

Delaware Sustainable Energy Utility
Meeting of the Oversight Board
35 E. Loockerman Street, Dover Public Library, Dover, DE 19901
November 17, 2016 - 9:00 A.M.

Welcome

Senator McDowell called the meeting to order at 9:00 AM. Members present were Trey Paradee, Dave Bonar, Robert Underwood, Ismat Shah (teleconference), Kristopher Knight, and Joseph Schorah (teleconference). Also present were Frank Murphy, SEU General Counsel (teleconference), Anthony DePrima, Suzanne Sebastian, Kate Bayard, and Lisa Gardner.

Members Absent: Nnamdi Chukwuocha, Sean Finnigan, Pam Bakerian, and Charles Wagner.

1. Approval of Minutes – Oversight Board – September 15, 2016 – Mr. Bonar moved for approval of the minutes, seconded by Mr. Underwood and unanimously carried.

2. SEU Business

a. 2015-2016 Financial Statement and Audit - Mr. Joseph Welte of Whisman, Giordano & Associates was present and briefly reviewed the 2015–2016 Financial Statement and Audit with board members. He indicated the audit was successfully completed and encountered no concerns. Mr. Bonar and Mr. Knight commended the DESEU staff for the superior performance. Mr. DePrima reiterated that the positive report was the result of the teamwork between the DESEU staff, Kristina L. Mujica (Faw Casson), and Whisman, Giordano & Associates. **Mr. Knight moved to approve the 2015-2016 Financial Statement and Audit, seconded by Mr. Bonar and unanimously carried.**

b. ICF – Six (6) Month Extension – Mr. DePrima reminded members that during the last board meeting, members approved a motion to have the Home Performance with Energy Star Program evaluated and prepare an RFP for a new program cycle. Due to uncertain timing of the completion of the evaluation and release of the RFP, ICF agreed to a six (6) month contract extension to allow for a smooth program transition during this process. Mr. DePrima reviewed the budget and extension information that was included in the packet with members.

Mr. Paradee recommended the Board approve a motion to authorize the Executive Director to execute the six (6) month contract extension with ICF; the motion was seconded by Mr. Bonar and unanimously carried.

c. Revised FY 2016/17 Budget – Mr. DePrima presented and reviewed the revised 2016/17 budget. The consensus from the Board was to further investigate more options regarding the Upfront SREC Purchase Program.

Mr. Bonar motioned to accept the updated Revised FY 2016/17 Budget, seconded by Mr. Underwood and carried unanimously.

d. Statewide Energy Tracking Database – Contract Approval – At the last meeting, Mr. DePrima discussed the opportunity to strengthen the DESEU’s position as the “one stop energy shop” in Delaware by owning and maintaining a statewide energy tracking database. The database would be initially used by the DESEU and the Division of Energy and Climate, but would be expandable to all organizations offering energy saving programs. As a result of the Board’s positive response; a Request for Proposals (RFP) for a Statewide Energy Tracking Database was solicited.

The RFP called for development of an internal tracking database that would be able to track and report participant and program level data for the existing 13 programs administered by the DESEU and 3 programs administered by the Division of Energy and Climate. The database would have the ability to combine reporting across programs in order to create statewide reporting for energy efficiency and renewable energy activity in Delaware. There would be access

to the database from remote locations either directly or via uploads of compatible file formats. Lastly, the database would be expandable to include new program administrators.

Four proposals were received; all were evaluated based on the respondent's ability to perform the services, relevant experience, successful implementation of similar projects, staff expertise, overall quality of the proposal and its responsiveness, and finally price. Of the four proposals, one firm did not meet the requirements, and another firm's pricing was exceedingly high. Two firms were asked to come in for interviews. From the interviews, the evaluation team selected Energy Orbit as the top provider.

Energy Orbit has been designing and delivering web-based energy Demand Side Management (DSM) systems since 2007 and this is 100% of their business focus. They were the first cloud-based DSM solution to market. Their system is powered on the Salesforce Platform from Salesforce.com; we believe this commonly used database platform gives great flexibility for future expansion. Their current clients include third party implementers such as CLEAResult, ICF International, Enova, and investor owned utilities such as PG&E, Consolidated Edison, Commonwealth Edison and Xcel Energy. Their pricing was competitive; the initial year costs for implementation, licensing and travel are \$178,000 and then \$33,000 annually for the following 3 years. The total three (3) year cost is \$244,000. The other interviewed firm was priced at \$213,000 but was determined to be of a much lesser quality and not as easily expandable since it is not developed on a common database platform such as "Salesforce". The proposed timeline would have the software ready for roll out in May 2017.

Responding to Dr. Shah, Mr. DePrima stated that language would be incorporated in the contract that if it the DESEU is not satisfied at the end of the three year contact, the collected data would be turned over to the DESEU and not lost.

Mr. Knight suggested that staff revisit the DESEU's Procurement Policy and confirm the ability to pre-approve contract extensions.

Mr. Bonar moved that the Board authorize the executive director to enter into a three-year contract with 2 one-year extensions to Energy Orbit in an amount not to exceed \$250,000; the motion was seconded by Mr. Underwood and unanimously carried.

e. Consideration of Statements - Mr. Bonar motioned to approve the following statements, seconded by Mr. Knight and unanimously carried.

- i. Murphy & Landon – August, September, October 2016 (\$3,264.27)
- ii. NW Financial Group, LLC – August and September (\$6,800)

3. Reports – September/October 2016 – Mr. DePrima and Ms. Sebastian presented the following reports to the Board.

- a. Executive Director's Activity Report
- b. Program Activity Report
- c. Budget Report – Ending October 31, 2016

Mr. DePrima introduced Ms. Kate Bayard as the DESEU's newly hired Communications and Marketing Manager. We look forward to using her marketing expertise to further the DESEU's mission.

4. New Business/Old Business – Senator McDowell expressed the need to move forward with a major branding effort to promote the DESEU.

A motion to adjourn was passed unanimously at 10:40 AM.