



Midpeninsula Regional
Open Space District

R-22-102
Meeting 22-22
September 14, 2022

AGENDA ITEM 4

AGENDA ITEM

Capital Equipment Purchase for Fiscal Year 2022-23

GENERAL MANAGER'S RECOMMENDATIONS *den*

1. Authorize the General Manager to execute a purchase contract with the California Department of General Services and associated contract dealers for two patrol vehicles and one administrative vehicle, for a total cost not-to-exceed \$250,000.
2. Authorize the General Manager to execute a purchase contract with the California Department of General Services and associated contract dealers for one green mower, one track flail mower, and one track-chipper for a total cost not-to-exceed \$350,000.

SUMMARY

Annually, the Midpeninsula Regional Open Space District (District) purchases vehicles, machinery, and equipment to support project and service delivery work that furthers the mission. Vehicles and machinery are purchased through an existing contract with the California Department of General Services (DGS), providing significant cost savings. Three new replacement vehicles and three pieces of equipment (two remote control mowers and one track-chipper) are proposed for purchase for a total authorization request of \$600,000. Earlier this fiscal year, the Board of Directors (Board) separately approved two electric trucks for \$140,000 and the General Manager approved one conventional truck for under \$50,000 in order to take advantage of available short ordering windows for new vehicles.

During the prior Fiscal Year 2021-22 (FY22), the volatile nature of the goods and services market resulted in many delays to the production and shipping of vehicles and machinery. Three trucks that were approved by the Board and ordered in FY22 have yet to be delivered. Purchases are paid upon delivery; therefore, if delivered by end of June, these vehicles will be expensed in FY23.

The total projected cost of vehicles, machinery, and equipment for FY23, including items previously approved but not yet delivered/expensed, totals a not-to-exceed amount of \$1,125,000. The FY23 budget does not include sufficient funds to cover this expenditure. However, due to the ongoing delays in vehicle deliveries and the likelihood that not all FY23 orders will be delivered in FY23, a budget adjustment may not be needed. If production unexpectedly accelerates, staff will return to the Board requesting an appropriate budget adjustment at a future quarterly budget review.

DISCUSSION

The District purchases vehicles, machinery, and equipment to support project and service delivery work performed by administrative, maintenance, and patrol staff. Vehicles and machinery are purchased through an existing contract via cooperative purchasing, known as “piggybacking”, with DGS and associated contract dealers. As set forth in Board Policy 3.03, *Public Contract Bidding, Vendor, and Professional Consultant Selection, and Purchasing Policy*, cooperative purchasing on pricing obtained by another public agency through the competitive bidding process provides the opportunity to realize significant cost savings.

Given ongoing supply chain issues, the process for ordering vehicles has become very fluid and fast paced. Manufacturers are constantly updating order sheets and opening order windows that are defined by available production slots and not by defined times. These windows are sporadic and the ability to act quickly is crucial. In response, the Board recently authorized the purchase of two electric trucks on August 24, 2022, and the General Manager authorized the purchase of one truck under her spending authority to take advantage of an order window.

Three other trucks approved and ordered in FY22 have yet to be delivered. Given the current state of the vehicle/equipment market, it is likely that some or all of the vehicles authorized for purchase this fiscal year will not be delivered until FY24.

Vehicles

Fleet Replacement Purchases

The General Manger proposes purchasing three vehicles to replace vehicles in the existing fleet. All three vehicles have either reached the end of their service life per the Fleet Replacement Guidelines (Guidelines) or are more cost effective to replace than repair. Two heavy-duty class trucks would replace patrol vehicles P97 and P96, which have reached the end of their life span for use as patrol vehicles. Patrol vehicles are recommended for replacement at 7 to 10 years or 90,000 to 100,000 miles. The P97 truck is 11 years old with a mileage of 102,140. The P96 truck is 10 years old with a mileage of 97,465. A diesel or hybrid 4x4 SUV would replace an administrative hybrid vehicle (A93) that requires repairs exceeding the value of the car. Administrative vehicles are recommended for replacement at 20 years or 110,000 to 130,000 miles. The A93 hybrid SUV is only 13 years old with 105,000 miles but suffered a costly battery failure in April 2022. The vehicle is no longer under warranty and the Ford manufactured battery replacement cost is \$12,000.

Previously Approved FY23 Purchases

At the August 24, 2022 regular meeting (R-22-101), the Board approved the purchase of two electric trucks. Staff asked for early approval of these two vehicles to take advantage of a short ordering window as ongoing supply chain issues continue. Due to these early actions, staff was able to secure the purchase of one electric truck to replace patrol truck P50. Unfortunately, the ordering window for the second electric truck closed too rapidly. It is expected that an additional ordering window will open in January to order the this second approved truck.

Early this fiscal year, the General Manager approved the purchase of one F150 truck to support two new ranger positions. Ranger trucks require a dedicated vehicle that can be outfitted to the specific needs of the position, with off-road capability and the ability to carry tools and

equipment for patrol activities. The cost of the vehicle was \$49,830, within the General Manager's purchasing authority. This purchase was approved to take advantage of another short ordering window.

Previously Approved FY22 Purchases

At the July 28, 2021 regular meeting (R-21-101), the Board approved the purchase of two F150 trucks and one F350 truck. Due to ongoing supply chain issues, these trucks have yet to be delivered or expensed.

Equipment

There are no replacements needed for existing equipment. The General Manager recommends purchasing three new pieces of equipment as additions to the list of heavy equipment to support the expansion of the Wildland Fire Resiliency Program (WFRP). These three equipment purchases consist of: two (2) remote controlled mowers and one (1) small track-chipper. These purchases will improve efficiency, productivity, and add flexibility to scheduling for completing wildland fuel resiliency project work throughout the District. These purchases are anticipated to be funded by the \$1.08 million State Coastal Conservancy (SCC) grant for the WFRP, which will go before the SCC Board on September 22, 2022 for approval, and the District's Board on September 28, 2022 for acceptance.

In the past, the District has rented this equipment to complete small vegetation management projects. Renting was previously an efficient method for meeting equipment needs when there was occasional need for a readily available piece of equipment. However, things have changed. The scale of the District's fuel management work has grown substantially and will continue to ramp up to meet the commitments made under the WFRP. Moreover, the District is leveraging the available wildfire risk reduction funds at the state and local levels to fund much of this work and to fund new equipment. The ability to own specialized fuel/vegetation management equipment is critical for ensuring that vegetation projects stay on schedule, including grant-funded activities.

Climbing mowers with remote control access and short frame designs like the own proposed for purchase are necessary for steep terrain that is inaccessible and unsafe for traditional riding mowers. These pieces of equipment are extremely difficult to locate from rental companies. Rentals are often not available or less than ideal, resulting in reduced productivity, a lower quality work product, and/or loss of time. The proposed new small track-chipper has the ability to travel down narrow trails, which increases staff's tactical ability to access hard to reach locations, thereby also improving efficiency and productivity.

Previously Approved FY22 Purchases

At the July 28, 2021 regular meeting (R-21-101), the Board approved the purchase of a mini excavator and a tractor loader. Due to supply chain issues, these items were delivered in FY23.

Cost Breakdown

The following tables break down the estimated costs for vehicles and equipment. Costs include tools and equipment installed by the manufacturers to outfit the vehicles, which vary by vehicle. The table includes vehicles that were approved and ordered in FY22 but will likely be delivered and expensed in FY23, vehicles that were approved earlier in FY23 by the Board and General

Manager and yet to be expensed, as well as vehicles and equipment proposed for purchase in this report.

Fiscal Year 2022-23

Vehicle Type	Additional or Replacement	Cost	Quantity	Total
Heavy Duty Truck (Dodge 1 Ton pickup or similar- Patrol)	Replacement	\$100,000	2	\$200,000
4x4 SUV (Jeep Wrangler Diesel or hybrid- Administrative)	Replacement	\$50,000	1	\$50,000
New Request Subtotal				\$250,000
F 150 (Patrol)	Additional	\$50,000	1	\$50,000
F 150 Lightning (Maintenance)	Additional	\$60,000	1	\$60,000
F 150 Lightning (Patrol)	Replacement	\$80,000	1	\$80,000
F 150 (Patrol FY22)	Replacement	\$43,500	2	\$87,000
F 350 (Patrol FY22)	Replacement	\$70,000	1	\$70,000
Previously Approved Subtotal				\$347,000
<i>Vehicle Subtotal</i>				<i>\$597,000</i>

Equipment Type	Additional or Replacement	Cost	Quantity	Total
Green Climbing Mower or similar	Additional	\$190,000	1	\$190,000
Trac Flail Mower or similar	Additional	\$50,000	1	\$50,000
Trac Chipper or similar	Additional	\$110,000	1	\$110,000
New Request Subtotal				\$350,000
Mini Excavator (FY22)	Replacement	\$44,000	1	\$44,000
John Deere Tractor Loader (FY22)	Additional	\$134,000	1	\$134,000
Previously Approved Subtotal				\$178,000
<i>Equipment Subtotal</i>				<i>\$528,000</i>

New Request Subtotal				\$600,000
Previously Approved Subtotal				\$525,000
Grand Total				\$1,125,000

FISCAL IMPACT

The FY23 adopted budget includes \$315,000 for District vehicles and \$400,000 for machinery, for a total budget of \$715,000. The FY23 capital budget does not include sufficient funds to cover this expenditure. However, due to the volatile nature of vehicle purchasing and delivery, a budget adjustment will be brought to the Board later in FY23, when more is known about which

items are likely to be received and expensed this fiscal year. Purchase of the three newly requested pieces of equipment is anticipated to be funded by the \$1.08 million State Coastal Conservancy (SCC) grant for the WFRP going to the SCC Board on September 22, 2022, and the District Board on September 28, 2022.

The recommended action is not funded by Measure AA.

PRIOR BOARD AND COMMITTEE REVIEW

Capital Equipment Purchases information was presented to the Board during the following meetings.

- **July 2021:** The Board reviewed and approved FY22 Capital Equipment Purchases. ([R-21-101, minutes](#))
- **August 2022:** The Board reviewed and approved purchase of two electric Ford Lightning F150 Trucks. ([R-22-101](#))

PUBLIC NOTICE

Public notice was provided as required by the Brown Act. No additional notice is required.

CEQA COMPLIANCE

The recommended action is not a project under the California Environmental Quality Act (CEQA).

NEXT STEPS

If approved by the Board, staff will prepare purchase orders for the vehicles and equipment utilizing a cooperative procurement contract.

Attachments

1. Fleet Replacement Guidelines
2. District Vehicle Fleet Report

Responsible Department Head:
Brandon Stewart, Land & Facilities Services

Prepared by:
Brandon Stewart, Land & Facilities Services



Fleet Replacement Guidelines
September 7, 2022

The following serve as general guidelines for replacing vehicles and equipment based on usage, operating costs, and downtime. Adjustments in time or miles will be made to replacement criteria for individual units as conditions warrant.

PATROL (CODE 3) VEHICLES	7–10 years and/or 90–100,000 miles
MAINTENANCE TRUCKS	10–15 years and/or 95–110,000 miles
ADMIN VEHICLES	20 years and/or 110–130,000 miles
EQUIPMENT TRANSPORT TRAILERS	15–20 years
TRACTORS/EXCAVATORS	15 years and 5,000 hours
FIRE APPARATUS Slip-On Pumper Units	15 years

As new and replacement vehicles are purchased, they are evaluated to reduce fuel consumption. Examples of vehicles purchased in that effort are 1) three smaller Ford F150 trucks for ranger pool, 2) ordered one large F350 (with fire pumps) in the ranger pool, 3) ordered one Ford F150 Lightning for ranger pool to be used as a patrol vehicle.

Several additional measures may be evaluated in the future. An evaluation of the Fire Program may recommend removing pumpers from most patrol trucks and purchasing more effective patrol rigs for fire suppression. Electric vehicles, from standard sedans to electric motorcycles and ATVs, have been evaluated, and as their technology improves, we will likely recommend electric vehicle purchases in the future. The need for four-wheel drive and specialty vehicles limits the ability to green the fleet until technology catches up to those types of vehicles. Still, we will continue to include fuel economy in evaluating purchases.

In addition to reducing fuel consumption, the fleet is also evaluated for reducing expenditures and utilizing vehicles' lives up to the point where the maintenance cost, safety issues, fuel consumption, and reliability issues make the sale of old vehicles and the purchase of new vehicles cost-effective. Currently, we rely on the approved replacement guidelines, but we evaluate individual vehicles for use beyond the mileage and age guidelines. In particular, retired Visitor Services SUVs are evaluated for use at the administrative office when four-wheel-drive vehicles are needed. Currently, one retired patrol vehicle, a Ford Expedition, is being used in this capacity. As the longevity of vehicles improves, particularly in the administrative vehicle fleet, mileage and age guidelines can be adjusted if vehicles are lasting longer. The District is in the process of hiring a consultant to develop a fleet transition plan to reduce use of fossil fuels and associated greenhouse gas emissions in the medium to long-term, as well as a focus on future purchases and replacement guidelines.



District Vehicle Fleet Report

September 7, 2022

The District maintains an inventory of 98 vehicles of various models and types based on the needs of different departments and job functions. Our fleet replacement guidelines, last updated June 29, 2021, establish that we replace emergency vehicles between 7 and 10 years and/or 90 to 100,000 miles, replace maintenance vehicles between 10 and 15 years and/or 95 to 110,000 miles, and replace administrative vehicles at 20 years and/or between 110 to 130,000 miles. Adjustments to the criteria for individual unit replacement are made depending on condition, operating costs, and down time.

The type of field vehicle purchased and its assignment are made based on department and position needs. The typical field vehicle is a four-wheel drive truck or off-road utility vehicle. Field vehicles are assigned to supervisors/managers; all other trucks are shared vehicles. The exception is resident patrol staff and some resident maintenance staff, who are assigned vehicles to take home for call-out availability.

The type of administrative office (AO) vehicles purchased is usually a compact SUV or similar sedan, including hybrid, plug-in hybrid, and electric vehicles. Some AO vehicles must be four-wheel drive to enable staff to drive off-road in preserves. Additionally, some of the SUVs need to have higher seating capacity for carpooling large groups. All AO vehicles are shared, with the exception of one vehicle that is assigned to the Visitor Services Manager, two department vehicles for Engineering & Construction, and one department vehicle each for Real Property, Natural Resources, and Land and Facilities Services. These vehicles are assigned to staff and departments due to their routine trips into the field to review projects and to meet with contractors, consultants, and other staff.

Breakdown of fleet vehicles:

PATROL EMERGENCY VEHICLES

Emergency vehicles are replaced between 7 and 10 years and/or 90 to 100,000 miles

Vehicle Type	Assignment	Fiscal Year 2021		Fiscal Year 2022	
		Number of Vehicles	Number of Employees*	Number of Vehicles	Number of Employees*
SUVs/Light Truck Ford Expedition F150 or Similar	VS Dept Manager Area Superintendents Patrol Supervisors	8	8	8	8
One Ton Trucks Ford F350 or Similar Outfitted with Fire Pumpers	Resident Rangers Office Pool Vehicles	19	21	19	22
Light Trucks Ford F150 or similar	Office Pool Vehicles Seasonal Aides Ranger Aides	7	7	7	4
TOTAL		34	36	34	34

**Data accounts for number of employees as of June FY21 & FY22, includes seasonal staff but does not include vacancies*

MAINTENANCE VEHICLES

Maintenance vehicles are replaced between 10 and 15 years and/or 95 to 110,000 miles

		Fiscal Year 2021		Fiscal Year 2022	
Vehicle Type	Assignment	Number of Vehicles	Number of Employees*	Number of Vehicles	Number of Employees*
SUVs/Light Truck Toyota Tacoma F150 or Similar	Area Managers Maint. Supervisors Facilitie Maint. Supervisor Capital Projects Manager Resource Lead OST Field Resource Specialist	12	12	12	12
Ford F250/350/F550	Maintenance Trucks Unassigned	20	51	20	47
Hybrid	Carpool SUV Unassigned	1		1	
TOTAL**		33	63	33	59
Peterbuilt or International Water/Dump Trucks	Commercial Trucks	6		6	
Ford F250/F350/F550 or Similar	Service Trucks	13		13	

*Data accounts for number of employees as of June FY21 & FY22, includes seasonal staff but does not include vacancies

**Number of vehicles with carpooling capabilities

ADMINISTRATION VEHICLES

Administration vehicles are replaced at 20 years and/or between 110 to 130,000 miles

		Fiscal Year 2021		Fiscal Year 2022	
Vehicle Type	Assignment	Number of Vehicles	Number of Employees*	Number of Vehicles	Number of Employees*
Electric/Hybrid Toyota Prius SUVs	Unassigned	7	75	7	64
Ford F150 Jeep Wrangler Or Similar	Assigned to E&C NR, RP, L&F.	5	35	5	30
TOTAL		12	110	12	94

*Data accounts for number of employees as of June FY21 & FY22, does not include vacancies

Fleet Program Evaluation

As the District grows, efforts are made to reduce the ratio of staff to vehicles. The need for vehicles for administrative staff is relatively light. However, field staff need to move from the field offices into preserves every day. Patrol staff perform solo patrols, so generally all on-duty Visitor Services field staff need a vehicle. The Visitor Services Department is continuing the transition from trucks assigned to each ranger to a shared fleet of trucks. The Land and Facilities Services Department field staff perform work in crews ranging from one

individual to an entire crew. This necessitates a shared fleet. There are also specialty vehicles, such as the commercial trucks, that require a commercial driver's license to operate, and therefore are generally not a pool vehicle.

As new and replacement vehicles are purchased, they are evaluated to reduce fuel consumption. Examples of vehicles purchased in that effort are 1) plug-in hybrids for the administrative office, 2) smaller Ford F150 trucks for seasonal rangers and ranger aides, 3) smaller Ford F150s (without fire pumpers) to replace some large F350s (with fire pumpers) in the ranger pool, and 4) diesel trucks for field offices when available and appropriate (in 2018, the District replaced conventional diesel with renewable diesel in the field office fuel tank stations).

In addition to reducing fuel consumption, the fleet is also evaluated for reducing expenditures and utilizing the life of vehicles up to the point where the maintenance cost, safety issues, fuel consumption, and reliability issues make the sale of old vehicles and the purchase of new vehicles cost effective. The District evaluates vehicles based on the Board-approved fleet replacement guidelines and considers potential extended use beyond the mileage and age guidelines as appropriate. In particular, retired Visitor Services SUVs are evaluated for use at the administrative office when four-wheel drive vehicles are needed. Currently, one retired patrol vehicle, a Ford Expedition, is being used in this capacity. As the longevity of vehicles improves, particularly in the administrative vehicle fleet, mileage and age guidelines can be adjusted if vehicles are lasting longer.

As an additional effort to improve the fleet, staff will be hiring a consultant in FY22 to develop a Fleet Transition Plan that will inform future fleet management decisions, including replacements and purchases. This plan will also include a medium-to-long term plan for transitioning the District fleet away from fossil fuels and associated greenhouse gas emissions. This is also an implementation strategy in the Climate Action Plan.

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