

Delaware Energy Efficiency Advisory Council Meeting

Public Service Commission Hearing Room

Dover, Delaware

February 11, 2015

Meeting Minutes

EEAC Council Members

Robert Underwood – present
Glenn Moore – present
Mark Nielson – present
Scott Lynch – present /phone
Bill O’Brien – present
Harris B. McDowell – absent
Carl Johnson – present
Brenna Goggin – designee present
Sanjay Kapuria – designee present
Cassandra Marshall – present
John Sykes – present
Humberto Caldelas – designee present

Consultants in Attendance

Eric Belliveau, Optimal Energy
Mike Guerard, Optimal Energy

Attendees

Thomas Noyes, DNREC
Jessica Quinn, DNREC
Tony DePrima, DE SEU
Amy Roe, Sierra Club
Seth Ross, DE Nature Society
Wayne Hudders, Delmarva Power
Edward Righter, Univ. of Del./Del. Senate
Shona Marshall, DE PSC
Todd Goodman, Delmarva Power
Christine Secoy, Sierra Club
Elizabeth Versteeg, Sierra Club
John Irwin, Sierra Club
Logan Welde, Clean Air Council
David Bonar, DE DPA
Andrea Maucher, DE DPA
David Stevenson, Caesar Rodney Institute
Nick Mousdale, Efficient Home LLC
Charles D. Sooy, Croda Inc.

Welcome and Introductions – Robert Underwood presented the agenda and introduced the council members.

Council business, planning, and general discussion

- **January Meeting Minutes** – The meeting minutes from the January 14, 2015 EEAC meeting were voted on and adopted with no changes.
- **EEAC Ground Rules** – The draft operational ground rules for the EEAC were presented to the Council Members for final review and comment. Final discussion focused on the definition and intent of the word “interest” as it pertains to council member voting and potential conflicts of interest. It was determined that the EEAC needs to utilize the definition provided in the Delaware Code (29 *Del. C.* § 5805(a)(2)) which addresses conflicts of interest for agents of the State. The EEAC Ground Rules document was voted on and adopted as amended during the meeting.
- **EEAC Mission Statement** – The draft mission statement was introduced and several minor edits were made by the Council Members. The updated version of the mission statement will be voted on during the March EEAC meeting.

Delaware Energy Efficiency Program Process Flowchart Presentation – Eric Belliveau of Optimal Energy, Inc. (OEI) presented a flowchart developed for the Council by OEI and DNREC which shows the cyclical process that will be used to design and implement ratepayer-funded energy efficiency programs in Delaware. It also illustrates the responsibilities of the EEAC, utilities, and other key players in the process. The flowchart outlines the key stages of the process from program portfolio development and regulatory review through program implementation and cost-effectiveness testing and program evaluation, measurement, and verification of reported energy savings. The flow chart is available on the DNREC website.

Next Meeting – The next meeting will be held on March 11, 2015, from 2 - 4 p.m. in the Pat Ellis Conference Room at the DNREC Lukens Drive Office at 391 Lukens Drive, New Castle, DE 19720.

Copies of the meeting materials have been posted on the DNREC website:

<http://www.dnrec.delaware.gov/energy/information/otherinfo/Pages/EEAC/Council.aspx>