# Go Solar Florida Partners’ Meeting Minutes

August 29, 2014

Broward County Government Center West, Room 1303A 8:30 a.m.

Join by Phone: (954) 357-5488

Attendees:

* + Alachua County- Holly Banner
	+ Broward County- Jeff Halsey, Kay Sommers, Icilda Humes, Cathy Randazzo, Michael Huneke, Jason Liechty, Matt Anderson, Ken Dobies, Andrea Bousquet
	+ City of Venice- Karen Butterworth
	+ City of Newbury- Wendy Kinser
	+ FAU- Dr. Diana Mitsova
	+ FSEC- Stephen Barkaszi
	+ Miami Dade- Boris Sursky, Michael Goolsby
	+ Monroe County- Mike Roberts
	+ Orange County- Renee Parker, Cindy Nielsen

Updates

Contracts - Cathy Randazzo

* + The Monroe County contract has been signed and recorded.
	+ Miami Dade County has submitted some changes to their contract and Broward County is working on finalizing it.
* The contract for City of Venice has not been finalized as yet.
* Michael Huneke shared that four of the nine cities in Broward County have adopted zoning or ordinance modifications.

Plans/Plans Approval Team – Michael Huneke

* The team is exploring master file approval system. More details of what that will look like are forthcoming.
* The team continues to move forward on getting the approval route mapped out.

Business Requirements Document Update – Stephen Barkaszi

* FSEC continues to develop the business requirements which will include: what will be the limitations of the plans design system, what inputs the user will have, and a sandbox where users can go in and “feel out” how the system might work.
* FSEC was unable to provide a deadline for when the business requirements would be finalized.

Permitting/Application Team- Michael Huneke

* The team has updated its business requirements documents and is awaiting more details on plans system to move forward. Thereafter the phase involving the IT implementation will be activated.

Planning and Zoning Team- Cathy Randazzo

* Initial comments on the best practices manual have been received. The document will be finalized next week so partners are asked to submit final comments within the next few days. Things are on track to finalize the document by the set deadline of September 30.
* Partners were reminded that Boards will only be meeting a few more times before the end of the year. Therefore, partners were asked to submit the dates for adoption of model ordinances or zoning codes in their respective jurisdictions. Monroe County expressed concern about the timing of achieving this deliverable but that they would do their best to get it accomplished.

Financial Team- Jason Liechty

* The financing action plan is in its third draft and will be forwarded to partners for review next week.
* Most of the comments on the draft have been from Broward County representatives, so other partners are encouraged to review the draft and submit comments.
* The plan is on track to be finalized by the end of September.
* Work will commence shortly on drafting the proclamation in fulfilment of the grant deliverables.

Marketing-Matt Anderson

* The marketing team continues to update the Go Solar Florida website on a regular basis.
* Templates were previously forwarded to partners for use with Go Solar Florida-related agendas, meeting minutes, etc.
* The team has been sharing outreach materials with partners and partners are encouraged to request materials as needed.
* Ken Dobies reported that the Go Solar Fest videos have been edited and have been forwarded to Broward County’s Office of Public Communications for review. Thereafter, the videos will be posted on the Go Solar Florida website.

New Issues

Report to DOE- Jeff Halsey

* The Go Solar Florida grant administration team is now meeting with DOE on a monthly basis based on the funder’s concern about where the project is going with respect to the permitting system. The team reported on its progress and DOE seemed pleased with the report.
* DOE was informed that the team is exploring three approaches: Miami Dade County doing the structural, FSEC working on its solution, and a professional engineering firm setting up the approval system and hosting tools that the industry may be interested in. Broward County is working on an Advantage Marketing agreement to facilitate the engagement with a professional engineering firm.
* Miami Dade County reminded the team that they will be working on the structural piece but it will need to be integrated into FSEC’s permitting engine. Furthermore, there are other pieces that will be needed, such as roofing and electrical.
* DOE has indicated that it will make a field visit in December and it would be ideal if as many partners as possible could participate.

Solar Ready Florida

* Solar Ready Florida is a recipient of the SunShot Initiative Rooftop Solar Challenge. DOE has matched Go Solar Florida with Solar Ready in an effort to facilitate collaboration for achieving overlapping objectives.
* Solar Ready Florida is working on permitting best practices and will be hosting a [stakeholder workshop](http://www.solarreadyflorida.com/content/agendas/2014/09-Sep/SWFRPC/agenda.pdf) in Fort Meyers on September 17-18. Kay Sommers and Michael Huneke will be participating and partners are encouraged to attend.

Response needed: Legislative and Utility Contacts

* Partners were reminded to forward information on legislative contacts, local person who will be an advocate for solar at next legislative session, and electric utility companies. This information has been previously requested twice; however to date, not all partners have submitted the required information.
* Jeff Halsey reminded the team that the request for this information is a part of a larger effort to concentrate on what we will be presenting to the legislature with respect to FSEC.

Updates from partners

Miami Dade County

* Miami Dade County is working to get the contract finalized and is awaiting feedback from Broward County.

Alachua County

* Different staff members are participating in the various Go Solar Florida committees.
* Their model ordinance is going to the Board at the end of September.

City of Venice

* The review of the contract will be done in the next week or two.
* Their website will be updated to include a web button to Go Solar Florida.

Orange County

* Orange County continues to work with FSEC on permitting.

Monroe County

* An RFP for consulting services has been issued. Responses are due by September 10.
* Broward County offered to assist Monroe County with finalizing their contract or in any other regard if needed.

Timecards

* The final draft of the guidelines for recording and reporting time and effort for grant administration purposes will be forwarded to partners by the end of next week.
* Guidelines for financial reporting for reimbursement purposes are also being developed and will be shared with partners once finalized.

Other Matters

* The team was reminded that ICLEI is hosting the event, “The Green Construction Code: A Sustainability Opportunity for Local Governments” which will cater to code enforcement and sustainability staff. The event announcement had previously been forwarded to all partners for onward transmission to their respective building officials.

**Action Items:**

* **Submit comments on the draft planning and zoning best management practices document to Cathy next week.**
* **Submit comments on draft financing action plan to Jason as soon as possible.**
* **Partners are asked to forward the following contact information to Kay Sommers by the end of next week**
* **utility companies;**
* **legislative contacts; and**
* **local representatives who could advocate for solar.**
* **Partners who have not already done so are reminded to incorporate the Go Solar Florida web button on their respective websites.**