



**Title:** Approval to Purchase Replacement Computers, Backup Equipment, Backup Software Licensing and Offsite Storage

**Resolution number:** 20-059

**Prepared by:** Name: Alex Steele  
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**Reviewed by:** Name/Title: Becky Christopher – Policy Planning Manager

**Recommended action:** Staff seeks Board’s approval to purchase 5 replacement laptops, 2 laptop docking stations, backup equipment, backup software license rental, and offsite data storage

**Schedule:** Date: August 2020 – purchase laptops and docking stations, purchase and deploy backup equipment on premise, and deploy offsite backup transfers

**Budget considerations:** Fund name and code: 100-1003 (Information Technology)

<b>100-1003 (IT)</b>	<b>Equipment</b>	<b>Dues and Subscriptions</b>
2020 Fund Budget	\$27,000	\$57,000
Expenditures to date	\$2,046	\$35,554
<b><i>Requested Funding</i></b>	<b><i>\$9,802.98</i></b>	<b><i>\$4,925 (for 2020)</i></b>

**Background:**

The District has prioritized investment in information technology (IT) to more effectively pursue its strategic goals of implementing high impact capital projects and influencing policy across the watershed. This was articulated through the District’s 2017 Strategic Alignment plan, which identified the need to eliminate disconnected technology siloes within MCWD.

These efforts have been reflected in the District’s strategic IT planning, acquisition and implementation. The District is working to build a connected IT infrastructure, which allows for the free flow of data through all facets of the organization. These linked data pipelines will open new and innovative opportunities for analysis that cultivate deep insights into the functions, interactions and patterns of natural and built systems.

Through data and information, MCWD’s understanding and knowledge of the environment increases, leading to more informed decision making. This concept underpins the ultimate goal of the District’s IT strategy: maintaining a leading position as a data-driven organization.

The process to turn the District’s disparate data repositories into a connected system of useful information requires an integrated infrastructure of software, hardware, and networking. In short, all parts of the District’s IT infrastructure need to be working together in order to effectively and efficiently pipeline data and information in ways that drive capital project implementation and achieve District goals.

By viewing data as an asset to the organization that exists within an ecosystem of software, hardware and networking ensures that any single IT investment is not made in a vacuum, but is instead guided to directly support the organization’s strategic direction.

While the District’s most recent IT planning to date has focused on software solutions to collect, store, and analyze data, the hardware and network requirements to support these systems are equally important. To establish a baseline institutional understanding of the District’s IT infrastructure, MCWD enlisted WSB to review current systems in order to flag short and long-term needs, articulate best practices, and flag weak-points. An overview of this assessment will be provided to the Board on July 23, 2020, and is also attached for reference.

This overarching assessment serves as useful context for the immediate request for:

1. Computer Replacement
2. Backup Replacement

**Summary:**

***Replacement Computers***

A key part of the District’s IT infrastructure are workstations. These desktops and laptops are the primary tools used by staff to accomplish their work. The District’s replacement schedule for workstations is 3 years, which aligns with manufacturer’s 3-year warranty. Depending on the make and model of a workstation, these 3-year warranties are included in the purchase price or are additionally purchased. This replacement schedule and warranty strategy ensures the District receives at least 3 years of covered use for each workstation.

Currently, the District owns 40 workstations, primarily for staff use or for a specific business function. 7 workstations are being retired in 2020, and will not be replaced. The functions of these 7 workstations are made redundant by changes in the District’s IT infrastructure over the past 2 years. Of the remaining 33 workstations, 24 are utilized directly by staff on a daily basis. The other 9 workstations are used to provide specific functions, such as the laptop in the Board Room for Board presentations, for credit card processing at the front desk, the finance computer for use by our accountants, or check-out laptops should a workstation need to be sent in for warranty repairs. Below is a table showing the replacement count of 35 workstations by year:

Purchase Year	Replacement Year	Number of Workstations
2017	2020	9*
2018	2021	11
2019	2022	13
<b>Total</b>		<b>33</b>

\*For 2020 replacements, 2 desktops were purchased at the end of 2019 and made operational in January 2020, and 2 laptops have been recently purchased to replace failed check-out laptops (loaned to staff with desktops to support remote work due to COVID-19).

As replacements progress through the next 3 year cycle, the District will transition towards replacing staff desktops with laptops. This enables flexibility and supports the collaborative focus of the organization, as staff are able to leverage technology on-the go, without being tethered to an office desk. Additionally, laptops better provide remote work capabilities – a need realized in light of COVID-19.

Of the 5 replacement laptops listed in the attached quote, 2 require docking stations, which provide a quick way to plug into the network and allow the use of multiple monitors. Below is a table breaking down the costs of the 5 laptops and 2 docking stations:

Description	Quantity	Unit Cost	Total
Laptops	5	\$1,375	\$6,875
Docking Station	2	\$229	\$458
<b>Total</b>			<b>\$7,333</b>

***Backup Equipment, Backup Software Licensing and Offsite Storage***

### Backup Background:

With data being a strategic asset for the District to manage, it's critical to protect that asset for continuity should a failure or disaster occur. It is important to have a baseline understanding of the District's current data footprint, how data grows historically year over year, and how the District's data capacity might increase in the future given recent technology investments in GIS, RESNET, and a new permitting database.

As MCWD expands, especially in terms of data collection, it's necessary to predict data growth, to ensure that investments today meet future needs over the lifecycle of the equipment.

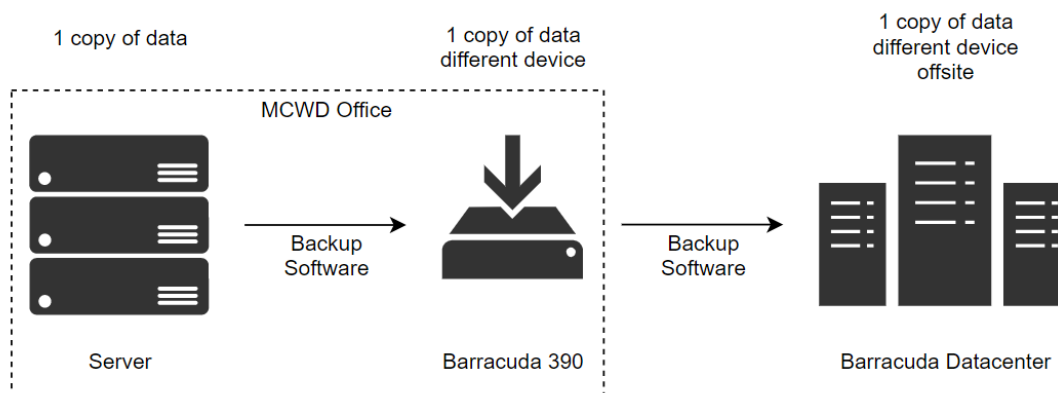
Before elaborating on specifics, it's useful to understand a best practice of backup systems which illustrates how data is backed-up according to industry standards. The 3-2-1 rule states that enterprises should have:

- 3 backup copies of data
- 2 backup copies on different devices or media
- and 1 backup copy offsite

Generally, a modern backup system consists of:

- on-site target (essentially hard-drives, separate from the server),
- an off-site target (often a datacenter), and
- software which moves data between the 3 data repositories (server, on-site, off-site).

Below is an illustration of the District's current backup solution, which indicates that MCWD is exceeding the 3-2-1 rule with 3 copies of data, on 3 different devices, with 1 copy offsite.



The current backup solution is a Barracuda 390, which includes a proprietary piece of storage equipment that resides in the server rack at MCWD's office, software to process the backups and move between devices, and an offsite datacenter to store an additional copy of District data. For reference, the Barracuda's off-site backup service costs are \$3,464 per year.

### Backup Replacement Equipment:

WSB flagged the Barracuda 390 as a short term replacement need due to its 4 terabytes (TB) of storage. Currently, MCWD's data footprint is approximately 5 TB. Even with data compression, MCWD is rapidly running out of backup capacity. Due to the proprietary nature of Barracuda equipment, the District cannot simply add more hard-drive capacity to the Barracuda 390. A Barracuda solution would involve purchasing an entire new device, at considerable cost, without the ability to scale storage capacity in the future. Beyond on-site equipment, off-site costs with Barracuda would increase to accommodate the District's growing data footprint.

To address these issues, staff recommends the purchase of 12 TB of on premise storage equipment to serve as the on-site repository of backup data. Unlike Barracuda, these hard-drives are not locked into a proprietary box, and are easily and cheaply scalable, should MCWD require more backup capacity in the future. Additionally, the proposed on-site backup drives were selected to work with all existing IT infrastructure. Total cost for replacement of on-site equipment for the District's backup is \$2,469.98.

Historically, the District's data footprint grows 50-100 gigabytes (GB) per year, but with the addition of GIS, RESNET, and a new permitting system (in addition to new systems in 2021), the District's data footprint increase is estimated at 400 GB per year. WSB recommended that MCWD plan for 7 TB of backup capacity through 2024. With the proposed 12 TB of storage, the District will have ample capacity to grow.

In terms of data backup and retention policies, staff has based pricing on the existing retention periods and restore points as established in the current backup solution:

- 5 weekday copies of data
- 4 weekly copies of data
- 3 monthly copies of data
- 1 yearly copy of data

If data is accidentally deleted or corrupted, staff has the ability to go back, up to a year, to restore data.

Backup Software:

Another piece of the backup solution is the software required to copy and move data between on-site repositories and the off-site data storage location.

The proposed software for backup is Veeam, which is utilized by 47 county governments across Minnesota. WSB recommended Veeam through the IT Assessment report, and through research, staff found that Veeam provides a robust, affordable, and easy-to-use system to effectively protect data and manage backups.

Off-Site Storage

For an off-site repository, staff recommends OffSiteDataSync (ODS). ODS provides two solutions to fit the District's off-site backup needs. Below is a breakdown of features provided through each service:

- Pro Plus
  - Serves as the primary off-site repository for MCWD daily backups
  - Provides 4-hour cloud restore initiation, and 30 days no-charge in disaster recovery scenario
    - If MCWD suffers a catastrophic loss (natural disaster, server failure) ODS will spin up our backups on their infrastructure for use by District staff within 4-hours of reporting, for 30-days at no extra cost
- Archive
  - Serves as the archive backup repository for weekly, monthly and yearly backups

ODS also offers Veeam licensing on a leasing/rental basis. MCWD is in a state of fluctuation, between a server migration, new systems coming online in 2021 as part of the strategic IT update, and future upgrades (like Office365) which will dictate the type and quantity of Veeam licensing required. Through ODS' leasing model, MCWD can procure the exact number of licenses it needs to protect data today, with added flexibility to reevaluate the District's needs over the next few years. Below is a breakdown of per monthly costs for Veeam licensing and off-site data storage:

Name	Qty	Per Unit Cost	Total Cost
Veeam Backup and Replication Enterprise Plus	13	\$15	\$195
Pro Plus (per TB)	5	\$53	\$265
Archive (per TB)	35	\$15	\$525
<b>Total (per month)</b>			<b>\$985</b>

As a note: total annual costs for the proposed off-site backup are \$11,820. Additionally, should MCWD migrate to Office 365 in 2021, ODS offers backup of O365 at \$3 per month per user.

Conclusion:

To advance the District's IT strategy, staff recommends approval for replacing workstations and implementing a new backup system:

- 5 replacement laptops for **\$6,875**

- 2 docking stations for **\$458**
- On-site backup equipment for **\$2,469.98**
- Backup software licensing for **\$975 for 2020 (\$2,340 per year/\$195 per month)**
- Off-site data storage for **\$3,950 for 2020 (\$9,480 per year/\$790 per month)**

**Supporting documents (list attachments):**

1. WSB IT Assessment Report
2. Quote from Corporate Technologies for 5 replacement laptops and 2 docking stations
3. Quote from Corporate Technologies for on premise backup equipment
4. Quote from OffSiteDataSync of per month costs of Veeam backup licenses, Pro Plus offsite backup service, and archive offsite backup service



## RESOLUTION

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**Resolution number:** 20-059

**Title:** Approval to Purchase Replacement Computers, Backup Equipment, Backup Software Licensing and Offsite Storage

- WHEREAS, in February of 2017 the Minnehaha Creek Watershed District (MCWD) adopted a strategic plan to achieve its mission of protecting and improving land and water by building green infrastructure, and changing local, regional and state policy to further integrate land and water planning; and
- WHEREAS, investment in information technology was identified as a critical component in the realignment of the District's workflow to support high impact capital improvements and policy change;
- WHEREAS, through subsequent information technology planning, the role data-analysis-insight plays in strategically driving MCWD's mission has been reinforced.
- WHEREAS, integral to achieving a true data-driven culture is the infrastructure that pipelines information through the organization and allows people to access, manage and interpret it – an interconnected system of hardware, software and networking.
- WHEREAS, staff workstations are critical pieces of hardware, required to run software; and
- WHEREAS, replacement of staff workstations through a set schedule is necessary to ensure the efficiency and effectiveness of staff pursuing District goals; and
- WHEREAS, the replacement of workstations follow a 3-year replacement schedule, of 40 workstations at MCWD, 7 are being retired in 2020
- WHEREAS, 9 workstations are planned and budgeted in the 2020 replacement schedule, 2 were replaced in late 2019, and 2 failed workstations were replaced to support remote work due to COVID-19; and,
- WHEREAS, 5 computers and 2 docking stations require replacement at this time, for a cost of \$7,333.00; and,
- WHEREAS, as data is a principal asset for MCWD, and needs to be protected, data backup is a critical need of the organization in preserving the continuity of work; the District's current backup solution is over nearing capacity, and backup solutions require software, on-site equipment, and off-site storage; and,
- WHEREAS, the cost of new, scalable, on-site equipment is a one-time cost of \$2,469.98, and the cost of backup software and off-site backup storage is \$985 per month, or \$11,820 per year;

NOW, THEREFORE, BE IT RESOLVED that the Minnehaha Creek Watershed District Board of Managers hereby approves the purchase of 5 replacement computers and 2 docking stations for an amount of \$7,333.00.

AND, NOW THEREFORE, BE FURTHER RESOLVED that the Minnehaha Creek Watershed District Board of Managers hereby approves the purchase of replacement backup equipment for an amount of \$2,469.98, and backup software and off-site storage in the amount of \$985 per month (\$11,829 per year).

Resolution Number 20-059 was moved by Manager \_\_\_\_\_, seconded by Manager \_\_\_\_\_. Motion to adopt the resolution \_\_\_ ayes, \_\_\_ nays, \_\_\_ abstentions. Date: 7/23/2020

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

Secretary



MINNEHAHA CREEK  
WATERSHED DISTRICT

# IT ASSESSMENT

MINNEHAHA CREEK WATERSHED  
DISTRICT

**DRAFT**

APRIL 3, 2020

Prepared for:  
Minnehaha Creek Watershed District  
15320 Minnetonka Blvd,  
Minnetonka, MN 55345

WSB PROJECT NO. 015836-000





# TABLE OF CONTENTS

SECTION 1 – EXECUTIVE SUMMARY ..... 1

    1.1 Introduction..... 1

    1.2 Situational Assessment..... 1

    1.3 Recommendations ..... 1

        1.3.1 Governance / Management..... 1

        1.3.2 Technology and Infrastructure ..... 2

SECTION 2 – FINDINGS ..... 3

    2.1 Status of Migration from HYPERV01 ..... 3

    2.2 VMWare Host Resource Allocation..... 3

        2.3.1 MS Exchange ..... 3

        2.3.2 Databases ..... 4

        2.3.3 WatchGuard Firewall..... 4

        2.3.4 Switches ..... 4

        2.3.5 Wireless..... 4

    2.4.1 Desktop Assets ..... 4

    2.4.2 Endpoint Security (TrendMicro) ..... 5

    2.5.1 Recovery Point Objective (RPO) and Recovery Time Objective (RTO)..... 5

    2.5.2 Backup Capacity (Barracuda 390) ..... 5

    2.5.3 Primary Storage Needs ..... 5

    2.5.4 Backup Recommendations ..... 6

## SECTION 1 – EXECUTIVE SUMMARY

### 1.1 Introduction

The Minnehaha Creek Watershed District hired WSB to provide a baseline understanding of its current IT infrastructure to inform short- and long-term infrastructure needs and strategy. This includes:

- Reviewing the new High Availability (HA) pair of VMware ESXi hosts to determine:
  - The status of virtual host migration from HYPERV01
  - Current resource utilization/allocation
- Assessing the lifecycle status of key infrastructure and software including:
  - MS Exchange
  - WatchGuard Firewall
  - MCWD switches and WiFi
  - SQL Server and MySQL
  - DHCP and other servers
- Reviewing End user strategy
  - Review desktop assets
  - TrendMicro
  - Asset Inventory
- Reviewing the capacity and configuration of the Barracuda 390

### 1.2 Situational Assessment

WSB met with Corporate Technologies (CorpTech) staff and reviewed MCWD's infrastructure and managed services practices. WSB was able to collect information on firewalls, switches, Servers, Storage, Antivirus, Wireless and the Barracuda backup system.

- The recently installed DL380 servers running VMWare, Aruba 2450 10GB core switches and the HP MSA 2050 SAN are configured using best practices and will grow with the MCWD's needs.
- The current backup environment is out of capacity and should be addressed as soon as possible.
- CorpTech is making sound recommendations regarding infrastructure to MCWD.
- The Cisco wireless and WatchGuard Firewalls are aging and approaching end of life.
- Significant progress has been made over the last year improving communication with CorpTech and modernizing MCWD's IT infrastructure.

### 1.3 Recommendations

Recommendations for MCWD broken down below into two categories:

1. Governance / Management
2. Technology and Infrastructure

#### 1.3.1 Governance / Management

**Task 1:** It is recommended MCWD has an individual with experience in IT operations provide oversight on CorpTech's managed services.

**Task 2:** It is recommended that the inventory in the monthly reports be cleaned up and refocused to more clearly indicate where and performance, stability, and security issues exist on key infrastructure.

**Task 3:** It is recommended that the performance thresholds in the monthly reports be adjusted to more clearly indicate where and performance issues exist on key infrastructure.

### 1.3.2 Technology and Infrastructure

**Task 1:** It is recommended that MCWD upgrade their Barracuda Backup equipment, review and adjust the backup schedule, and adjust the dataset to ensure all data is getting backed up and replicated to the cloud. It is recommended that MCWD develop a Business Continuity/Disaster Recovery plan that sets a Recovery Point Objective (RPO) and a Recovery Time Objective (RTO) and then select a solution that meets those needs and provides the ability to scale with the MCWD's growth. MCWD should evaluate a Veeam based solution and Barracuda solution.

**Timeline: June 2020**

**Task 2:** MCWD should prioritize migrating the (2) remaining Windows 7 machines to Windows 10 or replace the workstations.

**Timeline: ASAP**

**Task 3:** A five-year replacement schedule and for IT assets should be created.

**Timeline: 2020**

**Task 4:** MCWD should upgrade the current WatchGuard M200 Firewall to a modern firewall. The Meraki firewall recommended by CorpTech is a firewall that is easy to manage and supported by numerous MSP's. Meraki also sells Wi-Fi access points and switches that are simple to manage alongside their firewalls.

**Timeline: TBD 2020-2021**

**Task 5:** MCWD should perform a wireless assessment and evaluate upgrading the current Cisco Wireless Access Points (WAP). Easy to manage options like Meraki are affordable, would address user concerns and provide significantly easier management.

**Timeline: TBD 2020-2021**

**Task 6:** MCWD should migrate Exchange 2013 into Exchange Online\Office365 and decommission the Exchange 2013 Server. Managing Exchange on-prem requires significant hardware and labor resources as well as assumes a high level of risk. Exchange Online will address these concerns. As part of moving to Exchange Online MCWD will need to purchase Office 365 subscriptions for staff which will provide additional collaboration tools.

**Timeline: TBD 2020-2021**

**Task 7:** When the existing contract with TDS expires MCWD should evaluate the cost and benefits of purchasing Meraki switches and moving the management of the network to the MSP.

**Timeline: March 2021**

**Task 8:** Windows Server 2012 R2 based servers should be migrated to a new OS.

**Timeline: 2022**

## SECTION 2 – FINDINGS

### 2.1 Status of Migration from HYPERV01

CorpTech recently retired a Dell R520 running HyperV and migrated all servers to new VMware vSphere Hosts.

- All virtual machines have been migrated from HYPERV01 to (2) new HP VMWare 6.7 Hosts.
- HYPERV01 has been shutdown.
  - This was running on a Dell R520 that was released in 2012 that is End Of Life (EOL).
  - Dell R520 has been powered off.

### 2.2 VMWare Host Resource Allocation

Two new HP DL380 Gen 10 Hosts were put in place with vSphere 6.7 installed. These servers are configured in a +1 configuration consistent with industry best practices.

- (2) New HP DL380 Hosts with 10GB HBA and Dual 14 Core CPUs with 192GB RAM
- Host are configured for High Availability (HA) on vSphere 6.7 and are currently at +1.
- Currently (12) VM's in place spread across 2 hosts.
  - Current sizing and configuration are in line with best practices.
  - Moving to Exchange365 would free up resources.
- All VM's are running Windows Server 2012 R2 and Windows Server 2016.
  - Windows Server 2012 R2
    - Mainstream Support End Date – 10/9/2018
    - Extended Support End Date -10/10/23
  - Windows Server 2016
    - Mainstream Support End Date - 1/11/22
    - Extended Support End Date - 1/12/27
- Storage Utilization
  - 10.2TB usable storage
  - 7TB currently used
    - 2TB can be cleaned from the server migration.
  - Ultimately there will be 5TB of free space .

### 2.3 Infrastructure Lifecycle Status

After review of the MCWD infrastructure most of the environment appears to be configured following Industry Standards and best practices with a few areas of concern focused around patching, and hardware nearing end of life.

#### 2.3.1 MS Exchange

- Exchange Server 2013 Cumulative Update 1 (CU1)
  - CU23 may need to be applied.
  - Extended Support End Date – April 11<sup>th</sup>, 2023.
  - Managing an on-prem implementation of Exchange is resource intensive from a hardware and management perspective. MCWD should consider moving to Exchange 365.
  - This also would have business benefits as well, such as support for cloud file storage and collaboration.

### 2.3.2 Databases

- MCWD-SQL
  - Windows Server 2016
  - SQL Server 2017 (Mainstream Support End Date 10/11/22)
  - 6 Databases currently in SQL – 100GB of Storage
  - Rolled out in 2019, all databases migrated
- SQL01: Decommissioned

### 2.3.3 WatchGuard Firewall

- WatchGuard Firewall M200
  - End of Life Dec 31, 2022
  - This device is managed by CorpTech; however, it is not updated with the same frequency as preferred hardware. It is unclear how frequently this device is updated.
  - CorpTech has recommended upgrading to a Meraki firewall.
    - More secure solution
    - Easier to manage

### 2.3.4 Switches

- (2) Aruba 2540 10G Switches – Purchased in 2019
  - Core switches for the Server Farm
- (2) Cisco SG250 POE Switches
  - Managed by TDS
  - Connected to user workstations
  - Support ends October 31<sup>st</sup>, 2023
- In the future MCWD may want to implement Meraki Switches and have this managed by their managed service provider. There may be cost savings and efficiencies associated with having firewalls, switches, and Wi-Fi on the same platform

### 2.3.5 Wireless

- Cisco WAP321 Wireless System in place today.
  - End of SW Maintenance Releases: April 4, 2018
  - Last Date of Support: April 30, 2022
  - Performance issues Cited by MCWD staff
  - Likely needs to be replaced.
- It is recommended that MCWD perform a Wi-Fi Assessment to determine needs.
- Meraki Wireless Access Points would be a good solution for an organization like MCWD and align with Meraki firewalls and switches. Meraki would also be supported by a wide variety of MSP's

## 2.4 End User Strategy

A review of current workstations in place and antivirus protection indicate MCWD is in good shape from an asset perspective. Asset Operating Systems are almost all current, and assets are well protected from an endpoint security perspective.

### 2.4.1 Desktop Assets

- There are (2) remaining Windows 7 computer to upgrade.
- Majority of computers are running Windows 8.1 and Windows 10
- A 3-5 year replacement plan and budget should be developed.
  - (2) Assets may need to be replaced in 2020.

### 2.4.2 Endpoint Security (TrendMicro)

- TrendMicro is owned and managed by CorpTech.
- Contract in place as part of managed services.
- Workstations and Servers are protected.

## 2.5 Disaster Recovery (DR)

The current Barracuda 390 backup system has a total capacity of 4TB which is less than the current used storage of 5TB (7TB if you count the server migration). To accommodate this, currently some folders are not backed up. These folders are located on DC01 under the “SoftData” Folder which includes “Former Staff H Drives” folder. This data is manually backed up to an external hard drive and there is risk of loss or corrupted of data if the external drive fails during a backup or is destroyed.

When considering a backup solution, it is important to consider a number of variables including:

### 2.5.1 Recovery Point Objective (RPO) and Recovery Time Objective (RTO)

- Recovery Point Objective (RPO) is the age of files that must be recovered from backup storage if a system fails. The Recovery Point for MCWD is currently 8PM the prior evening.
- Recovery Time Objective (RTO) is the targeted duration of time and a service level within which a business process must be restored after a disaster (or disruption) in order to avoid unacceptable consequences associated with a break in business continuity.

MCWD should review the RPO and discuss what the RTO for key business system is in order to determine a Disaster Recovery (DR) solution.

### 2.5.2 Backup Capacity (Barracuda 390)

- Barracuda 390 in place today.
  - 4TB Capacity which is filling up today.
  - SoftData folder including Former Staff H Drives is not backed up to the Barracuda.
  - SoftData is currently backed up to External Hard Drive.
- Daily, weekly, and monthly snapshots are stored in Barracuda’s cloud.
- Barracuda’s Cloud has unlimited storage.
- Selectively not backing up data on DC01 under SoftData folder.

### 2.5.3 Primary Storage Needs

- Current HP MSA 2050 SAN – Added in 2019
  - 10.2TB usable Storage
  - 5TB Free Space currently
- Historically 50-100GB Average growth per year
  - 2017-2018 – 112GB Growth
  - 2018-2019 – 23GB Growth
- Plan for 400GB growth per year with GIS and IoT items getting added.
- Recommended MCWD plan for 7 TB of total primary storage in 2024.
- Minimal risk of HP MSA 2050 storage filling up during its lifetime.
  - 5TB Free Space on MSA 2050
  - Disk can be added
  - Growth Rate of 400GB a year it would take 10+ years to reach capacity.
- HP MSA 2050 will last 5+ years.

### 2.5.4 Backup Recommendations

Projecting the exact storage required in backup solution is not as simple as a 1:1 ratio with primary storage. This is due to:

- Backup compression and deduplication that reduces the size of backups.
- Snapshots that increase the size of backups.
- Different vendors have different compression and snapshot capabilities.

A conservative practice is for the backup to have 1.5x the primary storage capacity. Some solutions allow for capacity to be added over time where other devices have a fixed capacity.

- Based on the analysis MCWD currently needs 7.5 TB of backup.
- Detailed vendor analysis is needed.
  - Barracuda suggests 2x the primary volume so a Barracuda 690 will work for next 36 months but may not last 5 years.
  - MCWD could use the cloud tier to supplement but this will impact RTO.
- Conservatively, 10.5 TB of backup will be needed in 2024 but this will vary by vendor.
- It is recommended that MCWD design backup and replication schedules around RPO\RTO objectives.
- It is recommended that MCWD evaluate other options such as Veeam to compare to Barracuda.

DRAFT



6210 Bury Drive, Eden Prairie, MN 55345  
 P: 952-715-3500

Quotation

449259

Rev. 5

BILL TO:		SHIP TO:	
COMPANY	<b>Minnehaha Creek Watershed District</b>	COMPANY	<b>Minnehaha Creek Watershed District</b>
ADDRESS	<b>15320 Minnetonka Blvd</b>	ADDRESS	<b>15320 Minnetonka Blvd</b>
		DATE	<b>July 10, 20</b>
		EXPIRY DATE	<b>August 09, 20</b>
		SALES REP	<b>PPFUTZENREUT</b>
	<b>Minnetonka, MN 55345</b>		<b>Minnetonka, MN 55345</b>
CONTACT		PO	
PHONE	<b>(952)471-0590</b>	CONTACT	
		PHONE	<b>(952)471-0590</b>
		CUST NO.	<b>MCW0010</b>

PART NUMBER	ALT / MFG NUMBER	PART DESCRIPTION	QTY	UNIT PRICE	TOTAL PRICE
		<b>***15.6" MODEL***</b>	1		
149369	HPCD-A1493	HP PROBOOK 650 G5 <i>8th Gen i5 processor 16GB of RAM 256GB SSD 3 year warranty 15.6" Full HD Display 5.3lbs</i>	5	\$1,375.00	\$6,875.00
133117	HPCD-J13311	HP ULTRASLIM DOCK	2	\$229.00	\$458.00
		<b>***15.6" MODEL*** Total:</b>			<b>\$7,333.00</b>

**COMMENTS**

SUBTOTAL:	\$7,333.00
TAX:	\$0.00
<b>TOTAL:</b>	<b>\$7,333.00</b>

**TERMS AND CONDITIONS**

Terms are Net 15 days upon approved credit. Credit cards accepted. Tax, shipping and handling may not be accurately reflected on this quote. An accurate amount, if requested, will be provided at the time of order

Return Policy:  
 1 - 15 Days: Unopened boxes\* will be returned for full credit. 15 - 30 Days: Unopened boxes\* will be returned for full credit minus 25% of purchase price restocking fee. Beyond 30 Days: No returns accepted.

Incomplete Returns: No returns accepted. Software and Licenses: No opened software returns accepted. Licenses will vary depending on manufacturer policy.

Special Order and Registered Items: No returns accepted.

Defective Items: Complete packages will be exchanged or credited if returned within 15 days of invoice date and upon verification the item is defective.

\* The product(s) and package(s) MUST be received in excellent condition with no rips, tears, broken seals, markings, writing, stickers, compression damage or any other defacing marks, or the return will be rejected.

**QUOTE ACCEPTANCE**

Thank you for your inquiry.

To order, please sign and return this quotation to either your Account Manager or to sales.support@gocorpotech.com.

Name: \_\_\_\_\_ Date: \_\_\_\_\_ P.O. #: \_\_\_\_\_





6210 Bury Drive, Eden Prairie, MN 55345  
 P: 952-715-3500

Quotation

447399

Rev. 9

BILL TO:		SHIP TO:	
COMPANY	<b>Minnehaha Creek Watershed District</b>	COMPANY	<b>Minnehaha Creek Watershed District</b>
ADDRESS	<b>15320 Minnetonka Blvd</b>	ADDRESS	<b>15320 Minnetonka Blvd</b>
		DATE	<b>April 20, 20</b>
		EXPIRY DATE	<b>May 20, 20</b>
		SALES REP	<b>PPFUTZENREUT</b>
	<b>Minnetonka, MN 55345</b>	PO	
CONTACT		CONTACT	
PHONE	<b>(952)471-0590</b>	PHONE	<b>(952)471-0590</b>
		CUST NO.	<b>MCW0010</b>

PART NUMBER	ALT / MFG NUMBER	PART DESCRIPTION	QTY	UNIT PRICE	TOTAL PRICE
		<b>***HARDWARE***</b>	1		
		8BAY NAS RACKSTATION RS1219+DISKLESS	1	\$1,199.99	\$1,199.99
149037	HPE	10GB ETHERNET ADAPTER 2 RJ45PORTS E10G18-T2	1	\$269.99	\$269.99
148670	WEST-F1486	6TB GOLD ENTERPRISE CLASS SATAHDD 3.5IN	4	\$250.00	\$1,000.00
		<b>***HARDWARE*** Total:</b>			<b>\$2,469.98</b>

**COMMENTS**

SUBTOTAL:	\$2,469.98
TAX:	\$0.00
<b>TOTAL:</b>	<b>\$2,469.98</b>

**TERMS AND CONDITIONS**

Terms are Net 15 days upon approved credit. Credit cards accepted. Tax, shipping and handling may not be accurately reflected on this quote. An accurate amount, if requested, will be provided at the time of order

Return Policy:

1 - 15 Days: Unopened boxes\* will be returned for full credit. 15 - 30 Days: Unopened boxes\* will be returned for full credit minus 25% of purchase price restocking fee. Beyond 30 Days: No returns accepted.

Incomplete Returns: No returns accepted. Software and Licenses: No opened software returns accepted. Licenses will vary depending on manufacturer policy.

Special Order and Registered Items: No returns accepted.

Defective Items: Complete packages will be exchanged or credited if returned within 15 days of invoice date and upon verification the item is defective.

\* The product(s) and package(s) MUST be received in excellent condition with no rips, tears, broken seals, markings, writing, stickers, compression damage or any other defacing marks, or the return will be rejected.

**QUOTE ACCEPTANCE**

Thank you for your inquiry.

To order, please sign and return this quotation to either your Account Manager or to sales.support@gocorpotech.com.

Name: \_\_\_\_\_ Date: \_\_\_\_\_ P.O. #: \_\_\_\_\_



**Provided By:** Lamonze Hunter  
 OffsiteDataSync, Five Star Bank Tower  
 100 Chestnut Street Suite 1830  
 Rochester, NY 14604

**Billing Address:**  
 Minnehaha Creek Watershed District  
 (952) 641-4581

**Shipping Address:**  
 Minnehaha Creek Watershed District  
 (952) 641-4581

**PROPOSED AGREEMENT**

Date: Jul 15, 2020  
 Number: 00024312

Expiration Date: Aug 31, 2020  
 Amount: \$985.00

Comments:

Line Item	SKU	Description	Qty	List Price	Disc %	Total Price
1	LIC-VBRPLS-VM-VMware-MR12	VM Managed License Monthly for 12 Months Rental, Veeam Backup & Replication Enterprise Plus for VMware provides: <ul style="list-style-type: none"> <li>• VM License, Veeam Backup &amp; Replication Enterprise Plus for VMware</li> </ul>	13	\$15.00		\$195.00
2	BU-VCC-PRO-TB-MR12	Veeam Cloud Connect Backup, Pro Plus Plan, Per TB, Monthly Installment for 12 Months, includes: <ul style="list-style-type: none"> <li>- Intelligent Storage Repository, powered by Veeam Cloud Connect</li> <li>- Failover Capabilities in DR Scenario with 24/7 Severity-1 Support</li> <li>- 4-Hour Cloud Restore Initiation</li> <li>- WAN Acceleration Available</li> <li>- Up to 10 Processing Threads Included</li> <li>- Recovery Assurance - 30 Days No CPU/RAM/Storage Cost in DR Scenario</li> <li>- Airlift Data Seeding</li> <li>- Flexible Storage Settings for Cloud Repositories</li> </ul>	5	\$53.00		\$265.00
3	ARCH-VCC-CHL-MR12	Archive Storage, Veeam Cloud Connect Archive; Per TB, Month Installments for 12 Months, includes: <ul style="list-style-type: none"> <li>- Unlimited Ingress &amp; Egress</li> <li>- No additional per-request costs</li> <li>- 8:00 AM - 5:00 PM EST non-Severity 1 support</li> <li>- Billing is based on the actual consumption of the month</li> </ul> <p>*Suite features subject to change with notice</p>	35	\$15.00		\$525.00

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[www.offsitedatasync.com](http://www.offsitedatasync.com) | [info@offsitedatasync.com](mailto:info@offsitedatasync.com)

(NA) North America: 888.800.4380 • (EMEA) Europe, Middle East & Africa: +44.20.3514.2054 • (APAC) Asia Pacific: +65.315.81.406

Total	\$985.00
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## SERVICES AGREEMENT

This Services Agreement (this “Agreement”) is entered into between KeepItSafe, Inc. D/B/A OffsiteDataSync (“OffsiteDataSync”), and the customer named in the signature block below (“Customer”), and is effective as of the date of last signature (the “Effective Date”). OffsiteDataSync and Customer are sometimes individually called a “party” and collectively called the “parties.” Customer wishes to receive, and OffsiteDataSync wishes to provide, OffsiteDataSync services expressly set forth in this Services Agreement and further described in the Service Schedule attached hereto as Schedule 1 pursuant to the terms and conditions in this Agreement. The parties agree that this Services Agreement is governed by the Terms of Use located at <https://www.offsitedatasync.com/wp-content/uploads/2020/03/ods-terms-conditions.pdf> (“T&Cs”). Each of the Schedule 1, and the T&Cs is expressly and fully incorporated into this Agreement. Capitalized terms, not otherwise defined herein, shall have the meanings set forth in the T&Cs.

### Service Term

Initial Term  
Renewal Term

Term. The term of this Agreement will begin on the effective date set forth in the Services Agreement and will continue until the end of the term set forth in the Services Agreement (the “Term” of this Agreement); provided, however, that this Agreement shall automatically renew after the initial Term and at the end of each successive renewal Term for the renewal period set forth in the Services Agreement or for successive twelve month periods if not otherwise set forth in the Services Agreement unless it is cancelled in writing via email to [operations@offsitedatasync.com](mailto:operations@offsitedatasync.com) 30 days prior to the end of the initial Term (or 30 days prior to the end of any successive renewal Term).

If this Agreement is terminated for any reason, other than due to a material breach by Company, the Customer must pay to Company within ten (10) days of the effective date of termination a termination charge (which Customer acknowledges is a reasonable measure of actual damages and not a penalty) equal to 100% of the monthly service charges portion of the Fees (and Taxes, if any) for the number of months agreed to in the Services Agreement minus the number of months already paid (“the remaining months”).

Company may, at its sole discretion, charge such amount to the Customer’s credit card or other payment method that Customer has previously given to Company at any time for the purpose of paying the Fees (and Taxes, if any) or any portion thereof.

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## SCHEDULE 1

### DESCRIPTION OF SERVICES

#### 1. **Veeam Cloud Connect Backup, Pro Plus**

- Intelligent Storage Repository, Powered by Veeam Cloud Connect
- Failover Capabilities in DR Scenario with 24/7 Severity-1 Support
- 4-Hour Cloud Restore Initiation
- WAN Acceleration Available
- Up to 10 Processing Threads Included
- Recovery Assurance - 30 Days No CPU/RAM/Storage Cost in DR Scenario
- Airlift Data Seeding
- Flexible Storage Settings for Cloud Repositories

#### 2. **Veeam Cloud Connect Backup, Premium**

- Intelligent Storage Repository, Powered by Veeam Cloud Connect
- Failover Capabilities in DR Scenario with 24/7 Severity-1 Support
- 1-Hour Cloud Restore Initiation
- WAN Acceleration Available
- No Limit Number of Processing ThreadsR
- Recovery Assurance - 60 Days No CPU/RAM/Storage Cost in DR Scenario
- Airlift Data Seeding
- Flexible Storage Settings for Cloud Repositories
- 4 Hours Professional Service Engagement with Veeam Certified Engineers
- 2 Annual Tier 1 DR Tests with up to 10VM's for 3 Consecutive Days
- Ransomware and Insider Threat Protection with 15-day Retention

#### 3. **Veeam Cloud Connect Replication, Pro Plus**

- Intelligent Storage Repository, Powered by Veeam Cloud Connect
- Near-Instant, Hot-Site Failover Capabilities
- Failover Capabilities in DR Scenario with 24/7 Severity-1 Support
- WAN Acceleration Available
- Up to 10 Processing Threads Included
- Recovery Assurance - 30 Days No CPU/RAM/Storage Cost in DR Scenario
- Airlift Data Seeding

#### 4. **Veeam Cloud Connect Replication, Premium**

- Intelligent Storage Repository, Powered by Veeam Cloud Connect
- Near-Instant, Hot-Site Failover Capabilities
- Failover Capabilities in DR Scenario with 24/7 Severity-1 Support
- WAN Acceleration Available
- No Limit Number of Processing Threads
- Recovery Assurance - 60 Days No CPU/RAM/Storage Cost in DR Scenario
- Airlift Data Seeding
- 4 Hours Professional Service Engagement with Veeam Certified Engineers
- 2 Annual Tier 1 DR Tests with up to 10VM's for 3 Consecutive Days

#### 5. **Office 365 Cloud to Cloud Backup**

- Office 365 Cloud to Cloud Backup, Unlimited Storage

#### 6. **Zerto Replication, Pro Plus**

- Intelligent Storage Repository, Powered by Zerto
- Achieve Near-Zero RTO and RPO

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- Point-in-Time Recovery with Journal-Based CDP
- Hypervisor Agnostic
- Automated Failover, Failback, and Testing with the Push of a Button to Mitigate Risk
- Recovery Assurance - 30 Days No CPU/RAM/Storage Cost in DR Scenario
- Airlift Data Seeding

#### 7. Zerto Replication, Premium

- Intelligent Storage Repository, Powered by Zerto
- Achieve Near-Zero RTO and RPO
- Point-in-Time Recovery with Journal-Based CDP
- Hypervisor Agnostic
- Automated Failover, Failback, and Testing with the Push of a Button to Mitigate Risk
- Recovery Assurance - 60 Days No CPU/RAM/Storage Cost in DR Scenario
- Airlift Data Seeding
- 4 Hours Professional Service Engagement with Solution Engineers
- 2 Annual Tier 1 DR Tests with up to 10VM's for 3 Consecutive Days

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