

## CCPUSA WORKSHOP MINUTES

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A workshop meeting of the Board of Directors of the Cayuga County Public Utility Services Agency (“CCPUSA”) was held on Tuesday September 18, 2018; in the 5<sup>th</sup> Floor Conference Room, Cayuga County Office Building, 160 Genesee Street, Auburn, NY, 13021, at 8:30 p.m. The following individuals were in attendance:

**BOARD MEMBERS:** John Montone, Mike Long, Bud Shattuck Denny Zach, Tim Lattimore

**EXCUSED:** Cal Sheckler, Paul Pinckney

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

**OTHERS:** J. Justin Woods, County Administrator

John Montone opened the workshop at 8:35 a.m.

### CLEAN ENERGY COMMUNITIES GRANT

The board continued discussion to fine tune the components within the proposed RFQ for CCPUSA rules and rate making requirements for the grant. The board discussed the time frame on the contract; along with additional qualifications for the prospective RFQ vendors. The proposed vendors should have working experience with NYPA and clear understanding of New York State Utility programs and the NYS REV plan.

The board reviewed elements within the scope of work for the Strategic Plan: Organizational and Operational Work. The planning process will be facilitated by the selected consultant to include active participation by the County Legislators, CCPUSA Board members and the local development team.

The board conferred on revisions for the consultant deliverables and grant requirements for the final document. The RFQ will need to be forwarded to NYSERDA for approval before sending out to the consultants.

### ADJOURNMENT:

Mike Long motioned to adjourn the meeting at 10:03 a.m., 2<sup>nd</sup> by Bud Shattuck. All members present voted in favor, passed.

- **The next regularly scheduled CCPUSA meeting will be held on October 16, 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

**Bud Shattuck motioned to approve the workshop minutes of September 18, 2018, 2<sup>nd</sup> by Mike Long, All members present voted in favor, passed. December 11, 2018.**