

**Philadelphia Energy Authority  
Minutes of the Quarterly Meeting of the Board of Directors  
November 15, 2023**

The quarterly meeting ("the Meeting") of the Board of Directors (the "Board") of the Philadelphia Energy Authority ("the Authority") was held on November 15, 2023 beginning at 4:30pm both in person at City Hall and via teleconference on Zoom.

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

E. Mitchell Swann  
Barbara Adams  
Matthew Bowman  
Elinor Haider  
Sophia Lee  
Barbara Moore  
Matthew Stitt

Also present at the Meeting were: Shonique Banks (PEA), Katie Bartolotta (PEA), Baird Brown (Eco(n)law), Kristen Carmean (PEA), Alon Abramson (PEA), Rishika Ghosh (PGCC), Stefanie Green (PEA), Alexis Lounsbury (PEA), Tabeen Hossain (PEA), Maryrose Myrtetus (PGCC), Emily Schapira (PEA), Lisa Shulock (PEA), Matt Stern (PEA), Grace Hancock (PEA), Kayla Jones (PEA), Maxine Dixon (PEA), Dominique Banks (member of public), Landon Atkinson (Graysquare Solar), Mitch Chanin (Power Interfaith)

**Call to Order**

Mr. Swann (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 July 26, 2023. Meeting minutes were provided to the Board in advance of the Meeting.

Upon motion duly made by Mr. Swann and seconded by Ms. Adams, the Board approved the July 26, 2023 meeting minutes.

**Public Comment**

Members of the public gave introductions. No further public comments were made.

**Chair's Report**

Mr. Swann welcomed all in attendance, commenting on PEA's success throughout the year. Mr. Swann mentioned the recent Climate Assessment for Financial Institutions, recommending PEA utilize it in the coming year.

**President & CEO's Report**

Ms. Schapira began with a brief overview of recent organizational updates within the Philadelphia Energy Authority, including two new hires and an upcoming visit to Washington DC to meet with administrators and legislators related to the Inflation Reduction Act and Philadelphia's clean energy work.

### **Organizational Updates**

The Authority recently added two new employees: Kayla Jones as Workforce Development Coordinator, and Grace Hancock as Senior Manager, Policy and Strategic Partnerships. The hiring process continues for various other roles including program coordinators, program managers, and a Finance Director.

Ms. Schapira proposed the following resolution to amend the Philadelphia Energy Authority's sick leave policy.

#### **RESOLUTION 11152023 – 01: SICK LEAVE POLICY**

**RESOLVED**, the Board of Directors of the Philadelphia Energy Authority (the "PEA"), approves a policy to provide ten (10) "sick days" per calendar year for all PEA employees in addition to existing Paid Time Off, and authorizes PEA's CEO to take all necessary steps to establish and administer the policy.

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

Ms. Schapira requested that the Board consider RESOLUTION 11152023 - 02 to approve a sabbatical policy.

Some discussion occurred related to the length of the sabbatical, coordinating sabbatical leave across multiple employees and the approval process. Mr. Stitt recommended adding language to the policy around employee retention and whether there will be any requirements post-sabbatical. Ms. Schapira agreed to discuss with PEA's Human Resources consultant. The board agreed to amend the resolution with the understanding that the policy will have more detail when added to the PEA Employee Handbook. The revised resolution is as follows:

#### **RESOLUTION 11152023 - 02: SABBATICAL POLICY**

**RESOLVED**, the Board of Directors of the Philadelphia Energy Authority (the "PEA"), in order to support long-term employee retention, approves the establishment of a policy to provide the opportunity for a sabbatical of up to 12 weeks for PEA employees after 7 years of employment, and authorizes PEA's CEO to take all necessary steps to establish and administer the policy.

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

Ms. Schapira provided an overview of potential federal funding sources for PEA programs. \$1.6B in competitive and formula funding requests have been made to date. The Philadelphia Green Capital Corp (PGCC) will lead the Greenhouse Gas Reduction Fund proposals, totaling \$645MM in funding, \$250MM of which would be allocated towards Solar for All and residential solar subsidies statewide. \$100MM has

been awarded to PECO for grid resilience and reliability which may unlock the ability to bring solar to new parts of Philadelphia.

## **Program Updates**

### **i. City Projects**

The Philly Streetlight Improvement Project had its successful bond issuance August 1, 2023. As of the end of October 2023, 4,795 fixtures have been installed in the city of Philadelphia. This project recently won the Alliance to Save Energy's Transportation Infrastructure Award, as well as Green Building United's Groundbreaker Award in the Sustainable Design Category.

The Adams Solar project is on track to complete construction by December 2023, with 2 PEA workforce development graduates currently working on the project.

The Quadplex+ GESA RFP was released in October 2023, which covers 14 buildings including City Hall, the Municipal Services Building, One Parkway, SCCJ, the City's owned health centers and some Homeless Services facilities. Mr. Swann asked how this work builds on the 2012 Quadplex project. Ms. Schapira explained the focus on HVAC systems and other measures outside of the scope of the 2012 project.

Additional renewables procurements will occur in 2024.

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

The School District of Philadelphia authorized the issuance of a \$50 million green bond for GESA projects. Ms. Haider inquired about whether air quality was part of these District's GESA projects. Ms. Schapira responded that each project has a unique scope, but most projects include ventilation and centralized heating and cooling. Some projects also include filtration systems associated with air handling.

### **iii. Residential Programs**

The Built to Last Program is growing with over 1,000 homes on the waitlist. PEA has onboarded a new services and construction management partner, with contract negotiation in progress for an additional services partner. PEA is partnering with New Ecology Inc., Three3 and others to implement research projects related to Built to Last program to improve efficiency, health and program management.

Solarize Philly is currently in Phase 7 with 727 low income residential contracts and 299 market rate contracts signed. A Request for Proposals is currently open for new solar installers in 2024-2025, so far PEA has received 18 intents to bid and 9 respondents.

Solar Week 2023 ran August 14-18, offering a variety of different events to promote the Solarize Philly program and other PEA initiatives.

The American Water Resources contract was recently renewed early November, using the final 3-year renewal option. Enrollment for the program is now up to 90K with \$58MM+ saved in



repair costs to customers. The monthly price has been increased from \$9.89 to \$14.99 to account for inflation and labor costs, but this program remains the lowest price on the market.

**iv. Workforce Development**

The Bright Solar Futures (BSF) CTE program at Frankford High School continues for juniors and seniors, with a new elective for sophomores. The Bright Solar Futures summer program serves as a recruitment and retention tool for the CTE program and is currently in planning for 2024. The BSF Opportunity Youth (OppY) program in partnership with PowerCorpsPHL will be going into its 5th cohort in 2024.

The Green Retrofit Immersive Training (GRIT) program graduated its 3rd cohort last August. Placement and follow-up services will continue through December 2023.

**vi. Commercial Programs**

The C-PACE program closed its 4th multifamily project in Q1, Liberty Square Phase III, in Northern Liberties. As of the end of September the C-PACE program currently has 52 projects in the pipeline, with 15 closed projects.

**vi. Philadelphia Green Capital Corp.**

Ms. Myrtetus gave a brief overview of Philadelphia Green Capital Corp (PGCC) funding updates. The Solar For All application has been submitted with \$250MM focused on Solarize Philly expansion statewide. Other funding sources include the Whole Home Repair Act, Climate Pollution Reduction Grants, and the National Renewable Energy Laboratory (NREL) Clean Energy to Communities won by the Delaware Valley Regional Planning Commission (DVRPC).

**Treasurer's Report**

Ms. Schapira gave a high-level overview of the Philadelphia Energy Authority's financial standing with 95% of the budget spent in Fiscal Year 2023. Ms. Haider gave highlights of PEA's strong cash position, commending Ms. Schapira for PEA's revenue diversity and her stewardship of those funds.

**New Business**

Ms. Schapira announced that the next board meeting will be held on February 7th.

**Adjournment**

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

Respectfully Submitted,



Secretary of the Board of Directors