

SEU Advisory Board
Meeting Minutes
Tuesday, June 28 2016

I. Call to order

Bicky Corman called to order the meeting of the SEU Advisory Board (SEUAB) at 10:15 am Tuesday, June 28, 2016 at the Department of Energy and Environment (Department or DOEE), 1200 First Street, N.E., Washington, D.C.

Roll call

SEU Advisory Board: John Mizroch, Bernice McIntyre, Dan Wedderburn, Sandra Mattavous-Frye, Betty Ann Kane, Donna Cooper, Bicky Corman, Nicole Steele, Leni Berliner

Absent Board Members: Nigel Parkinson, Jared Lang

Other Attendees: Tommy Wells, Taresa Lawrence, Ted Trabue, Dan Cleverdon, Hussain Karim, Marcus Walker, George Nichols, Bob Jose, Karim Marshall, Lynora Hall, Mohamed Ali, Michael Reed, Gleniss Wade, Sheryl Dove, Patti Boyd, Sean Skully, Brian Gallagher, Denise Rouleau, Andy Ludwig, Patrice Brooks, Sara Greenberg, Dan Belknap, Robert Stevenson

Approval of agenda and minutes

The agenda and minutes were approved as amended by Sandra Mattavous-Frye and seconded by John Mizroch.

II. Official Business

Taresa Lawrence – Update on SEU RFP Process

The following steps were taken during the proposal submittals and evaluations phase of the FY 2017 SEU procurement:

- Proposals were submitted
- The agency convened an evaluation panel to conduct individual reviews of the proposals
- Offerer interviews were held
- Panel met after the interviews for discussions
- Documentation and scores were sent to Jaque McDonald, Contracting Office at DMPED
- The official selection, and associated City Council package with the official documents, will require a vote by the City Council because the SEU FY2017 contract is a multi-year contract for over a million dollars annually.

Karim Marshall – Transmission of SEUAB Annual Report

On the Board's behalf, the Department began the process for transmission of the Board's FY2015 report to the City Council. Once transmitted, the report goes through a process of approval within the Mayor's office. The standard turnaround time is about two weeks. Once approved and submitted to Council, the report will be posted on the Council's website. There was a discussion regarding the requirement for the Board's report to be filed by DOEE through the Department's regular transmittal process. It was determined that the Board's report need not follow this process, and instead could be sent directly to Council by the Board pursuant to the mandate in the Clean and Affordable Energy Act.

Denise Rouleau – Tetra Tech

Ms Rouleau gave a presentation on the recently concluded DCSEU Evaluation, Measurement and Verification process, and the findings as presented in the report. Topics for discussion were:

- Introduction of the Team
- Purpose
- DCSEU Annual Evaluation Results and Efforts
- Evaluation of Performance Benchmarks
- Acquisition Costs

The Tetra Tech presentation is attached.

Ted Trabue & Sheryl Dove – DCSEU FY 2016 Program Updates

Mr. Trabue provided a description of DCSEU's programs and activities in the following four areas (see attached report):

- Residential
- Renewable Energy
- Low Income Multi-family
- Commercial/Institutional

Mr. Trabue stated that DCSEU is on target to hit its performance benchmarks. They are doing well with regard to the electricity benchmark, and they have projects in the pipeline to achieve the natural gas benchmark. The low-income spending target is where it should be, and for the largest energy users benchmark, they have served about 53 buildings that are 200,000 sq. ft. and above. He also said they are on target with their green jobs numbers.

He noted that the presentation was updated to include DCSEU's bid into the PJM market last year. DCSEU contracted with a group called Encentiv and they bid the total capacity for FY 12, 13 and 14. DCSEU's expected revenue this year is about \$141,000. To date they have received \$108,000 with a fourth check on the way to complete the full \$141,000 amount. Mr. Trabue said DCSEU bid through Encentiv because DCSEU's contract with the District is a one-year contract. He noted it cost DCSEU 40% of revenue that they would have received if they did not use Encentiv. He said the funds could be withdrawn after July 7, 2016.

Mr. Trabue reported that the Business Energy Rebates are extremely popular in the commercial community. They have reservations for 276 projects this year, and they planned to close out taking applications that week to make sure all of the work is completed by September 15, 2016.

With regard to workforce development, Ms. Dove said DCSEU had nine graduates and 100% have been placed into permanent positions. The jobs were engineering, electrical helpers, office administration, and program assistants.

DCSEU also provided an update on the solar program. Funding from the Renewable Energy Development Fund (REDF) was available as of April 25, 2016 and DCSEU is working to achieve the goal of installing 140 systems by September 30, 2016. DCSEU is working to get all the systems interconnection applications to Pepco by July 6, 2016 to allow for Pepco's eighty-day turnaround process, so they can be completed by September 15, 2016. They reported that twenty-nine of the projects are completed. DCSEU has a stretch goal of 169, so they will continue to work with Pepco to achieve the stretch goal.

Dr. Donna Cooper provided an overview of the eighty-day process to ensure the Board understood. She said there are multiple entities involved in the process before they issue the authorization to operate, which includes certifications and inspections from DCRA. Ms. Dove will provide a document to the Board from DCSEU outlining the eighty-day process. The DCSEU and DOEE staff meet weekly to discuss this process and updates.

The Small Business Solar Program goal is to install fifteen systems in Wards 7 and 8. DCSEU said they had selected fourteen small businesses, and were working with a couple more. DCSEU will meet the July 6 date for these systems as well.

Mr. Trabue informed the Board of a ribbon cutting ceremony at one of the largest multi-family solar installations in DC at Channel Square in Southeast with the Mayor in attendance. Various items were funded by DCSEU including installing a boiler, lighting system and air conditioning system that will save this single building over \$2.7 million dollars.

Taresa Lawrence – Update Renewable Energy Development Funds

Dr. Lawrence provided an overview of the use of REDF funds over the last year. \$6.3 million dollars were collected last year, which were presently funding the Affordable Solar Program and the Small Business Solar Pilot Program, implemented by DCSEU. \$3.5 million was allocated to DGS to install 1MW of solar in public spaces/facilities as part of the Community Solar for low-income program. This year, DOEE collected \$19 million, which was a three-fold increase. She reported that DOEE retained a consultant to look at what is happening in the solar market and provide recommendations on programs and deployment of the funds in FY 17.. The consultant's study also includes ways to leverage the funds most effectively and get the most out of the funds. DOEE will announce the plans for FY17, and Director Wells suggested that we should be looking into have a public meeting with contractors and the public for discussions.

The topic of SEUAB available funds was brought up. Dr. Lawrence indicated that the Board has \$9,800 available for travel and other expenses. If the funds are not used, they will go back to the SETF fund balance. The funds were used on the SEUAB retreats in previous years. Ms. Corman suggested that a separate discussion be held on the Board's \$9,800, and the Board members agreed.

With regard to the public meeting, the Board will decide whether they want to move forward, and plans will be made accordingly. If the Board moves forward, a date needs to be selected and an agenda will be prepared. A survey was done previously to get feedback from the public.

III. New Matters

None.

IV. Adjournment

Bicky Corman adjourned the meeting at 12:15 pm.

Minutes prepared by: Lynora Hall