**Go Solar Florida Plans/Plans Approval Team**

**September 2nd Conference Call Minutes**

**Call Participants:** Stephen Barkaszi, FSEC; Greg Ferrone, Alachua County; Michael Goolsby, Miami Dade; Oriol Haage, Miami Dade, Michael Huneke, Broward County

**Meeting Discussion Summary**

* **Update on Plans System Demo:** Miami Dade to check on updating version of Explorer so they can access demo. Demo continues to be updated with additional calculations.
* **Business Requirements Document:** updated draft version almost ready to be sent to the group for review. Will be sent out by Friday September 5th.
* **Plans System:** a summary of the plans system, including many of the items discussed during our calls, will be included in the draft Business Requirements Document.
* **Master Files, CILB/Engineering Board:** Orange County was not available to report on progress made contacting the state, will ask for an update during next call.
* **Contractor and Solar Community Advisory/Review Group:** will contact Colleen (FSEC) to discuss next steps and give update at next meeting.

**Action Items**

**Plans system action items**

* **FSEC** to continue debugging and making improvements toelectrical plans system demo **(ongoing).**
* **Stephen** is to revise the Business Requirements Document **(a top priority, by Sept. 5th).**
* **Stephen** to create a list of details and whether they are user input or master file items **(part of Business Requirements Document).**
* **Stephen** to create a list of pre-requisite system requirements and limitations **(part of Business Requirements Document)**.

**Certification process action items**

* **Orange County** to contact CILB and Engineering Board to determine how best to get on their agenda **(report back to team of progress during next call).**
* **Orange County**, as part of contact with CILB and Engineering Board, to get further clarification on the master file certification requirements. Also, further clarification on whether electrical plans for small PV systems need certification or fall below threshold.And if solar contractors are allowed to install PV systems, just as electrical contractors **(report back to team of progress during next call).**

**Contractors and Solar Community Advisory/Review Group action items**

* **Team** to continue to provide any additional contractor and solar industry contacts to Colleen Kettles (FSEC) for Florida Sun Group **(ongoing).**
* **Michael** to contact Colleen to receive update and determine next steps **(by next conference call).**

**PR Campaign action items**

* **Team** to continue communication with Marketing/Outreach Go Solar Team to support their efforts to establish contact with Legislatures, Solar Contractors, Code Officials, and Rack Manufactures **(ongoing).**

**Next Conference Call: Tuesday September 16th 10:00 a.m.**

**Call-in Number: 954-357-5480**