



Title: Authorization to Trade in One District Vehicle and Purchase a New District Vehicle

Resolution number: 24-021

Prepared by: Name: Deb Johnson
Phone: 952.641.4500
djohnson @minnehahacreek.org

Reviewed by: Name/Title: Brian Beck, Research & Monitoring Program Manager
Name/Title: Tessa Vacek, Administrative Services Manager

Recommended action: Authorization to Trade in One Vehicle, Purchase a New Vehicle and Approval for Administrator to Sign Vehicle Purchase Order

Budget considerations: Fund name and code: 1-1002-4222
Fund budget: \$38,500
Expenditures to date: \$141
Requested amount of funding: \$36,467.79

Past Board action: Res #: 21-037 Title: Authorization to Trade in One Vehicle and Purchase New Vehicle

Summary:

The Minnehaha Creek Watershed District maintains a fleet of five vehicles used primarily by Research and Monitoring and Permitting department staff. Other District staff have access to and may use from time-to-time.

In June 2018 the Board of Managers passed Resolution 18-062 authorizing District staff to dispose of two vehicles and purchase one, thus lowering the fleet count from six to five vehicles going forward. This resolution also authorized the District moving forward to schedule vehicle replacements on an eight year cycle. The replacement cycle was interrupted during the 2020 pandemic when vehicles were in high demand and in short supply. Staff is working to get back on track with the scheduled replacement cycle and did in fact trade in and replace one vehicle in 2021 via Board resolution 21-037.

For the new purchase as well as the trade-in, District staff recommends utilizing the State of Minnesota's procurement contract and their authorized dealer. Staff reviewed the State's auction site for disposal versus trade-in value and found the trade-in value a more lucrative option.

The proposed trade-in vehicle is the 2014 Ford Escape with the proposed purchase a 2025 Ford Explorer. This larger SUV adds one more vehicle to the District's fleet with towing capabilities.

During this process staff also reviewed options for an electric vehicle, a hybrid vehicle as well as leasing versus purchasing. At this time the District does not have the infrastructure to support an electric vehicle. This is something that staff will consider and review during the campus improvement project when that project moves forward. A hybrid vehicle was also not an option as Ford has discontinued manufacturing their Explorer in a hybrid version. And lastly, staff determined that leasing versus purchasing through the State's procurement program was not in the best interest of the District for a number of reasons, including price.

Based on the above information, staff recommends the purchase of a 2025 Ford Explorer with the cost breakdown as follows:

New 2025 Ford Explorer including license and fees:	\$ 43,967.79
Trade in Allowance for 2014 Ford Escape	\$ 7,500.00
Total Expenditure	\$ 36,467.79
Fund budget	\$38,500.00

Delivery is four to six months therefore we do not anticipate receiving the new vehicle until later this year. The District will retain the current vehicle until the new vehicle becomes available.



RESOLUTION

Resolution number: 24-021

Title: Authorization to Trade in One District Vehicle and Purchase a New District Vehicle

WHEREAS, The District maintains a fleet of five vehicles for department staff to utilize in the course of their daily operations;

WHEREAS, In 2018 the District Board of Managers authorized an eight year replacement schedule for the five vehicle fleet;

WHEREAS, The District’s 2014 Ford Escape is past due for replacement due to the standard replacement schedule being disrupted by the 2020 pandemic;

WHEREAS, Utilizing the State’s procurement program the District will trade in the 2014 Ford Escape and replace it with a new 2025 Ford Explorer which provides one more vehicle in the fleet with towing capabilities; and

WHEREAS, Expected delivery of the new vehicle will be within four to six months

NOW, THEREFORE, BE IT RESOLVED that the Minnehaha Creek Watershed District Board of Managers: approves the trade-in of one District vehicle towards the purchase of a new vehicle and authorizes the District Administrator to sign the dealership purchase order reflecting same with a not to exceed price of \$36,467.79.

Resolution Number 24-021 was moved by Manager _____, seconded by Manager _____. Motion to adopt the resolution ___ ayes, ___ nays, ___ abstentions. Date: 4/11/2024

Secretary Date: _____