

## CCPUSA MINUTES

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A meeting of the Board of Directors of the Cayuga County Public Utility Services Agency (“CCPUSA”) was held on Tuesday January 12, 2016; in the Fifth Floor Conference Room of the Cayuga County Office Building, 160 Genesee Street, Auburn, NY, 13021, at 9:00 am. The following individuals were in attendance:

**BOARD MEMBERS:** Tim Lattimore, Chair; John Montone, Vice Chair; Paul Pinckney, Secretary/Treasurer; Matt McArdle; Cal Scheckler; Jim Young; Denny Zach

**EXCUSED:**

**STAFF:** Stephen Lynch, Director, CC Planning and Economic Development  
Suzanne Gauthier, Administrative Assistant, CC Planning & ED  
Jim Orman, County Treasurer  
John Zepko, Planner CC Planning & ED  
Michele Anthony, County Auditor

**OTHERS:** Gary Knapp, Fiscal Development LLC

Chairman Lattimore **called** the meeting to order at 9:07 a.m.

**MINUTES TO APPROVE:**

Minutes for November 10, 2015: Motion to Approve by John Montone; 2<sup>nd</sup> by Cal Scheckler; Approved Unanimously by full board.

Minutes for December 8, 2015: Motion to Approve by John Montone; 2<sup>nd</sup> by Cal Scheckler; Approved Unanimously by full board.

**NEW BUSINESS:**

No New Business on the Agenda

**UNFINISHED BUSINESS:**

**Professional Legal Services**

The CCPUSA Board generally discussed the proposed contract for professional services with Energy Services Law Firm: Duncan, Weinberg, Genzer & Permbroke, P.C. of Washington, D.C. (Law Firm), including a discussion that such services would be needed in relation to the following CCPUSA efforts:

- Positioning CCPUSA to participate in Project Marinara at the County Industrial Park;
- Preparing a Petition to the NYS Public Service Commission (PSC) related to activities similar to developing a community net metering program and a community choice aggregation program.

**Motion made by Jim Young:** Authorizing the CCPUSA Chair execute a contract for limited professional legal services, via a retainer to the Law Firm, and to execute a payment to the Law Firm, in the amount of \$5,000.00, subsequent to the draw down and availability of a portion of the budgeted County FY2016 CCPUSA funds.

**Motion 2<sup>nd</sup> by Denny Zach.**

**Board Discussion:** The Board generally discussed the intent to initially utilize the professional legal services of the Law Firm to draft and submit the Petition, on behalf of CCPUSA, to the NYS PSC and not to exceed \$5,000 for this preliminary task. The Board indicated that it preferred to have CCPUSA Vice-Chair John Montone act as the Board's representative and liason with the Law Firm in securing and overseeing this first stage of professional services and to keep the Board Members informed on the contract and subsequent work.

**Motion Approved Unanimously by Full CCPUSA Board; Motion Carried.**

**Governor's Upstate Revitalization Initiative (URI) Discussion**

The CCPUSA Board discussed the URI and will be seeking clarification on the mechanism under which individual projects incorporated into the overall CNYREDC URI Proposal would be funded and how the funds would flow. The Board also discussed the need to clarify if other projects could receive URI funding and support based on the merits of any particular project going forward.

- Board requests staff reach out to Andrew Fish, Executive Director of CEDA and the Chamber of Commerce, and member of the CNYREDC, asking Mr. Fish to attend the next (February 9) CCPUSA Board Meeting to clarify these questions for the Board.

**Briefings by Mr. Gary Knapp, Fiscal Development LLC:**

**US Department of Energy \$70MM Funding Allocation for Innovation Institute on Smart Manufacturing:**

Mr. Knapp circulated a handout outlining a pending federal program that will provide up to \$70MM in funding for the next Clean Energy Manufacturing Innovation Institute, which will focus on smart manufacturing, including the opportunity for the Institute to demonstrate certain technologies in manufacturing processes with a goal of increasing energy efficiency by at least 15% and energy productivity by at least 50%. Mr. Knapp also circulated a handout outlining a project proposal under the title: "Milltown-2050™ Sustainable Smart Town Enterprise Project – Industry 4.0 Platform Praktikum™" for the Board's information and review. Mr. Knapp characterized the discussion as a courtesy briefing for the CCPUSA Board, indicating that a follow up meeting with former US Congressman James Walsh and Mr. Knapp, Lattimore and Montone, is scheduled for January 22<sup>nd</sup>, where the opportunity to develop the project proposal under this federal funding allocation will be discussed.

**NYSERDA PON 3172:**

Mr. Knapp informed the Board about a new NYSERDA Program Opportunity Notice (PON 3172) associated with competitive Greenhouse Gas Reduction strategies. Mr. Knapp requested he be

placed on the February CCPUSA Agenda with the opportunity to present to the board a proposal for joint application to PON 3172 by CCPUSA and OnForce Solar. Board members asked for clarification of who would be the lead applicant and other details related to the proposal to apply for funding. Mr. Knapp reiterated the overall intent in general terms and indicated that these and other aspects of the PON Application are intended to be part of a more in-depth February presentation by Mr. Knapp and subsequent discussion with the Board.

### **Other Unfinished Business:**

#### Energy Assistance to Hammond & Irving Manufacturer

The Board discussed local manufacturer Hammond & Irving and the company's critical need to secure energy (electricity) at lower rates in order to remain competitive and retain jobs. H&I options regarding energy conservation and a recent request for Recharge NY designation were discussed. The CCPUSA Board discussed the possibility of CCPUSA approaching the New York Power Authority to request an allocation of low-cost Preference Power to CCPUSA for subsequent allocation and sale to H&I. In order to proceed with this option, a request for CCPUSA assistance would need to be transmitted from H&I to CCPUSA.

#### Energy Assistance to Cayuga Community College

Recently, Mr. Lattimore, Mr. Montone, and Mr. Knapp met with administration representatives at Cayuga Community College, including CCC President Brian Durant, to present energy development opportunities that the Community College may have at the Fulton Campus, associated with the development and deployment of large scale solar arrays at the 45-acre CCC Fulton Campus (owned in trust for the college by Cayuga County). This opportunity was presented to the College administrators for consideration in light of the potential revenue such a project may provide to the college within the context of current CCC fiscal constraints.

#### CCPUSA coordination with County Purchase of Electricity and Gas

The CCPUSA Board discussed the recent (December) county solicitation of electric and gas commodity bids, and the subsequent legislature vote to authorize award of commodity contracts, without the benefit of coordination, technical assistance or recommendations from the CCPUSA Board. The Board also inquired as to the County's participation in the Demand Response Program. The Board asked that Mr. Lattimore, Pinckney, and Mr. Montone schedule a briefing with Legislature Chair Keith Batman, County Administrator Suzanne Sinclair, County Purchasing Agent Kim Taggerty and Buildings and Grounds Superintendent Gary Duckett. The purpose of the briefing would be to outline the technical capacity and energy markets background of the CCPUSA Board as a whole and the productive and cost-saving role the agency could play in assisting the County in its approach to purchasing energy. The Board asked that it be briefed on the outcome of this meeting at the February CCPUSA Board meeting.

#### NYSERDA Cleaner-Greener-Community<sup>2</sup> Grant Program

Planning Director Steve Lynch reported that NYSERDA staff has expressed an intent to expand the eligibility requirements for the grant program to make it possible for County Governments to

be eligible to apply for the grant program - as opposed to the current eligibility requirements that essentially limits application to City, Town and Village government units.

In advance of release of the pending eligibility requirements, Mr. Lynch has directed staff Planner John Zepko to set up a working meeting with Mr. Knapp to establish a project budget and narrative/deliverables that will be competitively aligned with the NYSERDA guidelines for the grant program.

Mr. Lynch also outlined the local programs and initiatives the County would need to deploy and document in order to be competitively eligible for the CGC2 Grant Program, including but not limited to: (1) Adopting a Clean Vehicle Fleet Policy; (2) Adopting PACE Financing Options under the NYS Energy Finance Corporation; and (3) Adopting the NYSERDA Unified Permits for Solar Installation and Electric Vehicle Fueling Station Installations on County-owned properties.

Regular CCPUSA Committee Reports to County Legislature

Mr. Pinckney recommended that the Board adopt a practice of having the CCPUSA Chair (or other Board Member) make regular, monthly committee reports at County Legislature Meetings to update the Legislature on the initiatives being pursued and Board actions to advance energy initiatives for the benefit of the County, its businesses and residents. In addition to the monthly updates, Mr. Pinckney recommended that a Board representative make a more formal presentation to the full legislature at a monthly legislature meeting. There was board consensus that these actions be taken.

**ADJOURNMENT:**

There being no other Unfinished or Other Business to discuss, Chairman Lattimore called for a motion to adjourn until the February 9, 2016 meeting:

**Motion made by John Montone; 2<sup>nd</sup> to the Motion by Cal Scheckler. All members present voted in favor of the motion; Passed and Meeting Adjourned at 10:41 AM.**

- **Please note that the CCPUSA Board will continue the practice of meeting on the second Tuesday of each month at 9:00 AM unless a particular meeting is re-scheduled.**
- **The next regularly scheduled CCPUSA meeting will be the held on Tuesday February 9, 2016 at the Cayuga County Office Building, 5th Floor Conference Room, at 9 a.m.**

Respectfully submitted,  
Suzanne Gauthier, Administrative Assistant  
Cayuga County Department of Planning and Economic Development

**Motioned by Paul Pinckney to approve the minutes of January 12, 2016, 2<sup>nd</sup> by John Montone. All members present voted in favor, passed. – February 9, 2016**

## CCPUSA MINUTES

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**A meeting of the Board of Directors of the Cayuga County Public Utility Services Agency (“CCPUSA”) was held on Tuesday February 9, 2016; in the Fifth Floor Conference Room of the Cayuga County Office Building, 160 Genesee Street, Auburn, NY, 13021, at 9:00 am. The following individuals were in attendance:**

**BOARD MEMBERS:** Tim Lattimore, Chair; John Montone, Vice Chair; Paul Pinckney, Secretary/Treasurer; Jim Young; Denny Zach

**EXCUSED:** Cal Scheckler, Matt McArdle

**STAFF:** Stephen Lynch, Director, CC Planning and Economic Development  
Suzanne Gauthier, Administrative Assistant, CC Planning & ED  
John Zepko, Planner CC Planning & ED  
Michele Anthony, County Auditor

**OTHERS:** Andrew Fish, Cayuga Economic Development Agency  
Bruce Sherman, Cayuga Economic Development Agency

Chairman Lattimore called the meeting to order at 9:03 a.m.

### **MINUTES TO APPROVE:**

Minutes for January 12, 2016: Motion to approve by Paul Pinckney; 2<sup>nd</sup> by John Montone, All members present voted in favor, passed.

### **UNFINISHED BUSINESS:**

#### **Cleaner Greener Communities Program – Required Steps for application**

John Zepko has begun the the application process and opened up a project number. Staff has met with Mr. Knapp to establish a project budget and narrative/deliverables that will be competitively aligned with the NYSERDA guidelines for the grant program. Mr. Lynch also outlined the required steps the County will need to complete to be eligible to apply for this funding. Four out of six items will need to be completed to proceed with an application. Staff is still waiting on confirmation from NYSERDA whether other items will be added to allow for more County eligibility in the program. Two of the required steps can be furthered along with support form the legislature.

- County to adopt a Vehicle Fleet Efficiency Policy – Examples of such policies have been forwarded to Government Operations for review and consideration.
- Enable Property Assessed Clean Energy (PACE)- Financing within the jurisdiction of the proposing local government. The City of Auburn has begun the process for the City; yet currently in review. Board is interested in having a County employer interested in stating the how PACE financing would benefit their business.

### **Professional Legal Services**

Staff has begun the process to requisition the funds allocated in the 2016 budget for the retainer for the professional energy services agreement with Duncan, Weinberg, Genzer & Permbroke, P.C. of Washington, D.C. (Law Firm).

### **NEW BUSINESS:**

Paul Picnkney asked for staff to prepare a short update on CCPUSA efforts to bring to Planning Committee on a monthly basis to keep the legislators current on CCPUSA projects.

### **Project Marinara – Andrew Fish, CEDA**

CEDA is moving forward with Project Marinara, a closed environment agricultural project needing between 35 and 75 acres for a large under glass greenhouse project. CEDA is currently negotiating for land in close proximity to the CCIDA site and putting together a project development agreement with all involved parties including CCIDA and CCPUSA. This project will include the building of a 20 MW combined heat and power plant to accommodate the plant's projected energy usage. The project would be looking to partner with CCPUSA to wheel the excess energy to the CCIDA park, neighboring businesses and potential net metering projects. CEDA has discussed with COGEN the preliminary feasibilities which have already been completed for a CHP plant. This project is projected to move forward in about one and half year as the permitting process takes place. Discussion continued on the process for net metering, the proposed amount of excess power, the establishment of base rate calculations and the processes to distribute the excess power. The final size of the greenhouse will determine the specific energy needed to run the plant and the availability of excess energy. The board discussed CCPUSA's capacity to assist local industry economic development projects in their energy costs.

Lattimore stated Audrey Zibelman from the Public Service Commission presented at NYSAC with an overview of the Governor's Reforming the Energy Vision (REV) program.

### **Governor's Upstate Revitalization Initiative (URI) Process Update**

Andrew updated the board on the process of carrying out the URI projects and awards. The Regional Council has put together the investment areas and key signature strategies for the Central NY region. The council is waiting for feedback on how NYS will implement the URI program. Andrew gave an overview of amount of funding awarded to certain projects and remaining funding available for future projects, specifically within the key strategy areas.

Lattimore asked if any funding is available in the URI for administration of program. Andrew explained funding would be available for specific training and education of workforce development; yet not for staff services. Steve inquired whether certain infrastructure costs necessary for projects development would be eligible for funding projects. The board discussed rail and other infrastructure development proposals as well as broadband issues within the County. The board continued discussion on the potential development of agricultural business education and production programs at the college.

**Gas and Electric Bids/Billings**

Lattimore inquired about the status of the gas and electric billings. Michele stated the bids were completed in December. The Energy Curtailment Program has been awarded to a vendor; yet currently is on hold and needs to move forward. A group will be meeting later in the day to discuss the County utility costs, procedures and programs.

**Board approval of travel expenses**

Motioned by Jim Young, to pay the expenses for travel expenses to Syracuse for Tim Lattimore and John Montone to attend a meeting with James Walsh and others to discuss potential energy programs at the college and IGAT, 2<sup>nd</sup> by John Montone. All members present voted in favor, passed.

**County Digester**

Board briefly discussed the progress of the CH4 digester lease.

**NEW BUSINESS:**

**NYSERDA Webinar**

Steve announced NYSERDA will be hosting a webinar on March 3<sup>rd</sup> regarding the Upcoming NY Prize and NY Green Bank.

**ADJOURNMENT:**

Paul Pinckney motioned to adjourn the meeting at 10:18 a.m, seconded by Jim Young. All members present voted in favor of the motion; passed.

- **The next regularly scheduled CCPUSA meeting will be the held on Tuesday March 8, 2016 at the Cayuga County Office Building, 5th Floor Conference Room, at 9 a.m.**

Respectfully submitted,  
Suzanne Gauthier, Administrative Assistant  
Cayuga County Department of Planning and Economic Development

**Motioned by Paul Pinckney to approve the minutes of February 9, 2016, 2<sup>nd</sup> by John Montone. All members present voted in favor, passed. – March 8, 2016**

CCPUSA MINUTES

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**A meeting of the Board of Directors of the Cayuga County Public Utility Services Agency (“CCPUSA”) was held on Tuesday March 8, 2016; in the Fifth Floor Conference Room of the Cayuga County Office Building, 160 Genesee Street, Auburn, NY, 13021, at 9:00 am. The following individuals were in attendance:**

**BOARD MEMBERS:** Tim Lattimore, Chair, John Montone, Vice Chair, Paul Pinckney, Secretary/Treasurer, Jim Young, Denny Zach, Cal Sheckler

**EXCUSED:** Matt McArdle

**STAFF:** Stephen Lynch, Director, CC Planning and Economic Development  
Suzanne Gauthier, Administrative Assistant, CC Planning & ED  
John Zepko, Planner CC Planning & ED  
Michele Anthony, County Auditor  
Jim Orman, County Treasurer

**OTHERS:** Maureen Reister, Business Development Specialist, CEDA  
Gary Knapp, Fiscal Development LLC

Chairman Lattimore called the meeting to order at 9:03 a.m.

Chairman Lattimore welcomed Maureen Reister. Maureen gave the board an update of the past year’s solar residential installations.

**MINUTES TO APPROVE:**

Minutes for February 9, 2016: Motion to approve by Paul Pinckney; 2<sup>nd</sup> by John Montone, All members present voted in favor, passed.

**NEW BUSINESS:**

Steve updated the board on the upcoming energy conferences:

- CNYRPDB – Solar Community Forum- March 18<sup>th</sup>
- Twelfth Annual Symposium of Energy: Friday April 8, 2016

**UNFINISHED BUSINESS:**

- County Vehicle Fleet Policy

Michele Anthony updated the board on the progress of the development of a County Vehicle Fleet Policy. The County is currently looking at the option to lease County Fleet vehicles as opposed to buying vehicles. Due to the increased cost of leasing, the Fleet Committee, composed of Michele, Highway personnel and the County Administrator, will be recommending that the County use in-house staff to monitor the vehicles purchases and to rotate our vehicles more frequently. Newer vehicles would need less maintenance and newer vehicle are more fuel efficient. The committee was given a copy of the 2012 Vehicle Fleet Analysis.

Steve Lynch distributed a copy of the Dobbs County Clean Vehicle policy, which was previously circulated to Government Operations Committee last November for review. Many of the items in the policy could be used in the

development of a Cayuga County Clean Vehicle policy as one of the requirements to be eligible for the Cleaner Greener Communities application.

The board discussed whether alternate vehicles are being considered for the County fleet. Michele stated one CNG vehicle is currently in the fleet. Having fueling station available have been one of the blocks to acquiring more CNG vehicles. Grant opportunities may exist for the development of fueling stations within the County.

- County Gas/Electric bid update

Michele reminded the board that the current County energy bid is good through the end of the year. The County is looking at Municipal Electric & Gas Alliance (MEGA) to prepare the bid for the next quote process. CCPUSA board members are interested in reviewing the development and distribution of a new energy bid.

John stated the Public Service Commission has issued on new ruling on the Energy Escos operating in the State. The Esco will need to show a true savings to their customers in order to continue to do business in New York State and a portion of the energy portfolio will need to be provided by green energy sources. Tim asked what the savings have been with the reduced energy costs for 2016. Michele will review the 2016 energy bills.

- Professional Legal Services

John Monotne stated that the retainer for the professional energy services agreement with Duncan, Weinberg, Genzer & Permbroke, P.C. of Washington, D.C. (Law Firm) has been sent and Genzer is waiting for a summary of the objections of the petition to proceed. An initial invoice was received from the firm. Lattimore stated the legal services will be needed to resolve any interconnect issues which may arise with the solar projects.

- Energy Sustainability Plan

Gary Knapp reviewed his discussions with Cayuga Community College and the SUNY ESF with the emphasis on energy sustainability. The lower gas prices have affected the viability and cost of new renewable energy production. To align with the Governor's REV plan and with CCPUSA's unique opportunity to respond to these industry changes, discussions revolved around a collaboration with the IGAT, Cayuga Community College and SUNY ESF to expand the IGAT campus as a host site for SUNY Center for Sustainability and Renewable Energy Applied Research facility. A REV plan demonstration application applicable to educational institutions will be due in April. The board further discussed if other neighboring colleges would also be interested in this program and what would be CCPUSA's role in this demonstration project.

Knapp summarized past discussions with potential partners and future projected timelines for solar and renewable energy projects, funding opportunities and how these projects relate to the City/County's Sustainability Plan. The board reviewed the proposed Pilot demonstration program and the preparation of the PSC petition.

#### **NEW BUSINESS:**

- On-farm digesters update – Jim Young

Jim reported that the costs versus the benefit of building on-farm digesters, including how the incentives from federal government has prevented few new on-farm digesters to be built. Jim will be attending a seminar in Vermont and will report back on how on-farm digesters are being utilized in that state.

**ADJOURNMENT:**

Paul Pinckney motioned to adjourn the meeting at 10:18 a.m, seconded by Jim Young. All members present voted in favor of the motion; passed.

- **The next regularly scheduled CCPUSA meeting will be held on Tuesday April 12, 2016 at the Cayuga County Office Building, 5th Floor Conference Room, at 9 a.m.**

Respectfully submitted,  
Suzanne Gauthier, Administrative Assistant  
Cayuga County Department of Planning and Economic Development

**Motioned by John Montone to approve the minutes of March 8, 2016, 2<sup>nd</sup> by Cal Sheckler. All members present voted in favor, passed. – June 14, 2016**

## CCPUSA MINUTES

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**A meeting of the Board of Directors of the Cayuga County Public Utility Services Agency (“CCPUSA”) was held on Tuesday April 12, 2016; in the Fifth Floor Conference Room of the Cayuga County Office Building, 160 Genesee Street, Auburn, NY, 13021, at 9:00 am. The following individuals were in attendance:**

**BOARD MEMBERS:** Tim Lattimore, Chair, John Montone, Vice Chair, Jim Young, Denny Zach, Cal Sheckler

**EXCUSED:** Matt McArdle, Paul Pinckney

**STAFF:** Suzanne Gauthier, Administrative Assistant, CC Planning & ED  
John Zepko, Planner CC Planning & ED  
Michele Anthony, County Auditor  
Jim Orman, County Treasurer

**OTHERS:** Gary Knapp, Fiscal Development LLC

Chairman Lattimore called the meeting to order at 9:03 a.m.

### **MINUTES TO APPROVE:**

Minutes for March 8, 2016 will be presented at the May 2016 meeting.

### **TREASURERS’S REPORT**

Suzanne Gauthier distributed and reviewed the revenue and expenses for 2016. The board briefly discussed the process to acquire the County funding allocation.

### **Board approval of travel expenses**

Motioned by Cal Sheckler, to reimburse the expenses for travel expenses to Syracuse for Tim Lattimore and John Montone to attend the Solar Conference held by the Central New York Regional Planning and Development Board on March 18<sup>th</sup>, 2<sup>nd</sup> by Denny Zach. All members present voted in favor, passed.

### **CONFERENCE UPDATES:**

- CNYRPDB – Solar Community Forum- March 18<sup>th</sup>

Tim and John updated the board on the solar forum. NYS Public Service Commission has issued new rulings to ease the establishment of interconnections: less time periods needed and increased the allowable size of distributed generation projects from 2 MW per unit up to 5 MW for each site. Many of the communities are encountering road blocks from the utilities in completing their solar projects. Federal production tax credits have been extended to 2019. Discussion continued on how CCPUSA would be able to assist Cayuga County municipalities with solar projects.

- Twelfth Annual Symposium of Energy: Friday April 8, 2016

John stated the conference speakers promoted general energy programs focusing on green energy, nuclear engineer spoke on new storage options opposed to battery storage. The conference attendees reviewed problems associated with projects.

#### **UNFINISHED BUSINESS:**

- CCPUSA Community Energy Systems Assets – Gary Knapp, Fiscal Development, LLC

Gary Knapp reviewed with the board Smart Energy Infrastructure Corridor Plan and discussed how CCPUSA's efforts fit with the provisions of the Governor's REV program. Gary described the new regulations approved by the NYS Public Service Commission to increase solar power installations throughout the State. Gary summarized the elements which will be included in the petition.

- Cleaner Greener Communities Application

A discussion regarding the recent funding changes announced to NYSERDA PON 3106 to the Cleaner Greener Communities Category 2. NYSERDA is currently developing a new solicitation to replace Category 2. The board discussed the County's eligibility status for a Cleaner Greener application and whether further project funding opportunities should be researched to move CCPUSA's projects forward. Board also discussed whether a CFA application should be submitted for a possible carve out for a large energy project within the URI plan.

- Union Springs and Wells College Interest in Solar Installation Projects

Denny Zach stated he has spoken with the Mayor of Union Springs and Marian Brown of Wells College, both entities are interested in expanding the solar projects for their community.

Discussion continued on the solarized programs available from CNYRPDB and CCPUSA's role to be a power company within the region. Discussed the potential road blocks in moving renewable energy projects forward.

- Public Service Commission Petition Update – John Montone

John explained that Jeff Genzer has provided a draft of the petition for a demonstration project. Montone requested that a large scale renewable energy project be added to the draft petition. The petition will be submitted to the board, prior to submission.

- CCDIA Industrial site projects

Board reviewed the new construction projects at the CCIDA site and CCPUSA's potential role and assistance.

- Fleet Vehicle Management Update – Michele Anthony

Michele reported the committee is recommending to change out vehicles more frequently to get better fuel consumption. In regards to the CNG highway truck, Michele stated the highway department has had difficulty in getting a suitable fueling station; as such the vehicle is not being used to its capacity. The board reviewed the possibility of NYSERDA assistance with the development of a fueling station.

- Utility Bid – Michele Anthony

Michele stated the Municipal Electric & Gas Alliance (MEGA) built an energy bid and have provided a plan for the County as an Esco.

**NEW BUSINESS:**

Denny asked that a public relations article be prepared and a website be developed for CCPUSA.

**ADJOURNMENT:**

John Montone motioned to adjourn the meeting at 10:27 a.m., seconded by Jim Young. All members present voted in favor of the motion; passed.

- **The next regularly scheduled CCPUSA meeting will be the held on Tuesday May 10, 2016 at the Cayuga County Office Building, 5th Floor Conference Room, at 9 a.m.**

Respectfully submitted,  
Suzanne Gauthier, Administrative Assistant  
Cayuga County Department of Planning and Economic Development

**Motioned by John Montone to approve the minutes of April 12, 2016, 2<sup>nd</sup> by Cal Sheckler. All members present voted in favor, passed. – June 14, 2016**

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CCPUSA MINUTES

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**A meeting of the Board of Directors of the Cayuga County Public Utility Services Agency (“CCPUSA”) was held on Tuesday May 10, 2016; in the Fifth Floor Conference Room of the Cayuga County Office Building, 160 Genesee Street, Auburn, NY, 13021, at 9:00 am. The following individuals were in attendance:**

**BOARD MEMBERS:** Tim Lattimore, Chair, John Montone, Vice Chair, Denny Zach, Paul Pinckney

**EXCUSED:** Matt McArdle, Jim Young, Cal Sheckler

**STAFF:** Suzanne Gauthier, Administrative Assistant, CC Planning & ED  
Michele Anthony, County Auditor  
Jim Orman, County Treasurer

**OTHERS:** Mayor Bud Shattuck, Village of Union Springs  
John Moynihan & Carissa Petras  
COGEN Power Technologies (NY Prize Presentation)  
Tim Peter, CHA Engineers (NY Prize Presentation)  
Jim Hastings –NYSERDA –Teleconferenced in.  
Suzanne Sinclair, County Administrator  
Joseph DeForrest, County Legislature

Chairman Lattimore called the meeting to order at 9:07 a.m.

**MINUTES TO APPROVE:**

Minutes for March 8, 2016 and April 12 will be presented at the June 2016 meeting.

**NEW BUSINESS:**

Tim introduced Bud Shattuck, Union Springs Mayor. Mr Shattuck had come to CCPUSA to learn about what possible solar programs may be available for his village. The board presented an overview of CCPUSA and the available municipal solar programs within the region. CNYRPDB has developed a municipal solar procurement program. The preliminary analysis was completed and the solar developers/installers will provide the best price to the collective solar projects. The group explained to Mr. Shattuck what initial information would be needed to start the process of evaluating solar within his community. Board overviewed the CNYRPDB program and discussed CCPUSA’s role in the solar projects.

**UNFINISHED BUSINESS:**

**UPDATE:**

- Presentation and discussion – NY Prize Phase 1 & 2 – John Moynihan, COGEN

COGEN had been selected for a Phase 1 Microgrid Feasibility Study which would include a cluster of customers in and around the CCIDA Industrial Park. John described what NYSERDA is envisioning for Phase 2; along with the timelines for the projects. Eighty-three projects were awarded in the Phase 1 Stage, with many of those are anticipated to apply for Phase 2. Applications are due the end of October with awards to be announced at the end of the year. If selected COGEN would use about a year of estimating and design as well as to come up with the required 10% match. NYSERDA Stage 3 applications will be due around June 2018 with a 18-24 month construction phase. Jim Hastings further described the Phase 2 process. NYSERDA is preparing to fund about 8 projects through Phase 2.

With the project having different public entities involved, discussion followed on the public procurement policies which will need to be reviewed to determine whether the municipalities need to go back out to bid if awarded Phase 2. John described

the project highlights aligning with the objectives of the NY Prize program. COGEN reviewed their Design/Build/Operate team and if selected for Phase 2 COGEN would be able to further evaluate the best possible plans for a successful microgrid project.

NYSERDA is looking to identify clean, efficient, resilient and reliable energy projects at the conceptual level. John reviewed the financial advantages, community benefits during an outage, environmental benefits and what barriers currently exist for the development of microgrids within the State. The proposed CHP Plant configuration was presented, along with the budget predictability and energy analysis for the proposed plant. To achieve a positive economic performance of a microgrids project is currently a hurdle to overcome with the multiple customers in the proposed grid.

Extra power would be available in the proposed design which would need to be sold to other customers to assist in the overall economic platform of the project. By stressing to use this project as a PILOT project for future State microgrids, should increase the probability of becoming a viable project. Continued discussions on the net metering process with focus on using CCPUSA as a broker for the power. The savings analysis was presented and how COGEN selected the specific turbines and equipment for the project, along with the estimated project costs to provide the best case scenarios for a economically feasible project. The board discussed the cost share requirements, financing options for the project and continued discussion on the procurement procedures. The group discussed the ranking/ratings process of the projects for the NYSERDA awards. COGEN recapped on the items which will need to be addressed to be able to meet the October deadline.

- **Public Service Commission (PSC) Petition Update**

Steve reviewed the current legal bills for the preparation of the PSC petition. The board discussed the current invoices and the status of the draft petition. CCPUSA will need to request another drawdown from the County's CCPUSA line item to continue to pay the petition invoices. The board further discussed the additional legal opinions necessary to continue CCPUSA project developments. Genzer has provided a draft petition for review. Staff will prepare an update for the Planning and Economic Development to review the status of the Community Choice Aggregation PILOT project. The members present agreed to further request the additional draw to pay the invoices.

**ADJOURNMENT:**

Paul Pinckney motioned to adjourn the meeting at 11:40 a.m., seconded by John Montone. All members present voted in favor of the motion; passed.

- **The next regularly scheduled CCPUSA meeting will be held on Tuesday June 14, 2016 at the Cayuga County Office Building, 5th Floor Conference Room, at 9 a.m.**

Respectfully submitted,  
Suzanne Gauthier, Administrative Assistant  
Cayuga County Department of Planning and Economic Development

**Motioned by John Montone to approve the minutes of May 10, 2016, 2<sup>nd</sup> by Cal Sheckler. All members present voted in favor, passed. – June 14, 2016**

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CCPUSA MINUTES

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**A meeting of the Board of Directors of the Cayuga County Public Utility Services Agency (“CCPUSA”) was held on Tuesday June 14, 2016; in the Fifth Floor Conference Room of the Cayuga County Office Building, 160 Genesee Street, Auburn, NY, 13021, at 9:00 am. The following individuals were in attendance:**

**BOARD MEMBERS:** Tim Lattimore, Chair, John Montone, Vice Chair, Denny Zach, Cal Sheckler

**EXCUSED:** Matt McArdle, Jim Young, Paul Pinckney

**STAFF:** Suzanne Gauthier, Administrative Assistant, CC Planning & ED  
Michele Anthony, County Auditor  
Jim Orman, County Treasurer

**OTHERS:** Maureen Riester, Business Development Specialist,  
Cayuga Economic Development Agency (CEDA)

Chairman Lattimore called the meeting to order at 9:03 a.m.

Tim introduced Maureen Riester from CEDA. Maureen Riester updated the board on the Central New York Regional Planning and Development Board (CNYRPDB) projects and other energy related economic development projects which will have strong energy components.

**MINUTES TO APPROVE:**

John Montone motioned to approve the minutes of March 8<sup>th</sup>, April 12<sup>th</sup>, and May 10<sup>th</sup>, 2<sup>nd</sup> by Denny Zach. All members present voted in favor of the motion; passed.

**UNFINISHED BUSINESS:**

- CCPUSA Community Choice Aggregation (CCA) Proposal, PILOT Demonstration Project Public Service Commission (PSC) Petition Update

The board discussed what will happen if and when the PSC affirms the pending petition: what the program is, how it will be rolled out, and how the program will be communicated to the Legislature and the community. John M. reviewed the presented redlined copy of the petition and mentioned some of the items which are to be included. John stated CCPUSA as an entity of the County Government, with the local law in place, will be promoting alternative energy projects and will include funding asks for the projects. The awarded NYSERDA funding would come through the Department of State, which has previously recommended for CCPUSA to present the petition.

CCPUSA's ask within the petition will have a funding component to provide for the development of a PILOT demonstration project to further undertake provisions of the Governor's REV program. John further explained the PSC acknowledges that certain provisions under NYS General Municipal Law and Public Service Commission laws provide municipalities the necessary authority to establish a CCA program, which then would allow local governments to be able to procure low cost energy supply services with an Opt-Out basis for their residents. John explained CCPUSA's pricing goals within the petition. Prices offered would have to be lower than other non-energy providers (current ESCOs) or will be fixed for a specific timeframe. 100% Green Power would be a potential option for residents through the CCA.

CCPUSA will need to develop their strategy to communicate the CCA program to the County Legislature, the individual municipalities and the general public which be affected by this change. Within 60 days of a CCA award, CCPUSA will need to present and educate the program to all the municipalities in the County to allow the municipalities to be able to

make an informed decision on whether to accept this program for their residents. Initially, upon the municipalities approving the CCA program, the NYSEG customers in those municipalities will have 60 days to opt out of the CCA Program and stay with NYSEG. Upon approval of the petition, CCPUSA will need to request from NYSEG a listing of their customers which are currently being provided electricity from NYSEG. The redline draft should be ready to be forwarded to the PSC for their September meeting.

Discussion continued on proposed methods to prepare informational and marketing materials for the programs. A website should be developed to provide details on what CCPUSA is, when was it established, benefits to the County and its residents, a list of Frequently Asked Questions (FAQ), along with explanation of the intent of the CCA petition and a summary of projects and goals. Maureen Riester's suggested to prepare CCPUSA marketing pieces, brochures, websites, etc., prior to the legislative and community educational presentations.

### **OTHER ITEMS**

- Petition Invoices

The board reviewed the current invoices for the PSC petition and potential futures expenses.

Motioned by Denny Zach, 2nd by the John Montone to pay \$7,237.50 in petition invoices for Genzer. All members present voted in favor of the motion; passed.

Motioned by Denny Zach, 2<sup>nd</sup> by Cal Sheckler to request another \$5,000.00 drawdown for petition expenses and to have funds available to design a CCPUSA informational website. All members present voted in favor of the motion; passed.

- County Energy Audits

Three energy audits responses from the County RFP have been submitted. Members of CCPUSA are interested in reviewing the audits along with the other County interested reviewers.

- CNYRPDB Solar Initiatives

Denny suggested the board meet with CNYRPDB representatives on the progress and future options for the solar programs and opportunities within the region.

- City of Auburn – Landfill Gas Energy Project

Board decided to further discuss this project and at a later date.

### **UNFINISHED BUSINESS**

- CCPUSA Funding/ Banking/Procurement Procedures to be discussed at the next meeting.

### **ADJOURNMENT:**

Cal Sheckler motioned to adjourn the meeting at 10:31 a.m., seconded by John Montone. All members present voted in favor of the motion; passed.

- **The next regularly scheduled CCPUSA meeting will be held on Tuesday July 12, 2016 at the Cayuga County Office Building, 5th Floor Conference Room, at 9 a.m.**

Respectfully submitted,  
Suzanne Gauthier, Administrative Assistant  
Cayuga County Department of Planning and Economic Development

Motioned by John Montone to approve the minutes of June 14, 2016, 2<sup>nd</sup> by Cal Sheckler. All members present voted in favor, passed. – August 9, 2016

CCPUSA MINUTES

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**A meeting of the Board of Directors of the Cayuga County Public Utility Services Agency (“CCPUSA”) was held on Tuesday July 12, 2016; in the Fifth Floor Conference Room of the Cayuga County Office Building, 160 Genesee Street, Auburn, NY, 13021, at 9:00 am. The following individuals were in attendance:**

**BOARD MEMBERS:** Tim Lattimore, Chair, John Montone, Vice Chair, Denny Zach

**EXCUSED:** Matt McArdle, Jim Young, Paul Pinckney, Cal Sheckler

**STAFF:** Stephn Lynch, Executive Director, CC Planning & ED  
John Zepko, Planner, CC Planning & ED  
Suzanne Gauthier, Administrative Assistant, CC Planning & ED  
Michele Anthony, County Auditor  
Jim Orman, County Treasurer

**OTHERS:** Joseph DeForest, County Legislator  
Bud Shattuck, Mayor, Union Springs  
Maureen Riester, Business Development Specialist,  
Cayuga Economic Development Agency (CEDA)

Chairman Lattimore called the meeting to order at 9:03 a.m. Currently a quorum has not been established.

**MINUTES TO APPROVE:**

The minutes from June 8<sup>th</sup> meeting will be moved to August meeting, when a full quorum is available.

Board decided to briefly discuss current items without voting on any motions or actions.

Lattimore asked if CCPUSA staff would generate a letter to Mr. Mark Coleman, to find out if he would be interested in joining the board. Staff will check on CCPUSA guidelines and by-laws.

**GUEST: Bud Shattuck, Mayor, Union Springs**

Chairman Lattimore welcomed Bud Shattuck, Mayor of Union Springs. Mr. Shattuck is requesting assistance on the development of solar projects in the Village of Union Springs and information on how to secure LED lighting for the street poles in the Village. Bud has discussed the Community Solar projects through the CNYRPDB and will be joining their energy consortium. The board discussed the regulatory, technical, and financial barriers to establishing a street lighting energy efficiency program with the current utility company and within the realms of the NYS General Municipal Law. The potential process and different aspects of owning, maintaining or leasing the light poles were reviewed. The New York State Brights Lights package requires ownership of the light poles to qualify for assistance.

Mr. Shattuck reported the Village will be submitting a CFA, due at the end of the month for a new boat launch.

**UNFINISHED BUSINESS:**

- CCPUSA Community Choice Aggregation (CCA) Proposal, PILOT Demonstration Project Public Service Commission (PSC) Petition Update

John Montone updated the board on the status of the petition. The petition will contain a complete ask for funding in the proposed petition. John stated Gary Knapp has suggested the board should wait for the Public Service Commission's report due after their August meeting to review their recommendations before submitting a completed petition. The completed petition would include the large scale renewables with all the elements tied together, including the nuclear element.

The County's first step for the Community Choice Aggregation (CCA) project would be to give an overview of the program with all the Towns and Villages and the County Legislature. The support from the communities and the Legislature is important for the success of the project. The petition would establish CCPUSA as an utility to be able to apply for preference power. The petition would be asking for possible subsidies from NY Power Authority. These monies which have been put in place to bring low cost power to the different communities, would be utilized to establish a PILOT project in the Central part of the State.

The board discussed the different scenarios regarding the Opt-Out/Opt-In provisions of the program and how this program can be implemented. Large scale projects, would include the solar projects and any other power projects developed within the County. The PSC rulings on the nuclear plants will be coming forward in the next few weeks; CCPUSA's request would be offering another option as a PILOT program.

Discussion continued on proposed methods to prepare informational and marketing materials for the programs. A website should be developed to provide details on what CCPUSA is, when was it established, benefits to the County and its residents, a list of Frequently Asked Questions (FAQ), along with explanation of the intent of the CCA petition and a summary of projects and goals. Staff will present available website domains to the board which then could turn the project over to a web developer or staff to get the information uploaded to an informational CCPUSA site. The board discussed the process and development of the Sustainable Westchester PILOT.

#### **OTHER ITEMS**

- County Energy Audits

The three energy audits responses from the County RFP have been rated and a resolution will be sent through the legislative process for acceptance of the recommended vendor.

#### **UNFINISHED BUSINESS**

- CCPUSA Funding/ Banking/Procurement Procedures to be discussed at the next meeting.

#### **ADJOURNMENT:**

Discussions ended at 10:23 a.m.

- **The next regularly scheduled CCPUSA meeting will be held on Tuesday August 9, 2016 at the Cayuga County Office Building, 5th Floor Conference Room, at 9 a.m.**

Respectfully submitted,  
Suzanne Gauthier, Administrative Assistant  
Cayuga County Department of Planning and Economic Development

**Motioned by John Montone to post the meeting notes of July 12, 2016, 2<sup>nd</sup> by Denny Zach. All members present voted in favor, passed. – August 9, 2016.**

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CCPUSA MINUTES

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**A meeting of the Board of Directors of the Cayuga County Public Utility Services Agency (“CCPUSA”) was held on Tuesday August 9, 2016; in the Fifth Floor Conference Room of the Cayuga County Office Building, 160 Genesee Street, Auburn, NY, 13021, at 9:00 am. The following individuals were in attendance:**

**BOARD MEMBERS:** Tim Lattimore, Chair, John Montone, Vice Chair, Denny Zach, Cal Sheckler, Jim Young

**EXCUSED:** Matt McArdle, Paul Pinckney

**STAFF:** Suzanne Gauthier, Administrative Assistant, CC Planning and ED  
John Zepko, Planner, CC Planning and ED  
Michele Anthony, County Auditor  
Jim Orman, County Treasurer

**OTHERS:** Bud Shattuck, Mayor, Union Springs

Chairman Lattimore called the meeting to order at 9:04 a.m.

**MINUTES TO APPROVE:**

John Montone motioned to approve the minutes of June 14, 2016, 2<sup>nd</sup> by Cal Scheckler. All members present voted in favor of the motion; passed.

John Montone motioned to post the notes of the July 12, 2016, no quorum/no actions, 2<sup>nd</sup> by Denny Zach. All members present voted in favor of the motion; passed.

**UNFINISHED BUSINESS:**

- CCPUSA Community Choice Aggregation (CCA) Proposal, PILOT Demonstration Project Public Service Commission (PSC) Petition Update

John Montone explained the Public Service Commission adopted an order on August 1<sup>st</sup> to subsidize nuclear projects; which as such will assist in putting CCPUSA in a better position when the petition is submitted. The petition will include an ask for general funding for the establishment of a large scale renewable PILOT project. When the petition is complete, the board will review the document, and follow up with setting up an appointment to present the petition to the PSC.

The board briefly discussed possible projects on County House Road.

- CCPUSA Funding/ Banking/Procurement Procedures

The County’s Procurement Policy was distributed to the board for review and will discuss at the next meeting.

- Union Springs Potential Solar projects

Mr. Shattuck updated the board on the proposed Union Springs solar projects. CNYRPDB’s vendor has reviewed potential sites and found a suitable site for a 1.6 MW plant. This site could provide 99% of the Village’s needs with over a MW available for a Community Solar program. Union Springs is looking to move forward either with CCPUSA’s assistance, join the Community Solar project with CNYRPDB or perhaps join with a private developer.

**NEW BUSINESS**

- Clean Energy Communities NYSEERDA PON 3298

John M. explained this PON has been developed as a substitution for the Category 2 of the Cleaner Greener application. This PON does not have a matching funding element attached to this program.

The summary of the program elements were distributed and reviewed with the board. The summary contains the description of the ten high-impact actions items. Step 1 in the process will to designated a Clean Energy Community. Four action items (two of which have to be completed after August 1, 2016) will need to be completed and documented to receive the Clean Energy Community designation. Upon receiving this designation, the applicant will have three months to submit a proposal for grant funding. Projects must be ready to commence within six months of NYSERDA's award notification and the projects should be completed within three years. John Zepko described the actions items that the County has already completed and is currently working on to complete.

John Montone motioned for the board to approve moving forward with pursuing the NYSERDA PON 3298, research the appropriate qualifying action items and authorize submission of the subsequent qualifying certification which will then permit a full application to be submitted, 2<sup>nd</sup> by Denny Zach. All members present, voted in favor, passed.

### **OTHER ITEMS**

- County Energy Audits

The board discussed the recent Energy Performance RFP. In July a resolution was adopted to proceed with the acceptance of an energy performance contract. The board is requesting to meet with the awarded vendor to review the process and items the contract will accomplish.

- Potential Land Use Issues with Large Solar/Wind Farms/Cell Towers

Jim Young reported that the Town of Ledyard has just accepted a proposal from Cornell to put up 4 MW solar farm on a 20 acres lot in the Town. Jim Young would like the County to review the upcoming issues involved in regards to the issuing of special use permits, siting and leasing issues, abandonment and reclamation issues, etc. for the establishment of large solar installations and other energy related developments. John Zepko stated Ledyard did not have and specific land use regulations on this proposed project. However, in order to access NYSERDA funding, Cornell was required to follow the SEQR process with the establishment of a planned development district. County Planning staff has been reviewing existing solar land use issues and will be putting together a staff review on these topics. Staff and CNYRPDB also had provided municipal training on these topics. Private land owners around the County are being approached by energy firms looking for the land owners to lease their land area for large solar farms.

- Auburn Transmission Project

The board briefly discussed the Energy Line Development in the Elbridge. This line was recently approved by the Public Service Commission.

- Gas development in the Northern Part of the County - Cal Scheckler

Cal Scheckler briefly updated the board on the need for gas development in the North to assist local businesses to provide lower cost energy. Page Transportation in Weedsport has the Ford aluminum contract to transport Aluminum from the Novelis plant in Oswego. Page is interested in putting a natural gas fueling station at their site. With five new natural gas fleets coming onboard in NYS, including Wegmans, the NYS Thruway is interested in a supplying fueling stations at their interchanges also.

- Municipal education on the proposed petition

Looking to set up presentations to provide the Towns and Villages with information on the upcoming petition filing.

### **ADJOURNMENT:**

Denny Zach motioned to adjourn the meeting at 10:12 a.m., seconded by John Montone. All members present voted in favor of the motion; passed.

- **The next regularly scheduled CCPUSA meeting will be the held on Tuesday September 13, 2016 at the Cayuga County Office Building, 5<sup>th</sup> Floor Conference Room, at 9 a.m.**

Respectfully submitted,  
Suzanne Gauthier, Administrative Assistant  
Cayuga County Department of Planning and Economic Development

**Motioned by John Montone to post the meeting notes of August 9, 2016, 2<sup>nd</sup> by Denny Zach. All members present voted in favor, passed. – September 13, 2016.**

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CCPUSA MINUTES

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**A meeting of the Board of Directors of the Cayuga County Public Utility Services Agency (“CCPUSA”) was held on Tuesday September 13, 2016; in the Fifth Floor Conference Room of the Cayuga County Office Building, 160 Genesee Street, Auburn, NY, 13021, at 9:00 am. The following individuals were in attendance:**

**BOARD MEMBERS:** Tim Lattimore, Chair, John Montone, Vice Chair, Denny Zach, Cal Sheckler, Paul Pinckney

**EXCUSED:** Jim Young

**STAFF:** Stephen Lynch, CC Planning and ED  
Suzanne Gauthier, Administrative Assistant, CC Planning and ED  
John Zepko, Planner, CC Planning and ED  
Michele Anthony, County Auditor  
Jim Orman, County Treasurer

**OTHERS:** Maureen Riester, Cayuga Economic Development Agency (CEDA)  
Gary Knapp, Fiscal Development

Chairman Lattimore reported on the recent death of board member Matthew McArdle. Tim expressed the professional contribution Matt brought to the board and he will be greatly missed.

Chairman Lattimore called the meeting to order at 9:05 a.m.

**MINUTES TO APPROVE:**

John Montone motioned to approve the minutes of August 9, 2016, 2<sup>nd</sup> by Paul Pinckney. All members present voted in favor of the motion; passed.

**UNFINISHED BUSINESS:**

- CCPUSA Community Choice Aggregation (CCA) Proposal, PILOT Demonstration Project Public Service Commission (PSC) Petition Update

John Montone reviewed the final draft of the PSC petition and Gary Knapp presented an additional draft ask for funding to be included in the petition. Gary stated the initial request in the petition is to secure a designation for CCPUSA to command a PILOT program under the Community Choice provision of REV. The other two components: an ask for a designation for a large scale renewable demonstration project and an additional request for compensation when CCPUSA’s strategic energy corridor is established. By providing significant reliability support to the grid, the energy corridor in turn is entitled to compensation offered through PSC commission’s Reliability Support Services Agreement (RSSA).

The Governor has imposed changes to REV to accommodate the subsidies to the nuclear power plants. The PSC order published on August 1<sup>st</sup> establishes the Clean Energy Standard (CES) of which the Governor will apportion \$7 Billion to owner/ operator of nuclear generator projects over the course of 12 years. The REV proceedings will continued to be examined and petitioned due to this payment to the nuclear plants. Gary briefed the board on the impact and summary of REV components and how REV has evolved and how REV programs will impact local industries and governments.

John and Gary continued to explain the precedent set on the Reliability Support Services Agreement (RSSA) Compensation request and the adoption of the CES and how it relates to opportunities for CCPUSA. Due to the June filing, a PSC petition format is the only viable method of communication to discuss any future projects. Will be clarifying the order within the next 30- 45 days and are looking to file the CCPUSA petition by year end.

Discussion continued on the proposed development of an asset base demonstration project and the elements of site control which will be needed to be addressed.

John Montone motioned to have CCPUSA members meet with the NYS Office of General Services to discuss the potential outlook which would allow CCPUSA to acquire a property for future economic development opportunities, 2nd by Cal Sheckler. All members present approved the motion, passed.

- Update on COGEN – Steve explained COGEN is currently preparing their second phase application.

- Clean Energy Communities NYSEDA PON 3298

John Zepko distributed and further reviewed with the board the ten high impact actions items that local governments can implement and described four probable achievable items which Cayuga County could implement to be eligible for the funding.

The four actions items to explore and move toward adoption:

- Solarize Campaign
- Clean Fleets program
- Energy NY Finance (PACE, etc.)
- Bench Marking – Adopt a policy to report the energy use of buildings.

The board continued on discussion of each item and what is needed to submit for each item for approval. Upon approval of four items, CCPUSA would be eligibility to submit an application for funding. John explained a very clear ask will need to be presented in the application with a description of the programs to be implemented.

- Board Members discussed getting together with the City of Auburn to discuss the possibility of evaluating the City's energy assets for a potential energy project.
- Board vacancy – Board will discuss with potential members to determine their interest and availability to be on the board, initially for the remainder of Matt McArdle's term and discuss at the next meeting.

#### **ADJOURNMENT:**

Paul Pinckney motioned to adjourn the meeting at 10:53 a.m., seconded by Cal Sheckler. All members present voted in favor of the motion; passed.

- **The next regularly scheduled CCPUSA meeting will be the held on Tuesday October 11, 2016 at the Cayuga County Office Building, 5<sup>th</sup> Floor Conference Room, at 9 a.m.**

Respectfully submitted,  
Suzanne Gauthier, Administrative Assistant  
Cayuga County Department of Planning and Economic Development

**Motioned by Cal Scheckler to approve the minutes of September 13, 2016, 2<sup>nd</sup> by John Montone. All members present voted in favor, passed. – October 11, 2016**

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CCPUSA MINUTES

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**A meeting of the Board of Directors of the Cayuga County Public Utility Services Agency (“CCPUSA”) was held on Tuesday October 11, 2016; in the Fifth Floor Conference Room of the Cayuga County Office Building, 160 Genesee Street, Auburn, NY, 13021, at 9:00 am. The following individuals were in attendance:**

**BOARD MEMBERS:** Tim Lattimore, Chair, John Montone, Vice Chair, Jim Young, Cal Sheckler, Paul Pinckney

**EXCUSED:** Denny Zach

**STAFF:** Stephen Lynch, CC Planning and ED  
Suzanne Gauthier, Administrative Assistant, CC Planning and ED  
John Zepko, Planner, CC Planning and ED  
Michele Anthony, County Auditor  
Jim Orman, County Treasurer

**OTHERS:** Maureen Riester, Cayuga Economic Development Agency (CEDA)  
Bud Shattuck, Village of Union Springs, Mayor

Chairman Lattimore called the meeting to order at 9:02 a.m.

**MINUTES TO APPROVE:**

Cal Sheckler motioned to approve the minutes of September 13, 2016, 2<sup>nd</sup> by John Montone. All members present voted in favor of the motion; passed.

**NEW BOARD MEMBER:**

Due to the recent passing of board member, Matt McArdle, the board discussed and asked Mr. Shattuck of his willingness to become a member of the CCPUSA board. Board member Denny Zach had reviewed the position's duties and responsibilities with Mr. Shattuck. Motioned by Jim Young, 2<sup>nd</sup> by John Montone to present the name of Mr. Bud Shattuck to the Chairman of the Legislature, the Planning Committee and then to full legislature for approval. All members present voted in favor, passed.

**UNFINISHED BUSINESS:**

- CCPUSA Community Choice Aggregation (CCA) Proposal, PILOT Demonstration Project Public Service Commission (PSC) Petition Update

John Montone discussed with the board the updated decision (s) to be handed down by the Public Service Commission by November 14, 2016 after their reviewing of the filed petitions on whether any changes will need to be made to the Clean Energy Standard Order from August, 2016. CCPUSA's petition is requesting funds to become a demonstration project. Jeff Genzer is also filing a petition on behalf of NYSAC

customers. Municipalities are being forced into paying into the system, due to the increased subsidies offered to the nuclear plants to allow the plants to remain in operation.

The board agreed to wait on filing the petition to have time to review the PSC decisions on the Clean Energy Standards to be announced on or after November 14, 2016. After reviewing these orders, CCPUSA will brief the Legislature, Town, Village and City representatives on the process to educate the public on the Community Choice Program.

- Clean Energy Communities NYSERDA PON 3298

Steve updated on the board on the application process. The program is divided into five regions. The first community in each region with over 40,000 people which documents their eligibility will be invited to submit a grant application for \$250,000 with no matching funds required. John Zepko further explained the application process. When each action item is completed, the item will be documented and posted online to be reviewed by NYSERDA.

The four actions items to explore and move toward adoption:

- Energy NY Finance (PACE, etc.) - Steve stated the County has reviewed the program with the County Chairman, the County Administrator, the County Attorney, Real Property Office, Treasurer's office, CEDA, Chamber of Commerce, and the CNYRPDB. The group discussed whether this program would be a good fit for the business community. A resolution will be brought to the Planning Committee and Ways and Means in October or November.
- Bench Marking – Adopt a policy to report the energy use of buildings. Wendel has been hired to evaluate the buildings annual costs for heating and cooling. After reviewing the audit, the County will need to pass a resolution to make public twice a year what the energy demands and costs are for their buildings.
- Solarize Campaign – Waiting for information from CNYRPDB on the number of customers, when the projects were closed, etc. from the Solarize campaign of 2016.
- Clean Vehicle Fleet program

- County Electric and Gas RFPs

Brief discussion on the RFP bids to be sent out for electric and gas billing. CCPUSA board members are interested in reviewing the RFP and the bids when they are returned.

- Update on COGEN – Steve explained COGEN will no longer submit a Phase II Micro-Grid application due to the cost impacts to the customers, the low probability of being selected and NYSERDA's additional requirements to the scope of work. The amount of funding available for each project would be \$1M with the projects costs estimated to be in the \$1.25 - \$1.7 M range with the additional add-ons. The customers would be unable to justify these costs increases. The board discussed the economics of a possible standalone CHP plant outside of a micro-grid plan.

- CH4 Update – Jim Young updated the board on the CH4 operation at the digester site. Jim stated the company has been operating at capacity taking in substrates. The Soil and Water Board had agreed for CH4

to put in a separation system. The County also is working on a lease land agreement for property surrounding the digester for a hydroponic plant.

**OTHER:**

- John Montone announced that the New York Green Bank will be presenting an overview of their programs at the CNYRPDB on October 19<sup>th</sup>. Board members will need to register for the event.

- Board appointments

Board reviewed the current appointments and will make a recommendation to the Planning Committee to re-stagger the terms and reappoint the members.

- Next Meeting Date

Board agreed to change November's meeting date to allow time to review the PSC rulings. The next date will be Wednesday, November 16<sup>th</sup> at 9 a.m.

**ADJOURNMENT:**

Paul Pinckney motioned to adjourn the meeting at 10:53 a.m., seconded by Cal Sheckler. All members present voted in favor of the motion; passed.

- **The next regularly scheduled CCPUSA meeting will be the held on Wednesday, November 16, 2016 at the Cayuga County Office Building, 5<sup>th</sup> Floor Conference Room, at 9 a.m.**

Respectfully submitted,

Suzanne Gauthier, Administrative Assistant

Cayuga County Department of Planning and Economic Development

**Motioned by Cal Scheckler to approve the minutes of October 11, 2016, 2<sup>nd</sup> by John Montone. All members present voted in favor, passed. – November 16, 2016**

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CCPUSA MINUTES

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**A meeting of the Board of Directors of the Cayuga County Public Utility Services Agency (“CCPUSA”) was held on Wednesday November 16, 2016; in the Fifth Floor Conference Room of the Cayuga County Office Building, 160 Genesee Street, Auburn, NY, 13021, at 9:00 am. The following individuals were in attendance:**

**BOARD MEMBERS:** Tim Lattimore, Chair, John Montone, Vice Chair, Jim Young, Cal Sheckler, Bud Shattuck

**EXCUSED:** Jim Young, Denny Zach, Paul Pinckney

**STAFF:** Stephen Lynch, Director CC Planning and ED  
Suzanne Gauthier, Administrative Assistant, CC Planning and ED  
John Zepko, Planner, CC Planning and ED  
Michele Anthony, County Auditor

**OTHERS:** Maureen Riester, Cayuga Economic Development Agency (CEDA)

Chairman Lattimore called the meeting to order at 9:15 a.m.

**MINUTES TO APPROVE:**

Cal Sheckler motioned to approve the minutes of October 11, 2016, 2<sup>nd</sup> by John Montone. All members present voted in favor of the motion; passed.

**UNFINISHED BUSINESS:**

- Board Discussion: CCPUSA Community Choice Aggregation (CCA) Proposal & Pending Petition to NYS PSC

Knapp reviewed with the board the process relating to the large scale renewable proceedings and proposed issuance by the Commission of the rules and regulation on Phase I of the Clean Energy Standards. Knapp further explained his opinion would be to wait until after the Commission meets at the end of November to review the recent nuclear generation subsidies order before submitting CCPUSA’s petition. When action to finalize or modify this recent order is complete, the CCA petition can be submitted. Steve stated that when the petition is in its final draft form, the petition will need to circulate to the board for review prior to submittal to the PSC. The group agreed that further discussion and presentation to the Legislature is necessary to update the status of CCPUSA’s efforts.

**NEW BUSINESS**

- CCPUSA County FY 2017 Budget Request

CCPUSA board will need to address the Legislature with a request for 2017 funding opportunities. CCPUSA representative will explain how the requested funds would be used. Funding is needed to advance the petition application and to further roll out the Community Choice Aggregation Demonstration Project. Board discussed items to be included in the budget for the PON 3298 and goals for CCPUSA for 2017.

Chairman Lattimore stated that CCPUSA's prospective municipal /business energy projects have a potential to bring additional revenues to the County with CCPUSA's ability to manage energy distribution projects. Bud Shattuck discussed elements of the proposed energy project in Union Springs. The project could progress into two different schemes: provide municipal electric (500 kW) and/or Community Aggregation (1.6 MW). Union Springs is waiting for the completion of the RFP from Central New York Regional Planning Board in order to determine how to proceed.

#### **UNFINISHED BUSINESS CONTINUED:**

- NYSERDA PON 3298 – Clean Energy Communities Program

Steve updated on the board on the application process. Upon establishing the eligibility to file the grant application, CCPUSA will need to submit a budget plan with the application to develop a programmatic agenda for CCPUSA to proceed in the upcoming year. The resolutions for adopting the PACE financing program and for establishing a public hearing for a local law on benching marking for the County buildings energy usage are looking to move forward in the December legislative cycle. A few outstanding questions on the PACE program have been identified from the Real Property, Treasurer and County Attorney offices. These matters are being addressed as to the proper procedures to establish the financing program and to identify any possible risks associated with the program. In regards to the benchmarking resolution, details are still being determined as to the accomplished to complete the County's energy database. The board continued to review the eligibility items which need to be completed. The application is open and as the action items will be documented as completed. Discussion continued as to which specific elements will be requested in the grant application budget. The County will be the applicant for this grant, as such upon eligibility for the grant, the County may have other elements to include in the application budget request.

Staff will continue on with the process of obtaining approval of the action items to become eligible to apply. Early in 2017, will need to present to Planning and the Legislature on the CCPUSA budget items which will be requesting in the application to further CCPUSA's efforts.

#### **FINANCIAL UPDATE**

Suzanne reported on the balance of CPUSA funds available and gave an update on the remaining invoices for legal services for the petition.

Motioned by Bud Shattuck to request to draw down the remaining \$5,000 in CCPUSA allocation and when the drawdown is complete to pay the remaining legal invoices for Genzer's preparation of the petition, 2<sup>nd</sup> by John Montone. All in favor passed.

- CCPUSA Proposal to OGS for Preferential transfer Harriet Tubman Correctional Facility –  
Town of Sennett

Gary Knapp presented a summary of the history of the ownership and proposed uses of the former Harriet Tubman facility in the Town of Sennett. After a series of informational exchange with the State, Knapp stated that the Office of General Services has requested a letter formally requesting to certification of the uses to create a Center for Sustainable Renewable Energy at the facility which CCPUSA in order to invoke preferential treatment as outlined in Notice Provision, Section 30A.

Further discussion continued on a potential collaboration between the college, IGAT and CCPUSA to

develop certification programs and degrees in the areas of Sustainability and Climate Smart Initiatives.

Motioned by Bud Shattuck to have the CCPUSA Chairman submit a letter to the NYS Office of General Services requesting to certify CCPUSA's proposed use/planned program of the Sennett facility along with preferential treatment under Section 30A, 2<sup>nd</sup> by John Montone. All members present, passed.

**ADJOURNMENT:**

John Montone motioned to adjourn the meeting at 10:55 a.m., seconded by Cal Sheckler. All members present voted in favor of the motion; passed.

- **The next regularly scheduled CCPUSA meeting will be held on Tuesday, December 13, 2016 at the Cayuga County Office Building, 5<sup>th</sup> Floor Conference Room, at 9 a.m.**

Respectfully submitted,  
Suzanne Gauthier, Administrative Assistant  
Cayuga County Department of Planning and Economic Development

**Motioned by John Montone to approve the minutes of November 16, 2016, 2<sup>nd</sup> by Denny Zach. All members present voted in favor, passed. – March 21, 2017**

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CCPUSA MINUTES

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**A meeting of the Board of Directors of the Cayuga County Public Utility Services Agency (“CCPUSA”) was held on Wednesday December 13, 2016; in the Fifth Floor Conference Room of the Cayuga County Office Building, 160 Genesee Street, Auburn, NY, 13021, at 9:00 am. The following individuals were in attendance:**

**BOARD MEMBERS:** John Montone, Vice Chair, Jim Young, Cal Sheckler, Bud Shattuck

Jim Young, Denny Zach, Paul Pinckney

**EXCUSED:** Tim Lattimore, Chair

**STAFF:** Stephen Lynch, Director CC Planning and ED  
Suzanne Gauthier, Administrative Assistant, CC Planning and ED  
John Zepko, Planner, CC Planning and ED  
Jim Orman, Treasurer  
Michele Anthony, County Auditor

**OTHERS:** Gary Knapp, Fiscal Development LLC

Vice Chair John Montone opened the meeting at 9:05 a.m.

**FINANCIAL UPDATE**

Suzanne updated the board on the funds available after the payments were distributed for the legal expenditures for the petition filing.

**NEW BUSINESS**

- CCPUSA County Budget FY17 Request: Union Springs Solar Project Assistance

John Montone gave an overview of a probable energy project in Union Springs. Phase 1 would take care of all of the Village utilities (Approx. 500kW). Any excess energy would be available for Community Grid solar distribution. Intermunicipal Agreements will need to be set up between CCPUSA and the Village and between CCPUSA and the Solar Developer. These energy services agreement will contain information relating to costs, ownership details, and whether any tax credits are available. Discussion continued on the process of the development of community solar projects with interconnect and transmission issues. The board will review with CNYRPDB the recent RFP for utility vendors for the Solarize CNY and Community Solar programs.

**UNFINISHED BUSINESS:**

Board Work Session: Defining Goals, Objectives and Budget for CCPUSA 2016 Clean Community Grant Proposal

- Overview of Clean Community Grant Energy Projects Selection Criteria – NYSERDA PON 3298

Steve explained the new guidelines for this realigned grant. NYSERDA has broadened the requirements which are focused on the applicant having the ability to complete the project in a timely manner, the project will need to show the reduction of greenhouse gas and carbon emission and can act as a demonstration project for other communities. Discussion continued on the application eligibility and guidelines.

Steve stated CCPUSA will need to present to the County CCPUSA’s objections and purposes for the requesting of these NYSERDA funds and the elements within the proposed budget. Knapp stated these funds can be utilized to assist in the establishing of CCPUSA’s program agenda to create a sustainable smart energy corridor within the County. Elements within the budget will contain funding requests for the development of a framework for CCPUSA

with rates and charges needed to deploy renewable commercial energy projects. Discussion continued on how the elements within the application will assist in moving CCPUSA's Climate Smart Energy vision forward and the opportunity to become an energy business model.

Board continued discussion on presenting to the County Legislature on how the components within the application's requests will assist to advance CCPUSA's agenda and vision for the future. Steve outlined the proposed steps and timelines to accomplish the completion of four action items required to become a Clean Energy Community and thus become eligible to apply for PON 3398. Paul further stated that CCPUSA needs to provide to the County Legislature a more detailed explanation of what CCPUSA's agenda items are and how these programs/projects can move forward to benefit the business and/or residential community.

Board suggested a board work session to further breakdown the items on the application budget and to prepare a PowerPoint presentation to the Legislature.

**CCPUSA Project Budget/Program agenda continued:**

Board discussed the local law requirements on public power accounting requirements.

Paul asked if the board needs additional tasks over and above the initial four action items. Once the community becomes eligible with the four action items, the additional items can become elements of CCPUSA's program agenda for Clean Communities. As the items are completed, they are submitted for approval to NYSERDA. Two items are completed, the other two PACE financing and benchmarking are in the process of finalizing with the legislature.

John Montone inquired whether Wendell could prepare a presentation to CCPUSA on their report of the County's buildings energy uses.

Paul motioned to authorize the CCPUSA board to assist the Village of Union Springs as needed, in the development of a solar program for their community, 2<sup>nd</sup> by Cal Sheckler. All present voted in favor, with Bud Shattuck abstaining.

**ADJOURNMENT:**

John Montone motioned to adjourn the meeting at 10:45 a.m., seconded by Paul Pinckney. All members present voted in favor of the motion; passed.

- **The next regularly scheduled CCPUSA meeting will be the held on Tuesday, January 10, 2016 at the Cayuga County Office Building, 5<sup>th</sup> Floor Conference Room, at 9 a.m.**

Respectfully submitted,  
Suzanne Gauthier, Administrative Assistant  
Cayuga County Department of Planning and Economic Development

**Motioned by John Montone to approve the minutes of December 13, 2016, 2<sup>nd</sup> by Denny Zach. All members present voted in favor, passed. – March 21, 2017**

CCPUSA MINUTES

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**A meeting of the Board of Directors of the Cayuga County Public Utility Services Agency (“CCPUSA”) was held on Wednesday December 21, 2016; in the Fifth Floor Conference Room of the Cayuga County Office Building, 160 Genesee Street, Auburn, NY, 13021, at 10:00 am. The following individuals were in attendance:**

**BOARD MEMBERS:** Tim Lattimore, Chair, John Montone, Vice Chair, Cal Sheckler, Denny Zach,  
Bud Shattuck

**EXCUSED:** Paul Pinckney, Jim Young

**STAFF:** Stephen Lynch, CC Planning and ED  
Suzanne Gauthier, Administrative Assistant, CC Planning and ED  
John Zepko, Planner, CC Planning and ED  
Jim Orman, County Treasurer

**OTHERS:** David Gower, New Clean Earth  
Gary Knapp, Fiscal Development  
Joe Sliker, Renovus Solar  
Joe Schmid, Renovus Solar  
Jon McNamara, Renovus Solar

Chairman Lattimore called the meeting to order at 10:02 a.m.

**PRESENTATION: RENOVUS SOLAR**

Renovus presented to the board about solar opportunities. Joe Sliker reported that Renovus is a solar installer based in Ithaca since 2003 with residential solar and have recently become focused on community solar. Renovus has completed the first interconnected community solar farm in NYS. The company is involved in all phases of development: site control, construction, engineering, procurement, platform which allow customers to monitor their accounts online. Explained the development process for a community solar project: Site identification, look what the existing grid capacity and (connection points, circuit maps, etc.), review the reports received back from the utilities, permitting, environmental, site control (lease, option to lease or purchase) interconnect: pre-application, application, CESER (a detailed engineering study of the circuit capacity) and proceed to deposit on equipment to upgrade. Renovus detailed different project financing options and typical timelines for project development, as well as the different ownership of panel agreement vs. pay as you go agreements. The board discussed the requirements to develop a community solar. The discussion continued on the potential of CCPUSA’s role in development of a range of alternate energy community projects for low cost energy solutions for residential and business customers.

**UNFINISHED BUSINESS:**

PON 3397-NYSERDA

Knapp described how PON 3397 is aligned with CCPUSA’s focus on Clean Energy Smart Infrastructure for a demonstration large scale renewable project with network distributed energy components.

The board discussed the proposed grant budget; grant applicant and proposed private funding for the match requirement. The board anticipates applying for Category B, engineering studies with Round 1 due on January 11, with the possibility of these studies to be used for the future project development for a demonstration project on the second phase of grant funding due June 28, 2017.

The board briefly discussed the 2017 CCPUSA budget with allocations earmarked to assist in the completion of the Union Springs solar project.

New Clean Energy Earth Proposal

David Gower had been approached to submit a proposal to complete an application for PON 3397 on behalf of CCPUSA. The board reviewed Gower's resume and qualifications along with a proposed Professional Services Agreement with New Clean Energy Earth for the submittal of PON 3397. Gower described the process, timelines, and elements of the application and what additional information and letters of supports will be needed to submit with the application.

**RESOLUTION:** Authorization to execute an MOU for Professional Services and file application for funding REV Plan Clean Energy Fund PON 3397.

Motioned by Cal Sheckler to approve the resolution as amended with corrections to execute a MOU with David Gower, New Clean Energy Earth for a cost not to exceed \$4,800 for the preparation and submittal of PON 3397 Application, 2<sup>nd</sup> by John Montone. Members Lattimore, Montone, Sheckler and Zach present voted in favor, Members absent Pinckney, Shattuck (absent at vote) and Young, motion passed.

Board agreed to set up a work session with a date of January 3 at 10 a.m. to review near final drafts of CCPUSA's application prepared by New Clean Energy Earth prior to finalizing, executing and submitting on CCPUSA's behalf to NYSEDA.

Sheckler commented that this application was a good direction for CCPUSA to secure funds to advance tangible energy projects in Cayuga County.

**ADJOURNMENT:**

Cal Sheckler motioned to adjourn the meeting at 11:35 a.m., seconded by John Montone. All members present voted in favor of the motion; passed.

• **Workshop Date**

Board agreed to meet on January 3, 2017 at 10 a.m. to review the proposed budget for PON 3397.

- **The next regularly scheduled CCPUSA meeting will be held on Tuesday, January 10, 2017 at the Cayuga County Office Building, 5<sup>th</sup> Floor Conference Room, at 9 a.m.**

Respectfully submitted,  
Suzanne Gauthier, Administrative Assistant  
Cayuga County Department of Planning and Economic Development

**Motioned by John Montone to approve the minutes of December 21, 2016, 2<sup>nd</sup> by Denny Zach. All members present voted in favor, passed. – March 21, 2017**