

MEETING DATE: February 28, 2019

TITLE: Authorize the Purchase and Installation of Two New Workstations

RESOLUTION NUMBER: 19-022

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 type="checkbox"/> Other (specify):	

PURPOSE or ACTION REQUESTED:

The District is requesting the Board to approve the purchase and installation of two new workstations, along with minor changes to the front desk and planning areas.

PROJECT/PROGRAM COST:

The projected costs of these changes is \$14,782 which includes time and materials. Staff would request authorization to purchase with a not to exceed amount of \$16,000.

This is not a budgeted expense, however the Operations budget does include \$12,500 for equipment and supplies for the year. Staff would request that the first \$10,000 of this expense come from the operations budget and the remainder of the cost be authorized to come from the District's operational reserves.

PAST BOARD ACTIONS:

The Board has not acted on this item previously.

SUMMARY:

Staff is working on a long range facilities plan to inform planning and budgeting needs into the future. This planning will address items including parking lot rehabilitation, lot drainage, on-site storage, interior reconfiguration to address staff needs and display of District projects and materials to create a more informative and educational environment about the mission of the District. As staff moves forward with the long range planning we need to address the immediate need which is additional work space to accommodate new staff. This immediate need is phase 1 of the facilities plan and the follow-on phases will be identified as the long range plan is developed.

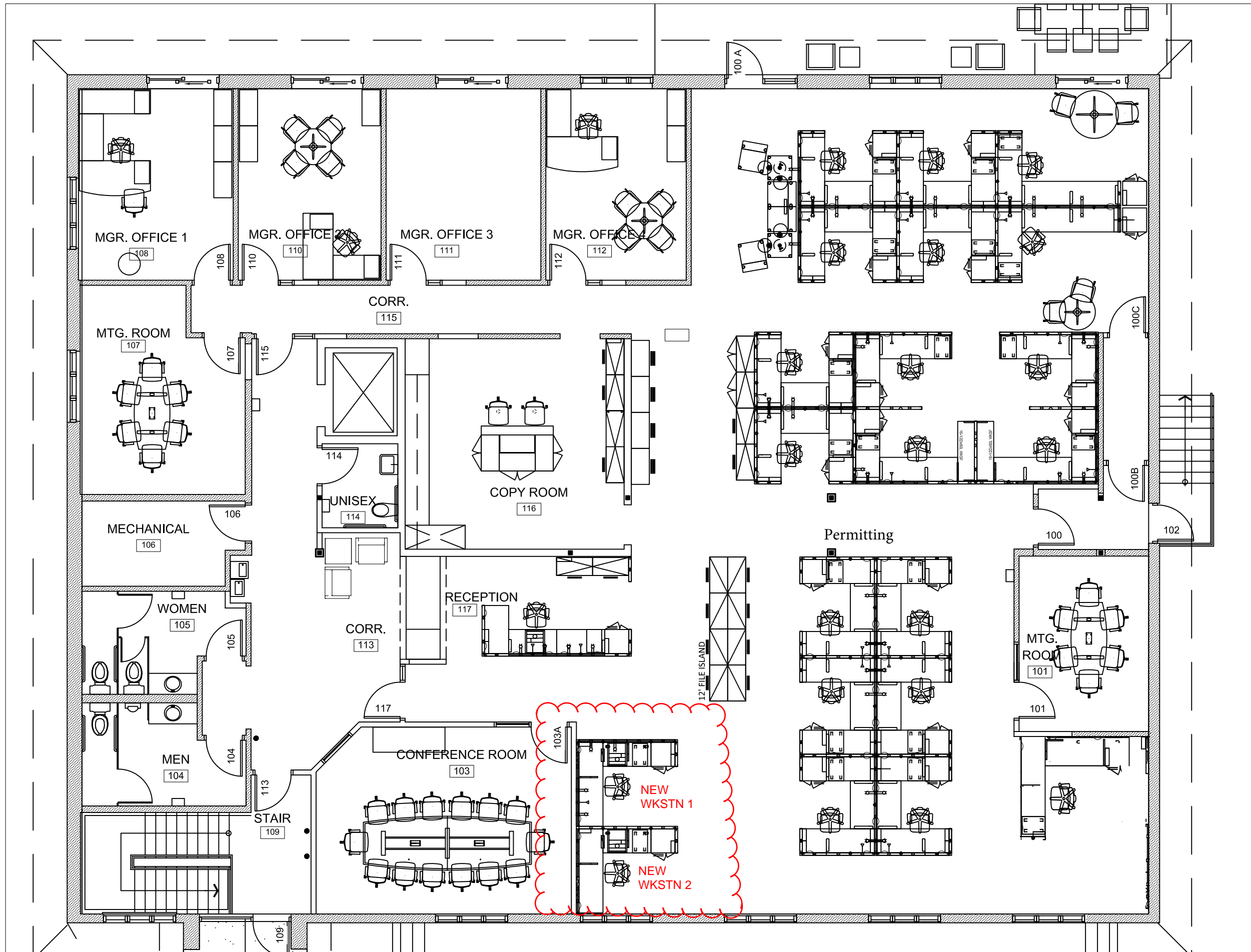
Phase 1 includes the reconfiguration of the front desk and the planning bullpen area to improve workspace functionality and the addition of two new workstations to accommodate the increase in staffing and alignment of personnel. With the recent addition of the GIS Technician, the District no longer has available workstations within the departments housed on the upper floor of the building. The two new/additional workstations will allow the Project Planning, Policy Planning and Education/Communications departments to realign staff in a more cohesive manner and at the same time ensures space for the upcoming addition of a staff member to the Project Planning department. This will also provide one additional workstation as a “guest” workstation used by consultants when they are at the District office’s as well as provide the ability for Research and Monitoring personnel to have a work space upstairs when they need to be able to interact more easily with other District staff.

The new workstations will be placed in the area of the tables previously used for the permitting assistants. The attached drawing labeled 1st Floor Furniture Plan depicts the area where the new workstations will be placed (red circle).

The workstation materials are being purchased from and installed by Henricksen, the vendor who did the initial office buildout. Other vendors were considered, however the only other vendor available was unable to meet Henricksen pricing due to Henricksen holding the State contract and our receiving the pricing under that contract.

Drawing Review
These drawings must be reviewed by the Owner/Architect/Contractor, or other appropriate representative prior to furniture order. If these drawings are correct, mark the appropriate box below. If incorrect, note corrections to be made and return to Henricksen for corrections.

Approved Signature _____
 Approved as Noted Print _____
 Revise and Resubmit Date _____



**Minnehaha Creek
Watershed District**
84031012

15320 Minnetonka Blvd
Minnetonka, MN 55345

**1st Floor
Furniture Plan-**

Drawn By: SMH/EE
Scale: 1/8"=1'-0"
Date: 12.4.18
Sales Rep: LJV

Sheet Number:

