

**MEETING DATE:** August 22, 2019

**TITLE:** Authorization for the Purchase and Installation of a Replacement Server

**RESOLUTION NUMBER:** 19-075

**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): <b>Final Action on August 22, 2019</b>	

**PURPOSE or ACTION REQUESTED:**

Staff seeks Board authorization to purchase a replacement server and have Corporate Technologies complete the set up and installation

**PROJECT/PROGRAM COST:**

Fund name and number:100-1003  
Current Budget: \$265,000  
Expenditures to date: \$97,640  
Requested amount of funding: \$92,000  
Is a budget amendment requested? Yes  
Is additional staff requested? No

**PAST BOARD ACTIONS:**

The Board has not acted on this matter previously.

**SUMMARY:**

Staff is seeking the Boards authorization to purchase a new server to replace the server currently in use. The replacement of the server is a critical piece of the IT update and is needed to support the database and software systems identified through the work with our IT Consultant.

The District's current server is a Microsoft 2012 server and was installed in May 2013. The server has had hard drives fail and is starting to show performance issues that are affecting staff performance on a weekly basis. Based on the rate of change within the technology sector, it is recommended best practice to update and replace servers on a cycle of no less than every five years.

In addition to recommended replacement cycles, as initial technology systems were identified through the Phase I process, the hardware requirements were analyzed against our current infrastructure. Staff and WSB's analysis determined that the systems being reviewed will require the District to deploy a server running a Microsoft Sever 2016 or newer platform and will require processing speeds that our current infrastructure cannot provide.

Staff has worked with our managed services provider (MSP) to obtain a recommendation and quote for replacing the existing server. The proposed recommendation was formulated based on existing conditions and informed by future infrastructure needs to support the IT update in coordination with our WSB.

The recommendation provides for dual servers each running on a Microsoft Server 2019 platform with storage designed to optimize performance between the individual user and the server. This dual server structure will provide redundancy thereby minimizing staff down time and risk of data loss, and is in line with best practices for IT infrastructure.

The cost for the proposed server replacement is \$91,321.44. This includes:

- \$53,618.44 in equipment
- \$27,703 in licensing fees
- \$10,000 in labor to set-up and install the server

Staff is seeking Board authorization for a budget amendment to allow the server to be purchased and installed from funds in the District's operational reserves. Staff is requesting authorization for \$92,000 which allows for approximately a 6.8% contingency on the labor (approximately 5.5 hours) for the set-up and installation. This is contingency is being requested as the current labor estimate envisions the ability to use some of the Districts regular contracted support hours for the server work. As these hours support staff's daily IT help desk needs we are unsure how many hours may be available for server work.

Staff is further seeking the authorization to sign the quote with our MSP, Corporate Technologies, for the purchase of the equipment, licenses and the labor for the new server. An alternate quote was obtained through the State Cooperative Purchasing program for the equipment and while a slight cost savings could be realized this amount is negligible when viewed in the context of the delivery timeline. Our MSP buys commercially available equipment and can start the project immediately upon authorization. The State Cooperative Purchasing program prices out custom built equipment which has to be built and shipped from the factory. While the estimated delivery is 4 weeks, the laptops with an estimated 3 week delivery took approximately 10 weeks to receive.

**RESOLUTION**

---

**RESOLUTION NUMBER: 19-075**

**TITLE: Authorization for the Purchase and Installation of a Replacement Server**

- WHEREAS, the District is currently undergoing an extensive review and update of its Information Technology; and
- WHEREAS, as part of that review and update the technology infrastructure is being evaluated; and
- WHEREAS, the current server operates on a Microsoft 2012 platform and was installed in May 2013; and
- WHEREAS, a standard replacement cycle for a server is every five years; and
- WHEREAS, the software being evaluated as part of the update process will require a newer server platform and greater speed than our current server can provide; and
- WHEREAS, staff has worked with the District's Managed Services Provider (MSP), Corporate Technologies, and IT Consultant to quote a server to meet today's needs and future requirements based on the IT update; and
- WHEREAS, the cost to replace the server is \$92,000 which includes a 6.8% contingency on labor only; and
- WHEREAS, the cost to replace the server was not included in the 2019 budget; and
- WHEREAS, a budget amendment is needed to authorize the purchase from the operational reserves; and
- WHEREAS, the District's MSP can purchase and install the necessary equipment for the new server.

NOW, THEREFORE, BE IT RESOLVED, the Minnehaha Creek Watershed District, Board of Managers hereby amends the budget to allow for \$92,000 to be utilized for the purchase and installation of a new server from the operational reserves.

BE IT FURTHER RESOLVED, that the Minnehaha Creek Watershed District, Board of Managers hereby authorizes staff to contract with Corporate Technologies for the purchase and installation of a new server for an amount not to exceed \$92,000.

Resolution Number 19-075 was moved by Manager \_\_\_\_\_, seconded by Manager \_\_\_\_\_.  
Motion to adopt the resolution \_\_\_ ayes, \_\_\_ nays, \_\_\_ abstentions. Date: \_\_\_\_\_.

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