

**Delaware Sustainable Energy Utility**  
Meeting of the Oversight Board  
Conference Meeting via Zoom and In-Person  
September 17, 2020 – 9:00 AM

**Welcome**

Senator Harris B. McDowell, III called the meeting to order at 9:10 AM. Members present were Kristopher Knight, Richard Jones, Ric Moore, Robert Underwood (proxy for Secretary Garvin, Department of Natural Resources and Environmental Control), Sean Finnigan, Michael Chajes, Senator Paradee, and Andrew Slater, Public Advocate. Also present were Jason LaStella (Franklin Energy), Joe Gennello (Franklin Energy), Charles Kistler (HELP Initiative), Harold Stafford (HELP initiative), Frank Murphy, General Counsel, Anthony DePrima, Suzanne Sebastian, Athena Bi, Lisa Gardner, James Purcell, and Cassandra Rodriguez.

Members Absent: Joseph Schorah

**1. Approval of Minutes**

**a. Executive Session Meeting – March 20, 2020 – Mr. Slater moved for approval of the minutes, seconded by Mr. Underwood and unanimously carried.**

**b. Oversight Board Meeting – May 15, 2020 - Mr. Slater moved for approval of the minutes, seconded by Mr. Underwood and unanimously carried.**

**2. SEU Business**

**a. Qualified Small Employer Health Reimbursement Assistance -** Mr. DePrima recalled that in May, the Board approved \$30,000 (\$20,000 DESEU budget, \$10,000 Empowerment budget) to establish a health care reimbursement program that provided up to \$5,000 for each employee. After extensive review, the best option is QSEHRA. People Keep is a company who specializes in administering this program. Mr. DePrima is seeking the Board authorizing the Executive Director to set up a QSEHRA program for all full-time employees of the Sustainable Energy Utility.

**Mr. Moore moved for approval, seconded by Mr. Paradee, and unanimously carried.**

**b. Wilmington Blue Rocks – Loan Deferral Request -** The Wilmington Blue Rocks has asked for a one-year extension of the policy. Mr. DePrima is asking the Board to approve the deferral.

**Mr. Slater moved for approval, seconded by Mr. Moore, and unanimously carried to defer Wilmington Blue Rocks for nine (9) months.**

**c. C-Pace Guidelines – Amendments -** Mr. DePrima indicated that it has been 15 months since the Board has approved the C-Pace Guidelines. Since that time, New Castle has signed on to participate. Discussions

with Kent County are on-going. The State of Delaware has adopted the 2018 IECC Guidelines and the SEU needs their Guidelines to reflect this. The SEU also needs to change the percentages that are above the energy efficiency standard code.

Responding to Senator Paradee, Mr. DePrima reviewed previous projects.

Mr. Slater noted that the Empowerment Grant Program had an application about retrofitting rowhomes in Wilmington.

Staff is requesting the Board approve a motion authorizing the program guidelines to be amended to accommodate the 2018 IECC update and Retro-Active Financing.

**Mr. Moore moved to authorize the C-Pace program guidelines to be amended to accommodate the 2018 IECC update and Retro-Active Financing, the motion was seconded by Mr. Underwood and unanimously carried**

**d. Pre- WAP Relaunch** - Mrs. Sebastian reviewed the statewide WAP Program with the board in detail.

Mr. Slater requested guidance for at least the next year. Mr. DePrima assured the Board that the SEU has previously administered this program.

Mr. Underwood made a strong case of sole source. Mr. Knight questioned the term “sole source.” Mr. DePrima explained the SEU guidelines have different criteria for “sole source” and indicated he would have Mr. Murphy double- check the SEU's Purchasing Policy to verify compliance.

**Mr. Slater moved to the authorize of funding in the amount of \$550,000 for a Pre-WAP program for the remainder of FY 21 to be included in the FY 21 Revised Budget, the motion was seconded by Mr. Moore and unanimously carried.**

**Mr. Moore motioned the authorization the Executive Director to negotiate a detailed scope of work and enter a contract with the organization that best meets the criteria to deliver a successful statewide Pre-WAP program. The motion was seconded by Mr. Knight and unanimously carried.**

**e. Presentation – Franklin Energy**

- i. Energize Delaware On-line Store
- ii. Energize Delaware On-line Energy Assessments

Mrs. Sebastian introduced the Franklin Energy Team. These are two different resources for program participants in a virtual or on-line manner.

Mr. LaStella along with Joe Gennello presented Franklin Energy slideshow and fielded questions from Board members.

**Mr. Moore motioned the authorization of the Executive Director to execute one-year contracts with the option of two one-year extensions with Franklin Energy Services in an amount not to exceed**

**\$100,000 for the Energize Delaware Online Marketplace and an amount not to exceed \$130,000 for the Energize Delaware Virtual Assessment Programs. The motion was seconded by Mr. Slater and unanimously carried. The Board has requested that upon completion of trials, information is provided about what was done, what metrics should be looked at, and what is successful.**

**f. Consideration of Statements – Mr. Slater motioned to approve the following statements, seconded by Mr. Jones and unanimously carried.**

- i. Murphy & Landon
- ii. NW Finance Group, LLC
- iii. Young Conaway Stargatt & Taylor, LLP

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

- a. Executive Director
- b. Program Manager
- c. Budget Reports

**4. New Business/ Old Business - None**

Meeting Adjourned at 11:15AM