

**EAST TEXAS COUNCIL OF GOVERNMENTS
East Texas Clean Cities Coalition (ETCCC)**

Steering Committee Meeting

**Wednesday, February 13, 2002, 2:00 p.m.
Conference Room
East Texas Council of Governments
3800 Stone Road
Kilgore, Texas**

MINUTES OF MEETING

1) Call to Order: Clean Cities Coordinator Rick McKnight, ETCOG

Mr. McKnight called the meeting to order at approximately 2:00 p.m.

2) Welcome and Introduction

Attendees introduced themselves and stated the organization they represent.

Attendees:

- Jimmy Skeen, American Electric Power
- Cynthia Skief, Texas Natural Resource Conservation Commission-Tyler
- Lank Easterling, Independent Gas Co.
- Michael Schneider, Texas Department of Transportation-Tyler
- Jerry Hodge, Texas Department of Transportation-Tyler
- Jim Ross, Education Service Center – Region IV
- Greg Davies, City of Longview
- Roxanne Mackey, East Texas Council of Governments
- Rick McKnight, East Texas Council of Governments
- Mark Sweeney, East Texas Council of Governments
- Dan Deaton, Department of Energy

**3) Review Elements of Clean Cities Program Plan and Designation Process:
Rick McKnight**

Rick McKnight, Clean Cities Coordinator, reviewed elements of the program plan required by the DOE's national Clean Cities Staff for official designation. The program plan will consist of the three following sections: local background, goals and objectives, and organizational structure/coalition contact information. The program plan characterizes the current local alternative fuel vehicle (AFV) market

situation, outlines specific goals established by the coalition as well as a detailed plan of action steps, or objectives, which describe how each goal will be attained. The program plan is the mechanism by which the individual stakeholders make specific commitments to purchase vehicles, invest in refueling infrastructure, provide AFV maintenance and service, educate the community about alternative fuels and AFVs, and participate as members of coalition committees, etc.

Once a final draft of the East Texas Clean Cities Coalition's program plan is completed, a copy is submitted to the DOE's Regional Support Office contact (Mr. Deaton). Once Mr. Deaton feels the plan meets designation criteria, he will submit it to the national Clean Cities Program Office at DOE Headquarters in Washington, D.C. for final approval. Once the national Clean Cities staff is assured of our coalition's commitment to AFV market development and confident it will not dwindle after development, ETCCC will be approved for designation.

After approval for designation is given, a designation ceremony occurs where a Memorandum of Understanding (MOU) between the community, coalition, stakeholders, and DOE is signed that certifies the commitments in the program plan. Designated Clean Cities Coalitions (or those petitioning for designation with a program plan on file at DOE headquarters) are eligible to compete for funds under DOE's State Energy Program Special Projects grants.

In support of each new Clean Cities coalition, DOE gives the following assistance:

- Provides federal advisor
- Provides program plan developments and implementation guidelines
- Provides and signs the MOU
- Directs the award of federal funds and grants as available
- Provides general assistance and materials for public relations and promotional activities
- Provides training for coordinators, fleet operators, and other participants
- Provides a hotline/clearinghouse and Web site for technical and other information
- Conducts information exchange workshops/national conferences
- Provides assistance in public education activities

DOE also provides workshops and publications to assist coalitions with fund raising, and leveraging funds from both public and private sector sources.

4) General Discussion

A general discussion regarding AFV maintenance, funding, safety, operation and reliability ensued. It was stated that problems encountered with AFV operation usually occurred when post-market conversions are installed and that original equipment manufacturer (OEM) product lines return the highest level of satisfaction with the vehicles. It was also stated that safety concerns with AFVs

are unwarranted. It was also noted that the Texas Emission Reduction Plan (TERP) has begun offering first-time grants, rebates and other incentives to promote alternative fuels and cleaner-burning engines and vehicles. Funding levels have not been finalized due to litigation involving the collection of these funds.

5) Advancing the Choice Event: Dan Deaton, Department of Energy

Mr. Deaton stated an Advancing the Alternative Fuel Choice Event could be held to bring interested parties from the community together and present new product lines of AFVs. These events are hands-on educational experiences designed to reach fleet managers, government officials, and the public. An event with a general target audience could be done or an event that specifically targets a niche fleet, such as school buses, could be held. The ETCCC would receive additional funding of \$2000 to cover rental facilities and other costs associated with this type of event. To aid coalitions in planning events the Clean Cities Program has developed a series of event planning documents. Possible time frame for this event would be summer or early fall of 2002. This idea will be further explored by ETCCC.

6) Design a Logo for East Texas Clean Cities Program: Rick McKnight

Mr. McKnight stated that the ETCCC could benefit from a logo that was more representative of the region. He then showed the committee examples of logos from designated Clean Cities that demonstrated original designs. He also suggested that ETCCC hold a contest to design their logo. The contest would involve the local school districts and provide an opportunity to gain exposure for the ETCCC. Their being no objections, Mr. McKnight will proceed with the development of the contest.

7) Future Meeting Dates for Steering Committee

The Steering Committee set future meetings for the second Wednesday of every other month at 2 p.m. The next ETCCC Steering Committee meeting will be at the ETCOG offices on April 10, 2002. Future meeting locations will be announced.

8) Wrap-up and Adjourn

There being no further items or suggestions, the Steering committee adjourned.