

MEMO

CONSULTANT TEAM

TO: Energy Efficiency Council
FROM: EEC Consultant Team
CC: Office of Energy Resources
DATE: April 18, 2024
RE: April EEC Meeting Briefing Memo



PURPOSE OF BRIEFING MEMO

The purpose of this briefing memo is to assist Councilors with digesting the many materials and decisions it 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 make. 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 welcomes any feedback on the format and content.

6. PROGRAM OVERSIGHT

6A. PRESENTATION AND DISCUSSION OF THE 2025 ENERGY EFFICIENCY PLAN OUTLINE MEMO

Key Considerations & Questions

- Rhode Island Energy has developed and shared an Outline Memorandum to provide stakeholders an early insight into changes and topics that will be addressed in the first draft of the 2025 Plan
- Some potential discussion questions include:
 - Does the memo meet the Council’s expectations and provide a sufficient understanding and preview of what is to come for the 2025 Plan?
 - Does any of the content covered surprise you?
 - Are there things that you would have expected to see in the memo but didn’t?
 - Do you have any questions for the C-Team or Rhode Island Energy?

Council Actions

[Required Vote] [Potential Vote] [No Vote]

6B. RHODE ISLAND ENERGY PRESENTATION AND DISCUSSION ON UPDATES FROM THE EQUITY WORKING GROUP

Key Considerations & Questions

- Rhode Island Energy will provide an update to the Council on the Equity Working Group’s efforts to date in 2024.

- The Council's C-Team has provided a memo which outlines its perspective on process and outcomes to date.
- Some potential discussion questions include:
 - Is the Council satisfied with progress made so far this year?
 - Do the proposed metrics to track align with Council's priorities?

Council Actions

[Required Vote] [Potential Vote] **[No Vote]**

7. COUNCIL BUSINESS

7A. DISCUSSION AND VOTE ON THE COUNCIL REVIEW COMMITTEE'S RECOMMENDATION FOR LEGAL SERVICES

Key Considerations & Questions

- The Council received two proposals to its RFP for a vendor to provide legal services to the Council
- The scoring committee will review its process and recommendation for selection of a vendor to deliver these services
- Potential discussion questions include:
 - Does the work plan provided by the vendor meet the Council's needs?
 - Does the vendor demonstrate an understanding of the regulatory environment and the Council's role?
 - Would the vendor be able to deliver the necessary materials helpful to the Council?

Council Actions

[Required Vote] [Potential Vote] [No Vote]

The Council should take action on this item to ensure that it does not run the risk of having a lapse in legal representation.

Recommended Vote Language

- *A motion to approve the Technical Review Committee's Vendor Recommendation:* A motion to approve the Technical Review Committee's recommendation to select {vendor} to serve as the Council's legal services vendor and representative as described in the submitted proposal and associated work plan and to direct the Office of Energy Resources and the Council's Consultant Team to prepare and execute a contract with the chosen vendor.
- *A motion to reject the Technical Review Committee's Vendor Recommendation:* A motion to reject the Technical Review Committee's recommendation to select {vendor} to serve as the Council's legal services vendor and representative as described in the submitted proposal and associated work plan and instead {state proposal}.

7B. PRESENTATION AND DISCUSSION OF THE COUNCIL'S 2025 BUDGET PLANNING PROCESS

Key Considerations & Questions

- The OER and the C-Team will facilitate a discussion to begin the process for the Council's development of a proposed budget for 2025.
- The primary focus of the discussion will be about timeline and potential areas of interest for how the Council would like to utilize a budget.
- Potential Discussion Questions include:
 - Are there areas that the Council wants to consider for possible 2025 budget allocations that are not included in its budget for 2024?
 - Are there areas on the Council's 2024 budget that it would like to consider reducing or eliminating support for?

Council Actions

[Required Vote] [Potential Vote] **[No Vote]**

7C. PRESENTATION OF THE FIRST DRAFT OF THE EERM 2024 ANNUAL REPORT AND POLICY RECOMMENDATIONS DISCUSSION

Key Considerations & Questions

- The Consultant Team will give an overview of the Annual Report, its purpose, and the timeline for its completion
- Potential Discussion Questions include:
 - Does the first draft of the Annual Report give the Council a clear understanding of what to expect?
 - Is the Council satisfied with where the policy recommendations have landed?
 - How does the Council want to reflect its recent re-branding activities in the Annual Report?

Council Actions

[Required Vote] [Potential Vote] **[No Vote]**

7D. DISCUSSION AND POTENTIAL VOTE TO UPDATE COUNCIL BYLAWS

Key Considerations & Questions

- The Consultant Team will give an overview of proposed updates to the Council's Bylaws.
- Many of the updates were discussed at length and were resolved over the course of 2023.
- The main update since the last update is to reflect the completion of the Council's recent re-branding efforts.
- Bylaws may be revisited at any time and a vote to approve the proposed updates this month does not preclude the Council from revisiting the Bylaws at any point later this year.
- Potential Discussion Questions include:

- Do the proposed bylaws accurately capture the roles, responsibilities, and procedures of the Council?
- Are there other elements that should be included or addressed?

Council Actions

[Required Vote] [**Potential Vote**] [No Vote]

The Council does not have a formal obligation to vote on the updated Bylaws in this meeting. It is recommended, however, that the Council do vote on the updated Bylaws given that they reflect the Council's updated branding.

Recommended Vote Language

- *A motion to approve the Council's drafted bylaws:* a motion to approve the Council's bylaws as presented on April 18, 2024, and to direct the Office of Energy Resources and the Council's Consultant Team to publish the updated bylaws to the Council's website.
- *A motion to approve the Council's drafted bylaws, with amendments:* a motion to approve the Council's bylaws as presented on April 18, 2024, with the following amendments {state amendments}, and to direct the Office of Energy Resources and the Council's Consultant Team to publish the updated bylaws to the Council's website.

SUPPLEMENTAL MATERIALS

MONTHLY DATA SNAPSHOT

The Consultant Team has provided a monthly data snapshot which includes several visuals to display lifetime savings and spending achieved through the month of March, relative to plan goals. Please note that the Consultant Team typically receives data for the prior month from the Company by about the second week of the month. As a result, monthly data snapshots are usually made available early in the week of the Council meeting, and may not be available a full week in advance.

COUNCIL CALENDAR OF EVENTS

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

CONSULTANT TEAM FIRST QUARTER BUDGET UPDATE MEMO

This memo provides the Council with an update on the Consultant Team's budget after the close of the first quarter. The update provides a summary of year-to-date spending and hours compared to planned budgets and hours.

RHODE ISLAND ENERGY RESPONSES TO FOLLOW-UP ITEMS FROM MARCH EEC MEETING

Rhode Island Energy flagged two items from the March Council meeting that it wanted to follow-up on with the Council. This brief memo covers follow-up items on Multifamily heat pump projects and the income eligible weatherization shortfall.

INITIAL DRAFT OF LEAD SESSION AGENDA

An initial draft of the Council’s Spring Learning, Education, and Advancement Discussion (LEAD) Session has been provided for Council review. Councilors should provide any feedback on the draft agenda by no later than Monday April, 22, 2024.

INITIAL DRAFT OF MAY COUNCIL MEETING AGENDA

An initial draft of the May Council meeting agenda has been provided for Council review. Councilors should provide any feedback on the draft agenda by no later than Friday 3, 2024.