# Minutes

Go SOLAR Florida Team Leader Update Meeting

September 25, 2014

Attendees:

* Kay Sommers, Project Manager
* Cathy Randazzo, Zoning and Planning
* Matt Anderson, Marketing
* Michael Huneke, Plans and Permitting
* Andrea Bousquet, IT
* Icilda Humes, Administration
* Jason Liechty, Finance Action Plan
* Olivia Hilton, Contracts/Grants Administrator II

Contracts Updates – Cathy Randazzo

* Contracts for Monroe County, Orange County, Alachua County, and FSEC have been executed. The Miami Dade County contract is scheduled to be presented to the commission on October 7. The contract for Venice will be finalized once the question raised about supplanting has been answered by DOE.

Team Leader Status Reports

Go Solar Broward – Michael Huneke

* Interlocal agreements have been executed for Cooper City, Wilton Manors and Lauderhill Lakes. The agreement for Hollywood will be executed shortly. The ones for Lauderhill, Lighthouse Point, Pembroke Pines, and Plantation have not been executed.

Planning & Zoning - Cathy Randazzo

* The committee met several times to discuss the adoption of the model ordinance and Best Management Practices (BMP).
* Cathy will incorporate some additional information, based on recent feedback, into the BMP. Due to the impending deadline for this deliverable, the revised BMP will be sent to DOE and thereafter shared with partners for further comments.
* Alachua County will be the first to adopt the ordinance.

Financial Options – Jason Liechty

* Jason reported that a meeting was held on Monday and he received feedback on the draft plan. The plan should be finalized by the end of the month.
* He has an intern who will compile a list of contacts and explore marketing opportunities.
* It was suggested that a press release be issued after the plan is completed.

Administration/Budget – Icilda Humes

* The team was reminded that timesheets will be due on October 3 which is a few days after the expiration of the quarter.
* A guide to financial reporting is being drafted and will be completed within a couple of weeks.

Outreach/Marketing - Matt Anderson

* The team was informed that the Go Solar Florida webpage has been updated.

Florida Permitting Solution – Michael Huneke

* The team will soon move into phase 2 which is the IT component of the process.
* In reference to the deliverable of updating the training video from Go Solar Broward, the team was informed that some cities have not completed the zoning requirements for them to move ahead with the training. Consequently, there is no need to update the existing videos.
* Two cities, namely Margate and Cooper City have done the training and have executed the ordinance.

FSEC update and planned meeting – Kay Sommers

* The team was given an update on FSEC’s progress with respect to the grant.
* A meeting between FSEC and members of the grant administration team will be held next week.
* Action plans have been developed for FSEC and the other partners.

Advantage Marketing update – Kay Sommers

* Broward County did an Advantage Marketing agreement to support plans and permit system through the services of an engineering firm. The agreement is awaiting signature from the County Attorney’s Office and the County Administrator.

Legislative Action – Kay and Jason

* The legislative priorities have been drafted. The legislative action package has been sent to intergovernmental affairs for review. A meeting will be scheduled to discuss further.
* Broward County is unable to post them on its website because it would be considered as lobbying. The group, Vote Solar, is becoming more active in Florida. The project manager and project director had a telephone meeting with a representative of Vote Solar. They discussed the grant and the possibility of that entity being the convening authority for lobbying the issue in Florida. The project team also shared the draft financial action plan so that Vote Solar could help to lobby for the adoption of the proclamation.
* There was also discussion about exploring a MOU with FlaSEIA, FLARE and/or SACE about joining the lobbying efforts.

Summarize Action Items

* Kay will re-check with DOE about City of Venice’s supplanting question.
* Kay will schedule a meeting with Inter-governmental Affairs to discuss the legislative priorities.
* Jason will draft a press release for the financial action plan while Cathy will draft one for the Best Management Practices.
* Kay will draft communication to DOE rationalizing opting to not update the training video.
* Cathy will follow up with the County Attorney’s Office about the Advantage Marketing agreement.

Next Meeting October 23, 2014 at 2pm in Room PLCP 1303A.