



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 2/26/2019

Agenda Placement: 10A

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors

FROM: Steven Lederer - Director of Public Works
Public Works

REPORT BY: Deborah Elliott, Environmental Resource Specialist - 259-5969

SUBJECT: Electric Vehicle Charging Stations - South Campus

RECOMMENDATION

Director of Public Works requests the following actions related to electric vehicle (EV) charging system installation for 2751 Napa Valley Corporate Drive (also known as South Campus):

1. Approval of and authorization for the Chair to sign the Customer Acceptance agreement with Pacific Gas and Electric (PG&E) to bind the County to the PG&E EV Charge Network Program Terms and Conditions, all other related documents, and agree to the terms and conditions of those documents;
2. Authorization for the Director of Public Works to submit a grant application and signed letter of commitment to the Bay Area Air Quality Management District (BAAQMD) for the purpose of installing electric vehicle charging stations, to include authorization of the submittal of the application, confirmation of matching funds, and acknowledgement that the entity will operate and maintain the station for its intended purpose for a minimum of three years;
3. Authorization for the Director of Public Works to sign funding agreements and serve as the authorized representative for signing invoices and other administrative matters for the BAAQMD grant, the PG&E program, and the MCE Clean Energy (MCE) rebate program; and
4. Waiver of competitive bidding requirements and a sole source award to ChargePoint Inc. for the EV charging station equipment.

EXECUTIVE SUMMARY

On January 15, 2019, the Board of Supervisors approved the 2019-2022 Strategic Plan. Strategic Action 10.C. of the plan reads: "Increase the number of electric vehicle charging stations in the 5th Street garage and at the South Campus to encourage the use of more electric vehicles." Staff has identified a number of incentives currently available to assist with funding the installation of Level Two electric vehicle (EV) charging stations. Funding sources include the Bay Area Air Quality Management District (BAAQMD), Pacific Gas and Electric (PG&E), and

MCE Clean Energy (MCE). This Board item focuses on authorizing the Director of Public Works to pursue funding and technical assistance incentives related to installation of 14 chargers at the South Campus location. Utilizing the outside funding currently available would significantly reduce the cost of installing the EV charging stations to County.

PROCEDURAL REQUIREMENTS

1. Staff reports.
2. Public comment.
3. Motion, second, discussion, and vote on this item.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No
What is the revenue source?	Fleet Management budget will pay the County portion of the cost, which is currently estimated to be \$84,250. The project is schedule to occur in FY 2019-20 and will be included in the budget.
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	Moving forward with this project will allow for the County to take advantage of incentives and technical assistance provided by PG&E as well as additional incentives provided by MCE and BAAQMD. In addition to supporting implementation of the County Strategic Plan, the project also supports the County goal of reducing greenhouse gas emissions.
Is the general fund affected?	No
Future fiscal impact:	Maintenance on the EV chargers may be required. Increases to utility costs from use of the charging units are expected to be covered by fees charged to users. Expenditures will be budgeted in Fleet Management budget accordingly.
Consequences if not approved:	The County will not receive technical and financial assistance to install EV charging stations.
Additional Information:	

ENVIRONMENTAL IMPACT

Categorical Exemption Class 1: It has been determined that this type of project does not have a significant effect on the environment and is exempt from the California Environmental Quality Act. [See Class 1 (“Existing Facilities”) which may be found in the guidelines for the implementation of the California Environmental Quality Act at 14 CCR §15301; see also Napa County’s Local Procedures for Implementing the California Environmental Quality Act, Appendix B.]

BACKGROUND AND DISCUSSION

Project Background

On January 15, 2019, the Board of Supervisors approved the 2019-2022 Strategic Plan. The approved Strategic Plan sets the priorities for the next three years. Strategic Action 10.C. of the plan reads: "Increase the number of electric vehicle charging stations in the 5th Street garage and at the South Campus to encourage the use of more electric vehicles." There are a number of incentives currently available to assist with funding the installation of Level Two electric vehicle (EV) charging stations. Funding sources include the Bay Area Air Quality Management District (BAAQMD), Pacific Gas and Electric (PG&E), and MCE Clean Energy (MCE). This Board item focuses on installing 14 EV charging stations at South Campus. Utilizing outside funding and incentives currently available would significantly reduce the cost to the County of installing the EV charging stations. Below is a summary of each program and its requirements. Attached is an estimated project budget.

PG&E Electric Vehicle Charge Network (Charge Network Program)

The PG&E Charge Network Program is a public purpose program authorized by the California Public Utility Commission. The Charge Network Program is funded through ratepayer funds and requires participants to install at least 10 units per site and provide the EV charging station equipment. The Charge Network program covers all of the costs related to design, installation and maintenance of "make-ready" infrastructure up to the EV charging station. In addition, PG&E also offers a rebate of \$575 per charger, which can be layered with rebates discussed below. The County would be responsible for a portion of the cost of the charging stations and the installation and maintenance of the units. PG&E staff estimate the value of the technical assistance services offered through the Charge Network Program to be \$100,000. PG&E staff do not anticipate disruptions to the program due to PG&E's filing for bankruptcy.

In October 2018, County staff submitted an interest form to the Charge Network Program to install EV charging stations at the County's South Campus location. In January, staff received the preliminary design wherein 14 spaces were identified for EV charging stations on the southern edge of the parking area at South Campus. The preliminary design includes twelve standard charging spaces and two ADA spaces, as required by state code. To proceed with the project and refine the preliminary design, the County is required to execute a Customer Acceptance Form and associated Terms and Conditions. The Charge Network Program also requires that an easement be granted to PG&E so that PG&E can access equipment as needed. The easement will be finalized and brought back to the Board for approval once the project design is finalized.

Bay Area Air Quality Management District (BAAQMD) Charge! program

The BAAQMD's Charge! Program offers grant funding to offset the cost of purchasing and installing new publicly available electric vehicle charging stations within the Bay Area. The Charge! Program provides a grant of up to \$4,000 per dual-port, Level Two charger. The program can be combined with the PG&E Charge Network Program, with some restrictions. Staff anticipates requesting \$28,000 in funding from BAAQMD for up to 7 Level Two dual-port charging stations to serve 14 parking spaces. Ultimately, the BAAQMD grant award will be dependent on levels of electrical output and usage requirements. The Charge! Program requires applicants to provide a minimum of 25% match of the total cost of the project after all other grant funding and discounts have been applied and 15% of the grant is withheld until the end of the operations period (three years) to ensure usage requirements are met. The Charge! Program requires evidence of authority to apply in the form of a signed letter of commitment from an individual with authority to enter into a financial commitment and carry out the Project.

MCE's Supplemental Rebate to the PG&E Electric Vehicle Charge Network

MCE's Electric Vehicle Service Equipment (EVSE) Program offers a supplemental rebate to customers enrolled in the PG&E Charge Network Program. Customers eligible to receive MCE's supplemental rebate must have the

EVSE metered through an MCE account number and meet the required Terms and Conditions of the PG&E Charge Network Program. Staff has submitted a reservation form to MCE and estimates that \$1,134 per port for the 14 ports will be received, for a total of \$15,876.

Charging Station Equipment

For the EV charging station equipment, staff seeks authorization to sole source to ChargePoint Inc. (ChargePoint). Expected costs for the ChargePoint charging units, bollards, networking, and support are anticipated to be \$55,000, however, due to the project timeline, staff will request an updated quote when we know the installation date. Staff has extensive expertise in working with ChargePoint EV charging equipment in the 5th Street garage and has managed an existing ChargePoint station for over 6 years which has proven to be durable. Furthermore, by selecting ChargePoint for this project we can activate all of the units under our existing account and manage the pricing and payment under one system. ChargePoint is the most common public charging station in Napa, and therefore it should be easy for EV drivers to locate and use the stations. ChargePoint is not a local vendor.

County Costs

Staff anticipates that County costs will include staff time to administer the project, manage the various rebate and grant programs, and provide ongoing management of the chargers. Property Management staff will review designs, install the chargers, and provide ongoing maintenance of the parking spots and chargers. The County is also required to pay for a portion of the charging station equipment. In total, the County's contribution is estimated to be \$84,250. Staff will coordinate the work to minimize the impacts to operations of the Health and Human Services Agency.

Project Timeline

Upon approval, staff will submit required forms to PG&E to initiate final design of the project. Staff anticipates that the project will be completed in 2020.

SUPPORTING DOCUMENTS

A . Budget Estimate

CEO Recommendation: Approve

Reviewed By: Leigh Sharp