

MEMO

CONSULTANT TEAM

TO: Energy Efficiency Council
FROM: EEC Consultant Team
CC: Office of Energy Resources
DATE: March 31, 2025
RE: March 31st EEC Meeting Briefing Memo



PURPOSE OF BRIEFING MEMO

The purpose of this briefing memo is to assist members of the Energy Efficiency Council¹ 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. PRESENTATION AND OVERVIEW OF EVALUATION, MEASUREMENT, AND VERIFICATION ACTIVITIES AND RECENT STUDIES

Key Considerations

- Evaluation, Measurement and Verification (EM&V) is a process that involves conducting studies that aim to answer the following questions:
 - Did the program deliver its estimated benefits?
 - How certain are the program savings?
 - What can be done to improve program performance?
- EM&V process is a requirement of the Least Cost Procurement Standards
- EM&V framework involves representatives from Rhode Island Energy, the Council’s C-Team, OER, and independent evaluators contracted by Rhode Island Energy

Discussion Questions

- Is there anything confusing about the EM&V process?

¹ 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.

- Are there types of studies that you would like to hear more about, in greater detail, at a future meeting?
- What does the future of EM&V look like?

Council Actions

Required Vote

Potential Vote

No Vote

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

Key Considerations

- Over the past couple of months, the C-Team has worked with the Council to update its priorities for the 2026 EE Plan.
- The C-Team has prepared a memo and accompanying presentation with a second draft of the priorities for the Council to consider. This includes a version of the memo that is in redline compared to the first draft that was presented in February.
- Minor feedback (e.g. changing a word or moving sections around) can be incorporated and voted on at today's meeting, while additional substantive feedback would require updating the document between now and the April Council meeting.

Discussion Questions

- Does the proposed re-organization and framing of priorities versus baseline expectations address the Council's interest in providing a narrower set of priorities?
- How can Council Priorities provide the best guidance to the Company?
- Do the priorities reflect the needs of all constituent groups represented by the Council?

Council Actions

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 March 20th, 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 March 20th, 2025, with the following amendments {state amendments}.

7. COUNCIL BUSINESS

7A. DISCUSSION OF THE COUNCIL'S 2025 ANNUAL REPORT AND POLICY RECOMMENDATIONS

Key Considerations

- The C-Team will give an overview of the Annual Report, its purpose, and the timeline for its completion.
- Councilors should consider whether they are in favor of keeping the long-standing format of the Annual Report or shift to a new, more concise format.
- A focus of the presentation and discussion will be around the Council's Policy Recommendations to the General Assembly, using its recommendations from last year as a starting point.

Discussion Questions

- Are there the policy recommendations from last year's report still relevant this year?
- Should any of the policy recommendations be removed?
- Do any of the policy recommendations need to be updated or refreshed?
- Are there any new policy recommendations that the Council would like to consider?

Council Actions

Required Vote

Potential Vote

No Vote

7B. 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.
- With staffing changes at Handy Law, LLC, Seth Handy has chosen to reduce his hourly rate for the Council from \$300.00 per hour, to \$250.00 moving forward.

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 an new RFP?

Council Actions

The Council will need to vote on this matter as soon as possible to avoid or minimize a lapse in legal services. It is particularly important that the Council vote on this matter in March 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 March 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.

7C. 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 April 22, 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 discussed this option during Education Committee meetings and can share their recommendations on next steps.

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

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.

7D. 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 option during the Education Committee meetings and can share their recommendations on next steps.

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 March if it feels like it is ready to make a decision.

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 APRIL COUNCIL MEETING AGENDA

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

C-TEAM COMMENT MEMO ON REVIEW OF 2025 CLIMATE ACTION STRATEGY MODELING INPUTS

The Consultant Team has provided a comment memo that it developed and shared with Energy and Environmental Economics Inc. (E3) who is contracted with Rhode Island's Executive Climate Change Coordinating Council (EC4) to lead efforts related to the development of the State's 2025 Climate Action Strategy. The EC4 and E3 recently solicited feedback on modeling inputs and assumptions, which the C-Team reviewed and provided comments on behalf of the Council. This comment memo is being provided for Councilors awareness.