

November 30, 2006

Ms. Sally Tomlinson  
Executive Director  
Sustainable Silicon Valley  
224 Airport Parkway, Suite 620  
San Jose, CA 95110

Dear Ms. Tomlinson,

The Town of Portola Valley is pleased to support the efforts of Sustainable Silicon Valley (SSV) and hereby commits to take part in SSV's Carbon Dioxide (CO<sub>2</sub>) Emissions Reduction Initiative.

The Town of Portola Valley Town Center located at 765 Portola Road is included in this commitment.

As we make this commitment we understand that by May 31, 2007, we will complete the SSV reporting tool for the facilities identified above for a twelve (12) month period. In this report we will identify:

1. A baseline reporting year for the facility, 1990 or later;
2. A goal for CO<sub>2</sub> emissions reduction (percentage and year) for the facility;
3. A normalizing factor (optional) for each facility;
4. The amount of electricity and natural gas used in at Town Center since the base year selected;
5. The amount of diesel and/or gasoline used in each facility for any or all of the following: fleet, employee business use of personal vehicles, employee commuting;
6. A comparison of energy use reported for each facility in the current year to the base year; and
7. A brief description (one-two paragraphs) of some (two-five) of the key actions taken that led to the decreasing emissions of CO<sub>2</sub>. We understand that this information will likely be shared with others as "best practices" and included in SSV's annual reports with or without (at our option) attribution.

The information we submit will be used in the SSV report published annually. Energy use will be reported either in kWh of electricity, therms of natural gas or gallons of diesel/gasoline. If we choose to normalize our energy use/, we will also include the normalizing factor in this annual report. If we get better data after submitting our

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annual report to SSV, for example, more accurate or comprehensive data or data certified by a third party, we will submit the improve data.

We also understand that the SSV Carbon Dioxide Emissions Reduction Initiative is a voluntary project; there are no sanctions for our failing to meet our goal. Nonetheless, we will make a concerted effort to reach the goal established.

The following person is the point of contact for our organization for this project:

Leslie Lambert  
Planning Manager  
Town of Portola Valley  
765 Portola Road  
Portola Valley, CA 94028  
(650) 851-1700, extension 12  
[llambert@portolavalley.net](mailto:llambert@portolavalley.net)

Sincerely,

Angela Howard  
Town Administrator