

REFUEL: SAN DIEGO REGIONAL ALTERNATIVE FUEL COORDINATING COUNCIL

MEETING NOTICE AND AGENDA

Date: Thursday, October 16, 2014

Time: 1:00 p.m. to 3:00 p.m.

Location: Center for Sustainable Energy
9325 Sky Park Court, Suite 100
San Diego, CA 92123

Staff Contact: Kevin Wood
Tel: (858) 244-7295
Email: kevin.wood@energycenter.org

AGENDA HIGHLIGHTS

- REFUEL PURPOSE AND TIMELINE
- DRAFT CHARTER, MISSION STATEMENT & GOALS

In compliance with the Americans with Disabilities Act (ADA), CSE will accommodate persons who require assistance in order to participate in Refuel meetings. If such assistance is required, please contact CSE at (858) 244-1177 at least 72 hours in advance of the meeting.



www.sdcleancities.org

www.sandag.org/refuel

Refuel

Thursday, October 16, 2014

ITEM #	RECOMMENDATION
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1.	WELCOME AND INTRODUCTIONS
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2.	ANNOUNCEMENTS
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Members of the public shall have the opportunity to address Refuel: San Diego Regional Alternative Fuel Coordinating Council on any alternative fuel (AF) issue that is not on this agenda. Public speakers are limited to three minutes or less per person. Refuel members may provide information and announcements under this item.

REPORT ITEMS

+3.	CALIFORNIA ENERGY COMMISSION GRANT REQUIREMENTS	INFORMATION
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The California Energy Commission (CEC) awarded the San Diego Association of Governments (SANDAG), in partnership with the San Diego Regional Clean Cities Coalition (SDRCCC) and the San Diego County Air Pollution Control District (SDAPCD) funding to expand upon the efforts of the San Diego Regional Plug-in Electric Vehicle Infrastructure working group (REVI). SANDAG will present the grant parameters under which Refuel is being formed.

+4.	INTRODUCTION TO REFUEL: SAN DIEGO REGIONAL ALTERNATIVE FUEL COORDINATING COUNCIL	INFORMATION
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SANDAG will provide an introduction to Refuel, including an overview of the project and how it compliments other regional alternative fuel efforts. This discussion will also include an over view of project deliverables, timeline and meeting schedule.

+5.	REFUEL MEMBER RESPONSIBILITIES	INFORMATION
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Refuel members include local jurisdictions, public agencies, Caltrans-District 11, CSE, SDG&E, universities/colleges, and others. Refuel will function similar to working groups at SANDAG, using the guidelines for committee meetings a reference for Refuel participants.

+6.	REFUEL FORMATION DOCUMENTS	DISCUSSION/ POSSIBLE ACTION
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The formation of Refuel includes approving: (1) A Mission Statement, which defines the purpose of Refuel, guides the actions of the coordinating council, and outlines the overall purpose; (2) Goals for which Refuel will use to guide action and evaluate success; and (3) The Charter that describes the purpose, responsibilities, membership, meeting time and location, and duration of existence for the coordinating council.

ITEM #**RECOMMENDATION**

7. SAN DIEGO REGIONAL BARRIERS TO ALTERNATIVE FUEL DEPLOYMENT
Refuel will discuss barriers to alternative fuel (AF) vehicle and infrastructure deployment facing the San Diego region. This discussion will inform the development of the AF barriers table which will guide Refuel activities and discussions moving forward.

DISCUSSION

8. MATTERS FROM MEMBERS

INFORMATION

Time permitting; Refuel members are encouraged to discuss additional topics of general interest.

9. ADJOURNMENT

+ next to an item indicates an attachment



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RESOLUTION NO. 2014-16

RESOLUTION OF THE SAN DIEGO ASSOCIATION OF GOVERNMENTS APPROVING THE ACCEPTANCE OF GRANT AWARD ARV-13-013 FROM THE CALIFORNIA ENERGY COMMISSION TO PRODUCE A REGIONAL READINESS PLAN FOR ALTERNATIVE FUEL VEHICLES

WHEREAS, the San Diego region's public agencies, local businesses, and educational institutions are integrating alternative fuels (AF) into their vehicle fleets and barriers to AF adoption have been identified; and

WHEREAS, the 2050 Regional Transportation Plan and its Sustainable Communities Strategy actions for implementation recommend that SANDAG support the increased use of clean, alternative fuels in SANDAG and local jurisdiction-owned vehicle fleets (Action 20), support planning and infrastructure development for all alternative fueling stations and plug-in electric vehicle (PEV) chargers (Action 21), and develop or facilitate a regional approach to long-term planning for AF infrastructure that includes the continued development of public-private strategic alliances (Action 22); and

WHEREAS, SANDAG established the San Diego Regional Electric Vehicle Infrastructure Working Group to facilitate strategic and coordinated efforts to address barriers to widespread PEV adoption and to develop a regional readiness plan; and

WHEREAS, the SANDAG Board of Directors accepted the San Diego Regional Plug-in Electric Vehicle Readiness Plan as a regional guide for use by local governments, public agencies, and others to support PEV adoption and electric vehicle charging station deployment throughout the region during its meeting on January 24, 2014; and

WHEREAS, the SANDAG Board of Directors was informed of a potential grant opportunity from the California Energy Commission (CEC) that would expand regional PEV readiness planning to address all alternative fuels under the San Diego Regional AF Readiness Project during its meeting on January 24, 2014; and

WHEREAS, SANDAG applied for this grant in partnership with the U.S. Department of Energy designated San Diego Regional Clean Cities Coalition (SDRCCC) and the San Diego Air Pollution Control District (SDAPCD); and

WHEREAS, SANDAG submitted with its CEC application letters of support from member agencies: cities of Carlsbad, Chula Vista, Encinitas, Oceanside, and San Diego; and from regional stakeholders including the San Diego County Regional Airport Authority, SDAPCD, Unified Port District of San Diego, SDRCCC, and California Department of Transportation - District 11; and

WHEREAS, the CEC approved this project, led by SANDAG, with its partner SDRCCC, at its Business Meeting on April 22, 2014; and

WHEREAS, the CEC requires that public agencies provide an authorizing resolution approved by their governing authority to enter into an Agreement with the CEC, and that the AF Readiness Plan be supported by the creation of a multi-stakeholder AF Coordinating Council; and

WHEREAS, SANDAG will assist in the establishment of, in partnership with the SDRCCC, a San Diego Regional AF Coordinating Council and the council will be referred to as Refuel: San Diego Regional Alternative Fuels Coordinating Council or "Refuel San Diego;" and

WHEREAS, SANDAG is to be awarded \$300,000 by the CEC and has provided an in-kind match of \$30,000 from its FY 2014 Budget and Overall Work Program (OWP) for Energy and Climate Change Planning, and SDRCCC has provided an additional in-kind match of \$30,000.

NOW THEREFORE, BE IT RESOLVED that the Board of Directors:

1. Approves the acceptance of Grant Award ARV-13-013 from the California Energy Commission to produce a regional readiness plan for alternative fuel vehicles; and
2. Authorizes the Executive Director, or designee, to enter into an Agreement with the CEC, to accept and administer the CEC funds of up to \$300,000 in the SANDAG FY 2015 Budget and OWP and subsequent budgets and OWPs to complete the proposed project.
3. Supports the formation of Refuel San Diego and the development of a regional AF readiness plan.

PASSED AND ADOPTED this 25th day of April, 2014.



CHAIRPERSON

ATTEST: 

SECRETARY

MEMBER AGENCIES: Cities of Carlsbad, Chula Vista, Coronado, Del Mar, El Cajon, Encinitas, Escondido, Imperial Beach, La Mesa, Lemon Grove, National City, Oceanside, Poway, San Diego, San Marcos, Santee, Solana Beach, Vista, and County of San Diego.

ADVISORY MEMBERS: California Department of Transportation, Metropolitan Transit System, North County Transit District, Imperial County, U.S. Department of Defense, San Diego Unified Port District, San Diego County Water Authority, Southern California Tribal Chairmen's Association, and Mexico.

San Diego Regional Alternative Fuel Readiness Project

Executive Summary

Problem Statement

The proposed San Diego Regional Alternative Fuel Readiness Project (Project) is needed to accelerate the deployment of alternative fuel vehicles (AFV) and alternative fuel infrastructure (AFI) in the San Diego region. Adoption of AFV and AFI is essential in helping the region meet local, state, and federal goals related to energy security, criteria air pollutants, and global climate change. Despite previous efforts in the region, alternative fuel adoption still faces numerous challenges. Accurate, region-specific information on alternative fuel adoption and barriers has not been collected in a centralized manor. Fleets and consumers need information on AFV and AFI that is customized to the San Diego region. The region lacks the infrastructure to enable convenient county-wide travel with some alternative fuels, but cannot currently make the business case for the greater deployment of AFI. Permit officials and decision makers lack the knowledge to make decisions about AFV and AFI. The proposed Project aims to address these barriers and support the greater deployment of AFV and AFI in the San Diego region.

Project Description

The San Diego Association of Governments (SANDAG) proposes to develop a San Diego Regional Alternative Fuel Readiness Plan (Plan) through coordinated engagement with alternative fuel stakeholders in the region. The Project begins with an Alternative Fuel Assessment (Assessment) to establish the existing conditions and identify the key needs in the San Diego region to prepare for the deployment of alternative fuels (compressed natural gas (CNG), propane, ethanol, biodiesel, hydrogen, and electric). Next, toolkits will be created to provide alternative fuel readiness resources to key sectors such as fleet owners/operators, local government staff, fuel wholesalers/retailers, and vehicle dealers. Utilizing the Assessment and toolkits, SANDAG will create a regionally-accepted, comprehensive strategic readiness plan that addresses immediate needs as well as long-term planning objectives for deployment of alternative fuels. The development of the Plan will include all required activities included in PON-13-603.

The San Diego Regional Alternative Fuel Readiness Project will consist of four technical tasks:

1. Alternative Fuel Coordinating Council (AFCC) – creation of a forum for alternative fuel stakeholders in the San Diego region to discuss challenges and best practices in the deployment of AFI and AFV, offer peer-to-peer exchange, and provide input on the other Project tasks.
2. Alternative Fuel Assessment - completion of an alternative fuels survey and development of the alternative fuels existing conditions report for the San Diego region to identify alternative fuel training, infrastructure, policy, and funding gaps, and inform components of the Plan.
3. Sector Specific Alternative Fuel Toolkits - provide resources, in the way of toolkits, to key sectors that play a role in alternative fuel readiness for the San Diego region. The toolkits will provide customized information on incentives available, best practices, training, and outreach materials.
4. San Diego Regional Alternative Fuel Readiness Plan – develop a Plan that includes a discussion of past efforts in the San Diego Region, existing conditions and current activities surrounding alternative fuel deployment, and opportunities to continue efforts into the future and address additional challenges. The Plan will include analysis of marketing and outreach activities, assessment of training and educational needs, strategies to increase the procurement of alternative fuels, and actions to assist wholesales/retailers in deployment of alternative fuels.

The Project Team

SANDAG will partner with the San Diego Regional Clean Cities Coalition (SDRCCC) to complete the technical tasks and is requesting \$300,000 from the Energy Commission for this Project. SANDAG and SDRCCC will each contribute \$30,000 of in-kind match, totaling \$60,000 or 20 percent of the requested funding amount. SANDAG's match share will be allocated through its *Energy and Climate Change Planning Program* 2014 and 2015 fiscal year budgets (adopted 2014 program budget enclosed with proposal). SDRCCC will utilize a portion of its *Clean Cities Coalition Programmatic Support Contract* from the US Department of Energy for 2014 and 2015 as match. Match identified in this application does not include any grant or contract funding from the Energy Commission.

Goals and Objectives

The goal of the Project is to prepare the San Diego region for the increased use of alternative transportation fuels by developing a regionally-accepted, comprehensive strategic alternative fuel readiness plan that identifies immediate needs as well as long-term planning objectives and disseminating the plan through the creation of sector-specific toolkits capturing the key outcomes.

Objectives:

- Create a forum to gain input from stakeholders and allow for peer-to-peer exchange of ideas
- Assess the current state of alternative fuels in the region with regard to funding and incentives available, policies and training programs in place, and data available on alternative fuel infrastructure and fuel use
- Identify alternative fuel training, infrastructure, policy, and funding gaps
- Create sector-specific toolkits to provide resources to key stakeholders in alternative fuel readiness, such as fleet managers, local government staff, fuel providers, and vehicle dealers
- Address the identified needs and challenges in the San Diego Regional Alternative Fuel Readiness Plan

Leveraging Existing Alternative Fuel Planning Efforts

This project will leverage previous alternative fuel planning efforts by expanding the San Diego Regional Electric Vehicle Infrastructure Working Group (REVI), the Plug-in Electric Vehicle Coordinating Council (PEVCC) for the San Diego Region formed through the PEV Readiness Planning grant award to SANDAG by the Energy Commission in 2012, to include stakeholders from the broader alternative fuel industry and build upon the PEV Readiness Plan. SANDAG will partner with SDRCCC on this project and leverage their existing efforts to engage alternative fuel stakeholders, assess training needs in the region, and expand upon the data collected in SDRCCC's annual report. The San Diego County Air Pollution Control District (SDAPCD) is another project partner and will provide support to analyses of existing and potential financial incentives for alternative fuels.

Project Collaboration and Coordination

Collaboration and coordination with stakeholders is a critical to alternative fuel readiness in the San Diego region. The Project Team will use the AFCC as a venue to receive input and feedback throughout the project term. AFCC will include representatives from local governments, regional agencies, fuel providers, vehicle dealers, fleet operators, community colleges, universities, and other alternative fuel stakeholders in the San Diego region. AFCC membership commitments have been received from Cities of Carlsbad, Chula Vista, Encinitas, and Oceanside; California Center for Sustainable Energy; California Department of Transportation - District 11; Miramar College Advanced Transportation Technology and Energy Center; Port of San Diego; SDAPCD; and SDRCCC.



Overview of Alternative Fuels

Electricity



Plug-in Electric Vehicles (PEVs) use energy stored in a battery for vehicle propulsion. Plug-in hybrid electric vehicles (PHEVs) and battery electric vehicles (BEVs) are two types of electric vehicles powered by a source of electricity external to the vehicle, such as the electricity grid or a distributed energy source. PHEVs are powered by an internal combustion engine (ICE) and a rechargeable battery, which displaces some or all of the need for ICE power and gasoline consumption. BEVs run on electric motors powered entirely by rechargeable battery packs. In both BEV and PHEV technologies the batteries must be charged externally (i.e. plugged-in). Light duty passenger vehicles make up the majority of PEVs; however some medium and heavy duty models are available.

Biodiesel



Biodiesel is a renewable, domestically produced, non-petroleum-based fuel for diesel engines. The fuel is manufactured from vegetable oils, animal fats, or recycled restaurant greases. Biodiesel is simple to use, biodegradable, nontoxic, and essentially free of sulfur and aromatics.

Pure biodiesel (B100) contains no petroleum, but it can be blended at any level with petroleum diesel to create a biodiesel blend. Typical biodiesel blends range from 5 to 99 percent, with B5 (5% biodiesel, 95% petroleum diesel) and B20 (20%/80%) the most common fleet choices. Biodiesel can be legally blended with petroleum diesel in any percentage. Unmodified diesel engines can potentially run on any blend of biodiesel. Blends greater than B20 are not typically recommended for use without at least some engine modifications, and may void the engine warranty. Biodiesel blends below B5 are considered diesel fuel and can be used in all diesel vehicles.

Ethanol



Ethanol is a renewable, domestically produced alcohol-based fuel derived from various plant materials including corn, sugar cane, and grasses. Ethanol is produced by fermenting and distilling starch crops that have been converted into simple sugars.

More than 95 percent of the gasoline in California contains a low-level blend of ethanol (6-10%) to oxygenate the fuel and reduce air pollution. E85 (85% ethanol, 15% gasoline) is considered an alternative fuel that can be used in flexible fuel vehicles (FFVs). FFVs are capable of operating interchangeable on gasoline and E85. American-made light-duty trucks, vans and sport utility vehicles are commonly available in flex-fuel models, however most never utilize E85.

Natural Gas



Natural gas is a mixture of hydrocarbons, primarily made up of methane (CH₄). Natural gas is a clean-burning, domestically produced fuel that generates significantly fewer emissions than conventional gasoline or diesel when used to power vehicles. The majority of natural gas for fuel use in the United States is a non-renewable fossil fuel extracted from gas and oil wells. Smaller amounts are derived from supplemental sources such as synthetic gas, landfill gas, and other biogas resources. Because of the gaseous nature of this fuel, it must be stored onboard a vehicle in either a compressed gaseous (compressed natural gas) or liquefied (liquefied natural gas) state.

In Compressed natural gas (CNG) the natural gas is compressed at pressures of up to 3,600 pounds per square inch, stored on-board a vehicle in specially designed and constructed cylinders. Vehicles that run on natural gas have engines and fuel systems that are optimized for gaseous fuel use. To store more energy onboard a vehicle in a smaller volume, natural gas can be liquefied. Liquefied natural gas (LNG) is clear, colorless, and odorless. To produce LNG, natural gas is purified and condensed into liquid by cooling to -260°F (-162°C). Because it must be kept at such cold temperatures, LNG is stored in double-wall, vacuum-insulated pressure vessels. LNG fuel systems typically are used only with heavy-duty vehicles. Various classes of natural gas vehicles are available from sedans to heavy-duty trucks.

Propane



Propane, also known as liquefied petroleum gas (LPG) or autogas is produced from both natural gas processing and crude oil refining. Compared to gasoline or diesel, natural gas produces lower carbon dioxide, carbon monoxide and nonmethane hydrocarbon emissions. Propane can be turned into a liquid at a moderate pressure (160 pounds per square inch [psi]) and is stored in pressure tanks at about 200 psi at 100° F. When propane is drawn from a tank, it changes to a gas before it is burned in the engine. Propane is commonly used to fuel, light and medium-duty trucks, vans, and shuttle buses.

Hydrogen



Hydrogen can be produced for use as a transportation fuel in fuel-cell vehicles (FCVs). Fuel cells generate electricity through an electrochemical process, turning hydrogen and oxygen into electricity to power an electric motor which drives the vehicle. FCVs are zero-emission vehicles that emit only water vapor and warm air from the tailpipe. Hydrogen can be produced through reforming hydrocarbon fuels like natural gas or electrolyzing water. Hydrogen can be produced by reformation or electrolysis at the fueling station itself or produced elsewhere and delivered by truck or pumped through a pipeline. Hydrogen is stored onboard the vehicle in very high pressure tanks (10,000 psi).

Today, little hydrogen is produced for use as a vehicle fuel, and hydrogen for industrial purposes is produced through the reformation of natural gas. Hydrogen has the potential to be produced from low-carbon renewable resources, providing significant GHG benefits from well to wheels when used in a fuel cell vehicle.

Summary of Potential Alternative Fuel Fleet Applications						
Fleet Application ¹	Biodiesel ²	Electricity	Ethanol (E85)	Hydrogen	Natural Gas	Propane
Passenger Vehicle	B5	PHEV, BEV	FFV	FCV	CNG	LPG
Vanpool-Shuttle	B20	PHEV	FFV	--	CNG	LPG
Pickup Truck	B20	PHEV	FFV		CNG	LPG
School Bus	B20	--	--	--	CNG	LPG
Sweeper	B20	--	--	--	CNG, LNG	--
Other Medium Duty	B20	BEV, HEV	--	--	CNG, LNG	LPG
Refuse Hauler	B20	HEV	--	--	CNG, LNG	--
Transit Bus	B20	BEV, HEV	--	--	CNG, LNG	--
Regional/Long Haul Truck	B20	--	--	--	CNG, LNG	--
Forklift	--	BEV	--	FCV	CNG	LPG
Lawn/Landscape mower	B20	--	--	--	--	LPG
Low-speed Vehicle ³	--	NEV	--	--	--	LPG

Notes:

1. Check with original equipment manufacturer (OEM) regarding vehicle warranty and alternative fuels.
2. Diesel blends that are five to twenty percent biodiesel and 95 to 80 percent petroleum diesel, respectively.
3. Examples include a utility cart, traffic checker and neighborhood electric vehicle.

For specific model information, see U.S. Department of Energy's vehicle search tools
 Light Duty: <http://www.afdc.energy.gov/vehicles/search/light/>
 Heavy Duty: <http://www.afdc.energy.gov/vehicles/search/heavy/>

B5 = twenty percent biodiesel blend B20 = twenty percent biodiesel blend BEV = battery electric vehicle E85 = 85 percent ethanol, 15 percent gasoline FFV = flex fuel vehicle LPG = liquefied petroleum gas	NEV = neighborhood electric vehicle PHEV = plug-in hybrid electric vehicle HEV = hybrid electric vehicle FCV = fuel cell vehicle CNG = compressed natural gas LNG = liquefied natural gas
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REFUEL: SAN DIEGO REGIONAL ALTERNATIVE FUELS COORDINATING COUNCIL

REPRESENTATION		Name	MEMBER/ALTERNATE
South County Subregion	City of Chula Vista	Brendan Reed	Member
	Vacant		
North County Coastal Subregion	City of Carlsbad	Mike Grim	Member
	City of Oceanside	Mo Lahsaie	Alternate
North County Inland Subregion	City of Escondido	Jeff Wyner	Member
	Vacant		
East County Subregion	TBD		
	TBD		
City of San Diego		Jacques Chirazi	Member
County of San Diego		Susan Freed	Member
San Diego Association of Governments		Anna Lowe, Co-Chair	Member
		Susan Freedman	Alternate
San Diego Regional Airport Authority		Paul Manasjan	Member
Caltrans, District 11		Chris Schmidt, Chair	Member
Unified Port District of San Diego		Michelle White	Member
		Kellie Carlson	Alternate
San Diego Gas & Electric		Randy Schimka	Member
		Greg Haddow	Alternate
Center for Sustainable Energy		Colin Santulli	Member
University of California, San Diego		Jim Ruby	Member
Miramar College, ATTE Program		Greg Newhouse	Member
San Diego County Air Pollution Control District		Nick Cormier	Member
ADVISORY MEMBERS			
City of Coronado		Bill Cecil	Advisory
City of Del Mar		Kristen Crane	Advisory
City of El Cajon		Matt Lyer	Advisory
City of Encinitas		Bryce Wilson	Advisory
City of Imperial Beach		Chris Helmer	Advisory
City of La Mesa		Howard Lee	Advisory
City of Lemon Grove		Mike James	Advisory
City of National City		Ray Pe	Advisory
City of Poway		Eric Heidemann	Advisory
City of San Marcos		Lisa Fowler	Advisory
City of Santee		Kathy Valverde	Advisory

REFUEL: SAN DIEGO REGIONAL ALTERNATIVE FUELS COORDINATING COUNCIL

REPRESENTATION	Name	MEMBER/ALTERNATE
City of Vista	Lyn Dedmon	Advisory
Metropolitan Transit System		Advisory
North County Transit District		Advisory
Department of Defense/Military		Advisory
San Diego Regional Clean Cities Coalition	Kevin Wood	Advisory
Energy Policy Initiatives Center	Nilmini Silva-Send	Advisory
California State University, San Diego		Advisory
University of San Diego	Michael Catanzaro	Advisory
San Diego Regional Chamber of Commerce	Mike Evans	Advisory
CleanTECH San Diego	Jason Anderson	Advisory

DRAFT



BASIC RULES OF ORDER FOR COMMITTEE PROCEEDINGS

ALL SANDAG committee, committee, task force, stakeholders or working group (hereinafter collectively referred to as "committee") members should use the following guidelines regarding rules of order during a SANDAG procedure.

1) The Presiding Officer or Chair of the committee shall call the meeting into order and dismiss the meeting when all prescribed business is concluded. The **order of business** should be as follows:

1. Reading and approval of minutes
2. Public and committee member comments
3. Consent items on agenda
4. Items on the agenda for discussion
5. Adjournment

2) All SANDAG committee, committee or working groups must have a **quorum** (majority) of members who must be present at the meetings in order to legally transact business.

3) All **motion procedures** should be as follows:

1. Person making motion must be a member of the committee (other than Chair)
2. Person requests recognition by the Chair (or Chair calls for a motion)
3. The Chair recognizes the member by name or title; member then has the floor
4. Member makes the motion in words member wishes the committee's final official statement of action to be
5. Member passes the motion to the Chair as soon as motion is made
6. Another member seconds the motion
7. The Chair restates the motion
8. The motion is then open for debate and discussion
 - All discussion and debate must relate to the motion, if no debate is necessary than the Chair may call for a direct vote
9. When all debates and discussions have been heard, the Chair will call for the motion to be voted upon or a member may "call for the question" if they feel sufficient discussion has occurred.

4) Members **vote** on the motion by a show of hands or by stating "aye" or "no." The result should be stated by the Chair.

5) **Adding an issue** not on the agenda is done as follows:

1. After a motion is seconded, the Chair may call for a vote on the motion to add the issue if:
 - (1) The issue requires immediate action
 - (2) The need for action on the issue came to the attention of the committee subsequent to the posting of the agenda

2. In order for the issue to be heard before the committee, two-thirds of the voting members must be present and two-thirds of those voting members present must vote in favor of adding the issue to the agenda.

6) Ways to **amend a motion**:

1. **After** a motion has been made and **before** the question has been stated by the chair, any member can suggest **modifications**

- o The motion maker can accept or reject these modifications as they wish
- o This method should be limited to minor changes where it is unlikely that members will disagree

2. **After** a motion has been made and **after** the question has been stated by the chair, the **maker** of the motion can request **unanimous** consent to modify the motion

- o If any member objects the modification must be introduced in the form of a **motion to amend**

3. If the above options do not apply, then members other than the maker can make a motion to amend the proposed motion

- o Proposed changes to the **wording** (inserting, striking, and substituting words) and limited changes to the **meaning** of the motion can be made
- o If someone wants to substantially modify the wording, he/she can make a **substitute** motion
- o Amended and substitute motions must be **voted on before** the original motion
- o Amended and substitute motions must be:
 - **seconded**,
 - are **debatable**, and
 - require a **majority** vote for adoption
- o If the amended or substitute motion **passes** the original motion is dropped, however, if the amended or substitute motion **fails** a vote can then be taken on the original motion

7) When the normal **Chair is not present**, ways to appoint a temporary Chair:

1. The Chair can appoint a temporary Chair if there is not one already approved of in advance

2. A temporary Chair is elected by the committee

(1) Can be nominated by: the Chair or by a committee member

(2) A vote takes place immediately and terminates upon the arrival of the pre-elected Chair or vice-chair

8) Filling **vacancies** with **alternates**:

1. If the Chair is not present, the vice-chair takes his/her place

2. If members were not selected for their individual qualifications then a certain number of alternates equal to the number of members can be selected by the members or the groups they represent if the committee so desires

Refuel: San Diego Regional Alternative Fuel Coordinating Council
MISSION STATEMENT

To support innovative partnerships and to facilitate and develop a San Diego regional alternative fuel (AF) readiness plan that identifies, reduces or resolves barriers to the widespread deployment of AF infrastructure and vehicles; thereby showcasing the San Diego region as a national leader in AF readiness.

DRAFT

Refuel: San Diego Regional Alternative Fuel Coordinating Council
GOALS

1. To establish a regional alternative fuel (AF) coordinating council to help streamline practices and address barriers to AF adoption as well as provide real-time learning and sharing across jurisdictions and to diverse stakeholders involved in AF readiness.
2. To provide input toward a regionally-accepted comprehensive AF Readiness Plan that leverages past planning efforts, addresses barriers and complexities, and lays the framework for future AF planning efforts.
3. To provide consistent messages across jurisdictions, agencies, dealerships, consumers, companies, educational institutions, fuel providers, and others about AFs.
4. To leverage and foster partnerships among government, business, academia, and other organizations to promote AF deployment and support economic development in the region.

Refuel: San Diego Regional Alternative Fuel Coordinating Council

CHARTER

PURPOSE

The purpose of the San Diego Regional Alternative Fuel Coordinating Council (Refuel) is to support innovative partnerships and to facilitate and develop a regional alternative fuel (AF) readiness plan that identifies, reduces and/or resolves barriers to promote the widespread deployment of AF infrastructure and vehicles across the San Diego region. Refuel shall undertake this effort in a manner that maximizes the benefits of AFs while further enhancing our quality of life, protecting our environment, promoting sustainability, and offering more mobility options for people and goods. Refuel was authorized in April 2014 by the San Diego Association of Governments (SANDAG) Board of Directors through Board Resolution 2014-16 and will be established on October 16, 2014. Refuel will function as a coordinating body for the sharing of information on AF readiness planning; the dissemination of best practices and AF deployment materials to stakeholders from the San Diego region, other regions and the state; and the development of policy approaches that reduce or remove barriers to region-wide AF readiness.

RESPONSIBILITIES

Refuel should provide input and direction to the development of a regional AF readiness plan and associated efforts to streamline and address barriers to AF adoption. Refuel planning activities should align with the objectives of the SANDAG 2050 Regional Transportation Plan and its Sustainable Communities Strategy and the California Climate Change Scoping Plan. Refuel shall provide periodic progress reports to the SANDAG Regional Energy Working Group and San Diego Regional Clean Cities Coalition. Refuel shall inform and provide direction toward the preparation of an AF readiness plan and toolkits for dissemination to the 19 jurisdictions of San Diego County, interested public agencies, Refuel members and stakeholders, and the SANDAG Board of Directors.

MEMBERSHIP

Refuel is a staff coordinating council comprised of regional stakeholder organizations. It should include Voting and Advisory Member organizations. Refuel will have a maximum of 20 Voting Members. Each member organization should designate a primary and alternate representative. Refuel Voting Members are asked to commit to attending meetings consistently.

Voting Members

Under the terms of the grant to establish Refuel, Voting Member organizations shall include staff representing SANDAG, Center for Sustainable Energy (CSE), San Diego County Air Pollution Control District, local governments from geographic sub-regions of the County, Unified Port District of San Diego, San Diego Regional Airport Authority, California Department of Transportation-District 11, San Diego Gas & Electric, University of California San Diego, and Miramar College.

Local Government Membership

All 19 jurisdictions of San Diego County are invited to be Advisory Members. In addition, the six SANDAG designated sub-regions are asked to provide one Voting Member each: North County Coastal, North

County Inland, East County, South Bay, the City of San Diego and the County of San Diego. If the local government Voting Member cannot attend a Refuel meeting, that Voting Member should designate an alternate from its sub-region to serve as the Voting Member for the meeting in question. Members are encouraged to share information on Refuel and reducing AF readiness barriers at their individual jurisdictions and among partners.

Advisory Members

In addition to required participants, Refuel seeks broad stakeholder involvement. Advisory Members participate in meeting discussions and plan development but do not influence quorum or vote on agenda items. Representatives from the military; research institutions, social and business groups; vehicle and/or infrastructure original equipment manufacturers (OEMs); fuel providers; public transit agencies; and other organizations are asked to participate in an advisory capacity. In addition, several members of the Board of the San Diego Regional Clean Cities Coalition (SDRCCC) are represented on Refuel, some serving on behalf of their own organizations and some on behalf of the SDRCCC.

MEETING TIME AND LOCATION

Beginning in October 2014, Refuel meetings are to be held quarterly on the third Thursday of the month from 1:00 – 3:00 p.m. at the Center for Sustainable Energy, 9325 Sky Park Court, Suite 100, San Diego, CA 92123. CSE is a central location within San Diego County. Refuel may hold meetings more frequently if necessary and subcommittee meetings between quarterly meetings.