

# SOLAR ENERGY ACTION COMMITTEE

## Agenda

**Date:** February 18, 2016

**Start time:** 9:30AM      **End time:** 1:30PM

**Location:** County of Los Angeles, Department of Public Works,  
900 S. Fremont Ave, Alhambra, CA 91803  
Downstairs Conference Room C

**GoToWebinar Call in:** <https://attendee.gotowebinar.com/rt/7801171707912829441>

### Draft SEAC Mission Statement:

We provide information and produce recommendations to safely and efficiently expand the use of solar energy for the benefit of our communities.

### Main purpose of meeting:

- To present Google Docs as collaborative forum
- To discuss status update on UL2703
- To present Utility Issues

<b>Agenda Items</b>	<b>Who</b>	<b>What</b>
1. Welcome	Hector Bordas / 2 min	
2. Introductions	All / 5 min	
3. Announcements	Paula Mellon / 5 min	Information
4. Status Update	Paula Mellon / 5 min	Information
5. Draft meeting summary Jan 28, 2016	Paula Mellon / 5 min	Discuss/Agree
6. Google Docs as collaborative forum	Hector Bordas / 15 min	Presentation/Information
7. Google Drive/Docs tutorial demonstration	Marro Lee / 15 min	Presentation/Information
8. Status update on UL2703	Hector Bordas / 15 min Mostafa Kashe / 15 min All / 30 min	Information/Discussion
9. Presenting Utility Issues	Paula Mellon / 5 min All / 30 min	Information/Discussion
10. Next step and action items	Paula Mellon / 5 min	Information/Discussion
11. Open forum and feedback	All / 10 min	Information/Discussion
12. Closing	Paula Mellon / 2 min	

*\*Please note – Hector Bordas and Paula Mellon will be available for about 15 minutes at the end of the meeting for one-on-one time with members and guests*

**Solar Energy Action Committee  
Meeting Summary  
Meeting February 18, 2016**

**Agenda item # 1: Welcome**

- Hector Bordas welcomed everyone to the tenth Solar Energy Action Committee meeting.

**Agenda item # 2: Introductions**

- SEAC members and guests introduced themselves.
- SEAC roll-call was carried out of all attendees.

**Agenda item # 3: Announcements**

- Paula Mellon announced the following:
  - SEAC has created its new website and published all four AB2188 Recommended Practices.
    - Hector briefed all on the new website features and welcomes members to visit the website and submit feedback.
    - Members were reminded to please submit outstanding portrait photographs.
  - Our first SEAC webinar will be held on March 2nd. We already have 80+ registrants. We will be promoting our AB2188 Single Inspection Practices. We encourage all our members and guests to spread the word of our webinar.
    - SEAC plans to hold a webinar every month and to use webinars as our primary vehicle to publicize our work.
  - SEAC will be presenting at this year's League of Cities annual event on March the 9th in Sacramento
    - Hector explains that this is a great opportunity for more cities to hear about SEAC and get them engaged with our work.
  - We will be transitioning to Google Drive / Google Docs for our collaborative Technical Work.
    - Marro Lee will be doing a tutorial on Google Drive and Google Docs later in the meeting.
    - Members were reminded to please submit outstanding gmail accounts.
  - Our March 24th meeting will be held offsite at the UL Brea office. The address is 2929 East Imperial Highway Suite 100, Brea, CA 92821.
    - John Taecker informed all that, when flying in, landing at the Ontario Airport offers the shortest and easiest drive to the office.
    - At our March meeting Paul Dailey of AEE Solar will be presenting on Energy Storage and the future of PV.
  - Paula opened the floor for any announcements
    - John Taecker announces a week from today on February 25<sup>th</sup>, there will be a face-to-face meeting held at UL's PV Tech Center located in San Jose for the marking and manual task group of UL 2703 chaired by Duncan Cleminshaw of SolarCity. The task group will be meeting from 10am to 3pm. Anyone who has an interest in attending or listening in can contact John Taecker or Duncan Cleminshaw.

#### **Agenda item # 4: Status update**

- Paula Mellon provided a status update as follows:
  - Utilities issues - after our last meeting we had a conference call with our volunteer utility group to further discuss our issues. A lot of feedback was provided in the form of recommendations. Hector and Paula took the feedback and later in the meeting they will present what they have identified as issue statements.
  - On UL2703 a status update will be provided by Hector and Mostafa later in the meeting under Agenda Items #8
  - Today's meeting will be focused on transitioning to Google Docs as our collaborative forum, discussing the utilities issue statement, and our status update on UL 2703

#### **Agenda item # 5: Draft meeting summary January 28, 2016**

- Draft Meeting Summary of January 28, 2016 was approved.

#### **Agenda item # 6 & 7: Google Docs as a collaborative forum & Tutorial Demonstration**

- Hector Bordas gave an introduction to Marro's presentation on Google docs.
  - He explained that crafting documents over email is too difficult and inefficient.
- Marro performed a brief demonstration of google and covered these key points as to why we will be utilizing Google Docs:
  - Google Docs would allow the committee to work off of a single document on the internet. This removes the hassle and effort involved in managing the many documents that circulate via email.
  - Google Docs provides flexibility for some members, who have tight schedules, to work on documents on their own time.
  - All changes and revisions to documents are logged and recorded. This allows SEAC to observe the evolution and flow of document creation as well as who's voice is being heard.
  - Using Google Docs will preserve members outside of technical groups to still contribute to the document crafting process while still meeting one of SEAC's stated goals of 2016, eliminating wordsmithing from monthly meetings.
  - Ultimately, with the added time efficiency and convenience Google Docs affords the committee, SEAC can potentially expand the quantity of issues we can tackle simultaneously., This allows for greater committee engagement as topics especially relevant to specific sectors of industry will be addressed more often.
  - The handout included in the board packs include additional information and who to contact for more assistance.

#### **Agenda item # 8: Status Update on UL 2703**

- Mostafa Kashe provided a status update as follows:
  - There has been a group put together by the manufacturers of racking systems called Mounting Systems Manufacturer's Committee (MSMC).
  - This group took LA County's 15 points regarding installation instructions and sent us feedback last week.
  - LA County and MSMC have come to a 95% agreement on these 15 points for installation instructions and they are close to being finalized.

- Mostafa reiterated that the whole purpose of these 15 points is to help inspectors be able to do quicker, simpler and easier inspections and hopes that at next week's STP meeting on the manual, that these items be considered or that they be modified for incorporation into the manual.
  - Some guests attending the SEAC meeting requested a copy of the LA County 15 points and it was agreed that sharing or publishing these 15 points could cause confusion right now, especially in lieu of the fact that these points may still be modified.
  - Hector also made mention that SEAC will continue addressing the original four UL2703 issue statements, but that the original issue statements will likely be modified to incorporate the outcome from the last few weeks' discussions and meetings on the UL2703 topic.
- Members and attendees all agreed that SEAC serves as a helpful open forum and that continuing discussion and review on these types of issues is very valuable and positive for the PV industry.

#### **Agenda item # 9: Presenting Utility Issues**

- Paula Mellon presented the Utility Issue statements for discussion. The following key points were noted:
  - Everyone agreed that it is best to move towards improving and streamlining existing processes.
  - It was also noted that residential interconnection processes and procedures vary from utility to utility. In addition to this, it was noted that often this process involves jurisdictions too from the permitting side, and even the jurisdictions processes and procedures vary.
  - It became clear throughout the discussion that the biggest issue was trying to understand what the process is.
  - It was agreed that aiming towards the writing up of a best practice checklist based on what can work would help both sides – installers and utilities.
- The committee concluded that at our March meeting we hear from both sides as to what is currently working and what is currently not working, so we can identify and understand the problems and work towards finding workable recommended practices.

#### **Agenda item # 10 Next Step and Action Items**

- Paula presented the next step and action items as follows:
  - Conclude gathering member's portrait photographs for our website and Gmail accounts for our Google Drive.
  - UL2703 – from the County of Los Angeles and Industry engagement it appears as though our SEAC UL2703 work will likely be concluded by our March meeting.
  - Utility Issue work to continue with the aim of having both the installers and utilities present at March meeting on what is currently working and not working. Recommended practices to be developed from this discussion in the form of a best practice checklist.

- We will be putting together a commercial and industrial scale solar group to commence the scoping, planning and execution of our Utility scale solar manual.
- SEAC Webinar happening on March 2nd – AB2188 Issue 1 - Single Inspection Recommended Practices.
- Will be planning our next SEAC Webinar for April on AB2188 Issue 2 – Methods to reduce follow up inspections
- Please diarize March’s meeting date – Mar 24th at UL in Brea – details will be forwarded to everyone within the next week.

### **Agenda item #13: Open forum and feedback**

- Feedback was provided under announcements in the beginning of the meeting.

### **Agenda Item # 14: Closing**

- Meeting was adjourned

### **Action Items**

1. Utilities & Installers: Prepare statements on what is currently working and what is currently not working for presentation at our March 24<sup>th</sup> meeting.
2. Paula Mellon: send out March 24<sup>th</sup> meeting venue details within the next week.
3. Paula Mellon: send out draft meeting summary February 18, 2016 within next week.
4. Paula Mellon/Marro Lee: Conduct SEAC Webinar March 2, 2016
5. Hector Bordas: Put together Commercial and industrial scale solar group to commence the scoping, planning and execution of the development of the Commercial and Industrial scale solar projects manual.
6. Paula Mellon: Upload and share Utility documents on Google docs with everyone for collaboration purposes.
7. Paula Mellon: send out draft agenda by March 14, 2016
8. Paula Mellon: send out final agenda by March 17, 2016.