

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

**June 13, 2002
Minutes**

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

A quorum was acknowledged with the following Trustees in attendance: Mark Miller, Robin Landgraf, Sandy Smith, Gary McCabe, Erin Thornton, and John Pfister.

Also present were David Downes and Allan Gorsuch.

II. Approval of Minutes – Upon a motion by Robin Landgraf, seconded by John Pfister, the minutes were approved unanimously.

III. Correspondence – Trust Manager, Allan Gorsuch reviewed correspondence received by the Trust.

IV. Data Administration Agreement – Mark Miller distributed a copy of the proposed Data Administration Agreement with Wicomico County Public Schools. Cecil County is cooperating in developing the software, which will manage other energy sources as well as electric. Cecil anticipates they will manage their own data input at some point in the future.

Upon a motion by Sandy Smith, seconded by John Pfister, the Trust unanimously approved the amended agreement.

V. Participant Applications – Caroline County government joined the Trust in late May. It was agreed by consensus that the Caroline government's application fee and initial assessment will meet their membership fee requirements through June 30, 2003.

VI. Marketing Report – Allan shared that he and Dave Downes have made presentations to various organizations since the last meeting.

VII. RFP Update – A.) David reported purchase of AES by Constellation Energy Group, a Baltimore based group.

B.) Wholesale market is good right now. Will go forward with trying to place additional accounts. Now working with supplier contract (Select Energy) to agree to language and place Queen Anne's County's "interval accounts." Will look at other accounts to get interval data so they can be involved in bidding on "interval data accounts." Every L.G.S. account should have interval data and some S.G.S. accounts will have "interval data."

*Conectiv has told Cecil County there would be a charge for "interval" data. This may be an issue about access that the Energy Trust may legally have as opposed to an individual county. If Cecil gets something in writing from Conectiv, Allan will pursue answers from counsel regarding their withholding/charging for data.

Downes Associates hopes to place some additional accounts based on interval data.

Allan asked David Downes to approach other participants as soon as possible so they might realize a savings as the school boards have.

David Downes presented the issue involving account classification as discovered by reviewing an account as requested by Queen Anne's County. There is no time frame in COMAR for going back and getting a refund from Conectiv. Also, lower delivery charges going forward will result in savings.

Allan suggested that a "Tariff Review" master agreement be submitted by Downes Associates and each participant would contract with Downes Associates if they want their accounts reviewed. The option of a "commission-based" agreement was discussed. Downes Associates will have a master agreement proposal for consideration at the August 8 meeting.

- VIII. Meeting Schedule** - A meeting scheduled was established for FY 2003. The first meeting will be August 8, 2002. Meetings will then be held every other month beginning September. Meetings will occur on interim months as needed. Trustees were asked to "reserve" the meeting dates and times for interim months in case a meeting is needed.
- IX. Annual Meeting/Reports Due** - Allan shared the requirement that the Chairman must submit certain reports to the Trust at the annual meeting in the fall.
- X. Other** – Upon a motion by Gary McCabe, seconded by Sandy smith, the Trust voted unanimously to pursue an audit by Queen Anne's County's auditing firm of Energy Trust Accounts through June 30, 2002.

Sandy raised the issue of the availability of propane gas. Cecil school board has no distributor who will supply propane unless the school system owns the tanks.

David Downes reminded participants that he needs current load data to prepare bids.

Upon a motion by Gary McCabe, seconded by Robin Landgraf, the meeting was adjourned.

Mark Miller was unanimously elected to serve as Chairman of the Board of Trustees for the 2002-2003 school year.

The next meeting will be August 8, 2002 from 10:00 a.m. to 12:00 noon at the *Caroline County Board of Education Board Room.

Respectfully submitted,

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

PLEASE NOTE THE AUGUST 8TH MEETING WILL BE HELD IN CAROLINE COUNTY.