

Mark E. Miller, C.P.M., Chairman
Milton E. Nagel, C.P.A., Vice Chairman
R. Allan Gorsuch, Ed.D, Manager

**April 11, 2002
Minutes**

I. Call to order - Mark Miller called the meeting to order at 10:00 a.m.

Present, constituting a quorum were William Cain, Charles Connolly, Allan Gorsuch, Robin Landgraf, Gary McCabe, Fay Miller, Mark Miller, Milton Nagel, John Pfister, and Sandy Smith.

Also present were David Downes, Michael Spears, and Tom Tyson.

II. Approval of Minutes – Approval March 14th minutes carried unanimously.

III. Correspondence – Allan Gorsuch shared information on:

1. Power Daily Northeast subscription.
2. Form from PSC (requesting the reporting of revenues) that was passed on to Chip MacLeod to be completed. Copy available upon request.
3. Discussion with Charles Cawley of Caroline County Government and their decision to wait until July 1 to move forward with the Energy Trust.
4. Market report from Downes and Associates was distributed.

IV. Data Administration Proposal – Mark Miller brought to the table results of his conversation with Bruce Ford of Wicomico County. After considerable discussion Motion was made to pay \$1,000.00 toward the the cost of Wicomico County's handling the development of a user interface software package in Access for the purpose of submitting accurate and timely load data from all Energy Trust accounts to Downes Associates. Wicomico will dedicate 20% of one full time employee at a cost to the Trust of \$6,000.00 for the first year. Motion was moved by Fay Miller, seconded by Charles Connolly and passed unanimously.

Wicomico's goal is to have the program completed before July 1, at which time the process for each county will be to make copies of their electric bills and forward directly to contact person in Wicomico County. Wicomico will enter data and forward overall report along with copies of electric bills to Downes Associates.

Mark Miller is to put together an agreement between the ESMEC Energy Trust and Wicomico County for consideration at the May meeting.

V. Municipal Fee Proposal – Motion was made by Mark Miller, seconded by John Pfister, and passed unanimously to approve recommended changes in the Fee Policy.

VI. Management Services Agreement – Fay Miller made a motion to approve the proposed agreement, seconded by Gary McCabe. It was approved unanimously.

VII. Fiscal Services Agreement – Mark Miller made a motion to approve, seconded by Fay Miller. It was unanimously approved.

VIII. RFP Update - David Downes addressed both the RFP Update and Maryland Energy Users together. This summer will set the standard for the next few years. The earliest for moving forward/submitting RFP's would be September, with the latest being next winter.

IX. Maryland Energy Users - David Downes talked about 4 of the largest members in the Maryland Energy Users group (Perdue, Giant Foods, Dupont, Air Products) with Perdue being the dominant member at approximately \$4 million in electric costs. This led to a discussion on the pros and cons of Expanding ESMEC-ET Membership (handout distributed by Downes and Associates). No action was taken.

X. Other –

- Marketing efforts: Allan Gorsuch will look into participation from school systems in Lower Delaware; Seaford, Laurel.

Upcoming presentation dates were discussed:

April 16 – David Downes, Chip MacLeod, Allan Gorsuch to make presentation to MML League in Rock Hall.

May 3 – David Downes and Allan Gorsuch to make presentation to Maryland Finance Officers Association meeting (MSDE) in Howard County.

June 14 – David Downes and Allan Gorsuch making presentation to MGFO (Maryland Government Finance Officers) in Ocean City. Chip MacLeod will attend as well.

- Allan Gorsuch handed out the Operating Budget for FY 2003 that was approved on March 14, 2002.
- Information on Joint Oversight Committee was handed out and Allan Gorsuch advised he is composing letters to President of the Senate, Mike Miller and Speaker of the House, Casper Taylor and will make contact with Ron Guns to gain support as to the members serving on this committee. David Downes is also doing letters.
- The meeting schedule for next year was discussed and a schedule will be handed out at the annual meeting in May. Meetings will continue to be scheduled for the second Thursday of each month. If the agenda will allow, meetings will be held every other month. Mark Miller and Allan Gorsuch will confer prior to meeting dates to determine if a meeting is needed.

The meeting adjourned at 12:10 p.m.

The next meeting is scheduled for May 9th at 10:00 a.m. in the Queen Anne's County Board of Education Board Room.

Respectfully submitted,

R. Allan Gorsuch, Ed.D.
Manager, ESMEC Energy Trust