

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Authorizing the City Manager to Purchase a Vactor Truck, Closed-Circuit Television Inspection Van and an Inspection Mini-Van in the Amount of \$887,574 for the Public Works Wastewater Division
DEPARTMENT:	Administrative Services
PRESENTED BY:	Sara Lane, Administrative Services Director Dan Johnson, Fleet & Facilities Manager
ACTION:	<input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Public Hearing

PROBLEM/ISSUE STATEMENT:

Ronald Wastewater District (RWD) transitioned fleet vehicles and equipment to the City in 2017. While the City's Fleet Services Division provides fuel, maintenance, and repair services for these vehicles on a regular schedule, RWD is responsible for funding new vehicles and equipment from the RWD capital fund according to the Wastewater Utility Operating Services Agreement.

Fleet Services and Wastewater staff evaluated and identified three existing Wastewater vehicles that have exhausted their useful life to perform regular City operations and recommend their replacement. Fleet Services coordinated with Wastewater staff to identify the following three replacement vehicles for a total of \$887,574 from the 2020 Equipment Replacement fund:

1. A 900 Eco Mounted Vactor Truck from SWS Equipment, Inc. estimated to cost \$486,898.
2. A Freightliner Sprinter Closed-Circuit Television (CCTV) Inspection Van from Cues Inc. estimated to cost \$360,281.
3. A Nissan NV200 Mini-Van from Alan Webb Nissan estimated to cost \$40,395.

Staff will be utilizing cooperative purchasing agreements to purchase the new wastewater vehicles as these purchasing options historically provided the best value for the City. The City's purchasing policies require City Council authorization for equipment purchases in excess of \$100,000.

RESOURCE/FINANCIAL IMPACT:

Fleet Services and Public Works Wastewater staff met with the RWD Board on February 18, 2020, and received approval to proceed with the vehicle purchases and utilize wastewater utility funding totaling \$887,574. Staff will bring a Budget Amendment Ordinance to the City Council in April to increase appropriations in the Wastewater Utility Fund to support and make the vehicle acquisitions from this Fund.

RECOMMENDATION

Staff recommends that the City Council authorize the City Manager to approve purchase orders totaling \$887,574 for a 900 Eco Mounted Vactor Truck, a Freightliner Sprinter Closed-Circuit Television Inspection Van, and a Nissan NV200 Inspection Mini-Van for use by the Public Works Wastewater Division.

Approved By: City Manager ***DT*** City Attorney ***MK***

BACKGROUND

In coordination with the Ronald Wastewater District (RWD), the City of Shoreline transitioned fleet vehicles and equipment to the City in 2017. While the City's Fleet Services Division provides fuel, maintenance, and repair services for these vehicles on a regular schedule, RWD is responsible for funding new vehicles and equipment from the RWD capital fund according to the [Wastewater Utility Operating Services Agreement](#).

DISCUSSION

Fleet Services and Wastewater staff evaluated and identified three existing Wastewater vehicles that have come to the end of their useful life to perform regular City operations. The three recommended and replacement vehicles along with a description of how they are used in City operations are as follows:

- 1. Recommended Vehicle: 900 Eco Mounted Vector Truck (\$486,898).** The sewer "Vector" truck plays a crucial role in the operations and maintenance of the City's sanitary sewer system. This vehicle is responsible for cleaning/vacuuming out wet wells; jetting sewer mains to clear grease, root and other obstructions; flushing mains; propelling a root saw; hydro excavating; cleaning spills; pressure washing; and for collecting/transporting sewer waste materials to a permitted dump site. In addition to performing these operational activities in a more efficient manner, the new 900 Eco Mounted Vector truck will also include:
 - A non-board hydraulic tool set-up that allows for repair/replacement of maintenance-holes, lids, vaults, street repair, tree limb removal, etc.
 - A wireless controller for the boom.
 - A centralized chassis lube location for ease of vehicle servicing and maintenance.

This new Vector Truck will replace the current 2002 Peterbilt Vector Truck with 200,943 miles that has reached the end of its useful life. It also has high engine hours and has failing components due to its age. Staff may keep this vehicle in the fleet for training and high service needs.

- 2. Recommended Vehicle: 2020 Freightliner Sprinter Closed-Circuit Television (CCTV) Inspection Van (\$360,281).** The CCTV Van is used for identifying and documenting pipe condition assessment; investigating causes of blockages and failures; and pinpointing the location of failures and then revisiting the area to ensure that the issue was properly repaired and addressed. In addition to performing the above operational activities in a more efficient manner, the new CCTV Inspection Van will also include:
 - Global Positioning System (GPS) module to document utility facility location into the City's Geographic Information System (GIS).
 - Data integration software for CityWorks, the City's asset management and workorder software.
 - Side lateral launch camera attached to the main unit that allows for the investigation of side sewer laterals when no access is available.
 - Onboard troubleshooting and diagnosis module.
 - Wireless capability and remote screen when using the Vector Truck and CCTV camera at the same time to eliminate blockage in the same location so that the two do not collide.

This CCTV Van will replace the current 2005 Ford F-450 CCTV Van with 25,265 miles that has reached the end of its useful and operational life. The engine has high hours of use due to historical use; has high oil consumption; and the CCTV camera components are out of date and in need of constant repairs.

- 3. Recommended Vehicle: Nissan NV200 Mini-Van (\$40,395).** This vehicle is used to perform sanitary sewer inspections and used by wastewater inspectors to travel to job sites and perform repairs, perform project inspections, attend meetings and to respond to customer service requests and situations. This vehicles will replace the current 2003 Ford Ranger with 53,273 miles that has reached the end of its useful and operational life. The engine has high engine hours from City driving, and the front-end components are failing due to its age.

Staff will use cooperative purchasing agreements to purchase the Wastewater vehicles as these purchasing options historically provided the best value for the City. The cooperative purchasing agreements are as follows:

- The Sourcewell Purchasing Agreement will be used to purchase the 900 Eco Mounted Vactor Truck.
- The Houston-Galveston Area Council (H-GAC) Agreement (#16-5598) will be used to purchase the Freightliner Sprinter CCTV Inspection Van.
- The Washington State Department of Enterprise Services (DES) Contract (#05916) will be used to purchase the Inspection Mini-Van.

The City's purchasing policies require City Council authorization for equipment purchases in excess of \$100,000. The RWD Board unanimously approved these purchases at their February 18, 2020 Board Meeting. Attachment A to this staff report provides the minutes from this meeting documenting their approval of these vehicle purchases.

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ATTACHMENT

Attachment A – February 18, 2020 RWD Board Meeting Minutes

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**MINUTES OF A REGULAR MEETING OF
THE BOARD OF COMMISSIONERS OF
RONALD WASTEWATER DISTRICT**

February 18, 2020

Board President Wes Brandon convened a regular meeting of the Board of Commissioners of Ronald Wastewater District at the District office at 6:00 p.m. on Tuesday, February 18, 2020. In attendance were Commissioners Gretchen Atkinson, Wes Brandon, Craig Degginger, Laura Mork and Robert Ransom. Also present: District Administrator Douglas Wittinger, City of Shoreline Utility & Operations Manager Lance Newkirk, Facilities & Fleet Manager Dan Johnson & Finance Manager Mark Gregg. Members of the public present: None.

1. **Public Comment:** Lance Newkirk introduced Dan Johnson.
2. **Additions/Adjustments to Agenda:** Commissioner Brandon noted that item 3d appears to be mislabeled on the actual agenda.

3. **Consent Agenda**

The Board considered the consent agenda:

- a. Approval of minutes of February 4 regular meeting;
- b. Approval of vouchers in the amount of \$29,994.45;
- c. Approval of journal adjustments in the aggregate amount of \$1,210.74; and
- d. Approval of Resolution 20-05, Approving the Second Wastewater Utility Operating Services Agreement with the City of Shoreline.

ACTION: Upon motion by Commissioner Atkinson and second by Commissioner Mork, the Board approved the consent agenda as by a vote of 5-0.

4. **Consultant Reports:** None.
5. **Services Contractor's Report.**
 - a. Maintenance & Operations. None.
 - b. Financial Report. Mr. Gregg reported the cash balance was almost \$9.7 million at the end of January. The balance sheet was not included due to the short time frame in scheduling this meeting. Operating Revenue and Expenses were on budget. Net income for the month was almost \$73,000.00. Mr. Gregg noted that our CPA firm is on site working on the Ronald financials and anticipates having a draft financial report out in May. Mr. Gregg also noted the 3rd quarter 2019 reconciliation documents are ready.

Last, Mr. Gregg mentioned that the city should purchase the vehicle and subsequently provide invoices to Ronald for the procurement of vehicles, and then Ronald would pay the invoices.

6. **Old Business.** None.

7. **New Business.**

- a. Procurement of Vehicles. Mr. Newkirk spoke about a national procurement entity called Sourcewell. This entity meets competitive bidding requirements and anybody wishing to use this method needs to have an inter-local agreement with Sourcewell. He added that Jesse Peterson and Dan Johnson were integral in preparing the specs and needs for each vehicle.
- b. Vactor Truck Specifications. Mr. Johnson mentioned that staff involvement in the procurement process is critical because they will be the operators of the vehicle and will need to understand the vehicle's operation. The vehicle features on the Vactor include analog gauges and connections for air tools. Shortening the chassis on the Vactor was an important component as we have space constraints. Commissioner Brandon inquired if the one-day of training offered will be sufficient. No, a second day will be requested. He also asked what the warranty will be. Mr. Johnson replied that it is one year. Commissioner Mork inquired if we would be limited with who may be able to work on this vehicle. Mr. Johnson replied no. Commissioner Degginger inquired why analog was the chosen technology rather than digital features. Mr. Johnson mentioned that the outdoor environment, vibration and hard-use make digital components less reliable. The Vactor would not be delivered until approximately the 3rd quarter of 2020.
- c. CCTV Truck Specifications. Mr. Newkirk spoke about two primary vendors of this type of vehicle. The CUES equipment was the best fit for our sewer crew. The equipment is compatible with the Cityworks system used by Shoreline. Commissioner Atkinson inquired about the generator access on the truck and if 800 MHz radios are included. Mr. Johnson mentioned the access is simple and yes, the radios will be 800 MHz and installed after the trucks are delivered. Commissioner Mork asked if training is provided. Mr. Newkirk replied it is 3 days. Commissioner Brandon inquired if Shoreline's I.T. staff will assist with the integration of the van's features with Cityworks. Mr. Newkirk replied yes.

Mr. Newkirk spoke about the inspector's van next. He shared that the inspectors provided feedback on how they would use the vehicle. Mr. Johnson noted that electric trucks are not available in the United States yet, so an electric van was not a possibility. Commissioner Mork inquired if used vehicle were looked at. No, it did not make sense at this time. With the State contract, competitive bids are not needed. The van is available for purchase right now.

Upon motion by Commissioner Atkinson and second by Commissioner Mork, the Commissioners voted to authorize the City to proceed with the purchase of these three vehicles - contingent upon the city council approving the inter-local with Sourcewell. The Board approved the motion by a vote of 5-0.

- d. Request for Qualifications – Wheelchair Ramp.
Commissioner Atkinson moved, and seconded by Commissioner Ransom, to accept Rolluda as the architect and direct the Administrator to contact Rolluda for a cost estimate for the project.

8. **Legal Report.** The Board reviewed the Collections Report.
9. **District Administrator Report.** Mr. Wittinger shared his February 18 written report. Items not included in the report:
- Commissioner Degginger emailed previously to inquire if we should have Duncan Green visit us prior to our Court case. The Board consensus is yes.
 - Mr. Wittinger spoke about the draft flyer from our marketing consultant and asked the Board if there were any comments. The Board discussed various topics on the flyer. The Board will send comments to the Administrator by Thursday at noon and the Administrator will forward those comments to our marketing consultant.
 - His To Do list:
 - Add Second Amendment of ILOA to the March 10 meeting agenda;
 - Contact Rolluda Architects and request an estimate to perform the work mentioned in the RFQ;
 - Contact Duncan Green and request he attend the March 10 meeting.
 - Email comments from the Commissioners about the flyer, to our marketing consultant;
 - Contact Lance Newkirk and request manhole reporting information and process for the next Quarterly Report.
10. **Committee Reports.** Commissioners Atkinson reported on infiltration and inflow (I & I), and the frequency of inspecting manhole with I & I problems. She recommended we ask the city to prepare a Quarterly Report on what are the current practices for manhole inspections and surveys, and to address the I & I aspect. Outline the process from beginning

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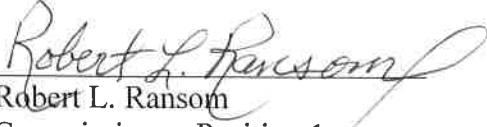
to the end. Discuss the data that has been collected. Discuss how the information/data will be incorporated into Cityworks.


11. **Commissioners' Reports and Comments:** Commissioner Atkinson attended an Emergency Management Council Meeting in Shoreline.

12. **Conclusion:** There being no further business, Commissioner Brandon concluded the meeting at 8:18 p.m.


Next Regular Meeting: Tuesday, March 10, 2020 at 6:00 p.m.


APPROVED in open meeting this 10th day of March, 2020.


Robert L. Ransom
Commissioner, Position 1


Gretchen Atkinson, Vice President
Commissioner, Position 2

viaphone
Laura Mork, Secretary
Commissioner, Position 3


Craig Degginger
Commissioner, Position 4


Wesley Brandon, President
Commissioner, Position 5