



Pilot Project Governance Board

Meeting No. 2

August 7, 2020

11:15 am

Meeting Minutes

Commission Facilitator called the Meeting to Order at 11:13 am.

**List of Attendees:**

Board Member Organizations in Attendance

- Solar United Neighbors of DC - **Present**
- DC Chapter of the Sierra Club - **Present**
- DC Consumer Utility Board ("DC CUB") - **Present**
- Office of the People's Counsel for the District of Columbia ("OPC") - **Present**
- Maryland-DC-Delaware-Virginia Solar Energy Industries Association ("MDV-SEIA") - **Present**
- District Department of Energy and Environment (DOEE) - **Present**
- Greater Washington Urban League ("GWUL") - **Present**
- Apartment and Office Building Association of Metropolitan Washington ("AOBA") - **Present**
- Commission Staff - **Present**

Commission Facilitator informed the group that the purpose of the meeting was to discuss and adopt the draft minutes and discuss and approve the draft charter and by-laws as well as the preliminary timeline.

Commission Facilitator established a quorum.

**Agenda Items**

**II. Adoption of July 9, 2020 Meeting Minutes**

Commission Facilitator asked the group if they were in favor of adopting the July 9, 2020 meeting minutes. One member presented a correction for Item 4, to change the word specify to specific. Commission Facilitator stated that the change would be made and shared with the group. With the correction, the meeting minutes were adopted.

**III. Administrative Updates**

Commission Facilitator informed the group that FC1130 will no longer be the Commission's formal case proceeding used for the Governance Board. Pursuant to Order No. 20388, the Commission approved the opening of a separate docket, GD-2020-02-M, exclusively for all Governance Board business, including the filing of all recommendations and other documents pertaining to the functioning of the Board.

**IV. Discussion of Edits to Proposed Charter and Bylaws**

**a. Discussion of Edits to Proposed Charter**

- **AOBA** stated that the last sentence of the Charter should have an uppercase “T.” AOBA also requested that the Pilot Project Governance Model be clearly defined and was directed to page 234 of the MEDSIS report which outlines the Pilot Project Governance Model recommended by the MEDSIS working groups.
- **OPC** wanted to make certain that with the removal of the Vice Chair, the Secretary would step in to fulfill that role in the absence of the Chairperson.
- **Solar United Neighbors of DC** mentioned that the 100% RPS goal is different than simply aspiring the 100% emission free. The goal is 100% RPS by 2032. The goal is 100% carbon-neutrality by 2050 (100% reduction).

**Takeaways:** Commission staff requested for the role of Vice Chair to be removed. The Commission Facilitator stated that the Charter would be revised to reflect the RPS goal and carbon neutrality goal outlined in the CleanEnergy DC Omnibus Act.

**b. Discussion of Edits to Proposed By-Laws**

- **AOBA** submitted comments and edits to the By-laws prior to the commencement of the meeting.
- **DOEE** inquired about the difference between a “Call for Papers” and the Request for Proposal (RFP).
- **Commission Staff** inquired about upcoming DOEE studies. DOEE mentioned the Electrification Project which looks to reduce the miles that cars travel, hourly emissions and grid impacts. (Transportation Electrification)
- The Board members decided to create a definition for “individual” and there was a discussion to follow.
  - Who does the “interested person” apply to exactly? Board members?
  - Commission Staff clarified that the original intent was that it applies to consultants and agents as well.
  - The suggestion was that the Bylaws should include parentheses to clearly define individual and interested person.

**Takeaways:** Commission Staff explained that the Call for Papers refers to a request for ideas and concepts for additional projects or studies and would require the Governance Board to develop statements of work (SOW). The group agreed that there needs to be a clear definition between board members and others. Also, Include the responsibility of submitting Governance Board filings in the duties of the Secretary Commission Staff revisions – removal of the Vice Chair, removal of the liability clause from section 2.2 and removal of the requirement for public notices to be posted on green.dc.gov. The Secretary can delegate someone to take minutes if they must chair the meeting.

*The Governance Board Members were given 3 minutes to deliberate before voting on the Charter and Bylaws*

**V. Vote for Approval of Proposed Charter and Bylaws for Submission to Commission**

Commission Facilitator welcomes all the members back to the meeting and the Commission Facilitator informs them that all agreed upon edits will be included in the Charter and Bylaws for submission to the Commission. The results of the vote are below:

- Solar United Neighbors of DC – **Yes**
- DC Chapter of the Sierra Club – **Yes**
- DC Consumer Utility Board (“DC CUB”) – **Yes**
- Office of the People’s Counsel for the District of Columbia (“OPC”) – **Yes**
- Maryland-DC-Delaware-Virginia Solar Energy Industries Association (“MDV-SEIA”) – **Yes**
- District Department of Energy and Environment (DOEE) – **Yes**
- Greater Washington Urban League (“GWUL”) – **Yes**
- Apartment and Office Building Association of Metropolitan Washington (“AOBA”) – **Yes**
- Commission Staff – **Yes**

All edits to the Charter and Bylaws are approved with revisions to be incorporated before filings with the Commission.

#### **VI. Discussion of Preliminary Timeline for Project Selection**

Commission Facilitator presented a preliminary timeline to the group and opened the floor for comment and revisions. Several members voiced concern with the duration of the timeline and recommended that the group look for areas to speed up certain tasks including shortening the time between now and issuance of RFPs.

- **Solar United Neighbors of DC** suggested that concept papers could be used to inform the RFPs.
- **OPC** recommended that concept papers (white papers) would be more of a solicitation for information that would be used to establish the SOW. The process could be compared to submitting comments. OPC cited concerns about limiting ideas and were in favor of having a time frame (maybe 30 days) where white papers could be submitted and also asked for clarity on what would be taking place from now until December 2020. They also mentioned that issuing a public notice may exceed 30-days.
- **DC CUB** wanted to ensure that the group considered how COVID-19 has changed our regular work style and asked about the thought process that had been given to remote meetings due to COVID-19. They stated that they would finalize the Governance Board structure in September and suggests that all group members should remain flexible due to competing priorities.
- **AOBA** mentioned that there are other proceedings to consider and that shortening the timeline may require more frequent meetings.
- **GWUL** stated that there is a need to maintain the richness of the process but requested to know how the Governance Board will go about informing the public about the Board activities and if there is a distribution list.
- **Commission Staff** cited Appendix C, of Order 19984, that lists potential pilot project concepts produced during the MEDSIS Process.

**Takeaways:** Based on the existing literature, there is already a large pool of ideas generated during the MEDSIS process, however innovation is the goal, so the concept papers should allow for new ideas and should be open to parties who may be interested in submitting an idea but who may not have the capacity to actually execute the study or project. The Commission Facilitator advised the members that the timeline must be filed with the Commission pursuant to Commission Order No 20286 and that the timeline is a living document and will go through many changes on an as-needed basis. Final selection parameters may require outside editing and that having existing literature could help/encourage expansion and could be the whole point of white paper submissions. The final proposal was that the RFP will occur in January/February and will remain a 2-part process and the group will aim for March 2021 to submit a final version of the RFP. Also, that the RFP

process will begin in January 2021 and be completed by March 2021. The recommendation was Due to uncertainty about the coming months and the pace that the projects would take, the Board expressed interest in creating a firm timeline only through December.

#### **Member Questions**

1. If the solicitation process is skipped, what would be the new requirement?
2. There are PSC's all over the country working on Micro Grid pilot projects and is there any way we can get a blueprint to see how they are working? (Municipal demands) - Other members expressed concern that the board should be looking for new innovative ideas and should not be restricted by existing projects.

#### **VII. Vote for approval of Preliminary Timeline for Project Selection for Submission to Commission**

Members will send their votes for approval of the edits to the timeline via email by COB today.

#### **VIII. Discussion of Officer Elections**

Governance Board members are required to elect a Chairperson and Secretary. A poll will be circulated to the Governance Board members to allow members to self-nominate or elect their fellow members for Chairperson and Secretary.

#### **IX. Action Items and Deadlines**

- A monthly progress report is required, and each report will be submitted to the Commission prior to the commencement of the next meeting.
- The next Governance Board meeting should occur within the next 30 days.
- Members were advised that they would be receiving a digital form to elect officers to each of the two positions and that they are permitted to self-nominate if they choose to do so.
- Commission Staff reminded the group that we would no longer be using FC1130, and that all future filings should be submitted under the new case number is GD2020-02-M.

#### **X. Adjournment**

Commission Facilitator adjourned the meeting at 12:47 pm.

---

**Agenda Item No. 7** - After the meeting, all GB members emailed their votes for the proposed timeline. Having reached a majority vote the proposed timeline was approved. The votes are as follows:

- Solar United Neighbors of DC - **no vote recorded**
- DC Chapter of the Sierra Club - **Yes**
- DC Consumer Utility Board ("DC CUB") - **Yes**
- Office of the People's Counsel for the District of Columbia ("OPC") - **Yes**
- Maryland-DC-Delaware-Virginia Solar Energy Industries Association ("MDV-SEIA") - **no vote recorded**
- District Department of Energy and Environment (DOEE) - **Yes**
- Greater Washington Urban League ("GWUL") - **no vote recorded**
- Apartment and Office Building Association of Metropolitan Washington ("AOBA") - **Yes**
- Commission Staff - **Yes**