SANTA YNEZ COMMUNITY SERVICES DISTRICT
MEMORANDUM

TO: Board of Directors

FROM: Alexandra Griffith, General Manager
Alicia Marin, Office Manager/Board Secretary

DATE: August 19, 2026

SUBJECT: Authorization for General Manager to Purchase Replacement Fleet Vehicle for 2007 Chevrolet Silverado 2500 HD

Recommendation / Proposed Motion:

Authorize the General Manager to purchase a replacement vehicle for the 2007 Chevrolet Silverado, including all necessary customizations and modifications, in an amount not to exceed $85,000, plus a 5% contingency.

Policy Implications:

Santa Ynez Community Services District Ordinance No. O-17-02 authorizes the General Manager to approve expenditures of $25,000 or less and requires approval of the Board of Directors for expenditures exceeding $25,000.

In addition, Board Vehicle Replacement Policy, adopted on June 18, 2025, and implemented on July 1, 2025, provides that District fleet vehicles should be replaced when they reach either 100,000 miles OR 20 years of service.

Fiscal Implications:

Consistent with Board policy and the current mileage and age of the 2007 fleet vehicle, staff included funding for vehicle replacement in the adopted Fiscal Year 2026-2027 budget in the amount of $66,000. This estimate was based on the cost of replacing the District's 2004 fleet vehicle in 2024.

Replacement of the 2007 fleet vehicle was incorporated into the Santa Ynez Community Services District Comprehensive Wastewater Rate Study completed in April 2026. The replacement costs were included in the Capital Improvement Program and incorporated into the adopted sewer rate structure for Fiscal Years 2026-2031. Funding for this vehicle replacement was similarly incorporated into the District's prior rate study completed in 2021.

Discussion

The District's 2007 Chevrolet Silverado 2500 HD will be 20 years old in 2027 and, as of August 14, 2026, has accumulated 116,120 miles. Pursuant to the Board Vehicle Replacement Policy, the vehicle meets both age and mileage criteria for replacement.

The District's fleet replacement criteria should be intended to maintain a cost-effective, safe, and reliable fleet that supports an efficient work environment and ensures continuity of operations. As a utility provider, the District must be able to respond promptly and effectively to operational and emergency needs. Proactive fleet replacement is an important part of fulfilling that responsibility.

The estimated project cost of $85,000 is based on preliminary pricing for a replacement vehicle capable of towing existing District equipment, replacement of the Western Mule crane, and the purchase and installation of a service body, toolboxes, safety lighting, and related equipment. The $66,000 amount included in the budget was intended as a placeholder based on 2024 replacement costs and does not reflect increases in vehicle and equipment costs over the last two years.

Replacing the vehicle while it remains operational provides the District with the opportunity to recover a portion of the replacement cost through sale or auction. By contrast, delaying replacement could result in increased maintenance repair costs, as well as a reduction in the vehicle's resale value. For reference, the District auctioned its 2004 vehicle in 2024 for $12,500. In addition, excessive vehicle downtime can adversely affect staff productivity, operational efficiency, and emergency response capabilities.

Authorizing the General Manager to proceed with the purchase will provide the flexibility needed to obtain the most suitable vehicle and equipment package in a timely manner.

Finally, the California Air Resources Board (CARB) continues to advance regulations requiring government fleets to transition toward zero-emission vehicles (ZEVs). Delaying replacement of the 2007 vehicle could limit available options and potentially require replacement with a ZEV at a significantly higher cost than a comparable internal combustion engine vehicle.