

EXHIBIT SUMMARY SHEET

Proposing Entity (include other participating entities): Town of Truckee

Contact Person: Hilary Hobbs

Address: 10183 Truckee Airport Road, Truckee, CA 96161

Phone #: (530)-582-2914 **FAX #:** (530)-582-7710 **EMAIL:** hhobbs@townoftruckee.com

Total Project Budget:

	AB 2766 Funds	Co-Funding	TOTAL project costs
Capital Costs	\$50,000	\$350,000	\$400,000
Operating Costs	\$0	\$34,000	\$34,000
TOTAL	\$50,000		\$434,000

Type of Project: (check one)

Quantifiable Project

Reduced Emission Vehicles Project

Implementation Area for Project: Check if District-wide

Describe the Implementation Area for the Project (e.g. city, county, region):

The project will be located within Truckee (Nevada County). Truckee Fire Protection District and Truckee Donner Public Utility District fueled equipment will service areas within the town limits of Truckee as well as unincorporated areas of Nevada County.

Estimated Emission Reductions:

A. Emission Reductions (lbs/yr)

Reactive Organic Gases: 0 Nitrogen Oxides: 252.68 PM₁₀: 17.65

B. Vehicle Miles Traveled (VMT) Reduced: n/a

Single Occupancy Vehicle Trips Reduced: n/a

C. Number of people reached per day through public education:

Outreach event:	1,500 (Big Truck Day)
Social media reach:	3,400 (Facebook + Instagram followers; annual reach= 91,000)
Newsletter:	1,646 subscribers
TOTAL:	6,546

Cost-effectiveness: \$12.43 per pound (AB 2766 Funds Only):

Brief Project Description: Install a new 20,000-gallon renewable diesel fuel tank to provide adequate capacity for the Town of Truckee to serve as the renewable diesel fueling station for both Truckee Donner Public Utility District and Truckee Fire Protection District in order to support the conversion of both agencies' diesel fleets to a cleaner burning, renewable fuel source. The project will also provide supplemental fueling capacity for Town operations to ensure renewable diesel can be used during peak operations.

REQUEST FOR PROPOSAL CONTENTS CHECKLIST

Applicant: Town of Truckee

Please complete and attach this checklist with your application.

- Exhibit Summary Sheet - page 1
- Request for Proposal Contents Checklist - page 2
- Authorization Letter/Resolution - page 3
- Project Description – page 4
- Project Organization/Background – page 5
- Emissions Benefits/Cost-Effectiveness - page 6
- Work Statement - page 7
- Funding Request/Breakdown of Cost - page 8
- Schedule of Deliverables/Monitoring - page 9

- All Pages Numbered
- Proposal, One Original

- (CHECK ONE ONLY)
- Quantifiable Project
- OR -
- Reduced Emission Vehicles Project

Town Council

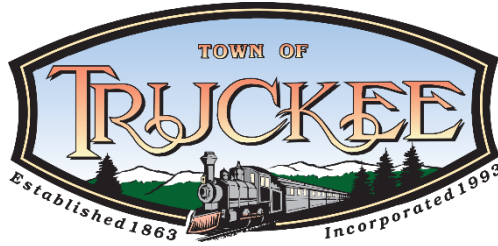
Anna Klovstad, Mayor

Courtney Henderson, Vice Mayor

David Polivy, Council Member

Lindsay Romack, Council Member

Jan Zabriskie, Council Member



Department Heads

Jen Callaway, Town Manager

Andy Morris, Town Attorney

Randall Billingsley, Chief of Police

Daniel Wilkins, Public Works Director/Town Engineer

Denyelle Nishimori, Community Development Director

Nicole Casey, Acting Administrative Services Director

Judy Price, Communications Director/Town Clerk

Hilary Hobbs, Assistant to the Town Manager

August 24, 2021

Melissa Klundby
Northern Sierra Air Quality Management District
P.O. Box 2227
Portola, CA 96122

Dear Ms. Klundby:

This letter is intended to authorize the Town Manager to submit an application for the AB 2766 DMV Surcharge Fund Program Grant on behalf of the Town of Truckee. We appreciate your consideration of the Town of Truckee's Renewable Diesel Fuel Tank project for this grant.

Environmental sustainability, including reducing Truckee's municipal and community greenhouse gas emissions and improving air quality, is an important priority to Truckee Town Council and our community. In early 2021 the Town converted all of our diesel vehicle fleet to renewable diesel, resulting in significant vehicle emissions reductions. The installation of a new renewable diesel fuel tank will facilitate the Town's expansion of this fueling program to both the Truckee Donner Public Utility District and Truckee Fire Protection District fleets.

We appreciate your consideration of this project for the AB 2766 grant. If you have any questions about this application, please contact Hilary Hobbs, Assistant to the Town Manager, at (530)-582-2914 or hhobbs@townoftruckee.com.

Sincerely,

A handwritten signature in blue ink that reads "Anna Klovstad". The signature is fluid and cursive, with a long horizontal stroke at the end.

Anna Klovstad
Mayor

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D. Project Description

Renewable Diesel is a fuel derived from plant-based feedstock that has identical performance to fossil fuel diesel. When compared to fossil fuel diesel, renewable diesel provides an estimated 30% reduction in PM10 emissions and a 10% reduction in NOx emissions¹ as well as approximately 57% decrease in carbon emissions.

In early 2021 the Town of Truckee switched over all 61 of our diesel-fueled vehicles from fossil fuel diesel to renewable diesel, which will eliminate an estimated 322 metric tons of CO2e annually, and will significantly reduce vehicle fleet PM10 and NOx emissions. The objective of this project is to expand the Town's renewable diesel storage and fueling capacity to facilitate the extension of the Town's renewable diesel program, and the resulting emissions reductions, to two additional public agencies: Truckee Donner Public Utility District and Truckee Fire Protection District. While the Town's conversion has already taken place, the capacity provided by the new fuel tank will have the added benefit of ensuring Town vehicles maintain adequate renewable diesel supply during peak demand of snow plowing operations so that we do not run out of fuel or need to supplement with fossil fuel diesel during these critical times.

There is no local distributor of renewable diesel and because 7,000 gallons of fuel must be delivered at a time, it is not currently feasible or cost effective for either Truckee Donner Public Utility District and Truckee Fire Protection District to install renewable diesel fueling capacity on its own. Working under a Memorandum of Understanding, the Town will install a new fuel tank and provide fueling access to both agencies' diesel fleets. This conversion will result in an estimated emissions reduction of 270.32 pounds of combined PM10 and NOx reductions per year. With an estimated project life of at least 20 years, this project is estimated to result in a total reduction of 5,406.4 pounds of particulate emissions.

1- California Environmental Protection Agency staff report *Multimedia Evaluation of Renewable Diesel* (2015) found a 30% reduction in PM10 emissions and a 10% reduction in NOx emission with the substitution of 100% renewable diesel

E. Project Organization/Background

The Town of Truckee is a public agency with a staff of 135 FTE. Town staff offer in-house expertise that will provide overall project management, with additional contracted project support as described below. Divisions that will be involved in this project include the Town Manager's Office, Engineering, Keep Truckee Green (the Town's sustainability program), and Finance.

Project Management: The project will be managed by the Town's Engineering Manager, Becky Bucar, who has extensive experience managing complex multimillion dollar capital improvement projects for the Town of Truckee, including multiple grant-funded projects. The Engineering Division will manage the design consultant and will lead the public bid process selection and contracting, and oversight of the of the construction contractor.

Grant Management: Assistant to the Town Manager, Hilary Hobbs, will oversee grant tracking and reporting. Hilary has significant experience managing grant applications and reporting, including tracking projects with multiple fund sources. She is currently managing the Town's implementation of the previously-awarded AB2766 grant for purchase of an electric vehicle and EV charging infrastructure. Hilary oversees the Town's "Keep Truckee Green" sustainability program.

Emissions estimation and tracking: Emissions reduction estimates and tracking will be conducted by the Town's Keep Truckee Green division. Keep Truckee Green staff have extensive experience planning a range of sustainability projects and estimating emissions reductions for Town projects, including recently spearheading development and adoption of the Town's Clean Fleet Policy and associated emissions reductions calculations.

Finance: Project financial management will be supported by the Town's Finance Division, led by Acting Finance Manager, Regina Wise. The Town utilizes a robust financial management system, New World, to track all revenues and expenditures. Finance staff work closely with Town project managers to support the tracking of the dozens of projects that comprise the Town's \$113.4 million five-year Capital Improvement Budget.

Project Design: Design of the tank installation, pad, and canopy will be performed by a contracted design consultant. The design firm, ZFA Structural Engineers, will lead the design team, which will also include a civil engineering firm and electrical consultant. ZFA has experience with similar types of projects and was involved in the design of the existing fuel tank.

Project Construction: Construction and installation of the tank will be performed by a contracted construction firm which will be selected through a public bid process. The contractor will be required to have relevant experience and hold all necessary licenses, including those needed for installing fuel system plumbing.

Education & Outreach: Education and outreach will be conducted by the Town's Keep Truckee Green staff. The Keep Truckee Green team manages robust public outreach regarding the Town's sustainability programs, including website, blog, newsletter and social media platforms, as well as in-person outreach events.

F. Emissions Benefits/Cost-Effectiveness

This project is projected to result in an annual emissions reduction of 252.68 pounds of NO_x and 17.65 pounds of PM₁₀. With a projected project life of 20 years, the cost-effectiveness for this project is \$12.43/lb of emissions reduction. This cost effectiveness was calculated utilizing the cost-effectiveness for funding dollars formula, as provided in the Methods to Find the Cost-Effectiveness Funding Air Quality Projects handbook.

Emissions reductions are associated with a renewable diesel tank that enables use of renewable diesel in lieu of diesel in all vehicles in the TDPUD and TFPD fleets. Emissions data were obtained from the EMFAC2014 database using statewide 2020 data. Vehicle categorizations, vehicle model years, and annual vehicle miles traveled (VMT) for each vehicle were obtained in consultation with TDPUD and TFPD fleet experts. Calculations assume that the number and types of vehicle and VMT for each vehicle will not change; the only change resulting from this project is the fuel type.

The reduction of emissions for PM₁₀ and NO_x were found by calculating the difference in emissions between diesel and renewable diesel fuels. The California Environmental Protection Agency staff report Multimedia Renewable Diesel (2015), found a 30% reduction in PM₁₀ emissions and a 10% reduction in NO_x emissions with the substitution of 100% renewable diesel in lieu of diesel. The report did not find a significant change in ROG, which is why only the reductions of PM₁₀ and NO_x were calculated in the cost-effectiveness calculations.

The data sources and calculations are provided in the Technical Appendix at the end of this document.

G. Work Statement

Project Readiness Tasks- *The following project-related tasks have been completed, or will be complete prior to the start of the grant project. These tasks have been funded by the Town and would not request AB 2766 funding.*

Town Fleet Conversion- Convert Town vehicles to renewable diesel fuel using existing fuel tank-
Completed February 2021

Partnership Agreement- Enter into Memorandum of Understanding with Truckee Donner Public Utility District and Truckee Fire Protection District to establish the terms of our fueling partnership -*Original MOU executed December 2020 and amended April 2021*

Project Design- 100% design will be completed for the fuel tank installation site, including concrete pad and tank awning/canopy. This work will be completed by a contracted engineering consultant during fall 2021.

Grant Project Tasks- *The following grant tanks will be completed during the grant period and would be partially funded by the AB 2766 grant award.*

Task 1: Construction contractor bid, award and contracting- The Town will use the project designs and specifications to administer a public bid process in the winter 2021 with a construction award occurring by early 2022. This will allow adequate time for the selected contractor to acquire/order the fuel tank which currently is expected to have a long lead time. The contract will be executed within 2-4 weeks of the contract award by Town Council.

Task 2: Project Construction- The contractor will begin to develop submittals as soon as the contract is executed and will use the winter and spring of 2022 to acquire necessary permits (including a building permit from the Town of Truckee) and submittal approvals. Construction will likely start in May 2022 beginning with temporary erosion control installation, grading for the pad, and utility work. Once the pad and primary containment berm is constructed, the fuel tank and appurtenances may be installed. Construction is expected to be complete by October 2022.

Task 3: Education, Outreach, and Funding Acknowledgement- The project site itself is a back-of-house area that is only accessible by Town of Truckee, Truckee Donner PUD, and Truckee Fire employees and so the Town is proposing to provide funding acknowledgement as a part of the public outreach process.

The Town will produce educational outreach content and disseminate information about renewable diesel, the Town's fuel conversion, fueling partnership, and AB 2766 DMV Surcharge Program funding acknowledgement. Outreach will utilize multiple channels including:

- Town of Truckee and Keep Truckee Green social media posts
- A news item on the [Town of Truckee website](#)
- A blog post on the [Keep Truckee Green website](#)
- Articles in the monthly *Talk From the Town* and *Keep Truckee Green* newsletters
- Educational information and a temporary funding acknowledgement sign at "Big Truck Day," an annual family event hosted by Truckee Donner Recreation & Parks District and Town of Truckee at the Town's Corporation Yard to learn about public works operations and explore the big trucks of our local contractors and agencies.

Education, outreach, and funding acknowledgement activities will be ongoing, beginning in spring 2022 and completed in fall 2022. The majority of the public outreach assets published during this period (e.g. blog and social media posts) will be available to the public beyond the grant performance period.

H. Funding Request/Breakdown of Cost

The total project cost is estimated to be \$434,000.

The AB2766 funding request is \$50,000. Additional funding for the project will come from the Town of Truckee General Fund Sustainability Designation (\$121,500) and General Fund-supported in-kind services (\$34,000). This would be augmented with an estimated TDPUD contribution of \$165,500, and a TFPD contribution of \$63,000. The combination of these fund sources would fully fund the project.

TASK	AB2766 Grant	Town General Fund (Sustainability Designation)	Partner Funding (TFPD & TDPUD)	TOTAL
Project Management	\$0	\$30,000 (In-Kind)	\$0	\$30,000 (In-Kind)
Project Construction	\$50,000	\$121,500	\$228,500	\$400,000
Funding Acknowledgement & Outreach	\$0	\$2,500 (In-Kind)	\$0	\$2,500 (In-Kind)
Grant Management and Reporting	\$0	\$1,500 (In-Kind)	\$0	\$1,500 (In-Kind)
TOTAL	\$50,000	\$155,500	\$228,500	\$434,000

I. Schedule of Deliverables/Monitoring Program - The Town of Truckee anticipates that project construction will be completed during the summer of 2022. Following is the schedule of anticipated deliverables during the term of the grant.

ANTICIPATED DATE	DELIVERABLE
March 2022	First quarterly financial report
July 2022	Mid-way Monitoring Report
December 2022	Final Report -List of completed activities -Cost breakdown by fund source -Emissions reductions achieved -Examples of education and outreach materials produced

The project objective is to reduce emissions by facilitating the replacement of fossil fuel diesel fueling with cleaner renewable diesel fueling. In order to track, quantify, and monitor, and report on the project’s progress toward meeting this objective, the following data will be collected:

- Gallons of renewable diesel fuel used by each agency
- Calculation of emissions reductions to date, based on actual fuel usage data during the reporting period
- Comparison of actual emissions reductions compared to projected annual emissions reductions *Note: projected emissions reductions were based on annual fuel usage, whereas the final report calculations will utilize only 1-2 months of actual usage data. Because fuel usage will vary by season, it is anticipated that data from this shorter reporting period will vary somewhat from the annual projection.*