

**RESOLUTION NO. 2393**

**A RESOLUTION OF THE WILSONVILLE CITY COUNCIL, AUTHORIZING STAFF TO MAKE APPLICATION FOR FUNDING THROUGH THE OREGON DEPARTMENT OF ENERGY ALTERNATIVE FUEL VEHICLE INFRASTRUCTURE PROGRAM**

**WHEREAS**, the Oregon Department of Energy (ODOE) operates an Alternative Fuel Vehicle Infrastructure program, through which ODOE reimburses local governments and private parties for a portion of the expenses incurred in constructing the necessary infrastructure for alternative fuels; and

**WHEREAS**, the City of Wilsonville is in the process of constructing a compressed natural gas (CNG) fueling station at the new South Metro Area Regional Transit (SMART) facility on Boberg Road, to fuel SMART buses and other City equipment; and

**WHEREAS**, ODOE rules specify that applications from local governments under the Alternative Fuel Vehicle Infrastructure program require written authorization from the entity's governing body, and

**WHEREAS**, City staff has prepared an application to ODOE requesting preliminary approval for reimbursement of up to \$56,000 for the costs of the new CNG equipment.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF WILSONVILLE RESOLVES AS FOLLOWS:**

1. The City Council hereby authorizes City staff to file an application with the Oregon Department of Energy through the Alternative Fuel Vehicle Infrastructure program for reimbursement of any portion of the City's costs in constructing a new CNG fueling station.
2. This Resolution is effective upon adoption.

ADOPTED by the Wilsonville City Council at a regular meeting on January 7, 2013, and filed with the Wilsonville City Recorder this date.

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TIM KNAPP, MAYOR

ATTEST:

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Sandra C. King, City Recorder, MMC

SUMMARY OF VOTES:

Mayor Knapp - Yes

Councilor Goddard - Yes

Councilor Starr - Yes

Councilor Fitzgerald - Yes

Councilor Stevens - Yes

Attachment: Energy Incentives Program Application for preliminary Certification Alternative  
Fuel Vehicle Infrastructure



**Energy Incentives Program Application for Preliminary Certification**

**Alternative Fuel Vehicle Infrastructure**

For Office Use Only	
<b>Application #:</b>	<b>Date Received:</b>
<b>PCA: 30402</b>	

**1. Applicant Information**

Applicant Name (legal owner): SMART -- City of Wilsonville		
Business Name, if different:		
Federal Tax ID (REQUIRED): 93-0580494	SSN:	
Mailing Address: 29799 SW Town Center Loop E		
City: Wilsonville	State: Oregon	Zip: 97070
Phone: (503) 570-1576	Email: lashbrook@ridesmart.com	
Type of Sector: <input type="checkbox"/> Nonprofit <input checked="" type="checkbox"/> Government <input type="checkbox"/> Private		
SIC or NAICS Code: SIC #: _____ NAICS #: _____		
Business Form: <input type="checkbox"/> Corporation/LLC <input type="checkbox"/> Partnership/LLP/Joint Venture/Association <input type="checkbox"/> Sole Proprietor		

Please attach the requested information to this application:

- (A) If the applicant is a corporation or limited liability company, the application must include the name of the corporation or LLC and its parent corporations, members and any close affiliates or subsidiaries.
- (B) If the applicant is a public or governmental entity, the application must include written authorization from the entity's governing body allowing submission of the application.
- (C) If the applicant is a partnership, joint venture or association, the application must include the names of each person participating in the partnership, joint venture or association.

Has the project owner received tax credits or grants from the Oregon Department of Energy (ODOE)?  
 Yes\*  No

\*If 'Yes', fill in the following for all tax credits and grants received and attach additional items:

What Program?	What Application Number?	What Status? (e.g. In progress, Operational, Abandoned, etc.)
BETC	17442	Successfully completed
BETC	26658	Successfully completed

If there are additional items attached, check the box.  Attachment

Has the project owner received any incentives for this project from a source separate from ODOE? If so, please indicate:

**2. Responsible Party for Project Owner** Responsible party will be the contact for issues pertaining to the project and should be suited to answer inquiries regarding the proposed project.

**The Project Owner may serve as the Responsible Party, if desired. Please indicate if the project owner will serve as the Responsible Party for this project:**

Yes\*  No

\* If 'Yes', and contact information is the same as it appears in "Applicant Information", proceed to next section.

Name: Stephan Lashbrook

Title: Transit Director

Phone (503) 570-1576

Email: lashbrook@ridessmart.com

**List all appropriate Certifications and Certification Numbers held by responsible party**

<u>Type of Certification:</u>	<u>Certification Number:</u>
American Institute of Certified Planners	
LEED, Accredited Professional	
Explanation of duties of responsible party:  As Transit Director, Mr. Lashbrook is responsible for the day-to-day operations of the transit and motor pool functions for the City of Wilsonville.	How is responsible party qualified to serve in this role for this project?  Mr. Lashbrook has more than 40 years of experience in various local government capacities, including more than 30 years as a manager. Mr. Lashbrook's experience has included having responsibility for hundreds of millions of dollars of municipal budgets.

**3. Project Location** Changes to the project location will not be allowed.

Site Owner:

This site is:  A business, please provide name of business: \_\_\_\_\_

Other (please describe): Municipal building – SMART office

Is the site owner the same as the project owner?  
Yes  No  if 'NO', please list site owner:

# of sites for this project  
(if applicable):

Site Address: 28879 SW Boberg Road

City: Wilsonville

State: OR

Zip: 97070

County: Clackamas

Total square footage affected by this project: 6,000

Expected operational life of project: 20 years

**4. Project Description** Changes to project that increase the tax credit will not be allowed.

Provide a description of proposed fueling systems, the estimated number of alternative fuel vehicles that will use the proposed system, the type of alternative fuel dispensed, and the expected annual amount that will be dispensed. Within this description, include/indicate the following:

- Information that demonstrates how the project will be technically feasible
- Information on how the project will operate for a minimum of five years
- How long the project will be in service
- Indicate the amount by which use of the alternative fuel vehicle infrastructure project will displace petroleum fuel
- Include documentation of the personnel and teams working on project development, implementation, and operation.

CNG facilities have been designed by professionals from Pivot Architecture and Reyes Engineering.

SMART has operated two CNG buses for the last year. The new fueling capacity will enable us to increase the number of CNG vehicles from 2 to 7 over the next two years.

SMART anticipates the gradual replacement of Diesel or gasoline fueled vehicles with CNG vehicles into the future. We anticipate that the new fueling equipment will be in use for many years. We estimate that the new CNG capacity will enable SMART to reduce the consumption of liquid fuels (gasoline and Diesel) by 30,000 to 40,000 gallons/year when fully utilized.

The person in charge of the on-going operation of the CNG facility is the City's Fleet Supervisor, Scott Simonton. As noted above, the final design was prepared by the Pivot/Reyes Team, working with Northwest Natural.

**Type of alternative fuel used:**

- Electricity       Natural Gas       Propane       Biodiesel (B20 or greater)       Other: \_\_\_\_\_  
 Hydrogen       Butanol       Biomass       Ethanol (E85)  
 Methanol       Hythane       Methane       Renewable diesel

**Fuel type being replaced:**

- Gasoline +/- 15,000 \_\_\_\_\_ gallons per year  
 Diesel +/- 25,000 \_\_\_\_\_ gallons per year  
 Other (specify fuel, units and amount) \_\_\_\_\_ per year

**5. Jobs Data** - List the types of jobs that will be created and sustained, which are directly connected to this system. Attach additional sheets if necessary. Include five-year jobs data projection. If there are special employment benefits associated with this system, please add additional information in an attachment.

Employee or Skill	1 <sup>st</sup> Year 20__ Hours	2 <sup>nd</sup> Year 20__ Hours	3 <sup>rd</sup> Year 20__ Hours	4 <sup>th</sup> Year 20__ Hours	5 <sup>th</sup> Year 20__ Hours	Created (c) or Sustained (s)

**6. Estimated Project Cost** Indicate and briefly list anticipated total project cost of the alternative fuel vehicle infrastructure project. Include costs associated with materials/equipment, installation, and labor. Changes to project that increase the tax credit will not be allowed. Utility connection costs are limited as described in OAR 330-220-0070(4)(a)(B).

Materials/Equipment:	Installation/Labor:	Total Estimated Project Cost: (Total Project costs less ineligible costs)	Total Estimated Tax Credit: (May not exceed 35% of project cost)
\$ 109,000.00	\$ 41,000.00	\$ 160,000.00	\$ 56,000.00

**7. Financial Data** This is a checklist to assist the applicant in completing the form per OAR 330-220-0030.

- I have enclosed a financing plan.
- I am requesting \$56,000 as a tax credit (May be less than the 35% maximum).
- I have enclosed pro forma financial statements covering the first three years of operation.

**8. Project Owner Statement**

- I agree that the project will comply with all local, state, and federal requirements. I will obtain all necessary permits.
- I understand that the sum of all financial incentives and the Energy Incentive Program tax credit cannot exceed the total eligible project cost.
- I have enclosed a check to ODOE or will pay by Visa or MasterCard for the required application fee, which is not refundable.
- I have completed this form to the best of my knowledge and have not altered any of these statements.
- I certify that I am the project owner or the authorized agent. If I select a responsible party, I approve their participation and authorize the person who signs below to serve in this role.
- I understand that this application is specific to the project represented on this form and that this application cannot be transferred to any other Energy Incentive Program projects that I may apply for at a later date within the Opportunity Announcement.
- I understand that Opportunity Announcements and qualifying incentivized projects released by ODOE are subject to change and the availability of certain project incentives are not guaranteed.

By signing this statement, I acknowledge that I have read and agree with the terms and conditions of the Opportunity Announcement, the application, and the statement. I have not altered any part of the statement or application.

Signature:  Title: Transit Director  
 Print Name: Stephan A. Lashbrook Date: 10/25/12

**9. Responsible Party Statement** To be signed by Responsible Party.

- I attest that I am qualified to serve as the responsible party for this Energy Incentive project and possess the necessary licenses, permits, certifications and/or documents that will substantiate this claim and can provide these documents to the ODOE should they be required.
- I understand that as the responsible party for this project ODOE may contact me to verify particular aspects of the energy project and agree that I am qualified to give relevant input on the behalf of the project owner.
- As the responsible party for this project, I understand that I am accountable for the overall quality and accuracy of the application and will be responsible for all claims made on the application form and will maintain communication with ODOE by way of scheduled project updates.
- I understand that I am responsible for reporting to ODOE as the project progresses and that I am to report any changes to the project using the appropriate method prescribed by ODOE.
- As the responsible party, I agree that if I provide false information about the project, the application will be denied and the project owner will not receive the tax credit.
- I understand that the sum of all financial incentives and the Energy Incentive Program tax credit cannot exceed the total eligible project cost.

By signing this statement, I acknowledge that I have read and agree with the terms and conditions of the statement and have not altered any part of the statement or application.

Signature:  Title: Transit Director  
 Print Name: Stephan A. Lashbrook Date: 10/25/12

Attachment 1 – List of recent BETC pass-through projects:

1. **BETC #26658** (for SMART operations between 04/01/09 and 12/31/09). Total eligible project costs as determined by ODOE = \$2,393,346
2. **BETC #30078** (for SMART operations between 01/01/10 and 06/30/10). Total eligible project costs as determined by ODOE = \$1,676,355
3. **BETC #31682** (for SMART operations between 07/01/10 and 06/30/11). Total eligible project costs as determined by ODOE = \$3,729,307