

I hereby certify that the following agenda was posted at least 24 hours prior to the time of the meeting so noticed below at 24251 Los Alisos Boulevard, Lake Forest, California.



DENNIS P. CAFFERTY, Secretary of the
El Toro Water District and the Board of
Directors thereof



AGENDA
EL TORO WATER DISTRICT
SPECIAL MEETING OF THE
BOARD OF DIRECTORS

May 7, 2020

7:30 a.m.

This Meeting is being conducted in accordance with Governor Newsom's Executive Order N-29-20 (Paragraph 3) and the conditions specified therein which waive certain provisions of the Brown Act.

In an effort to protect public health and prevent the spread of COVID-19 (Coronavirus), and in accordance with the Governor's Executive Order N-29-20, **there will be no public location for attending in person.**

The Order allows all Board Members to participate telephonically in the Meeting from remote locations. As such, Directors Monin, Gaskins, Vergara, Freshley and Havens will be participating telephonically.

Members of the public who wish to comment on any item within the jurisdiction of the District or on any item on the agenda, may observe and address the Meeting by joining at this link: <https://us02web.zoom.us/j/89107848271>. (Meeting ID: 891-0784-8271). Members of the public who wish only to listen to the telephonic meeting may dial in at the following numbers (669) 900-6833 or (346) 248-7799 with the same Meeting ID noted above.

CALL MEETING TO ORDER – President Monin

PLEDGE OF ALLEGIANCE – Director Vergara

ORAL COMMUNICATIONS/PUBLIC COMMENTS

Members of the public may address the Board at this time or they may reserve this opportunity with regard to an item on the agenda, until said item is discussed by the Board. Comments on other items will be heard at the time set aside for “COMMENTS REGARDING NON-AGENDA ITEMS.” The public may identify themselves when called on and limit their comments to three minutes.

ITEMS RECEIVED TOO LATE TO BE AGENDIZED

Determine need and take action to agendize items which arose subsequent to the posting of the Agenda. (ROLL CALL VOTE: Adoption of this recommendation requires a two-thirds vote of the Board members present, or, if less than two-thirds of the Board members are present, a unanimous vote of those members present.)

1. Transmittal of Election Information Special District (Reference Material Included)

The Board will review the Transmittal of Election Information form for Special Districts from the Registrar of Voters Office and discuss: (1) whether the El Toro Water District will or will not pay for Statements of Qualification by candidates for the November 3, 2020 Election and (2) the number of words the District authorizes for said Statements (200 or 400). The form must be returned to the Registrar of Voters Office by May 20, 2020.

Recommended Action: The Board will (1) whether the El Toro Water District will or will not pay for Statements of Qualification by candidates for the November 3, 2020 Election and (2) the number of words the District authorizes for said Statements (200 or 400).

2. Review of 2019/20 Fiscal Year Capital Budget (Reference Material Included)

Staff will review the status of the projects and equipment acquisition items included in the 2019/20 fiscal year budget as well as projects and equipment carried over from previous fiscal years. The Board will discuss and provide direction to Staff regarding appropriate progress on individual budget items in light of the COVID-19 pandemic.

Recommended Action at the May 7, 2020 Board Meeting:

The Board will provide direction to the General Manager as to whether or not to suspend any pending capital projects or equipment acquisitions.

3. WRP Sludge Truck Tractor Replacement Project (Reference Material Included)

Staff will review and comment the purchase of a 2021 Freightliner 122SD tractor to replace the District's existing sludge tanker tractor.

Recommended Action at the May 7, 2020 Board Meeting:

Staff recommends that the Board of Directors authorize General Manager to enter into a purchase order with Velocity Truck Centers in the amount of \$160,800.23 for the purchase of a 2021 Freightliner 122SD replacement tractor for the District sludge tanker assembly. Staff further recommends that the Board authorize the General Manager to fund the purchase cost from the designated Capital Reserves in accordance with the District's adopted Capital Reserve Policy.

4. Dump / Traffic Control Truck (Reference Material Included)

Staff will review and comment the purchase of a Dump / Traffic Control truck to replace an existing aged vehicle.

Recommended Action at the May 7, 2020 Board Meeting:

Staff recommends that the Board of Directors authorize General Manager to 1) issue a purchase order to Tuttle Click Automotive Group in the amount of \$38,608.30 for the purchase of a Ford F550 truck chassis and 2) issue a purchase order to Specialty Equipment in the amount of \$33,140.67 for the fabrication and installation of a truck body. Staff further recommends that the Board authorize the General Manager to fund the purchase cost from the designated Capital Reserves in accordance with the District's adopted Capital Reserve Policy.

ADJOURNMENT

The agenda material for this meeting is available to the public at the District's Administrative Office, which is located at 24251 Los Alisos Blvd., Lake Forest, Ca. 92630. If any additional material related to an open session agenda item is distributed to all or a majority of the board of directors after this agenda is posted, such material will be made available for immediate public inspection at the same location.

Request for Disability-Related Modifications or Accommodations

If you require any disability-related accommodation, including auxiliary aids or services, in order to participate in this public meeting, please telephone the District's Recording Secretary, Polly Welsch at (949) 837-7050, extension 225 at least forty-eight (48) hours prior to said meeting. If you prefer, your request may be submitted in writing to El Toro Water District, P.O. Box 4000, Laguna Hills, California 92654, Attention: Polly Welsch.



REGISTRAR OF VOTERS
1300 South Grand Avenue, Bldg. C
Santa Ana, California 92705
(714) 567-7600
FAX (714) 567-7627
ocvote.com

NEAL KELLEY
Registrar of Voters

Mailing Address:
P.O. Box 11298
Santa Ana, California 92711

April 24, 2020

RECEIVED

APR 27 2020

EL TORO
WATER DISTRICT

TO: General Manager/Director

FM: Marcia Nielsen, Candidate & Voter Services Manager

RE: Election Information for the November 3, 2020 Presidential General Election

Enclosed is a Transmittal of Election Information form to be completed and returned to the Registrar of Voters' office by **May 20, 2020**.

On the Transmittal of Election Information form, please **list the name(s) of Director(s)** whose term(s) expire and whose seat(s) will be scheduled for election on November 3, 2020. This would include any Director(s) appointed since your last election. Appointed Directors must file for the two-year unexpired term if they were appointed to fill a vacancy which would not have been scheduled for election until 2020.

We also need to know if your District will or will not pay for a Candidate's Statement of Qualifications and if the **District is authorizing 200 or 400 words** to be used in that statement.

Please send the completed Transmittal of Election Information form to me at Registrar of Voters, 1300 South Grand Avenue, Building C, Santa Ana, CA 92705 or email to **Marcia.Nielsen@rov.ocgov.com**.

Pursuant to Elections Code § 10522, the District is required to submit a map showing the current district boundary lines, with divisions (if any), regardless if changes have occurred by May 20, 2020. We would prefer to receive the map in **shape file format** by email to Matthew Eimers at **Matthew.Eimers@rov.ocgov.com**.

Candidate Filing for the November 3, 2020 Presidential General Election will be July 13, 2020 through August 7, 2020, 5:00 p.m. The Candidate's Handbook will be on our website before the filing period begins. We ask that you post this information to advise your members of these important dates.

If you have any questions, please contact me at **Marcia.Nielsen@rov.ocgov.com** or (714) 567-7568. Thanks for your assistance.

Enclosure

TRANSMITTAL OF ELECTION INFORMATION SPECIAL DISTRICT
(EC §10509, §10522)

DISTRICT
DISTRICT BOUNDARIES:

Choose One:

- I will send the Registrar of Voters an electronic shape file of District boundaries and the boundaries of the Divisions of the District, if any, in which a Director is to be elected at the November 3, 2020 Presidential General Election.
(Note: This is the Registrar of Voters' preferred method of transmittal.)
Attached is a map showing the boundaries of this District and the boundaries of the Divisions of the District, if any, in which a Director is to be elected at the November 3, 2020 Presidential General Election.

Choose One:

Voters in the District will be voting: At-large By Division

THE ELECTIVE OFFICES FOR WHICH AN ELECTION WILL BE HELD WITHIN THE SPECIAL DISTRICT ON NOVEMBER 3, 2020 ARE:

Choose One:

Director(s) to be elected at-large
(# of directors) OR

Director(s) to be elected in the following Divisions:

in Division
(# of directors) (# of division)
in Division
(# of directors) (# of division)
in Division
(# of directors) (# of division)
in Division
(# of directors) (# of division)

Please list below the names of the Incumbents/Appointed Incumbents for the above-mentioned positions:

- (Name) Elected Appointed (If appointed, the term ends in 20__.)
(Name) Elected Appointed (If appointed, the term ends in 20__.)
(Name) Elected Appointed (If appointed, the term ends in 20__.)
(Name) Elected Appointed (If appointed, the term ends in 20__.)

The District authorizes the Candidate's Statement of Qualifications to contain no more than:
(Circle one) (200) or (400) words.

The District (will) or (will not) pay for a Candidate's Statement of Qualifications.

Dated

(District Seal) (Signature)
(Print Name)

Phone #: Email:

NOTE: Please return the above information no later than May 20, 2020 to the Registrar of Voters' office, 1300 South Grand Avenue, Building C, Santa Ana, CA 92705, Attn: Marcia Nielsen or email to Marcia.Nielsen@rov.ocgov.com. Send the boundary map to Matthew Eimers at 1300 South Grand Avenue, Building C, Santa Ana, CA 92705 or at Matthew.Eimers@rov.ocgov.com.



STAFF REPORT

TO: BOARD OF DIRECTORS

MEETING DATE: May 7, 2020

FROM: Dennis Cafferty, General Manager

SUBJECT: Capital Replacement and Restoration Program Update & Action Plan

The Board of Directors requested staff provide detail regarding the capital program to facilitate determination of the appropriateness of proceeding on individual projects and equipment acquisitions in light of the current COVID-19 emergency conditions.

P-3 Pump Station MCC, Generator and Pump Replacement Project

The P-3 Pump Station project proposes to install a new MCC for pump/motor controls, as well as replace the facility lighting circuits that are currently in a separate wall panel. In addition, a new 500 kW diesel powered emergency generator is proposed to provide backup power during electrical service outages.

The project is currently on hold pending the outcome of distribution system analyses anticipated in the upcoming Master Plan project.

WRP Grit Chamber Rehabilitation/Re-Coating Project

Description

The Grit Chamber, located at the Water Recycling Plant Headworks, was last coated over 15-years ago. The existing coating has deteriorated, exposing concrete surfaces in several areas. The concrete walls have experienced deterioration due to exposure to hydrogen sulfide gases. The inlet channels isolation valve has significant bleed-by, and needs to be replaced.



The proposed project will remove the existing coating and repair all damaged concrete. A new urethane coating will be installed throughout the grit chamber and overlap approximately 6-inches onto the chamber's deck surface. A new stainless steel, channel framed, rising stem isolation gate valve will be installed in the inlet channel leading into the main chamber.



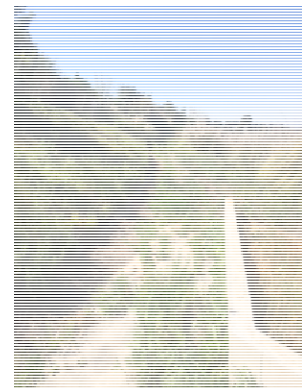
Status

Staff proposes to engage a consulting engineer to develop a coating specification that will be used to competitively bid the construction portion of the project. The total project budget, per the 2019/20 capital budget is \$85,000. The engineering work will entail a site visit by the consultant with appropriate social distancing measures. A construction bidding process will be conducted upon completion of the coating specification with a construction award anticipated in August.

Reconstruct Drainage Swale at the WRP Holding Pond

Description

The existing concrete drainage swale on the west side of the WRP Holding Pond protects the Pond from storm runoff. The existing swale has suffered significant deterioration and cracking due to its age. The damaged swale as well as the vegetation growing through the cracks in the concrete impedes the proper flow of stormwater that the swale is designed to convey. The failing system has resulted in slope failures at the site and associated remediation costs. The proposed project is intended to reconstruct the swale along with a small wall or curb to prevent stormwater from draining into the Holding Pond.



Status

Staff proposes to engage a consulting engineer to perform an alternatives analysis to assess options for the reconstruction of the swale and the mitigation of the stormwater challenges at the site. The total project budget, carried over from the 2018/19 capital budget is \$68,250. The engineering work will entail a site visit by the consultant with appropriate social distancing measures. Upon completion of the alternatives analysis Staff will consider options for subsequent design engineering and construction as appropriate to the selected alternative.

Clarifiers Nos. 3 and 4 Scum Pump Station

The existing scum station for Clarifiers Nos. 3 and 4 is 30 years old and at the end of its useful service life. The floating scum is skimmed off of the surfaces of the clarifiers into their individual scum troughs, which feeds the suction sides of the current diaphragm pumps. These pumps are sitting at ground level on a housekeeping pad and don't share a common pipe manifold, so only that specific pump can be used for only for that specific clarifier. None of the automatic functions are working any longer and the Operators have to manually turn on and off the pumps several times per day.



The project replaces and up-dates the Clarifier Nos. 3 and 4 scum station with a more efficient, lower maintenance and more flexible system. The project installs a self-contained package lift station system that will allow the skimmed scum to gravity flow into a wet with submersible pumps controlled by a float system. The project will improve the operation and reliability of the clarifiers and replace the existing obsolete equipment.

Status

Staff has obtained multiple quotes for the equipment and one quote from a contractor for installation. Staff is preparing to solicit additional contractor quotes in advance of construction. The budget for the project is \$40,000. The final contract cost is expected to fall within the General Manager's purchasing authority.

Master Plan Update

The District last performed a Water and Wastewater Master Plan and Hydraulic Study in 2004. Since that time water and sewer demands in the District's water distribution and sewer collection systems have changed significantly. The District is facing new water quality challenges due to decreasing demands associated with water use efficiency as well as the recent conversions of potable irrigation to recycled water. The Master Plan project will reconstruct the water and wastewater hydraulic models utilizing current demand data as well as current modeling technology incorporating the District's GIS and mapping data.

This project is intended to evaluate the District's water distribution and sewer collection systems in order to accomplish the following objectives:

- Develop a detailed hydraulic model of the water and sewer systems that can be used in the course of this study and then used in the future by District staff for ongoing analysis and maintenance of the District water and sewer systems;
- Identify areas of improvement necessary to accommodate current and future demands;

- Identify projects by which the District can maintain its current level of service while reducing cost or projects which can be justified by an economic analysis depicting a reasonable payback period;
- Identify any deficiencies or maintenance problems in the District's water and sewer systems and make appropriate recommendations for improvement;
- Evaluate means by which to ensure water quality in both the District's water distribution system and storage reservoirs.
- Develop an asset management tool including an evaluation of infrastructure replacement needs to assist in long range financial planning.

Status

Staff has developed a Request for Proposals document to solicit proposals from engineering consultants. The budget for the Master Plan Project is \$350,000. Staff is preparing to issue the RFP and could be prepared to bring a recommended engineering contract to the Board in July.

Ocean Outfall Pump Station Emergency Generator Replacement

Description

The existing Ocean Outfall Pump Station emergency generator is 24 years old and has reached the end of its useful service life. Repair parts for this generator have been difficult to locate, with many parts being obsolete. The radiator is weeping in numerous locations, and needs to be replaced. Due to the ongoing efforts of staff the generator currently remains functional, but needs to be replaced to assure reliability and compliance with current SCAQMD requirements.



Status

The proposed project involves the purchase and installation of the new generator. Staff has identified a deficiency in the conduit and wire connecting the existing generator to the Ocean Outfall Pump Station electrical main breaker. The installation of the generator will require the replacement of the existing conduit and wire. Staff proposes to engage an electrical engineer to develop contract documents defining the electrical work to facilitate a competitive bidding process. The total project budget, per the 2019/20 capital budget is \$220,000. The engineering work will entail a site visit by the consultant with appropriate social distancing measures. A construction bidding process will be conducted upon completion of the electrical drawings with a construction award anticipated in July or August.

Phase II Recycled Water Retrofit Project

The Phase II Recycled Water Retrofit Project will convert 65 irrigation meters to recycled water. Prior to the onset of the COVID-19 pandemic, 18 meters had been successfully converted. The project was placed on hold due to the vulnerable nature of the Laguna Woods community. Several sites, comprising 22 irrigation meters have been prepared and are ready for conversion. The conversion process will require cross connection testing that involves shutting off and draining the potable system for each building for several hours. This effort will require relatively close coordination with the residents. Once the District determines it is safe to resume the project, staff will contact the contractor to schedule their remobilization as well as contact the County to schedule their staff to witness the testing as necessary.

WRP Aeration Basin Diffuser Replacement Project

The aeration basins (AB) are an integral part of the biological treatment process at the District Water Recycling Plant (WRP). The District recently completed a Solids Handling Study which performed an alternatives analysis of options to manage the solids produced in the wastewater treatment process. The WRP currently operates two of three basins at a time. The Solids Handling study recommended that placing all three basins in service would generate significant savings in the costs associated with solids handling. In an effort to put the third basin in service the WRP staff initiated a necessary refurbishment of diffusers in AB No. 1. In that effort, staff discovered that the diffuser components have become obsolete and are no longer available for purchase. AB 2 and 3 will need replacement parts in the near future as well. Staff hired a consultant to evaluate current diffuser technology and generate a specification to facilitate bidding of the diffuser upgrades in AB No. 1

Staff has been in contact with the consultant, who is waiting for feedback from various equipment vendors. After receiving, reviewing, and finalizing the study, staff will be able to move forward with a competitive bid process for construction of the new aeration diffuser components.

Staff anticipates receiving the draft Technical Memorandum from the consultant by mid-May. Bidding could potentially occur in July/August, with a construction award in the Fall.

Multi-Purpose Room HVAC Improvement Project

The HVAC unit providing service to the Multi-Purpose Room in the Field Administration Office has reached the end of its useful service life. The District's contract HVAC maintenance firm has notified the District that the certain parts are failing and cannot be replaced. They further have noted that the ability to reliably maintain and preserve the function of the heating and air conditioning system for this space is no longer tenable.

In the course of evaluating the replacement of the HVAC unit staff has learned that there are additional deficiencies with the air ducting system. The proposed project replaces the HVAC unit and installs additional inlet ducting necessary for the proper operation of the system and necessary climate control for the Multi-Purpose Room.

Status

Staff has received proposals for the installation of the new HVAC unit and ducting improvements. Staff is preparing to contract with a mechanical engineer or architect to generate the appropriate air calculations and drawings to facilitate the competitive bidding of the Multi-Purpose Room HVAC Improvement Project.

Main Office HVAC Replacement Project

Several of the HVAC units in the Main Office also required replacement due to age and their failing condition. Parts for the existing system are no longer available and it has become difficult to maintain the operation of the environmental in the Main Office. In the course of preparing to replace the existing units on the roof, staff discovered that, due to the weight of the HVAC units, the City of Lake Forest would not issue the necessary building permits. In order to comply with the latest building codes, which is required even when new units are replacing old units, the roof would need to be reinforced, which would have major implications to the working space below.

An alternative approach is being considered, with all units being removed from the roof and replaced with a ground level system. Staff is preparing to contract with a mechanical engineer or architect to evaluate the alternatives for the Main Office HVAC system and generate the drawings to facilitate a competitive bidding process.

R-6 Floating Cover

The R-6 Floating Cover and Liner were installed nearly 20 years ago. Staff identified deficiencies and failures in the existing cover and subsequently engaged a consultant to perform cover and liner material testing and an analysis of the condition of the cover and liner. The consultant concluded that the cover has reached the end of its useful service life. Design for the replacement of the cover is anticipated to begin in the Fall of 2020.

The liner has largely been protected from the elements by the water in the reservoir. However, if the cover project proceeds without replacing the liner there will not be an opportunity to replace the liner for another twenty years. Staff is soliciting a proposal from Genterra Consultants to evaluate the impacts on the operation of the R-6 Reservoir if the liner begins to deteriorate during that time.

I-5 Expansion Project Utility Relocations

Caltrans is widening the I-5 freeway between Alicia Parkway and El Toro Road. The freeway widening will impact several nearby water and sewer pipelines and appurtenances, which will need to be relocated. Staff has worked with a consultant to finalize construction drawings, based on input and subsequent approval from Caltrans.

Staff has entered into two utility agreements with Caltrans for the utility relocations for which Caltrans has agreed to assume liability. Caltrans is claiming the District is responsible for the cost of the remaining utilities.

Caltrans has requested the relocation work be completed by the end of September. In order to accommodate that schedule the District would need to solicit construction bids in May to facilitate a construction award in June.

RECOMMENDATION

The objective of the discussion regarding the Capital Program is to allow the Board to consider and determine whether any of the project or equipment items should be suspended due to current or anticipated challenges associated with the COVID-19 pandemic. The action item below has been structured to allow the Board the discretion to direct the General Manager to suspend any project or equipment purchase for which the Board feels it inappropriate to proceed. Absent direction to suspend, the General Manager will proceed with the projects in accordance with existing policies and procedures. To be clear, nothing in this discussion will serve to change the obligations or limits on the General Manager's purchasing authority as defined in the District's Purchasing Policy. Any contract award or purchase order issuance that exceeds a value of \$50,000 will require individual Board approval.

Recommended Action at the May 7, 2020 Board Meeting:

The Board will provide direction to the General Manager as to whether or not to suspend any pending capital projects or equipment acquisitions.



STAFF REPORT

TO: BOARD OF DIRECTORS

MEETING DATE: May 7, 2020

FROM: Dennis Cafferty, General Manager

SUBJECT: WRP Sludge Truck Tractor Replacement

INTRODUCTION AND BACKGROUND

The wastewater treatment process at the District's Water Recycling Plant (WRP) results in solids byproducts in the form of a sludge. The District hauls five-thousand gallon loads of sludge from the WRP to the SOCWA Joint Regional Plant in Laguna Niguel, three to four times per day, 365 days per year, via a District owned and operated tanker truck assembly. The existing Kenworth tractor is 15 years old and has accumulated over 275,000 miles of road mileage. The daily hauling of multiple 5,000 gallon loads coupled with city driving is very demanding on the vehicle. The existing tractor engine has accumulated over 17,000 operating hours which represents the equivalent of over 700,000 miles of driving.



The existing Kenworth tractor has experienced a high number of mechanical failures, resulting in significant repair costs and tractor rental costs. Costly AQMD compliance upgrades and maintenance as well as multiple vehicle repair requirements have resulted in maintenance and repairs, beyond those that would be considered normal wear, exceeding \$225,000 over the life of the vehicle. As this tractor further ages, it is

anticipated that the maintenance costs will only escalate. The continually accumulating maintenance costs of the vehicle are one of the primary reasons for the recommendation to replace this critical piece of equipment

The reliability and safety of the existing tractor are at issue as well. Over the last year, the vehicle has experienced intermittent failures resulting in the unexpected stalling of the vehicle while in operation. There have been eleven documented times where the truck engine, including the power assisted steering, has shut off with no advanced notice. According to the drivers, there have been several additional undocumented occurrences as well. The occasions where the truck has stalled have occurred several times while driving on Moulton Parkway and, on one occasion, in the middle of the intersection of Moulton Parkway and Ridge Route Drive. On each of these occasions it took 20-30 minutes before the truck would re-start.



An effort to assess, identify and repair whatever issues might be driving the current reliability problems by the District's Senior Mechanic as well as the District's contract truck service center has been conducted on multiple occasions. A variety of repair efforts have been made but have not successfully eliminated the recurring problem. The District's Senior Mechanic as well as the Master Technician at the Rincon Service Center are at a loss as to the source of the engine failures.

The District's vehicle maintenance department and WRP staff have done an excellent job preserving and extending the useful life of this piece of equipment as far as possible. However, at this point, the District Senior Mechanic, WRP Chief Plant Operator, Truck Drivers and the District's Operations Superintendent have all recommended that the vehicle be replaced to restore the safety, reliability and efficiency of the sludge hauling operation.

TRUCK DESIGN / SPECIFICATION

Staff proposes to replace the existing truck with a 2021 Freightliner 122 Severe Duty (SD) tractor specified to accommodate the specific type of loads and driving conditions necessary for the District sludge hauling operation.

Staff evaluated several manufacturers and determined the Freightliner tractor would provide the most dependable product at a reasonable cost. The evaluation of options indicates the Freightliner



mechanical design, cab design, cost, and service options make it the most suitable to the specific District application. During periods where the existing tractor has been out of service for maintenance and repair, the District drivers have had an opportunity to drive a rented Freightliner tractor similar to that proposed for purchase. The drivers and the District's Senior Mechanic have been impressed with the successful operation of the similar vehicle in the District's specific application in what amounted to a test drive opportunity.

The District's Senior Mechanic worked directly with the Freightliner Engineers to develop a specification for the proposed tractor. Part of this process was to determine the appropriate power train that would best meet the District's needs and provide long term reliable service. The Freightliner Engineers took into consideration the load weights and haul route terrain specific to the District's sludge hauling operation in determining their recommended specifications for the tractor. The Freightliner Engineers recommended the 122 Severe Duty tractor, with a Cummins ISX15 450 HP engine and an Allison 4500 RDS 5-speed Automatic Transmission.

The 122SD tractor is designed for heavy loads and tougher conditions, such as hills and declines. It comes with a 50-degree wheel cut, enhancing maneuverability, which will be extremely beneficial for travel within the SOCWA Regional plant. The Freightliner tractor also provides features that are ergonomically favorable to its operators. The 122SD offers a roomy, quiet and comfortable cab. The wide door opening provides safer entry and egress and the large windshield provides further safety benefits in the form of enhanced visibility.

The proposed Cummins ISX15 engine is a leader in fuel economy. Cummins is the only manufacturer with a totally integrated package, from air handling to exhaust after treatment, optimizing performance, fuel economy and near zero emissions. The Cummins Vehicle Acceleration Management system provides smoother acceleration and reduced driveline wear, while increasing fuel economy. The Cummins integrated engine braking system provides added control on downhill grades and improves the service brake performance and life. The Cummins ISX15 engine also has an on-board diagnostics system that continuously monitors the performance of subsystems for emissions control, detecting abnormal operating conditions, and alerts the operator when the engine is in need of maintenance or inspection.

Staff believes the Freightliner 122SD tractor, as specified, will provide the District the most appropriate critical dependability, affordability and efficiency.

PROPOSAL / BUDGET EVALUATION

Based on the detailed specification, Staff solicited and received proposals from two vendors representing three different trucks. The lowest price proposal was submitted by Velocity Truck Centers in the amount of \$160,800.23 for the Freightliner 122SD. The three proposals the District received demonstrated cost competitiveness between the Freightliner truck and two other truck manufacturers.

Velocity Truck Center	Freightliner 122SD	\$ 160,800.23
Golden State Peterbilt	Peterbilt 567	\$ 163,673.15
Velocity Truck Center	Western Star 4900SB	\$ 167,121.42

The carryover capital budget for this equipment acquisition is \$200,000. The proposed Freightliner tractor purchase is well within budget and represents the best overall package to fit the District's needs.

The manufacturer has estimated a lead time of approximately six months from the issuance of a purchase order. Staff contacted to vendor and confirmed the lead time estimate remains valid despite the current COVID-19 challenges.

ALTERNATIVES EVALUATION

The current District sludge hauling operation consists of the tractor and trailer assembly operated by two District employees primarily dedicated to the truck driving operation. Staff previously performed an evaluation of the alternative options of outsourcing the sludge hauling operation or leasing the equipment in lieu of purchasing the new tractor. Staff's evaluation confirms the current approach of utilizing District employees and District owned equipment remains the most reliable and cost effective approach.

In order to compare costs staff developed a detailed Request for Proposals to solicit proposals for outsource trucking from five trucking firms. The District received proposals from four firms ranging in cost from \$335,000 to \$845,000 per year. The lowest proposed cost, submitted by K-VAC Environmental was nearly \$100,000 below the second lowest cost which raised a few concerns. Despite concerns about the efficacy of the proposal, in an effort to be conservative, staff used the K-VAC proposed cost in the analysis of outsourcing the trucking operation.

The following comparison of annual costs is based Staff's estimate of ETWD direct costs compared to the estimate provided by K-VAC Environmental for sludge hauling on an annual basis.

Cost Item	Status Quo ETWD Drivers	Outsource Contract K-VAC Environmental
ETWD Labor & Benefits	\$267,000	
ETWD Vehicle Maintenance	\$14,000	
Trailer Maintenance	\$8,000	
ETWD Fuel Cost	\$15,000	
Truck Capital Cost	\$11,000	
Outsource Cost		\$334,860
Total Annual Cost	\$315,000	\$334,860

The cost comparison favors the use of District direct labor and District owned and maintained equipment for the sludge hauling operation. There are also significant non-monetary factors that favor the District's current in-house sludge hauling operation. An outsource arrangement is likely to assign different drivers on a rotating basis. The ETWD drivers' familiarity with the District Water Recycling Plant, the SOCWA Plant and the route is an advantage of the existing approach. Both District employees that serve as dedicated truck drivers have additional skills that benefit the operation of the WRP outside of their primary truck driving duties. One of the drivers is a certified boom truck operator who regularly participates in WRP maintenance activities that require the District's boom truck. The other driver is an experienced welder that assists with repairs around the Plant and in the training of the WRP operators. Both drivers are familiar with the Plant and capable of alerting the Plant operators when they see something wrong as well as participating in maintenance or repair projects when needed. The drivers are cross training with the Collections Maintenance crew as well, to further supplement the District's emergency response capability. Outsourcing would require the termination of two long term employees and the loss of the experience and talent each brings to the District. In addition, the existing tanker is utilized as an important piece of equipment for emergency response. The tractor and 5,000 gallon tanker are relied on for deployment to assist in the mitigation of sewer spills due to collection system blockages or sewer lift station failures.

In order to address the question of leasing, staff solicited a vehicle lease proposal from Penske. The lease cost identified in the proposal amounts to nearly \$32,000 per year. At this cost, the proposed purchase price of the vehicle would be exceeded in approximately 5 years. Given that the expected service life of the proposed tractor exceeds 15 years, leasing does not appear to be a cost effective option.

It is Staff's conclusion that the utilization of District direct labor and District owned equipment for the sludge hauling operation remains the most cost effective, efficient and reliable approach to satisfy the needs and objectives of the District.

RECOMMENDATION

Recommended Action at the May 7, 2020 Board Meeting:

Staff recommends that the Board of Directors authorize General Manager to enter into a purchase order with Velocity Truck Centers in the amount of \$160,800.23 for the purchase of a 2021 Freightliner 122SD replacement tractor for the District sludge tanker assembly. Staff further recommends that the Board authorize the General Manager to fund the purchase cost from the designated Capital Reserves in accordance with the District's adopted Capital Reserve Policy.



STAFF REPORT

TO: BOARD OF DIRECTORS

MEETING DATE: May 7, 2020

FROM: Dennis Cafferty, General Manager

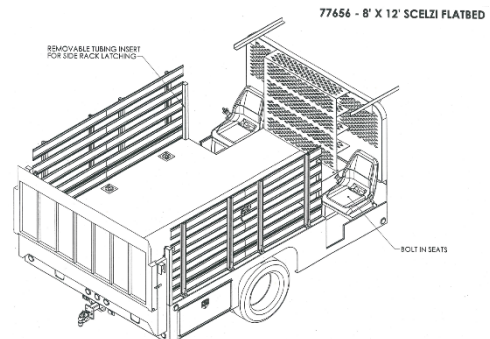
SUBJECT: Dump Truck / Traffic Control Truck

INTRODUCTION AND BACKGROUND

The District operates a 1990 Ford Dump Truck to meet various operational needs. The existing vehicle is very small compared to the District's other dump trucks. The vehicle is used for a variety of duties, including transporting smaller loads of materials, such as sand, rock, base and temporary asphalt, as well as steel trench plates to and from job sites. It is also used to transport and set, traffic control devices, for larger jobs, or jobs on the major arterial streets. The bed lift on the now 30 year old vehicle is electrically driven and is no longer capable of raising the bed with any significant amount of material.



The proposed replacement vehicle includes a Ford F-550 chassis and a Specialty Equipment 8' x 12' dump body bed, with standing wells designed for the safe installation of traffic control devices. These standing wells (one on each side) have hinged steel covers that are set in place when only using the dump body function. The new vehicle will have a hydraulic hoist to raise and lower the truck bed and significantly more capacity than the existing vehicle.



The acquisition of the new Dump Truck / Traffic Control Truck will replace the aging and largely obsolete existing vehicle, provide important operational functionality and will significantly improve the safety of the District's traffic control installation capability.

PROPOSAL / BUDGET EVALUATION

Staff received two proposals each for the truck chassis and the truck body.

Truck Chassis

Tuttle-Click Automotive Group	\$ 38,608.30
National Auto Fleet Group	\$ 40,714.63

Truck Body

Specialty Equipment	\$ 33,140.67
Scelzi Enterprises, Inc.	\$ 38,017.00

The 2019/20 fiscal year capital budget for this equipment acquisition is \$80,000. The total cost of the Tuttle Click Chassis and Specialty Equipment truck body is \$71,748.97. The total cost will be within the capital budget.

RECOMMENDATION

Recommended Action at the May 7, 2020 Board Meeting:

Staff recommends that the Board of Directors authorize General Manager to 1) issue a purchase order to Tuttle Click Automotive Group in the amount of \$38,608.30 for the purchase of a Ford F550 truck chassis and 2) issue a purchase order to Specialty Equipment in the amount of \$33,140.67 for the fabrication and installation of a truck body. Staff further recommends that the Board authorize the General Manager to fund the purchase cost from the designated Capital Reserves in accordance with the District's adopted Capital Reserve Policy.