

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

Steering Committee Meeting

**Wednesday, December 11, 2002, 2:00 p.m.
Large 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

- Susan Decell, Texas Railroad Commission
- Greg Davies, Longview MPO
- Jim Ross, Region VII Education Service Center
- Roxanne Mackey, East Texas Council of Governments
- Rick McKnight, East Texas Council of Governments

3) Discussion and approval of ETCCC Steering Committee meeting minutes of October 2, 2002

The committee was unanimous in approval and the minutes were passed without any incidence.

4) Update on alternative fuel related events

Several events will be occurring over the next several months that relate to alternative fuels. One such event is the Southwest Region Clean Vehicle Summit that will be held at Sheraton Grand Hotel adjacent to DFW Airport. This event will take place on January 10-11, 2003. Other alternative fuel vehicle events in the coming months include the DOE's Western States Clean Cities Conference in March and the National Clean Cities Conference in May.

5) Review of DOE Regional Support Office's comments on East Texas Clean Cities Coalition Program Plan

To be officially designated under the Department of Energy (DOE) Clean Cities Program, ETCCC must submit and have a program plan approved by national Clean Cities staff. A final rough draft was submitted to Dan Deaton, the regional DOE contact, in October. Mr. Deaton recently returned the plan with comments and suggestions to improve it. Committee Members reviewed the comments and made suggestions of their own on how to address the changes needed. Once approved by Mr. Deaton, the plan will be sent to National Clean Cities staff in Washington D.C. for their approval. Upon approval of this plan ETCCC will be eligible to compete for funding through the State Energy Program Special Projects. A Clean Cities designation does not guarantee federal funding. It does mean eligibility for funding.

6) Discussion on future USDOE Special Energy Project grants

The call for applications for USDOE Special Energy Project grants are usually released in late November or early December of every year. The total amount awarded in 2002 was approximately \$4 million. Funding levels are expected to be roughly the same for 2003 projects. To be eligible to compete for this money ETCCC must have a program plan on file in Washington, D.C. The plan does not have to be approved but simply be on file with National Clean Cities. These funds are used for projects that promote the acquisition of AFVs and related infrastructure, provide cost sharing for Clean Cities Coordinator position (please note that the cost share must be 50% of the total project budget, including the coordinator's salary), and to provide specialized training related to the deployment of AFVs in niche markets. A grant to provide funding for the position of Clean Cities Coordinator for FY 2004 is considered a top priority for ETCCC.

7) Other Business

The next meeting of the ETCCC Steering Committee will be on Wednesday, February 12, 2003, at 2:00 p.m. The location of the meeting will be the East Texas Council of Governments Office in Kilgore, Texas.

8) Wrap-up and Adjourn

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