

**ENVIRONMENTAL SUSTAINABILITY COMMITTEE MEETING**  
**Tuesday, July 7, 2020 – 6:30 P.M.**  
**REMOTE ACCESS MEETING**

**AGENDA**

Please be advised that all of the Environmental Sustainability Committee members will be remotely attending this Committee meeting by electronic means, in compliance with the recent amendments to the Open Meetings Act. The Chair of the Committee has determined that it is not prudent or practical to conduct an in-person meeting due to the COVID-19 pandemic, and that it is not feasible to have the Committee members or members of the public physically present at the meeting due to the pandemic disaster.

The City will be providing members of the public with various opportunities to watch or attend this meeting, as well as provide public comment at the meeting. For example, members of the public can participate remotely in the meeting by following the public audience link which will provide both video and audio means to attend the meeting.

Public audience link: <https://us02web.zoom.us/j/81532961356>

Or dial by phone at: 312-626-6799  
Webinar ID: 815 3296 1356

**I. CALL TO ORDER AND ROLL CALL**

\_\_\_\_\_ Ald. Melanie Rummel, Chairman  
\_\_\_\_\_ Ald. Jed Morris  
\_\_\_\_\_ Ald. Jim Preschlack

**II. ACTION ITEMS (:05-:10 per item)**

- a. REVIEW AND APPROVAL OF JUNE 10, 2020 MEETING MINUTES**
- b. APPROVAL TO PARTICIPATE IN THE METROPOLITAN MAYORS CAUCUS CS2 COMMUNITY SOLAR CLEARINGHOUSE PROGRAM**

**III. DISCUSSION ITEMS (:30-:45 per item)**

- a. SUSTAINABILITY ASSESSMENT PRESENTATION – Presented by Mike Stopka, MIST Environmental**

**IV. REVIEW OF FUTURE AGENDA TOPICS (:05-:10)**

**V. PUBLIC COMMENT**

**VI. NEXT MEETING DATE(S) – AUGUST AND SEPTEMBER**

**VII. ADJOURNMENT**

1                                   **ENVIRONMENTAL SUSTAINABILITY COMMITTEE MEETING**

2                                   **WEDNESDAY, JUNE 10, 2020 – 6:30 P.M.**

3                                   **REMOTE ACCESS MEETING**

4  
5                                   ***DRAFT MINUTES***

6  
7                                   **ROLL CALL/CALL TO ORDER**

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9                                   Chairman Melanie Rummel called the meeting to order at 6:30 P.M. Aldermen  
10                                   Jed Morris and Jim Preschlack were present.

11  
12                                   Staff in attendance included Mike Strong, Assistant City Manager; Dan Martin,  
13                                   Superintendent of Public Works; Chuck Myers, Superintendent of Parks, Forestry  
14                                   and Special Facilities; Jim Lockefer, Management Analyst; Joe Gabanski,  
15                                   Assistant Director of IT; Michael Thomas, Director of Public Works and Layla  
16                                   Werner, Administrative Intern.

17  
18                                   Also in attendance was Marcus Norman, Consultant and Mike Stopka,  
19                                   Consultant.

20  
21                                   There were approximately 35 members of the public that attended the meeting  
22                                   remotely.

23  
24                                   **WELCOME AND INTRODUCTIONS**

25                                   Chairman Melanie Rummel welcomed everyone to the inaugural meeting of the  
26                                   Environmental Sustainability Committee meeting. She thanked everyone who  
27                                   was in attendance, and stated the commitment that Lake Forest has to  
28                                   environmental sustainability. Alderman Morris and Alderman Preschlack  
29                                   introduced themselves to the Committee.

30                                   Chairman Rummel gave a brief overview, explaining how Committee meetings  
31                                   would be structured, and discussed the agenda.

32                                   **ACTION ITEMS**

33                                   **I.       REVIEW AND APPROVAL OF COMMITTEE CHARTER**

34                                   Chairman Rummel stated that there were areas of the Charter that were  
35                                   still under review by the Committee and offered time for the Committee  
36                                   to discuss any adjustments.

37  
38                                   The Committee discussed that the first three paragraphs of the charter  
39                                   were redundant and the language could be shortened. Also they  
40                                   discussed adding goals, tasking Mike Strong with presenting the revisions  
41                                   at the next meeting.

42

June 10, 2020

43 Assistant City Manager, Mike Strong stated that he had received  
44 comments from Committee members and that those suggestions would  
45 be incorporated into the document and brought back to the Committee  
46 at a later date.

47  
48 Chairman Rummel asked if there were any questions or comments from  
49 the public.

50  
51 Grant Huebner offered his comments to the Committee in regards to the  
52 charter document being edited.

53  
54 The Committee recommended sending the Charter back for revisions and  
55 approving the document at the next Committee meeting.

56 **INFORMATIONAL ITEMS**

57 **I. UPDATE ON CITY'S SUSTAINABILITY PLAN – CHUCK MYERS & JIM LOCKEFEER**

58 Assistant City Manager, Mike Strong introduced Chuck Meyers and Jim  
59 Lockefer to give a brief overview of the City's Sustainability Plan.  
60 Superintendent of Parks, Forestry and Special Projects, Chuck Myers  
61 provided background on the adoption of the Sustainability Plan stating  
62 that input from multiple parties was taken into consideration before being  
63 recommended to the Plan Commission by the Lake Forest Collaborative  
64 for Environmental Leadership (LFCEL), and then eventually being sent to  
65 City Council, which was adopted with an ordinance. He stated that the  
66 approvals were completed and that the plan was adopted.

67  
68 Management Analyst, Jim Lockefer provided a brief overview of the five  
69 major plan components and the implementation plan. He stated that the  
70 group developed an implementation schedule in order to track  
71 accomplishments and milestones that would be reached. Mr. Lockefer  
72 added that these action steps were developed at community  
73 engagement forums conducted by the City. He also discussed the annual  
74 report submitted to Carbon Disclosure Project (CDP) that tracks municipal  
75 environmental impacts.

76  
77 Chairman Rummel asked if there were any questions or comments from  
78 the committee members.

79  
80 The Committee had discussion on the Sustainability Plan and members  
81 stated their appreciation for the plan and for the accomplishments made  
82 so far.

83  
84 Chairman Rummel asked if there were any questions or comments from  
85 the public.

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Casey Murray offered his comments to the Committee in regards to stormwater quality and the usage of salt on the roads.

Director of Public Works, Michael Thomas stated that the City is required to submit a plan as part of a National Pollutant Discharge Elimination System (NPDES) for projects that impact water quality and its impacts on creeks and ravines. He added that there are standards that need to be met in order to be permitted for this type of work. He also discussed the usage of Beet Heat instead of traditional road salt as well as the fact that only major roadways and intersections are salted after the winter holidays.

Resident Schabacker-Koppel offered her comments to the Committee in regards to revisions to the City's Sustainability Plan.

**II. PRESENTATION ON RECYCLING PROGRAM, COSTS AND MARKETING CAMPAIGN – DAN MARTIN & MARCUS NORMAN**

Assistant City Manager, Mike Strong introduced Superintendent of Public Works, Dan Martin and consultant, Marcus Norman. Superintendent Martin provided a brief update on the curbside recycling program and how it has evolved since its creation. He also provided a brief update, showing the new sticker that outlined what can and cannot be picked up for curbside recycling. He explained the various refuse disposal and recycling processing costs and revenues due to having to filter and clean items that cannot be recycled. He stated that the City still receives some recycling revenue, from Recycling material, scrap metal and electronics.

Superintendent Martin explained that 25% of recyclables were contaminated which increases the cost of processing for the City.

Marcus Norman, Consultant, was recognized by Chairman Rummel. Mr. Norman gave a brief introduction about himself, prior to his presentation. He began his presentation to the Committee by providing background on the Recycling Education Campaign and its relationship with the Lake Forest Garden Club. Marcus went over the goals of the educational campaign and stated how the goals established would be achieved. Marcus shared a brief video of Bart the Cart and how the campaign is communicating the four guidelines for recycling.

Chairman Rummel asked if there were any questions on this agenda item from the Committee members.

The Committee had discussion on enrolling the school system in promoting this educational campaign. Marcus Norman stated that there have been discussions on how to involve the school in promoting this educational

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130 tool. There was additional discussion on promoting reducing and reusing.  
131 Marcus stated that they want to keep the current messaging clear and  
132 concise to avoid having an excess of messaging, but discussed  
133 highlighting those concepts in the future.

134  
135 Chairman Rummel asked if there were any questions or comments from  
136 the public.

137  
138 Lisa Burton Radsley offered her comments and concerns about using the  
139 term curbside recycling because there are other specific items that can  
140 be recycled, just not for curbside pickup.

141

142 **III. UPDATE ON COMMUNITY SOLAR OPPORTUNITIES – MIKE STRONG**

143 Mike Strong, Assistant City Manager presented an update on the  
144 community solar initiative. He gave an overview on what community solar  
145 is and how it relates to the strategic plan, sustainability plan, and how the  
146 City has taken advantage of this renewable energy initiative. Mr. Strong  
147 stated that Lake Forest was able to subscribe to one of the first community  
148 solar projects to enroll municipal accounts, launched in Elgin, Illinois. He  
149 outlined the potential cost savings that the City could see from this type of  
150 program and how residents may be able to benefit in the future.

151  
152 Chairman Rummel asked if there were any questions on this agenda item.

153  
154 The Committee discussed their interest in this agreement and seeing how  
155 this renewable energy project would progress for residential use.

156  
157 Chairman Rummel asked if there were any questions or comments from  
158 the public.

159  
160 Seeing none, she moved to the next agenda item.

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162 **IV. COMMITTEE WORK PLANNING WITH MIST ENVIRONMENTAL – MIKE STOPKA**

163 Mike Strong, Assistant City Manager introduced Mike Stopka from MIST  
164 Environmental. Mike Stopka provided the Committee with a brief  
165 overview of MIST and the upcoming efforts they would be undertaking  
166 with the City. Mr. Stopka gave a brief presentation explaining the steps  
167 they will take to understand Lake Forest and how to move forward with  
168 sustainability projects in the community including a sustainability  
169 assessment, framework development for decision-making, and  
170 prioritization process to help the Committee prioritize future goals and  
171 initiatives.

172  
173 Chairman Rummel asked if there were any questions on this agenda item.

174  
175 The Committee had discussion on the timeline of the three steps and the  
176 evaluation criteria on an economic scale. Mike Stopka stated that the  
177 timeline goal is three months for the entire process. He stated that this  
178 specific project has a small scope, so there is no cost benefit analysis  
179 included.

180  
181 Chairman Rummel asked if there were any questions or comments from  
182 the public.

183  
184 John Roesenhiem suggested the City work to involve corporations and  
185 other organizations within the community.  
186

187 **REVIEW OF FUTURE AGENDA TOPICS**

188 Chairman Rummel asked the committee for their feedback on the initiatives that  
189 have been presented as future agenda items.

190 The Committee had discussion on how they would like to move forward with  
191 these initiatives and decided to work with MIST prior to exploring future initiatives  
192 to ensure they aligned with the Committee's goals. Chairman Rummel asked the  
193 Committee if such discussion on the following items should be delayed until after  
194 they begin their engagement with MIST. There was no objection from the  
195 Committee.

196 Chairman Rummel asked if there were any questions or comments from the  
197 public.

198 Seeing none, she moved to the next agenda item.

199 **PUBLIC COMMENT**

200 Chairman Rummel asked if there were any public comments on any non-  
201 agenda items.

202 Elizabeth Guscott-Mueller offered her comments to the Committee on the  
203 stormwater and wastewater evaluation grading system.

204 Laurie Ross, President of the League of Women Voters, offered comments to the  
205 Committee expressing support to the Committee and the goals they are working  
206 to achieve, noting they aligned with the League's goals. She also offered her  
207 comments about including youth interns to gain younger support for the  
208 Committee.

209 Schaback-Kopple offered her comments to the Committee about accelerated  
210 solar partnerships that residents could take advantage of.

211 **NEXT MEETING DATE(S) – JULY AND AUGUST**



## Consideration of a Resolution Authorizing the Participation in the Community Solar Clearinghouse Solution Program Administered by the Metropolitan Mayors Caucus

PRESENTED BY: *Alderman Melanie Rummel, Chairman*

STAFF CONTACT: *Mike Strong, Assistant City Manager (810-3680)*

**PURPOSE AND ACTION REQUESTED:** The Environmental Sustainability Committee and Staff recommend expanding the City's participation in the Community Solar Clearinghouse Solution Program ("CS2") to allow residents and small businesses access to community solar subscriptions in Lake Forest.

**BACKGROUND/DISCUSSION:** The passage of the Future Energy Jobs Act ("FEJA") in December 2016 included enabling legislation for Community Solar. In short, Community Solar allows municipalities to offset all or a portion of their electrical consumption with electricity generated by shared solar resources located in their electric utility's territory. Community Solar is a simple alternative to rooftop solar, whereby individuals invest and install solar panel infrastructure to offset their electricity usage.

Through Community Solar, residential and small business utility customers can subscribe to a portion of the electricity produced by an off-site solar installation – called a community solar garden – and in return, ComEd provides credits on their electric bill. This can result in a net decrease in the customer's average monthly electricity bill. In July 2019, the City was able to participate in the State's first constructed Community Solar project in Illinois through its participation in a program offered through the Metropolitan Mayors Caucus ("MMC"). The Community Solar Clearinghouse Solution Program ("CS2") provides a simplified procurement process that allows access to community solar subscriptions to reduce net electric utility bills for qualified municipal accounts.

Over the past several months, City staff have been investigating opportunities to offer its residents and small business customers access to community solar subscriptions so that they may benefit from promoting renewable energy development and lower energy costs. During a recent meeting of the North Shore Electricity Aggregation Consortium ("NSEAC"), the City learned of an opportunity offered that expands the CS2 program affording access to community solar subscriptions for residential and small business customers.

Background materials including a copy of a letter of engagement with the MMC is available beginning on **page XX**.

### PROJECT REVIEW/RECOMMENDATIONS:

Reviewed	Date	Comments
Environmental Sustainability Committee	June 10, 2020	Introduced and Recommended Approval
Environmental Sustainability Committee	July 7, 2020	Reviewed and Approved

**BUDGET/FISCAL IMPACT:** While the exact volume of subscriptions available to residents and small businesses in Lake Forest will depend on how many other communities participate, the City anticipates that subscriptions will be offered on a first-come-first-serve basis to those interested

Based on the terms of the Agreement with the MMC, interested customers would receive a 20% discount on the ComEd retail rate, which includes any monthly purchased energy adjustment. The Agreement would allow each customer to terminate at any point with 30 days' notice, penalty-free and will be allowed to transfer its subscription upon relocation, so long as, the property remained in the ComEd territory.

The MMC has committed to providing a website portal where residents and small business account holders could enroll in this program and will be providing customer support throughout the subscription enrollment process.

Has City staff obtained competitive pricing for proposed goods/services? **No**

If no, indicate the specific exception or waiver requested:

**Administrative Directive 3-5, Section 9.1B – Sole Source**

**COUNCIL ACTION: Authorization for the Mayor to enter into an Agreement with the Metropolitan Mayors Caucus, in substantially the form attached hereto, to authorize the City's participation in the Community Solar Solution Program**

**RESOLUTION No. \_\_\_\_\_**

**WHEREAS**, the Metropolitan Mayors Caucus provides a forum for the chief elected officials of the Chicago region to develop consensus and act on common public policy issues and multi-jurisdictional challenges; and

**WHEREAS**, the Metropolitan Mayors Caucus' participating Mayors and their communities have a history of environmental stewardship, from energy efficiency, water conservation, urban forestry, and participation in Clean Air Counts; and

**WHEREAS**, it is important for Mayors and local governments throughout the United States to take leadership roles to advance sustainability both in their own communities and in concert with regional, national and global initiatives; and

**WHEREAS**, the Metropolitan Mayors Caucus created the Community Solar Clearinghouse Solution (CS<sup>2</sup>) Program to allow municipalities to support the development of new solar generation resources in Illinois by offering competitive and fair community solar subscriptions contract terms and pricing; and

**WHEREAS**, the Community Solar Clearinghouse Solution (CS<sup>2</sup>) Program is consistent with sustainability goals already adopted by leading communities in the region; and these consensus goals align with common regional, state, national and global objectives; and

**WHEREAS**, the Community Solar Clearinghouse Solution (CS<sup>2</sup>) Program will assist local municipalities in their efforts to provide residents with access to community solar subscriptions to enhance the quality of life for residents; protection and stewardship of the environment and sustainable economic vitality.

**NOW, THEREFORE, BE IT RESOLVED** that the City of Lake Forest endorses the Community Solar Clearinghouse Solution (CS<sup>2</sup>) Program proposed by the Metropolitan Mayors Caucus and agrees to work to present community solar subscriptions options to its residents.

**BE IT FURTHER RESOLVED** that the MAYOR and City MANAGER be and are hereby authorized and directed to execute any AGREEMENTS with the METROPOLITAN MAYORS CAUCUS and any other such documents related to the advancement and completion of said program; and

**BE IT FURTHER RESOLVED** that the City Clerk is hereby directed to transmit a certified copy of this resolution to the METROPOLITAN MAYORS CAUCUS and one certified copy to the CITY through the Office of the City Manager.

Enacted and approved this \_\_\_\_ day of \_\_\_\_\_, 20\_\_, at the City of Lake Forest, Illinois, County of Lake, State of Illinois.

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk

DRAFT

# Municipality Sponsored Community Solar Program

## COMMUNITY SOLAR:

- Allows consumers to claim a portion of a large community solar development located in Illinois – *no solar panels need to be installed at consumer's homes.*
- Subscribers receive monthly on-bill credits for their share of the energy generated by a shared solar array.

## MUNICIPALITY SPONSORED COMMUNITY SOLAR:

- Residential consumers can secure a guaranteed 20% discount off the utility's energy supply price.
- Requires no funding, capital investment, or other costs

Leading solar developers in Illinois are working with the Metropolitan Mayors Caucus (MMC) to offer an integrated community solar experience for qualified residential consumers in the ComEd territory that provides:

- Savings.** Residential consumers can secure community solar subscriptions that guaranteed 20% discount from energy supply price charged by ComEd for up to twenty years.
- Sustainability.** Community solar allows homeowners and renters to support the development of new solar resources in Illinois without the planning, construction coordination and financial challenges associated with installing solar on their own homes and buildings.

- Competitive.** MMC used a competitive bidding process to negotiated favorable subscription terms that allow for no-cost early termination; adjust Subscription levels to match changes in energy use patterns; and Subscription transfers between accounts.
- Scale.** MMC has secured community solar subscription options from multiple developers to ensure that large corporate energy buyers can achieve statewide scale.
- Simplicity.** Residents just need to provide their contact information and ComEd account number to be placed on a subscription wait list. Once the community solar projects come online, they will have the option to subscribe and start saving money on their monthly ComEd bills.
- Recognition.** MMC will work with sponsoring municipalities to ensure they receive the recognition they deserve for their commitment to sustainability by providing support for public relations and press outreach highlighting their participation as Subscribers.

## SPONSORED COMMUNITY SOLAR IN YOUR COMMUNITY

Community solar capacity in Illinois is limited. Municipalities interested in securing cost-saving community solar subscriptions from certified developers can contact Mark Pruitt for more information at 219/921-3828 or [markjpruitt@thepowerbureau.com](mailto:markjpruitt@thepowerbureau.com).

BEFORE COMMUNITY SOLAR	WITH COMMUNITY SOLAR																									
You save <b>\$0</b>	You save <b>\$208</b>																									
<p style="text-align: center;"><b>Annual Utility Bills</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>Energy Charges</td><td style="text-align: right;">\$940</td></tr> <tr><td>Distribution Charges</td><td style="text-align: right;">\$240</td></tr> <tr><td>Taxes and Fees</td><td style="text-align: right;">\$120</td></tr> <tr><td colspan="2"><hr/></td></tr> <tr><td>Total Energy Charges</td><td style="text-align: right;">\$1,300</td></tr> </table> <p style="text-align: center;"><i>Annual electric bills</i></p> <p style="text-align: center;"><b>Total Annual Cost \$1,300</b></p>	Energy Charges	\$940	Distribution Charges	\$240	Taxes and Fees	\$120	<hr/>		Total Energy Charges	\$1,300	+	<table style="width: 100%; border-collapse: collapse;"> <tr><td colspan="2" style="text-align: center;"><b>Annual Utility Bills</b></td></tr> <tr><td>Energy Charges</td><td style="text-align: right;">\$940</td></tr> <tr><td>Distribution Charges</td><td style="text-align: right;">\$240</td></tr> <tr><td>Taxes and Fees</td><td style="text-align: right;">\$100</td></tr> <tr><td><b>Solar Bill Credits</b></td><td style="text-align: right;"><b>- \$940</b></td></tr> <tr><td colspan="2"><hr/></td></tr> <tr><td>Total Energy Charges</td><td style="text-align: right;">\$340</td></tr> </table> <p style="text-align: center;"><i>Same utility bill, but with annual solar bill credits applied</i></p>	<b>Annual Utility Bills</b>		Energy Charges	\$940	Distribution Charges	\$240	Taxes and Fees	\$100	<b>Solar Bill Credits</b>	<b>- \$940</b>	<hr/>		Total Energy Charges	\$340
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**MUNICIPALITY SPONSOR COMMUNITY SOLAR PROGRAM OFFER KEY TERMS**

<b>Account Eligibility</b>	Residential and Small Commercial accounts that receive service on the ComEd Fixed Default rate and have more than 400 kWh in annual metered consumption.
<b>Initial Term:</b>	Up to twenty (20) years, beginning on the successful enrollment of the Subscription by Utility.
<b>Subscription Size:</b>	The Subscription is sized based on Subscriber’s historical usage to comply with Net Metering Law. The Subscription may be adjusted up or down upon mutual agreement of Subscriber and the Community Solar resource Owner in the future based on Subscriber’s electricity usage. Subscriber will be notified in advance of any proposed adjustment to the Subscription based on usage and may increase or decrease its Subscription only upon written agreement.
<b>Monthly Billing:</b>	Subscriber will continue to be billed by the Utility and will receive monthly invoices from the Community Solar Owner’s Billing Administrator for 80% of the Bill Credits received on the municipal utility bill
<b>Subscription Price and Fees:</b>	<u>Estimated Discount:</u> Subscriber will receive <b>20%</b> of the net Bill Credits. Actual savings—and monthly payments—may vary based on the Net Metering Tariff, the total production of the Project, and the proportion of the Subscription to the Nameplate Capacity of the Project.  <u>Fees and Other Charges:</u> Beyond the subscription price payable to Owner above, there are no other fees payable to Owner.
<b>Security Deposit:</b>	<b>\$0</b>
<b>Early Termination and Early Termination Fees:</b>	Subscriber may cancel the Subscription Agreement at any time by providing at least ninety (90) calendar days’ notice to Owner.  <b>\$0</b> with ninety (90) calendar days’ advance written notice
<b>No Guarantee:</b>	This Agreement does not guarantee a minimum level of performance by the Project or minimum quantity or value of Bill Credits.
<b>Transferability:</b>	If the Utility Account Service Address identified above changes for any reason, Subscriber must provide written notice to Owner.
<b>Privacy Policy:</b>	Owner will not provide customer’s information obtained under this Agreement to third parties except as necessary to administer this Agreement.
<b>Project Production:</b>	Actual production will be based on several factors; Owner is not guaranteeing minimum or maximum production during any time period.
<b>Resource Availability:</b>	Community solar projects are anticipated to commence operation starting in the 3 <sup>rd</sup> and 4 <sup>th</sup> quarter of calendar year 2020.
<b>How to Sign Up:</b>	Consumers interested in community solar subscriptions can receive more information at _____.

### Program Agreement

- Municipalities request access community solar subscription volumes available through the Community Solar Clearinghouse Solution (CS<sup>2</sup> Program) by the Metropolitan Mayors Caucus

### Sourcing

- Municipalities determine the commercial terms they seek for their residents
- CS<sup>2</sup> Program suppliers indicate interest in matching the municipality's terms

### Mailing

- Municipalities provide direct mailing lists, approve mailer design and contents
- CS<sup>2</sup> Program manages and funds the direct mailing

### Waitlist

- Interested residents sign up online to waitlist list
- Accounts are reviewed for qualification (size, supply, etc.)

### Subscription

- As Community Solar Farms come online, residents are contacted and offered a Subscription Agreement