



**Philadelphia Energy Authority  
Minutes of the Quarterly Meeting of the Board of Directors  
July 28, 2021**

The quarterly meeting (“the Meeting”) of the Board of Directors (the “Board”) of the Philadelphia Energy Authority (“the Authority”) was held on July 28, 2021 beginning at 4:30pm via Zoom video conference consistent with the PA Sunshine Act and per the guidance of the Pennsylvania Office of Open Records.

The following board members of the Authority were present at the meeting:

Barbara Adams  
Natalia Domiguez Buckley  
Barbara Moore  
Matthew Stitt  
Mitchell Swann

Also present at the Meeting were: Alon Abramson (PEA), Matt Brune (Intern with Ken Hurwitz), Maxine Dixon (PEA), Joshua El Bey (PEA), Kenneth Hurwitz (Law Offices of Kenneth G. Hurwitz), Mahvish Ilyas (PEA), Christine Knapp (OOS), Clara Lyle (PEA), Nancy Mifflin (PEA), Maryrose Myrtetus (PEA), Lisa Shulock (PEA), Matthew Stern (PEA), Jianan (Jay) Zhang (PEA)

**Call to Order**

Mr. Swann (Vice Chair) called the Meeting to order. Mr. Swann determined that a quorum was present and confirmed that the Meeting was properly advertised.

**Approval of the Minutes**

Mr. Swann asked that the Authority approve the minutes from the prior quarterly meeting held on April 28, 2021 (“Prior Meeting”). Minutes were provided to the members in advance of the meeting. Upon motion duly made by Ms. Adams and seconded by Mr. Stitt, the Board unanimously approved the minutes.

**Public Comment**

Mr. Swann asked for any comments from the public, none were provided.

### Vice Chair's Report

Mr. Swann commended the PEA staff for getting through the challenges of the prior year and concluded the Vice Chair's report. Mr. Swann stated that the Board had just been in executive session to discuss the President and CEO's annual performance review.

### CEO's Report

#### **Personnel Updates**

Ms. Schapira, having received her annual performance review in executive session from the Board, requested the Board approve the following two resolutions related to compensation updates.

#### **RESOLUTION 07282021 – 01: UPDATING CHIEF EXECUTIVE OFFICER COMPENSATION PLAN**

*RESOLVED, that the Board of Directors ("the Board") of the Philadelphia Energy Authority approves the updated compensation plan outlined below for PEA's Chief Executive Officer.*

#### **PEA Chief Executive Officer Compensation Plan (Revised 2021)**

Purpose: *The purpose of this policy is to support the goals of the Philadelphia Energy Authority (the "PEA") by providing a compensation policy that will attract, retain and motivate a high caliber Chief Executive Officer ("CEO") to lead the PEA.*

Components: *The components of the CEO's compensation are: (1) a Base Salary; (2) a discretionary cost of living adjustment ("COLA"); and (3) a discretionary merit bonus for exceptional performance.*

Base Salary: *As of July 1, 2020, the Base Salary for the CEO was \$155,788.00 per year.*

COLA: *Effective July 1, 2021 and for each fiscal year thereafter, the CEO is eligible for a COLA in an amount no greater than three percent (3%) of the CEO's Base Salary. The COLA will be calculated by averaging two benchmarks: (i) the CPI-U for Philadelphia Camden-Wilmington; and (ii) the Employment Cost Index for private industry workers, total compensation costs. The COLA may be awarded at the sole discretion of the PEA Board of Directors, after consideration of the PEA's budget, the compensation of other City of Philadelphia employees and officials with commensurate or greater responsibility, and any other factors that the Board of Directors of the PEA shall deem relevant. Upon award of the COLA, the CEO's Base Salary shall be increased by the amount of the COLA.*

Merit Bonus: *Effective July 1, 2021 and for each fiscal year thereafter, the CEO is eligible for a merit bonus for exceptional performance in an amount no greater than five percent (5%) of the CEO's Base Salary, to be determined and awarded at the sole discretion of the PEA Board of Directors. In considering whether to grant a Merit Bonus and the amount of any such Merit Bonus, the PEA Board of Directors will evaluate the CEO's performance in the prior fiscal year against the PEA CEO Goals and Performance Metrics that are attached to this policy.*

#### **RESOLUTION 07282021 – 02: CHIEF EXECUTIVE OFFICER FY2022 COMPENSATION**

*RESOLVED, that the Board of Directors (the "Board") of the Philadelphia Energy Authority (the "Authority") approves annual compensation for the Authority's Chief Executive Officer for Fiscal Year 2022, beginning July 1, 2021, applied retroactively, with a base salary of \$160,462 (FY2021 base salary of \$155,788.00 plus a cost of living adjustment of 3%) and a one-time merit-based bonus of \$7,789.40, 5% of FY2021 base salary of \$155,788.00.*

Upon motion duly made by Mr. Swann and seconded by Ms. Adams, the Board unanimously approved the resolution.

### **Organizational Updates**

PEA currently has 3 outstanding positions to be filled. An offer has been made for the Vice President of Operations and Strategy, interviews for the Director of Development and Workforce Initiatives are being conducted with 4 candidates moving forward, and the Philadelphia Green Capital Corp made an offer for the Senior Associate position, which has been accepted. An additional open position will be posted soon, Program Manager for the Built to Last Program.

PEA has gone through a reorganization that splits programs into Commercial and Residential, rather than Solar and Energy Efficiency.

The annual report is complete, and due to the pandemic, covers both 2019 and 2020. The tentative release date will be in August.

### **Program Updates**

#### **i. City Projects**

The LED Streetlighting RFP interviews have been completed. Final selection is targeted for August 2020. Delays with the Adams Solar project are ongoing.

Christine Knapp from the City's Office of Sustainability (OOS) has been leading a PGW diversification study to identify potential paths forward for PGW's decarbonization.

#### **ii. School District**

The City Board of Education recently approved the next phase of energy projects - GESA II, Phase 1. PEA and Council President Clarke submitted letters of support to the Board of Education in advance of their vote. The timing of this approval was critical so the selected contractor could start hazardous materials remediation in Summer 2021, which must be done without children and staff in the building. Otherwise, the project would have to wait a full year to begin construction.

Phase 2 of construction work on the Frankford High School Solar Lab has begun. PEA is anticipating completion and a ribbon cutting to recognize sponsors and spread the word in October 2021.

**iii. Solarize Philly**

The RFP selection process for Solarize Philly (Phase 5) is underway. The program is set to re-launch during Solar Week the week of August 16th. This phase of Solarize Philly will include three programs: a special lease product for low- and moderate-income homes (LMI), lease and purchase options for market-rate residential, & PPA and purchase options for all sizes of commercial properties.

The Solar Savings Grant Program Pilot is wrapping up. 50 LMI households participated and received subsidy plus a low-cost loan. 68% of the projects have been installed. All 50 total households are <80% of AMI across 26 zip codes. PEA is targeting 1000 LMI households by 2026.

The 3rd annual Philadelphia Solar Week will be celebrated August 16-20, 2021, and begins with a press conference on Monday to open Phase 5. PEA will host several webinars during the week. The full agenda will be out soon.

**iv. Workforce Development**

The first high school CTE program in Solar Energy in the nation finished its first year with 15 students. Recruitment for the new 10th grade cohort has begun, and we have permission for more students to join the 11th grade class. The final curriculum buildout and tool kit is being developed.

The 2nd Bright Solar Futures cohort of young adult trainees (who are fellows with PowerCorpsPHL) are currently in their summer internships and are being placed into full-time jobs. Participating in the PowerCorps Foundations Program is a prerequisite to becoming a Bright Solar Futures fellow. Our next cohort starts January 2022. The program is supported by a \$1M grant from City Council's New Normal Budget Act, which will cover gaps in funding once the U.S. Department of Energy award ends in April 2022.

Our newest training program, Green Retrofit Immersive Training (GRIT), started this year with special funding from the City's Commerce Department, enrolled 17 students for an 11-week training program at the ENergy Coordinating Agency, followed by a 6-week group internship led by PVTC working on single-family affordable housing units under construction, owned by Friends Rehabilitation Program. 15 students completed the training and internship, which ended July 29, 2021. Students will receive job placement support in the coming weeks.

**v. Built to Last & Multi-Family**

Built to Last is PEA's low-income housing restoration program, which layers, coordinates and supplements existing home repair programs to leave homeowners with safe, healthy, affordable, resilient homes. PEA helped win a grant from the William Penn Foundation to

support the initial software development research and design work required to build a scalable program, in partnership with Benefits Data Trust. That grant also funded the expansion of BDT's existing benefits screening tool, Benefits Launch Express, adding 10 additional energy and home repair programs.

PEA has begun entering into Built to Last program agreements with several partners. Mr. Abramson, PEA's Director for Residential Programs, explained that he will be launching a 50-home pilot in 2021 and a second 50-home pilot in 2022 before scaling up in 2023. Built to Last received a \$400,000 grant from the PA Housing Finance Agency, and additional fundraising is ongoing. Both pilots require about \$2.1 million total.

**vi. Water and Sewer Service Line Protection Program**

As of today, over 92,000 homeowners are enrolled in the original program. The enrollment numbers have leveled off. To date the program has saved \$22.2M in repair costs, 77% of claims service by M/WDBE, and 6.5% of all claims, 28% of repairs claims had NOD from PWD. AWR has introduced 6 new programs to the market this year to service issues inside the home.

**vii. Commercial Property-Assessed Clean Energy financing (C-PACE)**

This quarter, PEA participated in 11 educational events on C-PACE with 540 total attendees. There are 56 projects in the pipeline, with several expected to close this calendar year. Recent successful C-PACE projects include the Kirkbride Center, a residential health care facility in West Philadelphia, and Golaski Labs, a mixed use project in Germantown.

**viii. Philadelphia Green Capital Corp (PGCC)**

PGCC is in the process of being spun off from PEA. It held its first board meeting in June 2021. Two new members joined the board, and Senior Associate, Rishika Ghosh, will be starting in September 2021.

**Treasurer's Report**

Ms. Schapira provided an overview of the FY22 budget, which she asked the Board to approve.

***RESOLUTION 07282021 - 03: APPROVAL OF THE FISCAL YEAR 2022 BUDGET***

***RESOLVED***, that the Board of Directors of the Philadelphia Energy Authority (the "PEA") approves the Fiscal Year 2022 budget as attached hereto.

Upon motion duly made by Ms. Adams and seconded by Mr. Stitt, the Board unanimously approved the resolution.

Mr. Kopistansky, PEA's Treasurer, verified he had reviewed the latest monthly financial statements with Ms. Schapira and felt the organization was in a strong financial position. Ms. Schapira walked the Board

through the June financial statements, which are unaudited and still in draft format, since these statements will ultimately mark the end of the fiscal year.

**New Business**

No new business was identified.

**Adjournment**

Mr. Swann moved to adjourn the meeting, which was duly seconded and unanimously approved.

Respectfully Submitted,

A handwritten signature in blue ink that reads "Barbara Adams". The signature is written in a cursive, flowing style.

Secretary of the Board of Directors