
Anticipated Costs for Digital Infrastructure Updates

Staff Recommendation:

Move to authorize the District Administrator to implement the digital infrastructure updates as described, coordinating with HDR, NAIAD, and EISS as needed, with total one-time costs not to exceed \$20,000 and annual costs not to exceed \$3,000 with 1/3 of funds coming from Subscriptions & License Fees, 1/3 from Professional Services-General, and 1/3 from the Website Budget. This authorization includes the expansion of time and resources for the District Administrator and contractors to complete the task.”

Background

The Lower Minnesota River Watershed District (LMRWD) is undertaking a transition to a secure, centralized, compliant website and email infrastructure. **The previous communications to and from the Board related to these processes are the following reference materials:**

1. **Establishing a Professional Email and Records Infrastructure for the LMRWD**
(June 5, 2025, memo from Joseph Barisonzi)
 - a. Outlines the legal and operational need for a compliant email and records system
 - b. Describes the proposed Microsoft 365 + SharePoint structure, including role-based aliases, retention policies, and transition protocols
2. **Website and Email Transition Memo**
(Draft 5.1.2024)
 - a. Provides a phased plan for website migration, domain registration, and Microsoft 365 email deployment
 - b. Lists optional IT support services, estimated timeline, and budget considerations
3. **Invoice Processing Workflow**
(May 13, 2025)
 - a. Details the current invoice handling, review, and approval process
 - b. Identifies opportunities for workflow automation using Power Automate and SharePoint

Below is a detailed projection of anticipated costs and hours, drawing from the plans outlined in the reference documents and standard market pricing.

1. Email System Transition

Accounts/Profiles

- Estimated 15 named mailboxes (board, staff, consultants)
- 6–8 shared or role-based mailboxes (administrator@, president@, treasurer@, invoices@, outreach@, levy@, etc.)

Microsoft Licensing Costs

- Microsoft 365 Business Standard: ~\$12.50 per user per month
 - 15 users x \$12.50 = **\$187.50/month**
 - Annually: **\$2,250/year**
- Shared mailboxes are included at no additional cost

Setup and Migration

- Approximately 1–2 hours per user for account setup, security, testing, and onboarding
 - 15 users x 1.5 hrs = ~22.5 hours
 - At \$150/hour = **\$3,375 one-time labor cost**

2. Website and Gmail Transition

Domain Registration

- GoDaddy domain: ~\$20/year

Migration and Build

- Website and Gmail backup, rebuild/migration, link updates: 30–45 hours
 - At \$150/hour = **\$4,500–\$6,750 one-time labor cost**

3. SharePoint & Records Management

- Configure retention policies, permissions, and recordkeeping folders: 10–15 hours
- User training & documentation: 5–10 hours
- Transition support protocols: 5 hours
- Total: 20–30 hours
 - At \$150/hour = **\$3,000–\$4,500 one-time labor cost**

4. Invoice Automation

The current invoice workflow involves several manual steps, including review, naming, saving to SharePoint, summarizing for board packets, and reconciling with Bill.com and

QuickBooks after approval Invoice Processing Work.... Automating this process using Microsoft Power Automate and SharePoint workflows will:

- Automatically file invoices arriving to invoices@ and admin@ into the correct SharePoint folder based on date and vendor naming rules
- Route invoices for review and approval through standardized notifications and checklists
- Link approved invoices to an Accounts Payable SharePoint log to prepare Board packets
- Push payment approval notices directly to Bill.com after board votes
- Archive paid invoices automatically after CPA updates

Estimated Costs

- Workflow design, testing, and deployment: 15–20 hours
 - At \$150/hour = **\$2,250–\$3,000 one-time labor cost**
- No ongoing cost beyond existing Microsoft 365, Bill.com, QuickBooks licensing

5. Summary of Estimated Costs

Category	Estimated Cost (one-time)	Ongoing Cost
Microsoft 365 Licensing	--	~\$2,250/year
Email profile setup	~\$3,375 --	--
Website & Gmail migration	\$4,500–\$6,750	\$20–300/year (domain)
SharePoint records setup	\$3,000–\$4,500	included in M365
Invoice workflow automation	\$2,250–\$3,000	included in M365
Total One-Time Labor	\$13,125–\$17,625	

Budget Notes

- **HDR:** Will cover lowermnriverwd.org compliance architecture under their existing contract
- **EISS:** Will bill separately for the website audit/migration, email profile configuration, invoice workflow automation, and technical troubleshooting.

Estimated Timeline

- Phase 1: Audit & Backup (1–2 weeks)
- Phase 2: Domain & Email Setup (1 week)
- Phase 3: Website Migration (2–3 weeks)
- Phase 4: Invoice Workflow Automation (1–2 weeks)
- Phase 5: Testing & Finalization (1 week)
- **Total:** approximately 6–8 weeks

Prepared by District Administrator (Will Lytle)

Time/Date: 7:00pm, July 9th, 2025



LOWER MINNESOTA RIVER
WATERSHED DISTRICT

