

**MINUTES  
CITY OF EDINA MINNESOTA  
ENERGY & ENVIRONMENT COMMISSION  
EDINA CITY HALL COMMUNITY ROOM  
Thursday July 10, 2014  
7:03 PM**

**I. CALL TO ORDER 7:03p.m.**

**II. ROLL CALL** Answering Roll Call was Glahn, Gubrud, Howard, Kostuch, Rudnicki, Sokol, Waddick, and Zarrin

Absent: Bale, Latham, Thompson

Late Arrival: Chair Heer, Sierks

Staff Present: Ross Bintner and Rebecca Foster

**III. APPROVAL OF MEETING AGENDA**

**Member Heer arrived at 7:05p.m.**

**Motion made by Member Gubrud and seconded by Member Zarrin to approve the Meeting Agenda. Motion carried unanimously.**

**IV. ADOPTION OF CONSENT AGENDA**

A. Minutes. Member Gubrud requested Item VIII F. change "Economy" to "Colony". Member Gubrud requested Item VIII G. change the last sentence to "reported that all subsidized enhance home energy installs have been completed".

**Motion made by Member Kostuch and seconded by Member Gubrud to approve the amended Minutes. Motion carried unanimously.**

B. Attendance report and roster

C. Workgroup list and minutes

**Motion made by Member Kostuch and seconded by Member Glahn to approve the remaining Consent Agenda. Motion carried unanimously.**

**V. COMMUNITY COMMENT.** No Comment.

**Member Sierks arrived at 7:08p.m.**

**VI. REPORTS AND RECOMMENDATIONS**

- A. Community Solar. Member Sierks said the Subcommittee was trying to get Scott Neal to add Community Solar into Mr. Bintner's work plan. Mr. Bintner suggested writing an Advisory to Council to direct staff to do work.

**Motion made by Member Sierks and seconded by Member Gubrud the EEC recommend to Scott Neal to assign a staff person, Ross Bintner if able or others, to spend time helping the Subcommittee that is working on Community Solar to develop more plans and details on the project.**

Mr. Bintner suggested the EEC Members need to define Community Solar better in order for Scott to make a decision and refers back to writing a Council Advisory. Member Sierks suggested attaching the Subcommittee May minutes that has the project details.

**Add amendment: As outlined in the last report of the Community Solar Subcommittee (see attachment).**

Mr. Sierks updated the EEC Members what the Community Solar project included again. The EEC members discussed what the City's staff member's deliverable would be. Mr. Bintner suggested the deliverables would be a Request for Proposal.

**Motion made by Member Sierks and seconded by Member Rudnicki the EEC recommend to Scott Neal to assign a staff person, Ross Bintner if able or others, to spend time helping the Subcommittee that is working on Community Solar to develop more plans and details on the project as outlined in the last report of the Community Solar Subcommittee. Motion carried unanimously.**

- B. Workplan. The EEC Members started discussing their 2015 Workplan which is due in October. Chair Heer suggested Reduction of Greenhouse Gases as a main focus. Member Sierks said the actions steps to reduce greenhouses could be find the baseline measurement, reduce it by identifying reductions such as deeper energy cuts in buildings, chapter 10, recycling, and community solar. Chair Heer said the EEC could acknowledge that we're not going to meet the 2015 goals and define what we're going to work on for the 2020 reduction. Member Rudnicki said the EEC needs to be honest about the urgency of the need for the City and Community to create and follow the mandates to reduce greenhouse gases. Member Kostuch suggested having a Work Session with Council to ask them what they want from the EEC and plan a serious effort to reduce greenhouse gases. A work plan item could possibly create across city task force of staff members and business owners to create goals for greenhouse gas reduction. The EEC could revise the City of Minneapolis's or City of Burnsville's greenhouse reduction plan and educate the Council on why we have to do this.

Member Kostuch reviewed the 2014 Work Plan and said WP6 and OR2 is complete. WP2 and OR1 are ongoing. WP1, WP3, WP4, and WP5 can all be grouped as the greenhouse gas reduction action steps.

Mr. Bintner said the EEC originally organized its work around the Green Step Cities program, and now the EEC uses the work plan.

Another idea was to have less EEC Working Groups and Subcommittees next year and have EEC members attend other Commission's monthly meetings to learn how they operate.

## **VII. CORRESPONDENCE & PETITIONS**

- A. Kim Crockett – Letter and publications. This was information only.

**Motion made by Member Sierks and seconded by Member Gubrud that this report was only provided for information and doesn't reflect the views of the Commission. Member Glahn voted Nay. Motion carried.**

**VIII. CHAIR AND COMMISSION MEMBER COMMENTS**

- A. Building Energy Efficiency Subcommittee. Member Sierks said Tim Barnes is still thinking about the deeper energy efficiency projects on the three worst city buildings.
- B. Business Recycling Working Group. Member Zarrin said her and Member Latham needs to draft Business Recycling into the EEC mission.
- C. City Environmental Considerations Subcommittee. No Comment.
- D. Community Solar Subcommittee. No Comment.

**Member Zarrin excused herself from the meeting at 8:34p.m.**

- E. Education Outreach Working Group. Member Gubrud said the 4<sup>th</sup> of July parade was a success. Home Energy squad handed out postcards with a \$20 discount on a visit. There has been energy enhanced 355 installs since 2010. An About Town Article or Edina Edition in the Sun Current will be written to promote the home energy enhanced visit. The next film series movie will occur in September and might be on Water. The April Forum topic might be Community Solar.
- F. Home Energy Squad Subcommittee. No Comment.
- G. Local Food Working Group. No Comment.
- H. Recycling and Solid Waste Working Group. No Comment.
- I. Student Subcommittee. No Comment.

**Motion made by Member Heer and seconded by Member Gubrud that the EEC recognizes Sarah's and Elana's contribution and wishes them good luck in their future endeavors and Elana has served for two years. Motion carried unanimously.**

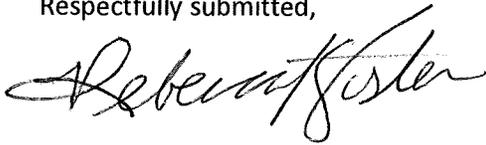
- J. Water Quality Working Group. Member Waddick said they did a dry run of Storm Sewer stenciling. They did eight drains in one hour. They handed out door hangers to remind people not to dump organic materials into the storm drains, because they flow directly to nearby lakes, streams, etc.
- K. 2014 EEC Summary and Schedule. No Comment.

**IX. STAFF COMMENTS.** Mr. Bintner said the Youth Board and Commission members meet with City staff to receive feedback on their experiences. Also, at the June 20<sup>th</sup> League of MN Cities meeting, the City was acknowledged as a Tier 3 city of Green Steps.

There being no further business on the Commission Agenda, Chair Heer declared the meeting adjourned at 8:50p.m.

**Motion made by Member Glahn and seconded by Member Kostuch to adjourn meeting. Motion carried unanimously.**

Respectfully submitted,



Rebecca Foster  
GIS Administrator

**Attachments:**

**Edina Community Solar Subcommittee-Staff meeting summary**

April 16, 2014

Attendees: Tim Barnes, Ross Bintner, Ken Bradley (MN Community Solar), Scott Neal,

Josh Sprague, Bill Sierks, Paul Thompson

Invited but Absent: Jim Hovland

Background: In its 2014 Work Plan, the EEC identified Xcel's new "Community Solar" program as one of the Commission's priorities. The details of Xcel's program are not yet final, and the program is currently subject to review and comment before the Minnesota Public Utilities Commission, Docket No. E002/M-13-867.

The subcommittee had its kickoff meeting on April 16, 2014. Ken Bradley of Minnesota Community Solar attended at the invitation of the subcommittee and provided an overview of the basic workings of a community solar project as proposed by Xcel before the PUC. The meeting attendees asked questions about how a community solar program operates and what the City's role in such a program could be. Ken Bradley then left the meeting so the City and EEC participants could discuss their thoughts on the City's possible role here. The consensus of the group after that discussion was that the subcommittee should continue to examine whether the City has a suitable location for a community solar project and identify what steps the City needs to take to further evaluate whether its participation in Xcel's community solar program is viable.

## **Edina Community Solar Subcommittee-Staff meeting summary**

May 9, 2014

Attendees: Ross Bintner, Nathan Franzen, Bill Sierks, Paul Thompson

Invited but Absent: Scott Neal, Jim Hovland, Josh Sprague.

Background: In its 2014 Work Plan, the EEC identified Xcel's new "Community Solar" program as one of the Commission's priorities. The details of Xcel's program are not yet final, and the program is currently subject to review and comment before the Minnesota Public Utilities Commission, Docket No. E002/M-13-867. The subcommittee had its kickoff meeting on April 16, 2014. The outcome of that meeting was an agreement to continue evaluating whether the City had a viable location for a community solar project; what steps the City needs to take to decide on an appropriate role for the City (i.e. host, owner, customer); and what steps the City needs to take to actually host a community solar project for its residents.

At the May 9 meeting, the team discussed the specific action steps for the City to continue looking into a community solar project and issues to evaluate. A summary of the topics and issues follows.

### **Possible sites for review:**

- Cold Storage Hillside Site (169 and 494)– security is needed for ground mounted system; south exposure is good; can be done on hill.
- Braemar Arena – arch roof requires more engineering review, but can work, penetrations needed to be secure. The arching metal seam roof is not a problem. Flat roof section is ideal, but a bit small.
- Public Works Facility – newly refurbished roof can be ideal; old building code leaves 5lb/sf for ballasted systems, and roof is new so it will last as long as the solar. Can get letter from architect if recently reviewed. Make sure roof membrane warranty is not compromised.
- 50<sup>th</sup> and France Roof of Parking Lot– Parking lot mounted is expensive, and would have to be justified with other cost savings. (No snow removal)

Ground mounted is cheapest, followed by rooftop at around \$0.5-1.0/W installed premium. PV system mounted on roof of parking lot is much more expensive. Can bundle multiple sites for efficiencies of scale.

### **Economics**

City of Edina can negotiate payment for lease, or take solar credits in-lieu of lease. Be sure to understand liability and insurance for both system and rooftop. RFP/Bid process is highly recommended to get the most competitive deal. GESP/ESCO contract method possible too, but if an open bid process is not required, costs could be hidden and markup applied. Lease could be up to 20 years. City needs to make sure roof will last that long as it's not cost effective to have to repair or replace a roof with PV system installed. The City can own up to 40% of the system. City can use Met Council established energy inflation rate (approx 4%) to calculate long term energy cost savings.

Developer-- lease ownership needed to monetize tax benefits. Production tax credit and accelerated depreciation apply to system and reduce cost. The more system ownership committed to, the more tempting for a developer, as they have less work community shares to disburse.

Example system (very approximate costs): 250kW at about \$3/W installed = \$750,000 total cost, \$450,000 after tax benefits.

System generates around (1250kWh/W installed) for total 312,500 kWh/year. Priced @ \$0.12/kWh = \$37,500/year for a 12 year simple payback.

### **Next Steps in Project Development**

1. City needs \$10-20K to hire an engineering firm to do site analysis and put together specifications and needed improvements. City can specify roof attachments, and liability coverage.
  - a. Erickson Road (sp) of St. Paul is a roofing engineer capable of evaluating the Braemar roof.)
  - b. Also need to work with the company currently warranting the roof.
2. Council commitment needed after preliminary analysis for a range of system ownership (\$200K range for 100kW owned, as 40% of 250kW)
3. After Council commitment is made, work with legal and engineer to develop and administer RFP.

Project Evaluation Steps Include:

Site Evaluation

Interconnection to Grid

Conduit Routing

Attachments to Structure

### **Issues**

The City needs at least a 20 year roof. Also the contract must allocate the risk of roof repairs, and the City must make sure the existing roof warranty stays intact. After selecting a vendor the City should require the contractor to assure the warranty stays intact as well.

IF the City is willing to buy up to 40% of the system, this will reduce the cost to the developer and is attractive.

The City should have professional assistance if considering a solar leaseback.

### **Examples and further resources**

Maplewood has a unique solar ownership structure, not community solar though. Woodbury has done some review of the RFP process, but has not yet moved forward. Westwood (Jack Hayes) does engineering in solar arena, and is the only local player. Otherwise the City can solicit nationally.

Motion to EEC by Community Solar subcommittee:

**Recommend that City Council and City Manager take these actions to advance Community Solar in Edina:**

1. Hire an engineering firm to do site analysis and prepare specifications for bidding a city-hosted community solar project. The estimated cost range is \$10 K to \$20 K. As part of this process, the City needs to work with the company currently warranting the roof of the host site.
2. The City should assume ownership of up to 40% of the Community Solar project. (40% is the maximum any subscriber may own under state law). The estimated cost of 40% ownership of a 250kW system is approximately \$200K.
3. The City should also work with the City attorney and engineering staff to develop and administer the community solar RFP. Issues that need to be addressed include but are not limited to Site Evaluation; Interconnection to Grid; Conduit Routing; Attachments to Structure; Insurance; and Liability Coverage.

ENERGY & ENVIRONMENT COMMISSION																	
NAME	TERM	J	F	M	A	M	J	J	A	S	O	N	D	Work Session	Work Session	# of Mtgs.	Attendance %
Meetings/Work Sessions		1	1	1	1	1	1	1	1	0	0	0	0	1		9	
														6/3/2014	(enter date)		
Glahn, William	2/1/2017			1	1	1	1	1	1					1		7	100%
Gubrud, Bob	2/1/2016		1	1	1	1	1	1						1		7	78%
Heer, John	2/1/2015	1	1	1	1	1	1	1	1					1		9	100%
Howard, John	2/1/2016		1	1	1		1	1	1					1		7	78%
Kostuch, Keith	2/1/2016	1	1	1	1	1	1	1	1							8	89%
Latham, Dianne Plunkett	2/1/2015	1		1	1	1	1							1		6	67%
Rudnicki, Tim	2/1/2015		1		1	1	1	1	1							6	67%
Sierks, Bill	2/1/2016	1	1	1	1	1	1	1	1					1		9	100%
Thompson, Paul	2/1/2016	1	1	1	1	1	1		1					1		8	89%
Waddick, Louise	2/1/2017			1	1	1	1	1	1							6	86%
Zarrin, Sarah	2/1/2015	1	1	1		1	1	1	1					1		8	89%
Bale, Sarah	student	1		1	1	1	1							1		6	67%
Sokol, Elana	student	1	1	1	1	1	1	1						1		8	89%

**Liaisons:** Report attendance monthly and attach this report to the Commission minutes for the packet.

Do not enter numbers into the last two columns. Meeting numbers & attendance percentages will calculate automatically.

<b><u>INSTRUCTIONS:</u></b>	<b><u>Counted as Meeting Held (ON MEETINGS' LINE)</u></b>	<b><u>Attendance Recorded (ON MEMBER'S LINE)</u></b>
Regular Meeting w/Quorum	Type "1" under the month on the meetings' line.	Type "1" under the month for each attending member.
Regular Meeting w/o Quorum	Type "1" under the month on the meetings' line.	Type "1" under the month for each attending member.
Joint Work Session	Type "1" under "Work Session" on the meetings' line.	Type "1" under "Work Session" for each attending member.
Rescheduled Meeting*	Type "1" under the month on the meetings' line.	Type "1" under the month for each attending member.
Cancelled Meeting	Type "1" under the month on the meetings' line.	Type "1" under the month for ALL members.
Special Meeting	There is no number typed on the meetings' line.	There is no number typed on the members' lines.

\*A rescheduled meeting occurs when members are notified of a new meeting date/time at a prior meeting. If shorter notice is given, the previously-scheduled meeting is considered to have been cancelled and replaced with a special meeting.