



Draft Minutes of the Board of Directors Meeting September 21, 2011, CSA Planning, Medford, OR

Board members in attendance: Mike Montero (RVACT, MPO), Julie Brown (RVTD), John Vial (Jackson County Roads), Steve Vincent (Avista), Luis Brito (John's Auto Care). Staff: Mike Quilty, (RVCCC fleet manager) and Melissa Stiles (RVCCC marketing). Absent: John Becker of DEQ. Gary Hall (Gary Hall & Associates) and Sue Kupillas (RVCCC Coordinator)

Staff Report: Melissa Stiles presented an update on the deliverable status for the LTI contract. Last fall, Rogue Valley Clean Cities Coalition signed a Level 2 contract with Leonardo Technologies Inc. for \$52,500. The coalition's grant income increased, along with the federal requirements. LTI requires 17 deliverables between November 1, 2010 and October 31, 2011. Sue, Mike and I completed about half of these tasks and submitted deliverables with the first quarter invoice of \$25,500. The second quarter invoice will be for \$24,500 and is due October 30, 2011. Below is a summary of our tasks to be completed by the deadline. 1. October fuel report (Sue) 2. 3 training courses (Sue) 3. 3 fleet surveys (Mike) 4. 1 newsletter (Melissa) 5. EV report (Melissa) 6. Case study (Mike)

Related to the status of deliverables is the cap on hours and costs for vendors. CSA serves as the office for Rogue Valley Clean Cities Coalition, the hub for inquiries and information requests. An example of an inquiry was the letter and required form we received from the Oregon Department of Justice. A cost control solution could be to raise funds through donations for stakeholder events. Additionally, board members could write articles for the newsletters. We enjoy working with Rogue Valley Clean Cities Coalition. We've had great success encouraging people to consider alternative fuels. More than 200 people have attended our events and thousands more have learned about us through media coverage. We look forward to expanding our outreach in 2012.

Treasurer's Report: Steve Vincent distributed Treasurer Report packets to board members. The Rogue Valley Clean Cities Coalition has a cash balance of \$11,000. The coalition has more than enough to wrap up the year. The treasurer estimates the coalition will have \$10,000 in cash balances next year. The coalition will continue to take out D&O insurance for board members. Steve will prepare a coalition budget of for 2012; working with the staff on the 2012 schedule of events. The check from Leonardo Technologies Inc. is expected to arrive in late December and will be budgeted in the January 2012 budget. Board member John Vial asked if the budget could show categories such as board expenses and stakeholder event expenses. Currently, CSA Planning pays for expenses upfront and bills out the items on the monthly invoice. John Vial said this procedure would remain the same. But board members would be able to see the budgeted and actual amounts by category.



Fleet Manager Report: Mike Quilty gave a fleet surveys update. So far he has interviewed Central Point, Combined Transport, Brammo, Airport, Rogue Disposal, Crater Lake Trolley and Schwans. He asked for suggestions from board members. Steve Vincent suggested Southern Oregon Sanitation, which is purchasing a CNG garbage truck. Julie Brown suggested RVTD, which is converting vans to propane and has a 15-year history with CNG buses. Mike Montero asked about the case study requirement and Mike Quilty said the topic would be propane conversions in the Rogue Valley. They agreed to submit a copy to Kay Kelly of Clean Cities to confirm its acceptability.

Bylaws: The board reviewed the amended bylaws. Steve Vincent suggested the following changes: add to the preamble “reduction in vehicle miles traveled and vehicle idling.” He also suggested 3-year term limits with no limit to the number of terms served and terms end on December 31. He suggested adding the word ballot measure to Article 6.1. Julie Brown suggested correcting a reference to Article 2.9. The board discussed the political sensitivity of the proposed preamble words and decided against its inclusion. Mike Montero instructed staff to change the article numbers, the term limits and add the word ballot measures and re-send draft bylaws to board members. The board will vote on the bylaws at the next meeting. We will submit the signed, amended version to the Oregon Department of Justice to satisfy the recent request by DOJ staff.

CMAQ Grant Application Update: The RFP will soon be issued for the feasibility study for the methane-to-CNG conversion. The areas of study include the amount and quality of greenhouse gas reduction. Mike Montero disclosed that Dry Creek Landfill is his client. The question is how can Rogue Valley Clean Cities help generate capital to construct fueling facilities and provide truck conversions in Southern Oregon. Long Island Clean Cities Coalition is an example. Long Island received a Clean Cities grant for the conversion of 80 vehicles and the construction of several fueling facilities. If our region gets a DOE grant, who would administer it? Steve Vincent suggested Rogue Valley Clean Cities Coalition administer it. It’s important the administrator of the grant understand private-public partnerships. The RVCCC staff has a good understanding and the board has a good representation of private-public sector members. In May, MPO awarded a \$100,000 CMAQ grant to pursue the alternative energy project. Jackson County and Dry Creek will partner on the grant application.

Endorsement Letters: Mike Montero asked whether the board should write endorsement letters for CMAQ applications. After discussion the board determined the board would consider any request and would have a discussion before making a determination. Some applications rely on support letters more than others. Flex Funds depends heavily on support letters, Julie Brown said.

Next Meeting: The next meeting will be October 19.