

**MEETING DATE:** June 28, 2018

**TITLE:** Authorize the District Administrator to Dispose of Two Vehicles and Purchase One New Vehicle

**RESOLUTION NUMBER:** 18-062

**PREPARED BY:** Cathy Reynolds

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**TELEPHONE:** 952-641-4503

**REVIEWED BY:**  Administrator  Counsel  Program Mgr. (Name): \_\_\_\_\_  
 Board Committee  Engineer  Other:

**WORKSHOP ACTION:**

<input type="checkbox"/> Advance to Board mtg. Consent Agenda.	<input type="checkbox"/> Advance to Board meeting for discussion prior to action.
<input type="checkbox"/> Refer to a future workshop (date): _____	<input type="checkbox"/> Refer to taskforce or committee (date): _____
<input type="checkbox"/> Return to staff for additional work.	<input type="checkbox"/> No further action requested.
<input checked="" type="checkbox"/> Other (specify): <b>Final Action on June 28, 2018</b>	

**PURPOSE or ACTION REQUESTED:**

The operations department seeks authorization to dispose of two vehicles currently in the District’s inventory and to purchase one new vehicle.

**PROJECT/PROGRAM COST:**

It is anticipated that a new vehicle under the state purchasing contract will cost between \$25,000 and \$35,000. The 2019 purchasing contracts are not in place yet, but are anticipated shortly so the exact costs cannot be determined at this point.

2018 Vehicle Expense Budget: \$14,000

2018 YTD Vehicle Expenditures: \$933.45 (includes June payment)

2018 Estimated Expenditures: \$40,000 (Includes vehicle purchase)

Total funds requested: \$26,000

**PAST BOARD ACTIONS:**

The Board has not acted on this item previously.

**SUMMARY:**

The district currently maintains 6 vehicles in its fleet of vehicles available to staff to check out for work related needs. The predominant utilization of the vehicles is by the research and monitoring department to haul their boats, canoes and kayaks and to conduct field testing. The permitting department utilizes the vehicles, when available to conduct their inspections.

Currently the district has 2 vehicles that the staff tries not to utilize based on the condition of the vehicles.

1. 2001 Ford Ranger. This vehicle has 79,475 miles. The vehicle has not been driven by staff since 2014 and is sitting in the Minnetonka Public Works (MPW) lot. Staff discontinued use of this vehicle as it has a manual transmission and the staff is not comfortable driving the manual transmission.
2. 2005 Ford Escape. This vehicle has 119,660 miles. This vehicle has an oil leak in the engine and is only utilized by staff at this point when other, more reliable vehicles are in the shop for routine maintenance and not available.

Due to the lack of reliability in these vehicles, the permitting department is predominantly utilizing their own vehicles for inspections and not utilizing District Vehicles. We are requesting permission to dispose of these two vehicles utilizing the Minnesota, Department of Administration live auction process. If the MPW can get the Ford Ranger started in time to take to the July 23 auction in Arden Hills we will dispose of that vehicle there. The 2005 Ford Escape will be retained until we are closer to having a replacement vehicle in place and will be disposed of at that point utilizing a similar State live auction.

A review of the vehicle needs of the District indicate that maintaining a fleet of 5 vehicles would be adequate to support operations. In order to maintain five operational vehicles, we are requesting permission to purchase one new vehicle to replace the two vehicles that we are disposing.

We are requesting authorization to spend up to \$35,000 for the purchase of a new vehicle under the state's purchasing contracts. The purchase would be for a similar make/model as the Ford Escape with 4WD and a tow package. The 2019 purchasing contracts are expected to come out soon and this authorization is requested so we can order a vehicle as soon as the contracts come out. The delivery timelines vary but anticipate it will be up to 3 months for delivery of the vehicle once ordered.

Following this, a standardized 8 year replacement cycle will be maintained and new vehicles will be budgeted for in accordance with the 8 year plan.

**RESOLUTION**

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**TITLE:**            Authorize the District Administrator to Dispose of Two Vehicles and Purchase One New Vehicle

WHEREAS,    The District maintains a fleet of vehicles for staff to utilize in the conduct of their daily operations; and

WHEREAS,    The District currently has two vehicles that are in need of replacement; and

WHEREAS,    The District has a need to purchase an additional vehicle.

NOW, THEREFORE, BE IT RESOLVED, the Minnehaha Creek Watershed District, Board of Managers authorizes the District Administrator to dispose of the 2001 Ford Ranger and the 2005 Ford Escape currently in the District inventory through Minnesota Department of Administration live auction process.

BE IT FURTHER RESOLVED, that the District Administrator is authorized to purchase one new vehicle with a make and model similar to the 2005 Ford Escape for a value not to exceed \$35,000.

Resolution Number 18-062 was moved by Manager \_\_\_\_\_, seconded by Manager \_\_\_\_\_.  
Motion to adopt the resolution \_\_\_ ayes, \_\_\_ nays, \_\_\_ abstentions. Date: \_\_\_\_\_.

\_\_\_\_\_  
Secretary

Date: \_\_\_\_\_