Operations Committee Meeting - August 19, 2020

1. Agenda Packet
   Documents:

   200819 AGENDA PACKET - POSTED 200814.PDF

2. Related Agenda Item
   Documents:

   PUBLIC COMMENT - AGENDA ITEM NO. 4 B - MIKE SAMPSEL.PDF
Notice: Pursuant to Governor Newsom’s Executive Orders N-29-20 and 33-20, which in part, provide waivers to certain Brown Act provisions, meetings of the Board of Directors will be held by teleconference. There will be no physical location from which members of the public may participate. Instead, the public may listen and/or view the meeting proceedings and provide public comment and comments on agenda items by following these instructions:

To join via Zoom Webinar from a computer, tablet, or smartphone, click on the link below:
https://zoom.us/j/91458023440

To join this meeting via telephone, please dial:
1-669-900-6833 or 1-253-215-8782
Meeting ID: 914 5802 3440

If you are unable to access the meeting using this call-in information, please contact the Board Secretary at (619) 409-6703 for assistance.

To provide public comment on non-agenda items or to provide public comment on any item of the agenda:

Before the meeting:
- Go to www.sweetwater.org; click on the “HOW DO I…” at the top of the page; and then click on the “Public Comment” link in the Contact section.

OR
- Physically deposit your public comment in the Authority’s payment drop box located in the public parking lot at the Authority’s Administrative Office at 505 Garrett Avenue, Chula Vista.

OR
- Mail your comments to 505 Garrett Avenue, Chula Vista, CA 91910 [Attention: Public Comment].

All written public comment submissions must be received 1 hour in advance of the meeting and will be read aloud to the Board during the appropriate portion of the meeting with a reading limit of 3 minutes for each comment.
During the meeting:
The Chair will inquire prior to Board discussion if there are any comments from the public on each item.

- Via Zoom Webinar go to Participants List, hover over your name and click on “Raise Hand.” This will notify the moderator that you wish to speak during Oral Communication or during a specific item on the agenda.

- Via phone, you can raise your hand by pressing *9 to notify the moderator that you wish to speak during the current item.

Any person with a disability who requires a modification or accommodation in order to participate in a meeting should direct such request to the Board Secretary at (619) 409-6703 at least forty-eight (48) hours before the meeting, if possible. The above public comment procedures supersede any Authority standard public comment policies and procedures to the contrary.

1. CALL MEETING TO ORDER AND ROLL CALL

2. ITEMS TO BE ADDED, WITHDRAWN, OR REORDERED IN THE AGENDA.

3. PUBLIC COMMENT.
   Opportunity for members of the public to address the Committee. (Government Code Section 54954.3).

4. ACTION AGENDA.
   The following items on the Action Agenda call for discussion and action by the Committee. All items are placed on the Agenda so that the Committee may discuss and take action on the item if the Committee is so inclined, including items listed for information.

   A. Energy (NRG) Audit (Item Requested by Director Martinez)

   B. Fiscal Year 2020-21 Vehicle and Equipment Procurement and Evaluation of the Vactor Truck

5. DIRECTORS’ COMMENTS.
   Directors’ comments are comments by Directors concerning Authority business that may be of interest to the Board. Directors’ comments are placed on the Agenda to enable individual Board members to convey information to the Board and the Public. There is no discussion or action taken on comments made by Board members.

6. NEXT MEETING DATE: Wednesday, September 2, 2020 at 6:30 p.m.

7. ADJOURNMENT.

This agenda was posted at least seventy-two (72) hours before the meeting in a location freely accessible to the Public on the exterior bulletin board at the main entrance to the Authority’s office and it is also posted on the Authority’s website at www.sweatwater.org. No action may be taken on any item not appearing on the posted agenda, except as provided by California Government Code Section 54954.2. Any writings or documents provided to a majority of the members of the Sweetwater Authority Governing Board regarding any item on this agenda will be made available for public inspection at the Authority Administration Office, located at 505 Garrett Avenue, Chula Vista, CA 91910, during normal business hours. Upon request, this agenda will be made available in appropriate alternative formats to persons with disabilities, as required by Section 202 of the Americans with Disabilities Act of 1990. Any person with a disability who requires a modification or accommodation in order to participate in a meeting should direct such request to the Board Secretary at (619) 409-6703 at least forty-eight (48) hours before the meeting, if possible.

To e-subscribe to receive meeting agendas and other pertinent information, please visit www.sweetwater.org.
TO: Governing Board (Operations Committee)  
FROM: Management  
DATE: August 14, 2020  
SUBJECT: Energy (NRG) Audit (Item requested by Director Martinez)

SUMMARY  
This item was added to the August 19, 2020 Operations Committee agenda at the request of Director Martinez.

The purpose of this memo is to provide background on Board actions. Staff will be available to provide the presentation that was provided to the Citizens Advisory Committee (CAC) on June 15, 2020, and the Finance and Personnel Committee on March 4, 2020.

Background  
At its January 20, 2020 meeting, the CAC voted to make a recommendation to the Board to conduct an energy audit of all Authority facilities and to add this goal to the FY 2020-21 Strategic Plan Work Plan. On February 12, 2020, the Board considered the item and referred it to the Finance and Personnel Committee for additional review.

On March 4, 2020, the Finance and Personnel Committee received a presentation from staff detailing the Authority's previous energy audits. The Finance and Personnel Committee requested that the same presentation be provided to the CAC and that the CAC provide a recommendation to the Board with the new information from staff.

The CAC meeting scheduled for March 16, 2020 was canceled due to the COVID-19 Pandemic. Meetings resumed via teleconference in May, and staff presented on the Authority's previous energy audits at its June 15, 2020 meeting. At the conclusion of the presentation, the CAC voted to rescind its previous recommendation. The votes were as follows: four in favor, two opposing, and one member absent.

The Board considered the energy audit at its June 10 and June 24, 2020 meetings. At the June 10 meeting, in response to a Budget revision requested by Chair Castaneda, staff provided the following budget estimates to the Board:

- $25,000 (Administration and Operations Center)  
- $78,000 (Administration, Operations Center, and Perdue Plant)
Memo to: Governing Board (Operations Committee)
Subject: Energy (NRG) Audit (Item requested by Director Martinez)
August 14, 2020
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- $98,000 (Administration, Operations Center, Perdue Plant, and Distribution System)

PAST BOARD ACTIONS

June 24, 2020  The Governing Board considered Citizens Advisory Committee Rescission of the Recommendation to Perform an Energy Audit and no action was taken.

June 10, 2020  The Governing Board approved a budget of $30,000 for an Energy Audit (scope to be reviewed by Operations Committee).

FISCAL IMPACT
The FY 2020-21 Budget includes funding for an Energy Audit at $30,000.

POLICY
Strategic Plan Goal 7: Environmental Stewardship (ES) - Provide core services while maintaining a balanced approach to human and environmental needs

  • Objective ES2: Perform a systematic audit of the energy usage at Authority facilities and pursue energy saving measures
    o 001.00 Receive recommendation from Citizen Advisory Committee and direction from Board (Governance Consideration and Completion Date TBD)

CONCLUSION
This memo is provided for information only.
TO:       Governing Board (Operations Committee)
FROM:     Management
DATE:     August 14, 2020
SUBJECT:  Fiscal Year 2020-21 Vehicle and Equipment Procurement and Evaluation of the Vactor Truck

SUMMARY
The replacement of vehicles and equipment identified in the 5-year capital replacement plan is approved in the FY 2020-21 Budget. The evaluation of the vehicles was conducted in accordance with the Vehicle Replacement Assessment Policy to determine their replacement. Attachment 1 is included as a reference on the vehicles and equipment scheduled for procurement for the FY 2020-21 Budget. Staff is seeking input from the Operations Committee on the procurement process for vehicles and the evaluation process for the Vactor Truck.

Vehicles
Staff will create specifications for each vehicle and/or equipment that will be part of the request for quotes (RFQ). As part of the process, staff will follow the recently adopted policy for Preferential Purchasing for Local Businesses, which provides for providing preference over the lowest procured price for qualifying businesses. An example of the specifications and RFQ are provided as Attachment 2. Additionally, this approach will include two electric vehicles as directed by the Board. Compared to past fiscal years, staff is seeking to work proactively with the Operations Committee to identify and address any concerns prior to the implementation of the RFQ process.

Vactor Truck
Likewise, the Board directed staff to evaluate the replacement of the Vactor truck. Staff is looking for input on the specific information the Operations Committee is seeking in evaluating the replacement. At this time, staff’s intention is to provide a detailed report with maintenance history as well as photo documentation in the report; listed below is some of the information that will be included in the evaluation report describing condition:

- Debris body pedestal rusted and collapsed
- Frame rust (most severe under debris body)
- Intake tube to debris body wearing through once more (previously replaced)
- Dashboard wearing and breaking down due to cracks
Corrosion and heavy pitting on engine
- Occurring hydraulic leaks in rear door locking mechanism
- Rear door has severe rust and corrosion
- Debris body sits crooked or boom pedestal is bent
- Hydraulic hard lines on frame are exhibiting rust and corrosion
- Blower will likely need an overhaul in the near future (estimate 25k to 30k)
- Filter inlet on tank rusted
- Though retrofitted with particulate trap, the engine will require replacement with tier 4 and the addition of diesel particulate fluid.

**PAST BOARD ACTION**

May 27, 2020  The Governing Board directed staff to modify the Vehicle and Equipment Budget and reduce it from $1,500,000 to $500,000; use the $500,000 for the purchase of lease buy-backs, two electric vehicles, and other high priority items; and place the $1,000,000 in a Vehicle and Equipment Replacement Fund that may be used mid-budget year.

April 22, 2020  The Governing Board directed staff to return to the Authority’s prior replacement plan approach of evaluating fleet vehicles that are nearing, or have met, the following minimum criteria:

- Age - 10 years or older
- Mileage - 100,000 miles or greater
- Repair/Cost Ratio - repair costs equal to or greater than 50 percent of the original purchase price.

**FISCAL IMPACT**

The FY 2020-21 Budget includes the following as it relates to this memo:

- Vehicle Replacement Program 2020-21 in the amount of $470,000 as part of the Capital Investment Budget
- Board Designated Vehicle Replacement Reserves in the amount of $1,000,000 as part of the Reserve Budget

**POLICY**

All purchases greater than $75,000 require approval by the Governing Board
Memo to: Governing Board (Operations Committee)
Subject: Fiscal Year 2020-21 Vehicle and Equipment Procurement and Evaluation of the Vactor Truck
August 14, 2020
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Strategic Plan Goal 2: System and Water Supply Reliability (SR) - Achieve an uninterrupted, long-term water supply through investment, maintenance, innovation and developing local water resources.

- Objective SR4: Maintain and replace fleet vehicles and equipment in accordance with manufacturers' recognized standards and practices, and the Authority's Fleet Maintenance and Replacement Program. (Source: Vehicle and Equipment; Manufacturers' service standards; Board-approved Vehicle Replacement Policy)
  - 002.00 Evaluate replacement of the Vactor Truck and bring to the Board for consideration and approval fleet (Governance Consideration – Operations Committee Q1, Deadline – October 2021)

Strategic Plan Goal 7: Environmental Stewardship (ES) - Provide core services while maintaining a balanced approach to human and environmental needs.

- Objective ES9: Explore options for adding electric vehicles to the Authority's fleet
  - 001.00 Purchase electric vehicle(s) for the Authority's fleet (Governance Consideration – Operations Committee Q4, Deadline – June 2021)

ALTERNATIVES

1. Provide input to staff.

2. Other direction as recommended by the Operations Committee.

STAFF RECOMMENDATION

Staff seeks input from the Operations Committee.

ATTACHMENTS

1. FY 2020-21 Capital Investment Budget – Vehicle Replacement
2. Example of the Specifications and RFQ - Specifications for Two (2) 2019 F250 3/4 Ton, Extended Cab, HD 4X2 Pick-Up
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### Project Title

**Vehicle Replacement**

(continued from previous page)

### Budget Summary

<table>
<thead>
<tr>
<th>Prior Year Budget Allocations</th>
<th>FY 2020-21 Budget Request</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019-20 (Includes Heavy Equipment)</td>
<td>$154,000</td>
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<tr>
<td><strong>FY 2020-21 Budget Request</strong></td>
<td></td>
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<td><strong>FY 2018-19 Vehicle Replacement Carryover</strong></td>
<td></td>
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<tr>
<td>Electric Passenger Vehicle – 1</td>
<td>45,000</td>
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<tr>
<td>Light Duty Truck - F Series – 2</td>
<td>76,000</td>
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<tr>
<td><strong>FY 2019-20 Vehicle Replacement Carryover</strong></td>
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<tr>
<td>Light Duty Truck - F Series – 2</td>
<td>101,000</td>
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<td>Electric Passenger Vehicle – 1</td>
<td>45,000</td>
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<td><strong>FY 2020-21 Vehicle Replacement</strong></td>
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<tr>
<td>Electric Chargers and Installation – 2</td>
<td>17,000</td>
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<tr>
<td>Light Duty Truck - F Series – 2</td>
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</tr>
<tr>
<td>New Potable Water Trailer</td>
<td>23,000</td>
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<tr>
<td>Lease Buy-out of FY 2015-16 Vehicles – 7</td>
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<td>Lease Payments for FY 2015-16 Vehicles</td>
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<td><strong>Sub-total</strong></td>
<td><strong>$470,000</strong></td>
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<td><strong>Future Year Budget Projections</strong></td>
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<tr>
<td>2021-22</td>
<td><strong>$415,000</strong></td>
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<td>2022-23 (Includes Heavy Equipment)</td>
<td>438,000</td>
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<td>2023-24 (Includes Heavy Equipment)</td>
<td>518,000</td>
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<td>2024-25 (Includes Heavy Equipment)</td>
<td>587,000</td>
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<td><strong>Total Project Budget</strong></td>
<td><strong>$3,052,000</strong></td>
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<td><strong>Total Project Expenditures as of April 30, 2020</strong></td>
<td><strong>$ 0</strong></td>
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# SWEETWATER AUTHORITY
## FY 2020-21 CAPITAL INVESTMENT BUDGET

### Proposed Purchased Vehicles - Total $470,000

<table>
<thead>
<tr>
<th>Priority</th>
<th>Category</th>
<th>Year + Vehicle I.D.</th>
<th>Model</th>
<th>Used by Department/ Personnel</th>
<th>Total Miles</th>
<th>New Vehicle</th>
<th>Years (age)</th>
<th>Cost Ratio</th>
<th>Purchase Amount</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Passenger Vehicle</td>
<td>L1545</td>
<td>Escape</td>
<td>Engineering/Engineering Manager</td>
<td>30,215</td>
<td>Lease Buy-out at Termination</td>
<td>5</td>
<td>10%</td>
<td>5,000</td>
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<td>1</td>
<td>Passenger Vehicle</td>
<td>L1549</td>
<td>Escape</td>
<td>Water Quality/Treatment Plant</td>
<td>41,506</td>
<td>Lease Buy-out at Termination</td>
<td>5</td>
<td>11%</td>
<td>5,000</td>
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<td>1</td>
<td>Passenger Vehicle</td>
<td>L1556</td>
<td>Escape</td>
<td>Engineering/Infrastructure</td>
<td>14,647</td>
<td>Lease Buy-out at Termination</td>
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<td>7%</td>
<td>5,000</td>
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<td>1</td>
<td>Light Truck</td>
<td>L1608</td>
<td>F250 Utility Truck</td>
<td>Admin Services/Customer Service Field</td>
<td>25,360</td>
<td>Lease Buy-out at Termination</td>
<td>5</td>
<td>6%</td>
<td>7,000</td>
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<tr>
<td>1</td>
<td>Light Truck</td>
<td>L1621</td>
<td>F250 Pick-Up</td>
<td>Distribution/Construction</td>
<td>10,929</td>
<td>Lease Buy-out at Termination</td>
<td>5</td>
<td>6%</td>
<td>7,000</td>
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<td>1</td>
<td>Light Truck</td>
<td>L1662</td>
<td>F250 Utility Truck</td>
<td>Admin Services/Customer Service Field</td>
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<td>17%</td>
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<td>1</td>
<td>Passenger Vehicle</td>
<td>L1667</td>
<td>Transit Connect</td>
<td>Finance/Information Systems</td>
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<td>Lease Buy-out at Termination</td>
<td>5</td>
<td>5%</td>
<td>6,000</td>
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<td>2*</td>
<td>Passenger Vehicle</td>
<td>0654</td>
<td>Explorer 4x4</td>
<td>Engineering/Construction/Watershed</td>
<td>60,568</td>
<td>Electric SUV</td>
<td>14</td>
<td>52%</td>
<td>45,000</td>
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<td>3*</td>
<td>Light Truck</td>
<td>0705</td>
<td>F250 Pick-Up</td>
<td>Distribution/Supervisor/Standby</td>
<td>100,852</td>
<td>Similar Truck</td>
<td>13</td>
<td>64%</td>
<td>38,000</td>
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<td>4*</td>
<td>Light Truck</td>
<td>0736</td>
<td>F250 Pick-Up</td>
<td>Distribution/Supervisor/Standby</td>
<td>135,136</td>
<td>Similar Truck</td>
<td>13</td>
<td>90%</td>
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<td>5**</td>
<td>Light Truck</td>
<td>08-15</td>
<td>F250 Locations</td>
<td>Distribution/Construction/Locations</td>
<td>150,548</td>
<td>Similar Truck</td>
<td>12</td>
<td>79%</td>
<td>45,000</td>
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<td>6</td>
<td>Light Truck</td>
<td>1263</td>
<td>F250 Flatbed 4x4</td>
<td>Engineering/Watershed</td>
<td>127,354</td>
<td>Similar Truck</td>
<td>8</td>
<td>69%</td>
<td>39,000</td>
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<td>7**</td>
<td>Light Truck</td>
<td>1019</td>
<td>F350 Utility Truck</td>
<td>Water Quality/Systems Operators</td>
<td>104,346</td>
<td>Similar Truck</td>
<td>10</td>
<td>78%</td>
<td>56,000</td>
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<td>8**</td>
<td>Passenger Vehicle</td>
<td>0672</td>
<td>Taurus Sedan</td>
<td>Distribution/Construction</td>
<td>55,062</td>
<td>Electric SUV</td>
<td>14</td>
<td>54%</td>
<td>45,000</td>
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</tbody>
</table>

Distribution
## Proposed Purchased Vehicles (continued)

| Priority | Category     | Year + Vehicle I.D. | Model                                      | Used by Department/Personnel | Total Miles | New Vehicle | Years (age) | Cost Ratio | Purchase Amount |
|----------|--------------|---------------------|--------------------------------------------|------------------------------|-------------|-------------|-------------|------------|----------------|---------------|
| 9        | Light Truck  | New                 | F250 Super Crew Utility Truck              | Engineering/Watershed        | -           | N/A         | -           | -          | 60,000         |
| 10       | Trailer      | New                 | Potable Water Trailer                     | Administration/Public Affairs | -           | N/A         | -           | -          | 23,000         |
| 11       | Heavy Truck  | 0675                | LT9500 10 Yard Vactor Truck               | Distribution/Construction    | 7,885 Hours | Similar Truck | 14         | 67%        | 500,000        |
| 12*      | Heavy Truck  | 0334                | LT9500 10 Yard Dump Truck                 | Distribution/Construction    | 80,336      | Similar Truck | 17         | 61%        | 175,000        |
| 13*      | Light Truck  | 0955                | F350 Chipper Truck                        | Water Quality/Habitat        | 58,993      | Similar Truck | 11         | 65%        | 70,000         |
| 14**     | Light Truck  | 1007                | F350 Utility Truck                        | Water Quality/Systems Operators | 85,450     | Similar Truck | 10         | 56%        | 53,000         |
| 15**     | Medium Truck | 0229                | SC 7000 Crew Truck                        | Distribution/Construction    | 27,331      | Similar Truck | 18         | 42%        | 184,000        |
| 16       | Light Truck  | 1009                | F250 Utility Truck                        | Admin Services/Customer Service Field | 87,453     | Similar Truck | 10         | 68%        | 48,000         |
| 17       | Light Truck  | 0751                | F150 Pick-Up                              | Water Quality/Treatment Plant | 94,965      | Similar Truck | 13         | 62%        | 39,000         |

*Vehicles carried over from FY 2018-19  
** Vehicles carried over from FY 2019-20  
Funding moved to Vehicle Equipment Replacement Fund
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Sweetwater Authority
Specifications for Two (2) 2019 F250
3/4 Ton, Extended Cab, HD 4X2 Pick-Up

**BODY STYLE:**
Extended cab with eight (8) ft. box

**EXTERIOR COLOR:**
Shall be White

**INTERIOR COLOR:**
Grey

**WHEEL BASE:**
WB=164” CA=56” Extended Cab

**GROSS VEHICLE WEIGHT RATING:**
10,000 LBS

**AXLES:**
Front – Minimum GAWR 4,400 LBS
Rear – Minimum GAWR 6,340 LBS

**SUSPENSION:**
Spring cap to accommodate 10,000 LBS GVRW

**SHOCK ABSORBERS:**
Gas pressurized on all axles

**FRAME:**
10.7 SM / 50,000 P.S.I. fully boxed

**POWERTRAIN:**
Shall be equipped with a 6.2L V8 gasoline engine
Shall be equipped with a TorqShift Heavy Duty 6-speed automatic transmission
Shall be equipped with 4.30 Gear Ratio, Electronic Locking Differential

**BRAKES:**
Vacuum boost, Four-Wheel ABS, Disc front/rear

**COOLING SYSTEM:**
Heavy duty package

**STEERING:**
Hydraulic power-assisted steering

Replacing Units 07-05 & 07-36
**ELECTRICAL SYSTEM:**
Alternator: 240 AMP minimum (extra extra heavy duty)
Battery: 12 volt 72 AH (650CCA) minimum

**FUEL TANK:**
34 gallon fuel tank minimum

**TIRES AND WHEELS:**
Wheels: 17” x 7.5”
Tires: LT245/75Rx17E
Shall be equipped with full size spare tire and wheel

**MAJOR STANDARD EQUIPMENT:**
Shall be equipped with manufacturer’s standard accessories and feature’s

**EXTERIOR EQUIPMENT:**
Shall be equipped from manufacturer with:
- Center high mount stop lamp
- Class V trailer hitch receiver
- RV style seven flat trailer plug
- Telescoping trailer tow mirrors
- Back-up alarm
- Daytime running lights
- Bedliner – Tough Bed Spray-in liner
- LED box lighting
- Tailgate step and handle stowed inside tailgate

**INTERIOR EQUIPMENT:**
Shall be equipped from manufacturer with:
- Vinyl 40/20/40 split bench, cup holder and storage area
- Vinyl/Rubber floor (no carpet)
- Heater/defroster with air conditioning and recirculation switch
- Upfitter switches
- Trailer brake controller
- Auxiliary power point with 110 volt inverter outlet

**AUDIO:**
AM/FM stereo and with speakers

**KEYS:**
Four (4) keys shall be provided per vehicle

**CALIFORNIA DMV REGISTRATION AND LICENSING WILL BE PROVIDED BY THE SUPPLIER**
Public Comment 8/19/2020
Regarding Operations Committee Agenda Item 4 B
Vehicle Condition and Purchases

Submitted by Mike Sampsel

1) About two Years ago I presented an evaluation of the Sweetwater Authority’s vehicle purchasing program to the Board. The program then as now reflects 1950’s maintenance philosophy. Times have changed and vehicles and equipment have improved and last much longer.

2) Today age, mileage, and engine hours are not reliable indicators regarding whether or not a piece of machinery needs to be replaced. The superfluous cost ratio is flawed and has no relevance to the ability of the equipment to perform its’ function. Additionally, the cost ratio currently used by Sweetwater Authority contains things like preventative maintenance, wear and tear and corrective items. Items that would have to be accomplished whether the equipment is new or old.

3) The only true indicator of whether or not to replace the machinery is can the equipment function as designed, that is, can it perform its’ form, fit or function? If not, what repairs are required and at what cost?

4) Private sector replacement is based on when the repair cost exceeds a certain percentage of the cost of new. Typically, private sector uses a 50% ratio. The Op Committee may wish to reduce this to 30 or 40%.

5) Staff has not provided sufficient information to the Committee to make an informed decision as noted above.