

**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](mailto:consor@qacps.k12.md.us)

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

**AUGUST 13, 2003  
MINUTES**

- I. Call to Order and Quorum** – A quorum of six trustees or alternate trustees was established by Chairman Mark Miller. Present were: Charles Connolly, Sandy Smith, Robin Landgraf, Erin Thornton, Mark Miller, Roger Daugherty.

Also present was Allan Gorsuch, John Borders of the Queen Anne's County Government and David Downes joined the meeting at 11:30 a.m.

- II. Approval of Minutes** – Upon a motion Charles Connolly, seconded by Robin Landgraf, the June 12, 2003 minutes were unanimously approved.

- III. Finance Report** - Robin Landgraf, representing the Trust's Fiscal Agent, distributed finance reports for the months ending June 30 and July 31, 2003. Upon a motion by Sandy Smith, seconded by Charles Connolly, the reports were approved as submitted.

- IV. Communications** - Correspondence with Downes Associates regarding invoices was shared by Allan Gorsuch, Manager. A request by a Participant to have a greater role in decision-making was presented and discussed. Allan Gorsuch will review several options with the Trust's attorney and provide more information at the next meeting.

One or more members indicated concern over the absence of both the Trustee and Alternate Trustee from three school board members. Allan Gorsuch will review documentation regarding board appointments to these positions and encourage meeting attendance.

- V. Queen Anne's County Membership** - Mr. John Borders, representing the Queen Anne's County Government, was introduced as the newest participant in the ESMEC Energy Trust.

- VI. Scope of Services** - Allan Gorsuch reported that Downes Associates has received the request to respond to the Scope of Services document. Downes Associates will respond prior to the September 10 meeting. Due to the recent bidding process, they were unable to respond by the date requested.

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Allan Gorsuch raised the issue of the need for a policy that would require the payment of the 5% assessment on estimated savings regardless of whether or not a positive bid is accepted by a participant. Given that the consultant effort has already taken place prior to the participant's decision to accept or reject the bid, rejection results in the other participants paying a greater proportion of the bid process costs. Allan Gorsuch will draft a policy for consideration at the next meeting.

**VII. Facilities Update Form -**

**VIII. Data Management Update** - A summary prepared by Downes Associates, of the status of communications with each participant regarding data management was distributed. Allan Gorsuch asked that each participant assign a "back-up" person to avoid Downes Associates having to make repeated contacts with no response forthcoming from the individual.

**IX. Marketing Report** - Allan Gorsuch reported interest from Worcester County Government in becoming a member of the Energy Trust.

**X. Consultant Report** - David Downes received the status of the electric market and shared the results of placing accounts from September 6 to 12, 2003. Nearly \$700,000.00 in additional savings has been achieved through the placement of selected participants' accounts for eight month contracts with Select Energy.

**XI. PSC/Legislative Report** - Allan Gorsuch reviewed a proposed COMAR change distributed by the PSC. The effect of the rule change would be for gas and electric companies to provide more usage and cost data on March 15 of each year.

**XII. Other/Discussion** - New member John Borders, Queen Anne's County Government raised several questions, to which various members responded. Prompted by his concern over staff time allocated for processing electric invoices, the Trustees directed Allan Gorsuch to work with i360 to create a pilot effort to implement electronic transfer of data from Conectiv and suppliers to Downes Associates via their template and to the participants tied to their accounts payable

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process. Robin Landgraf indicated Queen Anne's Schools' willingness to participate in the pilot effort. Allan Gorsuch will meet with Robin Landgraf and i360.

Upon a motion by Robin Landgraf, seconded by Erin Thornton, the meeting was adjourned.

The next meeting will be Wednesday, September 10, 2003 at 9: 30 a.m. at the Queen Anne's County Board of Education in Room A.

Respectfully submitted,

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