**Sustainable energy Utility Advisory Board (SEUAB) Meeting**

**TUESDAY, October 8, 2021**

**10:00 AM – 12:00 PM**

**Call to Order**

Chair Bicky Corman called a quorum of the Sustainable Energy Utility Advisory Board (SEUAB or Board) to order at 10:10 AM, October 8, 2021. This was a WebEx video conference call meeting.

**Roll Call/Introductions**

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

**Board Members:**

|  |  |  |
| --- | --- | --- |
| **Name** | **In Attendance?** | **FY 2022 Attendance Record** |
| Bicky Corman (Board Chair) | Yes | 1/1 |
| Millie Knowlton (Vice Chair) | Yes | 1/1 |
| Sandra Mattavous-Frye | Yes | 1/1 |
| Cary Hinton | Yes | 1/1 |
| Donna Cooper | Yes | 1/1 |
| Eric Jones | Yes | 1/1 |
| Nina Dodge |  Yes | 1/1 |
| Marshall Duer-Balkind | Yes | 1/1 |
| *Low-Income Community* | *Vacant* | n/a |
| *Chairperson Mendelson* | *Vacant* | n/a |
| *Economic Development* | *Vacant* | n/a |
| *Renewable Energy* | *Vacant* | n/a |
| *Gas Company* | *Vacant* | n/a |

**Other Attendees:** Taresa Lawrence (Deputy Director, DOEE); Lance Loncke (Sr. Program Analyst, DOEE); Hussain Karim (DOEE); Ted Trabue (Director, DCSEU); Dave Epley (Associate Director, DOEE); Patti Boyd (Senior Technology Strategist, DCSEU); Lynora Hall (DOEE); Angela Johnson (DCSEU); Zoe Heller (DCSEU); Tamara Christopher (DCSEU); Sarah Kogel-Smucker (OPC); Fran Francis (AOBA); Joe Cohen (PEPCO); Marina Smith (DCSEU); Yohannes Miriam (OPC); Nicholas Weil, Dennis Jamouneau (PEPCO); Patrice B.

**Approval of Agenda**

The agenda was amended to include “Bylaws Update”, “Contract Status” and “Legislative Update”.

At 10:20 AM Chair Bicky Corman moved to approve the agenda, it was seconded by Marshall Duer-Balkind.

* All in favor, none opposed.

**Review & Adoption of Minutes**

The June minutes will be circulated to the Board for comments by Friday, October 15, 2021.

**Membership Update**

DOEE is working with MOTA to place the following board vacancies:

1. Low-Income
2. Economic Development
3. Renewable Energy
4. Council Chair Phil Mendelson

Dave Epley is hoping by the end of the year vacant seats will be filled. Further discussion will be held with Chair Corman and Vice Chair Knowlton.

Currently there are a few Board members waiting on reappointment (Dr. Cooper, Ms. Dodge, Ms. Knowlton). Additionally, Washington Gas has not followed through with their replacement for Steve Burr’s seat (Manny Geraldo)

Dr. Lawrence clarified that when a Board member’s term expires, they continue to serve in that position until they’re reappointed, or do not wish to continue serving.

**FC1160 Update**

Dennis Jamouneau (PEPCO) stated PEPCO submitted a motion for an extension which was granted to November 23rd for comments and reply comments would be required a month later. The Public Service Commission (PSC) issued an order on the second working group that ended up with a report that they filed on April 27, 2021.

The PSC clarified that energy efficiency should be considered in PEPCO’s ongoing rate case proceedings for performance incentive mechanism. PEPCO is waiting on comments and reply comments. PSC will then issue an order.

**SEUAB Annual Report**

Hussain Karim requested an extension to December 31, 2021, he is waiting to hear back on the request.

Chair Corman gave an update on the annual report:

* OPC submitted their section
* PEPCO submitted their section
* Electricity and consumption usage has been updated
* Draft Executive Summary completed by Chair Corman

Board members were asked to submit their sections by the start of business on November 1, 2021.

**Contract Update**

The contract has been executed. The option period is for five years, which goes from FY 22 – FY 26. The total amount for the option years is $240 million. The work is authorized one year at a time once the budget has been approved by the Mayor.

**SEAUB By-Laws Status**

Hussain Karim (DOEE) drafted updates to the Board by-laws and went over the following highlights:

Section 5 (attendance) updated with suggested changes. The Board discussed section 5.1 which states:

1. ***ATTENDANCE***

***5.1 Board Member Attendance.*** *Members of the Board are expected to attend the meetings of the Board, except if they are unable to attend because of extenuating circumstances, such as for reasons beyond their control.*

***5.2 Absences and Expiration of Term.*** *After two absences without extenuating circumstances from Board meetings, the Chair or Vice Chair will engage with the Board member, discuss the absences with the Board member, and inquire whether the Board member would like to continue serving on the Board. If a third absence without extenuating circumstances occurs in the same calendar year, such absence will be considered a “Technical Resignation” from the Board by the Mayor’s Office of Talent and Appointments (MOTA). The Chair or Vice Chair will inform MOTA that the Board member is no longer active on the Board, and will request that MOTA send a formal notification to the Board member that his/her term has expired.*

The Board discussed section 1.5 draft language states:

***1.5*** *Board members selected to be on the Board to represent an industry or stakeholder group shall inform the Chair, Vice Chair, and DOEE Director of any change in their employment that could impact their ability to represent the industry or stakeholder group they were designated to represent on the Board. After a change in employment, such Board members shall inform the Chair, Vice Chair, and DOEE Director before the next meeting of the Board. Such Board members shall also state if they wish to continue serving on the Board in that capacity and why, despite their change in employment status, they are still capable of representing the specific industry or stakeholder group they were selected to represent.*

Chair Corman moved to approve amendments to the bylaws with additional amendments (amendments captured in the language above). It was seconded, by Ms. Mattavous-Frye, and agreed by all.

**Regulatory Update**

Chair Corman said the federal government publishes a regulations agenda which lists every agency and regulation that will be worked on its timetable. She asked whether the District has something similar to this? Mr. Karim stated something they are working on, but it hasn’t been completed. He will forward a spreadsheet of what he has to the Board.

**Actions taken by the Board**

* Approval of October 12, 2021 meeting agenda

**Actions for the next Agenda**

* Approve the June 8, 2021 and October 12, 2021 minutes
* The Board will convene to finalize comments on FC 1160
* Board members to submit the draft sections of their report by the start of business on Nov. 1st.

**Adjournment**

* Chair Corman adjourned the meeting at 11:58 AM.

*Minutes prepared by Lynora Hall, DOEE (edited by Dave Epley, DOEE 11-30-21)*