# Minutes

**Go SOLAR Florida Partner Status Teleconference/Video Conference**

**February 28, 2014**

**Broward County Government Center West, Room 1303A**

**8:30 a.m.**

*Chair: Kay Sommers, Project Manager*

**Call to Order**

The meeting was called to order at 8:33 a.m.

**Meeting Update**

* Partners were advised that the Program Manager (Kay Sommers) would be deleting all meetings that the Program Director (Jeff Halsey) had previously arranged and will consequently re-send an invitation for future meetings
* The Program Manager verified the names on the invitation list with partner agency representatives

**Contracts Updates**

* Cathy Randazzo, the Lead for the Go SOLAR Florida Planning and Zone team, shared that efforts continue to finalize the contracts for FAU and FSEC.
* She estimated that the contracts would be ready mid-March.

**Planning & Zoning**

* Cathy Randazzo reported that the meeting held on February 26 with the Planning and Zoning team was well attended.
* At that meeting, the team discussed a model ordinance
* She shared that a Question and Answer button on Planning and Zoning issues will be included on the project website. All questions and responses emanating from Go SOLAR Florida Planning and Zone Planning team meetings will be documented and uploaded for ease of reference.
* The team will endeavor to meet every two weeks until the model ordinance is completed.
* The next meeting will be held on March 13 at 2:30 p.m.

**Permitting Update**

* Jeff Halsey shared that the goal of the this component of the project to bring a permitting solution, in the form of the Florida Solar Permitting System, that partners will be able to utilize. He added that Broward has a model from Go SOLAR I but wants to improve it. The Permitting team will work directly with FSEC to develop an improved model. The first step of which was to reach out to Miami-Dade County and FSEC to explore options. Miami-Dade County is proceeding with their solution and is planning to have an internal engineer do structural work for the permit. They will work with FSEC (FSEC will do the electrical schematics) to build a “machine” to build electrical specifications from user input. Upon completion, home owners and small business proprietors will have a FSEC certified plan to install solar.
* The reason that Miami-Dade was approached was because it has a product approval system already approved in their county and they have a lot permitting experience.
* Miami-Dade County is working on a solution (a solar permitting system) for that county but hopefully the Permitting team can help to strengthen it. Broward County will perhaps tweak its system to improve it with the input of FSEC which is the partner that will play a key role in the Florida Solar Permitting System.
* Thereafter, two options for a well-established permitting solution, and perhaps even a third option, will be presented to partners for their consideration. Partners would subsequent pilot the selected solution and the hopefully that system will be used through Florida.
* Jeff Halsey proceeded to highlight some of the challenges with the development of a standardizing solar e-permitting system.
	+ Who will host the system?
	+ Who is going to maintain the system in perpetuity?
	+ Who is going to provide technical support for the system?
	+ Are building officials going to be comfortable issuing a permit in their respective jurisdictions using this system in light of the personal legal repercussions that are associated with permit issuance?
* Nonetheless, the Go SOLAR Permitting Team is committed to meeting the project goal. As such, Jeff Halsey presented the following options:
	+ a core technical team from Miami-Dade County, Broward County and FSEC could endeavor to Come up with the options; or
	+ all the other partners could join in this preliminary exercise.
* The partners present at the meeting supported the idea of the core technical team working on devising a proposed solution or solutions.
* It was proposed that a face-to-face partners meeting take place during Go SOLAR Fest.

**Updates from partners**

**Alachua**

* The team met with city and county officials to get things started. The Board approved budget adjustment and a loan. Therefore, they will be able to secure the services of a consultant to help them build their system.

**City of Venice**

* The team is working on online permitting and is advertising it via a link to the Go SOLAR site.

**Monroe**

* The team will start focusing on Go SOLAR in the next few weeks.

 **FAU**

* As per Cathy Randazzo’s update, the contract is still being processed.

**Go SOLAR Fest**

* Matt Anderson was introduced as the Lead for Go SOLAR Fest.
* Partners were asked to register for the event (June 6-7) and to encourage others to register for the free event.
* They were advised that there is still need for sponsors, exhibitors, and speakers and requested that partners explore businesses and individuals who could fill those slots.
* Partners were asked to market the event using various media such as social networking, adding the event registration web link to their email signatures, etc. Matt Anderson shared that Save-the Date bookmarkers have been produced for the event and encouraged partners to contact him to secure them for dissemination within their respective jurisdictions.
* The representative from Alachua was thanked for adding the Go SOLAR logo on their website and for posting information on Go SOLAR Fest on their county website.
* Other partners were asked to add information on the Go SOLAR grant, their respective roles in it and information about Go SOLAR Fest to their county/city website.
* Matt Anderson committed to sharing the available marketing materials for Go SOLAR Fest including the draft program with all the partners.

**SharePoint Site**

* Kay Sommers highlighted the fact that Monroe County still did not have access to Sharepoint. She explained the importance of being able to access to Sharepoint in terms of information sharing and accessing the blank timesheets. She advised that there is certain action that must be taken in order for access to be granted and as such committed to forwarding the information once gain to Rhonda and now also to Mike.

**Timecards**

* Kay Sommers thanked Alachua and Orange Counties for submitting their Quarter 4 time sheets.
* She explained the rationale behind completing timesheets including the fact that each partner needs to meet the requirement of in-kind contribution which will ultimately affect how much money the DOE will reimburse respective partners.
* She added that no invoices had been submitted for quarter 1 but that they would be calculated based on in-kind contribution and submitted retroactively.
* Jeff Halsey shared that there may be situations in which some partners cannot spend money until they have a contract. Partners were advised that as Project Director he would be willing to advise partners on a case-by-case basis on what to do if they do not yet have a contract but need to spend money.

**Conclusion and adjournment**

* The group agreed that Friday mornings are convenient for future meetings. Kay Sommers thanked everyone for their participation and apologized for the technical challenges with respect to tele/video conferencing.
* The meeting was adjourned.