**SEU Advisory Board Meeting**

**Minutes**

**September 10, 2019**

**Call to Order**

Chair Corman called a quorum of the Sustainable Energy Utility Advisory Board (SEUAB or Board) to order at 10:07 AM, September 10, 2019 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**,** Millie Knowlton, Diamond Wade (proxy for Willie Phillips), Alexandra Wyatt (proxy for Nicole Steele), Nina Dodge, Sandra Mattavous-Frye, Ronan Gulstone,

**Board Members on the Phone:**  Dr. Donna Cooper, Farrah Saint-Surin, Richard Graves, Kevin Carey (proxy for Kirsten Williams)

**Absent Board members:** Scott Williamson

**Other Attendees:** Taresa Lawrence (Deputy Director, DOEE); Lance Loncke (Sr. Program Analyst, DOEE); Lynora Hall (Staff Assistant, DOEE); Ted Trabue (Managing Director, DCSEU); Patti Boyd (Senior Technology Strategist, DCSEU); Crystal McDonald (DCSEU); Shawn Fenstermacher (DCSEU); Jay Wilson (DOEE); Angela Johnson (DCSEU); LaKeisha Lockwood (DOEE), Adrienne Mouton-Henderson (OPC), Ben Burdick (DCSEU), Shelley Cohen (DCSEU), Subodh Mather (SEUAB Technical Writer), Taryor Tingba (DCSEU)

***Meeting:***

***Approval of Agenda***

The motion to approve the agenda was made by Ms. Millie Knowlton, seconded by Ms. Nina Dodge, and unanimously approved by the Board.

***Review and Adoption of the July 9, 2019 Minutes.***

The motion to approve the July 9, 2019 minutes as amended was made by Ms. Millie Knowlton, seconded by Ms. Nina Dodge, and unanimously approved by the Board.

***Ted Trabue – DCSEU Solar for All Update***

Mr. Trabue thanked the Board for the opportunity to share information on the DCSEU Solar for All program. This program was launched earlier this year, during the DCSEU’s third year of its five year contract. Shelley Cohen and Ty Tingba will give the Board a report on the Solar for All Program. At next month’s meeting DCSEU hopes to provide the Board with some preliminary results to tell them where DCSEU landed in FY19, so that they can see DCSEU’s progress not only on an annual basis in FY19 but cumulatively through the first three years of the contract.

***Shelley Cohen and Taryor Tingba***

*Solar for All: Single Family Homes Update*

75 Homes – Issued Work orders, DCRA Approval and ATI from PEPCO

18 Homes – Work Orders, Due Diligence Completed, Processed (DCRA/PEPCO) and

 Issue with procuring equipment

7 Homes – Building Pipeline, Working on Income Qualification and Preparing preliminary

 Drawings

**100 Homes representing 500kw**

*Solar for All: Community Renewable Energy Facility (CREF) Update*

78 CREF – Issued Work Orders, DCRA Approval, ATI from PEPCO, Met milestone

 1, 2 or both

 6 CREF – Work orders Issued, Outstanding permit or ATI

 1 CREF – Issues with timeline, Determining if they can compete work and should know

 this week

**85 CREF Projects representing about 7MW**

The CREF 2019 projects are expected to deliver power to DOEE by January 1.

Ms. Cohen provided the following lessons learned through DCSEU’s implementation of Solar for All:

“**RFP**

* Overall clear and well written RFP
* Communicate early and often
* Webinar and info meetings appreciated
* RFP needs more details on contractor expectations
* Outlined requirements better, especially regarding insurance
* Clarify exact documentation requirements and contractor liability

**Contact Management**

* Create a template for everyone to work from to minimize burden on the legal teams
* Streamline the contract and remove redundant information
* Schedule a review period that must be met to reduce delays

**Schedule**

* Send RFP out earlier
* Coordinate with PEPCO/DCRA on complete schedule to ensure they can meet deadlines
* Ensure schedule allows for material, permitting and other delays

**Solar for All Subcontractor Feedback**

* Launch RFP at a more convenient time
* More information about subscription management upfront
* Make SfA more inclusive of other types of solar installations

such as battery storage and micro grids

* Rework milestone percentages to provide more funding earlier
* Provide more incentive for contractors to cover roof renovations, electrical upgrades, etc.
* Financially incentivize the use of local labor
* Selected participants are automatically accepted into the program each year
* Allocate on Kwh instead of KW
* Utilize third party inspectors for PEPCO and DCRA
* Find ways to reduce interconnection cost

**DCSEU Solar for All: Innovation**

* Remote Inspections – DCSEU partnered with DCRA to pilot an app for remote inspections. It is a game changer in terms of approval time.

**Future Innovation**

* Repair Replacement Fund for Roofs: Looking into creating a fund that can help residents who need repairs or replacement of their roof to support the installation of solar.
* Beam/Equipment Purchase: DCSEU is exploring innovative ways to insure equipment is available when needed and that developers are not restricted by equipment delays or shortages.

**2020 RFP Ready for Release**

Targets for SF and CREF

* 2020 target SF Homes
* 150 (look to award 25-50 homes to multiple contractors)
* 750,000kw (5MW per home)
* 2020 target CREF
* 7MW”

Ms. Cohen said the new Solar for All RFP for FY20 will be ready in September. They will look to engage local contractors and boost the local solar industry. The timeline provided indicated the RFP would be issued in September, with a due date in October.

***Chair Bicky Corman – SEUAB Annual Report***

Dr. Taresa Lawrence thanked everyone who submitted their sections for the report. She introduced Dr. Subodh Mathur who is the Board’s Technical Writer. Dr. Subodh indicated that he has been selected at Johns Hopkins School of Management Studies as an Adjunct Professor. He began with pointing out the sections of the Board’s report that had not been submitted as yet. Dr. Lawrence announced Mr. Sean Skulley of Washington Gas left the company, and is no longer on the Board. Mr. Ronan Gulstone, Manager of Government Relations and Public Policy will be his replacement and is going through the process of being appointed to the Board. She stated Mr. Skulley got most of his information from the NMR and the EM&V reports. Mr. Gulstone indicated that he and Kevin Burr would get something in to Dr. Lawrence and Dr. Subodh.

Dr. Subodh said he also needed information for the following sections: Going Forward, Innovation, Reducing Growth in Peak Demand and Reducing Growth in Largest Energy Users.. Dr. Lawrence indicated that the extension on the report as extended sixty days from October 1, 2019. Chair Corman asked about the section AOBA was to complete. Mr. Kevin Carey said the he is representing AOBA and they would take a look at last year’s report and come up with something for the report. Chair Corman offered her services to Mr. Carey, and Dr. Lawrence will send Mr. Carey the 2017 report and highlight the section that he is to work on.

Dr. Subodh said that if any comments are made he can read each of them and make any changes no matter how many comments. He will issue an updated version on Monday’s to the Board. Listed is an update of the sections:

1. Executive Summary – Bicky Corman – Information received, to be updated/edited
2. Board Activities – DOEE – Board to add context regarding important meetings)
3. Changes to Contract – DOEE - Add information
4. Legislative or Other Changes that Impacted The DCSEU - DOEE (Add information)
5. Natural Gas – Ronan Gulstone/Dr. Subodh
6. Electric Consumption – PEPCO – Complete
7. Increasing Renewable Energy Capacity – DC PSC – Submitted and will be updated to reflect the correct reporting year
8. Increasing Energy Efficiency of Low Income – OPC – Complete
9. Green Jobs – Alexandra Wyatt – Complete
10. Leveraging External Funds – DCSEU Input/Dr. Subodh
11. Reducing Growth in Peak Demand – Millie Knowlton – Not Complete
12. Reducing Growth in Largest Energy Users – Kevin Carey – Not Complete
13. Innovation – Not Complete
14. Societal Cost Test – Nina Dodge – Complete, there was a request to clarify societal benefits and impact of costs to low-income
15. CBE Request – DCSEU - Complete
16. Engagement/Outreach – DCSEU - Not Complete
17. Going Forward – Millie Knowlton - Not Complete.

Chair Corman asked the Board to finalize and circulate their comments to the Board. To further discuss the report, a call should be set-up during the week of September 23. A Doodle Poll will be sent out to schedule the date and time. Dr. Subodh said he will incorporate the new sections and an updated report on Mondays.

All comments should be sent to Dr. Lawrence or Dr. Subodh. Dr. Subodh’s email will be forwarded to the Board. Ms. Nina Dodge gave a compliment to Dr. Subodh for the work he has done on the Annual Report.

Chair Corman noted the Board did not get to three topics on the agenda, so brief updates were provided:

* Recap Benchmarks Subcommittee
* Recap of Omnibus Working Group
* Legislative update

**Other Matters**

* None

**Actions taken by the Board**

* Approval of September 10, 2019 meeting agenda
* Approval of July 9, 2019 meeting minutes

**Actions for the next Agenda**

* DCSEU preliminary FY19 results
* SEUAB Annual Report.

**Adjournment**

* Chair Corman adjourned the meeting at 12:06 PM.

*Minutes prepared by: Lynora Hall*