**SEU Advisory Board Meeting**

**Minutes**

**2/14/2018**

**Call to Order**

Chair Corman called a quorum of the Sustainable Energy Utility Advisory Board (SEUAB or Board) to order at 10:20 AM, February 14, 2018 at the Department of Energy & Environment (DOEE), 1200 First St., NE, Washington, DC.

**Roll Call/Introductions**

Roll call was taken and the following people were in attendance:

**Board Members**

Bicky Corman, Sandra Mattavous-Frye Millie Knowlton, John Mizroch, Leni Berliner, Kirsten Williams

**Board Members on the Phone:** Donna Cooper, Betty Ann Kane, Nicole Steele

**Absent Board members:** Jared Lang, Josh Richards, Sean Skulley

**Other Attendees:** Tommy Wells (Director, DOEE); Taresa Lawrence (Deputy Director, DOEE); Lance Loncke (Associate Director, DOEE); Hussain Karim (Assistant General Counsel, DOEE); Lynora Hall (Staff Assistant, DOEE); Marshall Duer-Balkind (Program Analyst, DOEE); Adrienne Henderson (Assistant People’s Counsel, OPC); Ted Trabue (Managing Director, DCSEU); Marcus Walker (Director of Operations, DCSEU); LaKeisha Lockwood (Energy Program Specialist, DOEE); Angela Johnson (Director of Finance, DCSEU); DOEE); Tamara Christopher (Financial Planning and Analysis Manager, DCSEU); Ben Burdick (Marketing and Communications Manager, DCSEU); Patti Boyd (Senior Technology Strategist, DC Sustainable Energy Utility or DCSEU); Solome Girma (Director, Program Management Office, DCSEU); Patricia Proctor (Development Manager, DCSEU); Anmol Vanamali (Financing Strategies Director, DCSEU); David Hill (Director Distributed Resources, Policy Fellow, VEIC); Alissa Waters (Sr. Management Analyst– Office of the Chief Financial Officer, DOEE)

***Board meeting live stream link:*** [***https://www.youtube.com/watch?v=\_Nnt1MZSEag***](https://www.youtube.com/watch?v=_Nnt1MZSEag)

***Approval of Agenda***

The motion to approve the agenda was made by Ms. Sandra Mattavous-Frye, seconded by Ms. Kirsten Williams and unanimously approved by the Board.

***Open Discussion (31:54)***

Chair Corman informed the Board that she received a call from Daniel Wedderburn stating that he would be resigning from the Board effective immediately. Mr. Hussain Karim stated that Mr. Wedderburn should forward a Letter of Resignation to MOTA. Chair Corman asked DOEE to follow up on this issue.

Chair Corman asked for volunteers to meet to discuss the Evaluation, Measurement & Verification (EM&V) Contract. Ms. Millie Knowlton and Ms. Leni Berliner volunteered. A notice will be sent to the Board.

Ms. Knowlton asked if the contract is not signed why there could not be any input. Dr. Loncke answered and said if there are going to be changes to the RFP it would have to be done before bids were received because it needs to be an open process. Ms. Berliner said the RFP was not shared with the Board before open for bids. Dr. Loncke said that was true, however the RFP was put out last summer before the Board started discussions. Several Board members voiced concern about not having an opportunity to review the RFP prior to issue, which impacts their ability to provide advice. Mr. Hussain Karim said that the contract is being negotiated and that is confidential, however, once it is executed and final it becomes a public document. Chair Corman mentioned that the Board has had input on previous contracts prior to execution. Mr. Karim stated that the DCSEU contract is different. The contract can always be amended. Director Tommy Wells said that this is an advisory board, and the Board advises DOEE especially in terms of the DCSEU contract. The Board has been involved with the performance measures which have been appropriate. DOEE is now doing the EM&V contract and the Board can look at to see if it measures what the Board advised and what was included in the RFP, and if not we will look at how to accommodate it.

Chair Corman recommended that the Board look at RFPs or other activities which pertain to the performance benchmarks which they have an obvious interest in.

***II. Official Business***

***Review and Adoption of the October 16, 2017 & December 18, 2017 Minutes***

Chair Corman highlighted two typos in the October 16, 2017 minutes. The motion to approve the October 16, 2017 and December 18, 2017 minutes as amended was made, seconded by Ms. Leni Berliner and unanimously approved by the Board.

***Update on the SEUAB Annual Report (41:36)***

Chair Corman stated that the SEUAB Annual Report was finished around the end of 2017. The report required the Board to focus on the oversight function. A discussion was held with some of the Board members asking them what the Board would need moving forward. Summarizing the conversations, Chair Corman said the Board would like to have a healthier balance in the discussions. The Board’s responsibilities are written into the law, which are to monitor the performance of the DCSEU, evaluate the performance and determine if there are any impediments. The Board wants to be useful to the DCSEU and DOEE. After conversations with the Board, a consensus was that people still do not know what the DCSEU does. An issue the Board needs to take on is how the DCSEU can convey their message better to the Board. The Board can have an agenda item on How to Communicate Better with the Board. The Board members indicated that the constituency that they represent does not know about the DCSEU.

Director Wells stated that the Board needs to improve the process, such as not putting so much time on discussion of the minutes and stop putting the DCSEU so far down on the agenda. The way the time is structured does not give the DCSEU enough time for a presentation. The Board needs to leverage the Board’s expertise to make this better.

***Discussion on the structure of the SEUAB Minutes (49:35)***

Chair Corman stated that there has been a lot time spent on what the minutes should look like. She said it is not a good use of time for a verbatim transcript; the Board can go to the recordings. Chair Corman recommended having a section to capture a summary of the actions taken and actions for the next meeting. Director Wells stated that the minutes should help the Board at the end of the road for the annual report and to create an agenda.

Ms. Nicole Steele suggested that the Board should implement an email vote one week after the meetings to create the agenda and more time for the meetings. On action items, the Board should assign names and that way the responsible parties can be held accountable. Chair Corman made a motion to have the minutes out one week after the meeting that specifies actions taken by the Board, actions for the next agenda and actions for responsibility. This was seconded by Ms. Steele and unanimously approved by the Board. Chair Corman asked Ms. Hall to send out a notice to the Board about a meeting to discuss the EM&V contract for participation.

***Review of the DCSEU’s FY 18 First Quarter Performance & Expenditures. (1:05:34)***

Mr. Trabue expressed his dismay to hear that some Board members do not know what DCSEU does after all this time, and highlighted efforts previously made to educate Board members. He offered to meet with the Board to provide this information.

Mr. Trabue stated his presentation will be providing the Board an abbreviated version of where the DCSEU is financially, and reporting on leveraging.

Mr. Trabue went through his PowerPoint presentation, and explained the cumulative performance benchmarks. He provided a description with the benchmark minimum and maximum amounts with the quarterly results. This report will be provided to the Board. The report shows the savings for a two year minimum of 96% and a maximum of 62%. These percentages are where DCSEU needs to be by September of this year. Looking at the chart, most of the goals are annual goals, so he provided three months’ worth of performance. DCSEU is ahead of spending overall and they are doing well for goal attainment. Mr. Trabue said DCSEU is behind with low-income savings because of the launching of the low-income program, where they need the buy-in from the building owners to get greater energy savings. They are having the contractors and developers prepare proposals, and DCSEU will evaluate them to get work orders done. The contracts are due to DCSEU by March 9, 2018 and it will take DCSEU one week to evaluate them. After that the Board will see the low-income numbers go up and the CBE numbers too.

***Marketing and Public Relations (1:29)***

Mr. Trabue stated that The Washington Post quoted the DCSEU twice in an article last week. Chair Corman asked if the Board could receive a copy. Mr. Trabue said that this is a testament to the pick-up and good public relations marketing that they have been able to do. An interview with Mr. Trabue was done on “How to Keep Power on for a Booming Population”. DCSEU has a thermostat rebate program with NEST. The commercials that NEST ran included the DCSEU on how to email the DCSEU and get a rebate on one’s thermostat. NEST is running commercials that are shown regionally not nationally, but it is a great partnership and the Board will be hearing more. DCSEU has done well since the launching of the partnership with NEST last year. NEST has paid for all of the media and the DCSEU has not spent any funds. Mr. Trabue said Mr. Anmol Vanamali will discuss more partnerships that they are bringing to the DCSEU.

***DCSEU Leveraging Strategy (1:31:49)***

The leveraging goal is a $1 million dollars a year and $5 million for the five year contract. The $239,000 they have leveraged to date is from bidding into the PJM market which falls short of the $1 million. The $239,000 will go up quarterly as they pay into the PJM. Mr. Vanamali stated that leveraging is a contract requirement and DCSEU needs to raise $5 million by the end of the five year period. There are certain leveraging activities called out specifically in the contract like Federal grants, private funding financing and the PJM. Another reason they need leveraging is to build the fund balance, and the SETF allocations for the programs are for a five year period. The leveraging activity types are funding, sponsorships, partnerships and financing.

***Workforce Development (1:47:40)***

The Cohort cost is about $250,000 and if they could secure leveraged funds the Workforce Developments budget can be used for other programs. A cohort is a training class held for about six months.

***Residential Energy Kits (1:51:01)***

This program was highly successful for the District residents in 2017. They would register on the DCSEU website and a kit would be shipped to the resident. The package contained six LED lightbulbs, a power strip and a water aerator. Each kit cost about $40. DCSEU does not have the money in the budget this year for this program. They are seeking potential sponsorships to reinstate. The total program cost is $240,000.

Ms. Berliner suggested that VEIC establish a VEIC Energy Fund. If DCSEU approaches funders with a contract they will get nowhere. VEIC should be providing institutional support and backing so that the contract works. If VEIC raises and manages the funds and makes them accessible to DCSEU, this would make much more sense. Ms. Steele said also take into consideration the Green Bank. Chair Corman said that leveraging was exclusively focused on PJM. Dr. Loncke said that none of this requires a contract modification; this is just funding to improve some of the DCSEU programs. The DCSEU SREC Program proposes to use SETF for the program to help with the cost of the SRECs, then funnel that money back into the DCSEU. Ms. Berliner stated that there will be more transparency when the DCSEU presents a financial statement rather than a budget. Ms. Sandra Mattavous-Frye stated that the public needs to be educated so they will not leave money on the table. Ms. Kirsten William asked what education the customer is receiving from the DCSEU. Dr. Loncke answered that the Grantees provide the training regarding the SREC Program. Ms. Berliner suggested at the next meeting there be a presentation on the SREC Program or a small meeting before the next Board meeting. Ms. Mattavous-Frye made a recommendation that the DCSEU be moved up on the agenda because the other items are more administrative and can be discussed at the end of the agenda. Ms. Berliner asked if a Doodle Poll could be sent out for the SREC Program meeting. Dr. Loncke suggested next week for the meeting because if we wait two weeks it would put it close to the next Board meeting. Dates for the week of February 18 will be sent out in the Doodle Poll.

**General Updates**

**Old and New Matters**

*Summary Action Items*

**Actions taken by the Board**

* Approval of February 14, 2018 meeting agenda
* Approval of October 16 and December 18, 2017 meeting minutes
* To have the meeting minutes specify actions taken by the Board, actions for the next agenda and actions for responsibility.

**Actions for the next Agenda**

* Agenda item about How to Communicate Better with the Board
* Place DCSEU higher on the agenda
* Allocate less time on discussion of the minutes

**Actions with Responsibility**

* DOEE - Request meeting with the new EM&V contractor
* DOEE - Schedule subcommittee meeting to discuss EM&V
* DOEE - Doodle poll for SEUAB Retreat/Orientation and Public Outreach meeting
* DOEE - Place SREC Support Program on the next meeting agenda
* DCSEU - Contact new Board members for one-on-one information sessions
* DCSEU - Provide Washington Post articles to the Board
* DCSEU - Send SEUAB information regarding DCSEU events.

**Adjournment**

* Chair Corman adjourned the meeting at 12:20 PM.

*Minutes prepared by: Lynora Hall*