Request for Board Action

Agenda Item: MS4Front Data Management and GIS Mapping Tool Proposal

Presenter: E. Baskerville Doeckel

Meeting Date: 12 November 2024   **Flexibility**:   ☐ Yes   ☒ No

Estimated Time: ☐ Consent Agenda ☒ 10 Min. ☐ 15 Min. ☐ 30 Min. ☐ 45 Min. ☐ 1 Hour

Action Request: ☐ Information/Review   ☒ Motion to approve ☐ Budget Change   ☐ Other

Board Action: ☐ Approved   ☐ Denied   ☐ Tabled   ☐ Accepted Report ☐ Other

Date of Action: 12 November 2024

Background (Attach Supporting Documents as needed)

Since its inception, the MWMO has established a range of programs to meet organization goals, including programs to implement projects and distribute grants for projects, watershed assessment projects and our watershed planning efforts. The MWMO has been involved in the implementation of approximately 300+ projects throughout the watershed. These projects range in size from smaller community grant projects to larger capital improvement and district systems projects, and also include outreach projects and their associated feasibility assessments and planning efforts. Considering the accumulation of historic and ongoing projects, as well as projections of future project implementation and long-term tracking to ensure ongoing maintenance and performance, the need for a project and data management tool has become apparent. This tool would aid the MWMO in efficient and consistent tracking of all of our projects across all departments.

Proposed Software Tool

Staff have been exploring options for project data management and have identified a software program that would best support MWMO's programs. This data management software, MS4Front,

includes a geographic mapping component that will allow us to input, edit, store, and manage our project data all within one tool. The software will allow us to run reports, complete advance searches on our project database, create custom summary reports for all of our projects, and allow us to collect data in the field and upload it automatically to our project database. The tool will have a map viewer that will house our project and watershed data and will be easily accessible to all staff. This software service is also used by many other watershed management organizations and watershed districts, both in the metro area and greater Minnesota, to help staff manage their projects and mapping needs.

MWMO staff is recommending a not-to-exceed amount of $29,880, which includes $23,880 as a one-time fee for the initial software setup and configuration, existing data migration, testing, and final configuration, and an annual fee of $6,000 as a subscription that includes annual software hosting, management, training, and technical support. The MS4Front software service is proposed to be implemented during the first half of 2025.

Mississippi Watershed Management Organization

RESOLUTION 2024-027

A RESOLUTION APPROVING THE PROPOSAL FOR THE SCOPE OF WORK TO IMPLEMENT THE MS4FRONT DATA MANAGEMENT SOFTWARE TOOL

WHEREAS, the MWMO strives to protect and improve water quality and habitat within its jurisdiction through planning and implementation of stormwater best management practices and restoration of ecosystem functionality;

WHEREAS, the MWMO, through its history as an organization, has completed an estimated 300+ projects and collected data throughout the watershed;

WHEREAS, the MWMO has identified the need for a more sophisticated geographic data and program management tool to help collect, track, organize, and summarize years of project and environmental data;

WHEREAS, staff have identified a software program that will allow us to collectively collect, track, organize and summarize this data;

WHEREAS, the MWMO has available funds in the General Administrative Fund to cover the cost of the proposed work, and

WHEREAS, Staff recommend the Board of Commissioners approve funding for the implementation of the MS4Front software solution

NOW THEREFORE BE IT RESOLVED, the MWMO Board of Commissioners approves the proposal for $29,880 for the development and implementation of the MS4Front software and annual software subscription fee and authorizes MWMO staff to take all necessary administrative actions to implement the resolution.

Adopted this the 12th day of November, 2024.

Review for the Board: _____

Randy Stille, Chair

Review for Administration: _____

Kevin Reich, Executive Director