



## **BOARD POLICY: ELECTRIC VEHICLE CHARGING STATIONS POLICY**

**BOARD POLICY NUMBER: 51**

**Original Date: October 2024**

**Last Reviewed: 9/26/24**

**Last Revised: 10/15/24**

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### **I. PURPOSE**

To create guidelines for the use of District's electric vehicle (EV) charging stations by staff and the public. For the purposes of this policy, there are three designated parking areas at the District Administration Offices located at 999 Rush Creek Place in Novato: 1) public parking, 2) staff parking and 3) fleet parking; each separated by various security gates. There is a total of eight (8) EV charging stations located as outlined below:

- Two (2) EV charging stations within the public parking area; 1 stall requires an ADA placard and 1 stall is standard parking as required by the California Building Code.
- Four (4) EV charging stations within the staff parking area (separated from the public parking by a security gate); 1 stall requires an ADA placard as required by the California Building Code, and the remaining stalls are standard parking.
- Two (2) EV charging stations on the District fleet parking area (separated from staff parking by another security gate; two gates total separating public parking) and only District fleet vehicles will have access.

### **II. PROCEDURE**

The use of the EV charging stations by employees shall be as follows:

- 1) Employees vehicles must be plugged in and actively charging when parked in the employee designated EV charging station stalls.
- 2) Employees may charge up to 4 continuous hours and then must move out of the designated EV charging station stall to allow other employees utilize the EV charging station.
- 3) Fleet EV charging stations within the Fleet yard are designated for Fleet vehicles only.

### **III. GUIDELINES AND RESPONSIBILITIES**

- 1) In the event of a District function and/or Board of Director's meetings that requires the use of both the public and staff parking areas, employees may be required to not utilize EV charging stations on those specific days or time periods.
- 2) The District assumes no responsibility or liability for damage to vehicles using the EV charging stations that are on the Districts properties.

- 3) No employee shall use the ADA EV charging station in the public parking lot without an authorized ADA placard.
- 4) Employees using the EV charging stations for their personal vehicles must pay for use at the rate designated on the station.
- 5) Members of the public using the EV charging stations must pay for use at the rate designated on the station.
- 6) Public use of the District staff and fleet parking area EV charging stations is not allowed except during special events or functions.
- 7) The District will ensure that the operating cost for the EV charging stations generally equals the use charges or fees assessed so that there is no net revenue received by the District. The contracts or agreements with a charging station service companies will be reviewed periodically to ensure this balance.
- 8) These guidelines are also applicable to the other District properties/facilities with EV charging stations.