

O&M Working Group Meeting Notes May 11, 2010

Agenda:

- I. Welcome/Previous Meeting Recap
- II. O&M Working Group Charter Review
- III. O&M Program at NCBC
- IV. Energy Audit Guidebook
- V. Open Floor Comments/Feedback

Discussion:

- I. Welcome/Previous Meeting Recap

Ab Ream welcomed everyone and gave a brief overview of the agenda and topics to be discussed including a review of the O&M Working Group Charter Review developed at the last meeting, a review of the Gas Meter and Steam Meter documents distributed by Bill Sandusky, the O&M Program at NCBC, the Energy Audit Guidebook and an opportunity for Open Floor Comments and/or Feedback at the end of the meeting.

- II. O&M Working Group Charter Review

Ab led a comprehensive review of the O&M Charter including sections 1-6 while the group gave comments and feedback as the document was discussed.

- Section 1: Background
 - Purpose: to define the purpose of the working group, and to establish what is expected out of the meetings of the group
 - This section aims to provide basic information, as well as provide an idea of the impact of poor O&M vs. "good" O&M
 - Comment: add a reference following the definition in the Charter indicating that the definition was taken from the O&M Guidebook
- Sections 2-6
 - Comment: Include subcategories of O&M like commissioning, M&V, metering and best practices (to clarify the daily activities of O&M professionals)
 - Comment: What is the formal approval process of the charter?
 - Meeting frequency: the group agreed to meet approximately every 2 months

Action Item: (Ab) Enhance the definition of O&M and add subcategories into the charter such as commissioning, M&V, metering and best practices

Action Item: (Ab) Provide more detail in this section and include O&M common challenges in Section 3, letters A-E

Action Item: (Perry) Research formal approval process of the charter (if any), consult with Chris Tremper (Interagency Task Force)

Gas Meter Economics and Steam Meter Economics

A discussion and review of the two (2) documents, Gas Meter Economics and Steam Meter Economics was led by Bill Sandusky.

- Purpose: to provide a more developed, economics-based approach to determine cost-effectiveness of metering now that EISA requires metering of gas and steam
- The documents are proposed to be added to the best practices guide to evaluate and determine the effectiveness of metering
- Comment: A similar document should be drafted for water efficiency due to anticipated future metering requirements of water in Executive Orders
- The BTRD (Building Technologies Research and Development) has been invited to participate in the O&M Working Group
- Comment: Source Credits should be included in the Steam Meter and Gas Meter Documents and in the O&M Best Practices Guide (somewhat confusing to agencies as it is now presented)
- Comment: A compliance section including EISA, all relevant E.O.'s, and benchmarking should also be included in the O&M Best Practices Guide that would pave the way for subsequent technical sections throughout the guide
- Comment: Include practical economic caviats of steam and gas to incorporate for the wide range of costs being reported back (\$5K-\$50K), incorporate a "toolkit" or "checklist" section for easy reference
- Comment: Include metering options through utilities; agencies are essentially ignoring free services that are available to them (data ownership issue with the Army *important issue to federal agencies (to have ownership of the data)*), cover utility options more throroughly in the Guidance document, currently only in the appendixes

Action Item: (Bill) Add water section and decision tree

Action Item: (All) Please provide feedback and/or comments on the Steam Metering and Gas Metering documents by June 11 (one month)

Action Item: (All) Please provide feedback and/or comments on the Best Practices Guide by May 25 (two weeks)

III. Industry Day: (Leslie)

A brainstorming discussion was led by Leslie Nicholls about the possibility of a free "Industry Day" featuring O&M professionals and vendors in the DC-area.

- Purpose: develop a mini expo/show and tell (not aiming for a mini-GovEnergy)
- Concept: relevant talking heads and a small-scale exhibit hall with service providers where feds can interact and learn, with an additional component where metering vendors could give educational presentations (20-30min with Q&A), a code of conduct would be provided to those vendors approved to participate
- Timing: October (sometime after GovEnergy) Size: Control size with a call for interest requiring that vendors apply and be approved by the O&M Working Group
- Proposed requiements: must be on the GSA Schedule with experience working with Federal agencies

- Comment: Include an ESCO-Forum that would give them the opportunity to meet with feds as well
- Comment: Concern over the name “industry day” (solicitation conotation?)
Suggestions: Metering Forum, Metering Expo
- Comment: Invite energy managers, government utility divisions, field employees
- Comment: Suggestion of future “industry day” events for metering, data centers, etc.

Action Item: (Leslie) (Contact Al) AEE Meeting Room for “Industry Day” event

IV. O&M Program at NCBC (National Conference on Building Commissioning)

- Portland Conservation Energy, Inc. Conference (May 25-26) in Chicago, attendance recommended (Ab will be speaking on commissioning in the federal sector as well as discussing the Federal Commissioning Guidebook)
- Ab will also have a booth with a FEMP O&M Display including: CDs with Best Practices Guide, postcard, banner, display copies of the metering guide, and the Best Practices Guide (going as paperless as possible, all promotinal materials meet printing requirements)
- The event is free to feds and federal contractors

V. Energy Audit Guidebook (developed by EMR) (Toro Oni, filling in for Ed Sengamain(?))

- Energy Audit Training Manual, developed in March 2010(see the CD distributed at the meeting) as a concise, easy-to-read guide developed especially for Federal agencies to reference
- This document followed training sessions at Los Alamos Lab to complement the existing course for managers in order to address legislation, means and methods, best practices, and different types of energy audits based on the project
- Goal: To eventually develop an e-learning course based on this material
- Comments: Include detailed guidance on doing a utility analysis (reviewing bills, brief discussion on normalization based on weather, rate schedule breakdown)
- First Thursday Seminar, in June or July (Greg Palko, ORNL) Topic: Metering
- Comment: Coordinate with NREL (currently have similar documentation)

Action Item: (All) Please provide comments and feedback by May 25 (two weeks)

VI. Open Floor Comments/Feedback

- Next O&M Working Group meeting: July 21, 2010, 10am-12pm
- The action items outlined in the last meeting will be reviewed and discussed at the next meeting in July

O&M Working Group Attendance at May 11, 2010 Meeting

Working Group Members			
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Bill Sandusky	PNNL		Call-In
Terry Sharp	ORNL		Call-In
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