

AB 617 Steering Committee Meeting Agenda
11/19/2019
6:00 pm - 8:00 pm
Perkins Elementary School (1770 Main Street, San Diego, CA 92113)
NOTES

Meeting Objectives

- Provide an update on monitoring and compliance activities
- Review Steering Committee process for deciding how to spend incentive funding
- Learn about incentives offered by SDG&E for Medium/Heavy Duty EV Infrastructure
- Discuss process to review Steering Committee Charter

Meeting Action Items

- **Approval of 10/29/19 Meeting Notes with minor edits from Caltrans and 11/19/19 Agenda**
- **Creation of Charter Update Working Group that will meet in December in place of Steering Committee Meeting.**

Agenda

I. Opening Remarks (Daniela)

- Review Meeting Objectives & Agenda & Guidelines

II. Approval of 10/29/19 Meeting Notes and tonight's agenda

- Rob Owen – On behalf of Jose (Caltrans), they requested a minor edit in October's Meeting Notes regarding a Caltrans traffic study that just kicked off last week. The previous meeting notes indicated that Caltrans had already come out with a traffic study. Rob shared that Caltrans will provide future updates as study results are released.
- **MOTION** – All members raised their hand in Approval of Agenda and last meeting's notes with Rob's edit.

III. Public Comments

- Each speaker is limited to 3 minutes
- There were no comments from the public.

IV. SDAPCD Staff Updates

- Mobile source / idling inspections (Mahiany Luther)
- SDAPCD is continuing idling inspections in the Portside communities.
- There have been no new citations issued since last meeting. The yellow dots on the map indicate locations where they inspected.
- SDAPCD staff welcomes input from the Steering Committee members and the public on where inspection staff should be. Feel free to contact Mahiany.
- All results from inspections are posted on Portside AB 617 website.
- **Question** from Joseph (SDG&E): Could you describe difference between the yellow pushpins and red dots?
 - The red dots represent schools. The yellow dots represent locations where SDAPCD has conducted idling inspections.

- Monitoring sites (Annie Rosen)
- SDAPCD is working on contracts with laboratories to analyze collected samples from air monitors.
- They currently have monitors at the following sites:
 - Tenth Avenue Marine Terminal
 - Sherman Elementary
 - Fire Station 19 (Oceanview Blvd)
 - Other sites in process of being established
- **SHOW & TELL:** Annie presented four air monitors SDAPCD is using:
 - Elemental and Organic Carbon Sampler – This will be used for a detailed analysis of carbon compounds, including diesel soot, and for ion analyses of soot (at Sherman Elementary).
 - Jon – Samples collect on the filter. It's the most accurate method, because Diesel PM is our top concern.
 - Diesel Soot/Black Carbon Monitor – This is a continuous instrument providing real-time data.
 - Jon - This monitor is not as accurate as first one, but can show us temporal data, such as the time of day when pollution is the highest, which can help determine whether pollution is from a mobile or stationary source
 - Metal Sampler – This is a particle-based sampler that requires a lab analysis of its filter.
 - Laboratory analysis contract is in the process of being finalized.
 - Toxic Volatile Organic Compounds (VOCs) Sampler – They have some set up in the field but have not started monitoring yet.
 - Laboratory analysis contract is in the process of being created.
 - The monitors in general are a little loud, but this is the standard noise level. If the noise is a problem to nearby residents/businesses, SDAPCD will address it through sound buffers.
- **Question** from Jack – What's the timeline to get results?
 - Jon – Depends on the monitor. The continuous Black Carbon sampler provides results very soon. SDAPCD will be able to report those results by December/January. Samples from the monitors with filters need a lab analysis first. SDAPCD plans to send those samples in batches and will probably be able to get results around March/April.
- Jon – SDAPCD is also working on a Request for Vendor contract with Aclima. They will monitor air on-the-road and gather data through March 2020. Once that agreement is signed, they will be able to get data for the last three months and release around December/January.
- **Question** – Will they be able to get a sampling execution schedule?
 - Jon – Yes. Samples will be collected every 6 days. They'll be able to work out a schedule to report back and put in on website. That scheduling is based on the EPA sampling method.

V. Overview of Incentive Funding Project Selection Process (Kathy Keehan)

- Kathy – SDAPCD staff heard what was prioritized in last month's funding priorities activity: focusing on electrification, school & community projects, and continued efforts on diesel conversion. They are thinking on how to better reflect those priorities through its decision-making metric.
 - Traditionally at the SDAPCD, staff uses a cost effectiveness metric – Kathy would like to know how important that is to the community? Is that more important than community projects that don't necessarily have that number/cost effectiveness tied to them? How important is cost effectiveness? Do we want to be more flexible?
- Joy said she can't speak for community, but generally thinks that in addition to cost effectiveness, it's also important to include health effectiveness. It's important to focus on exposures that are more immediate in the community and have higher impact on community. She suggests having more flexibility.
- Jack noted that part of the Steering Committee's responsibility is to make sure the money is being spent wisely. It shouldn't be restricted to most cost effective, but it should be part of the discussion.
- Elisa suggested another way of ranking and categorizing projects to make sense of different types of metrics. There should be some quantitative and qualitative analysis/framework where the community is choosing, with some background behind the decision.
 - Kathy - Sure, we could incorporate that. The health effectiveness metric makes sense, such as number of people exposed.
- Joy – Another thing to consider is: does the project move the technology forward – to the future? The project may not be cost effective now, but it could move technology forward.
 - Jon – So would you be thinking about some combination of most cost efficient but also finding those projects that reduce most emissions. What I envision is that we're going to have some electric vehicles in our lifetime. SDG&E will present about that shortly. Should we focus more on most diesel reductions – Tier 1 to Tier 4 - but take away from some of those projects that moves technology forward.
 - Joy – Yeah that's a tough one. I would err on the side of more innovative technology sooner. I will have to think about it.
- Jon – Thinking about community projects. I would be interested to get input on where they should be located. This could help us develop plan on analyzing cost and risk reduction.
- **Question/Comment** from the public – Sylvia Gonzalo (community member from National City) – She has a niece and nephews going to Perkins Elementary school. She also has asthma and has difficulty getting her voice out. She stressed a project is very much needed here at Perkins. She thinks it's good to be flexible but asked "What is flexible to Committee? How flexible would you be if your family is affected?" She believes Perkins would a good location. National City could use some projects a well.
- Margarita agrees with funding technology. They could combine both things – reduce contamination and further technology.
- Sandy agrees with what Joy said. She also questioned: What is flexibility? What does that look like? Sandy has a very similar situation as Sylvia. She said it would be helpful to have those situations laid out to decide, instead of having a general conversation.
 - Kathy – We could have a series of potential funding strategy options. Important to note that projects rely on those businesses and entities willing to implement them. Today, we wanted to get a big picture
 - Jon – Kathy are you close to getting those projects reviewed? There are around 300 of them.

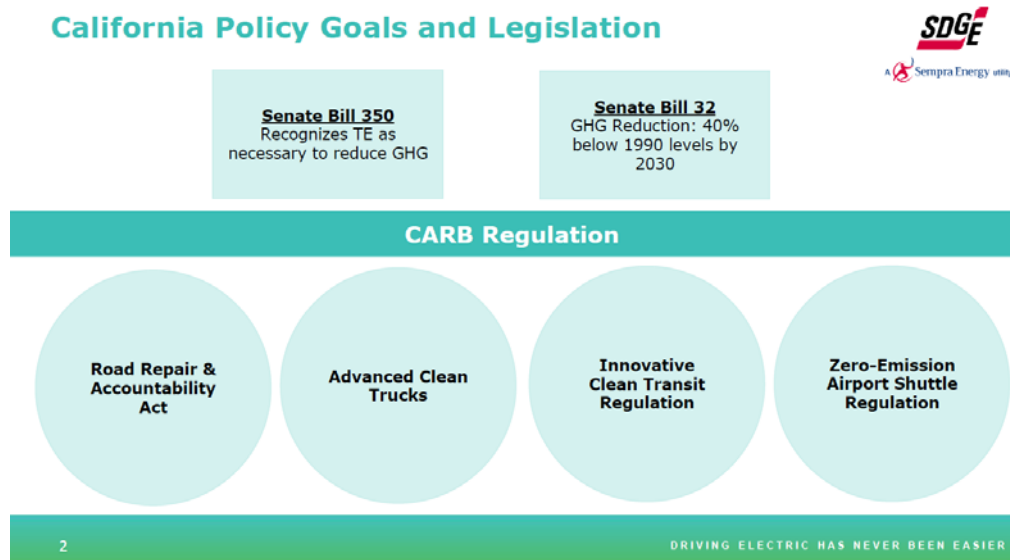
- Kathy – Yes, we’re hoping to get through all of them by end of the year. Important to note that no air filtration projects were received. There are some for electric buses, and none for electric trucks.
 - Jon – SDAPCD could certainly re-open it up and encourage schools to apply.
 - Daniela – Reminder that there are other funding options, such as the Supplemental Environmental Projects from CARB and SDAPCD.
 - Jack – Following Sandy’s comment, whatever strategy is used, projects should be in communities most impacted. It would be helpful to get a real sense of where the hotspots are. This should be a guiding force – jumping at areas experiencing the most adverse impacts. He is interested to see that data.
- **Question:** What is the total amount requested and available?
 - There is \$25 to \$28 million allocated/available. There was \$83 million worth from projects requested. However, some asked for more than what they’re eligible to receive.
- Roman said he can’t speak for community either but agreed that it’s important to allow that flexibility. It would be helpful to develop indicators and weigh the opportunities there. There are hot spots. There should be an analysis that evaluates projects in a hot spot area and the long-term impact of moving technological innovation. He suggests flexibility with a set of indicators that the Steering Committee all agrees upon would be helpful.
- **Question:** Does ARB provide any guidelines?
 - Kathy – That is a complicated question. Yes and No. There are guidelines to evaluate projects through the Moyer Program and the Community Air Protection Program. They also have some flexibility and some processes that are not totally transparent. Other AB 617 Steering Committees are also trying to figure this out. This is an opportunity to think about what the community really wants projects to accomplish.
 - Jon – It is up to community and the District to come up with the Community Air Reduction plan. There is a lot of flexibility with the funding coming through from the state if the community and District come to agreement.
- Daniela – Clarification, Kathy is reviewing applications and will let Committee know about the proposed projects, and analysis of them. It is helpful hearing from the Committee that flexibility, prioritizing most impacted communities, using indicators, getting most bang for our buck, and advancing technology are all important factors.
- **Question** from Joy: Follow-up question to Jon’s last comment regarding the AB 617 funds. Does it have to be spent on something someone sent a grant application for? Or could the Committee ask that the District hire more inspectors?
 - Jon – Yes, SDAPCD has flexibility on what to spend the funds on. He likely sees opening application to get more interested parties applying. All they must show CARB is emissions reductions.
- Roman – Jon mentioned that there were no applications for electric trucks or school filtration projects. As this process continues, it’s important to identify lessons as to why that was the case learned before moving towards future rounds.
- Jon – Thanks to the SDAPCD Executive Director Bob Kard, the District will likely be getting additional funding.
- **Public Comment** from Eddie (Lion Electric): There were electric truck companies interested in applying for funding, but they did not think there was enough funding to purchase electric trucks through the Moyer Program. On school filtration side, there is not enough data that shows there was enough impact compared to the cost of implementing.

- Kathy reminded the Committee that there are also other funding sources available. The City of San Diego has a tree planting program with funding currently available. They just need someone to adopt the trees. City of National City is also doing something similar. The State is also coming up with mobility options if community wants to institute a car sharing or scooter sharing program that gets people out of their cars. It's competitive and quick process – Kathy is happy to help connect people.
- Rob Owen pointed out the Tree Program. He said it seems like the city is willing to plant them but not maintain them (e.g., watering the trees), especially for older trees that are already exist.
 - Kathy said she can't really speak to that issue since she doesn't work for City. She thinks the program is more of an agreement between an individual and city. City may have maintenance program.
- Alicia said it's a nice idea to plant a tree but as a renter with restricted water use, the program is not necessarily designed for her. How can one have access to water to help maintain a tree in their neighborhood?
 - Kathy – That's a good question. She doesn't think you have to be owner but is unsure of all the details. It may be helpful to invite someone from the City to present on this program.

VI. 10 minute Break

VII. Presentation: SDG&E Incentives for Medium/Heavy Duty EV Infrastructure (Lianna Rios)

- Lianna introduced herself: She currently works at SDG&E on EV infrastructure team. She presented on a program that was recently approved by California Public Utilities Commission (CPUC) this past August.



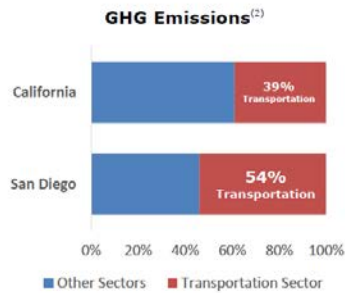
- Overview of CA Policy Legislation: SB 350 and SB 32
 - CARB regulations that drive this legislation
 - Advance Clean Trucks

- Road Repair Accountability Act – will require DMV registration of trucks
- Innovative Clean Transit Regulation – electric transit buses required by 2040
- Zero Emission Airport Shuttle Regulation – by 2035

Transportation Electrification



Electric Vehicles play a key role in meeting GHG emission reduction targets in the transportation sector⁽¹⁾



1) California Senate Bill 32 requires GHG emissions reductions to 40% below 1990 levels by 2030; Executive Order requires GHG emissions reduction to 80% below 1990 levels by 2050.
2) California Air Resources Board (CARB) "Greenhouse Gas Emissions by Economic Sector" in 2013. Transportation sector constitutes 29% of GHG emissions in California. SDGE "San Diego County Updated GHG Inventory" in 2013. Transportation sector constitutes over 50% of GHG emissions in San Diego.
3) Governor's Executive Order (2012): 1.5M ZEVs by 2025; Governor's Executive Order (2018): 3M ZEVs by 2030. The San Diego region is ~10% of the state, which equates to 500,000 EVs in SDGE's service territory.

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DRIVING ELECTRIC HAS NEVER BEEN EASIER

- Transportation constitutes a larger share of GHG emissions in the San Diego region than the State as a whole
- San Diego's Electric Vehicle Goals: There are almost 50,000 in the SD region now with more on the way because of policies in place. In order to hit GHG goals, we will need 500k EVs in the region.

SDG&E is Well-Positioned to Advance Transportation Electrification



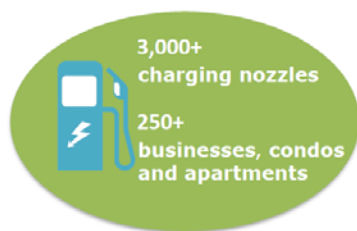
- SDG&E has a well-established track record in utility infrastructure development, management, and operations
- SDG&E is a key partner in local, regional, and state efforts to reduce greenhouse gas emissions
- Given the market for EV charging infrastructure has not proliferated, we can help stimulate the market by making the initial investments



DRIVING ELECTRIC HAS NEVER BEEN EASIER

- SDG&E is well positioned to install some of this infrastructure:
 - Installed EV charging stations at SDAPCD
 - Installed about 3,000 ports in multi-unit dwellings
 - Currently working with several key stakeholders in the region to improve air quality through transportation electrification

Power Your Drive (PYD)



No cost to properties in **disadvantaged communities**
✓ One-time low cost for others



Installed, owned, operated, maintained and billed at no additional cost
✓ Drivers or property billed on SDG&E bill



Hourly rate encourages charging at cheapest off-peak times



Integrates renewable energy with the grid. Reduces need for more power plants.



>1,000+ sites have requested chargers

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- Power Your Drive is currently closed and being evaluated to identify lessons learned to use in other projects.

Senate Bill 350 Projects



Port Electrification Charging, circuits, load research meters and data loggers		4,102 MT lifetime net
Electrify Local Highways Level 2 and DC Fast Chargers at four Caltrans Park-and-Rides		2,663 MT lifetime net
Dealership Incentives EV education and incentives to increase EV sales and enhance the customer experience		2,517 MT one-time
Fleet Delivery Charging for delivery vehicles		14,019 MT lifetime net
Green Shuttle Dedicated charging infrastructure		12,032 MT lifetime net
Airport Ground Support Equipment Load research, charging ports, metering equipment, and data loggers		25,130 MT lifetime net

GHG Emission Reductions

Notates DCFC

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Medium-Heavy Duty (MD/HD) EV Infrastructure Program



- SDG&E to install charging infrastructure for minimum 3,000 MD/HD on-road and off-road EVs (Class 2-8)
- 5-year program; \$107M; final Decision - August 23, 2019
- Make-ready charging infrastructure program
 - “To-the-meter” (SDG&E)
 - “Behind-the-meter” (customer-choice)
- Charging station rebates for qualified customers:
 - Disadvantaged Communities
 - Transit Buses
 - School Buses



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Medium Duty & Heavy Duty (MD/HD) Infrastructure Program



Class 2 - 8 Vehicles

Class 1 - 6,000 lbs & Less
Minivan, Cargo Van, SUV, Pickup Truck
Class 2 - 6,001 to 10,000 lbs
Minivan, Cargo Van, Full-Size Pickup, Super Van
Class 3 - 10,001 to 14,000 lbs
Truck, Box Truck, Van, Medium Duty Pickup
Class 4 - 14,001 to 16,000 lbs
Truck, Box Truck, Van, Medium Duty Pickup
Class 5 - 16,001 to 19,500 lbs
Truck, Box Truck, Van, Medium Duty Pickup
Class 6 - 19,501 to 26,000 lbs
Truck, Box Truck, Van, Medium Duty Pickup
Class 7 - 26,001 to 33,000 lbs
Truck, Box Truck, Van, Medium Duty Pickup
Class 8 - 33,001 lbs & Over
Truck, Box Truck, Van, Medium Duty Pickup

Gross Vehicle Weight Rating (lbs)	Federal Highway Administration Vehicle Class	GVWR Category	US Census Bureau VIUS Classes
<6,000	Class 1: <6,000 lbs	Light Duty	Light Duty
10,000	Class 2: 6,001–10,000 lbs	<10,000 lbs	<10,000 lbs
14,000	Class 3: 10,001–14,000 lbs	Medium Duty 10,001–26,000 lbs	Medium Duty 10,001–19,500 lbs
16,000	Class 4: 14,001–16,000 lbs		
19,500	Class 5: 16,001–19,500 lbs		
26,000	Class 6: 19,501–26,000 lbs	Heavy Duty >26,001 lbs	Light Heavy Duty: 19,001–26,000 lbs
33,000	Class 7: 26,001–33,000 lbs		
>33,000	Class 8: >33,001 lbs		

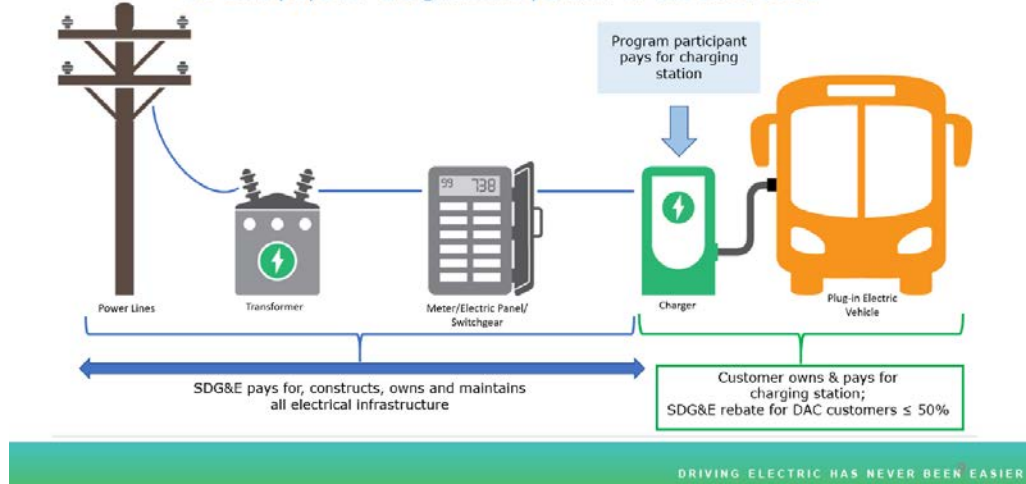
- MDHD trucks and vans
- Transit buses
- School buses
- Transport Refrigeration Units (TRUs)
- Airport ground support equipment
- Port equipment
- Forklifts and other off-road equipment

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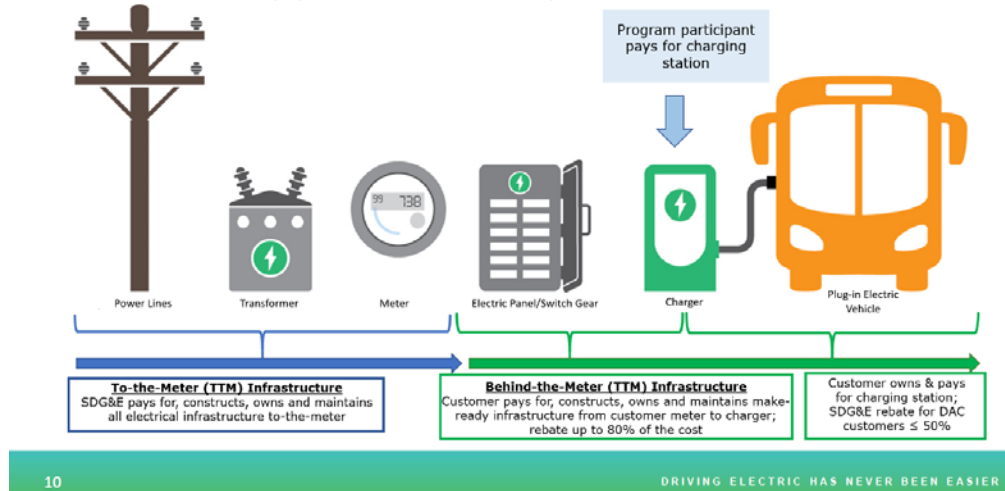
Option 1: SDG&E-Owned

SDG&E pays for a significant portion of the total costs



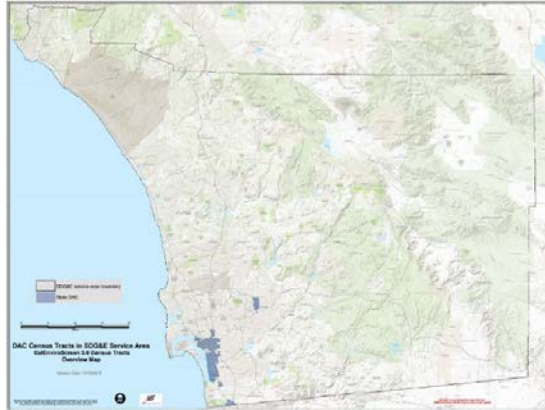
Option 2: Customer-Owned

SDG&E pays for infrastructure cost up to the customer meter



Goals - Disadvantaged Communities (DAC)

- Top 25% most burdened/vulnerable census tracts from a statewide perspective.
- GHG emissions reductions in the areas most impacted by poor air quality within our region and throughout the state.
- ≤ 50% rebate for the charger
- ~5% of SDG&E's territory
- Statewide DAC = **Blue**






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- SDG&E will report results back to the CA Public Utilities Commission after two year and possibly ask for an alternative definition of DAC to capture more areas. They were granted the regional DAC designation for another program.
- **Comment** from Jon – There are 37 census tracts that are DACs. What have you highlighted is Portside. There are some other tracts in San Ysidro and other areas that are also eligible.
 - Yes, it's reflected but not very visible in this map.

AB 1082/1083 - (Schools/Parks/Beaches)

Schools	State Parks & Beaches	City & County Parks
 <ul style="list-style-type: none"> • 30 K-12 & higher education sites • 184 L2 ports, 12 DCFCs • 40% DAC goal (statewide) • 12 year load impact: 4,936 MWh 	 <ul style="list-style-type: none"> • 12 sites • 64 L2 ports, 10 DCFCs • 12 year load impact: 3,358 MWh 	 <ul style="list-style-type: none"> • 10 sites • 56 L2 ports, 10 DCFCs • 12 year load impact: 3,144 MWh
<p>Cumulative DAC goal: 50%</p> <p>Diverse Business Enterprise goal: 40%</p> <p>All installations by IBEW-affiliated contractors and EV Infrastructure Training Program-certified electricians, paid prevailing wage</p> <p>Customer will have ability to choose whether to own charging infrastructure (or utility)</p>		

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- New program (AB 1082/1083) provides public charging infrastructure at schools, state parks, and beaches.
- Since there aren't many eligible sites, SDG&E and stakeholders need to be very strategic on where to place EV chargers. There is also some clarification needed on whether all charging infrastructure must be placed in DACs for state parks and beaches.

Pending Application: Electric Vehicle High Power (EV-HP) charging rate



- A new rate for DC Fast Charging and Medium Duty/Heavy Duty EV charging
- Filed application with the CPUC - July 2019
- EV-HP rate is expected to significantly reduce the cost of charging for many DCFC and MD/HD EV customers
- SDG&E is requesting ability to offer a discount on existing general service rates for DCFC and MD/HD EV customers until new EV-HP rate can be offered

Monthly Subscription Charge

Customer subscribes to desired power level – lower power, lower subscription charge.

A declining ten-year discount encourages customers to adopt electric vehicles sooner.

Time-of-Use Energy Charge

Customers save money by avoiding charging between 4 – 9pm.

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- MD/HD vehicles will pull a lot of energy from the grid. There are currently demand charges in place that make it more challenging. SDG&E proposed a different EV powering rate for customers, which would alleviate demand charges. They anticipate getting a decision from CPUC by end of (don't know which quarter is being mentioned here) quarter of 2021
- It will take 6 – 10 months to get the program in place. SDG&E anticipates program application to end of Q3 of next year.
- **Question** from public: When you say demand rate, are you referring to peak hours?
 - Lianna - Demand charges are a component of time-of-use chargers. There are additional fees when you hit the max demand. They could be cost-prohibitive. The idea behind these rates is to help alleviate those demand charges to year 5.
 - Follow-up Question: Still unsure what the demand charge is associated with?
 - Lianna - This is incurred by customers that charge a lot.
- **Question** from public: Is this similar to when people are asked to reduce their AC systems? When there is high demand – will these fleets be asked to not charge up?
 - Lianna - That is one of components of this rate – they will be incentivized to charge at night when fleets are in a parking lot. They will see higher price signals during the day
 - Follow-up Comment from public: Realistically, it doesn't work that way. I'm just throwing things to think about.
 - Lianna - These are great points that need to be considered. Truck fleets are very different from EV vehicles.
- SDG&E Contact information:
 - Lianna Rios – EV Customer Solutions Manager
 - Clean Transportation, SDG&E
 - LHRios@sdge.com

VIII. Discussion: Review and update AB 617 Steering Committee Charter

- Daniela and Chuy gave an overview presentation on AB 617 Steering Committee Charters.

- A Charter is a governing document that outlines the structure, rules, and other pertinent information for a Board and/or Committee to function in a clear, orderly, and fair manner.
- The main elements found in other AB 617 Steering Committee Charters includes:
 - Background
 - Objectives/Goals Statement
 - Membership
 - Meeting Procedures
 - Miscellaneous items
- Membership
 - Requirements by CARB:
 - Majority community residents
 - Live, work or own a business within community of focus
 - Representation from workers/managers from local businesses
 - Other common membership items include the selection and replacement process, and roles and positions.
- Meeting Procedures
 - Logistics & Notification: Location and time of meetings, release of materials.
 - Decision-Making Process: Quorum; Consensus vs. Robert's Rule of Order.
 - Code of Conduct: Signed Participation Agreement
- High-Level Comparison:

	West Oakland	Sacramento	East Los Angeles-Commerce	Imperial
Membership	<ul style="list-style-type: none"> • Co-Leadership Model • Participation Requirements 	<ul style="list-style-type: none"> • Chair and Vice Chair • Alternates • Selection Process 	<ul style="list-style-type: none"> • Attendance • Selection Process 	<ul style="list-style-type: none"> • Co-Chairs • Selection and Resignation Process • Term Limits
Meeting Procedures	<ul style="list-style-type: none"> • Deliberation & Consensus • Subcommittees 	<ul style="list-style-type: none"> • Consensus • Notetaking 	<ul style="list-style-type: none"> • Accessibility • Notetaking and Facilitation 	<ul style="list-style-type: none"> • Quorum • Robert's Rule of Order • Subcommittees
Miscellaneous	<ul style="list-style-type: none"> • Professional Facilitator 		<ul style="list-style-type: none"> • Code of Conduct • Website 	<ul style="list-style-type: none"> • Progress Reports • Advisors

- **RECOMMENDATION** to Steering Committee:
 - Create a Working Group comprised of diverse Community Steering Committee Members to propose elements and update of the Portside Steering Committee Charter
 - Presentation of recommendations at December Steering Committee Meeting
- Discussion:
 - Jack noted the Steering Committee has been functioning well with no major issues. In the interest of time, he would find it more effective to have facilitators offer suggestions on what should be modified/added to the way meetings are being run.
 - Sandy expressed that there are things missing in the draft charter. She felt it's important to determine what should be included in these sections and clarify how decisions are made.
 - Roman said that for the most part, the Committee has had a consensus process with little disagreement. He thinks this speaks to the level of commitment of this group. He believes the one-year mark of the Steering Committee is a good time to reflect on what works and what could be improved. Updating this charter is an opportunity to formalize the Committee's process and look back on instances if there wasn't a quorum and are making decisions. He thinks having structure would be helpful moving forward. He also pointed out that it'd be good for CARB to see that we aren't the only Committee without a finalized Charter.
 - Joy agrees that the Committee's process has been smooth. Going forward, however, she said decisions look like they'll be harder. She thinks it would be good to have a clear process on how the Committee's makes decisions moving forward.
 - Daniela (facilitator) – [Addressing Jack's comment] This Charter Update is mostly just about writing down how things have already been running and not necessarily changing the Committee's process. It seems like a consensus decision-making process is done here already. Other charters have different ways of making decisions.
 - Jack said he didn't realize the current Charter is still a draft. He would like to see the process of how the Agenda is set and done. He also pointed out that the role of Steering Committee is advisory – it's what they agreed to. He is not sure how other AB 617 Committees are functioning.
 - Daniela – Yes. It's important to also acknowledge that the addition of a Community Air Emissions Reduction Plan will slightly change what this Steering Committee is responsible for. A Participation Agreement can lay out important rules on attendance and responsibilities of Committee members.
 - Jon – The timing is right to do this. It's been a year since we've looked at the Charter. We're supportive of updating it and would like to participate in the Charter Update discussion. I think the Steering Committee is more than advisory – we're one team. SDAPCD has never disagreed with anything, and staff would like more direction on what constitutes an official vote. Getting ground rules would be helpful. With the designation of a Community Air Emissions Reduction Plan, this Committee will have important decisions to make in the future.
- Daniela asked for a show of hands to volunteer in the Charter Update Workgroup:
 - Sandy, Jon, Roman, Joseph, and Margarita raised their hands.
- Jon suggested using the next Steering Committee meeting date for the working group to meet, instead of having the regular December meeting.
 - Larry seconded this.
 - **MOTION: Steering Committee agreed to replace the December 2019 Steering Committee Meeting for the Charter Update Workgroup to meet.**

- Jon – Perkins Elementary School is reserved for Committee meetings through 2020 but will only be available on Thursdays.
 - Margarita and Alicia pointed out that Thursdays don't work for them.
 - Jon will coordinate off-line and will work to have the January meeting on a Tuesday or Wednesday.
- Sandy shared that National City residents need to participate in the Steering Committee meetings as well. She would like to see a meeting in National City and said they could coordinate with the National City representative.
 - Jon – Yes, that seems possible. However, it's important to consider if they lose representation here
 - Sandy – True. But National City residents have been coming to these meetings. It seems fair to have one there.
 - Jon – True
- AC (Navy Representative) suggested to have two projections of the presentations in English and Spanish. He went to the El Centro AB 617 Committee meeting and thought it would be a great idea.
- Jon congratulated the US Navy and NASCO for their air pollution progress. They now have a procedure in place that encourages procurement of cleanest equipment.

IX. Closing Remarks

- Committee feedback on meeting, future agenda topics

X. Adjourn

Next scheduled meeting is **in January** at Perkins Elementary School Cafeteria

(1770 Main Street, San Diego, 92113 from 6:00 pm - 8:00 pm)