

The Board of Supervisors of Shelby County, Iowa, met pursuant to law and rules of said board in special session at 9:30 a.m. in the Engineer's Conference Room with the following members present: Allen W. Burchett, Chairman; LaVon A. Christensen, Vice-Chairman; and Marsha J. Carter, Clerk. Absent: Merlyn Knudsen.

It was moved by Christensen, seconded by Burchett, to approve agenda with the following amendments: (1) Disaster Recover Report, (2) Tentative Secondary Road Union Contract, (3) Quotes for CMP. Motion carried.

It was moved by Christensen, seconded by Burchett, to approve the transfer of \$10,000 from General Basic to the Capital Fund. Motion carried.

It was moved by Christensen, seconded by Burchett, to receive and file the following After Action Disaster Recovery Report. Motion carried.

SHELBY COUNTY DISASTER RECOVERY

Shelby County execution of Disaster Recovery was a two-day run executing the steps developed in theory to restore the main database. The first day was set aside to prepare the hardware and the second day was used to restore data and attach a user to the rebuilt server to test quality of data. We setup a temporary miniature network to allow recovery testing without shutting down entire Courthouse. Below is a step by step listing as events occurred.

1. Day one was used to prepare hardware to build a Disaster Recovery Server. We did not have the same hardware as original, which will be a real world situation. We used a Compaq 3000 to restore backed up data, which is different than the Compaq 1600 being used.
2. Step one consisted of setting up and configuring the Compaq server. A smart start CD installs the needed settings which allows the hardware to work together and be saved on a partition created by the smart start CD. This process took about 1 hr.
3. Step two was installing Windows NT4.0 and service packs 4 ,6 and installing IE5. This also took 1 hr.
4. After the operating system was installed, our next step was originally to install Backup exec and restore entirely from a full backup. We discovered that Backup exec Ver. 7.0 will not install to a server that is not a member of a domain. With this development, we installed Backup exec Ver. 6.0 which installed with no problems. This process took around 1 hr. It will be critical to maintain a copy of this older version for this process to work.
5. The next step consisted of cataloging tape. This took about 45 minutes.
6. Backup exec restored from tape a full backup of data and all settings of both drives. This took 1 hr.
7. After restoring, we had a conflict of hardware settings because of the different model servers. This is likely to happen since today's hardware is changing so rapidly. The chance of restoring to the same hardware from a tape in a disaster situation is very unlikely. This took 1 hr.
8. The next step consisted of attaching a workstation to the Disaster Server. I wanted to use a workstation already configured to save time in testing. Creation of a workstation comes from the server, which is automatic if data is totally restored. I used a notebook from the Auditor's office to try and attach to the new server. We found out the nic in the notebook would not connect to the server with the 10 megabyte card installed. The nic would not connect to a 10/100 hub. Not uncommon with computer hardware. We just need to be prepared for little glitches like this.
9. A PC from the assessor's office connected to the server with no problem. Stacy from the Assessor's office logged on in her name to the server. She tested both CMS and Vanguard to make sure both programs would open ,run and operate. She also verified data as being current. This took ½ hr.
10. The last test we did executed was the copying of data from Farmer's and the vault backup to the Data server at the County. Both additional sources of backup worked flawlessly. This took 15 minutes.

We were very happy with the out come of the testing. We expected some issues and we had some, but all in all the restoration worked very well. It verified the theories we had in restoring. It gave us an idea of a time frame and the accuracy of the data. I would say total time of testing from hardware setup to testing of data was 6 ½ hours. It was a very successful test.

In summary, we are confident that if proper management of the three current backup methods are monitored and assured to be functional, SCCI can restore the county operations in a timely manner and with total recovery of data. There would obviously be small issues to work through, which will always be the case with different hardware. As long as a physical location is available, and tapes have been properly maintained, SCCI would feel comfortable in a 24-48 restoration of a working environment.

Thanks for the opportunity to provide this testing. We feel confident that the steps taken to put a disaster recovery plan in place are effective and dependable for the protection of Shelby County's IT infrastructure and data.

Kevin Wichman
Technician

Arlin Sorensen
President

It was moved by Christensen, seconded by Burchett, to approve the Tentative Agreement with the Secondary Road Employees Union and authorize the Chairman to sign the Final Agreement, pending review by our Personnel Consultant. Motion carried.

It was moved by Burchett, seconded by Christensen, to set the date for receiving quotes for CMP as May 2, 2000, at 9 a.m. Motion carried.

It was moved by Christensen, seconded by Burchett, to approve and authorize the Chairman to sign the DOT Secondary Road Budget/Construction Program. Motion carried.

This being the time and place as advertised for the opening of bids for Shelby County Project LS-18-12, the Board proceeded to open and read the bids as follows: Nelson/Rock, Onawa, IA \$41,141.10; TEK Builders, Mt Ayr, IA \$43,251.46; Capital Const, Logan, IA \$27,792.70; Negus & Son, Omaha, Nebraska \$55,597.27; Hopp Corp, Harlan, IA \$29,912.90; Clark Const, Whiting, IA \$29,110.65. It was moved by Burchett, seconded by Christensen, to accept the bid of Capital Construction of Logan, Iowa for \$27,792.70 and authorize the Chairman to sign all contract documents and authorize the Auditor to issue warrants for progress payments as recommended by the County Engineer. Motion carried.

The Board proceeded to review the bids on Project BROS-C083(24)—8J-83, Bridge Replacement as received by the Iowa Department of Transportation at their letting March 21, 2000. The bids are as follows: Murphy Heavy Contracting, Anita, Iowa, \$456,007.45; Godbersen-Smith Const, Ida Grove, Iowa, \$459,705.15; AM Cohron & Son, Atlantic, Iowa, \$486,220.00; Elk Horn Construction, Sergeant Bluff, Iowa, \$494,254.95. It was moved by Christensen, seconded by Burchett, to accept the low bid of Murphy Heavy Contracting of Anita, Iowa for \$456,007.45 and authorize the Chairman to sign all contract documents and authorize the Auditor to issue warrants for progress payments as recommended by the County Engineer. Motion carried.

It was moved by Burchett, seconded by Christensen, to approve the following Resolution:

RESOLUTION NO. 2000-19

BE IT HERBY RESOLVED by the Shelby County Board of Supervisors that the Shelby County and Audubon County Secondary Roads Departments may and will from time to time utilize equipment of each other's county. This utilization will result from the needs of the respective counties for equipment they may not own and need to rent for use in the maintenance of their road systems. The rental rates used will be those set forth in the Federal Emergency Management Agency (FEMA) Schedule of Equipment Rates.

PASSED and approved this 13th day of April, 2000.

AYES: Burchett, Christensen NAYES: None

It was moved by Burchett, seconded by Christensen, to extend the current contract with Hopp Construction for the privatization of a grader district with an adjustment for fuel costs as recommended by the County Engineer. Motion carried.

The current bridge program was discussed. The County Engineer will gather more information to present to the Board at a later date.

There being no further business appearing, the Chairman declared the meeting adjourned at 10:20 a.m.

Allen W. Burchett, Chairman

ATTEST:

Marsha J. Carter
Clerk to the Board of Supervisors

NOTE: These minutes are as recorded by the Clerk to the Board of Supervisors and are subject to Board approval at the next regular meeting.