



SAN BERNARDINO VALLEY MUNICIPAL WATER DISTRICT

380 E. Vanderbilt Way, San Bernardino, CA 92408

BOARD OF DIRECTORS' SPECIAL MEETING - POLICY/ADMINISTRATION WORKSHOP

2:00 PM Thursday, October 1, 2026

ZOOM INFORMATION

Online: <https://sbvmwd.zoom.us/j/88452499078>

Telephone: (877) 853-5247 US Toll-free

Meeting ID: 884 5249 9078

PASSCODE: 3802026

If you are unable to participate online or by telephone, you may submit your comments and questions in writing for Board consideration by emailing comments@sbvmwd.com with the subject line Public Comment Item # (insert the agenda item number relevant to your comment) or Public Comment Non-Agenda Item. Submit your written comments no later than 6 p.m. the day prior to the meeting. All public comments will be provided to the Board President and may be read into the record or compiled as part of the record.

IMPORTANT PRIVACY NOTE: Online participants MUST log in with a Zoom account. The Zoom app is a free download. Please keep in mind: (1) This is a public meeting; as such, the virtual meeting information is published on the World Wide Web and available to everyone. (2) Should you participate remotely via telephone, your telephone number will be your identifier during the meeting and available to all meeting participants; there is no way to protect your privacy if you elect to call in to the meeting.

CALL TO ORDER

1) INTRODUCTIONS

2) PUBLIC COMMENT

Members of the public may address the Board regarding any item within the subject matter jurisdiction of the Board; however, no action may be taken on off-agenda items except as authorized by law. Each speaker is limited to a maximum of three (3) minutes.

3) DISCUSSION AND POSSIBLE ACTION ITEMS

- 3.1 Consideration of Proposed Fleet Vehicle and Large Equipment Procurement Policy
[Staff Memo - Consideration of Proposed Fleet Vehicle and Large Equipment Procurement Policy](#)

1. Fleet Vehicle and Large Equipment Procurement Policy Draft

4) **FUTURE BUSINESS**

5) **CLOSED SESSION**

- 5.1 CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION: Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Government Code section 54956.9 (one potential case).

6) **ADJOURNMENT**

DATE: October 1, 2026

TO: Board of Directors' Special Meeting – Policy/Administration

FROM: Jose Macedo, Chief Administrative Officer/Deputy General Manager
Karen Resendez, Human Resources/Risk Manager

SUBJECT: Consideration of Proposed Fleet Vehicle and Large Equipment Procurement Policy

Staff Recommendation

Staff recommend that the Board review the proposed Fleet Vehicle and Large Equipment Procurement Policy and provide direction on revisions or, if desired, the Board may consider approving the proposed policy.

Background and Discussion

During the June 2026 annual budget meeting, the Board directed staff to return with a policy for vehicle procurement. Staff met with the Fiscal Policy Committee on August 27, 2026, to review the proposed policy and receive feedback. Feedback provided during that meeting has been incorporated into the proposed policy for Board review.

The proposed policy establishes guidance for purchasing fleet vehicles and large motorized equipment to support safe, reliable, and cost-effective Agency operations. It emphasizes operational needs, safety, total cost of ownership, sustainability, and responsible procurement. It also provides a preference for dealers within San Bernardino Valley's service area when cost factors are otherwise comparable and the local price is within a percentage, to be set by the Board, of the lowest responsive price from outside the service area.

The proposed policy authorizes the Chief Executive Officer/General Manager to establish and maintain a Standard Operating Procedure (SOP) that implements the policy. Acquisitions would remain subject to the adopted budget, procurement requirements, and delegated authority, with Board approval required where applicable.

Agency Strategic Plan Application

The proposed Fleet Vehicle and Large Equipment Procurement Policy supports San Bernardino Valley's strategic priorities by promoting responsible fiscal management, operational efficiency, and long-term organizational sustainability. The policy establishes a consistent framework for evaluating fleet and equipment needs based on safety, operational requirements, total cost of ownership, and responsible stewardship of Agency resources.

Fiscal Impact

There is no direct fiscal impact associated with reviewing and approving the proposed policy. Future budget allocations for purchases would be addressed through the annual budget process and applicable approval processes.

Attachments

1. Fleet Vehicle and Large Equipment Procurement Policy Draft

Policy No.: (To be assigned)

Adopted: (Date)

FLEET VEHICLE AND LARGE EQUIPMENT PROCUREMENT POLICY

PURPOSE

This policy establishes the Board of Directors' ("The Board") direction for procuring fleet vehicles and large motorized equipment. Its purpose is to ensure that Agency has safe, economical, reliable, and fit-for-purpose assets to deliver Agency services while protecting public resources and advancing long-term operational and environmental goals.

SCOPE

This policy applies to the purchase or lease of Agency fleet vehicles and large motorized equipment. Detailed requirements to guide vehicle specifications, acquisition methods, assignment, operation, maintenance, replacement, and disposal are established through the implementing Standard Operating Procedure (SOP) and other applicable Agency policies.

POLICY STATEMENT

The Board directs that fleet acquisitions be needs-based, right-sized, fiscally responsible, transparent, and compliant. Selections shall be based on best overall value and operational suitability over the asset's useful life, not initial acquisition price alone. Within this direction, staff shall use professional judgment and current information to determine the most appropriate vehicle and procurement approach.

GOVERNING PRINCIPLES

- **Operational need and right-sizing.** Each acquisition shall address a documented business need. Capacity, configuration, capability, and equipment shall be sufficient for the intended work without unnecessary excess.
- **Safety, reliability, and service continuity.** Vehicle choices shall support employee and public safety, dependable field response, maintainability, parts and service availability, and continuity of essential Agency operations.
- **Lifecycle value.** Staff shall evaluate total cost of ownership, including acquisition, financing when applicable, energy or fuel, infrastructure, maintenance, expected service life, downtime, warranty, and residual or disposal value.
- **Local participation.** Where offers are otherwise comparable in value, suitability, and responsiveness, preference shall be given to dealers located within the Agency's service area, provided the local price does not exceed the lowest responsive price outside the service area by more than X%. This preference applies only as permitted by applicable law, the Agency's Procurement Policy, and the terms of any funding source.

- **Sustainability and innovation.** Staff shall evaluate zero-emission, low-emission, and other appropriate technologies together with infrastructure readiness, incentives, operating conditions, and mission requirements. Acquisitions shall comply with applicable emissions and fleet-transition requirements while preserving operational readiness.
- **Responsible procurement and public trust.** Fleet procurements shall follow applicable law, the adopted budget, Agency procurement requirements, and delegated authority. The process and selection rationale shall be documented to demonstrate fairness, accountability, and stewardship of public funds.
- **Coordinated planning.** Operational departments, Finance, and other responsible staff shall collaborate on needs, timing, funding, and infrastructure. Appropriate standardization and interoperability should be considered when they improve safety, training, maintenance, availability, or lifecycle value while preserving lawful competition.
- **Planned Replacement.** The Agency shall maintain condition-based replacement criteria and a replacement schedule that forecasts when vehicles and equipment are expected to be retired. Staff shall identify replacement candidates during annual budget preparation, evaluate heavy-duty and special-use assets individually, considering Agency needs and changing regulatory requirements, and maintain contingency for unanticipated failures. Detailed criteria and methodology are established through the SOP.

DELEGATION AND IMPLEMENTATION

The Chief Executive Officer/General Manager is authorized and directed to establish, maintain, and administer a Fleet Management and Vehicle Use SOP consistent with this policy. The CEO/General Manager may assign responsibilities and revise the SOP administratively as laws, technology, market conditions, funding opportunities, and Agency operations evolve, without further Board action, provided the SOP remains consistent with this policy, the adopted budget, and delegated authority.

The SOP may establish needs assessments, replacement criteria, technical specifications, lifecycle-cost methods, procurement strategies, evaluation and scoring methods, documentation standards, regulatory reporting, acceptance requirements, asset controls, and related administrative practices. Staff may determine whether a competitive solicitation, cooperative purchasing arrangement, direct purchase, lease, or other authorized method provides the best value under the circumstances.

BOARD APPROVAL AND OVERSIGHT

Fleet acquisitions shall be planned through the annual budget and long-range replacement process. Any acquisition that exceeds delegated authority, is not authorized within the adopted budget, or otherwise requires Board approval shall be presented to the Board in accordance with applicable requirements. Staff shall identify material fiscal, operational, or regulatory risks through the budget or other appropriate reporting process.

EXCEPTIONS AND REVIEW

Exceptions to this Board policy require Board approval. The CEO/General Manager may approve a documented deviation from the SOP when the deviation is lawful, within budget and delegated authority, and consistent with this policy. This policy shall be reviewed periodically and whenever significant legal, regulatory, financial, technological, or operational changes warrant Board consideration.

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