

**Virginia Energy Governmental Purchasing Association  
(VEPGA)**

County Manager's Conference Room  
Henrico County Administration Building  
4301 East Parham Road  
November 12, 2010  
9:30 A.M.

**Minutes**

*Present were board members Steve Sinclair, Fairfax County; Paul Proto, Henrico County; David Baker, Fredericksburg City Schools; Mike Barancewicz, Loudoun County Schools; Matt Groff, Prince William County; Wayne Lassiter, City of Richmond; John Morrill, Arlington County; Jim Morris, Virginia Beach Schools; Rick Raike, Hampton Roads Sanitation District; Tom Reinsel, Fairfax County Schools; Najib Salehi, Loudoun County; Dave Simmons, Gloucester County Schools; Jerry Spivey, City of Norfolk; and Mark Tschirhart, York County Schools.*

*Also present were VEPGA member representatives Bill Eger, City of Alexandria; Lori Herrick, City of Virginia Beach; John Lord, Loudoun County Schools; and Lisa Racey, Alexandria Sanitation Authority.*

*Also present were VEPGA counsel Louis Monacell and Cliona Robb with Christian & Barton, and Steve Craig and Joe Lerch with Virginia Municipal League.*

I. Call to Order

*Chairman Sinclair called the meeting to order at 9:30 a.m.*

II. Approval of Minutes of Previous Meetings (8/13/10) – Attachment A

*An amendment to the minutes offered by Mr. Salehi to note that he attended by via conference call*

*A motion to approve the minutes as amended was made and seconded. The motion passed unanimously.*

III. Additions to the Agenda

*There were no additions to the agenda.*

IV. Appointment of new board member – Attachment B

*Mr. Sinclair explained that the retirement of Mr. Bowers creates a vacancy on the board and that the VEPGA bylaws provide that the remaining members of the board may appoint a replacement to fill the unexpired term. Solicitations for nominations were made of the membership and nominations were received from Bill Eger, City of*

*Alexandria; Lori Herrick, City of Virginia Beach; and Mark Tschirhart, York County Public Schools.*

*Mr. Eger, Ms. Herrick and Mr. Tschirhart left the meeting while the board discussed their nominations and reentered when the board was ready to vote for the appointment.*

*Mr. Sinclair informed the nominees that it was a tough decision in that all three candidates were eminently qualified and would make great additions to the board. He expressed his intention to appoint the two candidates not appointed to the board to serve on the Energy Efficiency and Conservation Committee. By majority vote Mr. Tschirhart was appointed to serve the remainder of Mr. Bowers's term which expires in 2011. Mr. Eger and Ms. Herrick agreed to their appointment to the Energy Efficiency and Conservation Committee.*

#### V. Appointment of new Secretary/Treasurer – Attachment C

*Mr. Craig referred to his letter of resignation as Secretary/Treasurer of VEPGA noting that his duties at VML continue to expand, in particular with respect to the management of VML Insurance Programs. He said that with the addition of Mr. Lerch to the VML staff, the timing is right to handover that responsibility. Mr. Craig said that he will continue to provide support to Mr. Lerch as needed and that his office will continue to handle the accounting, billing and website maintenance. He noted that he has served as VEPGA's secretary/treasurer since its inception and that it has been a particularly rewarding experience both personally and professionally. Mr. Sinclair thanked Mr. Craig for his service as the Secretary/Treasurer and that he will be missed in that role. Other board members also thanked Mr. Craig. Mr. Sinclair noted that the bylaws require the board to elect a replacement for Mr. Craig and that he concurs with his recommendation to elect Mr. Lerch. Mr. Proto made a motion seconded by Mr. Morrill to appoint Mr. Lerch as Secretary Treasurer. The motion passed unanimously.*

#### VI. Energy Manager's Networking – Attachment D

*Ms. Herrick reported that a group of energy managers met at the governor's energy conference to discuss the creation of an energy manager's network. The result was the creation of an online "wiki" so that material and documents on a variety of topics can be posted for use and review by others. (A wiki is a website that allows the creation and editing of any number of interlinked web pages via a web browser using what's called a WYSIWYG text editor). She and Mr. Morrill explained that the topical areas will include items such as greenhouse gas inventories, municipal and community energy planning, and benchmarking. In regards to benchmarking board members discussed the new master account for Virginia localities in EPA's energy star portfolio manager. Mr. Herrick said the group will consider getting together one day per quarter to discuss energy conservation and other best-practice information. The board agreed to send an email notifying the VEPGA membership of the opportunities to network via the wiki group. Ms. Herrick agreed to draft the language for the email communication.*

#### V. Legal Update

A. Consideration of Matters Related to Negotiations with Virginia Power (*executive session*)

*The board came out of executive session and took a roll call vote to certify that (i) only business matters lawfully exempted from open meeting requirements under these chapters and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting of the public body.*

*Roll Call*

<i>Mr. Baker</i>	<i>Aye</i>
<i>Mr. Barancewicz</i>	<i>Aye</i>
<i>Mr. Groff</i>	<i>Aye</i>
<i>Mr. Lassiter</i>	<i>Aye</i>
<i>Mr. Morrill</i>	<i>Aye</i>
<i>Mr. Morris</i>	<i>Aye</i>
<i>Mr. Raike</i>	<i>Aye</i>
<i>Mr. Reinsel</i>	<i>Aye</i>
<i>Mr. Simmons</i>	<i>Aye</i>
<i>Mr. Sinclair</i>	<i>Aye</i>
<i>Mr. Spivey</i>	<i>Aye</i>
<i>Mr. Tchirhart</i>	<i>Aye</i>

B. Possible 2011 Energy Legislation – Attachment E

*Ms. Robb briefed the board on possible energy legislation for the upcoming General Assembly session.*

VI. Committee reports (if any)

VII. Financial Statements (9/30/10) – Attachment F

*Mr. Lerch gave a brief report on the current financial position of VEPGA.*

VIII. Next Meeting Date(s)

*The following dates were approved for quarterly meetings of the board in 2011: February 18, May 6, August 12, and November 18. The annual meeting was set for May 6 to coincide with the board meeting on that day.*

Adjournment

Respectfully submitted,

Joe Lerch  
Secretary