

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

Steering Committee Meeting

**Wednesday, October 2, 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

- Cynthia Skief, TCEQ
- Tracy Harper, Texas Railroad Commission
- Susan Decell, Texas Railroad Commission
- Greg Davies, Longview MPO
- Roxanne Mackey, East Texas Council of Governments
- Mark Sweeney, East Texas Council of Governments
- Rick McKnight, East Texas Council of Governments

3) Discussion and approval of ETCCC Steering Committee meeting minutes of August 28, 2002

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

4) Update on Alternative Fuel and Environmental Workshop for Fleet Operators

ETCCC plans to hold an Advancing the Alternative Fuel Choice Event in the fall of 2002. AFV Choice events take the "one-stop" shopping approach by bringing fleet managers together with vehicle manufacturers, dealers, fuel providers, and equipment suppliers, in an effort to familiarize the fleet managers with the range

of vehicles and alternative fuel options available to them. ETCCC is partnering with TCEQ (formerly TNRCC) on this event. The workshop will be held in Tyler on October 29, 2002 at Harvey Convention Center. TCEQ will be responsible for covering environmental regulations relating to operators of vehicle fleets, while ETCCC will cover alternative fuels in the afternoon session of the workshop. Presenters will include fuel representatives, vehicle manufacturers, and state and local government agencies.

5) East Texas Clean Cities Coalition Program Plan Draft

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 distributed prior to the October steering committee meeting. Those in attendance made comments regarding the plan and suggested changes. The Steering Committee approved the plan for submittal to the DOE Regional Office. Dan Deaton, the regional DOE contact, must now review and submit his comments on the plan. 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 Cooperative Purchasing Program for Alternative Fuel Vehicles in East Texas

Those present discussed the possibility of developing a Cooperative Purchasing Program for AFVs in East Texas. It was stated that Houston-Galveston Area Council of Governments operates a cooperative purchasing program that is available to government agencies. Programs like these allow smaller local governments expand their purchasing power by working with others and pooling resources.

7) 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.

8) Review of Potential By-Laws for ETCCC

A set of potential By-Laws for ETCCC was distributed to present members of the Steering Committee. This set of By-Laws will serve as the guide for the operations of ETCCC. These By-Laws will be approved at a future meeting of the Steering Committee.

9) Other Business

The next meeting of the ETCCC Steering Committee will be on Wednesday, December 11, 2002, at 2:00 p.m. The location of the meeting will be the East Texas Council of Governments Office in Kilgore, Texas.

10) Wrap-up and Adjourn

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