

# 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 12, 2002 MINUTES

- I. **Call to Order and Quorum** – Chairman, Mark Miller called the meeting to order at 9:45 a.m.  
  
A quorum was acknowledged with the following Trustees in attendance: Bill Cain, Charles Connolly, Toni Schelts, Gary McCabe, Fay Miller, Mark Miller, Erin Thornton.  
  
Also present were David Downes, Allan Gorsuch and Tom Tyson.
- II. **Approval of Minutes** – Upon a motion by Fay Miller, seconded by Charles Connolly, the October minutes were unanimously approved.
- III. **Constellation New Energy Presentation** - David Mitchell, Director of Business Development made a presentation (copies distributed) to the Trust followed by a question and answer session.
- IV. **Finance Report** - Robin Landgraf, Fiscal Agent was not present at the meeting. The Trust will be brought up to date at the January 9, 2003 meeting.
- V. **Assessments for Projected Savings** - Allan Gorsuch distributed invoices to the participants for their 5% assessment for energy savings. Payments are to be made by the end of January. Those not present will be mailed.
- VI. **Communications – Allan Gorsuch updated the participants on the following:**
  - **Press Release** - Allan Gorsuch advised the press release had been mailed and asked that newspapers clippings or other information be sent to him to be included in the Energy Trust files.
  - **The State's review of request for qualifications** – Advised the Trust that 5 companies have been designated as approved energy services companies by the State. Suggested that the Trust confine their search to one of those five in an attempt to keep from duplicating those very same efforts. Stressed the importance of the facilities group getting involved. Allan Gorsuch will continue to look at and gather information on this matter. Will take a look at it again in the spring.

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- **Meeting with Delaware Department of Education** – Both Allan Gorsuch and David Downes agreed there was little or no interest from this facilities group, especially since their electricity is paid for by the State of Delaware.
  - **Meeting at UMUC** – Allan Gorsuch advised this meeting was sponsored by the Maryland Energy Administration and their focus was on the manufacturing sector. He attended the meeting to see what resources are available. Created some good contacts and gathered good information on the possibility of Federal Assistance Grants that may be available and the application process. Will continue to monitor and make good use of the information.
  - **Information from the PSC** – Information received from the PSC is being passed on to Dave Downes or Chip MacLeod respectively. Allan Gorsuch talked about issues before the commission and the necessity to be more involved in the PSC.
- VII. **Participant Applications** – Allan Gorsuch advised application fee from Queen Anne’s County Government has been received. Will follow-up on status of participant fee. Upon a motion by Fay Miller, seconded by Sandy Smith, and unanimously approved, the Queen Anne’s County Government was approved for membership into the Trust.
- VIII. **Marketing Report** – Information covered under VI. Communications above.
- IX. **Bylaw Revision: Article IX, Auditor** – Upon a motion by Gary McCabe, seconded by Sandy Smith and unanimously approved to include into the Bylaws under Article IX Auditor, a new section 4. **Audit Committee. If the financial accounting performed by the Fiscal Agent is audited annually by an independent certified public accounting, the Board may approve a Committee Charter establishing an Audit Committee to meet the responsibility required by this article.**
- X. **Account Placement Update** - David Downes distributed copies and stressed the data requirements needed to get ready for late January. Advised if the wholesale market was not favorable in January and February would still have March and April. Would like to have accounts placed thru and including May of 2004.

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- XI. Conectiv Bridge Settlement** – Dave Downes discussed in detail the decision and explained benefits for the Trust. As a result of discussion it was decided to have Chip MacLeod do a letter of intervention to the MPSC regarding Docket No. 8908. Allan Gorsuch will advise Chip MacLeod to proceed with the letter.
- XII. Select Energy Contract Revisions** – Dave Downes distributed copies of a letter dated November 6, 2002 from Edward Preston pointing out some changes to the power contract serving Maryland and discussed same.
- XIII. Constellation New Energy Agreement** - Discussion ensued regarding basic service and procedures for new facilities being included in bids or the eliminating of accounts. Discussed the need to let Downes & Associates know of these changes to prepare for these adjustments ahead of time.
- XIV. Account Classification Review Proposal** – See letter from Downes Associates dated October 9, 2002, Incorrect Classification of Electric Accounts – Budget Estimate. David Downes will take care of breaking the costs down for each participant to review these accounts.
- XV. Survey of Fuel Costs and XVI. Electricity Usage Data** – Allan Gorsuch addressed both of these areas and pointed out major concerns and problems with errors, omissions and timeliness of data. ***Stressed the need and results associated with not addressing these areas of concern.*** If participants have questions regarding this data, they should contact John Sharpe at Downes Associates (410-546-4422) for further explanation. A **January 17, 2003** deadline was set to have data in to Downes Associates. It is imperative that all participants meet this deadline with accurate information.

Mark Miller suggested that Allan Gorsuch speak with Bruce Ford in Wicomico regarding the status of the program to address data entry requirements. Mark advised it is his understanding the program is complete (Sequel database) and personnel was in place as of November, but has no further information.

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**XVI. “Guide to Capturing Data from Electricity Bills”** - Copies of guide distributed by Dave Downes.

**XVII. Other -**

- **Fuel Survey Request** – Due to Downes Associates **March 1, 2003.**
- **Wicomico County Conversation** - Allan Gorsuch discussed the Trust’s request to Wicomico County for copies of their RFP and services contracts related to electric procurement.

There being no further business, the meeting adjourned with lunch at 12:20 p.m.

The next meeting is scheduled for January 9, 2003 at the Queen Anne’s Board of Education in the Board Room at 9:30 a.m.

Respectfully submitted,

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