

**Delaware Sustainable Energy Utility**  
Meeting of the Oversight Board  
Duncan Center, 500 W. Loockerman Street, 5<sup>th</sup> Floor  
Dover, DE 19904  
March 15, 2019 – 9:00 AM

**Welcome**

Senator Harris B. McDowell, III (teleconference) called the meeting to order at 9:00 AM. Members present were Andrea Kreiner (proxy for Secretary Garvin, Department of Natural Resources and Environmental Control), Michael Chajes, Joseph Schorah, Andrew Slater (teleconference), and Senator Trey Paradee (teleconference). Also present were Frank Murphy, General Counsel, Robert Underwood, Kassandra Rodrigues (Wesley College Environmental Science Intern), Michael Williams (DMW Communications/Marketing), Anthony DePrima, Suzanne Sebastian, and Lisa Gardner.

Members Absent: Richard Jones, Sean Finnigan, and Kristopher Knight

**1. Approval of Minutes**

**a. Oversight Board Meeting – January 18, 2019 - Ms. Kreiner moved for approval of the minutes, seconded by Mr. Chajes and unanimously carried.**

**b. Executive Committee – February 20, 2019 –** There was no quorum of the Executive Committee; however, Ms. Kreiner requested that the minutes be amended to reflect that she did not partake in the discussion of Agenda Item 2 – Application for Exelon Low Income Settlement Fund. The amended minutes will be presented at the next board meeting for approval.

**2. SEU Business**

**a. DE C-PACE Program Guidelines -** Mr. DePrima informed members that, under the law, approval of the program guidelines rests with the DESEU Oversight Board once the public hearing is held and the Board considers comments received from the public hearing. The public hearing was held on March 12, 2019 with no comments being received. Mr. DePrima stated that the guidelines (which were provided to the board prior to the meeting) were developed by our PACE consultant, SRS, then reviewed with the steering committee which had a wide variety of stakeholders involved. He indicated that all three counties are interested in moving forward with C-PACE.

**Mr. Chajes moved to approve the DE C-PACE Guidelines as presented, seconded by Mr. Schorah. The motion carried with Senator McDowell not voting.**

**b. Delaware State Housing Authority (DSHA) – MOU –** Mr. DePrima introduced and welcomed Ms. Cindy Deakyne, Housing Development Administrator.

Ms. Sebastian reminded members that during the January 18, 2019 Oversight Board meeting, staff presented a concept to develop an MOU for a construction loan partnership with the Delaware State Housing Authority (DSHA) to establish a loan fund in the amount \$1 Million. This fund would provide short-term construction loan financing on projects designed to achieve energy performance that exceeds Delaware’s energy code and which will receive other permanent financing from DSHA and other lending organizations. A draft MOU was presented and reviewed by the Executive Committee on February 20, 2019.

After much discussion, Mr. Murphy recapped previous discussions on the topic and indicated that he has reviewed the MOU and stated that it is an at will agreement that the SEU can withdraw from at any time.

Responding to Senator McDowell, Ms. Deakyn described, in full detail, the process of how the DSHA would allocate the funds received from the SEU.

**Ms. Kreiner moved to authorize the Executive Director to execute the Memorandum of Understanding (MOU) with the Delaware State Housing Authority to develop a construction loan financing pilot program in the amount up to \$1 Million for a term up to three (3) years with the understanding that the program will be brought back to the board for approval should a more permanent arrangement be pursued. The motion was seconded by Mr. Schorah and carried with Senator McDowell not voting.**

**c. “Lights On” – Milford Strong** - Ms. Sebastian explained that much like Lights-On Dover and Seaford Strong Programs, HELP Initiative, Inc. would like similar support for the City of Milford. The objective of the Lights-On Milford Strong Campaign is to enhance public safety and improve community engagement with law enforcement by installing energy efficient lighting measures in highly concentrated areas of criminal activity. This pilot program will benefit the low-income residents of Milford and will bring recognition for the DESEU and our Energize Delaware programs to the citizens in the City of Milford.

As a result of the success of the Lights-On Campaigns, HELP Initiative would like to expand this program and replicate this for other communities and cities throughout the State. A proposal will be presented to the Board for inclusion in the FY 20 Program Budget in May for an expanded program. However, Milford is ready to go now and would like to launch their campaign this spring. Similar to the Seaford Campaign, Milford plans to reach 400 homes and the overall budget is \$24,000. There are sufficient funds already budgeted in the R&D line item that can cover this amount. The City of Milford will cover the cost to install 200 (or one half) of the LED lights and the solar powered motion sensor flood lights.

Mr. Stafford, HELP Initiative, Inc., was present to answer any questions from the Board.

**Mr. Slater moved to authorize the Executive Director to execute a contract with HELP Initiative, Inc. to deliver the Lights-On Milford Strong Campaign as outlined above in an amount not to exceed \$24,000. The motion was seconded by Ms. Kreiner and unanimously carried.**

**d. Staffing and Office Space** – After much consideration, it has been determined that, even though Kate Bayard’s (Communications and Marketing Manager) position was much needed for the rebranding campaign and was instrumental in setting up the Sales Force platform for Energy Orbit, we believe, for now that a part time marketing position to assist with marketing, table events, social media and press releases would be more effective. However, as our mission begins to grow, we believe a fourth full time position is critical and recommend that the position be filled with an Associate Program Manager. This individual would assist in running programs, have a background in measurement and verification and have strong research and development skills.

Mr. DePrima introduced Michael Williams, indicating that he is currently under contract as a part-time employee to assist in meeting the marketing needs. As Mr. DePrima explained, through the Purchasing Policy he is able to authorize contracts under \$10,000; however, that would only allow for 5 or 6 months of work.

Staff is requesting the board to authorize Mr. Williams’ contract for one (1) year and to authorize the Executive Director to begin advertising for an Associate Program Manager. Mr. DePrima feels that the salary associated with the position would be less than that of Ms. Bayard.

Responding to Mr. Underwood, Mr. DePrima indicated that a larger office space was available on the third (3<sup>rd</sup>) floor of the Duncan Center; however that space is no longer available.

**Mr. Chajes moved to approve a one (1) year (FY 19/20) contract with Mr. Williams for the part-time marketing position. The motion was seconded by Mr. Schorah and unanimously carried.**

Addressing concerns of Mr. Kreiner, Mr. DePrima indicated that the job description would require the Associate Program Manager to have financial knowledge to help fill the need for assistance in administrating the Loan Program.

**Mr. Schorah moved to authorize the Executive Director to fill the position of Associate Program Manager. The motion was seconded by Mr. Chajes and carried with Senator McDowell and Ms. Kreiner not voting.**

**e. Consideration of Statements - Mr. Slater motioned to approve the following statements, seconded by Mr. Chajes and unanimously carried.**

- i. Murphy & Landon – January 2019 (\$1,000.36)
- ii. NW Financial Group, LLC – December 2018 – January 2019 (\$4,806.25)
- iii. Young Conaway Stargatt & Taylor, LLP – January 2019 (\$7,407.40)

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

- a. Executive Director
- b. Program Manager
- c. Media Campaign Presentation
- d. Budget Report – Ending February 2019

**Meeting Adjourned at 10:45 A.M.**