

**MEETING DATE:** May 28, 2015

**TITLE:** Authorization to Contract with Wenck Associates to Update the Operations & Maintenance Manual and Develop a Capital Reinvestment Plan

**RESOLUTION NUMBER:** 15-051

**PREPARED BY:** Tiffany Schaufler

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**TELEPHONE:** 952-641-4513

**REVIEWED BY:**  Administrator       Counsel       Program Director: James Wisker  
 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): <u>Not reviewed at Workshop</u>	

**PURPOSE or ACTION REQUESTED:**

Authorization to contract with Wenck Associates to update the operations & maintenance (O&M) manual and develop a capital reinvestment plan for the District's capital projects, infrastructure, and lands in the amount of \$45,490 and establish a not-to-exceed budget of \$50,039.

**PROJECT/PROGRAM LOCATION:**

MCWD capital projects, infrastructure, and lands District wide.

**PROJECT TIMELINE:**

June 2015: Begin to draft O&M Manual Update  
July 2015: Review draft Capital Reinvestment Plan  
October 2015: Review final draft of O&M Manual update and Capital Reinvestment Plan

**PROJECT/PROGRAM COST:**

Fund name and number: Project Maintenance & Land Management, 2003  
Current budget: \$466,000  
Expenditures to date: \$38,000  
Requested amount of funding: \$50,039

## **SUMMARY:**

The 2015 Operations and Maintenance (O&M) workplan identified the need to update the existing O&M Manual and the need to develop a long-term capital reinvestment plan. The current version of the O&M Manual was drafted by Wenck Associates in 2000. An update to the existing manual will involve compiling information on all of the District's capital projects, infrastructure, and lands. The O&M manual will be comprised of three volumes:

- Volume 1- Information Manual: Project description, specific O&M activities for each project, inspection protocol
- Volume 2- Design and Record Drawings: Copies of plans documenting what was built
- Volume 3- Cooperative Agreements and Easements: Copies of project cooperative agreements between the District and other parties, permanent easements obtained from landowners to construct and maintain projects

Wenck staff will develop a series of standard O&M protocols driven by project type to update the O&M manual. This information will then be used to translate the annual O&M protocols and activities into direct and indirect costs to create a capital reinvestment plan. Development of a capital reinvestment plan will allow the District to cyclically plan and reinvest in the District's capital projects, infrastructure, and lands through ongoing maintenance and proper budgeting for future maintenance work. Development of a capital reinvestment plan will allow annual maintenance costs to be determined, which can be used to guide the annual Project Maintenance & Land Management workplan and budget.

Long term, the capital reinvestment plan would dictate all the O&M activities and schedule their recurrence over a period of 10 years. Annual costs would then be tallied for the next 10 years to assist with long term budgeting. When a new capital project is designed, the capital reinvestment plan will evaluate the maintenance requirements and their financial implications for the District's Project Maintenance & Land Management Program budget. Therefore, as each new capital project is being considered by the Board of Managers the Board would have a complete understanding of the initial project costs as well as the long term maintenance costs necessary to protect the District's investment.

**RESOLUTION**

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WHEREAS, the Minnehaha Creek Watershed District (MCWD) engages in regional capital improvement projects as described in its Water Resources Management Plan; and

WHEREAS, these facilities need maintenance to continue functioning as designed; and

WHEREAS, the Project Maintenance and Land Management Program annually budgets for, inspects, and maintains District projects, infrastructure, and lands; and

WHEREAS, Wenck Associates, Inc. developed the last version of the Operations & Maintenance Manual for the District and has specific knowledge on the District's past projects, infrastructure, and lands; and

WHEREAS, internal Governance Policy #6 provides for a competitive process when purchasing any professional service in excess of \$25,000, but staff recommends, and the Board finds, that it is appropriate to deviate from that policy in light of Wenck's unique knowledge of the hydrologic and hydraulic behavior of the Minnehaha Creek watershed and the organizational goals of the District, as well as its work to date in tracking projects in the District, which together make Wenck uniquely qualified to develop a sound product cost-effectively;

NOW, THEREFORE, BE IT RESOLVED that the Minnehaha Creek Watershed District Board of Managers authorizes the District Administrator to execute a contract with Wenck Associates, Inc. for the not-to-exceed amount of \$50,039 to update the operations and maintenance manual and develop a capital reinvestment plan.

Resolution Number 15-051 was moved by Manager \_\_\_\_\_, seconded by Manager \_\_\_\_\_.  
Motion to adopt the resolution \_\_\_ ayes, \_\_\_ nays, \_\_\_ abstentions. Date: \_\_\_\_\_.

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