

ESMEC
Eastern Shore of Maryland Educational Consortium
ENERGY TRUST

202 Chesterfield Avenue • Centreville, MD 21617 • (P) 410-758-2403, ext. 132 • (F) 410-758-0046 • E-Mail: consor@qacps.k12.md.us

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

**DECEMBER 10, 2003
MINUTES**

- I. **Call to Order and Quorum** – A quorum was established by Chairman Mark Miller. Present were: Laurie Dale, Sandy Smith, Milton Nagel, Gary McCabe, Rodger Daugherty.

Also present was Allan Gorsuch, Manager, and Michael Spears Dorchester County Commissioners.
- II. **Approval of Minutes** – Upon a motion by Gary McCabe, seconded by Sandy Smith, the October 2003 minutes were unanimously approved.
- III. **Finance Report** - Allan Gorsuch distributed the finance report prepared by Robin Landgraf.

Upon a motion by Sandy Smith, seconded by Milton Nagel, the finance report was unanimously accepted and filed for audit.
- IV. **Pilot Program with i360** - Dr. Gorsuch reported there has been no progress on the pilot program.
- V. **Communications** - None.
- VI. **Scope of Services** - Allan Gorsuch presented the final Scope of Services Agreement that was sent to Downes Associates, Inc. for signature. After lengthy discussion, the agreement was approved for execution by the Trust Manager. Gary McCabe made the motion, which was seconded by Milton Nagel. Chairman Mark Miller abstained.
- VII. **DAI Invoice for October** - After reviewing the invoice in detail several concerns were raised. The Trustees determined that the Trust manager should take appropriate action regarding the questioned items.
- VIII. **Account Placement Summary** - The new summary document was reviewed and determined to be very useful. The Trustees directed that the Account Placement Summary be updated whenever account placement activity occurs and that a key be added to help users understand the abbreviations.

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- IX. Electricity Marketing Report** - This report was reviewed and the Trustees determined it had little utility, given most of the information provided was already known or presented in other reports. The Trustees directed that the Manager request future Electricity Market Reports only when there was new information to share that was needed for decision making by the Participants.
- X. Selection of Non-School Board Trustees** - Upon a motion by Milton Nagel, seconded by Gary McCabe, the Trustees unanimously approved an amended policy for selection of non-school board Trustees. The draft proposal was amended to include Alternate Trustees. The policy will be revised by Allan Gorsuch and sent to non-school board participants for their response.
- XI. Amended Trust Documents** - Allan Gorsuch reminded the Trustees that all executed documents related to the Amended Trust Agreement should be returned to the Trust Office as soon as possible.
- XII. PSC /Legislative Report** - No significant activity reported. Chairman Miller reported that there are significant procurement and purchasing issues being raised by Senator E. J. Pipkin's work related to last year's Senate Bill 492. Manager Gorsuch will review this issue.
- XIII. Other**
- A. Chairman Miller indicated that Wicomico County schools may release an RFP for performance contracting to conserve energy. The Trustees accepted his offer to include other member organizations so they might purchase services from the chosen contractor.
 - B. Chairman Miller indicated that the Maryland Energy Administration has still not identified and certified energy service providers.

There being no further business, the meeting was adjourned at 11:35 p.m. for lunch.

The next meeting is scheduled for Wednesday, January 14, 2003 at 9:30 a.m. at the Queen Anne's County Board of Education, Room A.

Respectfully submitted,

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