

# Community Renewable Energy Agency Board Meeting Minutes

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

---

## **PRESENT:**

### **Board Members**

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

Dan Dugan, Chair, *Salt Lake City*  
Emily Quinton, *Summit County*  
Emily Paskett, *Salt Lake County*  
Jeff Silvestrini, *Millcreek*  
Christopher Thomas, *Salt Lake City*

#### ***Electronic***

Alexi Lamm, *Moab*  
Chris Cawley, *Alta*  
David Brems, *Emigration Canyon Township*  
Elissa Martin, *Grand County*  
Holly Smith, *Holladay*  
Joe Frazier, *Oakley*  
Jeremy Rubell, *Park City*  
Kalen Jones, *Moab*  
Luke Cartin, *Park City*  
Pamela Gibson, *Castle Valley*  
Patrick Schaeffer, *Kearns Metro Township*  
Randy Alton, *Springdale*  
Roger Armstrong, *Summit County*  
Samantha DeSeelhorst, *Cottonwood Heights*  
Suzanne Elger, *Springdale*  
Suzanne Harrison, *Salt Lake County*

**In Person Attendees:** Kurt Hansen, *Millcreek*; three members of the public

**Electronic Attendees:** Bob Davis, *Division of Public Utilities*; Sam Owen, *Salt Lake City Staff*; Sara Montoya, *Salt Lake City Attorney*; Jeremy Shinoda, *Ogden resident*; Michelle Barney, *Salt Lake City Staff*; Brenda Salter, *Division of Public Utilities*; Ron Slusher, *Division of Public Utilities*; Ian Harris, *Cottonwood Heights staff*; Janene Eller-Smith, *Ogden City staff*; Lorenzo Long, *Ogden City staff*

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

**REGULAR MEETING – 1:00 p.m.**

**TIME COMMENCED: 1:02 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 February 6, 2023 and February 27, 2023 Board Meeting Minutes

**Board Member Silvestrini moved to approve the February 6, 2023, and February 27, 2023, Board Meeting Minutes. Board Member Aton 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 Mayor Silvestrini gave the report.

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

Board Member Cawley gave the Communications Committee update highlighting:

- February 10, 2023, meeting discussed consultant procurement, planned for February communications activities
- Ongoing collaboration regarding the consultant scope of work
- After not receiving attractive proposals through RFP issued late 2022, the Committee received guidance from Millcreek City to use a State of Utah Cooperative Contract
- The Committee engaged Penna Powers to fulfill the original scope of work through the firm's State Contract
- Political subdivisions of the State can "activate" or use a state contract to streamline procurement in lieu of a bidding process
- Scope of Work and Cost Estimate not-to-exceed cost estimate: \$93,500
- Changes to scope of work:
  - Move website, logo, social media, etc. to Program decision phase
  - "Communications Audit"
  - No full rebranding effort
- Social Media, Newsletter, other content per milestone
  - 2 posts per week, or a more fluid calendar based on Program timeline
- The Agency originally projected Program development costs of \$700,000, already covered by participating customers and collected by the Agency
- The Agency determined that one component of those costs (up to \$200,000 to reimburse Rocky Mountain Power for Program development costs) would now be covered through Program rates paid by participating customers
- Propose to use up to \$93,500 of the amount to fund the procurement
- Resolution 23-03 approves the use of Penna Powers' State Contract to complete the scope of work agreed to by the Communications Committee and Penna Powers (attached to the resolution)
- Establish a not to exceed amount of \$93,500
- The Committee will continue to work with Millcreek to ensure compliance with Millcreek procurement rules

- Ongoing evaluation of the need for an “end user agreement” between the Agency (or Millcreek) and Penna Powers
- February 16, 2023, meeting – coordination with environmental non-profits
  - 02 Utah, Utah Chapter of the Sierra Club
  - Organizations have shared Agency messaging on Utility Agreement basics
  - 02 Utah was communicating with City Council Members in key communities about program milestones and the Utility Agreement
  - Next Meeting: March 30, 2023
- February Communications Activities include:
  - Utility Agreement Basics
  - Intermountain Sustainability Summit, Agency presentation
  - Sustainability Spotlight: [Interlocal Sustainability Plan](#)
  - Newsletter sent on February 28, 2023, E-kit sent on March 2, 2023
- Next Steps:
  - Await Board of Directors Action regarding Resolution 23-03
  - Pending Board approval, develop End User Agreement to finalize Procurement
  - Continue coordination with nonprofits, March 30, 2023, meeting
  - Continue monthly email newsletter, e-kit pending consultant input
  - Begin planning future public info session to coincide with Program Application
  - Next meeting March 10, 2023, at 9:00 AM

Board Members and Chris Crawley discussed:

- Commended Chris Crawley for the work on the project
- Need for an End User Agreement and what should be included in the agreement
- Newsletter was excellent and extremely valuable
- Public response to the newsletter was positive and effective

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

- Low-Income Plan Outreach will entail:
  - Offer to meet with the identified organizations to make them aware of Program information - can be virtual or via phone call
  - Invite the organizations to a quarterly meeting hosted by the Low-Income Plan Committee
  - Add a contact email address from the organization to the Agency’s list-serv
  - Provide a printed poster in English and Spanish to the organizations for posting in their offices
  - Provide a template for an informational email to the organizations for easy transmittal of Program information to their clientele
- Timeframe, coordination and contact information for outreach
- Plans for addressing and preventing outreach overlap
- Next steps for the program

Board Member Thomas gave the Program Design Committee update highlighting

- Committee met twice in February
- Small group met twice to discuss the financial backstop
- Large group met with Program Design Committee and PacificCorp
- Program application required items

- Requests: Preparing for the Utility Agreement:
  - Draft of the Utility Agreement presented in closed session at Board meeting on February 27, 2023
  - Solicit feedback from municipal attorneys on that draft with comments to Phil Russell by Mar 10, 2023
  - Schedule time on City Council or Commission agendas to present the Utility Agreement during the month of March
- While the Utility Agreement is in draft form:
  - Enter closed session to discuss specific language in the draft agreement
  - Broad outlines of what the Utility Agreement must address under state law can be discussed in open session (and see February e-newsletter for bullet points)
  - After language has been agreed to by the Agency and PacifiCorp, the Program Design Committee will let all Board Members know that the final version of the Utility Agreement may be presented to Councils and Commissions in open session
  - The Committee hopes there will be a vote to approve the Utility Agreement at the special Board meeting on March 27, 2023
- Prepare to budget for opt-out noticing:
  - State law requires that communities cover the cost to mail two opt-out notices to customers within their boundaries
  - These are the last costs participating communities will need to appropriate; future costs should be paid through Program rates
- A spreadsheet with updated noticing costs plus a 5% margin was included in the presentation
- The per-mailer cost increased by 77% from the 2020 quote for cities and towns, budget for FY2024 (beginning July 1, 2023), for counties, budget for FY2023 if possible, but for FY2024, (beginning Jan 1, 2024)
- A community only needs to pay for the noticing costs if it passes the ordinance to finalize participation
- Next steps for the agreement

Board Members and Christopher Thomas discussed:

- March 27, 2023, date for approval conflicted with the National League of Towns and Cities conference
- Emily Quinton offered a slide presentation for Board Members to use when presenting the program to City Councils

#### **2.4 Public Comments**

Merrill Brimhall spoke to the utility plan, its costs, the lack of information on what the plan was actually doing and would like more information on who was involved in the creation of the plan. Board Members explained details were still in the negotiation phase and encouraged Merrill Brimhall to talk to Christopher Thomas after the meeting.

#### **2.5 Discussion and Consideration of Resolution 23-03, Resolution of the Board Approving the Use of a Utah Cooperative Contract for Public Relations**

Board Member Silvestrini moved to approve Resolution 23-03 Approving the Use of a Utah Cooperative Contract for Public Relations and the recommended end user agreement. Board Member Armstrong seconded. Chair Dugan called for the vote. All Board Members voted yes. The motion passed unanimously.

**2.6 Board Member Comments**

Board Chair Dugan welcomed new Board Members.

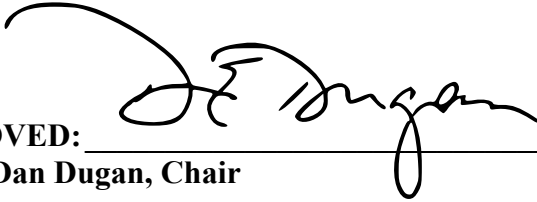
Board Members discussed the possibility of needing to change the meeting time/date for the March 27, 2023, meeting. Staff will be in contact with Board Members.

**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**

The meeting adjourned at 1:52 p.m.

APPROVED:  Date **4-6-23**  
Dan Dugan, Chair

**ATTEST:**

  
Emily Quinton, Secretary