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## CCPUSA MEETING 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 May 8, 2018; in the Caucus Room #1, Sixth 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, John Montone, Cal Sheckler, Denny Zach, Tim Lattimore, Mike Long

**EXCUSED:** Bud Shattuck

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

**OTHERS** J. Justin Woods, County Administrator  
Charlie Ripley, County Legislature District #9  
Gary Knapp, Fiscal Development, LLC

Chairman Paul Pinckney opened the meeting at 9:10 a.m.

### MINUTES:

Mr. Montone motioned to approve the minutes of February 9<sup>th</sup>, February 13<sup>th</sup> and March 13<sup>th</sup>, 2<sup>nd</sup> by Mr. Lattimore. All members present voted in favor, passed.

### NEW BUSINESS:

- **Board Discussion: Proposed Organizational Committee Structure of Board of Director Guidance and Oversight**  
The board reviewed the proposed committee structure presented in March. Mike Long suggested to combine some of the committees, possibly combining the Audit and Operations Committees, and perhaps get down to three or four committees instead of six. Mr. Knapp spoke on the distinctions between the Audit and Operations Committees and advocated to keep these committees separate. Mr. Pinckney stated the board can keep the committees as present and implement changes as needed while moving forward. As each of the proposed committees contain a majority of the board, Mr. Lynch suggested the board consider and clarify what the individual committees are authorized to do. Typically sub committees are not authorized to formalize any action which would commit the board to any contracts, financial commitments, etc. Acknowledging that the County is still waiting on NYSERDA to finalize the grant contract and subsequent availability of funds; Mr. Lynch recapped that County grant funds will address an organizational strategy for CCPUSA and perhaps the Board should address the proposed committees within the grant funded organizational effort. Mr. Zach suggested perhaps the Enterprise and General committees can be combined. Mr. Woods reiterated that once the Strategic Plan and Operation Plans are complete, the board would know which committees would be needed.

- **NYSERDA Clean Energy Communities Grant Update**

Mr. Woods stated that staff is in the process of preparing a proposed RFP for the NYSERDA grant and will be circulating it when the grant contract is finalized. The \$250,000 County grant has up to \$80,000 allocated for work related to CCPUSA: a Strategic Organizational Plan and an Operational Plan including Rule and Ratemaking compliance with REV. NYSERDA is currently reviewing the contract with minor details on how the analysis will be completed on the capital improvements. Mr. Woods explained the need to develop the Strategic Plan, identify which avenues in the plan the board will focus on, and then build upon the Operations Plan (including Rate and Rule Making) around those specifics. Mr. Montone suggested the Rules and Rate Making can be put together with members of the

board along with legal advice. John stated the plan would create the Rate Structure along with accompanying purchase power adjustments and design the tariffs for the different types of projects. Mr. Pinckney inquired about the process of the formulation of the plans and the method to which funds are distributed from the NYSERDA grant. The draft plan would be reviewed by the board and then forwarded to legal representative for approval. Mr. Lynch explained that the Grant Contract outlines the Scope of Work and delineates what must be accomplished using the grant funds. Mr. Lynch also outlined that the Scope of Work for CCPUSA planning efforts must follow the grant contract and will need to be approved by NYSERDA, followed up by an approved RFP. Funds traditionally are released upon completion of the outlined milestones set up in the Scope of Work.

Mr. Knapp stated it is unadvisable to design an RFP for rates and rule making until you have customers. The approved Major Project Initiative (MPI) would have a customer apply for service, and if the project moves forward into implementation, this proposed use would have the basis to form an applicable tariff, at that point you would spend the funds for rate making and rules/regulations.

- New Visions Project

The board reviewed elements within the New Visions Broadband project and CCPUSA's MOU and the ability to sell services and products to customers. Mr. Knapp requests that the board perfect the MOU into a "Definitive Agreement". Mr. Knapp added that this Definitive Agreement would protect CCPUSA's ability to sell the services. It was suggested that, at this time, the New Visions broadband project will not be going down the County roads. Discussion continued on the construction aspects of the project. Mr. Knapp asked the board to authorize the negotiation of an amendment to the New Visions MOU allowing CCPUSA to take the lead in installing the fiber duct along the County roads. Mr. Long stated the County could contract with an installer (e.g. New Visions), oversee the installations and when finished with the installation, approve the completed work and accept the work before turning the rights over to the County.

Mr. Lattimore motioned for the board to authorize further negotiations with New Visions to explore the idea of an amendment to the current MOU and upon mutual agreement between the parties to bring the proposed amendment to the CCPUSA board for approval. 2<sup>nd</sup> by Mr. Montone. All members present voted in favor, passed. The preferred details to be finalized in negotiations include: New Visions to complete the installations to the appropriate specifications and upon completion turning over to CCPUSA within the County Right of Way. New Visions would retain rights to use the fiber installed within the County Right of Way.

- Federal Energy Regulatory Commission (FERC) Guidelines

Mr. Knapp reviewed the FERC guidelines presented last month. Mr. Knapp requested the board to authorize the use of the FERC standard guidelines to be used as the format for an application for a project 20 MW or less to be used to entertain an application for a 1.5 Kv interconnection project at the ADM campus site for a controlled environment agricultural project. The inputs would be brought to the board for further review with the supporting documents into the generally accepted format. Mr. Woods stated the federal formatted document would be a good template for developing a CCPUSA application.

Mr. Lattimore motioned to approve using the FERC guidelines as an application template for a controlled environment agricultural project at the ADM site, 2<sup>nd</sup> by Mr. Zach. All members present voted in favor, passed.

- Telsa Electric Truck Pilot Project at NYS Thruway Exit 40

Mr. Knapp announced that the New York State Thruway has issued a Request for Expression of Interest (RFEI) to redevelop all NYS Thruway Service Areas through public-private partnerships. Mr. Knapp noted that several board

members are looking to meet with NYS DOT commissioner, Matt Driscoll the week of May 14<sup>th</sup> to speak on whether the NYS Thruway has any interest in collaboration with CCPUSA on a pilot project at Exit 40. The RFEI submission deadline is May 25<sup>th</sup>.

Mr. Lattimore motioned for DALPOS Architects & Integrators along with Rover Technologies, Inc., and Rover Advance Technologies, LLC submit an application to the NYS Thruway Authority RFEI using the conceptual structure discussed, with the submission to include any input from Mr. Driscoll, with the requirement that the draft submittal be brought to the board at a workshop on May 22<sup>nd</sup> at 3 p.m. prior to the May 25<sup>th</sup> submission date., 2<sup>nd</sup> by Mr. Montone. All members present voted in favor, passed.

The board authorized scheduling a workshop on May 22<sup>nd</sup> at 3 p.m. to review the proposed RFEI submission. Mr. Sheckler asked that gas components be included in the project submittals.

- **AGILe Project**

Mr. Knapp continued prior discussions and requests to advance this project for inclusion in the forthcoming City of Auburn 2018 Downtown Revitalization Initiative (DRI) grant application. The board reviewed the AGILe Proposed Use of Funds Statement prepared by Mr. Knapp.

Mr. Knapp presented materials relating to Triphammer Ventures, a Venture Fund for Cornell Alums at Alumni Ventures Group who are advocating investing in this project. Steven Greenburg has been named the manager for this Investment Fund. Mr. Knapp will be meeting with VMWare (a cloud infrastructure and digital workspace technology company) to discuss this proposed research center in Cayuga County.

Mr. Pinckney motioned to authorize the County Administrator to request a meeting with City representatives to discuss the proposed inclusion of the AGILe project within the City of Auburn's DRI application, 2<sup>nd</sup> by Mr. Zach. All members present voted in favor, passed.

**ADJOURNMENT:**

Mr. Lattimore motioned to adjourn the meeting at 10:42 p.m., 2<sup>nd</sup> by Mr. Montone. All members present voted in favor, passed.

- **The next scheduled CCPUSA workshop is May 22<sup>nd</sup> at 3 p.m., 6<sup>th</sup> Floor Caucus Room #1, at 9 a.m**
- **The next regularly scheduled CCPUSA meeting will be held on June 12, 2018 at the Cayuga County Office Building, 6<sup>th</sup> Floor Caucus Room #1, at 9 a.m.**

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

**Cal Sheckler motioned to approve the meeting minutes of May 8, 2018, 2<sup>nd</sup> by Bud Shattuck, All members present voted in favor, passed. August 14, 2018.**