

Minnehaha Creek Watershed District

REQUEST FOR BOARD ACTION

MEETING DATE: February 14, 2019

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

RESOLUTION NUMBER: 19-016

PREPARED BY: Cathy Reynolds

E-MAIL: creynolds@minnehahacreek.org

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): Final Action on February 14, 2019	

PURPOSE or ACTION REQUESTED:

The operations department seeks authorization to dispose of one vehicle 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 approximately \$30,000 and we are requesting approval not to exceed \$32,000.

2019 Vehicle Expense Budget: \$40,000

PAST BOARD ACTIONS:

The Board has not acted on this item previously.

SUMMARY:

The district currently maintains 5 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 to conduct their inspections and program staff will utilize the vehicles for meetings or to visit project sites.

The District currently has one vehicle that is ready to be replaced. The 2010 Ford Escape has approximately 100,000 miles and has had multiple mechanical issues within the last year. The disposal of this vehicle at this time is also moving us in line with an eight year replacement cycle that was discussed in 2018 when we disposed of our 2001 and 2005 vehicles. We are requesting permission to dispose of this vehicle utilizing the

Minnesota Department of Administration live auction. This is the same process utilized to dispose of the 2001 and 2005 vehicles in 2018. These vehicles sold at auction for \$3100 and \$3600 respectively.

Staff will utilize the state's purchasing contract to purchase the new vehicle. We anticipate the purchase cost to be around \$30,000 but are requesting authorization to spend up to \$32,000 for the purchase of a new vehicle. The purchase would be for a similar make/model as the Ford Escape with 4WD and a tow package.

The delivery timelines vary under the state contract, but we anticipate it will be up to 3 months for delivery of the vehicle once ordered. Ordering a vehicle at this point is necessary to get it into inventory as early in the field work season as possible.

RESOLUTION

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

WHEREAS, The District goal is to maintain an eight year replacement cycle; and

WHEREAS, The District's 2010 Ford Escape is beyond the 8 year replacement cycle; and

WHEREAS, The District needs a replacement for the 2010 Ford Escape for staff daily use.

NOW, THEREFORE, BE IT RESOLVED, the Minnehaha Creek Watershed District, Board of Managers authorizes the District Administrator to dispose of the 2010 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 2010 Ford Escape for a value not to exceed \$32,000.

Resolution Number 19-016 was moved by Manager _____, seconded by Manager _____.
Motion to adopt the resolution ___ ayes, ___ nays, ___ abstentions. Date: _____.

Secretary

Date: _____