



**Energy Services Coalition
Minnesota Chapter Meeting Minutes
Ramsey County Library
2180 Hamline Avenue,
Roseville, MN 55113
May 28, 2014
1:00 – 2:30 PM**

Introductions

Presenter

Public Co-Chair: Peter Berger

- Called to order by Pete Berger at 1:05 PM
- Eric Rehm made a motion to approve the amended meeting minutes. Seconded by Chris Youngs Mitchell.
- 19 members attended

Old Business

Peter Berger

New Business

Committee Updates

- Membership Committee Jeff Jackson
 - 25 current members
 - \$8,054.39 fund balance.
- Outreach Committee Lindsay Wimmer
 - Scholarship letters were sent out to the list provided by ESCOs. There were 5 responses to the scholarship letters and an email has been sent to them to remind them to register. Each member should be following up with a personal phone call to those whose names they submitted to encourage them to apply.
 - Working on media release for the upcoming ESC National Conference and contacting media outlets
- Workshop Committee Trish Curtis
 - The 1st scholarship letters were sent out on 5/15 with 5 responses. A second letter went out and responses are expected by 5/30. The MN Chapter will hold the remaining scholarships that are not awarded until closer to the national conference as some won't think about responding to the scholarship letter until closer to the event.
 - 2-\$2,500 Sponsorships are still available for the heavy hors'duevres and beer/wine/soda at the MN Host event on Monday night. (Jonathan Paddleford riverboat cruise) Sponsors will have exclusive signage or napkins with their logos. Consider asking vendors that you work with as they may want to be a sponsor. ESC National may also be able to provide a sponsor.

Madonna asked what the expected attendance is for the national conference. Trish said that it has ranged from 176 to over 200. As soon as she gets the info, Trish will send out the number of current registrants.
- .GESP Updates
 - MNSU –Evaluations have been done and it is now at the internal approval process. ESCOs will be notified of award or short-lists as soon as the internal approvals are completed.

A question was asked about getting a courtesy notice when key published RFP dates are missed by the institutions.

Pete Berger has committed to advocating that the institutions contact the responders via email to let them know that dates will be extended. This becomes particularly important to ESCOs who are trying to schedule resources for interviews, etc.

- The following MNSCU sites are in the process of writing RFPs:
 - Anoka Ramsey Community College
 - Riverland College

- The following sites are in talks about moving forward with the process of an RFP:
 - MN West
 - National Sports Center
 - DNR
 - Winona State
 - Inver Hills Community CollegeMN Department of Administration – the WO has been executed.
- The following is currently out for bid:
 - Fond du Lac
- The following are in the process of evaluating and selecting a vendor:
 - City of Prior Lake
 - MNSU

Discussion

- MNSCU asked for \$110M in HEAPR funding and got approximately \$42M. They are embracing GESP as a means of getting more of their projects done. Use of HEAPR funds as a part of the GESP is a decision made by each college-not a system decision. If HEAPR funds are used as a part of the GESP project, there will need to be two separate equipment lists: one for the equipment associated with HEAPR (bonded) funds and one for equipment associated with lease purchase funds.
- National Sports Center is being held up. Why? State agencies, like National Sports Center, need to encumber funds for the IGA before the work is performed. Even though the funds for the IGA would be rolled into a project when it went forward, the funding still needs to be encumbered prior to the RFP. Eric Rehm is looking into some revolving fund loans that could help alleviate this problem.
- Pete Berger has had meeting with MMB/Attorney General and Commerce to discuss the Lease purchase agreement.MMB and the Attorney General will appoint a bond council to show that GESP is eligible for tax exempt financing. The Attorney General and MMB will determine the language. MMB will also provide a template for bidding out the financing as each agency will have to report their spend downs with the term being extended to allow spending in more than 6 months from the contract date. The escrow issue is still up in the air.
- Madonna asked how long it will take to review the IGAs. Her concern was acknowledged. The documents are with Mark Garfano for review and will then be reviewed by Pete. The current lack of resources has slowed the process but there is an open requisition for a GESP PM at Commerce which it is hoped will be filled in early July.
- Josh Cowdery asked if a dashboard or listing on the chapter website could be instituted to let ESCOs know what projects are proceeding with RFPs, what joint powers agreements have already been signed, where projects are in the process, etc. Pete stated that

Open Forum, Action Item Review, Closing

Action Item: Motion to Adjourn.

State Procurement and Contracting Document Improvement Committee

Transparency:

Q: When does the RFP get awarded? When can the RFP response documents be viewed?

A: Notices are sent out to the respondents after award. RFP response documents can be viewed after the work order contract award/signing.

Q: Does Commerce track where project is in the process?

A: If it is not your project, you don't need to be informed.

Q: When dates on RFPs aren't going to be met, communication needs to be sent to all ESCOs because ESCOs have scheduled their resources according to the schedules posted in the RFP requests. There needs to be some courtesy notice to all ESCOs about date changes.

A: At the initial meetings with the customer, Commerce has asked that realistic dates be set for RFP responses, reviews and interviews. Commerce will make sure in the future that customers know that they need to send out courtesy emails to all respondents if dates are going to slip and provide new dates.

ESC Website Suggestions:

- State Statutes links should be on the website
- Meeting minutes should be on the website

What are the common hurdles in the existing master contract/work order contract/LPA and how can they be addressed?

- Jim Arwood from ESC National said that, if ESCOs aren't part of the contract development, then ESCOs should discuss changes to make the documents better.
- Eric Rehm asked for a presentation to our membership by Jim Arwood on how the documents committee has worked in other states.
- Pete Berger stated that it is easier to make changes to the work order contract than the master agreement.
- A State Procurement and Contracting Document Improvement Committee should be created to make suggestions and bring the suggestions back to the ESC meetings. Motion made by Lee Hammer and seconded by Madonna Rykken. Approved.
- Volunteers for the State Procurement and Contracting Document Improvement Committee
 - Trish Curtis -Madonna Rykken
 - Eric Rehm -John Kearney
 - Josh Cowdery
- Trish will set up the first meeting but does not want to lead the group.

Comments:

- In launching the GESP, program participants were actively marketing GESP and not the alternative legislation. There was some concern that all pieces of legislation should be marketed and let the customers make the final decision as to which legislation they want to use.
- Please provide Lindsay with K-12, county and city case studies of projects using the other legislation since there are no completed GESP case studies as yet.

Action Items:

- Lee Hammer to get all meeting minutes on the ESC MN Chapter website

- Eric Rehm to request a presentation by Jim Arwood on State Procurement and Contracting Document Improvement Committee
- Trish Curtis to schedule first State Procurement and Contracting Document Improvement Committee meeting, sending the notice to the entire membership

Meeting Adjourned.