

# Community Renewable Energy Board Meeting Minutes

The Community Renewable Energy Board, met in a regular public meeting on Tuesday, August 3, 2021, at Millcreek City Hall, located at 3330 S. 1300 E., Millcreek, UT 84106. The Board will convene in an electronic meeting. Board members may participate from remote locations. Board members will be connected to the electronic meeting by GoToMeeting, Zoom, or telephonic communications. The anchor location will be Millcreek City Hall.

## PRESENT:

### Board Members

Jeff Silvestrini, Acting Chair  
Drew Quinn  
Luke Cartin  
Glenn Wright  
Chris Cawley  
Christopher Thomas  
Emily Quinton

### Staff

John Brems, Millcreek City Attorney  
Alexander Wendt, Millcreek Deputy City Recorder  
Kurt Hansen, Millcreek Facilities Director

Attendees: Michael Shea  
Minutes by Alexander Wendt.

**REGULAR MEETING – 9:00 a.m.**

**TIME COMMENCED: 9:24 a.m.**

## 1. Welcome, Introduction, and Preliminary Matters

### 1.1 Purpose and Overview of Meeting

Acting Chair Silvestrini called the meeting to order.

### **Identification and Update on Community Participation in Community Renewable Energy Agency, including welcoming new members and review list of remaining eligible communities.**

Acting Chair Silvestrini asked for members of the board to identify themselves for the roll and identify if they are alternate or voting members for this meeting.

Jeff Silvestrini – Voting Member  
Drew Quinn – Voting Member  
Samantha DeSeelhorst – Alternate Member – Voting Today  
Dan Dugan – Voting Member  
Andy Beerman – Voting Member  
Glenn Wright – Voting Member  
Christopher Thomas – Alternate Member - Not voting today  
Luke Cartin – Alternate Member – Not voting today  
Cheri Jackson – Alternate Member – Not voting today

Pamela Gibson – Voting Member  
Kelly Bush – Voting Member  
Chris Cawley Voting Member  
Suzanne Elger – Alternate Member – Not voting today  
Randy Aton – Voting Member  
Mila Dunbar-Irwin – Alternate Member – Not voting today  
Kalen Jones -Voting Member  
Holly Smith – Alternate Member – Not voting today  
Janene Eller-Smith – Alternate Member – Not voting today  
Sarah Stock – Voting Member  
Emily Quinton – Alternate Member – Not voting today  
Mara Brown – Alternate Member – Not voting today  
Angela Choberka – Voting Member

Acting Chair Silvestrini reviewed the list of communities that are participating and welcomed Ogden and Francis. Anchor Communities are, Castle Valley, Grand County, Millcreek, Moab, Salt Lake City, Park City, Summit County. Communities that have elected to participate as non-anchors are Cottonwood Heights, Francis, Holladay, Alta, Springdale, Kearns Metro Township, and Ogden. Communities eligible to join are Bluffdale, Coalville, Emigration Canyon Township, Kamas, Oakley, Orem, West Jordan, West Valley City and Salt Lake County. Communities that have not joined have until the end of the year.

## **1.2 Discussion and consideration of election process and appointment-named individuals or entity and any additional officers.**

Acting Chair Silvestrini moved to the process of the election of officers and stated that he was elected as temporary Chair. Acting Chair Silvestrini asked Acting Secretary Quinton to give a presentation on individuals who may be officers. Board Member Wright asked that the term run through the fiscal year for a two-year term for continuity purposes. Board Member Dugan said he supports this. Acting Chair Silvestrini said he will entertain a motion to set the terms of the offices for two years but expiring at the fiscal year for the agency on June 30, 2023.

**Board Member Wright made a motion to set the term of the officers effectively at two years to the end of the fiscal year June 30, 2023, but Mayor Silvestrini will be acting chair until the end of the meeting. Board Member Quinn Seconded the motion.** Board Member Choberka asked a question about term of office and asked what if a board member is not re-elected in their municipal position. What happens to their spot on the Community Renewable Energy Board? Acting Chair Silvestrini said having the flexibility for the board to make an appointment at that time is best. Board Member Choberka agreed. Alternate Board Member Thomas raised a concern about the treasurer office. He asked if the primary board member from the treasurer office was not re-elected it makes sense to keep the community serving as treasurer. He recommended to elect a community to the office of treasurer in order to provide a continuity of functions. Acting Chair Silvestrini said that in some circumstances this makes sense and in other circumstances it does not. The municipality might appoint as treasurer who does not have the confidence of the board. Board Member Quinn agrees that more flexibility is necessary rather than forcing a municipality into that role constantly. Acting Chair Silvestrini asked if there was more

discussion. There was none. **Acting Chair Silvestrini asked for the vote. All board members voted yes. The motion passed unanimously.**

**1.3 Election of Officers utilizing approved process (with a term to be determined), to-wit: President/Chair, Treasurer, and Secretary (and any additional officer)**

Acting Secretary Emily Quinton said that these communities are interested in the President /Chair, Treasurer, and Secretary. Salt Lake City as Chair, Millcreek as treasurer, Alternate Board Member Emily Quinton as Secretary. Acting Secretary Quinton said that no one has said that they or their municipality would like to be Vice Chair.

**Board Member Wright made the motion to nominate Dan Dugan as Chair of the Community Renewable Energy Agency, Board Member DeSeelhorst seconded. Acting Chair Silvestrini asked for the vote. All Board Members voted yes. The motion passed unanimously.**

Acting Chair Silvestrini said that perhaps Ogden may be a good community to have serve as Vice Chair. Angela Choberka volunteered to be Vice Chair. **Board Member Wright made the motion to nominate Angela Choberka as Vice Chair of the Community Renewable Energy Agency. Board Member Dugan seconded. Acting Chair Silvestrini asked for the vote. All Board Members voted yes. The motion passed unanimously.**

Acting Chair Silvestrini said he would be in favor of being treasurer principally because the Millcreek Finance Director said she would be able to manage the finances. **Board Member Quinn made the motion to nominate Jeff Silvestrini as treasurer of the Community Renewable Energy Agency. Board Member Wright Seconded. Acting Chair Silvestrini asked for the vote. All Board Members voted yes. The motion passed unanimously.**

Acting Chair Silvestrini said that Alternate Board member Emily Quinton has volunteered to be Secretary. **Board member Wright made the motion to nominate Emily Quinton as Secretary of the Community Renewable Energy Agency. Board Member Quinn seconded. All Board Members voted yes. The motion passed unanimously.**

**1.4 Discussion and Review of 1<sup>st</sup> Initial and Anchor Payment Deadlines and amounts**

Christopher Thomas, Salt Lake City Alternate Board Member gave a presentation on schedule 1 of the initial payments and anchor payments. Mr. Thomas said that schedule 1 shows the eligible communities, the phase 1 initial payment amount, the due date, and the phase 2 payment with due date. The schedule shows July 31 as the phase 1 payment but that was changed in the last meeting to September 30, 2021. Acting Chair Silvestrini said that they will send an invoice to each community for their records and making the payment. If all 14 communities make their Phase 1 initial payment, then there is a funding gap of \$141,777.03. Anchor communities that volunteered will make up that shortfall for a pro-rated amount. Mr. Thomas said if more communities sign up costs will go down. Acting Chair Silvestrini said if enough communities sign up there could be a rebate for communities that already paid. Mr. Thomas said the anchors would not get a rebate they would have a credit forward towards phase 2 payments. Board Member Wright asked if the

anchor payment is in addition to the initial payment. Mr. Thomas said yes.

## 2. Business Matters

### 2.1 Discussion of proposed Subcommittees: communications committee and low-income program committee

Acting Chair Silvestrini spoke about the role of the communication committee to communicate with residents about the progress being made and what the Board is working on. Acting Chair Silvestrini spoke about a low-income plan committee. Each community is free to decide on their low-income plans, but this committee can study the options available for low-income plans and help make the work easier for all municipalities involved. The program design committee works with counsel and consultants, negotiating the design of the program and could follow through with rate-making in front of the public service commission. Acting Chair Silvestrini said that Board Member Wright had previously wanted to be on the program design committee. Acting Secretary Quinton has heard from six communities about the program design committee; Springdale, Ogden, Salt Lake City, Park City, Summit County, and Holladay. One community that has not joined but may want to be involved is Salt Lake County.

Board Member Wright said that communities are on the committee not necessarily individuals and believes it is appropriate that Weber State sustainability was interested in helping. Acting Chair Silvestrini is open to other agencies working in a volunteer consultant role. Board Member Jackson is interested in the program design committee as well. Board Member Wright said maybe this committee should be expanded. Acting Chair Silvestrini said he does not want to limit the number of members of the committee. Board Member Wright continued and said that initially some discussions between Rocky Mountain power must be private. Board Member Stock said that the communities in southern Utah do not have someone to the program design committee and they are interested and want to be able to tune in. Mr. Thomas shared some ideas about the program design committee. Rocky Mountain power may view this as a settlement negotiation, settlement negotiation is often considered private. The committee will probably need to meet in a closed, not public meeting. The committee may meet in private or public, but the Board would make the final decision. Acting Chair Silvestrini said to strike a balance between private and public meetings. Rocky Mountain power may wish for privacy, but this is a public body and decisions will have to be made in the sunshine. Board Member Dugan said there could be a voting group but go into closed session to discuss negotiation tactics. Michael Shea from Salt Lake County said that being able to negotiate with Rocky Mountain power as a larger group is a good choice. Board Member Quinn said that things need to be transparent and very inclusive between board members and concerned citizens. Acting Chair Silvestrini said that it makes sense to appoint a committee of six members and this group can communicate well to the rest of the Board. It is important for all interested communities to be involved particularly those down in the Grand County area. The Board will be ambassadors to their various local legislative groups. Mr. Thomas said now that there are 14 communities 8 people on the program design committee would be a quorum. Mr. Brems said that the statute is clear that if there is a quorum then it is an open meeting and in the first meeting perhaps have six or seven members there and tell Rocky Mountain how the meetings will have to work because of public body rules. Acting Chair Silvestrini said that he would look for a motion.

Mr. Thomas said the board established a program design committee last time. This time appointments to the committee would be made and perhaps there could be amendment made to add a seventh member and then list the communities appointed. Board Member Choberka asked to review the communities. Acting Secretary Quinton listed the communities, Springdale, Ogden, Salt Lake City, Park City, Summit County, Holladay, and Millcreek could be the 7<sup>th</sup>. Acting Chair Silvestrini asked for a motion. Board member Choberka made a motion to approve the program design committee with seven seats communities to the program design committee. Mr. Brems asked to make an amendment to expand the program design committee to seven members. **Board Member Choberka made a motion to add a seventh member to the program design committee and appoint Springdale, Ogden, Salt Lake City, Park City, Summit County, Holladay, and Millcreek to the Program Design Committee. Board Member Wright Seconded. Acting Chair Silvestrini called for the vote. All Board Members voted yes. The motion passed unanimously.**

## **2.2 Discussion and Consideration of Resolution 21-09 Creating A Communications Committee**

Acting Secretary Quinton said the plan in the meeting is to appoint members at the next meeting but in this meeting the Board will create the communication committee and the low-income plan committee.

**Board Member Wright made a motion to create a communication committee. Board Member DeSeelhorst seconded. Acting Chair Silvestrini asked for the vote. All members voted yes. The motion passed unanimously.**

## **2.3 Discussion and Consideration of Resolution 21-10 creating a low-income plan committee.**

**Board Member Wright made a motion to approve Resolution 21-10 to create a low-income plan committee. Board Member Cawley seconded. Acting Chair Silvestrini asked for the vote. All Board Members voted yes. The motion passed unanimously.**

## **2.4 Discussion and Consideration of Resolution 21-08 Financial Administration/Procurement Rules**

Acting Chair Silvestrini said that because the financial administration of the Community Renewable Energy Board will be going to through Millcreek the administration and procurement rules will need to follow the rules that Millcreek follows. With respect to personal services this policy does follow a more streamlined procurement process if the entity is already part of the Utah State procurement process. The Millcreek Finance Director is comfortable proceeding with the procurement policy in Resolution 21-08. Board Member Quinn questioned that the document talks about following Millcreek process and since the Board is not part of Millcreek if there could be a definition of the Millcreek process. Mr. Brems explained that language because the Millcreek will be going through Millcreek. This describes who signs for finances. Two Millcreek staff will sign not two people from the Board. Board Member Quinn asked to add a definition of the processes. Acting Chair Silvestrini said they will send out the Millcreek policies. Mr. Brems said these are Millcreek's policies. Mr. Brems said he can remove most of the references to Millcreek in the document because these are Millcreek's policies. Board member Jones said is he prepared to amend the motion with definition language. Acting Chair Silvestrini said he had

no issue with this. Board Member Dugan asked if there should be a signature that is from outside of Millcreek. Acting Chair Silvestrini said he supports this. Mr. Brems said the Chair could approve the invoice but the checks need two actual Millcreek signatures on them. Board Member Jones said that for above \$10,000 per year he would prefer the Board approve services not the Chair. Acting Chair Silvestrini said he supports these items being approved at the Board level. Board Member Jones said that he is inclined to strike section 6 dealing with emergency procurement because he does not think this Board will deal with emergencies. Acting Chair Silvestrini asked if there was any discussion regarding these potential changes.

Board Member Jones made a motion to approve Resolution 21-08 with the following amendments, "Millcreek process" means the financial administration procedures of the City of Millcreek, Utah, as contained in Millcreek's Municipal Code Chapter 2.22 Financial Administration, as of the effective date of the adoption of this policy. Where a conflict exists between the CREAB Financial Administration Policy and Millcreek's, CREAB's shall prevail. And, if approved definitions shall be alphabetized and renumbered: And, to amend Section 3C by substituting "President/Chair" for "the person", and substitute "the President/Chair shall provide for "Millcreek shall provide" and to amend 4I by substituting "President/Chair" for "the person" and substituting "description to the Board" for "description to the Council". And, to amend section 5, Acquisition of Professional Services, by striking "Procurement of professional services must be approved by the President/Chair" and inserting "Procurement of professional services must be approved by the President/Chair" and inserting "Procurement of professional services must be approved by the Board." And to strike section 6, emergency acquisitions. Board Member Wright seconded. Acting Chair Silvestrini asked for the vote. All Board Members voted yes. The motion passed unanimously.

## **2.5 Approval of July 13, 2021, Meeting Minutes**

Board Member Wright made the motion to approve the amended minutes. Board Member Quinn seconded. Acting Chair Silvestrini called for the vote. All Board Members voted yes. The motion passed unanimously.

## **2.6 Discussion of Other Matters for Subsequent Consideration**

Board Member DeSeelhorst asked for appointments to be considered to the low income and communication committees.

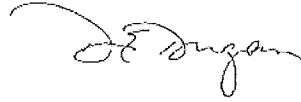
## **2.7 Next meeting Scheduled for September 7, 2021, at 9:00 a.m. at Millcreek City Hall.**

Board Member Choberka asked if meeting day can be changed. Acting Chair Silvestrini asked to add this to consideration for the next meeting. Acting Chair Silvestrini asked Acting Secretary Quinton to send a poll to Board Members for discussion of meeting times and dates.

## **3. Adjournment**

**ADJOURNED:** Board Member Wright moved to adjourn the meeting at 10:23 a.m. Board Member Quinn seconded. Acting Chair Silvestrini called for the vote. All Board Members voted yes. The motion passed unanimously.


APPROVED:



Date

Dan Dugan, Chair

ATTEST

  
Secretary

