



(EASTERN SHORE OF MARYLAND EDUCATIONAL CONSORTIUM)  
**ESMEC ENERGY TRUST**

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## ESMEC – Energy Trust NEW Member Information

### **New Member Summary**

Welcome to the Eastern Shore of Maryland Educational Consortium Energy Trust (ESMEC-ET). Below is a summary of the events and processes that take place that impact your membership and electric accounts. These include membership approval, electric account enrollment, electric account supply billing rates, electric supply monthly billing, subsequent new electric account additions, portfolio and member fiscal year electric supply budgets and membership meetings.

### **Membership Approval**

Upon receipt of a signed application for membership into the ESMEC – ET the ESMEC Trust Manager will present the application for formal approval at the next ESMEC- ET meeting. The Trust Manager will notify the new member accordingly.

### **Electric Account Enrollment**

The Trust Manager will notify the Trust Energy Consultant, EnerNOC on the new membership. The Energy Consultant will contact the new member and request:

1. A listing of Delmarva Power electric account numbers with service addresses in electronic form
2. An executed authorization to release utility information letter from the new member on the new member's letterhead. EnerNOC will provide letter template.

Upon receipt of the above information, the Energy Consultant will submit request for historical usage information to Delmarva Power.

Upon receipt of the historical usage information, the Energy Consultant will:

1. Submit the new member accounts for enrollment into the ESMEC – ET supply portfolio with the electric supply services provider, currently Washington Gas Energy Services (WGES). Enrollments must be received 18 days prior to the next available meter read date to be effective on the next available meter read date. Otherwise enrollments will be effective the following meter read date.
2. Provide the annual kwh consumption to the Trust Manager for calculation of new member's annual Energy Trust fee.

### **ESMEC-ET Electric Portfolio Supply Billing Rates**

The monthly electric supply billing rates (\$ kwh) are determined by the Energy Consultant and approved by the ESMEC-ET based on projected portfolio costs. Portfolio costs can be projected with reasonable certainty as 70-80% of the current fiscal year's usage has been purchased through wholesale fixed rate commitments. Portfolio billing rates are based on the fiscal year's portfolio budget. Fiscal years run from July 1 through June 30 each year. All budgets and billing rates are reviewed and approved by the ESMEC-ET.

Three different billing rates are set to reflect the differences in costs for each electric rate class as follows:

1. Primary service accounts (schedule GSP)
2. Secondary service accounts (schedules LGS, SGS, SGS-SH)
3. Outdoor lighting (schedules OL and ORL).

Billing rates are set for the summer period (covering June – October meter read dates) and non summer period (October – June meter read dates).

### **Electric Supply Billing**

WGES bills each ESMEC-ET member on a monthly basis. The billing takes the form of a hard copy billing via US mail and an electronic spreadsheet sent via email to the members. The electronic spreadsheet(s) (note each spreadsheet is limited to 50 accounts) list each member's Delmarva Power electric account number, monthly usage in kwh (based on utility meter readings), billing rate per \$/kwh and billed amount for that account. Members will receive two separate invoices each month for their Delmarva Power electric accounts. One invoice will continue to be from Delmarva Power for the electric distribution costs which are regulated and covers Delmarva Power's costs of maintaining local distribution lines/substations and administrative expenses. The other billing will be from PES which covers the electric supply costs (cost of electric generation and transmission),

### **Subsequent New Account Enrollment**

After initial account enrollment, members with subsequent new accounts that come on line should submit the account number(s) along with the service address(es) to Meghan Hester at EnerNOC at [mhester@enernoc.com](mailto:mhester@enernoc.com) for enrollment with WGES into the ESMEC-ET portfolio.

### **Annual Electric Cost Budgets**

Approximately 5-6 months prior to the next fiscal year, the Energy Consultant prepares the portfolio electric supply budget and recommended billing rates for review and approval by the ESMEC-ET. Upon approval, the Energy Consultant prepares and distributes the individual member fiscal year electric cost estimates.

### **ESMEC-ET Membership Meetings**

Meetings are held every other month on the second Thursday of the month at 9:30 a.m. at the Queen Anne's County Board of Education building located in Centreville, MD. All members are welcome to attend. The meetings cover a variety of ESMEC-ET and energy related matters including, Trust and membership issues, energy legislation updates, energy consultant reports, electric portfolio review, energy related issues, topics and best practices.