

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

**April 10, 2003
MINUTES**

- I. Call to Order and Quorum** – Vice Chairman, Milton Nagel called the meeting to order at 10:00 a.m.

A quorum was acknowledged with the following Trustees in attendance: Robin Landgraf, Felicia Mayes, Fay Miller, Milton Nagel, and Kelly Wood.

Also present was Allan Gorsuch, Trust Manager.

- II. Approval of Minutes** – Upon a motion by Fay Miller, seconded by Robin Landgraf, the February minutes were unanimously approved.

- III. Finance Report** - Robin Landgraf, Fiscal Agent, handed out the financial report and gave an update.

- IV. Communications** - Allan Gorsuch shared with the Trust his conversation with Pete Ewart of Custom Energy. Very impressed with his enthusiasm and approach to services they are offering.

Advised any PSC information received by ESMEC was being forwarded to Chip for his review.

- V. Meeting with Dave Downes** - Allan Gorsuch shared information discussed at a meeting with David Downes (see letter from David Downes dated March 21 and letter from Allan Gorsuch dated April 1). In connection with cost saving measures it was suggested that representation from Downes Associates was only necessary at each meeting if there was pressing information that needed to be addressed.

Distributed a copy of the February 28, 2003 invoice and discussed the need for efficiency and cost savings. Allan Gorsuch recommended to the Trust that a subcommittee be structured to develop a "Scope of Services", by category, to be submitted to Downes Associates, Inc. for pricing. After considerable discussion Allan Gorsuch asked for volunteers for the Committee. The result of that discussion is as follows:

Scope of Services Committee:

Mark Miller, Wicomico County - to head this committee
Kelly Woods, Cecil County - for his expertise in the purchasing area
Robin Landgraf, Queen Anne's County

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Mike Spears, Dorchester County Commissioners - on behalf of participants who are not trustees

Allan Gorsuch will coordinate a meeting of this group.

VI. Legal Services Contract – Allan Gorsuch discussed fees associated with legal services; attorney, et al. Dr. Gorsuch will review these fees with Chip MacLeod and bring back to the Trust a proposed fee schedule.

VII. PSC Monitoring Plan -- Allan Gorsuch submitted a document entitled "PSC and Legislative Monitoring/Lobbying Services" giving him authorization to consult with the Trust attorney and consultant to develop a cost-effective approach in monitoring these areas. Also allowing an additional 5 days to be added to his work calendar to cover this service.

Upon a motion made by Fay Miller and seconded by Robin Landgraf the document was unanimously approved.

VIII. Legislative Monitoring/Lobby Plan - Distributed a Legislative Report and reviewed the status of the 8 bills listed.

IX. Usage Data Entry Options - Distributed two documents: "Making Usage Data Acquisition More Efficient and Less Expensive" and "Data Management Options". After considerable discussion of the options, it was decided to have Allan Gorsuch go back to Downes Associates, Inc. and get their fee on all participants entering data into the Downes Associates, Inc. template.

X. Facilities Update Form - Updated the Trust on the importance of getting this information into Downes Associates, Inc. Advised that another Facilities Update Form will be sent out at the end of summer.

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- XI. Draft Budget - FY 2004** - Reviewed the FY 2004 Draft Operating Budget. Distributed an updated Management Services Agreement and pointed out the difference being a 4% increase for Manager and Secretary, which is the same increase as the ESMEC budget and the additional 5 days of services relating to PSC and legislative monitoring/lobbying services. Allan Gorsuch advised he would do a Budget-to-Budget comparison for FY03 and FY04.
- XII. Consultant's Report** - Handed out copies of a letter dated April 9, 2003 from Downes Associates, Inc. to Tim Thompson at Constellation NewEnergy's regarding their cash out decision. Several counties indicated they had received letters indicating the amounts they are to receive. Allan Gorsuch asked that each participant send a copy of that letter to David Downes.

Milton Nagel made mention that Mark Miller wanted to make everyone aware of the proposed Federal Legislation - E Rate Legislation.

There being no other business, the meeting adjourned at 11:30 a.m. with lunch.

The next meeting will be May 8, 2003 at **9:30** a.m. at the Queen Anne's County Board of Education.

Respectfully submitted,

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