

CONTRACT REQUEST FORM (CRF)

CEC-94 (Revised 10/2015)

CALIFORNIA ENERGY COMMISSION

A) New Agreement 600-18-005 (To be completed by CGL Office)

600 Fuels and Transportation Division	Tami Haas	6	916-651-2938
San Diego Community College District		95-2644299	
Advanced Transportation and Logistics Initiative at San Diego Community College District			
04 / 10 / 2019	09 / 30 / 2021	\$ 1,395,110	

☐ Operational agreement (see CAM Manual for list) to be approved by Executive Director

☐ ARFVTP agreements \$75K and under delegated to Executive Director.

Proposed Business Meeting Date	04 / 10 / 2019	<input type="checkbox"/> Consent	<input checked="" type="checkbox"/> Discussion
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Business Meeting Presenter	Tami Haas	Time Needed:	5 minutes
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Please select one list serve. Altfuels (AB118- ARFVTP)

Agenda Item Subject and Description

SAN DIEGO COMMUNITY COLLEGE DISTRICT. Proposed resolution approving Agreement 600-18-005, for a \$1,395,110 contract with San Diego Community College District through the Advanced Transportation and Logistics Center at San Diego Miramar College and adopting staff's determination that this action is exempt from CEQA. This agreement will support specialized training programs in advanced vehicle technologies through faculty training, curriculum development, and equipment purchases throughout the California Community College system. This agreement will fund college automotive programs to expand alternative fuel and advanced vehicle technology training opportunities. (ARFVTP Funding) Contact: Tami Haas. (Staff presentation: 5 minutes)

1. Is Agreement considered a "Project" under CEQA?

☒ Yes (skip to question 2)

☐ No (complete the following (PRC 21065 and 14 CCR 15378)):

Explain why Agreement is not considered a "Project":

Agreement will not cause direct physical change in the environment or a reasonably foreseeable indirect physical change in the environment because - see attached CEQA explanation.

2. If Agreement is considered a "Project" under CEQA:

☒ a) Agreement **IS** exempt. (Attach draft NOE)

☐ Statutory Exemption. List PRC and/or CCR section number:

☒ Categorical Exemption. List CCR 14 C.C.R. sects. 15301, 15303 section number:

☐ Common Sense Exemption. 14 CCR 15061 (b) (3)

Explain reason why Agreement is exempt under the above section:

See Attached

☐ b) Agreement **IS NOT** exempt. (Consult with the legal office to determine next steps.)

Check all that apply

☐ Initial Study

☐ Environmental Impact Report

☐ Negative Declaration

☐ Statement of Overriding Considerations

☐ Mitigated Negative Declaration

Legal Company Name:	Budget	SB	MB	DVBE
Integrative Impact	\$52,000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PD&M, Inc.	\$24,700	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Southern California Regional Transit Training Consortium	\$50,000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Legal Company Name:

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**J) Budget Information**

Funding Source	Funding Year of Appropriation	Budget List No.	Amount
Funding Source	17/18	601.118J	\$1,395,110
Funding Source			\$
Funding Source			\$
Funding Source			\$
Funding Source			\$
R&D Program Area: N/A			\$ 1,395,110
Explanation for "Other" selection			
Reimbursement Contract #:		Federal Agreement #:	

Name:	Jesse Lopez	Name:	Jonathan Kropp
Address:	Dean-Business, Technical and Workforce 10440 Black Mountain Road	Address:	ATL Director 10440 Black Mountain Road
City, State, Zip:	San Diego, CA 92126	City, State, Zip:	San Diego, CA 92126
Phone:	916-388-7392	Fax:	- -
E-Mail:	LLopez006@sdccd.edu	E-Mail:	jkropp@sdccd.edu

<input type="checkbox"/> Solicitation	Select Type	Solicitation #:	- -	# of Bids:		Low Bid?	<input type="checkbox"/> No <input type="checkbox"/> Yes
<input type="checkbox"/> Non Competitive Bid	(Attach CEC 96)						
<input checked="" type="checkbox"/> Exempt	Other Governmental Entity						

<input type="checkbox"/> Private Company (including non-profits)
<input type="checkbox"/> CA State Agency (including UC and CSU)
<input checked="" type="checkbox"/> Government Entity (i.e. city, county, federal government, air/water/school district, joint power authorities, university from another state)

	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes
If yes, check appropriate box:	<input type="checkbox"/> SB <input type="checkbox"/> MB <input type="checkbox"/> DVBE

<input type="checkbox"/> Not Applicable (Agreement is with a CA State Entity or a membership/co-sponsorship)
<input type="checkbox"/> Public Resources Code 25620, et seq., authorizes the Commission to contract for the subject work. (PIER)
<input checked="" type="checkbox"/> The Services Contracted:
<input checked="" type="checkbox"/> are not available within civil service
<input type="checkbox"/> cannot be performed satisfactorily by civil service employees
<input type="checkbox"/> are of such a highly specialized or technical nature that the expert knowledge, expertise, and ability are not available through the civil service system.
<input type="checkbox"/> The Services are of such an:
<input type="checkbox"/> urgent
<input type="checkbox"/> temporary, or
<input type="checkbox"/> occasional nature
that the delay to implement under civil service would frustrate their very purpose.
Justification:
Other Governmental Agency, the community colleges are set up to service community college automotive programs across the state. No state agency can, with efficiency, or practically, carry out such training.

<input checked="" type="checkbox"/> A. Reimbursement in arrears based on:
<input checked="" type="checkbox"/> Itemized Monthly <input type="checkbox"/> Itemized Quarterly <input type="checkbox"/> Flat Rate <input type="checkbox"/> One-time
<input type="checkbox"/> B. Advanced Payment
<input type="checkbox"/> C. Other, explain:

1. Is Agreement subject to retention?	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes
If Yes, Will retention be released prior to Agreement termination?	<input type="checkbox"/> No <input type="checkbox"/> Yes

Attachment: Explanation of Categorical Exemption

This project consists of providing, at community colleges, training in alternative fuel and advanced vehicle technologies; curriculum development; and training for trainers. Some of this project's work will consist of traditional classroom-based instruction which will have no impact on the environment. The remaining work will consist of hands-on training in approximately seven community colleges' existing automotive training centers, which are similar to a typical mechanic's garage. Specialized equipment will be purchased by community colleges to assist with advanced technology training.

Title 20 of the California Code of Regulations, section 15301 ("Existing Facilities") provides that projects which consist of the operation, repair, maintenance, permitting, leasing, licensing, or minor alteration of existing public or private structures, facilities, mechanical equipment, or topographical features, and which involve negligible or no expansion of existing or former use, are categorically exempt from the provisions of the California Environmental Quality Act.

Training will take place in approximately seven existing California community college classrooms and other community college training areas such as automotive shops. Equipment purchased and used in existing training areas may include small alternatively-fueled vehicles, similar to Nissan Leafs, for students to work on; engine "cut-outs" that have sections removed so that students can view engine interiors; and electronic monitors approximately 5' high by 3' wide by 2' deep which sense engine and transmission performance. Such equipment will sit on tables or roller carts, and is typical of equipment used in training already done in community college training areas, such as vehicles to practice repairs on and model engines. In addition, electric vehicle (EV) charging stations may also be installed near the outside walls of the community colleges' training areas. If installed, EV charging stations would be approximately 4' tall, by 1' deep, 3' wide. This equipment, too, is similar to that already existing in many community colleges' training areas (for example, gasoline tanks and fueling stations may exist at training locations). Therefore, the proposed project consists of minor alterations to existing facilities which involve negligible or no expansion of use beyond that existing at the time of the lead agency's determination, is categorically exempt under section 15301, and will not have a significant effect on the environment.

Cal. Code Regs., tit. 14, sect. 15303 ("New Construction or Conversion of Small Structures") provides that projects which consist of construction and location of limited numbers of new, small facilities or structures; installation of small new equipment and facilities in small structures; and the conversion of existing small structures from one use to another where only minor modifications are made in the exterior of the structure, are categorically exempt from the provisions of the California Environmental Quality Act.

This project involves the installation of small new equipment in small structures. The majority of automotive training areas are at which the small equipment described above will be installed are the size of a typical mechanic's garage, similar to the examples of small structures given in section 15303(c) (e.g., a store, motel, office, or restaurant). No

hazardous substances will be involved in the work performed under this project. Therefore, the proposed project falls within the ambit of section 15303 and will not have a significant effect on the environment.

Exhibit A
SCOPE OF WORK

TASK LIST

Task #	Task Name
1	Agreement Management
2	Funding Plan
3	Implementation of Funding Plan
4	Program Reporting

ACRONYMS/GLOSSARY

Specific acronyms and terms used throughout this scope of work are defined as follows:

Acronym	Definition
AB 8	Assembly Bill 8
AB109	Assembly Bill 109
AB 118	Assembly Bill 118
ARFVTP	Alternative Renewable Fuel and Vehicle Technology Program
ATL	Advanced Transportation & Logistics
CAM	Commission Agreement Manager
Contractor	San Diego Community College District
Energy Commission	The California Energy Commission
SCR TTC	Southern California Regional Transit Training Consortium

BACKGROUND/PROBLEM STATEMENT

Assembly Bill 118 (Núñez, Chapter 750, Statutes of 2007) created the Alternative and Renewable Fuel and Vehicle Technology Program (ARFVTP). This statute, amended by Assembly Bill 109 (Núñez, Chapter 313, Statutes of 2008) and later by Assembly Bill 8 (Perea, Chapter 401, Statutes of 2013), authorizes the California Energy Commission (Energy Commission) to enter into "Workforce training related to advanced energy technology designed to reduce air pollution, including state-of-the-art equipment and goods, and new processes and system. Workforce training initiatives funded shall be broad-based partnerships that leverage other public and private job training programs and resources. These partnerships may include, though are not limited to, employers, labor unions, labor management partnerships, community organizations, workforce investment boards, postsecondary education providers, including

community colleges, and economic development agencies.” Assembly Bill 8 extends funding for ARFVTP until January 1, 2024.

There is strong growth in the use of alternative fueled vehicles in California. The increase in usage spans across multiple user types, including personal/private use, business and government fleets. As the market continues upward growth, there is a greater need for technicians to service these specialized vehicles. While there is now more availability of training for clean fuel vehicle technology, specialized training in alternative fueled and advanced vehicle technology is still significantly limited to proprietary training by manufacturers. With the recent changes in regulations by California Air Resources Board to require all new buses to be carbon free by 2029, transit agencies have an increasing need for zero emission technologies training of operators and maintenance staff in the zero-emission technologies.

THE ADVANCED TRANSPORTATION AND LOGISTICS INITIATIVE

The Advanced Transportation and Logistics (ATL) Initiative at San Diego Miramar College is an initiative funded by the California Community College’s Chancellor’s Office, Doing What Matters for Jobs and the Economy Framework.

GOAL OF THE CONTRACT

The goal of this contract is to develop and fund advanced transportation workforce training through the California Community Colleges automotive technologies system. The ATL Initiative will publish opportunities to fund alternative fuel and advanced vehicle technology proposals for funding across the California Community College system, and make awards in keeping with each community college’s process for receiving and using awarded funding. To the extent possible, and where applicable to training for participants, the ATL Initiative will focus on the participation of veterans and persons living in underserved and disadvantaged communities.

OBJECTIVE OF THE AGREEMENT

The objective of this agreement is to develop and fund an alternative fuels and advanced vehicle technology workforce training program to increase the number of individuals qualified to repair and maintain alternative fueled vehicles for California’s growing clean vehicles market.

FORMAT/REPORTING REQUIREMENTS

Deliverables/Reports

When creating reports, the Contractor shall use and follow, unless otherwise instructed in writing by the Commission Agreement Manager (CAM), the latest version of the Consultant Reports Style Manual published on the Energy Commission's web site:

http://www.energy.ca.gov/contracts/consultant_reports/index.html

Each final deliverable shall be delivered as one original, reproducible, 8 ½” by 11”, camera-ready master in black ink. Illustrations and graphs shall be sized to fit an 8 ½” by 11” page and readable if printed in black and white.

Electronic File Format

The Contractor shall deliver an electronic copy (CD ROM or memory stick or as otherwise specified by the CAM) of the full text in a compatible version of Microsoft Word (.doc).

The following describes the accepted formats of electronic data and documents provided to the Energy Commission as contract deliverables and establishes the computer platforms, operating systems and software versions that will be required to review and approve all software deliverables.

- Data sets shall be in Microsoft (MS) Access or MS Excel file format.
- PC-based text documents shall be in MS Word file format.
- Documents intended for public distribution shall be in PDF file format, with the native file format provided as well.
- Project management documents shall be in MS Project file format.

Software Application Development

If this scope of work includes any software application development, including but not limited to databases, websites, models, or modeling tools, contractor shall utilize the following standard Application Architecture components in compatible versions:

- Microsoft ASP.NET framework (version 3.5 and up) Recommend 4.0
- Microsoft Internet Information Services (IIS), (version 6 and up) Recommend 7.5
- Visual Studio.NET (version 2008 and up) Recommend 2010
- C# Programming Language with Presentation (UI), Business Object and Data Layers
- SQL (Structured Query Language)
- Microsoft SQL Server 2008, Stored Procedures Recommend 2008 R2
- Microsoft SQL Reporting Services Recommend 2008 R2
- XML (external interfaces)

Any exceptions to the Software Application Development requirements above must be approved in writing by the Energy Commission Information Technology Services Branch.

ADMINISTRATIVE TASKS

TASK 1 AGREEMENT MANAGEMENT

Task 1.1 Kick-off Meeting

The goal of this task is to establish the lines of communication and procedures for implementing this Agreement.

The Contractor shall:

- Attend a “kick-off” meeting with the CAM, the Contracts Officer, and a representative of the Accounting Office. The meeting will be held in Sacramento, CA or virtually, and the CAM will designate the specific location. The Contractor shall include their ATL Project Manager and necessary staff, Contracts Administrator, Accounting Officer, and others designated by the CAM in this meeting. The administrative and technical aspects of this Agreement will be discussed at the meeting.
- If necessary, prepare an updated Schedule of Deliverables based on the decisions made in the kick-off meeting.

The CAM shall:

- Arrange the meeting including scheduling the date and time.
- Provide an agenda to all potential meeting participants prior to the kick-off meeting.

Deliverables:

- An Updated Schedule of Deliverables (if applicable)

Task 1.2 Invoices**The Contractor shall:**

- Prepare invoices for all reimbursable expenses incurred performing work under this Agreement in compliance with the Exhibit B of the Terms and Conditions of the Agreement. Invoices shall be submitted as the Contractor deems necessary. Invoices must be submitted to the Energy Commission's Accounting Office.

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Deliverables:

- Invoices

Task 1.3 Manage Subcontractors

The goal of this task is to ensure quality products, to enforce subcontractor Agreement provisions, and in the event of failure of the subcontractor to satisfactorily perform services, recommend solution to resolve the problem.

The Contractor shall:

- Manage and coordinate subcontractor activities. The Contractor is responsible for the quality of all subcontractor work and the Energy Commission will assign all work to the Contractor. If the Contractor decides to add new subcontractors, they shall 1) comply with the Terms and Conditions of the Agreement, and 2) notify the CAM who will follow the Energy Commission's process for adding or replacing subcontractors.

Task 1.4 Progress Reports

The goal of this task is to periodically verify that satisfactory and continued progress is made towards achieving the objectives of this Agreement.

The Contractor shall:

Prepare progress reports which summarize all Agreement activities conducted by the Contractor for the reporting period, including an assessment of the ability to complete the Agreement within the current budget and any anticipated cost overruns. Each progress report is due within 15 calendar days after the end of the reporting period. The CAM will provide the format for the progress reports.

Deliverables:

- Quarterly Progress Reports

Task 1.5 Final Report

The goal of this task is to prepare a comprehensive written Final Report that describes the original purpose, approach, results and conclusions of the work completed under this Agreement. The Final Report shall be prepared in language easily understood by the public or layperson with a limited technical background.

The Final Report must be completed before the termination date of the Agreement in accordance with the Schedule of Deliverables.

The Final Report shall be a public document. If the Contractor has obtained confidential status from the Energy Commission and will be preparing both a public and a confidential version of the Final Report, the Contractor shall perform the following subtasks for both the public and confidential versions of the Final Report.

The Contractor shall:

- Prepare the draft Final Report for this Agreement
- Submit the draft Final Report for review and comment. The CAM will provide written comments to the Contractor. The Contractor shall review the comments and discuss any issues with the recommended changes with the CAM.
- Prepare and submit the Final Report, incorporating CAM comments.

Deliverables:

- Draft Final Report
- Final Report

Task 1.6 Final Meeting

The goal of this task is to discuss closeout of this Agreement and review the project.

The Contractor shall:

- Meet with Energy Commission staff prior to the term end date of this Agreement. The meeting will be held in Sacramento, CA and the CAM will designate the specific location. This meeting will be attended by the Contractor Project Manager and the CAM. The CAM will determine any additional appropriate meeting participants. The administrative and technical aspects of Agreement closeout will be discussed at the meeting.
- Present findings, conclusions, and recommended next steps (if any) for the Agreement, based on the information included in the Final Report.
- Prepare a written document of meeting agreements and unresolved activities.
- Prepare a schedule for completing the closeout activities for this Agreement, based on determinations made within the meeting.

Deliverables:

- Written documentation of meeting agreements
- Schedule for completing closeout activities

TECHNICAL TASKS

Task 2 Submit an Alternative Fuels and Advanced Vehicle Technology Funding Plan for California Community Colleges Automotive Programs for Approval

The goal of this task is to develop and submit a plan for how ATL will deliver funding for alternative fuels and advanced vehicle training funds for California Community Colleges automotive programs. The plan is subject to the review and approval of the Commission Agreement Manager.

The Contractor shall:

Prepare and submit a plan that will be used for funding California Community Colleges Automotive Programs.

- The plan shall include (as applicable):
 - How funding opportunities will be made available throughout the California Community College system
 - The requirements and qualifications to receive potential funding
 - How underserved communities and veterans outreach will be implemented
 - Provide outreach activities to underserved communities (based on gap analysis)
 - The estimated time frame for delivering the funding
 - Recommended funding amounts for:
 - Curriculum Development
 - Equipment Purchases
 - Train the Trainer Training
 - The steps to ensure that the funding is implemented by the colleges and used in a timely manner
 - Steps to include participation by veterans and persons from underserved communities
 - How equipment purchases will be tracked, and used in accordance with the goals of this agreement, and comply with the California Community Colleges current procedures for equipment purchases and use
- Submit Draft Funding Plan to CAM for review
- Submit Final Funding Plan to CAM for written approval

Deliverables:

- Draft Funding Plan
- Final Funding Plan

[NOTE: NO WORK MAY PROCEED WITHOUT WRITTEN APPROVAL OF THE CAM]

Task 2.1 – Perform Analysis on Project Funding Gaps

- Prepare an assessment of previously funded colleges and which areas either did not apply or were not successful in the application process
- Determine an outreach plan to encourage participation from the underrepresented communities who may qualify for the training program funds

Task 2.2 – Perform Outreach

Perform outreach and education activities to qualified underrepresented community colleges to encourage participation.

Deliverables:

- None – Information will be included in quarterly report

Task 3 Implementation of Approved Funding Plan

The goal of this task is to implement the approved Funding Plan.

The Contractor shall:

- Implement the Funding Plan in accordance with the approved Funding Plan.
- Provide training, as approved in the Funding Plan for trainers
- Purchase equipment as approved in the Funding Plan

- Provide information on the development and publication of curriculum as approved in the Funding Plan
- Provide training to underserved communities and veterans, when applicable
- Provide information in the quarterly reports on the operation and oversight of the approved Funding Plan, including:
 - Activities related to monitoring the program
 - Challenges in implementing the program
 - Proposed solutions to challenges faced in implementing the program
 - Information the Contractor deems essential to the success of the program

Deliverables:

- None. Progress shall be reported in Quarterly Progress Reports

Task 4 Funding Plan Reporting

The goal of this task is to provide data specific to trainee enrollees on a biannual basis. If data Contractor collects from enrollees includes personal data as defined by the Information Practices Act (Cal. Civ. Code § 1798.3(a)), Contractor shall comply with the Information Practices Act (Cal. Civ. Code §§ 1798 *et seq.*). Compliance includes, but is not limited to, working with the Energy Commission to develop appropriate notice pursuant to Cal. Civ. Code § 1798.17. Reporting data and dates may be adjusted by approval of the CAM.

The Contractor shall work with the CAM to develop acceptable criteria for reporting specific data to further inform the public on the progress and benefits for participants from funded training activities that complies with regulatory restrictions and California Community College policy. The Contractor shall prepare and submit a biannual report of specific data that includes, but may not be limited to:

- Which colleges and programs receive(d) funding
- Type of training
- Number of trainees enrolled
- Number of trainees that complete training courses where funding was provided from this contract (as applicable)
- Certificates and/or credits earned by participant trainees
- Types of equipment purchased
- Job placement status upon completion (as applicable)

Deliverables:

Funding Report (Biannually)

Memorandum

To: Natalie Johnson
Contracts, Grants and Loans Office

Date: March 13, 2019

From: **Tami Haas, Energy Commission Specialist II**
Fuel and Transportation Division
California Energy Commission
1516 Ninth Street
Sacramento CA 95814-5512

Subject: Multi-year Justification for agreement #600-18-005 with San Diego Community College District

The California Energy Commission is requesting a multi-year exemption for the contract with San Diego Community College District for workforce training program development. The requested term of the agreement is April 10, 2019 through September 30, 2021. This extended term is necessary for the following reasons:

- Tasks identified in the scope of work, including development of a funding plan, equipment purchases, curriculum development and faculty training, are all subject to the academic school year schedule. The work must be performed while school is in session, as instructors and other school administrators are available.
- The funding plan is to be in the form of a Request for Proposal process, for which the individual community colleges must apply. The contractor will perform a gap analysis for alternative fuel and advanced transportation technologies training programs, and based on the results, work with the CAM to determine scoring criteria and recommended funding amounts. This process is expected to take three months. The proposals will be received, reviewed and ranked prior to the awards being issued. This can take an additional two months to complete.
- Following the award process, colleges can then begin the equipment purchase process, through each participating community college's accounting procedures. Once the equipment has been received and paid for, invoices can then be submitted to the Energy Commission for reimbursement. It can take approximately three to four months to order and receive the items.
- Curriculum development is a process that takes time to get through school board approvals and implementation. It can take up to one year to complete the process and have it approved for course offerings. Curriculum development can be performed concurrent with the equipment purchasing process, but cannot begin before the funding is awarded to the college.

- Data collection and required reporting, based on the number of students trained and/or certified after the curriculum is developed and implemented, is needed to determine and report program successes. This will require two semesters (1 year) of training course implementation for adequate data collection and analysis.

Combining the time needed to perform the gap analysis, preparing the solicitation materials and running the solicitation; the timeframe for curriculum development and approval by the school board; and the time needed for data collection and reporting, the term needed for this agreement is 27 months. Adding 2 months to the agreement, for delays due to semester breaks or other unforeseen reasons, verifies the time needed for this agreement is 29 months, as requested.

STATE OF CALIFORNIA

**STATE ENERGY RESOURCES
CONSERVATION AND DEVELOPMENT COMMISSION**

RESOLUTION - RE: SAN DIEGO COMMUNITY COLLEGE DISTRICT

RESOLVED, that the State Energy Resources Conservation and Development Commission (Energy Commission) adopts the staff CEQA findings contained in the Agreement or Amendment Request Form (as applicable); and

RESOLVED, that the Energy Commission approves Agreement 600-18-005, for a \$1,395,110 contract with San Diego Community College District through the Advanced Transportation and Logistics Center at San Diego Miramar College and adopting staff's determination that this action is exempt from CEQA. This agreement will support specialized training programs in advanced vehicle technologies through faculty training, curriculum development, and equipment purchases throughout the California Community College system. This agreement will fund college automotive programs to expand alternative fuel and advanced vehicle technology training opportunities; and

FURTHER BE IT RESOLVED, that the Executive Director or his/her designee shall execute the same on behalf of the Energy Commission.

CERTIFICATION

The undersigned Secretariat to the Commission does hereby certify that the foregoing is a full, true, and correct copy of a Resolution duly and regularly adopted at a meeting of the California Energy Commission held on April 10, 2019.

AYE: [List of Commissioners]

NAY: [List of Commissioners]

ABSENT: [List of Commissioners]

ABSTAIN: [List of Commissioners]

Cody Goldthrite,
Secretariat