



MEMORANDUM
APRIL 4, 2018

TO: BOARD OF DIRECTORS

FROM: ANDY MUELLER, GENERAL MANAGER
ALESHA FREDERICK, BUSINESS SUPPORT SPECIALIST

SUBJECT: DIGITAL BOARD PACKETS

ACTION: Authorize staff to purchase and provide iPads to Directors who desire to utilize digital only board packets and who do not have ready access or use of an appropriate mobile computing device loaded with appropriate software.

STRATEGIC INITIATIVE(S): 11.D: *River District Staff Resources/Efficient and effective communication.*

In an effort to reduce the time staff spends creating paper meeting binders and to reduce the use of paper and related costs of putting together paper packets, staff suggests that the River District Board transition to digital Board packets. Technology is a key component in achieving this goal. While many Board members have the use of or access to a laptop or iPad, some Directors do not or cannot use their work issued devices for River District business. Therefore, we request that the Board authorize the General Manager to order iPads for Director's use during their time as a Director.

Alesha Frederick, our District Business Support Specialist, conducted research into options available for this purpose. Both Apple and Microsoft have tablets that are powerful, portable, and expensive machines designed to fulfill similar needs. For the purpose of this memorandum the Apple iPad and Microsoft Surface Pro will be compared side by side. Both products have the ability to connect to an available Wi-Fi network however if a Wi-Fi network is unavailable both products would require an outside source for data (i.e. a thumb drive).

In terms of hardware both the Surface Pro and iPad Pro are equipped with nice size screens, quick processors and good battery life. The iPad functions better as a tablet overall, is better suited for reading, and scrolling is easier, while the Surface Pro acts more like a laptop and offers more options. Still both options offer speedy and smooth performance, physical keyboards and pens and can multitask with ease. The table below provides a brief comparison of these two tablets.

	Surface Pro	iPad or iPad Pro
Price Range	\$1,199 -3,999	\$329 (9.7" Screen) - \$799 (12.9" Screen)
Storage Capacity	64, 256, 512 GB	32, 64, 128, 256 GB
Weight	1.69 pounds	1.03 pounds
Battery Life	Up to 14 hours	Up to 10 hours
Screen Size	12.3"	9.7, 10.5 or 12.9"
Display resolution	1920 x1080	2736 x 1824

Additional Costs for the standard iPad 9.7" model that should be considered include:

1. Protective case: \$59.95
2. Case with integrated cover (in lieu of protective case): \$99.95
3. Apple Pencil for screen notations: \$99.00
4. iAnnotate for iPad: One-time cost: \$9.99
5. IT Maintenance: Unknown although we estimate it to be insignificant

It is staff's experience that iPads are more intuitive, there will likely be less time needed for training and also will require less IT support. It is staff's recommendation that Board members who need them be issued iPads with Wi-Fi connectivity and with keyboard cases and Apple Pencils. The total estimated unit cost, with accessories, is \$550.00. The iPad will remain the property of the District but will be available for use by the Director during her/his tenure on the Board. It is our hope that the iPads have a useful life of approximately 5 years so it is likely that the iPads will be used by more than one Director during its lifespan and will have an amortized annual cost of approximately \$105.00 per year per Director. This cost per director is significantly less than the staff time, paper, binder, printing and mailing costs involved in the distribution of paper meeting binders which we estimate to be \$445 per year per Director.