

Cape & Vineyard Electric Cooperative, Inc.
Software Review Subcommittee
Open Session Meeting Minutes
Friday, February 14, 2014

The Software Review Subcommittee of the Cape & Vineyard Electric Cooperative, Inc. convened informally without a quorum on Thursday, August 22, 2013 at 9:44 a.m. in the Harborview Conference Room, Barnstable County Complex, 3195 Main Street, Barnstable MA 02630.

Present were:

Charles McLaughlin, V. President/Director, Barnstable
Charles Hanson, Clerk/Director, Brewster
Joseph Bayne, Director, Eastham (as of 10:08 am)

Absent:

E. Mark Zielinski, Treasurer/Director, Barnstable County

Staff:

Liz Argo, CVEC Special Projects Coordinator

Others Present:

Stephan Wollenburg, Executive Member/Director, Cape Light Compact
Paul Gromer, Peregrine
Pat Tietbohl, Accounting Management Solutions (AMS)
Zac Bloom, Competitive Energy Services (CES)

Peregrine started a presentation to those assembled by outlining their experience: Pat Tietbohl from AMS handles bookkeeping for many non-profits, Zac Bloom from CES handles all the NMC activity for UMass, Paul Gromer of Peregrine created and manages the Massachusetts Energy Insight database.

Peregrine then outlined their proposed solution for CVEC and the elements that would be involved in providing it, which breaks down into two aspects:

- a database for NMC and kWh management, reporting and reconciliation
- Quickbooks for financial activities and bookkeeping

The database will be created using MS SQL based software. Reporting will be handled by Tableau (data visualization software). Accounting will be handled by Quickbooks. The MS SQL data would be available as CSV for import into Excel, if needed.

The entire database aspect is a managed offer from Peregrine, and is included in the 1 year offer. Peregrine would handle retrieving the NSTAR data on a monthly basis.

The Quickbooks accounts, functionality and associated values & variables will be set up by AMS (Accounting Management Solutions) with CVEC staff trained for its use. After training, AMS would be available on a hired basis for consulting if needed as defined in their price proposal.

At 9:56 am a recess was taken to allow Joe Bayne to join the meeting.

With a quorum of the Software Subcommittee assembled, at 10:08 am the Software Subcommittee was officially convened in accordance with the Agenda posted.

No Public Comment

Peregrine Presentation

Zac Bloom from Peregrine resuming the ongoing presentation from Peregrine by describing the process he would provide for getting the kWh data needed from NSTAR. He touched on the need to see where the accounts stand as far as third party energy providers (ConEdison through Cape Light Compact) as the NMC can often be applied solely to the T&D portion of the bill (Transmission & Distribution). Zac Bloom would be responsible for determining the allocation and for contacting NSTAR when the NMC and relative kWh do not match the kWh according to the NSTAR meter. He, on behalf of the Peregrine service, would help get the mismatch resolved.

The Subcommittee inquired as to how Peregrine proposed to get the town's bills to see the NMC applied. It was noted that Massachusetts Energy Insight does not provide the detail needed. Peregrine responded that this would be a high level of activity and their service would include some spot checks only.

When asked about CVEC preparing for oversubscription possibilities due to Estimated Annual Outputs being conservative, Peregrine had no comment.

The Subcommittee inquired about the interface between Quickbooks and the database. Paul Gromer responded that the integration aspect needs to be developed but that he is confident he will be able to provide it efficiently and effectively. He asked for more data at this time and Liz Argo offered to send him and the other RFP responders the spreadsheets that she has developed at this time.

When noted that some of our data is uncertain as we await the results of the Broadway Electrical outcome and noted that the Broadway outcome will affect CVEC's ability to purchase services, Paul Gromer responded that he is used to an RFP process that allows the award and contract negotiations following the award.

At 10:30 am S. Wollenburg stepped out of the meeting.

At 11:09 am Peregrine completed their presentation.

WRPA Presentation

At 11:14 am Bob Patterson began his presentation on behalf of WRPA.

Mr. Patterson described Patterson's experience, commenting that WRPA currently manages 50MW of NMC with allocation to 50 different municipal accounts.

He commented on his experience with cash-out scenarios, describing the one experience with which he was familiar. In that incidence, so many NMC had accrued that National Grid decided to cash-out.

Mr. Patterson explained that he has an ongoing relationship with NSTAR which allows him to routinely get monthly spreadsheet data with the NMC broken down into kWh. He then walked the Subcommittee through the details of his proposed workbooks.

When asked if, or how, WRPA might provide a financial bookkeeping aspect of their service, Mr. Patterson responded that his son, Alex Patterson, could handle that aspect and he will have his son send an explanation of the interface and the coding for integration of the Patterson "workbooks" with a Quickbooks solution. When asked about cost, Mr. Patterson answered that he would provide both the information needed and the additional cost for financial bookkeeping software integration.

When asked if WRPA would handle the data input, Mr. Patterson informed the Subcommittee that population of the databases in the provided Patterson workbooks would need to be handled by CVEC. WRPA does not offer management or setup beyond installation of the Excel workbooks.

The Subcommittee asked further how CVEC would enter the data from the utility into the WRPA workbooks and he responded it would be entered manually via cut and paste from the spreadsheet that NSTAR might provide upon request (it was not clear who would ask for the NSTAR data on a monthly basis?).

It was not clear whether WRPA's workbooks would include an overview dashboard, or workbook, to see the multiple transactions in one view.

At 11:53 am S. Wollenburg returned to the meeting.

Mr. Patterson assured the Subcommittee that WRPA would work on filling out the Schedule Z's with CVEC. A conversation ensued relative to the third party energy providers (ConEdison through Cape Light Compact) and the NMC being applied to the T&D portion of the bill (Transmission & Distribution) in a 50/50 split.

The Subcommittee noted that better understanding of aspects of the NSTAR allocation of NMC needs to be gained in order to fill out the Schedule Z's without "stranding" NMCs without a kWh against which they can be applied.

At 12:40 WRPA concluded their presentation.

Energy Options

At 12:41 Energy Options began their presentation.

Present from Energy Options:

Meera Bhalotra Reynolds, Energy Options

Shaela McNulty Collins, Rich May

Douglas Stevenson, Energy Options

Mark Abrahams, CPA, The Abrahams Group

The Energy Options (EO) team described their associations and experiences via their presentation. Charlie McLaughlin noted that a waiver may be needed from Shaela McNulty Collins due to the work Rich May has done on behalf of the Cape Light Compact.

Doug Stevenson explained that the EO plan for managing the NMC data is through the use of Excel spreadsheets with macros.

In reviewing the proposed model, Mr. Stevenson mentioned that the NMC actually changes daily.

He went on to explain that the EO cost may be improved when a better understanding of their design needs is made apparent based on more information from CVEC.

Mr. Stevenson went on to describe Re-billing and Re-circulation. Re-billing is for correcting previous billing mistakes. Re-circulation occurs when an account is full and the NMC goes back to the host.

Remaining issues:

- How will EO get NSTAR data

- CVEC would need to implement Quickbooks independently
- How would CVEC prepare Schedule Zs

A conversation ensued pertaining to ACH (automatic check writing) and the Lockbox aspect of the CVEC contracts.

Energy Options Mark Abrahams mentioned that Water Districts may be restricted from taking NMC allocations based on their tariff regulations. L. Argo will look into getting any needed Net Metering Governmental Entity ID's from the DPU for the Water Districts in Barnstable.

At 2:15 pm Energy Options completed their presentation and left the meeting.

At 2:23 pm C. McLaughlin moved that the Subcommittee vote to go into Executive Session as posted in the Agenda on 2/12/14 at 10:08 am at <http://documents.cvecinc.org/agendas/2013/2013%2010%2017%20agenda.pdf> and on the exterior Public Meeting Notice Board at Superior Courthouse. *C. McLaughlin declared an open meeting may have a detrimental effect on CVEC's ability to conduct business in relation to other entities making, selling or distributing electric power and energy and will have a detrimental effect on CVEC's negotiating position as a public body and a detrimental effect on the bargaining or litigating position of the public body, pursuant to MGLA Chapter 30A § 21 (a) (10). He stated the Committee would not return this day to Open Session The motion was seconded by Joe Bayne. The Committee then voted by roll call vote as follows:*

Charles McLaughlin, Barnstable	Yes
Charles Hanson, Brewster	Yes
Joseph Bayne, Eastham	Yes

Motion carried in the affirmative.

List of Documents & Exhibits:

- Meeting Minutes