



Title: Authorization to Renew ElementsXS Annual License and Maintenance Agreement

Resolution number: 21-054

Prepared by: Name: Alex Steele
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Reviewed by: Name/Title: Tom Dietrich, Permitting Program Manager

Recommended action: Approve the renewal of the permitting software license and annual maintenance agreement

Schedule: ElementsXS license and maintenance agreement term: 9/1/2021 to 8/31/2022

Budget considerations: Fund name and code: 100-1003 (Information Technology)
Fund budget: \$79,750.00 (Dues and Subscriptions)
Expenditures to date: \$53,299.86
Requested amount of funding: \$10,000.00

Past Board action: Res # 20-006 Title: Selection and Authorization to Purchase Permitting System Software and Maintenance Agreement

Summary:

The 2017 Strategic Alignment Plan prioritized investment in IT to more effectively implement high impact capital projects and influence policy through deep insights of natural and built environments. These insights are derived from innovative data analysis, possible only through a system of closely connected technology solutions.

Born from this 2017 directive, the District developed a Strategic IT Plan, and is currently executing that plan through the evaluation, selection, implementation, and build-out of technology solutions. The Strategic IT Plan seeks to advance the District's ability to leverage data in order to drive decision making. This is accomplished through the elimination of silos, and ensuring technology solutions are closely connected. As a result, the District will efficiently capture information that passes through the organization, analyze that information to derive deeper understanding, and to enhance interactions with partners and the public.

In late 2019/early 2020, as part of this initiative, staff and consultants began evaluating technology solutions to replace the District's existing permitting system, which was more than 15 years prior by seasonal staff. The Board approved the purchase and acquisition of ElementsXS in January 2020, as the software platform to support and enhance permitting workflows.

Annual software costs include license renewal, which is required to utilize the software. Annual costs also include maintenance, which provides benefits that allow the District to maintain its technology investments by keeping software updated, secure and stable. These benefits include access to new features, technical support and new training materials.

Novotox ElementsXS

In January 2020, the District acquired Novotx ElementsXS software to capture, streamline and analyze data that passes through permitting workflows. The District's goals for new permitting software are simplified below, by order of priority:

1. Provide organizational wide access to permitting data for additional analysis and insights
2. Provide District permitting staff with the tools to better screen for partnership opportunities
3. Make baseline permit review and processing more efficient

Key to ElementsXS, as with all technology solutions selected through the IT Update initiative, is the platform's deep connection to GIS, which provides the link between permitting data and its utilization across the organization. A platform deeply linked with GIS allows District permitting staff to critically analyze data for partnership opportunities, with real-time awareness. By improving efficiency, the ElementsXS platform not only brings more data in, but its collected in an efficient manner – for use by both permitting staff and the organization as a whole.

Current Status

The permitting portal went live in April 2021, and was extensively tested on a trial period ending in June 2021. Since that time, all District permit applications have been submitted and processed electronically, and the data stored in the new database. Staff has been working with the Novotx team to optimize both user and customer experiences, by identifying bugs and other accessibility issues, focusing on any issues arising with the applicant and public facing components. Resolution of the remaining improvements and optimizations is anticipated to occur within the next 60 days.

Moving data from the District's old permitting database into the ElementsXS platform is the next phase of work for the project. This work is will occur over the next 2-4 months.

The build-out of useful datasets from permitting data will be an ever-evolving goal – new reports, dashboards and analysis needs will change over time. The ability to harness data was a selling point of ElementsXS, and as ownership of the system transfers from the Novotx to MCWD, the District will be able to increasingly leverage data that once passed through the organization in order to advance the District's mission.

In order to sustain the District's investment in permitting software, staff requests authorization of the renewal of the permitting software license and annual maintenance fee.

Supporting documents (list attachments):

1. Quote from Novotx for annual permitting software (ElementsXS) license and maintenance



RESOLUTION

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WHEREAS, in February of 2017 the Minnehaha Creek Watershed District 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, a critical component in operationalizing this strategy is the effective deployment of technology; and

WHEREAS, in pursuit of investing in technology to enhance the District’s work, a detailed review and selection of permitting software platforms was conducted; and

WHEREAS, on January 23, 2020 the Board approved the purchase of ElementsXS as the District’s permitting technology solution; and

WHEREAS, license and maintenance renewal is critical to sustain the District’s technology investments by extending benefits like technical support, training, and access to updated software; and

WHEREAS, a quote for permitting platform license renewal and maintenance was obtained from Novotx; and

WHEREAS, the cost of Elements license renewal and maintenance through August 31, 2022 is \$10,000.00; and

NOW, THEREFORE, BE IT RESOLVED that the Minnehaha Creek Watershed District Board of Managers hereby authorizes the renewal of permitting software maintenance and licenses for an amount of \$10,000.00.

Resolution Number 21-054 was moved by Manager _____, seconded by Manager _____. Motion to adopt the resolution ___ ayes, ___ nays, ___ abstentions. Date: 8/12/2021

Secretary Date: _____



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INVOICE

BILL TO

Minnehaha Creek Watershed
District
15320 Minnetonka Blvd
Minnetonka, MN 55345
United States

INVOICE # 2127
DATE 07/01/2021
DUE DATE 08/31/2021
TERMS Net 30

ACTIVITY	QTY	RATE	AMOUNT
EXS_Maint Elements XS License Subscription (Expires 8/31/2022)	1	10,000.00	10,000.00

BALANCE DUE **\$10,000.00**