

# Community Renewable Energy Agency Board Meeting Minutes

The Community Renewable Energy Agency Board met in a regular public meeting on **Monday, February 6, 2023**, at Millcreek City Hall, located at 3330 S. 1300 E., Millcreek, UT 84106 and participated electronically via GoToMeeting.

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## **PRESENT:**

### **Board Members**

#### ***In person***

Dan Dugan, Chair, *Salt Lake City*

Drew Quinn, *Holladay City*

Cheri Jackson, *Millcreek*

Christopher Thomas, *Salt Lake City*

Emily Quinton, *Summit County*

#### ***Electronic***

Angela Choberka, *Ogden*

Alexi Lamm, *Moab*

Chris Cawley, *Alta*

David Brems, *Emigration Canyon Township*

Elissa Martin, *Grande County*

Holly Smith, *Holladay*

Joe Frazier, *Oakley*

Kalen Jones, *Moab*

Luke Cartin, *Park City*

Suzanne Elger, *Springdale*

Randy Aton, *Springdale*

Pamela Gibson, *Castle Valley*

Samantha DeSeelhorst, *Cottonwood Heights*

**In Person Attendees:** Kurt Hansen, *Millcreek*, two additional members of the public

**Electronic Attendees:** Bob Davis, *Division of Public Utilities*; Sam Owen, *Salt Lake City Staff*; Monica O'Malley, *Salt Lake City Staff*; Sara Montoya, *Salt Lake City Staff*; Gordon Bennett, *Emigration Canyon Township Staff*; Lorenzo Long, *Ogden City Staff*; Jeremy Shinoda, *Ogden resident*; Michelle Barney, *Salt Lake City Staff*; Zack Darby, *Summit County Staff*; Dina Blaes, *Salt Lake County Staff*; Mark Holt, *Logan City*; Janene-Eller Smith, *Ogden City Staff*; Phil Russel, *Attorney*

Minutes by Michelle Barney, Salt Lake City Records & Minutes Clerk

**REGULAR MEETING – 1:00 p.m.**

**TIME COMMENCED: 1:04 p.m.**

- 1. Welcome, Introduction, and Preliminary Matters**
  - 1.1 Purpose and Overview of Meeting**
  - 1.2 Current Participation Percentages included in Board Packet**

## 2. Business Matters

### 2.1 Approval of January 9, 2023, Board Meeting Minutes

**Board Member Quinn moved to approve the January 9, 2022, Board Meeting Minutes. Board Member Jackson seconded. Chair Dugan called for the vote. All Board Members voted yes. The motion passed unanimously.**

### 2.2 Treasurer Report (Year-to-Date Contributions and Expenses)

Board Member Quinton stated there was nothing new to report however, they were waiting on a payment from Grand County and would be working with Elissa Martin to resolve the issue.

### 2.3 Reports From Committees (Program Design, Low-Income Plan, Communications)

Board Member Cawley gave the Communications Committee update highlighting:

- January 3, 2023, meeting to discuss consultant procurement, planned for January Communications activities.
  - The Communications Consultant request for proposal (RFP) yielded one response which the committee decided to not accept.
  - Millcreek City directed the committee to approach communications firms with active State of Utah cooperative contracts for possible options.
  - The committee anticipates bringing a scope and fee to the Agency Board for approval at the March 6, 2023, Board meeting and was pursuing original scope of work with an updated timeline.
  - Communications Consultant scope of work
- January 19, 2023, for coordination environmental non-profits
  - 02 Utah, Utah Chapter of the Sierra Club
  - Organizations requested guidance on messaging from the Agency
  - Committee will draft one-page “info sheet” on utility agreement
  - A follow up meeting will be held on February 16, 2023
- January Communications Activities
  - Newsletter, E-kit:
    - Update on municipal ordinance finalization
    - Low-income strategies
    - Intermountain Sustainability Summit, Agency presentation
  - Newsletter was sent on January 24, 2023, and the E-kit sent on January 25, 2023
- The next steps for the Communications Consultant and continued coordination with nonprofits

Board Member Quinton announced a compliment on the newsletter was received from a resident. The Board had been selected to be a presenter at the upcoming potential Intermountain Sustainability Summit Panel on March 23, 2023.

Board Member DeSeelhorst gave the Low-Income Plan Committee update highlighting:

- Committee Membership
- Location and access to the Low-Income Plans
- Next Steps for Outreach

- Meeting with the organizations
- Invite the Organization to a quarterly meeting
- Add a contact email address from the org to the Agency's list-serv
- Provide a printed poster in English and Spanish for posting in organization's offices
- Provide template informational email to the organization for easy transmittal program information
- Contact Information Appendix to be used for outreach
- Outreach overlap coordination
- Conducting outreach

Board Member Thomas gave the Program Design update highlighting:

- Committee Membership
- Key Activities
  - The Program Design Committee met three times in January
  - A small group met with the Department of Energy Loan Programs Office
  - Municipal attorneys met with Agency outside council Phil Russell to discuss a draft of the Utility Agreement from Rocky Mountain Power
  - Received data requested from Rocky Mountain Power to prepare budgeting guidance for noticing costs
- Program application required items
- Requests
  - Please solicit feedback from your municipal attorneys on the draft between February 20 and February 27
  - Please try to schedule time on your Council/Commission agenda to present the utility agreement for signature during the month of March, after March 6
  - Community Maps back to boundaries only
  - Prepare to budget for opt-out noticing
- Updated budget guidance for FY 2023/2024 noticing costs
- Next steps

Board Member Quinton asked for a timeline on when the boundaries for the program would be finalized. Board Member Thomas stated the desire was to have it decided before the notifications were sent out.

Board Member Dugan thanked the program leads for all the work and dedication on the programs.

## **2.4 Public Comments**

There were no public comments.

## **2.5 Attorney Update and Briefing on what to expect with Public Service Commission filing**

Mr. Russell, outside Counsel, stated the boundaries of the utility program would not be set in stone as annexations could happen however, it was anticipated that the maps would be submitted and boundaries would be as outlined until a customer either opted out, challenged being included or came forward requesting to be part of the program.

Mr. Russell stated the goal was to work through all areas before the maps were sent with the knowledge that things may change.

Mr. Russel reviewed the utility agreement, including payment for third-party expertise, payment for the notices, the need to identify assets replaced assets and what would be done with termination fees not collected.

Kalen Jones, Moab, asked when it would be most beneficial to contact organizations that have interest in the program. Mr. Russell stated the time was now in order to find out if the customer was eligible to be part of the program.

Mr. Russell reviewed the Commission proceedings once the application was filed.

Board Member Jones asked if there would be a public comment/hearing period on the program. Mr. Russell stated a public comment period could be requested but was not typical unless it was a case discussing rates.

Board Member Quinton asked if all filings were public. Mr. Russell stated yes, everything would be public unless marked confidential. Board Member Quinton asked if there was a place for obtaining terminology regarding the process.

**2.6 Board Member Comments**

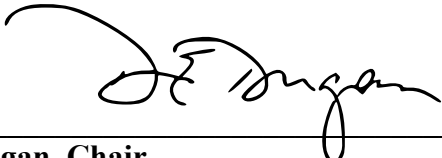
Board Member Dugan thanked Mr. Russell on all the work and reminded Board Members about the assignments from Board Member Thomas.

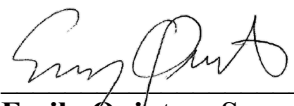
**2.7 Closed Session (If Needed): The Board may convene in a closed session to discuss items as provided by Utah Code Ann. 52-4-205.**

Item not held

**3. Adjournment**

**Board Member Jackson moved to adjourn the meeting at 2:09 p.m. Board Member Quinn seconded. Chair Dugan called for the vote. All Board Members voted yes. The motion passed unanimously.**

APPROVED:  Date  
Dan Dugan, Chair

ATTEST:   
Emily Quinton, Secretary