

# ***SEU Advisory Board***

## ***Meeting Minutes***

**Wednesday, September 7, 2011**

### **I. Call to order**

Keith Anderson, Chair, called to order the meeting of the SEU Advisory Board at 10:20 am Wednesday, September 7, 2011 at 1200 First Street, N.E., Washington, D.C.

#### **Roll call**

**SEU Advisory Board:** Keith Anderson, Sandra M. Frye, Rick Morgan, Chris Van Arsdale, Larry Martin, Dr. Donna Cooper, Jermaine Brown, Daniel Wedderburn, John Mizroch.

**Absent Board Members:** Joseph Andronaco, Bernice McIntyre, Allison Archambault, Evan Tyroler,

**Other Attendees:** Taresa Lawrence, Lynora Hall, Lance Loncke, Hussain Karim, Dan Cleverdon, Brendan Shane, Kenny Mitchell, Meg Moga, Cliff Majersik, Lolita Perry, Samiah Bahhur, Nina Dodge, George Nichols, Lilia Abron, John McGregor, Olayinka Kolawole, Sheirmiar White, Colin Shay, David Barash, Bill Updike, Elizabeth Chant, Herbert Jones, Kenny Mitchell, Kim Katzenbarger, Daniel White, Gail Montplaisir, Loretta Caldwell, Judy Kosovich, Corey Ramsden, Barbara Burton, Rishi Garg, Pamela Nelson, Steven Doll, Rick Fulcher, Michael Yambrach, Matt Orlins, Sandra Lee, Dave Good, Nina Albert.

**Approval of agenda and minutes from the last meeting.** The agenda was approved. The adoption of the June 6, 2011 meeting minutes was unanimously approved.

### **II. Official Business**

The meeting was turned over to Brendan Shane to share information on the Mayor's Sustainable DC Plan. Mr. Shane used a PowerPoint presentation to outline the Mayor's goals. In July, Mayor Gray called for the development of a strategic plan for a sustainable city that would strengthen economic vitality and community equity. He also added sustainability to his Strategic Priorities along with education, fiscal stability, safety, and job creation.

The Office of Planning and District Department of the Environment were tasked to lead the effort to: create the framework and vision; conduct public outreach; link initiatives to agency budgets; and develop indicators for successful implementation.

Mr. Shane stated that the District is a leader in many areas of sustainability: 1<sup>st</sup> nationally in purchasing green, renewable power; 1<sup>st</sup> nationally in LEED green building pipeline; and 1<sup>st</sup>

nationally in bike share participation. A 2011 US and Canada Green City Index ranked DC the 8<sup>th</sup> greenest city.

The visions for the District are to Plan, Implement and Innovate. The next step for Sustainable DC is to develop a strategy to make DC a greener, healthier, more livable city for all. Mr. Shane invited the group to visit [www.sustainable.dc.gov](http://www.sustainable.dc.gov) to post ideas and to read what others are saying. Mr. Anderson asked that the PowerPoint presentation be forwarded to the group.

Scott Johnstone gave a presentation on the current status of the DCSEU to date. He made note of the numbers 23/17, stating that 23 is the number of days that the DCSEU has to hire staff and 17 is the number of contract days to complete the DCSEU programs for fiscal year 2011.

The DCSEU has been implementing the following key requirements of the SEU contract: data system; program plan; workforce needs; training for contractors; community engagement and public affairs; and marketing plan and activity. There are forty-four different outcomes, and eight with contract dollars associated to them. There is an all-hands meeting weekly to make sure that all outstanding issues are addressed and ways to move forward are discussed.

Mr. Johnstone presented a PowerPoint presentation giving a brief update on the following:

**Data System (Mr. Johnstone):** The data system, KITT+, is fully functional, and is being used to track projects, contracts, savings, future opportunities and other information. DDOE has been trained on the use of this software and given access to the system.

**Planning Activity:** Quick Start programs were all delivered on time or ahead of schedule. The DCSEU moved into its new offices at 80 M Street, S.E., Suite 310 in September.

**Workforce (Gail Montplaisir):** The workforce development role for the DCSEU has been determined. The DCSEU held job fairs and continued to hold training sessions for the contractors.

**Introductions and Outreach (George Nichols & Lilia Abron):** The DCSEU has made contact with the following: Mayor Gray's office; Councilmembers, ANC Commissioners; DC regulated utilities; District agencies; and appropriate associations and organizations. Since June 2011, the DCSEU strategy has been to: attend ANC meetings; present at various meetings; exhibit at targeted conferences and neighborhood gatherings; make contact with specific individuals in all Wards for support; use Ward residents to canvass and spread the DCSEU message and mission; and listen to feedback from the field. In July there were 15 people canvassing the Wards.

**Marketing (Mr. Johnstone):** Mr. Johnstone indicated that the Marketing Plan was submitted on time, which included materials, media campaign, and a DDOE media buy. Mr. Johnstone provided binders to the SEU Advisory Board of all marketing materials. All of the materials have been translated into various languages in compliance with the District's language access requirements.

**Quick Start Programs (Mr. Johnstone & Ms. Montplaisir):** The PowerPoint presentation included charts outlining the status of the Low-Income Multifamily Program, Small Commercial Direct Install Program, Single-Family Existing Homes Program, Contractor volume, Certified Business Enterprises that are SEU subcontractors, and number of District residents hired. In May, an RFQ for implementation contractors was issued. The DCSEU received twenty-nine proposals; thirteen were hired; twelve are CBEs and one is a CBO. The contractors were required to make commitments on how many District residents they intend to hire while performing on DCSEU subcontracts.

**Solar (Mr. Johnstone):** The REIP provided the DCSEU with 15 rooftop PV applicants to be completed by September 30, 2011. Thirteen of the projects are currently in progress. The amount of \$190,000 has been allocated to four different installers to complete the projects. The commercial hot water projects are in Wards 1, 2, 6, and 8. The Ward 8 project is a six building, low-income apartment complex.

**Grassroots Campaign (Loretta Caldwell):** The purpose of this campaign is to increase District residents' awareness and knowledge of the DCSEU, energy efficiency and renewables, and to make preparations for FY 2012 opportunities for residents. The DCSEU has partnered with the Greater Washington Urban League. One hundred individuals have been canvassing the Wards and disseminating information about the DCSEU.

**Mr. Johnstone** indicated that DDOE believes a \$500,000 budget for the third party EM&V verification for FY 2011 should be reprogrammed to other activities because only the quick start programs are being offered this year. Additionally, the contract performance period in FY 2011 is only 6 months. However, third party EM&V verification will be required in the next contract year. For FY 2011, EM&V funds have been transferred to programmatic activity, which has enabled other initiatives to move forward.

**Discussion on the definition of Low-income.** The discussion focused on the fact that many local residents do not qualify under the federal standards. In this regard, Wingate Apartments is a 714 unit complex that the DCSEU has been allowed to service and work will commence on September 8, 2011. The DCSEU will report low-income and non-low-income units under the current definition.

**Preparing for 2012:** The DCSEU's Analysis and Plan will be available soon. The DCSEU applied for capital from Bank of America, which will complete the application review process in November. The DCSEU also applied for a DOE grant, and grant awards will be finalized by DOE in September. The DCSEU has developed a strategy and has been analyzing concepts to act upon in FY 2012. Finally, the DCSEU has been coordinating its activities with the commercial PACE contractor.

**SEU Advisory Board:** The DCSEU will attend the Board's quarterly meeting and share its quarterly and monthly reports. The DCSEU will also provide updates on a mid-month cycle via a newsletter and incorporate into its programs advice and strategic input from the Board.

**Accountability and Monitoring (Mr. Johnstone & Ms. Caldwell):** The DCSEU accountability and monitoring activities include the following: developing the EM&V protocols; using Mid-Atlantic TRM; transparency with DDOE on KITT+ data system; transparency with the clients via SharePoint project site; actual verification for energy

savings (third party); DDOE role in monitoring; and making sure that the CBE monitoring includes First Source Employment protocols and green jobs. Ms. Caldwell stated that there are qualified CBEs in the District. She has met with the new Director of the DSLBD office who is excited and committed to working with the DCSEU. A meeting was held with DOES to discuss the First Source Employment Protocols. DOES has a new professional services division which is working with the DCSEU on advertising the DCSEU's job openings. The DCSEU is primarily concerned with making sure the contract dollars stay in the District.

A Ward 8 project involved the Big Chair Coffee Shop. The contractor was Trinity II, a Ward 8 CBE. It installed CFL lighting and identified viable future projects. The Manager of the business was delighted with the improvements.

**Performance Measures:** Mr. Johnstone thanked everyone for a warm reception and is looking for a great partnership with all involved to make the DCSEU a success. He said that there is still a lot to do in FY 2011 and that an exciting 2012 lies ahead for jobs, the economy, energy efficiency and renewable energy generation.

John Mizroch commended the DCSEU on its performance thus far.

Jermaine Brown asked how many units have been completed to date, how many residents have been hired, and how long is their period of employment. Mr. Johnstone stated that nine-hundred and thirteen (913) multifamily units, three-hundred and fifty (350) commercial businesses and a total of four-thousand seven hundred and fifty (4,750) units have been completed. Apart from the employees and contractors hired to perform the improvements, positions such as customer service and crew chiefs have also been filled. The DCSEU has in place a six-hundred dollar (\$600) incentive program for longevity and training of employees.

It was stated that the certified payrolls are submitted by all the contractors to Ms. Caldwell and that she is the only person with access to this sensitive information. All employees are paid at or above the required living wage. The data obtained is turned over to the District government as required. Monitoring of the employees is done to adhere to the regulations, which includes a background check and drug testing.

Mr. Brown asked if a list of the thirteen CBEs could be provided. Ms. Montplaisir listed a few CBEs/CBOs, and she will provide the complete list to Lynora Hall for distribution to the Board.

Chris VanArsdale asked about the definition of "Low Income." Mr. Johnstone stated that the DCSEU is currently in discussions with DDOE on this issue and is exploring possible options in the future. The DCSEU is currently using the Federal Housing Standards in the SEU contract. The DCSEU has to design program(s) that serve all residents of a given facility with multiple income levels because the DCSEU is charged with serving all residents of a building regardless of whether they are low income or not. As mentioned earlier, the DCSEU is currently working on a pilot project at Wingate Apartments.

Donna Cooper asked about access to capital and loan opportunities, and whether the capital being sought is for residential or commercial customers. The response was that Bank of America issued a funding opportunity for cities. The DCSEU submitted an application for

financial capital to fund projects that are targeted towards both residential and commercial owners.

Daniel Wedderburn commended Mr. Johnstone and the DCSEU team on the outstanding work done to date. He asked how receptive the Council and ANCs were to the DCSEU. Mr. Johnstone referred the question to Dr. Abron who stated that the responses received have been outstanding from all the parties. DCSEU representatives have held meetings in all Wards and the signage and outreach have played an important role in community involvement. They attended a community event at Barry Farms and passed out light bulbs. The residents asked questions about the DCSEU. Ms. Abron commented that the Board should be pleased by the progress made by the DCSEU.

Mr. Nichols stated that the Council wanted to make sure that the DCSEU programs included initiatives for senior residents and recommended a focus on job development for DC residents. He further stated that the DCSEU will make substantial investment in every Ward.

Sandra M. Frye inquired about access to data from the two utility companies. Mr. Johnstone indicated that the DCSEU has received some information from Washington Gas and PEPCO; however, due to privacy issues, certain information was not shared by the utilities. The DCSEU has a positive relationship with both entities. The DCSEU will be using surrogate data that represent jurisdictions similar to the District. The data analysis will not be as accurate as possible without the detailed data on the District market; better data helps characterize the market.

Rick Morgan asked what the legal issue was regarding obtaining information from the utilities. Dr. Cooper stated that there is the Consumer Bill of Rights which is noted in the statute and regulations. Mr. Morgan stated that there is potential to make changes regarding consumer privacy. It was asked how information was obtained from the Vermont utilities. Mr. Johnstone replied said that the Vermont SEU (VEIC) has been doing business for eleven years with the twenty-two utility companies in Vermont, and has signed confidentiality agreements with each of the companies. No data have ever been compromised under these confidential agreements.

Larry Martin asked if there are any steps that can be taken to resolve this issue. Dr. Cooper replied that the utility companies are adhering to the law and that an open discussion is welcomed. The next step will be to discuss the terms of the data access.

Nina Dodge asked that given VEIC is under the jurisdiction of the Vermont Public Service Commission (VPSC), is the structure different in that state and did the VPSC amend its Consumer Bill of Rights? Mr. Johnstone replied that VEIC is indeed under the jurisdiction of the VPSC and he believes that the Consumer Bill of Rights was amended to accommodate the sharing of data with VEIC. However, he will do further research on the issue. He further stated that there is currently a national debate on the privacy issue. In this regard, the District needs to determine the best interests of the customers. Also, the Quick Start programs require the resident to sign a waiver to obtain historical customer data and as well as data moving forward.

Mr. Brown stated that there is an opportunity to obtain data by offering the residents free benchmarking and access to the data online going forward. Mr. Johnstone indicated that

the DCSEU is currently working with DDOE on the benchmarking issue in the District. He opined that will take a long time to obtain statistical data that replaces the surrogate data.

Mr. Morgan said that a meeting needs to be held immediately to discuss data access because this may be an issue that the Public Service Commission will have to rule on. Moreover the City Council may need to determine if new legislation is needed. It may be a joint effort to resolve this issue. Mr. Anderson asked Mr. Morgan to chair a Data Access Subcommittee and he accepted. He will work with Ms. Hall to schedule the subcommittee meeting date and time; the location of the meeting will be at PSC.

Taresa Lawrence spoke about fiscal year (FY) 2011 which will end on September 30, 2011, and also the upcoming FY 2012. She stated that the SEU Advisory Board is required to submit to the Council its annual report thirty days after the fiscal year ends. DDOE is preparing the DCSEU FY 2012 contract for the Council's approval.

Mr. Anderson noted again that the annual report is due thirty days after the fiscal year ends and that date is October 30, 2011. The report should outline the spending of funds, to include reporting information submitted by the DCSEU in its monthly and quarterly reports. The DCSEU annual report is due to the Council forty-five days after the end of the fiscal year.

Larry Martin will be the primary person to draft the SEU Board's annual report and he will be assisted by all the board members. It was noted that DDOE staff cannot draft the annual report.

Ms. Lawrence noted that, as required by the bylaws, each SEU Advisory Board member will need to sign and notarize individual Financial Disclosure Statements and return them to Ms. Hall to be forwarded to DDOE's General Counsel for review.

### **Other Issues:**

Ms. Frye announced that the Office of the People's Counsel (OPC) has a statutory responsibility to educate the public on energy efficiency. On December 2, 2011 OPC will be hosting an event at the Walter E. Washington Convention Center to discuss energy efficiency and sustainability, and would like any input from the Board and general public regarding this event. OPC will also be sponsoring energy workshops throughout the city. Finally, OPC has a Facebook page and ask everyone to become friends with that page.

### **New business**

The Board will meet quarterly. The next meeting is scheduled for Monday, December 5, 2011.

### **III. Adjournment**

Keith Anderson adjourned the meeting at 12:10 pm.

Minutes submitted by: Lynora Hall