



c/o Village of Ossining  
16 Croton Avenue  
Ossining, NY 10562  
Sustainablewestchester.org

To: Board of Directors of Sustainable Westchester

Fr: Leo Wiegman, Executive Director

RE: Executive Director's Report for meeting on June 30, 2015

Prepared: June 24, 2015

---

### 1) Administration

- a) Comptroller function
  - i) Village of Ossining has agreed to have Village Manager Abe Zambrano serve as Comptroller.
  - ii) Paychex is in use for employee payroll and paying independent contractors.
  - iii) Bank will be switched from Hudson Valley to Chase for more convenient locations and banking services.

### 2) Finance

- a) Proposed Budget for balance of 2015 (draft attached)
  - i) As Treasurer reported, our reconciled cash on hand (in bank) position as of May 31, 2015 is ~\$49,000.
  - ii) The 2015 cash flow budget are presented:
    - (1) Budget shows cash flow based solely on dues and contributions, with no additional foundation funding or program revenue.  
**Result:** SW will have ~\$64,000 on hand on 12/31/15, assuming \$34,000 in dues is paid by year end.

### 3) Governance

- a) Policies adopted to date
  - (1) Conflict of Interest Policy (*sign and return*)
  - (2) Political Campaign Activity and Lobbying Policy
- b) Policies proposed (attached)
  - (1) Fiscal Control and Procurement Policy (recommended draft attached)
  - (2) Green Purchasing Policy (recommended draft attached)
- c) Policies for future consideration (as appropriate)
  - (1) Anti-Discrimination and Harassment Policy
  - (2) Travel and Other Expense Reimbursement Policy
  - (3) Code of Ethics Policy
  - (4) Compensation, Reimbursement and Attendance Policy
  - (5) Conflict of Interest and
  - (6) Defense and Indemnification Policy
  - (7) Equal Employment Policy
  - (8) Whistleblower Policy
  - (9) Corporate Donation Policy

#### 4) Program Development

##### a) Solarize Westchester

- i) Round 1 is successfully completed as of June 2015: Across the 4 community-wide campaigns, over 130 homes and businesses contracted to install solar PV systems for an aggregated 1.5 megawatt-hours of generation capacity (ahead of the targeted goals). As contractors complete these installations, they will remit a success fee to SW of \$0.02 per watt installed.
- ii) Round 2 will kick off in September through February in 4 new community campaigns. The RFI for communities is due in late June. A new RFP for solar contractors will be due in early July, with matchmaking taking place in early August.
- iii) **Timeline:** Success fee remittance from Round 2 is not expected to begin until April 2016.
- iv) **Action item:** None at this time.

##### Solarize Westchester (subcontract to EIC, success fees due to SW)

##### Cash flow \*

Income	Jun-15	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	FY totals
<b>Round 1 (closed 6/2015)</b>								
Bedford-Mt Kisco			210	210	210	210	210	1,050
Cortlandt-Croton			1,703	1,703	1,703	1,703	1,703	8,517
Ossnings-Briarcliff			513	513	513	513	513	2,567
Mamaronecks-Larchmont			140	140	140	140	140	700
<b>Round 2 (closes 2/2016)</b>								
TBD								
TBD								
TBD								
TBD								
<b>totals</b>	<b>0</b>	<b>0</b>	<b>2,567</b>	<b>2,567</b>	<b>2,567</b>	<b>2,567</b>	<b>2,567</b>	<b>12,833</b>

##### Expenses

Part-time staff			(500)	(500)	(500)	(500)	(500)	(2,500)
Ex Dir time						(100)	(100)	(200)
Office supply								
Travel								
Other								
<b>totals</b>	<b>0</b>	<b>0</b>	<b>(500)</b>	<b>(500)</b>	<b>(500)</b>	<b>(600)</b>	<b>(600)</b>	<b>(2,700)</b>
<b>net income</b>	<b>0</b>	<b>0</b>	<b>2,067</b>	<b>2,067</b>	<b>2,067</b>	<b>1,967</b>	<b>1,967</b>	<b>10,133</b>

\*The Solarize success fee due SW is \$0.02/watt installed, payable in the month following the final NYSERDA incentive payment received by the Solarize contractor. A typical home PV system of 7 kW yields a one time \$140 success fee due to SW. In Round 1 (Feb-Jun 2015) Cortlandt-Croton signed 73 contracts, Ossnings-Briarcliff signed 22 contracts, Bedford-Mt Kisco signed 9 contracts, Mamaronecks-Larchmont # TBD 6? Round 2 will open in Oct 2015 and close in Feb 2016 for 4

new community campaigns. As of 6/16/15, the total solar generation capacity contracted under Solarize in al 4 Round 1 programs was 1.5 MW (1,500,000 watts \* \$0.02 success fee = \$30,000).

**b) Energize Westchester**

- i) SW will be presented with a subcontract shortly from the Energy Improvement Corp (EIC) for a work scope related to assisting the Energize New York Residential program launch in up to 6 new communities in Westchester County and providing Member Services to municipalities in Westchester County that have joined the EIC.
- ii) **Timeline:** The work scope will extend for 2.5 years beginning in Q3 2015 (July) and have a total budget for SW of \$75,000 over that period for the Energize Residential launch assistance, and \$25,000 over that period for assistance in communicating with EIC members about Member Services.

**iii) Action Item: Authorize signing of the subcontract of SW with EIC for the above work scope and revenues.**

Energize Westchester (subcontract to Energy Improvement Corp) Cash flow *								
Income	Jun-15	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	fy totals
EnergizeNY Residential launches (Westchester)				2,500	2,500	2,500	2,500	10,000
Member services (Westchester)				833	833	833	833	3,333
<b>totals</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,333</b>	<b>3,333</b>	<b>3,333</b>	<b>3,333</b>	<b>13,333</b>
<b>Expenses</b>								
Part-time staff				(1,000)	(1,000)	(1,000)	(1,000)	(4,000)
Ex Dir time						(833)	(833)	(1,667)
Office supply				(25)	(25)	(25)	(25)	(100)
Travel				(50)	(50)	(50)	(50)	(200)
Other								
<b>totals</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(1,075)</b>	<b>(1,075)</b>	<b>(1,908)</b>	<b>(1,908)</b>	<b>(5,967)</b>
<b>net income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,258</b>	<b>2,258</b>	<b>1,425</b>	<b>1,425</b>	<b>7,367</b>

\*Subcontract is for CGC Round 2 award for 30 months starting July 2015 to assist EIC staff with expanding Energize program (residential energy efficiency upgrades) throughout Westchester to 2 more municipalities per year and to provide some Member Services to all the EIC member munis in Westchester (presenting all energy related programs in coordinated fashion): \$30,000 (y1), \$30,000 (y2), \$15,000 (y3 6 months) = \$75,000 (total).

**c) NY Prize Community Microgrid Feasibility Study**

- i) 10 Westchester municipalities who collaborated with SW’s guidance have been awarded NY Prize Feasibility Study of circa \$80,000 in contract value each. See tab “NY Prize Awardees” in workbook for full list.
- ii) SW’s work scope is budgeted at circa \$10,000 for each of these 10 studies. The work scopes all begin in July 2015 and end in February 2016.

- iii) SW's role will be education and communication among stakeholders across different studies, as well as technical assistance on monetizing the value components of the microgrid components and capacities.
- iv) **Timeline:** July 2015-February 2016.
- v) **Action Item: Authorize the signing of the subcontracts between SW and the individual lead applicants, where needed.**

**AWARDS as of 6/20/2015 for NY Prize Community Microgrid Feasibility Study**

C/T/V	Lead consultant	Awarded?	Is SW paid partner?	SW work scope fee	Who is lead applicant
Mt Kisco V	BoozAllen	yes	yes	\$ 10,216	BAH
New Rochelle C	BoozAllen	yes	yes	\$ 10,216	BAH
Mamaroneck T	BoozAllen	yes	yes	\$ 10,216	BAH
Somers T	BoozAllen	yes	yes	\$ 10,216	BAH
Cortlandt T	BoozAllen	yes	yes	\$ 10,216	BAH
Ossining V	Green Energy Corp	yes	yes	\$ 10,114	
White Plains C	Green Energy Corp	yes	yes	\$ 10,114	
Irvington V	Green Energy Corp	yes	yes	\$ 10,114	Irvington V
Croton V	Green Energy Corp	yes	yes	\$ 10,114	Croton V
Yonkers C	NRG	yes	yes	\$ 10,000	
Westchester County	Entecco LLC	tba	no	\$ -	County
Tarrytown V	Wildan	yes	no	\$ -	
Sleepy Hollow V	Wildan	yes	no	\$ -	
<b>total</b>		<b>12 (awarded)</b>	<b>10 (SW partner)</b>	<b>\$ 101,536</b>	

**1. NY Prize Microgrid Cash flow**

<b>Income</b>	Jun-15	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	FY totals
BoozAllen-Mt Kisco V				1,459	1,459	1,459	1,459	5,838
BoozAllen-New Rochelle C				1,459	1,459	1,459	1,459	5,838
BoozAllen-Mamaroneck T				1,459	1,459	1,459	1,459	5,838
BoozAllen-Somers T				1,459	1,459	1,459	1,459	5,838
BoozAllen-Cortlandt T				1,459	1,459	1,459	1,459	5,838
Green Energy Corp-Ossining V				1,445	1,445	1,445	1,445	5,779
Green Energy Corp-White Plains C				1,445	1,445	1,445	1,445	5,779
Green Energy Corp-Irvington V				1,445	1,445	1,445	1,445	5,779
Green Energy Corp-Croton V				1,445	1,445	1,445	1,445	5,779
NRG-Yonkers C				1,429	1,429	1,429	1,429	5,714
<b>totals</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>14,505</b>	<b>14,505</b>	<b>14,505</b>	<b>14,505</b>	<b>58,021</b>

**Expenses**

Part-time staff		(3,143)	(3,143)	(3,143)	(3,143)	(12,571)	(3,143)	
Ex Dir time				(3,265)	(3,265)	(6,530)		
Office supply		(150)	(150)	(150)	(150)	(750)		
Travel		(100)	(100)	(100)	(100)	(500)		
Other		(5,250)				(5,250)		
<b>totals</b>	<b>0</b>	<b>(5,250)</b>	<b>(250)</b>	<b>(3,167)</b>	<b>(3,167)</b>	<b>(6,432)</b>	<b>(6,432)</b>	<b>(25,602)</b>
<b>net income</b>	<b>0</b>	<b>(5,250)</b>	<b>(250)</b>	<b>11,338</b>	<b>11,338</b>	<b>8,073</b>	<b>8,073</b>	<b>32,419</b>

\*See NY Prize Tab for list of awardees. Typical award yields \$10,200 per award for SW work scope. Invoicing is monthly on schedule of values completed against 4 major milestones between July 2015 and Feb 2016. The income has been averaged here over 7 months for each awardee. The \$5,250 in Other expense includes payment to ConEdison for aggregate energy use data per jurisdiction for Microgrid Study and CCA procurement bid.

**d) Municipal Solar Buyers Group**

- i) The RFP for Solar Developers was published earlier in June with the submission deadline extended to July 10, 2015. It has been sent to 200 organizations:  
<http://sustainablewestchester.org/hidden-latest-news/62-municipal-solar-buyers-group>
- ii) We received a strong response so far and have issued a detailed “Answers to Questions asked by Respondents” last week. After the RFPs are due, we anticipate narrowing down the list for a second round of responses.
- iii) Any municipality that is not yet a member of the Buyers Group will have an opportunity to join in July. See the current list of 17 members in tab “MuniSolarBuyersGroup.” We will open the membership up after we close the RFP for developers and will add any new sites to the list for a group of second round developers to respond to.
- iv) SW is working with Advisors led by Structured Finance Solutions, a division of PNC Equipment Finance, LLC, (Ted Jenkins). The Advisors will be hiring a Solar Engineer to vet the solar proposals as the winning respondents puts them forth and Legal Counsel to review draft agreements for each site and be available to help advise the general counsel for each municipal member. Both of these work scopes will be compensated by the solar developer at the time of the settlement of the financing, at NO expense to SW.
- v) As with Solarize Westchester, we anticipate a modest success fee will be built into the final agreement with the winning respondents as compensation to SW for its work to educate our members and aggregate the potential sites.
- vi) **Timeline:** We anticipate that some of the smaller sites could be operational by the end of 2015, while the larger sites will come online by end of 2016.
- vii) **Action item:** By late July, SW will be ready to reach an agreement with the winning respondent on behalf of the members of the Municipal Solar Buyers Group.

<b>MSBG Participant #</b>	<b>Name</b>	<b>NYSERDA NY-Sun MW Block</b>
1	Cortlandt, Town	ConEdison
2	Croton-on-Hudson, Village	ConEdison
3	Larchmont, Village	ConEdison
4	Lewisboro, Town	Upstate/ROS
5	Mt Kisco, Village	ConEdison
6	North Salem, Town	Upstate/ROS
7	Somers, Town	Upstate/ROS
8	Eastchester, Town	ConEdison
9	Dobbs Ferry, Village	ConEdison
10	Hastings-on-Hudson, Village	ConEdison
11	Mamaroneck, Town	ConEdison
12	New Rochelle, City	ConEdison
13	Rye Brook, Village	ConEdison
14	Tarrytown, Village	ConEdison
15	Tuckahoe, Village	ConEdison
16	White Plains, City	ConEdison
17	Yonkers, City	ConEdison
<b>Note: Rest of State (ROS) applicable to &gt;200 kW systems.</b>		

**e) Community Choice Aggregation**

- i)** Over 20 SW member municipalities have had a presentation to their boards and key staff on CCA in the past 3 months.
- ii)** We have provided a draft Local Law to each of these 20 municipalities authorizing the city/town/village to opt into the program.
- iii)** Energy Procurement Sub-committee is in formation (6 experts as members to date).
- iv)** We are preparing FAQ responses aimed at both the municipalities and the potential bidders for this energy procurement process.
- v)** We are also preparing an FAQ aimed at the members of the public.
- vi)** Depending on the number of members participating, the anticipated income from a resulting Affinity Group fee remitted to SW is \$200,000+/year.
- vii)** We are exploring the benefits of bidding out both electric and natural gas simultaneously.
- viii) Timeline:** We need local members to adopt the Local Law before we can begin the energy procurement process.
- ix) Action item:** SW will continue to work with members in adopting the Local Law and explaining the CCA program.

**5) Other topics**

- a)** Guest speakers at Board of Directors meetings? Could rotate among Committee/Working group/Program area topics (Energy, Materials Management, Transportation, Water).
- b)** This ED report is heavy on Energy topics due to all the activity in that domain. In subsequent ED reports, more information will be provided on the other Committee/Working group/Program areas.