

Delaware Sustainable Energy Utility
Retreat ~ Oversight Board
9590 Nanticoke Business Park Drive, Greenwood, DE 19950
July 20, 2017 - 10:00 A.M.

Welcome

Senator Harris B. McDowell, III called the meeting to order. Members present were Richard Jones, Robert Underwood (proxy for Secretary Department of Natural Resources and Environmental Control), Kristopher Knight, Michael Chajes, Pam Bakerian, Joseph Schorah, and Andrea Maucher (proxy for Public Advocate, Andrew Slater). Also present were Frank Murphy, SEU General Counsel, Anthony DePrima, Suzanne Sebastian, Kate Bayard, and Lisa Gardner.

Members Absent: Sean Finnigan and Trey Paradee

1. Approval of Minutes

- a. **Loan Committee – May 31, 2017 – Tabled; there was not a quorum of the Loan Committee.**
- b. **Loan Committee – July 6, 2017 - Tabled; there was not a quorum of the Loan Committee.**
- c. **Oversight Board – July 20, 2017 – Mr. Underwood moved for approval of the minutes, seconded by Ms. Bakerian and unanimously carried.**

2. SEU Business

a. Community Energy Centers and b. Energy Coordinating Agency – Contract Extensions – Members were reminded that last fall, the DESEU launched a pilot Community Energy Center (CEC) Program to assist Delawareans with energy efficiency services, referrals and advocacy in preparation for the start of the heating season. This program has proven to be very successful over the past 9 months and should now be considered to continue being offered under the suite of Energize Delaware Programs. In an effort to alien this program with fiscal year, we suggest extending this contract to June 30, 2018 with the option of one year extensions.

Additionally, the DESEU contracted with the Energy Coordinating Agency of Philadelphia to implement the Community Energy Center Program and oversee the subcontractors implementing the day to day activities at the Centers. DESEU also contracted with Catholic Charities to operate the Wilmington Community Energy Center and First State Community Action Agency (FSCAA) to operate the Community Energy Centers in Dover, Georgetown, and Newark.

We are seeking Board approval to execute new contracts for the Community Energy Centers with the option of 1 year extensions on these contracts for continuity of services offered as follows:

<u>Program</u>	<u>Implementation Contractor</u>	<u>FY18 Contract/Budget</u>
Community Energy Centers	Energy Coordinating Agency	\$164,644
	Catholic Charities	\$ 65,000
	First State Community Action Agency*	\$195,000

*(\$65,000 for each of the three CEC's operated by FSCAA)

Mr. Chajes motioned that the Executive Director be authorized to enter into new contracts for the implementation and operation of the Community Energy Center Program utilizing the current program implementation contractors (Energy Coordinating Agency of Philadelphia, Catholic Charities and First State Community Action Agency) with the option of one year extensions for this program at a not to exceed amount based on the budgets listed in the table above. The motion was seconded by Mr. Jones and unanimously carried.

3. Consideration of Statements - Ms. Bakerian motioned to approve the following statements, seconded by Mr. Schorah and unanimously carried.

- a. Murphy & Landon – April and May 2017 (\$484)
- b. NW Financial Group, LLC – April and May 2017 (\$2,184)
- c. Young Conaway Stargatt & Taylor, LL – June 2017 (\$699)

4. Presentations for Marketing and Brand Awareness Campaign – Mr. DePrima stated that improving the DESEU’s brand awareness has been one the DESEU’s goals for several years. An RFP was solicited; ten (10) proposals were received; out of those, four (4) companies were selected to interview. In an effort to include board members, the RFP’s were shared with those who were interested. From the four (4) companies that were interviewed; two (2) were invited to present during the Retreat (Paragon Design and AB&C).

Mr. Robert Paraskewich with Paragon Design (18 Haines Street, Newark, DE 19711) was introduced and presented his proposal to the board.

Mr. Paul Pomeroy and Mr. Mike Cordrey with AB&C, LLC (819 N. Washington Street, Wilmington, DE 19801) were introduced and presented their proposal to the board.

After both presentations, board members were given time to discuss to express their preferences.

SEU Retreat ~ Come One, Come All!

Staff presented a Power Point presentation to provide an overview of the following programs and engage the Board in discussions to brainstorm future programs and direction for the SEU:

Review

- Revenues
- Expenses
- Cash Balance
- Annual and Lifetime Fuel Savings
- Annual Greenhouse Gas Emissions Reductions
- Marketing & Publicity Efforts

Cadmus Study Recommendations – Complete Items

- Hire Professional Firm to Evaluate each Program
- Purchase Data Tracking Software Tool

Cadmus Study Recommendations – In Progress

- Hire Marketing Agency to Develop a Professional Strategy and Plan

Activity

• Board members participated in an activity that score each DESEU programs by various criteria’s. Due to time constraints; results of the scoring activity will be placed on September’ agenda for discussion.

Meeting adjourned.

Several members boarded the van to be transported to the Harrington Fair Grounds for lunch and to tour the latest “Cottage” ZeMod house.