



WASHOE COUNTY

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STAFF REPORT

BOARD MEETING DATE: December 10, 2019

DATE: November 14, 2019

TO: Board of County Commissioners

FROM: Eric Crump, Division Director, Operations
Community Services Department, 328-3625, ecrump@washoecounty.us

THROUGH: Dave Solaro, Assistant County Manager

SUBJECT: Recommendation to approve an Electric Vehicle Charging Station Grant Agreement from NV Energy [in the amount of \$53,268.00 with county match of \$5,000] for the purchase and installation of three dual-port electric vehicle charging stations at the Washoe County 9th Street Administrative Complex retroactive from July 1, 2019 through June 30, 2020, and direct the Comptroller's Office to make the necessary budget amendments. (All Commission Districts.)

SUMMARY

The Community Services Department (CSD) is seeking approval from the Board of County Commissioners (Board) to approve and accept a custom grant agreement secured from NV Energy for the installation of three dual-port electric vehicle (EV) charging stations. Under the direction of Assistant County Manager Dave Solaro, the Green Team was tasked with applying for the EV charging station custom grant from NV Energy. The Green Team submitted the custom grant application which included all preliminary work necessary to meet the grant requirements, together with supporting documentation. NV Energy approved the grant request in the amount of \$53,268.00 and is reserving the funding to be awarded when the project is complete.

The CSD will be responsible for any additional EV charging station project expenses over the grant amount, including civil and electrical design costs totaling \$20,550.00. CSD will oversee the construction and maintenance of the EV charging stations. This staff report provides a summary of the process so far and seeks the Board's approval and acceptance of the grant from NV Energy, and direction to proceed with the next step of the EV charging station installation process.

County Priority/Goal supported by this item: Stewardship of our Community.

PREVIOUS ACTION

None

BACKGROUND

In early 2019, the Washoe County Green Team learned of a custom grant offered by NV Energy that funds a large percentage of the purchase and installation cost of EV charging

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stations. The Green Team brought this grant to the attention of Assistant County Manager Dave Solaro, who oversees and approves Green Team activities, to determine if this grant would benefit Washoe County customers and employees. Mr. Solaro reported that the Manager's Office determined that it would be beneficial for the County administration complex to offer EV charging capabilities for its customers and employees and directed the Green Team to proceed with the application for this custom grant. This grant will help reduce local vehicle pollution by providing additional charging options, attracting more County visitors and employees to drive their electric vehicles to the 9th Street administration complex instead of fossil-fueled vehicles.

Under the terms of the grant if the installation is to be completed by a contractor other than the charging station vendor, the applicant is required to research and include at least three cost estimates for EV charging stations as well as installation costs. The grant also stipulates the cost estimate should include a 5-year extended warranty to ensure consistent and reliable operation of the charging stations. Furthermore, the grant requires applicants to indicate a preference for a particular brand of EV charging stations and also provide justification for potentially choosing one vendor and contractor over another. There is no requirement to select the lowest charging station estimate, so long as the selected option has proven experience to ensure consistent and reliable performance for the initial five years of service.

To prepare for the grant submittal, the Green Team sent requests to EV charging station vendors to determine potential cost, ease of use, and equipment capability and maintenance issues related to various EV charging station brands available in the market. The Green Team also contacted electrical contractors to secure cost estimates for charging station installation. Once all cost estimates were gathered, the Green Team submitted the grant application online via NV Energy's PowerClerk portal. The application included all required preliminary cost estimates, proposed charging station location on the county property with photos, and power supply requirements.

NV Energy subsequently approved the grant in the amount of \$53,268.00. This funding is reserved until the agreement is accepted and executed by the Board of County Commissioners. Once the approved and signed agreement is returned to NV Energy, CSD will move forward on procuring the most reliable and user-friendly EV charging stations and securing an experienced contractor to install the stations.

The standard term of this NV Energy grant is from July 1, 2019 through June 30, 2020; however the project will not take place until approved by the Board on December 10, 2019. Under the terms of the grant, Washoe County will be reimbursed for costs once the project is complete, and therefore, acceptance and approval of the Grant is not truly retroactive.

The completion date for EV charging stations installation is anticipated to be spring 2020.

GRANT AWARD SUMMARY

Project/Program Name: Electric Vehicle Charging Station Grant Agreement

Scope of the Project: Purchase and install three (3) electric vehicle charging stations at the Washoe County Administration Complex.

Benefit to Washoe County Residents: Reduce local vehicle pollution by providing EV charging options to visitors and employees.

On-Going Program Support: The grant requires a 5-year maintenance agreement on the charging stations, after which time the County (CSD) will be responsible for maintenance.

Award Amount: \$53,268.00

Grant Period: July 1 2019 – June 30, 2020

Funding Source: NV Energy Renewable Energy Program

Pass Through Entity: N/A

CFDA Number: N/A

Grant ID Number: TBD

Match Amount and Type: \$5,000 cash match is required and will be provided through the Community Services Department Operations Division Infrastructure Preservation Funds. Additionally, the CSD will pay design costs of \$20,500.

Sub-Awards and Contracts: Once the charging stations have been purchased from the selected vendor, installation will be done by an electrical contractor.

FISCAL IMPACT

Should the board accept this grant award and approve these amendments, the FY20 CSD adopted budget will be increased by \$53,268.00 in both revenues and expenditures in the following accounts:

Cost Object & Description	G/L Account & Description	Amount
IN19097-EV Charging Stations	484195-Non Governmental Grants	\$53,268.00
IN19097-EV Charging Stations	781004-Equipment Capital	\$53,268.00

The grant requires that the County enter into a 5-year maintenance agreement with either the selected equipment vendor or a third-party vendor to ensure upkeep of the charging stations. After the initial 5-year period, repair and maintenance costs will be incorporated into the Operations Division's Facility/Asset Management program. Estimates for maintenance beyond the 5-year period are calculated between \$1,500 annually for basic maintenance, or \$2,500 annually if the County wishes to continue tracking usage through a cloud plan.

There is sufficient budget authority in the CSD Operations Division Infrastructure Preservation (105304), Buildings Capital (781002) for the \$20,500 in design costs plus the required \$5,000 match toward the equipment, installation and maintenance agreement.

RECOMMENDATION

It is recommended that the Board of County Commissioners approve an Electric Vehicle Charging Station Grant Agreement from NV Energy [in the amount of \$53,268.00 with county match of \$5,000] for the purchase and installation of three dual-port electric vehicle charging stations at the Washoe County 9th Street Administrative Complex retroactive from July 1, 2019 through June 30, 2020, and direct the Comptroller's Office to make the necessary budget amendments.

POSSIBLE MOTION

Should the Board agree with staff's recommendation, a possible motion would be: "Move to approve approve an Electric Vehicle Charging Station Grant Agreement from NV Energy [in the amount of \$53,268.00 with county match of \$5,000] for the purchase and installation of three dual-port electric vehicle charging stations at the Washoe County 9th Street Administrative Complex retroactive from July 1, 2019 through June 30, 2020, and direct the Comptroller's Office to make the necessary budget amendments."