

# ***SAN DIEGO REGIONAL ELECTRIC VEHICLE INFRASTRUCTURE WORKING GROUP***

## **MEETING NOTICE AND AGENDA**

**Date:** Thursday, March 15, 2012

**Time:** 2:00 p.m. to 3:30 p.m.

**Location:** California Center for Sustainable Energy  
8690 Balboa Ave, Suite 100  
San Diego, CA 92123-1502

**Staff Contact:** David Almeida  
Tel: (858) 244-1190  
Email: david.almeida@energycenter.org

### **AGENDA HIGHLIGHTS**

- REVI KICKOFF MEETING
- REVI PROJECT TASKS
- REVI MEMBER RESPONSIBILTIES

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



# SAN DIEGO REGIONAL ELECTRIC VEHICLE INFRASTRUCTURE WORKING GROUP

Thursday, March 15, 2012

ITEM #	RECOMMENDATION
<b>1. WELCOME AND INTRODUCTIONS</b>	
<b>2. ANNOUNCEMENTS AND PUBLIC COMMENTS</b>	
<p>Members of the public shall have the opportunity to address the San Diego Regional Electric Vehicle Working Group (REVI) on any issue that is not on this agenda. Public speakers are limited to three minutes or less per person. REVI members may provide information and announcements under this item.</p>	
<b>REPORT ITEMS (3 THROUGH 7)</b>	
<b>+3. CALIFORNIA ENERGY COMMISSION GRANT REQUIREMENTS</b>	<b>INFORMATION</b>
<p>The San Diego Association of Governments (SANDAG) Board Resolution 2012-18 is attached, which authorized SANDAG to accept California Energy Commission (CEC) grant funds and help establish a working group in support of regional plug-in electric vehicle (PEV) planning. Susan Freedman, SANDAG, will explain the grant parameters under which REVI is being formed, including the roles of SANDAG, California Center for Sustainable Energy (CCSE), and San Diego Regional Clean Cities Coalition (Clean Cities).</p>	
<b>+4. REVI PROJECT OVERVIEW</b>	<b>INFORMATION</b>
<p>David Almeida, CCSE, will present an overview of the two-year project. San Diego REVI will leverage previous PEV readiness efforts to prepare the San Diego region for the deployment of PEVs.</p>	
<b>+5. REVI MEMBER RESPONSIBILITIES</b>	<b>INFORMATION</b>
<p>A REVI member list is attached that includes local jurisdictions, regional public agencies, CCSE, SDG&amp;E, universities/colleges, and electric vehicle service providers. REVI will function similar to working groups/committees at SANDAG. A set of guidelines for committee meetings is attached for members to use as a reference for participation on REVI.</p>	

<b>+6.</b>	<b>SAN DIEGO REVI FORMATION DOCUMENTS</b>	<b>DISCUSSION/ POSSIBLE ACTION</b>
	<p>A) DRAFT MISSION STATEMENT: The Mission Statement defines the purpose of REVI, guides the actions of the working group, and outlines the overall goal.</p> <p>B) DRAFT GOALS: The Goals address four areas: completion of the PEV Readiness Plan, communicating best practices, reducing petroleum use, and providing consistent messaging on PEVs.</p> <p>C) DRAFT CHARTER: The Charter describes the purpose, responsibilities, membership, meeting time and location, and duration of existence for the working group.</p>	
<b>+7.</b>	<b>PROJECT DELIVERABLES, TIMELINE, AND MEETING SCHEDULE</b>	<b>DISCUSSION</b>
	<p>David Almeida, CCSE, will review the primary REVI tasks to be accomplished over the two-year grant period. A tentative schedule and a table of likely PEV topics for the San Diego region are attached. Also, REVI members will be surveyed to determine a standing meeting time that can best accommodate member schedules going forward.</p>	
<b>8.</b>	<b>UPCOMING MEETINGS</b>	<b>INFORMATION</b>
	<p>REVI members will be emailed a “survey doodle” to determine the day and date for future meetings that will best accommodate member schedules. All meetings will be held at CCSE.</p>	
<b>9.</b>	<b>ADJOURNMENT</b>	

+ next to an item indicates an attachment



401 B Street, Suite 800  
 San Diego, CA 92101  
 Phone (619) 699-1900 • Fax (619) 699-1905  
[www.sandag.org](http://www.sandag.org)

# **RESOLUTION**

## **NO. 2012-18**

RESOLUTION OF THE SAN DIEGO ASSOCIATION OF GOVERNMENTS  
 APPROVING THE ACCEPTANCE OF GRANT AWARD ARV-11-004 FROM THE CALIFORNIA ENERGY  
 COMMISSION TO PRODUCE A REGIONAL READINESS PLAN FOR PLUG-IN ELECTRIC VEHICLES

WHEREAS, the San Diego region is at the forefront of plug-in electric vehicle (PEV) deployment with the highest per capita amount of PEV purchases and electric vehicle supply equipment (EVSE) installations in the United States; and

WHEREAS, the San Diego region's early PEV experiences have identified barriers to widespread PEV adoption, which could best be addressed in a strategic and coordinated manner; and

WHEREAS, the SANDAG Executive Committee authorized SANDAG to pursue regional PEV grant opportunities during its meeting on May 13, 2011. At that meeting, the Executive Committee approved SANDAG's submittal of a letter of intent to the U.S. Department of Energy for a regional PEV planning grant and was made aware of a subsequent California Energy Commission (CEC) grant opportunity for regional PEV planning; and

WHEREAS, SANDAG applied for these grants in partnership with the non-profit organization, the California Center for Sustainable Energy (CCSE), and submitted an application to the CEC for the San Diego Regional PEV Readiness Project; and

WHEREAS, SANDAG submitted with its CEC application letters of support from member agencies: cities of Carlsbad, Chula Vista, Coronado, Del Mar, Escondido, San Diego, and Solana Beach, and County of San Diego; and from regional stakeholders including the San Diego County Regional Airport Authority, San Diego County Air Pollution Control District, Unified Port District of San Diego, Regional Clean Cities Coalition, San Diego Gas & Electric, University of California, San Diego, Miramar College, Ecotality North America, and AeroVironment; and

WHEREAS, the CEC unanimously approved this project, led by SANDAG with its partner CCSE, at its Business Meeting on February 8, 2012; 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 PEV Readiness Plan be supported by the creation of a multi-stakeholder PEV Coordinating Council; and

WHEREAS, SANDAG will assist in the establishment, in partnership with CCSE, of a San Diego PEV Coordinating Council and that council will be referred to as the San Diego Regional Electric Vehicle Infrastructure Working Group or "San Diego REVI;" and

WHEREAS, SANDAG along with the member agencies and regional stakeholders named above, will participate in the San Diego REVI through bimonthly meetings hosted by the CCSE in Kearny Mesa; and

WHEREAS, SANDAG is to be awarded \$199,379 and has provided an in-kind match of \$52,093 from its FY 2012 Budget and Overall Work Program (OWP) for Energy and Climate Change Planning.

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

1. Authorize the Executive Director, or designee, to enter into an agreement with the CEC, to accept and administer the CEC funds of up to \$199,379 in the SANDAG FY 2012 Budget and OWP and subsequent budgets and OWPs to complete the proposed project.

2. Support the formation of San Diego REVI and the development of a regional PEV readiness plan.

PASSED AND ADOPTED this 24th day of February, 2012.

  
\_\_\_\_\_  
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 ELECTRIC VEHICLE INFRASTRUCTURE WORKING GROUP

March 15, 2012

AGENDA ITEM NO.: **4**

**Action Requested: INFORMATION**

## REVI PROJECT OVERVIEW

### **Introduction**

The San Diego region is at the forefront of plug-in electric vehicle (PEV) deployment with the highest per capita amount of PEV purchases and car charging equipment installations in the United States. The region's early PEV experiences have identified barriers to widespread PEV adoption, which could best be addressed in a strategic and coordinated manner. Two grants, from the California Energy Commission (CEC) and the U.S. Department of Energy (DOE), support the formation of the San Diego Regional Electric Vehicle Infrastructure Working Group (REVI) and strategic planning for PEVs in the San Diego Region. SANDAG and the California Center for Sustainable Energy (CCSE) will be administering these PEV planning grants. The REVI meetings will be open to the public at CCSE and agenda materials will be made publicly available on the CCSE, Clean Cities Coalition, and SANDAG Web sites.

David Almeida, CCSE, will present an overview of the project. Mr. Almeida also will support San Diego REVI efforts over the course of the project period.

### **San Diego REVI**

#### Purpose

San Diego REVI plans to leverage previous PEV readiness efforts to prepare the San Diego region for "Life after the EV Project." Members of REVI include local jurisdictions, regional public agencies, CCSE, San Diego Gas & Electric, local universities and community colleges, and members of the business community. REVI will develop a regional readiness plan and prepare fact sheets and other user-friendly best-practice materials that address the major components of the readiness plan: regional PEV permit and inspection processes, multi-unit dwelling constraints, and new construction design with PEV chargers.

#### Logistics

As part of the CEC contract, a multi-stakeholder group must be formed that will advise the development of a regional EV strategic readiness plan. San Diego REVI will serve this purpose through bimonthly meetings at the CCSE offices in Kearny Mesa. Interested stakeholders and members of the public are encouraged to attend.

The CEC grant provides \$200,000 in funding to hold meetings and develop a readiness plan over a two-year period. SANDAG provided an in-kind match of \$52,000 to start up the working group and begin work on the project. SANDAG adopted Board Resolution 2012-18 in support of the formation of San Diego REVI at its Board Meeting on February 24, 2012.

## **Background**

### Plug-in Electric Vehicle Planning Grants

The CEC issued a solicitation to provide funding opportunities under the Alternative and Renewable Fuel and Vehicle Technology Program to help regions develop PEV strategic plans for electric vehicle supply equipment (EVSE), establish best practices for “PEV-ready” building and public works guidelines, and help to streamline EVSE permitting, installation, and inspection processes. In response, SANDAG, in partnership with the CCSE, submitted an application and was subsequently awarded a grant to prepare a regional PEV readiness plan that is supported by formation of the San Diego REVI.

The California PEV Collaborative submitted one statewide proposal to DOE that included several regional projects. SANDAG submitted a letter of intent to DOE stating this region’s interest in addressing barriers to PEV deployment through this grant. Subsequently, a statewide proposal developed which was able to enhance each region’s independent projects. SANDAG asked CCSE to serve as lead entity for the DOE proposal, while the agency led submittal of the CEC proposal.

The DOE award provides funding for six regional PEV infrastructure plans in California and the creation of a statewide PEV readiness guidelines document. The DOE and CEC projects are being coordinated together and are intended to complement each other. The activities performed under the CEC and DOE grants will work toward the common objective of preparing the region for an increasing number of PEVs.

#### Attachments:

1. San Diego Regional PEV Readiness Project: Executive Summary
2. California PEV Community Readiness Project (Department of Energy)

## **San Diego Regional PEV Readiness Project: Executive Summary**

The San Diego Region is at the forefront of plug-in electric vehicle (PEV) deployment with the highest per capita amount of PEV purchases and electric vehicle supply equipment (EVSE) installations in the United States. By the end of 2011, the EV Project will have installed 1,000 home (or fleet) Level 2 EVSE; 1,400 publicly accessible Level 2 EVSE at commercial properties, city streets, municipal buildings, and San Diego destinations like Balboa Park; and 30 DC fast charge EVSE along the region's transportation corridors. Several barriers have been identified through our early experiences, which need to be addressed in a strategic and coordinated manner to enable widespread regional PEV adoption and efficient deployment of EVSE. These barriers need to be addressed before the second wave of PEVs are released in 2012-2014.

In addition to a PEV readiness plan, the San Diego Association of Governments (SANDAG) proposes to document and disseminate key plan components in user-friendly formats over the course of a two-year grant period. The regional PEV readiness grant will enable SANDAG, partnered with the California Center for Sustainable Energy (CCSE), to leverage and build upon existing PEV readiness efforts through the:

1. Formation of the San Diego Regional Plug-in Electric Vehicle Coordinating Council (PEVCC), or equivalent, that is open to the public,
2. Development of the San Diego Regional PEV Readiness Plan,
3. Preparation of fact sheets and other user-friendly best-practice materials that address the major components of our readiness plan, and
4. Dissemination of the component materials throughout the two-year project period via the PEVCC, workshops, a SANDAG PEVCC Web site, and Web sites of regional partners including CCSE, local governments, and the San Diego Regional Clean Fuels Coalition.

SANDAG is requesting \$200,000 from the California Energy Commission and will provide a twenty percent in-kind match from our *Energy and Climate Change Planning Program's* adopted fiscal year 2012 budget. CCSE will perform PEV readiness tasks including preparation of PEVCC agenda reports, fact sheets, best-practice guides, and the drafting components of the readiness plan. SANDAG will establish the PEVCC, develop and distribute meeting agendas consistent with our internal procedures, publicly notice meetings. Through considerate agenda preparation and staff support at PEVCC meetings, SANDAG will drive consensus and resolution of PEV issues facing the region. PEVCC meetings will be held at the San Diego Energy Resource Center at CCSE, which is centrally located in San Diego County.

### **Project Objectives for the San Diego Regional PEV Readiness Plan**

1. Regional PEV Readiness. Establish and institutionalize the PEVCC to serve as the venue to discuss PEVs and EVSE, coordinate regional efforts, and build consensus on difficult issues. Unlike the EV Project's Advisory Committee (which will have ended prior to the start of this grant), the PEVCC will be open to the public and conducted similarly to SANDAG's working

group structure. Measureable goals: 1) create a SANDAG PEVCC Web page to house PEVCC meeting agendas, charter, mission, relevant documents and presentations, 2) prepare, distribute and post all PEVCC meeting agendas three days prior to each scheduled meeting, and 3) create an electronic distribution list for members and interested stakeholders.

2. Address Residential EV Readiness. Develop fact sheets that provide guidelines and best practices for residential EVSE installations across 19 local jurisdictions, with the ultimate goal of making these installations as routine as the installation of any major household appliance. Measurable goals: 1) develop fact sheets for at least three variations of residential EVSE installations, and 2) disseminate the materials to local governments, and through meetings held by primary partners. Materials will be made available on the SANDAG PEVCC Web site along with the CCSE and Clean Fuels Coalition Web sites.
3. Address Multi-Unit Dwelling (MUD) Readiness Constraints. San Diego is one of the strongest multi-family markets in the country and this is forecasted to grow through 2050. Fact sheets and other user-friendly educational materials are needed that lay out the likely steps **preceding the permit stage**, that a PEV buyer may need to maneuver through with its HOA, CC&Rs, Condo Board, etc. The utility is not permitted by the CPUC to develop these types of educational materials, so the PEVCC would fill an educational gap by collaborating with SDG&E and supporting workshops to break down local barriers to siting EVSEs. Measureable goals: 1) EVSE scenarios for various multi-unit configurations, 2) use of materials at SDG&E's workshops, and 3) dissemination online and to stakeholders such as Property Owners, HOA, property managers, EVSE manufacturers, contractors and municipalities.
4. Address EV Readiness in New Construction. SANDAG, the region's transit agencies, jurisdictions and commercial entities undertake construction projects that include large-scale parking structures. Standard practice does not consider EVSE in the design phase of these projects. New home construction does not account for the possibility of Level 2 EVSE in garages. Measurable goals: 1) develop general specifications for Level 1, Level 2 and DC fast charge EVSE that could be included in design specifications of these large parking structures, and 2) develop Level 1 and Level 2 EVSE specifications for consideration in new construction of single and multi-family homes. The potential for integrating this effort into local building codes or company standard practices will be assessed.

### **San Diego Regional PEVCC Founding Members**

1. City of Carlsbad
2. City of Chula Vista
3. City of Coronado
4. City of Del Mar
5. City of Escondido
6. City of San Diego
7. County of San Diego
8. City of Solana Beach
9. SD County Regional Airport Authority
10. SD Air Pollution Control District
11. SD Unified Port District
12. SD Regional Clean Fuels Coalition
13. San Diego Gas & Electric
14. University of California, San Diego (UCSD)
15. Miramar College ATTE
16. ECOtality North America
17. AeroVironment

## California PEV Community Readiness Project (Department of Energy)

### Introduction

In October 2011, the U.S. Department of Energy (DOE) awarded the Plug-in Electric Vehicle (PEV) Collaborative and the South Coast Air Quality Management District (AQMD) a \$1 million grant to prepare a comprehensive statewide PEV readiness plan. While the PEV Collaborative and South Coast AQMD will manage the overall project, the project team includes five additional regions that will produce local PEV readiness plans. The California Center for Sustainable Energy (CCSE) represents the San Diego region for this project and received \$100,000 to prepare a regionally focused PEV infrastructure plan. The table below provides a list of the regions represented in the project as well as lead agencies and their associated funding level.

Regions	Lead Agencies	Funding
Bay Area	Bay Area Air Quality Management District	\$300K
Los Angeles	South Coast Air Quality Management District	\$300K
San Diego	California Center for Sustainable Energy	\$100K
Sacramento	Sacramento Municipal Utility District	\$75K
Central Valley	San Joaquin Air Pollution Control District	\$75K
Central Coast	Central Coast Clean Cities Agency	\$50K
Statewide Coordination	Plug-in Electric Vehicle Collaborative	\$100K

### Project Goals

The overall goals of the project are to:

- Address barriers to PEV infrastructure deployment and find recommended solutions to overcome these challenges.
- Align local and state PEV infrastructure planning approaches to support and expand the PEV market in California.

### Project Deliverables

The primary deliverable for this project is a comprehensive statewide PEV infrastructure deployment plan that will build off of the individual regional plans developed across the state.

Each of these plans will focus on the following five core areas:

- Streamlining PEV Infrastructure Permitting (e.g. residential and commercial)
- Implementing PEV/Infrastructure Training and Education Programs (e.g. electrical contractor and emergency first responder)
- Update Building Codes to Promote PEV Infrastructure Deployment
- Update Zoning and Parking Rules
- Creating and Implementing an Effective Marketing and Outreach Plan

In regions with greater funding, plans will also include some of the following additional components:

- PEV Infrastructure Site Selection
- Workplace Charging and PEV infrastructure in Multi Unit Dwellings
- Increasing PEV Adoption in Local Government Fleets



## 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

# SAN DIEGO REGIONAL ELECTRIC VEHICLE INFRASTRUCTURE WORKING GROUP

March 15, 2012

AGENDA ITEM NO.: **6**

**Action Requested: DISCUSSION/POSSIBLE ACTION**

## SAN DIEGO REGIONAL ELECTRIC VEHICLE WORKING GROUP FORMATION DOCUMENTS

### **Introduction**

In accordance with the California Energy Commission (CEC) grant, the San Diego Regional Electric Vehicle Infrastructure Working Group (San Diego REVI) must adopt a mission statement, defined goals, and a charter. SANDAG was required to develop draft versions of each for inclusion in its proposal to the CEC. Members are asked to discuss each document individually.

If REVI members are satisfied with one or more of the attached documents, the group can decide to approve the document(s) during discussion at the meeting.

### **Discussion**

#### Draft San Diego REVI Mission Statement

The Draft Mission Statement defines the purpose of REVI, guides the actions of the working group, and outlines the overall goal.

#### Draft San Diego REVI Goals

The Draft Goals address four areas: completion of the PEV Readiness Plan, communicating best practices, reducing petroleum use, and providing consistent messaging on PEVs.

#### Draft San Diego REVI Charter

The Draft Charter describes the purpose, responsibilities, membership, meeting time and location, and duration of existence for the working group.

### **Attachments:**

1. Draft San Diego REVI Mission Statement
2. Draft San Diego REVI Goals
3. Draft San Diego REVI Charter

**DRAFT MISSION STATEMENT**

**SAN DIEGO REGIONAL ELECTRIC VEHICLE  
INFRASTRUCTURE WORKING GROUP**

To promote the San Diego region as the national leader in plug-in electric vehicle (PEV) adoption by preparing the region for the wide-scale rollout of PEV and electric vehicle supply equipment in a manner that further enhances our quality of life, promotes sustainability, and offers more mobility options for people and goods.

**DRAFT GOALS**

**SAN DIEGO REGIONAL ELECTRIC VEHICLE  
INFRASTRUCTURE WORKING GROUP**

- 1.** To develop a regional PEV Coordinating Council to create a regionally-accepted comprehensive PEV Readiness plan which leverages initial PEV Readiness/EVSE planning already undertaken, and addresses emerging barriers and complexities, through clear and easy to read best practices and recommendations for the major components of San Diego's regional PEV readiness plan.
  
- 2.** To develop an on-going, coordinated, institutional body that functions as a strategic clearinghouse and outreach entity, to efficiently and effectively communicate best practices, to all 19 jurisdictions and diverse stakeholders involved in PEV readiness.
  
- 3.** To reduce petroleum consumption in San Diego County.
  
- 4.** To provide consistent messages across jurisdictions, agencies, dealerships, consumers, companies, and others about PEVs and EVSE.

**DRAFT CHARTER**

**SAN DIEGO REGIONAL ELECTRIC VEHICLE  
INFRASTRUCTURE WORKING GROUP**

**PURPOSE**

The purpose of the San Diego Regional Electric Vehicle Infrastructure Working Group (REVI) is to provide input on key activities associated with promoting the San Diego region as the national leader in plug-in electric vehicle (PEV) adoption. REVI shall help the San Diego region prepare for wide-scale deployment of PEV and electric vehicle supply equipment (EVSE) in a manner that further enhances quality of life, promotes sustainability, and offers more mobility options for people and goods. REVI was established in February 2012 by the San Diego Association of Governments (SANDAG) Board of Directors through Board Resolution 2012-18. REVI will provide policy direction and guide efforts to collaborate with regional stakeholders on possible approaches to address regional PEV readiness.

**RESPONSIBILITIES**

REVI should provide input and direction to the development of a regional PEV readiness plan and associated fact sheets detailing components of the plan. REVI planning activities should align with the objectives of the SANDAG Regional Transportation Plan and Sustainable Communities Strategy and the California Climate Change Scoping Plan. REVI shall provide periodic progress reports to the SANDAG Regional Energy Working Group, and prepare a PEV readiness plan for consideration by its Board of Directors.

**MEMBERSHIP**

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

***Voting Members***

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

At the formation of REVI, the Chair and Vice Chair shall be represented by staff from SANDAG and CCSE respectively. Every twelve months, REVI Voting Members can nominate and elect a new chair and vice chair, if desired.

### ***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 REVI meeting, that Voting Member should designate an alternate from its sub-region to serve as the Voting Member for the meeting in question.

### ***Advisory Members***

In addition to required participants, REVI 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; labor, social and business groups; original equipment manufacturers (OEMs) of EV supply equipment; 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 are represented on the REVI, serving on behalf of their own organizations.

### **MEETING TIME AND LOCATION**

REVI meetings are to be held every other month (bimonthly) for approximately two hours at the California Center for Sustainable Energy, 8690 Balboa Ave., Suite 100, San Diego, CA 92123-1502. CCSE is a central location within San Diego County. During the first REVI meeting, members will identify a standard meeting date and time for future meetings.

### **DURATION OF EXISTENCE**

The administration of REVI is funded through a two-year grant from the California Energy Commission. Prior to the end of the grant in March 2014, REVI Members will determine the need for continuing the REVI and if so, potential funding mechanisms.

3/8/2012

ID	Task Name	Duration	Start	Finish	alf 1, 2012	Half 2, 2012	Half 1, 2013	Half 2, 2013	Half 1, 201						
					F	M	A	M	J	J	A	S	O	N	D
1	<b>San Diego Regional Electric Vehicle Infrastructure (REVI) Working Group Project Overview</b>	517 days	Fri 3/9/12	Mon 3/3/14											
2	<b><u>San Diego REVI Meeting Timeline* **</u></b>	480 days	Thu 3/15/12	Wed 1/15/14											
3	REVI Kick-off Meeting	1 day	Thu 3/15/12	Thu 3/15/12	◆ 3/15										
4	REVI Meeting 2	1 day	Tue 5/15/12	Tue 5/15/12	◆ 5/15										
5	REVI Meeting 3	1 day	Tue 7/17/12	Tue 7/17/12	◆ 7/17										
6	REVI Meeting 4	1 day	Thu 9/13/12	Thu 9/13/12	◆ 9/13										
7	REVI Meeting 5	1 day	Thu 11/15/12	Thu 11/15/12	◆ 11/15										
8	REVI Meeting 6	1 day	Tue 1/15/13	Tue 1/15/13	◆ 1/15										
9	REVI Meeting 7	1 day	Wed 3/13/13	Wed 3/13/13	◆ 3/13										
10	REVI Meeting 8	1 day	Wed 5/15/13	Wed 5/15/13	◆ 5/15										
11	REVI Meeting 9	1 day	Wed 7/17/13	Wed 7/17/13	◆ 7/17										
12	REVI Meeting 10	1 day	Tue 9/17/13	Tue 9/17/13	◆ 9/17										
13	REVI Meeting 11	1 day	Wed 11/13/13	Wed 11/13/13	◆ 11/13										
14	REVI Meeting 12	1 day	Wed 1/15/14	Wed 1/15/14	◆ 1/15										
15	<b><u>Draft San Diego PEV Readiness Plan</u></b>	36 days	Mon 9/2/13	Mon 10/21/13											
16	Complete Draft San Diego PEV Readiness Plan	1 day	Mon 9/2/13	Mon 9/2/13	◆ 9/2										
17	Publish Draft Plan on CCSE/SANDAG/SDRCCC	1 day	Mon 9/2/13	Mon 9/2/13	◆ 9/2										
18	Host Public Comment Workshop on Draft PEV Readiness Plan	1 day	Mon 9/30/13	Mon 9/30/13	◆ 9/30										
19	Publish Public Comments Online (CCSE, SANDAG & SD Clean Cities)	1 day	Mon 10/21/13	Mon 10/21/13	◆ 10/21										
20	<b><u>Final San Diego PEV Readiness Plan</u></b>	69 days	Wed 11/13/13	Mon 2/17/14											
21	Present Draft Plan with Public Comments to REVI	1 day	Wed 11/13/13	Wed 11/13/13	◆ 11/13										
22	Final PEV Readiness Plan Presented to REVI	1 day	Mon 2/17/14	Mon 2/17/14	◆ 2/17										

\*Agendas will be posted online (CCSE, SANDAG and San Diego Clean Cities) 6 days prior to scheduled REVI meetings.

\*\*Fact sheets regarding PEV Readiness areas will be developed throughout the REVI meeting schedule.

**PEV Readiness Issues**

Barrier	Description
Permitting/Inspection	Lack of streamlined permitting and inspection processes and inconsistent (high) costs across jurisdictions.
PEV/EVSE Training Programs	Need to move first responder, safety and freeway service patrol training programs beyond the “train the trainer.”
Multi Unit Dwelling	Consumer lack of knowledge regarding EVSE installation in these buildings. Need to educate and work with HOAs to identify and find solutions to unique building challenges.
Utility Rates	Consumer lack of knowledge regarding available TOU rates. Demand charges and impact to EVSE host utility bills. Expensive metering options to access TOU rates.
Building Codes	Lack of standard building codes that accommodate charging infrastructure or dedicate circuits for charging infrastructure in new construction and major renovations.
Zoning and Parking Rules	No standard regional ordinances that facilitate the installation and access to publicly available charging infrastructure.
Workplace Charging	Lack of understanding regarding benefits and approaches to understanding workplace charging.
PEVs in Government Fleets	Low PEV adoption in government fleets. Need to describe the benefits of PEVs to government fleets, such as total cost of ownership, reduced environmental impact and how these vehicles can be incorporated into jurisdictions climate action plan.