

MEMORANDUM
Comfort Lake-Forest Lake Watershed District

To: Board of Managers
From: Mike Kinney
Subject: Manager Devices and IT Services

Date: October 15, 2020

Background/Discussion

Manager Devices: As discussed briefly at the August 27th regular board meeting, Jessica has been researching device options for the Board. After consulting with multiple vendors and reviewing several quotes, staff recommends that the Board consider the purchase of five Lenovo laptops for manager use. The price point for the laptops is a bit higher than staff initially proposed. This is due to high demand in the market (due to increased working from home) and subsequent low supply of devices available under government contract. Despite the higher price point, after review of the projected yearend expenditures, staff do expect the cost to fit within the administrative budget for 2020.

Outside of the District's current needs associated with hosting virtual board meetings, District staff have long been considering the positives of switching to more environmentally friendly digital board packets. In 2019 over 24,000 pages were printed exclusively for board packets which accounted for roughly 45% of all pages printed that year. Our current situation may prove to be the perfect transition point for the official retirement of printed board packets (with some exceptions for exceptionally large or detailed documents like the budget, and of course providing printed copies of any item upon request).

Should the Board wish to proceed with acquiring the proposed devices, they would be purchased through Rymark IT and set up specifically for manager use under the proposed Managed IT Services agreement discussed below.

Additionally, it is the recommendation of staff that the Board consider implementing required usage of a District owned device for the following reasons:

- *Consistency & Technical Support:* As it currently stands technical issues encountered by the Board are supported by Jessica to the best of her ability. Due to the increased digital workload of the managers and the varying system setups, this support is neither efficient nor sustainable. Should all managers agree to utilize the same District-owned device under a managed IT services plan as described above, all devices would be fully maintained and supported by an on-call technical support help desk*. This means that any issue encountered on the devices (both hardware and software related) can be addressed promptly and efficiently by professional support staff familiar with the District's system setup. This support would not be available to issues encountered on managers personal devices (phones, tablets, computers etc.)
- *Data Access & Security:* With all managers operating on the same devices, the District would be able to provide all managers with access to the same software, specifically the Microsoft Office suite, which would streamline document review and feedback, reduce issues with conflicting software versioning, and eliminate persistent email communication issues. The District would also be able to provide security and backup services to these devices through the Managed IT Services agreement.

Managed IT Services: Over the course of the year Jessica and I have been working with Rymark IT to develop a managed IT proposal that will meet the District's growing technical support needs. After initially reaching out to three potential firms, Rymark quickly rose to the top of the list due to their quick response time, range of services, and recommendations from their other watershed clients (Rice Creek and Capitol Region Watershed Districts).

MEMORANDUM

Comfort Lake-Forest Lake Watershed District

At this point in time we are working with legal counsel and the staff at Rymark IT to finalize an agreement for managed IT services and infrastructure upgrades to be brought before the Board prior to the end of this year. The funds for this service agreement are included in the 2021 budget and cover the management cost of five manager devices.

*Note: Calls made to the help desk between the hours of 8:00am – 5:00pm are covered under the proposed agreement, calls made outside that window would be charged at a reduced hourly rate as detailed in the agreement that will be brought forward later this year.

Recommended Action

Staff recommend the Board provide direction to the Administrator to proceed with the purchase of five manager devices and to begin working on a required usage policy for Board consideration.

Lenovo ThinkPad X1 Yoga (3rd Gen) Platform

This device comes highly recommended from Rymark IT for flexible and reliable usage. The device can be used as a traditional laptop or folded for use as a tablet with integrated touch screen and stylus capabilities. The devices would come with Windows 10 Pro, the full Microsoft office suite, and Zoom installed and ready for use. It weighs just over 3lbs, has a battery life of up to 15 hours, and includes an integrated camera and microphone. Full spec sheet attached.



Basic Specs:

- Intel 8th Gen i7 Quad-Core 1.9Ghz CPU
- 8GB RAM / 256GB SSD / 14" Full HD LED Touchscreen display
- Display rotates 360° and the keyboard folds into the base so you don't hit keys
- Includes stylus / Finger Print Reader / Backlit Keyboard / WiFi-AC / Bluetooth
- Media Card Reader / Black in color / Windows 10 Pro 64-bit
- New with 1-year warranty (option to extend if desired)

Price: \$1,300/unit

ThinkPad X1 Yoga (3rd Gen) Platform Specifications

Product Specifications Reference (PSREF)

Processor	7th Generation Intel® Core™ i5 Processor								Smart card readerNone Media readerMicroSD card reader, supports UHS-II PortsTwo USB 3.1 Gen 1 (one Always On), two USB 3.1 Type-C Gen 2 / Thunderbolt 3 (Power Delivery, DisplayPort, Data transfer), HDMI 1.4, Ethernet extension connector, nano-SIM card slot (WWAN models), headphone / microphone combo jack, microSD card reader <i>* Depending on many factors, actual data transfer speed may be lower than theoretical speed</i>
	Processor Number	# of Cores	# of Threads	Base Frequency	Max Turbo Frequency	Cache	Memory Types	Processor Graphics	
	i5-7300U	2	4	2.6 GHz	3.5 GHz	3MB	LPDDR3-1866	Intel HD Graphics 620	
	8th Generation Intel Core i5 / i7 Processor								WiGig dockNone Monitor cable (optional) HDMI to VGA: Lenovo HDMI to VGA Monitor Adapter USB-C to VGA: Lenovo USB-C to VGA Adapter USB-C to DP: Lenovo USB-C to DisplayPort Adapter Optional: ThinkPad Ethernet Extension Cable
	Processor Number	# of Cores	# of Threads	Base Frequency	Max Turbo Frequency	Cache	Memory Types	Processor Graphics	
	i5-8250U	4	8	1.6 GHz	3.4 GHz	6MB	LPDDR3-2133	Intel UHD Graphics 620	
	i5-8350U			1.7 GHz	3.6 GHz	6MB			
	i7-8550U			1.8 GHz	4.0 GHz	8MB			
	i7-8650U			1.9 GHz	4.2 GHz	8MB			
Graphics	Intel HD Graphics 620 or Intel UHD Graphics 620 in processor; supports external digital monitor via HDMI or USB Type-C; supports three independent displays; Max resolution: 5120x2880@60Hz (USB Type-C); 4096x2160@30Hz (HDMI)								Camera (optional) <i>One of the following, configurable by model:</i> 720p: HD720p camera with ThinkShutter camera privacy, fixed focus IR & 720p: IR camera and HD720p camera, fixed focus <i>* WWAN models and HDR panel models can not support IR camera</i>
Chipset	Intel SoC (System on Chip) platform								Audio supportHD Audio, Realtek® ALC3286 codec, Dolby® Audio™ Premium / stereo speakers, 1W x 2 /, 360° Noise-cancelling Dual Array Far Field, headphone / microphone combo jack
Memory	8GB or 16GB / 2133MHz LPDDR3 / soldered to systemboard, no sockets								
Display	<i>Some:</i> 14.0" (355mm) FHD (1920x1080), LED backlight, 300 nits, 16:9 aspect ratio, 700:1 contrast ratio, 72% gamut, 170° viewing angle, WVA, AR (anti-reflection) <i>Some:</i> 14.0" (355mm) WQHD (2560x1440), LED backlight, 300 nits, 16:9 aspect ratio, 700:1 contrast ratio, 72% gamut, 170° viewing angle, WVA, AR (anti-reflection) <i>Some:</i> 14.0" (355mm) HDR WQHD (2560x1440) with Dolby Vision™, LED backlight, 500 nits, 16:9 aspect ratio, 1500:1 contrast ratio, 100% gamut, 170° viewing angle, WVA, AR (anti-reflection)								Keyboard6-row wave keyboard (rise & fall), spill-resistant, multimedia Fn keys, LED backlit UltraNav™TrackPoint® pointing device and 3+2 buttons multi-touch clickpad
Multi-touch	Capacitive-type multi-touch, AR (anti-reflection), AS (anti-smudge), supports 10-finger gesture, reduces overall display brightness by 10%								
Hinge	Yoga hinge, 360 degree								SecurityPower-on password, hard disk password, supervisor password, security keyhole Security chipDiscrete TPM 2.0 TCG Certified (may be disabled in some region) System Mgt (opt)Intel vPro Technology Fingerprint readerTouch style match on chip fingerprint reader on the palm rest NFC (optional)Near Field Communication
Convert-mode	Laptop, tent, stand, and tablet								
Pen (optional)	ThinkPad Pen Pro, active pen for multi-touch display, on-board rechargeable								BatteryIntegrated Li-Ion 54Wh battery, supports Rapid Charge (charge up to 80% in 1hr) with 65W USB Type-C AC adapter Max battery life MobileMark® 2014: 15.4 hrs <i>* Battery life varies significantly with hardware configurations, settings, usage, & other factors</i>
Storage	<i>Some:</i> M.2 SSD / SATA 6.0Gb/s (e.g. 256GB SSD) <i>Some:</i> M.2 SSD / PCIe NVMe, PCIe 3.0 x 4, 32Gb/s (e.g. xxxG SSD PCIe NVMe)								
Optical	None								AC adapter45W or 65W USB-C AC adapter
Ethernet	Native Intel Ethernet Connection WGI219-LM (vPro) via optional ThinkPad Ethernet Extension Cable								Light sensorAmbient Light Sensor G-sensor3D accelerometer Gyroscope3D gyrometer GPSGPS function is integrated into WWAN module
WLAN + Bluetooth™	<ul style="list-style-type: none"> Intel Dual Band Wireless-AC 8265, Wi-Fi 2x2 802.11ac + Bluetooth 4.2, M.2 card Intel Wireless-AC 9260, Wi-Fi 2x2 802.11ac + Bluetooth 5.0, M.2 card 								PreloadWindows® 10 Pro 64
WWAN (optional)	Integrated Mobile Broadband 4G LTE-A, Intel XMM™ 7360 (Fibocom L850-GL), M.2 card								Limited warranty (optional) <ul style="list-style-type: none"> 1-year depot repair service 1-year depot with 2-year system board repair service 1-year + 2-year depot repair service 1-year + 2-year limited onsite service 3-year/1-yr battery depot repair service 3-year/1-yr battery limited onsite service
SIM card (opt)	Nano-SIM card slot, optional Verizon LTE (US) SIM card								
Dimensions	<i>WxDxH:</i> 13.11" x 9.02" x 0.67"; 333mm x 229mm x 17.05mm								Mil-Spec testMIL-STD-810G military testing
Weight	Starting at 3.08 lb / 1.4kg								EnvironmentEPEAT™ Silver; ENERGY STAR®; RoHS-compliant
Case color	Black or silver								
Case material	<i>Display cover:</i> Carbon-Fiber and Glass-Fiber hybrid; <i>Bottom:</i> magnesium-PPS hybrid								

Note: The specifications above may not be available in all regions and might change by regions.

Lenovo
July 2020