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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 January 10, 2017; 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, Cal Sheckler, Denny Zach, Bud Shattuck, Paul Pinckney (9:30)

**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

**OTHERS:** David Gower, New Clean Earth  
Gary Knapp, Fiscal Development  
Maureen Riester, CEDA

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

Lattimore reviewed with the board the upcoming changes in the energy arena with the State’s recent bailout of the three nuclear plants and the upcoming issuance of State mandated surcharges to consumer’s electric bills to support the nuclear plants staying open. Lattimore would like to see CCPUSA’s projects move forward to ease end user energy costs.

**UNFINISHED BUSINESS:**

**PON 3397-NYSERDA Update**

Knapp described CCPUSA role to define and develop a portofilio against the Governor’s REV plan initiative along with the regulatory means to implement the plan. Knapp discussed the proposed Strategic Energy Corridor (SEC) throughout the County, where CCPUSA’s aggregation of assets will be a meaniful support of the grid in the region. Knapp further explained aspects of the proposed project and how the system would operate. Knapp reviewed the distributed of handouts and how the various asset application projects would be integrated into the grid as a means to create a standup of a network system of distributive resources within the State’s Energy REV regulatory plans.

Knapp reviewed a proposed use of funds for PON 3397 with a budget of \$550,000:\$400,000 grant and \$150,000 in private support. Knapp stated will not be able to secure the needed letters of support to meet the January 11<sup>th</sup> deadline; therefore will look to secure the needed support to file and complete the application for the June 28<sup>th</sup> deadline. Board rediscussed the various potential sites for inclusion in the corridor along with the establishment of a Center for Sustainable Energy.

Board continued discussion on rate setting. With CCPUSA's ability to combine a green energy rate (containing a demand component and energy component) with a wholesale hydropower rate from the New York Power Authority, CCPUSA would be able to design a green energy rate which could provide an offset to the demand charge that the end user is currently paying. Knapp described the process to acquire an allocation from the NY Power Authority for a current or prospective employer with the higher value attributed to a new employer.

Board discussed how CCPUSA's projects could assist prospective industry which are large process utility users to supply low cost power. Steve further inquired how the proposed locations in the SEC would align with the needs of the business community. Pinckney inquired on how hydropower is allocated. Bud Shattuck inquired on a proposed timeline for the PON 3397 and further inquired on the application process for allocation for prospective new employers. John and Knapp explained how the process would be initiated and allocated and how the lower costs would benefit CEDA's efforts in attracting new industry to the County.

David Gower reported on his draft proposal. His approach is to propose the creation of a plan with the ability to integrate renewables into an energy corridor. Gower stated if waiting until the June deadline he would change some of the specifics and terminology to further align the request with NYSEDA's expectations and to clarify this request as a stepping stone to the larger project. Gower stated that Phase 1 of the application would request an engineering plan to design modular components which could be easily adapted to any site and scaled to any project size, power requirements, power conversion and interconnect capabilities. Board reviewed the application details and agreed that site hosting support would make the application more competitive and further details need to be addressed before final submission.

Bud Shattuck motioned the board to hold over the application to the June 28<sup>th</sup> application deadline to perfect the details within, seconded by Paul Pinckney. All members present voted in favor, passed.

## **NEW BUSINESS**

### **CCPUSA BANKING AND FINANCIAL RESOLUTION**

Steve Lynch reviewed the proposed banking resolution (attached)

Bud Shattuck motioned by that the County staff to the CCPUSA Board, the CCPUSA Chairman and Treasurer are hereby authorized and directed to execute and administer the closing of the Tompkins Trust accounts and take the necessary actions to establish the County Treasurer accounts; seconded by Paul Pinckney. All members present voted in favor, passed.

### **BOARD APPOINTMENTS:**

The board appointments are due to expire March 31, 2017, with Paul Pinckney to expire 12-31-2017.

Motioned by Paul Pinckney to go into executive session to discuss the confidential financial history of a particular person or corporation, seconded Denny Zach at 11:00 am. All members present voted in favor, passed.

Motioned by Paul Pinckney to exit executive session, seconded Denny Zach at 11:15 am. All members present voted in favor, passed.

**ADJOURNMENT:**

Cal Sheckler motioned to adjourn the meeting at 11:18 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, February 14, 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 January 10, 2017, 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 Tuesday February 14, 2017; 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, Cal Sheckler, Denny Zach, Bud Shattuck, 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:** Gary Knapp, Fiscal Development  
Keith Batman, County Legislature Chairman  
Maureen Riester, CEDA

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

**UNFINISHED BUSINESS:**

NYSERDA PON 3397 Electric Power and Transmission Distribution High Performance Grid Program.

John explained will be working with David Gower and other potential partners on completing the details for PON 3397. A working draft application has been circulated to the board. Upon reviewing the draft, Knapp stated Gower’s focus would be more appropriate for the Advanced Clean Energy Exploratory Research Funding PON 3249. Knapp gave a review of PON 3249 with initial concept paper can be submitted which will explore and develop new concepts for improvement in energy technologies, followed up with an invitation to submit a full proposal with deadlines through November 2018. Knapp states CCPUSA is aligning their efforts against the ever changing power commission proceedings. The Power Commission is preparing to rule (perhaps in March) on Phase 1 for the large scale renewable track.

Bud Shattuck asked whether David Gower’s application falls in line with NYSERDA PON 3397 and CCPUSA’s goals. Knapp stated Gower’s application is solid, yet does not provide commercially ready technology. Shattuck continued to asked what action items can the board complete to move projects forward. Knapp re-explained his foresight to improve the board’s understanding on energy programs and to reaffirm CCPUSA standing to be able develop programs to bring low cost energy to the County to capture economic benefit. Gary described the past years’ efforts of CCPUSA and stated the provided information and understanding to the board which will allow CCPUSA the ability to advise the Legislature and Planning Committee legislature on energy related issues. Steve inquired about Gower’s continued work on the 3397 application. The board reviewed whether Gower’s focus needs to be redirected to another PON. The board will need to continue to expand on the development of the framework for the engineering phase of the application.

#### Overview of CCPUSA's Board's Efforts

Board discussed CCPUSA's efforts and how the board will be moving forward with their vision to develop projects. Discussed the every changing energy programs and regulations in the state, and how CCPUSA's local law allows the group to develop projects to provide low cost energy solutions for the County. Montone described CCPUSA's goal to apply for preference power to capture manufacturing opportunities in the County to establish a municipal power agency.

Shattuck continued on how the board will move forward with their proposed projects. Pinckney expressed concerns on what CCPUSA can accomplish with what their missions and efforts have been defined; along with the financing restraints. CCPUSA efforts to establish a small project where CCPUSA can become an energy entity. Paul stated CCPUSA will need to educate the Legislature on a regular basis to further define a direction to pursue.

#### Cleaner Greener Application PON 3398

Chairman Batman inquired about the status of the grant opportunities available regarding the proposed budgets and what would be the County's roles in these applications. Discussion continued on the Cleaner Greener Application, the eligibility to apply and the budget items which are being proposed to apply funds for. The County Legislature, as applicant will need to support this application's proposals. Steve explained that the County is getting close to becoming eligible to become a Clean Energy Community. With this eligibility, the County will have 90 days to submit an application for funding under PON 3298. The County will need to support the program requests for PON 3298. CCPUSA will present to the Legislature what CCPUSA's program plan would be to submit in the application. This proposed budget will need to be presented to the County on the use of funds. Gary re-presented a stated of use of funds as to CCPUSA's intent and an opportunity to request the \$250,000 grant. NYSERDA has terminated the original and replaced with this new program. Lattimore stated the energy climate is continuing changing and wants to be sure the County does not miss on an economic opportunity for funding. Batman stated as the County being the applicant for the Cleaner Greener application, which requires Legislative support, the Legislature should see two or three options for the proposed budget for this program.

#### Overview of CCPUSA's Board's Efforts cont.

Board along with Chairman, agreed that CCPUSA's visioning needs to be presented in a more simplified format with actionable items which can be achieved. Proposals should explain what projects CCPUSA can accomplish, what steps are needed to complete, the costs associated with the projects, how such projects will it be evaluated and where the funding will come from. CCPUSA will need to develop a track record in order to secure funding opportunities. Strong recommendation is to identify small specific actionable projects and from which they are able to be successful and use these projects to focus on accomplishing the larger vision.

CCPUSA will do a presentation at the March Planning meeting to present CCPUSA's plan on a proposed use of funds for the Cleaner Greener Application. The board will need to set up a workshop to further outline the proposed budget for the PON applications.

Shattuck agreed to give out a small portion of their revenue on their solar project if those funds could be used to assist in the establishment of an energy program with the necessary staff and funding. Young stated purchase power agreements could be developed with current energy generators within the County to sell their excess

power and to put together a renewable energy package. Board reviewed upcoming legislation which has landfills looking for community digesters as outlets for their excess food stock. Montone expressed the need to have Intermunicipal Agreements with CCPUSA and the Legislature to enable CCPUSA to establish rates for power. Maureen Riester, CEDA expressed the need to establish CCPUSA as a tool for economic development to assist in bringing new businesses to the County through low cost power options. A system of operation procedures would need to be set up to define rate structures, contracts and implementation methods. The board continued to discuss the two potential energy sources for CCPUSA to wheel the power to local business and residents: an application to the New York Power Authority for a segment of preference power as well as the existing excess power from local energy generators.

Motioned by Denny Zach to set up a separate meeting to discuss the method and necessary steps to establish a rate structure for potential CCPUSA projects, 2<sup>nd</sup> by Paul Pinckney. All members present voted in favor.

Board agreed to set up a workshop for the grant application and a rate structure meeting. A meeting will be set up for workshop on February 21<sup>st</sup> at 1:30 p.m. The regular scheduled meeting is on March 14<sup>th</sup> and decided to meet at a later time to coordinate with the Planning and Economic Development meeting.

Cal Sheckler motioned to adjourn the meeting at 10:45 a.m. 2<sup>nd</sup> by Paul Pinckney. All members present voted in favor, passed.

- **Workshop for PON 3298 scheduled for February 21<sup>st</sup> at 1:30 p.m.**
- **The next regularly scheduled CCPUSA meeting will be held on Tuesday, March 14, 2017 at the Cayuga County Office Building, 5<sup>th</sup> Floor Conference Room, at 4 p.m.**

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

**John Montone motioned to approve the minutes of February 14, 2017, 2<sup>nd</sup> by Bud Shattuck, All members present voted in favor, passed. – April 11, 2017**

CCPUSA MINUTES

A meeting of the Board of Directors of the Cayuga County Public Utility Services Agency (“CCPUSA”) was held on **Tuesday March 21, 2017**; in the Fifth Floor Conference Room of the Cayuga County Office Building, 160 Genesee Street, Auburn, NY, 13021, at 2:30 p.m. The following individuals were in attendance:

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

**EXCUSED:** Bud Shattuck, Jim Young

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

**OTHERS:** Gary Knapp, Fiscal Development, LLC  
Maureen Riester, CEDA

Chairman Lattimore called the meeting to order at 2:32 p.m.

**UNFINISHED BUSINESS:**

Work session: CCPUSA Presentation to the Cayuga County Ways & Means Committee at 6:00 P.M. on 3/21 regarding the agency’s request to participate in the NYSERDA Clean Communities on behalf of Cayuga County.

Board reviewed the prepared presentation which will be reviewed at the Ways and Means. John Montone explained the proposed the different component line items in the grant budget. Steve reminded the board that Planning has submitted the action items to NYSERDA. Upon completion and acceptance of four action items, the County will become eligible to apply for the grant funds. The application will need to be submitted within 90 days of acceptance. Discussion followed on the sponsorship component and whether the County is interested in submitted any projects in the proposal.

SEMINAR

Denny Zach motioned to approve payment of the registration for the board members to attend the April 21<sup>st</sup> Symposium on Energy in the 21<sup>st</sup> Century, 2<sup>nd</sup> by John Montone. All members present voted in favor, passed.

MINUTES

Motioned by John Montone to approve the minutes of November 16, 2016, December 13, 2016, December 21, 2107 and January 10, 2017 and workshop notes of January 3, 2017, 2<sup>nd</sup> by Denny Zach. All members present voted in favor, passed.

PRESENTATION/DISCUSSION – GARY KNAPP

Knapp presented to the committee a description of a plan to authorize, structure and execute a major project Initiative at the ADM Plant Site Eco-Industrial Park & Exit 40 Marine Barge Terminal Smart LogistiPort Sustainable Smart-Town Enterprise Projects. A CCPUSA resolution was presented to the board for review. Knapp believes CCPUSA’s ability to design a clean energy park part fits ideally in the NYS REV Clean Energy Initiative.

Knapp described the initial details and the overview of the properties of the projects. Discussion continued on the proposed development of the sites, access to the area, and wetland mitigation work to prepare sites for development. The project budget has yet to be finalized. Knapp stated this project will be designed as a public/private partnership and is proposed as an execution risk to the private interests. Private interest will advance the development of the



properties through advantaging the incentives from the CSX programs. CCPUSA is available to provide the energy solution to the project by creating an enterprise project for marketing purposes. The expectation is that CCPUSA is able to deliver on the energy side with collaboration with other County departments/agencies. Lynch inquired about the funding aspects of this grant application. Knapp described the proposed budget for the purpose of using USDA incentives to businesses. Knapp explained the rollout of the project will clarify the infrastructure requirements to support industrial users at both locations.

The board briefly discussed the 2017 CCPUSA budget with allocations earmarked to assist in the completion of the Union Springs solar project, other upcoming projects and the activities of the requested resolutions.

Resolution: (Attached)

Authorization to Plan, Structure and Execute Major Project Initiative ADM Plant Site Eco-Industrial Park & Exit 40 Marine Barge Terminal Smart Logisti Port Sustainable Smart-Town Enterprise Projects  
Motioned by John Montone, 2<sup>nd</sup> by Denny Zach, All members present voted in favor, passed.

CCPUSA Appointments

Brief discussion on the appointments to be will be presented to Planning Committee followed by the Legislature during the April meetings.

**NEW BUSINESS:**

Tim and John has meet with the New Visions Communications representatives regarding their new grant to secure high speed digital phone and internet services to segments in the northern and southern County locations. CCPUSA will be reviewing their options to become a partner with New Visions to assist in providing services to County buildings as well as other municipalities and businesses throughout the County region. New Vision would like the opportunity to present to the Planning and Legislative Committees possibly in May.

Chairman Lattimore expressed his appreciation to the board for their support and is looking forward to continue working on developing projects to bring low cost energy solutions to the County and other business opportunities.

**ADJOURNMENT:**

Paul Pinckney otioned to adjourn at 4:22 p.m., seconded by Denny Zach. All memebbers presnt voted in favor, passed.

**The next regularly scheduled CCPUSA meeting will be the held on April 11, 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

**Tim Lattimore motioned to approve the minutes of March 21, 2017 and April 11, 2017, 2<sup>nd</sup> by Denny Zach, All members present voted in favor, passed. – May 9, 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 Tuesday April 11, 2017; 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, Cal Sheckler, Denny Zach, Bud Shattuck, 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  
Michele Anthony, County Auditor

**OTHERS:** Aileen McNabb-Coleman, County Legislator  
Maureen Riester, CEDA

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

Acknowledgement by the board that, whereas the terms for the board members had expired on March 31, 2017; and that new terms are being sent to the Planning Committee on 4-11-17 and forwarded to the County Legislature for approval on 4-25-17; the Board therefore felt it could continue to conduct business as the new board terms were to be voted on in the near future.

### **MINUTES:**

John Montone motioned to approve the meeting minutes of February 14, 2017, 2<sup>nd</sup> by Bud Shattuck, All members present voted in favor, passed.

### **UNFINISHED BUSINESS:**

NYSERDA PON 3397 Electric Power and Transmission Distribution High Performance Grid Program.

John explained David Gower, who is under a professional services contract with CCPUSA, along with other potential partners, will be working on completing the details for PON 3397 due on June 21<sup>st</sup>. The board requested a new draft application be presented to the board for review prior to submittal. There was a board discussion on the different proposals and it remains to be seen what the final proposal will be.

### Clean Energy Communities Grant- Update

Planning staff has submitted the fourth action item to become eligible to submit the grant application. The action has been received by NYSERDA and county staff will be looking for approval in the near future. Upon acceptance, the County will have 90 days to submit a completed application. Board further discussed whether the County has items to be included in the budget to be presented; along with or separate from the items CCPUSA presented to Ways and Means in March. County has questions on whether some of the proposed CCPUSA items may be eligible in accordance with the grant’s funding/scoring guidelines. NYSERDA is

looking for clear documentation on whether the proposed items will reduce greenhouse gases. There were recent discussions between the Legislature Chair and CCPUSA Board members with CNYRPDB's Energy Manager, Chris Carrick on whether the items presented will be eligible for funding under the grant. Staff emphasized to the Board that a County resolution will need to be prepared and presented to the Legislature seeking the County's authorization for CCPUSA to prepare and submit their grant application on behalf of the County. Staff recommended that the CCPUSA Board, via members Lattimore and Pinckney, work with the County leadership to determine if CCPUSA will request a stand-alone grant application and authorizing Resolution or if there should be an authorizing Resolution that combines grant components identified by the County together with the most grant-competitive components of the CCPUSA budget proposal. John Montone suggests other grants may be available to the County for heat exchanger project at the County Jail.

Brief discussion on the County digester with Generate Capital as the new operator of the project. New rules have been established on remote net metering, through the REV program. CCPUSA would like to set up a meeting with CC Soil and Water District along with the new operators.

Bud Shattuck has reviewed past minutes/past discussions on the need for the CCPUSA board to have a strategic plan/business plan in place to be able to move forward to accomplish proposed projects. He recommended that Board items requesting CCPUSA action be presented in relationship to a business plan; along with a proposed future hiring of an executive director.

#### **NEW BUSINESS:**

##### New Vision –High Speed Internet, TV and Phone Company

Company has been awarded grants to expand service to portions in the northern and southern parts of the County. Carmen Branca, CEO would like to present to the Legislature on how New Visions can assist the County in servicing their underserved areas for coverage. CCPUSA's assistance as a public utility and an ESCO would allow New Visions to get their fiber optics equipment onto the utility poles and in the right-a-ways. New Visions would be able to connect areas in between the two proposed grant areas and tie into County buildings and other surrounding municipalities and businesses. CCPUSA would work with the company to design an overall master plan to develop the area.

##### Union Springs Solar Project

Denny Zach suggested to establish a work session to determine CCPUSA's administrative role in the project. Bud distributed a draft Intermunicipal Agreement between Union Springs, CCPUSA and the County for the board to review to establish parameters for this project.

Denny Zach motioned to accept the preliminary framework of the draft Intermunicipal Agreement for review by the board and legal staff to establish a framework for the Union Springs Solar project, 2<sup>nd</sup> by Paul Pinckney. All members present voted in favor, except Bud Shattuck who abstained; motion passed.

Board had discussions on the procedure which as a public power agency, CCPUSA would be able to request an allotment for NYPA preference power. The Board also discussed the demand charges on consumer residential and business utility bills.

Executive Session

Paul Pinckney motioned to go into executive session at 10: 00 a.m. for the confidential discussion regarding the financial or personal history of a particular person or corporation, 2<sup>nd</sup> by Bud Shattuck, All members present voted in favor, passed.

Paul Pinckney motioned to come out of executive session at 10: 33 a.m., 2<sup>nd</sup> by Jim Young. All members present voted in favor, passed.

CCPUSA Board Appointments:

The Chair of the Legislature will be presenting to the Legislature the following appointments to the CCPUSA board.

	John	Montone	3 Years	04/01/2017	3/31/2020
	Bud	Shattuck	4 Years	04/01/2017	3/31/2021
	Cal	Sheckler	3 years	04/01/2017	3/31/2020
	Ron	Colella	4 Years	04/01/2017	3/31/2021
	Dennis	Zach	4 Years	04/01/2017	3/31/2021
	Tim	Lattimore	3 years	04/01/2017	3/31/2020
Chairperson	Paul	Pinckney	(end of Leg term)	04/01/2017	

Paul Pinckney motioned for nomination and acceptance of John Montone as Vice Chairman of CCPUSA, 2<sup>nd</sup> by Bud Shattuck, All members present voted in favor, passed.

Tim Lattimore motioned for nomination and acceptance of Ron Colella as Secretary of CCPUSA, 2<sup>nd</sup> by Paul Pinckney, All members present voted in favor, passed.

Denny Zach motioned for nomination and acceptance of Bud Shattuck as Treasurer of CCPUSA, 2<sup>nd</sup> by Tim Lattimore, All members present voted in favor, passed.

Board members thanked Chairman Lattimore for his leadership as Chair of the Agency and will continue to pursue CCPUSA's visions to establish low cost power options for the community. Jim Young thanked the Board and will be available for continued assistance in their projects.

Paul Pinckney motioned to adjourn the meeting at 10:41 a.m. 2<sup>nd</sup> by Bud Shattuck. All members present voted in favor, passed.

- **Workshop for Union Springs Solar Project, Tuesday May 2<sup>nd</sup> at 9:00 am.**
- **The next regularly scheduled CCPUSA meeting will be the held on Tuesday, May 11, 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

**Tim Lattimore motioned to approve the minutes of March 21, 2017 and April 11, 2017, 2<sup>nd</sup> by Denny Zach, All members present voted in favor, passed. – May 9, 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 Tuesday April 11, 2017; 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, Ron Colella, Bud Shattuck, Cal Sheckler, Denny Zach

**EXCUSED:** Paul Pinckney, Chair

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

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

John Montone, Vice Chair, opened the meeting to order at 9:06 a.m.

**MINUTES:**

Tim Lattimore motioned to approve the meeting minutes of March 21, 2017, 2<sup>nd</sup> by Denny Zach, All members present voted in favor, passed.

Tim Lattimore motioned to approve the meeting minutes of April 11, 2017, 2<sup>nd</sup> by Denny Zach, All members present voted in favor, passed.

**UNFINISHED BUSINESS:**

Board Work Session:

CCPUSA Proposed County Grant Application to NYSERDA: Clean Energy Communities Grant

CCPUSA – Revised points discussed and reviewed

A. The \$25,000 cost estimate - Will need a consultant to assist in the establishment of rules and regulations for CCPUSA Green Energy program along with the establishment of rate charges. John explained the setting of a base rate and an adjustment formula established through a purchase power agreement. The initial \$25,000 would establish CCPUSA with a green energy rates (separate rates depending on the power generated rates, wind vs solar vs biomass, etc.) rates to be offered to market by offsetting the demand and system charges of utilities and the establishment of rules and regulations. Action items should be broken into milestones with dates and costs associated for for each item with emphasis subject to the revised REV program rules. The grant application is requesting items to be able to be completed within a three year time window.

B. Completion of Biodiversity Plan for CCPUSA Smart Energy Corridor. Community Energy System Solution – Update of the 2009 City-County Comprehensive Plan- Purpose of the update to revise guidelines to conform with the new REV regulatory program. Anticipate the hiring of a consultant.

C. Complete NYSDEC Climate Smart Certification Program Objectives -Procedure for being ranked and scored for certification – One of the ten action items in the PON to replaced one of the the four items which had been presented as a replacement to the prior line item submitted.

At the May 2, 2017 workshop CCPUSA had agreed to present a modified proposal to be able to accommodate items which the County may be interested in submitting for funding within the application. Knapp continued to

review the steps in a complete proposal to present as a complete funding mechanism for CCPUSA's program activities. Discussion continued on the need for CCPUSA board members to work with County legislative members to determine which items to be submitted; along with County support to endorse CCPUSA as a co-applicant as a joint grant application.

Proposed Grant Items continued:

D. Compile and File Rate Making Rules and Regulations, E. Compile Large Scale Renewable Demonstration. F: Prepare Energy Supply Plan and establish a Smart Home Program, G. Establish & Implement CCPUSA REV Plan Demand Reduction Program, H. Develop C40 Climate Positive Development Guidelines and I. Develop Drive Clean Program with NYSERDA Charge NY Incentives. Knapp and Montone explained that the proposed items will further allow CCPUSA to be compliant with Reforming Energy Vision (REV) and be prepared to conform to the Energy Commission rules and regulations as they are rolled out. The application will further define target/specific site development and programs. The board discussed the application process. NYSERDA has awarded the County eligibility to submit the application, NYSERDA will score the application and reserves the right to request further explanation of any items with the submittal. Group reviewed the proposed statement of project funding. CCPUSA needs to establish a meeting with County leadership on the development of a resolution which outlines the elements will be included in the application, which party or parties will write the application, and whether CCPUSA request to submit the application as a whole or partial with requested energy items from the County.

Motioned by Tim Lattimore to approve the proposed outline and to request the County to consent to submitting a joint application with the CCPUSA board as co-applicant for PON 3298, Discussion continued on details to be submitted, 2<sup>nd</sup> by Cal Sheckler, All members present voted in favor, passed.

- Union Springs Intermunicipal Agreement for Solar Project

Brief discussion on the proposed CCPUSA/Union Springs solar agreement. John M. requested members to review the agreement and forward any changes for review.

- Enhanced PON 3397

Knapp presented a revision for the submittal of PON 3397. A limited concept paper would be submitted to NYSERDA to permit a demonstration storage project as a public/private partnership with the 50% match coming from the developers' installation component of the project. Knapp is requesting to submit an amendment to PON 3397 to include PON 3541. CCPUSA has entered into a contract with David Gower to prepare and submit PON 3397.

Bud Shattuck motioned to authorize to integrate PON 3541 into the submittal of PON 3397. 2<sup>nd</sup> by Denny Zach, discussion – Shattuck revised the motion to include a notation that as a public/private partnership, no matching funds are required from the County or CCPUSA. All members present voted in favor, passed.

- Montone introduced NYSERDA PON 3588 - Deadline is June 20<sup>th</sup>.

Discussion on proposed grant writers to be available for PON submittals.

Ron Colella requested a list of the different items/projects which CCPUSA is reviewing and working on. Ron suggests that a list be prepared which will need to be reviewed at each meeting to determine what has been

accomplished, whether milestones have been reached and what items need to be completed and which party will be responsible for each action item.

Denny Zach motioned to adjourn the meeting at 11:20 a.m., 2<sup>nd</sup> by Bud Shattuck. All members present voted in favor, passed.

- **The next regularly scheduled CCPUSA meeting will be the held on Tuesday, June 13, 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

Tim Lattimore motioned to approve the meeting minutes of May 9, 2017, 2<sup>nd</sup> by Bud Shattuck,  
All members present voted in favor, passed.- June 14, 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 June 14, 2017; 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:** Paul Pinckney, Chair, John Montone, Vice Chair, Bud Shattuck, Denny Zach, Tim Lattimore  
**EXCUSED:** Ron Colella, Cal Sheckler  
**STAFF:** Stephen Lynch, CC Planning and ED  
Suzanne Gauthier, Administrative Assistant, CC Planning and ED  
**OTHERS:** Gary Knapp, Fiscal Development, LLC  
Maureen Riester, CEDA  
Michele Anthony, County Auditor

Paul Pinckney, Chair, opened the meeting to order at 9:05 a.m.

**MINUTES:**

Tim Lattimore motioned to approve the meeting minutes of May 2<sup>nd</sup> and May 9<sup>th</sup>, 2017, 2<sup>nd</sup> by Bud Shattuck, All members present voted in favor, passed.

**UNFINISHED BUSINESS:**

- Review of Pending CCPUSA Grant Application: NYSERDA PON 3397

Knapp reviewed with the board the ever developing REV (Reforming the Energy Vision) policies. At CCPUSA’s May meeting the board approved a motion to amend the pending application to PON 3397 thereby allowing the addition of programmatic elements existing within NYSERDA PON 3541 when PON 3397 is submitted. Mr. Knapp proposed incorporating PON 3541 elements into the application for PON 3397 as related and aligned project elements, noting that his project proposal would complement the City City of Auburn Downtown Revitalization Initiative (DRI) application, suggesting it could be positioned as a demonstration project and named the CCPUSA AGILe Smart City Hub.

The board reviewed the supplemental detailed schedule, along with the a draft application outline that had a heading of “Application for Grant Funding under Clean Energy Fund PON 3397”. After staff pointed out the striking similarities between the proposed CCPUSA Application Document and a document titled “Demonstration Project Assessment Report for National Grid’s Town of Clifton Park Demand Reduction Project”, prepared by the Public Service Commission, this document was suggested instead to be positioned as CCPUSA’s demand reduction policy plan. Staff recommended that if the Board intended to adopt this document as such a policy, a preamble should be included at the front of the document, noting that the policy was sourced from the PSC Report on National Grid’s Demonstration Project. The Board did not adopt the suggested policy. Board members and staff then inquired about aspects of the proposals and elements to be included in the PON 3397 application, and Mr. Shattuck inquired specifically on the status of the pending application submittal of PON 3397 due on June 28th. Mr. Knapp stated David Gower was to prepare the application that the project sponsors requested and that he would be directed to incorporate programmatic elements existing within NYSERDA PON 3541 into the PON 3397 Grant Application.

The board requested to have David Gower submit a completed application document to the board by Wednesday the 21<sup>st</sup> to have sufficient time to review prior to submittal. A short CCPUSA meeting was scheduled for 9:00 a.m. on June 26<sup>th</sup> to review the final PON 3397 application due on the 28<sup>th</sup>.



Chair Paul Pinckney expressed the need to continue to relay the general information on CCPUSA activities to the Legislature and for the board to understand and unify the direction in which CCPUSA wishes to proceed. The Board reiterated that the CCPUSA has the ability to provide guidance to the Legislature on energy matters.

- CCPUSA Proposed County Grant Application to NYSERDA: Clean Energy Communities Grant  
Steve Lynch reviewed with the board the proposed County resolution which reflected the various CCPUSA CEC Grant Components previously recommended by the Board, which was presented to the Planning Committee on June 13. The Planning Committee reviewed the different budget items proposed from the County and CCPUSA. The committee motioned to table the resolution along with a request for a member(s) of CCPUSA to attend the June 20<sup>th</sup> Ways and Means Committee and provide the Committee with a more thorough explanation of the CCPUSA elements, especially on their costs and benefits.

A brief discussion on Wendell's proposals and potential County energy savings ensued. Michele Anthony asked whether there is room in the grant budget for the proposed GPS units and program. The Board continued discussion on the proposed CCPUSA elements: energy efficiency finance plan for County facilities, electric ratemaking rules and regulations filings, large scale energy project compliance filings and strategic plan-operations and procedures. The CEC grant application submittal is due on July 27<sup>th</sup>. Planning staff emphasized that it could complete the County components of the application but would need technical assistance from the Board, Mr. Knapp and his partners to clarify the CCPUSA elements which will be included in the application. The Legislature is requesting a revised budget submittal to be presented to Ways and Means. The Board discussed and decided that one of the CCPUSA elements (energy efficiency finance plan for County facilities) should be revised to reflect an energy efficiency finance plan for as proposed in the City of Auburn & Cayuga County 2009 Sustainable Energy Plan.

- Organizational/Operational Structure Discussions

Chair Pinckney thanked Maureen Reister from CEDA for attending the CCPUSA meetings and suggested the board work alongside of CEDA, perhaps with additional monthly/bi-monthly meetings, to discuss current and future economic development and energy projects; along with ways to assist new and existing business with their energy needs. The Board discussed the need to develop a cohesive Board organization and operational structure with continued research on the budgeting and staff allocations to sufficiently allow CCPUSA to move forward on energy projects to benefit County residents. The Board then reviewed various provisions within the by-laws.

Bud Shattuck motioned to adjourn the meeting at 10:55 a.m., 2<sup>nd</sup> by Denny Zach. All members present voted in favor, passed.

- **A brief PON 3397 review meeting will be held on Monday June 26, 2017 at the Cayuga County Office Building, 5<sup>th</sup> Floor Conference Room, at 9 a.m.**
- **The next regularly scheduled CCPUSA meeting will be held on July 11, 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

Denny Zach motioned to approve the meeting minutes of June 14, 2017, 2<sup>nd</sup> by Bud Shattuck,  
All members present voted in favor, passed.- September 12, 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 Tuesday July 11, 2017; 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:** Paul Pinckney, Chair, John Montone, Vice Chair, Bud Shattuck, Denny Zach,  
Tim Lattimore, Cal Scheckler

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

**OTHERS:** Gary Knapp, Fiscal Development, LLC  
Michele Anthony, County Auditor  
Jim Orman, County Treasurer  
Maureen Riester, CEDA

Paul Pinckney, Chair, opened the meeting to order at 9:05 a.m.

**MINUTES:**

Minutes will be reviewed at the next meeting.

**UNFINISHED BUSINESS:**

- BOARD DISCUSSION: CCPUSA Components for County Clean Energy Communities (CDC) Grant Application:
  - Scope of Work for Professional Services: Electric Rate Setting and Rulemaking Filing for PSC.  
Board discussed and reviewed Knapp input for CCPUSA REV Plan Distributed Energy Resource (DER) Valuation and Pricing for Electric Rate and Rules/Regulation Compliance Work.  
Knapp stated that a compliance requirement is to have a distributive resource plan on how the municipal utility would consider and integrate resources. The second element is the identification and offer of a rate reflective of that integration.
  - Scope of Work for Professional Services: CCPUSA Operations & Procedures.  
Board discussion on the County-approved CCPUSA CEC proposal to develop a specific, strategic outline of CCPUSA Operations and Procedures for conducting business as a local, municipal utility originally recommended by Mr. Shattuck. Mr. Knapp had emailed the day prior a proposed draft RFP document outlining a process and scope of services to obtain a Strategic Electric System Master Plan.

In general, the Board discussed the draft RFP document presented by Mr. Knapp, sourced from a mature municipal utility operating in southern California, contrasting it with the Shattuck proposal to work with an outside technical consultant to develop a working structure for CCPUSA’s governance, including detailed operational procedures on how CCPUSA can assist energy projects for municipalites and businesses within the County and a critical path to achieving this organizational and operational readiness.

The board reviewed the documents supplied by Knapp and discussion continued on the various components which Mr. Knapp suggested needed to be further defined for the CEC application. Mr. Knapp recommended that

the established rules and regulations within the utility industry are continually evolving; therefore they will need to be addressed while formalizing a Request for Proposals for the scope of work services for the Rules and Ratemaking component, suggesting that the proposed CCPUSA Operations and Procedures Plan be used for this purpose.

The Board determined that the CEC application should be submitted with the CCPUSA Rules and Ratemaking component structured to include the general requirements for REV's rules and rate making for filing with the power commission and not submitted as the second CCPUSA component as suggested. The staff requested that Mr. Montone and/or Mr. Knapp provide a detailed Scope of Services for the technical consulting needed to prepare the CCPUSA Rules and Ratemaking Component, emphasizing that this is needed for the CEC application and that we may also need to secure fee quotes for the CEC application.

The Board determined that the second CCPUSA component/project will be securing the technical assistance needed to develop a CCPUSA Operations and Procedures Plan to allow CCPUSA to respond with assistance when any economic development project is presented and be able to broker electricity in the County. The application is due on July 27<sup>th</sup>; however Planning has requested a two month extension to NYSERDA. (*The extension was subsequently approved for submittal by September 27<sup>th</sup>.*) Planning will submit a draft narrative of the CEC Grant Application to the Board before submittal.

#### **NEW BUSINESS**

- Board Consideration of CCPUSA Application for NYSERDA PONS:
  - PON 3541: Distributed Energy Resource Value Stacking; and  
Open Round to December 2019
  - PON 3585: Energy Storage Technology and Product Development  
Round One is July 20, 2017, Round Two is December 2018

Steve gave an overview of the PONs. Planning has reviewed the reference documents and the recommended resolution prepared by Mr. Knapp and circulated at the prior month meeting. Planning underscored that NYSERDA requires that 4-page (maximum) concept papers be submitted by project proposers first; and if authorized by NYSERDA, applicants would be invited to submit a complete application. Staff suggested that Mr. Knapp and the Project Sponsors prepare the required concept papers and, if invited by NYSERDA to submit full applications (for one or both), then CCPUSA should go back to the Legislature with a request to approve the use of previously budgeted funds (for the Union Springs Solar Project) or seek additional funds to complete the application(s).

Board discussion continued on clarification of past motions and the proposed resolution for the completion and submittals of NYSERDA PONs. The board discussed the prior contract with Clean Earth Consulting/David Gower to submit application for PON 3397, which was not submitted by PON 3397's deadline. Mr. Knapp stated the application would be completed when the guidance parameters from NYSERDA are established stating that these parameters would be reviewed with Gower to determine whether the application can be completed. Staff emphasized that the PON 3397 was no longer open and that PONs 3541 and 3585, although complimentary to PON 3397, were subject to NYSERDA review of concept papers and subsequent invitation to submit.

Mr. Knapp then reviewed the visioning of the Governor and its relationship to the proposed development of a Small AGILE research lab solution and the intent of Mr. Knapp and the project sponsors to capture funding for the lab in Cayuga County.

The board asked whether Mr. Knapp would be submitting a concept paper for PON 3585 by the July 20<sup>th</sup> deadline. Mr. Knapp explained that he would provide the final concept paper to the Board but cautioned that there would not be time for review, revision or editing. The Board concluded that concept papers will need to be submitted as required by NYSERDA, and if approved for full application submittal, an additional CCPUSA funding request would need to be presented to the Legislature prior to any authorization to prepare and submit these applications on behalf of CCPUSA.

**ADDITIONAL NEW BUSINESS:**

Montone motioned for CCPUSA to join to the Smart Energy Power Alliance and the American Public Power Association, 2<sup>nd</sup> by Cal Scheckler. Mr. Lattimore inquired if any costs are associated with the memberships and Montone did not believe so at this time (Note: staff has determined that there is an application process that results in an invitation to join and determination of fees). Montone would do the applications on behalf of CCPUSA, All in favor, passed.

Montone motioned to approve the Letter of Understanding for the Union Springs Solar project based on the approval of the Inter-Municipal Agreement with the both Attorneys, 2<sup>nd</sup> by Lattimore. Brief discussion held on whether the County Attorney had reviewed the agreement. Paul stated he would discuss with the project with the County Attorney, All in favor, pending attorney approval, passed.

The board discussed the Central New York Regional Planning and Development Board Community Solarize CNY project and upcoming County resolution to support a letter of intent to proceed with researching the sites. Added discussion on CCPUSA's roles and abilities to execute a project.

Paul asked members to make a recommendation for a new CCPUSA members due to the resignation of Ron Colella.

Bud Shattuck motioned to adjourn the meeting at 11:03 a.m., 2<sup>nd</sup> by John Montone. All members present voted in favor, passed.

- **The next regularly scheduled CCPUSA meeting will be the held on August 8, 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

Denny Zach motioned to approve the meeting minutes of July 11, 2017, 2<sup>nd</sup> by Bud Shattuck,  
All members present voted in favor, passed.- September 12, 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 Monday August 7, 2017; 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:** Paul Pinckney, Chair, John Montone, Vice Chair, Bud Shattuck, Denny Zach,  
Tim Lattimore, Cal Sheckler

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

**OTHERS** Michele Anthony, County Auditor  
Maureen Riester, CEDA

Paul Pinckney, Chair, opened the meeting to order at 9:04 a.m.

**MINUTES:**

Minutes for the June 14<sup>th</sup> and July 11<sup>th</sup> meetings were distributed and will be voted on next month at the next meeting.

**UNFINISHED BUSINESS:**

- BOARD DISCUSSION : Union Springs Municipal Solar Project: CCPUSA

Steve Lynch distributed the revised draft intermunicipal agreement. Steve reported the original document had the County as one of the parties; the County was removed and the agreement will be with CCPUSA and the Village. The parties’ collaboration and a proposed timeline were discussed. The board agreed to add an 18 month term to the agreement.

Central New York Regional Planning and Development Board (CNYRPDB) named Abundant Solar as the preferred developer for the 5-county region, including Cayuga County’s projects. Union Springs and the County have formalized their letters of intent to assist Abundant Solar with the projects. The board continued with a discussion on the elements of the Union Springs project including the legal review work for the project. The County declined the request for the County Attorney to review any of the documents. Steve Lynch reviewed the resolved sections of the agreement and suggested to solicit a quote from local attorney to determine any costs associated with a potential review. The board asked to have the Union Springs Attorney further review the agreement to see if any additional elements will need to be considered. After the intermunicipal agreement is signed the next steps would be working with the awarded contractor to establish a purchase power agreement to advance the project. Board has requested to invite Abundant Solar to come to a CCPUSA meeting to review their projects to be completed in the County.

**NEW BUSINESS:**

- New Board Member to replace the recent resignation of a board member.

Board members will continue to consult with interested residents for a recommendation to become a member of the board.

- Board Member Nomination for CCPUSA Secretary

John Montone motioned to have Tim Lattimore designated as CCPUSA secretary, 2<sup>nd</sup> by Denny Zach. All members present voted in favor, passed.

- BOARD AND STAFF DISCUSSION: CCPUSA Organizational and Operational Structure

Paul opened the discussion on how the board will be structured as they move forward to execute projects. The local structure would establish the financial, operational and legal configurations to assist energy projects within the County. John Montone stated other public power municipalities in the State establish their own rules, regulations and budget procedures. John Montone suggested the Green Island Power Authority as a structure which CCPUSA could model after. The board discussed the formation of a strategic electric system master plan, the basics for the development of a plan for CCPUSA's governance, methods of a working group and how CCPUSA can assist energy projects for municipalities and businesses.

- BOARD DISCUSSION: CCPUSA Components for County Clean Energy Communities Grant Application:

- Scope of Work for Professional Services: Electric Rate Setting and Rulemaking Filing for PSC
- Scope of Work for Professional Services: CCPUSA Operations & Procedures

Steve Lynch explained NYSEERDA will require an explanation of costs associated with the submitted scope of services and plan for the different components in the grant. Steve distributed a draft Request for Fee Proposal (RFP) for the development of a Strategic Organizational and Operational Plan and Rulemaking compliance. The information secured through the RFP would be used to detail a scope of work along with estimated costs to include in the CEC grant application. The board reviewed the strategic plan elements in the draft RFP. In regards to the rule and regulations component, Montone advised the board that the vendors submitting for the strategic plan would also be qualified to prepare a cost of services study for the power and to develop a rules and regulations plan for the board.

Motioned by Tim Lattimore to incorporate the Rules and Rulemaking compliance element into the RFP for distribution, 2<sup>nd</sup> Bud Shattuck, All in favor, passed.

The RFP will request responses to be returned by September 11<sup>th</sup> to allow time for the board to review the replies at the next meeting prior to submittal of the grant (deadline for grant is 9/27). Public notices for the RFP will be placed in the local papers for publication.

**ADJOURNMENT:**

Denny Zach motioned to adjourn the meeting at 10:22 a.m., 2<sup>nd</sup> by John Montone. All members present voted in favor, passed.

- **The next regularly scheduled CCPUSA meeting will be held on September 12, 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

**Bud Shattuck motioned to approve the minutes of August 7, 2017, 2<sup>nd</sup> by Denny Zach, All members present voted in favor, passed. – October 12, 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 Monday August 7, 2017; 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:** Paul Pinckney, Chair, John Montone, Vice Chair, Bud Shattuck, Denny Zach,  
Tim Lattimore, Cal Sheckler

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

**OTHERS** Michele Anthony, County Auditor  
Maureen Riester, CEDA

Paul Pinckney, Chair, opened the meeting to order at 9:04 a.m.

**MINUTES:**

Minutes for the June 14<sup>th</sup> and July 11<sup>th</sup> meetings were distributed and will be voted on next month at the next meeting.

**UNFINISHED BUSINESS:**

- BOARD DISCUSSION : Union Springs Municipal Solar Project: CCPUSA

Steve Lynch distributed the revised draft intermunicipal agreement. Steve reported the original document had the County as one of the parties; the County was removed and the agreement will be with CCPUSA and the Village. The parties’ collaboration and a proposed timeline were discussed. The board agreed to add an 18 month term to the agreement.

Central New York Regional Planning and Development Board (CNYRPDB) named Abundant Solar as the preferred developer for the 5-county region, including Cayuga County’s projects. Union Springs and the County have formalized their letters of intent to assist Abundant Solar with the projects. The board continued with a discussion on the elements of the Union Springs project including the legal review work for the project. The County declined the request for the County Attorney to review any of the documents. Steve Lynch reviewed the resolved sections of the agreement and suggested to solicit a quote from local attorney to determine any costs associated with a potential review. The board asked to have the Union Springs Attorney further review the agreement to see if any additional elements will need to be considered. After the intermunicipal agreement is signed the next steps would be working with the awarded contractor to establish a purchase power agreement to advance the project. Board has requested to invite Abundant Solar to come to a CCPUSA meeting to review their projects to be completed in the County.

**NEW BUSINESS:**

- New Board Member to replace the recent resignation of a board member.

Board members will continue to consult with interested residents for a recommendation to become a member of the board.



- Board Member Nomination for CCPUSA Secretary

John Montone motioned to have Tim Lattimore designated as CCPUSA secretary, 2<sup>nd</sup> by Denny Zach. All members present voted in favor, passed.

- BOARD AND STAFF DISCUSSION: CCPUSA Organizational and Operational Structure

Paul opened the discussion on how the board will be structured as they move forward to execute projects. The local structure would establish the financial, operational and legal configurations to assist energy projects within the County. John Montone stated other public power municipalities in the State establish their own rules, regulations and budget procedures. John Montone suggested the Green Island Power Authority as a structure which CCPUSA could model after. The board discussed the formation of a strategic electric system master plan, the basics for the development of a plan for CCPUSA's governance, methods of a working group and how CCPUSA can assist energy projects for municipalities and businesses.

- BOARD DISCUSSION: CCPUSA Components for County Clean Energy Communities Grant Application:

- Scope of Work for Professional Services: Electric Rate Setting and Rulemaking Filing for PSC
- Scope of Work for Professional Services: CCPUSA Operations & Procedures

Steve Lynch explained NYSEERDA will require an explanation of costs associated with the submitted scope of services and plan for the different components in the grant. Steve distributed a draft Request for Fee Proposal (RFP) for the development of a Strategic Organizational and Operational Plan and Rulemaking compliance. The information secured through the RFP would be used to detail a scope of work along with estimated costs to include in the CEC grant application. The board reviewed the strategic plan elements in the draft RFP. In regards to the rule and regulations component, Montone advised the board that the vendors submitting for the strategic plan would also be qualified to prepare a cost of services study for the power and to develop a rules and regulations plan for the board.

Motioned by Tim Lattimore to incorporate the Rules and Rulemaking compliance element into the RFP for distribution, 2<sup>nd</sup> Bud Shattuck, All in favor, passed.

The RFP will request responses to be returned by September 11<sup>th</sup> to allow time for the board to review the replies at the next meeting prior to submittal of the grant (deadline for grant is 9/27). Public notices for the RFP will be placed in the local papers for publication.

**ADJOURNMENT:**

Denny Zach motioned to adjourn the meeting at 10:22 a.m., 2<sup>nd</sup> by John Montone. All members present voted in favor, passed.

- **The next regularly scheduled CCPUSA meeting will be held on September 12, 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

**Bud Shattuck motioned to approve the minutes of August 7, 2017, 2<sup>nd</sup> by Denny Zach, All members present voted in favor, passed. – October 12, 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 Tuesday September 12, 2017; 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, Bud Shattuck, Denny Zach, Cal Sheckler

**EXCUSED:** Paul Pinckney, Tim Lattimore

**STAFF:** Stephen Lynch, CC Planning and ED

John Zepko, Planner, CC Planning and ED

Suzanne Gauthier, Administrative Assistant, CC Planning and ED

**OTHERS** Maureen Riester, CEDA

Gary Knapp, Fiscal Development LLC

John Montone, Vice Chair, opened the meeting to order at 9:07 a.m.

**MINUTES:**

Denny Zach motioned to approve the meeting minutes of June 14, 2017, 2<sup>nd</sup> by Bud Shattuck. All members present voted in favor, passed.

Denny Zach motioned to approve the meeting minutes of July 11, 2017, 2<sup>nd</sup> by Bud Shattuck. All members present voted in favor, passed.

**UNFINISHED BUSINESS:**

**UPDATES:**

- Update: Status of Union Springs Municipal Solar Project CCPUSA Support/Letter of Intent - Bud Shattuck  
The Intermunicipal Agreement which had been reviewed by the Village Attorney, was distributed and reviewed with the board.

Bud Shattuck motioned to approve spending up to \$1,000 for legal services for a local attorney to review the Union Springs Solar Project Intermunicipal Agreement, 2<sup>nd</sup> by John Montone. All members present voted in favor, passed.

The board reviewed the next steps to move the project forward. John Montone asked to contact Abundant Solar, the project developer, to meet with the board to review the timeline and other project details. The board will need to inquire whether the developer has a generic Purchase Power Agreement which can be evaluated and revised for the project.

- Update: Status of Fiscal Development/Project Sponsors submission of preliminary concept paper for NYSERDA PON 3585: Energy Storage Technology and Product Development (Round One was due July 20, 2017) and/or submission of preliminary concept paper for NYSERDA PON 3541: Distributed Energy Resource Value Stacking (Open Round to December 2019).
- Update: Status of Fiscal Development/Project Sponsors submission of a Grant Application for federal financing under the USDA Rural Energy for America Program (REAP) as authorized with grant preparation support funding by CCPUSA Resolution No. 2 of 2017 (Grant Deadline was March 31, 2017) and status of complimentary efforts to develop this Project (Major Project Initiative- MPI) in general.

Gary Knapp reviewed with the board the progress of the ongoing projects. Knapp stated New York State is still finalizing the requirements and standards for the REV program and it is advisable to wait on the final details before formalizing CCPUSA's Strategic Plan and Business Model. Knapp stated the proposed CCPUSA business enterprise model framework for the legal, regulatory and financing execution should be based on the Green Island Power Authority model. Knapp further reviewed the various economic development projects the Project Sponsors are pursuing under a public/private partnership model: SST Clean Energy Initiative for the ADM Site Eco-Industrial Park and Companion Exit 40-Weedsport MBT, Smart Logistic Port and CSX Select Site Manufacturing Facility. Knapp and Montone explained the process to apply for an allocation of preference power when needed for a new and/or expanding business. The issuance is based on job creation and the ability to be able to distribute the power. Knapp would like to further present the details of the REV plan at the November board meeting.

Maureen Riester, Business Development Specialist with CEDA described which CCPUSA items should be further clarified for businesses looking for energy related information in the County. Maureen explained a CCPUSA website would allow prospective businesses to review the elements that CCPUSA would be able to assist existing business with their energy needs; along with educating the general community on energy related issues and concerns.

The board agreed to further research the development of a CCPUSA web homepage to contain informational materials for the community and prospective businesses. Board members will also compile a fact sheet for CEDA to use to determine the appropriate energy requirements for new businesses.

- Update: CEC Grant RFP for Technical Services: CCPUSA Org/Oper Planning & Utility Ratemaking/Rulemaking. RFP Released August 14; Proposals Due September 11.

Steve Lynch had circulated a Request for Fee Proposal to secure costs on the CCPUSA elements within the CEC grant application. The deadline was Sept 11<sup>th</sup> and only one response was returned from the fifteen companies whom were sent the RFP. Staff will use the proposal to inform the County's application for Clean Energy Communities Grant. Board discussion continued on the ratemaking/rulemaking regulations component for the application.

#### **NEW BUSINESS:**

- 2018 CCPUSA Budget

Board requested to add the CCPUSA's budget request line item for County FY18 funding for review at the October meeting.

#### **ADJOURNMENT:**

Bud Shattuck motioned to adjourn the meeting at 11:02 a.m., 2<sup>nd</sup> by John Montone. All members present voted in favor, passed.

- **The next regularly scheduled CCPUSA meeting will be held on October 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

**Bud Shattuck motioned to approve the minutes of September 12, 2017, 2<sup>nd</sup> by Denny Zach, All members present voted in favor, passed. – October 12, 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 Thursday October 12, 2017; in the Caucus Room #1, Cayuga County Office Building, 160 Genesee Street, Auburn, NY, 13021, at 9:00 am. The following individuals were in attendance:**

**BOARD MEMBERS:** Paul Pinckney, Chair, Bud Shattuck, Denny Zach, Tim Lattimore

**EXCUSED:** John Montone, Cal Sheckler

**STAFF:** Stephen Lynch, CC Planning and ED

John Zepko, Planner, CC Planning and ED

Suzanne Gauthier, Administrative Assistant, CC Planning and ED

**OTHERS** Gary Knapp, Fiscal Development LLC

Paul Pinckney, Chair, opened the meeting to order at 9:05 a.m.

### MINUTES:

Bud Shattuck motioned to approve the minutes of August 7, 2017, 2<sup>nd</sup> by Denny Zach, All members present voted in favor, passed. – October 12, 2017

Bud Shattuck motioned to approve the minutes of September 12, 2017, 2<sup>nd</sup> by Denny Zach, All members present voted in favor, passed. – October 12, 2017

### UNFINISHED BUSINESS:

#### UPDATES:

- Update: Cayuga County Clean Energy Communities Grant

Steve stated the CEC grant was submitted on September 25<sup>th</sup>. A few cost adjustments were made to the budget presented. Bud Shattuck inquired on how NYSERDA will respond to the proposal. Steve expects a dialogue will take place with NYSERDA within four to six weeks of the submittal. At that time, NYSERDA may ask for further clarification on the proposed elements in the grant. Tim Lattimore inquired whether any electric vehicle charging stations were included in the proposal. Auburn has recently installed a station at the City’s parking garage and the County has placed three stations in their proposal.

- Update: Status of Union Springs Municipal Solar Project

Paul Pinckney explained two outside counsels have reviewed the CCPUSA Bylaws and have confirmed the County Attorney should be the entity reviewing our legal contracts. Therefore, the County Attorney is currently reviewing the Intermunicipal Agreement for the Union Springs project. However, if more intensive review is necessary for energy projects outside of the County Attorney’s expertise, CCPUSA will need to retain the services of counsel familiar with energy related issues.

Bud reviewed the letter received from CNYRPDB stating the solar projects have now been turned over to Abundant Solar. Abundant will be contacting the individual projects to work directly with the owners of the projects. Abundant is working on providing a Purchase Power Agreement (PPA) template for review. Bud explained that Abundant will be contacting the utility companies and will amend the PPAs based on

interconnect charges for the specific projects. Union Springs will be working on two plans, one PPA for the community as a whole and one just for the Village of Union Springs (Water, sewer and street lights.) Abundant will be doing all the marketing of the program. Discussion continued on the solar zoning regulations amongst the Towns/Villages as well as the insurance coverages and responsibilities for the projects.

- Update: Status of preliminary concept paper submission for NYSERDA PON 3585: Energy Storage Technology and Product Development (Round One was due July 20, 2017) and/or submission of preliminary concept paper for NYSERDA PON 3541: Distributed Energy Resource Value Stacking (Open Round to December 2019).

Gary Knapp stated that he intends to submit a related series of PONS as a backdrop to the High Performing Grid project, tying these into his proposal for the Agile project. Mr. Knapp shared his intent to submit a joint application proposal incorporating PON 3541 with PON 3585 by Nov 2<sup>nd</sup>. The Board emphasized that a concept paper template will need to be submitted according to the NYSEDRA PON process. Upon NYSEDRA acceptance of a concept paper, the applicant would be given an opportunity by NYSEDRA to submit a full application to the appropriate PON(s).

Board discussed clarification on the authorization to submit the concept papers and/or full PON applications if invited by NYSEDRA that the relationship to grant application funding commitments from CCPUSA.

Tim Lattimore motioned to approve the submittal of concept papers by the project sponsors for PONS 3585 and 3541 provided that a copy be presented to the board prior to the Nov 2<sup>nd</sup> submittal deadline; then upon receiving an invitation by NYSEDRA to submit a full PON application(s), the board will seek authority from the County Legislature to expend CCPUSA funds from the 2017 allocation for the full application submittals, 2<sup>nd</sup> by Denny Zach. All members present voted in favor, passed.

Mr. Knapp expressed the need to have a workshop at the end of the month to review the PON concept papers and any other pertinent information on a possible Agile submission. The Board agreed that, upon receiving copies of the concept papers for review, the board would then schedule a conference call with any members wishing to discuss the templates prior to their November 2<sup>nd</sup> submittal.

Brief: REV Track II Proceedings (Opportunity to review at November meeting requested by Gary Knapp at Oct Meeting)

Knapp described the parallel Federal Energy Regulatory Commission (FERC) and Public Service Commission (PSC) proceedings under the regulatory schemes and what the large scale renewable program provides for. Board further discussed the various tracks of REV as they apply to the distributed energy grids.

### **NEW BUSINESS:**

- CCPUSA Request for Cayuga County FY18 Budget Allocation

The board reviewed a summary of CCPUSA's expenditures over the last few years and discussed the items necessary for proposed projects in 2018.

Tim Lattimore motioned to approve \$2,500 for the work Mr. Knapp and the Project Sponsors performed on the preparation of submittal of a Climate Smart Application to the NYS DEC. Motion was seconded by Denny Zach.

All members present voted in favor, passed. The Board requested that Mr. Knapp and the Project Sponsors submit the required invoice, along with backup data for work completed, in order to secure/encumber the FY17 funds before the County freezes budget expenditures for the year.

Board further discussed the amount of funds necessary to request to further pursue energy-related economic development projects in 2018.

**ADJOURNMENT:**

Denny Zach motioned to adjourn the meeting at 10:45 a.m., 2<sup>nd</sup> by Bud Shattuck. All members present voted in favor, passed.

- **The next regularly scheduled CCPUSA meeting will be held on November 14, 2017 at the Cayuga County Office Building, 5<sup>th</sup> Floor Conference Room, at 9 a.m. (NOTE: November meeting later rescheduled to November 21<sup>st</sup> at 3pm)**

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

**Tim Lattimore motioned to approve the meeting minutes of October 12, 2017, 2<sup>nd</sup> by John Montone. All members present voted in favor, passed. November 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 Tuesday November 21, 2017; in the Fifth Floor Conference Room, Cayuga County Office Building, 160 Genesee Street, Auburn, NY, 13021, at 3:00 p.m. The following individuals were in attendance:**

**BOARD MEMBERS:** Paul Pinckney, Chair, John Montone, Cal Sheckler Bud Shattuck, Denny Zach, Tim Lattimore  
**STAFF:** Stephen Lynch, CC Planning and ED  
John Zepko, Planner, CC Planning and ED  
Suzanne Gauthier, Administrative Assistant, CC Planning and ED  
**INVITED GUESTS:** Carmen N. Branca, Jr., Chairman, President & CEO, New Visions Communications, Inc.  
Gary Knapp, Fiscal Development LLC.  
**OTHERS** Elane Daly, Newly Elected Cayuga County Legislator  
Maureen Riester, CEDA

Paul Pinckney, Chair, called the meeting to order at 3:05 p.m.

### MINUTES:

Gary Knapp asked for clarification on the resolutions whether the approvals were adequately written in the October 12<sup>th</sup> minutes. One was initial allocation of funds for Climate Smart Certification of advance funding for \$2,500, and authorization for the preparation and submission of the NYSEDA PONs concept templates and if approved and invited to submit a complete application a payment of up to \$10,000 was omitted from the minutes. Knapp stated due to questions from the Chair, requesting \$10,000 to ensure the funds could be encumbered from the 2017 funds to have available sources to apply for the NYSEDA PONs when they are invited to apply for funds. Knapp represented to the board he did not want to spend and incur funds with asking others without the certainty that funds would be available.

The board briefly discussed the items captured in the October minutes.

Tim Lattimore motioned to approve the meeting minutes of October 12, 2017, 2<sup>nd</sup> by John Montone. All members present voted in favor, passed.

### NEW BUSINESS:

- New Visions Communications, Inc., Broadband Expansion Project and related CCPUSA MOU  
Review of Proposed Project: Mr. Carmen Branca, New Visions Communications, Inc.  
Review of Proposed New Visions / CCPUSA MOU and Discussion with Board

The CCPUSA MOU had been distributed to the board. John Montone stated the MOU had been reviewed by Attorney Jeff Genzer with only a one change to the agreement. Knapp explained the provision for the maintenance expense would only be implemented if CCPUSA uses any of the installed fiber for any future project.

Tim Lattimore motioned to approve the Memorandum of Understanding with New Visions Communications, 2<sup>nd</sup> by Denny Zach. All members present voted in favor, passed.



**UNFINISHED BUSINESS:**

- County Energy Communities Grant

Steve explained he had spoken with CNYRPDB on NYSEDA's timelines because the County has not received any feedback from NYSEDA on the application proposal submitted in September.

- Union Springs Project

John Montone asked to forward a copy of the intermunicipal agreement out to the board.

Bud Shattuck reviewed with the board that Chris Carrick stated Abundant will be contacting the municipalities with their plans/schedules. Bud has contacted Abundant to ask the company to come to the CCPUSA board meeting to provide updates with the main concerns involving the interconnection situations.

- CCPUSA Website

Steve discussed the contract with an outside firm for the CCPUSA website. Board discussed what would be the most appropriate phone number and contact information to use for CCPUSA inquiries.

- CCPUSA Structure

Chairman Pinckney briefly discussed with the board on updating CCPUSA's structures. The board will review the elements when NYSEDA responds to the Grant submittal.

Knapp made comments on the MOU with New Visions and emphasized how CCPUSA can assist in the project and how CCPUSA can benefit from the fiber installation in future energy projects.

**PRESENTATION:** Carmen N. Branca, Jr., Chairman, President & CEO, New Visions Communications, Inc.

Carmen Branca presented an overview of New Visions Communications' operations which provide high speed broadband in and around Oswego, Onondaga, and Madison and continue now into Cayuga County. New Visions builds out the fiber and then will sell the services available. Branca reviewed the Cayuga County project and demonstrated how CCPUSA would be able to assist the project and the benefit to the local municipalities. John Montone further explained CCPUSA's role in the project. This project would pave the way for smart metering, real time energy management, and smart home and business applications; along with a source of revenue for CCPUSA. New Visions will set up informational materials and sessions as they move into the different areas. CCPUSA board will set up a committee to work alongside New Visions.

- Websites update - three domain have been secured for the CCPUSA website: cayugacountyenergy.com, ccpusaenergy.com and cayugapower.com. The board agreed to use cayugacountyenergy.com as the main domain name.
- Meeting Structures: Chairman Pinckney has suggested that beginning in the New Year, CCPUSA should have workshops in between the regularly scheduled meetings to review projects.

**ADJOURNMENT:**

John Montone motioned to adjourn the meeting at 4:38 p.m., 2<sup>nd</sup> by Denny Zach. All members present voted in favor, passed.

- **The next regularly scheduled CCPUSA meeting will be held on December 12, 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

John Montone motioned to approve the meeting minutes of November 21, 2017, 2<sup>nd</sup> by Tim Lattimore. All members present voted in favor, passed.

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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 December 12, 2017; in the Fifth Floor Conference Room, Cayuga County Office Building, 160 Genesee Street, Auburn, NY, 13021, at 9:00 a.m. The following individuals were in attendance:**

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

**STAFF:** Stephen Lynch, CC Planning and ED  
Suzanne Gauthier, Administrative Assistant, CC Planning and ED

**INVITED GUESTS:** Gary Knapp, Fiscal Development LLC.

**OTHERS** Elane Daly, Newly elected Cayuga County Legislator  
Maureen Riester, CEDA

Paul Pinckney, Chair, called the meeting to order at 9:04 a.m.

### MINUTES:

November minutes will be presented at the next meeting.

### UNFINISHED BUSINESS:

- **CHAIR AND BOARD DISCUSSION: REVISITING CCPUSA MEETING STRUCTURE**

Chair Pinckney opened the board structure discussion and asked for any ideas from the board. The Chair stated the duties of the board will need to be re-evaluated and some of the responsibilities currently being supported by the Planning Department should be relinquished to the board. Tim Lattimore stated with the work done to date, and the real projects coming forward (New Visions) CCPUSA should be staffing up to provide more resources to these upcoming projects. Cal stated further funding requests to NYSERDA should be pursued. Paul stated the current revenue sources available are from the County and through the implementation of the sought after NYSERDA grant funds. Steve Lynch agreed with the restructure of the CCPUSA board’s meetings and staffing elements. John Montone suggested a review of the County’s utility bills ‘system benefit charge (SBC) which is added on the energy bills as a source of potential revenue NYSEG which entails the County to go after the NYSERDA PONs. If CCPUSA would put a suggested 1 mil addition on top of the current SBC charge, as a Purchase Power Adjustment, this revenue could be sent to the ESCO and later to CCPUSA to support current and future projects. The board further discussed on how the County energy bills are structured. To move forward the board will need to determine when the County electric and gas are scheduled to go out to bid for the new contract. A step by step approach will need to be defined to present this plan to the committee and the Legislature.

**2018 GOALS** - Chairman Pinckney stated CCPUSA’s 2018 goal for the New Year would be to have regular workshop meetings in addition to the regularly scheduled board meetings in order to discuss projects in more depth and to free up time in the monthly board meetings. The board will review the CCPUSA board member terms and titles and look to replace the opened member. Openings on the board will take place in March 2018 and March 2019.

- **UNION SPRINGS PROJECT**

John Montone stated Abundant is currently not in the queue for any of the bidding of any of their projects. Bud has been waiting for a response from Abundant regarding timelines and process of project completion.

**CHAIR AND BOARD DISCUSSION: REVISITING CCPUSA MEETING STRUCTURE- cont.**

Committee further discussed the board's setup and the communication channels to the committees and the legislature. Gary Knapp presented an overview and vision of the projects going forward and the deliverables against the REV solutions.

**NEW BUSINESS**

- **CCPUSA ABILITY TO ASSIST: ADM SITE PROSPECT- MAUREEN REISTER**

Maureen Riester updated the board on a possible business expansion at a portion of the ADM project site. A substation is still located on the site which would need to be reconditioned for a possible new owner. The business would combine a couple of their businesses operations into the one site, with projected 20 new jobs and retain approximate 50 positions. Discussion followed on the process/ability for CCPUSA to be able to assist a new owner with their utility needs and whether other economic development opportunities exist for the site.

The board agreed to meet with the CEDA board to further determine whether CCPUSA can assist the proposed business or should the company go to begin discussions with NYSEG. (Meeting scheduled for December 21<sup>st</sup> at 10:00 am at the CEDA office).

**UNFINISHED BUSINESS cont.**

- **CCPUSA WEBSITE**

Steve explained the website is being putting together. CCPUSA will need a dedicated phone number to answer voice messages, information requests.

- **NYSERDA PONS UPDATES**

PON 3578 has a filing deadline of February 6<sup>th</sup>. Knapp is requesting authorization to move forward with this application. Knapp explained a 50/50 match on Category 2 and a 65/35 on Category 4 are required. Knapp's opinion is that CCPUSA will get to leverage the entire value of the \$15 M New Vision Broadband project for execution projects with NYSERDA PONs. These match funds will come from the committed New Vision investments. The Broadband project will be eligible for Green Bank financing. Steve reviewed the past project resolutions for funding of the projects: the March 2017 resolution for the Major Project Initiative (MPI) were tied to a grant and/or a low guarantee programs through Rural Development and the July Resolution stated submitted concept papers if approved and unitive to apply would be eligible for project sponsors \$5,000 to move the PONs forward.

Knapp further explained the \$5,000 request from March Resolution would be reserved for future activity on the MPI. Clarification continued on the resolutions passed during 2017 and what these resolutions authorized.

**RESOLUTIONS**

Knapp presented the following resolution which includes authorization for future funding proposal to prepare an AGILE application, through the reclassification of a prior PON authorization.

- Authorization to File Application(s) for funding from REV Plan Clean Energy Fund Under the provisions of NYSERDA PONs 3541 – Distributed Energy Resource Stacking Values, and 3585 – Energy Storage Testbed Installation.

Knapp reviewed a David Gower proposal for work to be completed on submittal of the above PON with an initial cost of \$2,500; up to \$5,000 commitment.

- Authorization to file Application(s) for Funding from REV Clean Energy Fund Under the Provisions of NYSERDA PON 3578 – Plug in Electric Vehicle Enabling Technology Development and Demonstration Project. \$5,000 commitment.
- Authorization to File Application for Funding from REV Plan Clean Energy Fund Under the Provisions of CNY Upstate Revitalization Grant for Advanced Grid Innovation Laboratory for Energy in Lieu of NYSERDA PON 3397 Electric Power Transmission and Distribution High Performing Grid Program. \$5,000 total commitment and spent \$2,400 to date.

Tim Lattimore motioned to bundle the three resolutions for PONs 3397, 3541, 3585, and 3578 for approval for funding commitments of up to \$12, 500, 2<sup>nd</sup> by John Montone. All members voted to approve, passed.

#### **EXECUTIVE SESSION**

Tim Lattimore motioned to go into executive session at 11:40 a.m. to discuss a proposed acquisition, sale, lease of real property, 2<sup>nd</sup> by John Montone, All members present voted in favor, passed.

Tim Lattimore motioned to come out of executive session at 11:47 a.m., 2<sup>nd</sup> by John Montone, All members present voted in favor, passed.

#### **ADJOURNMENT:**

John Montone motioned to adjourn the meeting at 11:48 a.m., 2<sup>nd</sup> by Cal Sheckler. All members present voted in favor, passed.

- **The next regularly scheduled CCPUSA meeting will be the held on January 9, 2018 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

**John Montone motioned to approve the meeting minutes of December 12, 2017, 2<sup>nd</sup> by Tim Lattimore. All members present voted in favor, passed. January 9, 2018**