

**Sustainable Energy Utility Oversight Board
September 6, 2007**

Meeting location: 110 Clayton Hall, University of Delaware, 11:30 a.m.

In attendance

Senator Harris B. McDowell, III, Chair
Dr. John Byrne, Co-chair
Senator Charlie Copeland
Senator Gary Simpson
Representative Terry Schooley
Charlie T. Smisson, Jr., Delaware Energy Office
Keith Lake, People's Settlement Association
Representing Arthur Padmore, the Public Advocate:
 John Citrolo, Deputy Principal Assistant (Division of the Public Advocate)
 Justin Michael Murphy, Analyst (Division of the Public Advocate)

Attorney to the Board:
Frank Murphy, Esquire

Technical Consultant:
Ralph Nigro, Applied Energy Group

Task Force Staff:
Eric Partyka, Delaware State Senate Intern (CEEP, University of Delaware)

Minutes

With the passage of the SEU legislation, much interest has been generated from prominent organizations including the Edison Institute, Efficiency Vermont, Alliance to Save Energy, District of Columbia, as well as a State Senator from Pennsylvania. The national Renewable Energy Laboratory has organized a webcast on the SEU for broadcast to all national laboratories and offices of the US DOE and US EPA.

The Board has been provided an attorney for legal advice by the Delaware Senate. The attorney is Frank Murphy, Esq.

Charlie Smisson, the State Energy Coordinator, has agreed to lead the SEU Transition Office until the contract administrator can take over. A dedicated phone line has been installed for use by the Transition Office. A staff member (FTE or contractor) has been approved by DNREC, whose duties will include support of the SEU. The opening of the Office will be announced in a matter of weeks, and a press event will be planned. A contact list will be maintained by the Transition Office composed of businesses, community organizations, government agencies and individuals expressing interest in becoming involved in the SEU.

Sustainable Energy Utility Oversight Committee Meeting

September 6, 2007

Page 2

The Board was informed that DNREC will transfer limited funds from the Energy Answers Program to the Board's account for the purpose of hiring one or more consultants to assist it in identifying alternative models of requests for proposals in use around the U.S. to solicit bidders for performance-based contractors to market sustainable energy services. DNREC is currently working on a GANT chart to identify milestones and organizational needs.

Frank Murphy, Esq. will forward proposed bylaws to the Board. Important items include the definition of a quorum, meeting by telephone and the authority of the Executive Committee. Board members are asked to comment on the proposed bylaws within one week upon receipt.

VOTES:

- The Oversight Board voted unanimously to form an Executive Committee comprised of seven members.
- The Oversight Board confirmed the following members for service on the Executive Committee: the co-chairs of the Oversight Board, Senator Copeland, Representative Schooley, Representative Thornburg, Mr. Smisson (Delaware Energy Office) and Mr. Lake (People's Settlement Association).
- The Oversight Board voted unanimously that any individual at the meeting can be appointed to take minutes.
- The Oversight Board voted unanimously that a majority vote by the Executive Committee is needed for the Committee to act on items delegated to it by the Board.
- The Oversight Board voted unanimously that a majority vote by the Executive Committee can be determined by polling members.
- The Oversight Board voted unanimously that four members will constitute a quorum of the Board.
- The Oversight Board unanimously voted to approve proxy votes from members, so long as a paper or electronic record is provided before the meeting of the wish of a Board member to have their vote submitted by proxy.
- The Oversight Board unanimously voted to permit voting and polling of Board members by telephone, when time does not permit the coordination of a formal meeting.
- The Oversight Board voted unanimously to authorize the Executive Committee to identify a consultant to advise the Board on RFP alternatives and to conduct an informational workshop for organizations and individuals with possible interest in bidding for the contract administrator and implementation contractor roles.
- The Oversight Board voted unanimously to authorize the Executive Committee to identify an accountant to serve the needs of the Board.

Until further notice, the Oversight Board will meet regularly on the 1st Thursday of each month from 11:30 a.m. until 1:30 p.m. The following three meetings are scheduled:

Thursday, October 4

Thursday, November 1

Thursday, December 6