meeting agenda so Councilors can follow along throughout the meeting. For each agenda item, this memo will highlight key considerations for the Council and clearly indicate what actions (if any) the Council needs to take. The Consultant Team (C-Team) has worked with the Office of Energy Resources (OER) to also incorporate the content that Councilors are used to seeing in the “Recommended Vote Language” document. This ensures the Council has a single point of reference during meetings. This memo will also note any supplemental materials that are provided, but not associated with, specific agenda items. The C-Team and OER welcome any feedback on the format and content.

## 6. PROGRAM OVERSIGHT

### 6A. PUBLIC UTILITIES COMMISSION STAFF DISCUSSION

#### Key Considerations

- Staff from the Public Utilities Commission (PUC) will be present to discuss energy efficiency programing and opportunities.
- This will be more of a discussion-based agenda item.
- PUC Staff has indicated a preference to focus on topics discussed during the 2025 Plan Docket, which may include but not be limited to shifting to three-year binding plans, carbon accounting, funding approach to delivered fuels measures, and state and federal funding coordination.

#### Discussion Questions

- From the PUC Staff’s perspective, what are the three most important topics that came out of the 2025 Plan Docket that should be considered and addressed during 2026 EE Plan development?

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<sup>1</sup> All materials associated with the Energy Efficiency Council are the work of the “Energy Efficiency and Resource Management Council” and any public meetings materials posted on the RI Secretary of State website should be searched using that title.

- What steps does the PUC staff see as being important to make the shift from annual EE plans to three-year EE plans, and could there be an opportunity to re-open the Least Cost Procurement Standards in 2025 in order to aid this transition?
- Does the Commission have any feedback for the Council in how it engages in matters before the PUC, particularly around energy efficiency programs?

#### **Council Actions**

Required Vote

Potential Vote

No Vote

### **6B. RHODE ISLAND ENERGY PRESENTATION ON 2026 EE PLAN PLANNING TIMELINE**

#### **Key Considerations**

- Rhode Island Energy will provide a presentation on their proposed planning timeline for the 2026 EE Plan
- The timeline includes dates for key deliverables, deadlines for feedback, and meeting dates of the Council and Technical Working Group
- Current timeline as proposed would not allow for the Council to meet as a body in the time between when the first draft is distributed and when comments are due
- Review window for Stakeholders on the First Draft of the 2026 EE Plan is only two weeks, compared to a total of five weeks in 2024 for the 2025 EE Plan. Similarly, the review window for the Second Draft has been reduced from three weeks to two weeks.

#### **Discussion Questions**

- Is the Council satisfied with the planning timeline as proposed?
- Would the Council be willing to move certain scheduled meetings to allow for more review time and/or to ensure that the Council is able to meet within the review period of key deliverables?
- If necessary, is the Company willing to work with the Office of Energy Resources and the Council's Consultant Team to revise the schedule to ensure that it gives the Council and Stakeholders sufficient time for review and comment?

#### **Council Actions**

Required Vote

Potential Vote

No Vote

## 6C. DISCUSSION AND POTENTIAL VOTE ON COUNCIL PRIORITIES FOR THE 2026 PROGRAM YEAR

### Key Considerations

- In the coming months, the Council will formalize its priorities for the Company to consider during the development of the 2026 EE Plan.
- The C-Team has prepared a memo and accompanying presentation with draft priorities for the Council to consider. This includes a version of the memo that is in redline compared to the approved priorities on the 2025 EE Plan from last year.
- Any feedback received from Councilors will be considered and incorporated into an updated draft memo of the priorities for the Council to consider in March.

### Discussion Questions

- How can Council Priorities provide the best guidance to the Company?
- Do the priorities reflect the Standards of Least Cost Procurement?
- Do the priorities reflect the needs of all constituent groups represented by the Council?
- Does the Council wish to alter the presentation of the priorities to otherwise emphasize one priority over another.

### Council Actions

A vote is not required at this time and it is perfectly acceptable for the Council to provide input on the first draft of the priorities with the intent of coming back in March for a potential vote on an updated version.

Required Vote

Potential Vote

No Vote

### Recommended Vote Language

- **Formal adoption of the Priorities for the 2026 Energy Efficiency Annual Plan:** A motion to adopt the Priorities for the 2026 Energy Efficiency Annual Plan as presented by the Consultant team on February 20<sup>th</sup>, 2025.
- **Adoption of the Priorities for the 2026 Energy Efficiency Annual with amendments:** A motion to adopt the Priorities for the 2026 Energy Efficiency Annual Plan as presented by the Consultant team on February 20<sup>th</sup>, 2025, with the following amendments {state amendments}.

## 7. COUNCIL BUSINESS

### 7A. REVIEW AND POTENTIAL VOTE ON LEGAL SERVICES

#### Key Considerations

- The Council's current agreement with Handy Law, LLC began on May 1, 2024 and is set to expire on April 30, 2025.

- The Council may elect to execute a 12-month contract extension with Handy Law, LLC, or may choose to go out to bid for new legal services for May 1, 2025 and beyond.
- If the Council elects to execute a 12-month extension, this would be the first of two allowable 12-month extensions.

#### Discussion Questions

- Has Handy Law, LLC met its expectations to support the Council's legal needs?
- If electing to issue a contract extension, are there any changes to the existing contract that the Council would recommend?
- If electing to put the contract back out to bid, what (if any) changes in legal services would the Council like to see in a new RFP?

#### Council Actions

The Council will need to vote on this matter as soon as possible to avoid a lapse in legal services. It is particularly important that the Council vote on this matter in February if electing to put it back out to bid so that there is sufficient time to issue an RFP and select a new vendor. While not required, it is recommended that the Council do vote on this matter at the February Council meeting.

Required Vote

Potential Vote

No Vote

#### Recommended Vote Language

- **A motion to execute an extension of the existing legal services team:** A motion to execute the first of the EEC's two twelve-month extensions of the existing EEC legal services contract and to direct the Office of Energy Resources to work with EEC Legal Counsel to execute the contract extension documents.
- **A motion to approve going to the market for legal services:** A motion to approve issuing a request for proposals (RFP) to solicit legal services for the EEC and to direct the Office of Energy Resources to prepare a draft in advance of the March Council meeting for consideration.

### **7B. REVIEW AND POTENTIAL VOTE ON PUBLIC FORUM AND LECTURE SERIES SERVICES**

#### Key Considerations

- The Council's current agreement with the University of Rhode Island Cooperative Extension began on February 20, 2023 and is set to expire on February 19, 2025.
- The Council may elect to execute a 12-month contract extension with the University of Rhode Island Cooperative Extension.
- If the Council elects to execute a 12-month extension, this would be the final of two allowable 12-month extensions.
- The Council has already approved the vendors' proposed scope of work for 2025 as part of its 2025 budget development in 2024.

- The Education Committee has indicated a preference for executing the contract extension and Education Committee members can speak more to this recommendation.

#### Discussion Questions

- Is the University of Rhode Island Cooperative Extension meeting its expectations and deliverables?
- If electing to issue a contract extension, are there any changes to the existing contract that the Council would recommend?
- If electing not to issue a contract extension, would the Council want to put this work back out to bid? If not, does the Council have thoughts about whether it would reallocate the approved funding for this line item in the Council's budget?

#### Council Actions

The Council will need to vote on this matter as soon as possible to avoid a lapse in services. The University of Rhode Island Cooperative Extension cannot begin work on their 2025 proposal of work until an extension is fully executed. It is particularly important that the Council vote on this matter, especially if executing the extension, to ensure the vendor can begin work in a timely manner.

Required Vote

Potential Vote

No Vote

#### Recommended Vote Language

- **A motion to execute an extension of the existing vendor:** A motion to execute the second of the EEC's two twelve-month extensions of the existing contract and to direct the Office of Energy Resources to work with EEC Legal Counsel to execute the contract extension documents.

### **7C. REVIEW AND POTENTIAL VOTE ON ENERGY EFFICIENCY PUBLIC AWARENESS CAMPAIGN SERVICES**

#### Key Considerations

- The Council's current agreement with PivotPath LLC began on April 18, 2024 and is set to expire on April 17, 2025.
- The Council may elect to execute a 12-month contract extension with PivotPath LLC, may choose to go out to bid for new services, or may choose to not take action.
- If the Council elects to execute a 12-month extension, this would be the first of two allowable 12-month extensions.
- The Education Committee discussed this contract at its February meeting, but ultimately decided that further discussion was warranted with all three of the Education Committee members present and therefore has not arrived at a final decision.

### Discussion Questions

- Is the Council satisfied with the current awareness campaign services being provided by PivotPath, LLC?
- If electing to issue a contract extension, are there any changes to the existing contract that the Council would recommend?
- If electing to put the contract back out to bid, what (if any) changes in services would the Council like to see in a new RFP?

### Council Actions

The Council may vote on this in February if it feels like it is ready to make a decision, but could push a vote to a future date once the Education Committee has had a chance to meet in full and come to the full Council with a recommendation.

Required Vote

Potential Vote

No Vote

### Recommended Vote Language

- **A motion to execute an extension of the existing vendor:** A motion to execute the first of the EEC's two twelve-month extensions of the existing contract and to direct the Office of Energy Resources to work with EEC Legal Counsel to execute the contract extension documents.

## SUPPLEMENTAL MATERIALS

### MONTHLY DATA SNAPSHOT

The Company's process for transitioning from its legacy data-reporting systems to its new one is continuing to take longer than initially expected. The C-Team will begin distributing Monthly Data Snapshots to the Councilors again as soon as possible once the Company's data reporting system transition is complete.

### COUNCIL BUDGET TRACKER

OER has provided an updated version of the Council's budget trackers for 2024 and 2025. Most of the Council's vendor payments are completed for 2024 with the exception of a small portion of the Public Forum and Lecture Series.

### COUNCIL CALENDAR OF EVENTS

The Consultant Team has provided a 2025 version of the Council's Calendar of Events which includes meeting dates, topics, and proposed milestones for planning activities related to the 2026 EE Plan.

### **INITIAL DRAFT OF MARCH COUNCIL MEETING AGENDA**

An initial draft of the March Council meeting agenda is included. Councilors are welcome to share any feedback.

### **COUNCIL NEWSLETTER**

The Consultant Team has provided its next iteration of the Newsletter to the Council. The purpose of the Newsletter is to keep Councilors apprised of activities and developments that are relevant to the Council's interests, but that may not be able to be covered as topics on Council meeting agendas. The Newsletter covers a wide variety of topics such as updates on Equity Working Group and Executive Climate Change Coordinating Council (EC4) meetings, relevant regional energy news, and upcoming energy events.