

**Delaware Sustainable Energy Utility**  
Meeting of the Oversight Board  
391 Lukens Drive, DNREC, New Castle, DE 19702  
May 19, 2017 - 9:00 A.M.

**Welcome**

Due to the Chairperson's absence, Sean Finnigan called the meeting to order at 9:10 AM. Members present were Richard Jones, Trey Paradee (teleconference), Kristopher Knight (teleconference), Michael Chajes, Pam Bakerian, Robert Underwood (proxy for Secretary Department of Natural Resources and Environmental Control), Secretary Garvin (arrived at 9:45 am) and Andrea Maucher (proxy for Public Advocate, Andrew Slater). Also present were Frank Murphy, SEU General Counsel (teleconference), Anthony DePrima, Suzanne Sebastian, Kate Bayard, and Lisa Gardner.

Members Absent: Senator McDowell and Joseph Schorah.

**1. Approval of Minutes**

**a. Oversight Board – March 17, 2017 - Mr. Chajes moved for approval of the minutes, seconded by Mr. Knight and unanimously carried.**

**b. Executive Session – March 17, 2017 – Mr. Chajes moved for approval of the minutes, seconded by Mr. Knight and unanimously carried.**

**c. Loan Committee – March 23, 2017 – Mr. Knight moved for approval of the minutes, seconded by Mr. DePrima and unanimously carried.**

**2. SEU Business**

**a. Committee Assignments** – Mr. DePrima explained that Mr. Robert Cameron had to withdraw from his appointment to the Board, thus causing a vacancy on the Governance & Nominating Committee. Mr. DePrima questioned if there was a board member that would like to take his place. Mr. Richard Jones stated he would like the opportunity to serve.

**Mr. Finnigan moved to approve the committee assignment, seconded by Mr. Chajes and unanimously carried.**

**b. Consideration of Statements - Mr. Jones motioned to approve the following statements, seconded by Mr. Chajes and unanimously carried.**

- i. Murphy & Landon – January/February/March 2017 (\$3,022)
- ii. NW Financial Group, LLC – February/March 2017 (\$6,724)

**c. Contract Extension/Renewal** – Mr. DePrima informed members that several of the DESEU programs that started initially as pilot programs have proven their success and are now ready to continue being offered under the suite of Energize Delaware Programs. These programs are the Faith Efficiencies Program, Pathways to Green Ribbon Schools Program, Pre-Weatherization Program and the Energy Assessment Program for Non-Profits. As pilot offerings, the contracts to implement these programs often did not correspond with the DESEU fiscal year. In an effort to streamline DESEU programs to have consistent program/fiscal year budgets and contracts, we are seeking Board

approval to execute new contracts for these successful programs with the option of 1 year extensions on these contracts for continuity of services offered as follows:

<u>Program</u>	<u>Implementation Contractor</u>	<u>FY 18 Contract/Budget</u>
Faith Efficiencies	Delaware Interfaith Power & Light	\$70,000
Pathways to Green Ribbon Schools	Delaware Valley Green Building Council	\$123,000
Pre-Weatherization	Catholic Charities	\$730,000
Energy Assessments for Non-Profits	UD, Industrial Assessment Center	\$104,000

**Mr. Finnigan moved to authorize the Executive Director to enter into new contracts for above mentioned programs with the option of one year extensions with the current implementation contractors for these programs at a not to exceed amount based on the budget as noted, seconded by Mr. Jones and unanimously carried.**

**d. Marketing & Branding Awareness Proposals - Update** - Mr. DePrima informed members that the SEU received ten (10) responses from the Request for Qualifications (RFQ) for the Marketing & Brand Awareness proposals. Once evaluated, staff plans present the top 1 or 2 companies at the Retreat (scheduled for July 20<sup>th</sup>). Ms. Bayard briefed the Board on the process and criteria of the proposal.

**e. Proposed Budget 2017/2018** – Mr. DePrima provided and reviewed the Proposed 2017/2018 Budget to the Board. Highlighted items include RGGI Revenue, Energy Efficiency Bond Bridge Loan and Bond Counsel Repayment, Cost of Goods Sold/SREC Auction, and Expenses.

**Mr. Jones moved to adopt the Proposed 2017/2018 Budget as presented, seconded by Mr. Chajes and unanimously carried.**

**3. Reports – March/April 2017** – The following reports were presented to the Board:

- a. Executive Director
- b. Program Manager
- c. Communications & Marketing Manager
- d. Budget Report – Ending April 30, 2017

**4. New Business/Old Business** –

- a. Election of Vice Chairperson - Due to the absence of the Chairperson, this item was tabled.

**Meeting adjourned.**