

Delaware Sustainable Energy Utility
Meeting of the Oversight Board
500 W. Loockerman Street, Suite 400, Dover, DE 19904
May 18, 2018 - 9:00 A.M.

Welcome

Senator Harris B. McDowell, III called the meeting to order at 9:00AM. Members present were Richard Jones, Trey Paradee (teleconference), Andrea Kreiner (proxy for Secretary Garvin, Department of Natural Resources and Environmental Control), Michael Chajes, Sean Finnigan, Joseph Schorah (teleconference), and Andrew Slater (teleconference). Also present were Frank Murphy, General Counsel, Robert Underwood, Anthony DePrima, Suzanne Sebastian, Kate Bayard, and Lisa Gardner.

Members Absent: Kristopher Knight and Pamela Bakerian.

Senator McDowell welcomed and congratulated Andrea Kreiner on her new position, Director of Division of Climate, Coastal, & Energy (DNREC).

1. Approval of Minutes

- a. March 16, 2018 – Oversight Board
- b. March 19, 2018 – Loan Committee

Mr. Schorah moved for approval of the above Oversight Board minutes of March 16, 2018, seconded by Mr. Jones and unanimously carried.

Mr. DePrima moved for approval of the above Loan Committee minutes of March 19, 2018, seconded by Mr. Paradee and unanimously carried.

2. SEU Business

a. Budget FY 18/19 and 2017-18 Revised – Copies of the Budget Notes and Budget were distributed to members (items were also included in the packet that was previously emailed to all members). Responding to Mr. Jones, Mr. DePrima provided members with some history on how RGGI funding works.

Mr. DePrima reviewed each line item depicted on the Budget Notes, including an increase in the Salary Line Item. He reminded members that there was an extensive review of the Loan Program and that one of the major recommendations from the consultants was that, due to being understaffed, a Loan Manager should be hired to administer the Loan Program. Senator McDowell suggested that additional research be conducted comparing full-time, part-time, and contractual costs associated with a Loan Manager.

Mr. DePrima continued to review each of the line items in the Budget Notes.

Mr. Jones moved to approve the FY 2017-18 - Revised Budget and FY 2018-19 Proposed Budget as presented, seconded by Mr. Finnigan and unanimously carried.

b. Consideration of Statements - Mr. Finnigan motioned to approve the following statements, seconded by Senator McDowell and unanimously carried.

- i. Murphy & Landon – March/April 2018 (\$2,201)

c. Contract Extensions/Renewals – Ms. Sebastian stated that several of the DESEU programs that started initially as pilot programs have proven their success and will continue to be offered under the suite of Energize Delaware Programs. These contracts are now streamlined with other DESEU programs; however, they are renewed on an annual basis verses the multi-year contracts. Last year, the DESEU Board approved streamlining these contracts to coincide with our fiscal year with the option for one (1) year extensions offered on an annual basis at the discretion of the Board.

The Affordable Multiple Family Housing Program launched in December 2016 under a two-year contract which falls outside of the DESEU fiscal year; therefore, we would like to extend this contract an additional six months to June 30, 2019 to be in line with the DESEU fiscal year.

Program	Implementation Contractors
Faith Efficiencies	Delaware Interfaith Power & Light
Pathways to Green Schools	Green Building United
Pre-Weatherization	Catholic Charities
Affordable Multifamily Housing	New Ecology
Energy Assessments for Non-Profits	UD, Industrial Assessment Center
Community Energy Centers	Energy Coordinating Agency of Philadelphia
Wilmington CEC	Catholic Charities
Dover, Georgetown & Newark Centers	First State Community Action Agency

Mr. Jones motioned to authorize the Executive Director to enter into new contracts for the above mentioned programs with the current implementation contractors for the not to exceed amounts based on the FY 19 Budget approved by the Board, the motion was seconded by Mr. Finnigan and unanimously carried.

3. Reports – The following reports were presented to the Board:

- a. Executive Director
- b. Program Manager
- c. Communications & Marketing Manager
- d. Budget Report – Ending April 2018

Meeting adjourned at 10:50AM.