

**SAGIS BOARD MEETING  
MEETING SUMMARY**

**May 23, 2007**

**Jerry Surrency Room - MPC**

**8:00 AM**

**Voting Members**

Russ Abolt  
Craig Barrs  
Michael Brown  
David Frost

**Representing**

Chatham County  
Georgia Power Company  
City of Savannah  
Georgia Tech

**Present**

x

**Voting Member Alternates**

Catherine McGillivray  
Pat Monahan  
Chris Morrill

**Representing**

Georgia Tech  
Chatham County  
City of Savannah

**Present**

x

x

x

**Others Present**

David Anderson  
Jerry Cornish  
Matt Gignilliat  
Vincent Grevemberg  
Chris Miller  
Howard Morrison  
Noel Perkins  
Dave Petrillo  
Scott Rasplicka  
Tom Thomson  
Barbara Timbers  
Melony West

**Representing**

Chatham County  
City of Savannah  
Georgia Power Company  
Chatham County  
The Creative Coast  
GA Dept of Economic Development  
SAGIS  
SAGIS  
Blue Ribbon Committee  
MPC  
MPC  
MPC

**Present**

x

x

x

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x

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x

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x

x

**Call to Order**

Mr. Tom Thomson, as acting-chairman, called the meeting to order. Mr. Noel Perkins introduced the newest member of the SAGIS staff, Mr. Dave Petrillo. Mr. Thomson mentioned that SAGIS should be fully staffed within the next few weeks. All others in attendance introduced themselves.

**II. Action Items**

**A. Approval of the February 27, 2007 SAGIS board meeting minutes**

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It was moved and seconded to approve the February 27, 2007 SAGIS board meeting minutes.

**SAGIS Board Action: The motion to approve the February 27, 2007 SAGIS board meeting minutes carried with none opposed.**

**B. Approval of Inter-governmental Agreement**

Ms. Melony West reported to the Board that when MPC was established there was an inter-governmental agreement in place dictating how MPC is funded and what they are to do. The agreement before the board today is an additional agreement to include SAGIS in the MPC fold where the city and county commit to funding. This agreement is also important because it is a “drop dead” agreement – a 4-year agreement designed to expire on December 31, 2011. Beginning in July 1, 2011 the parties will sit down and negotiate a more formal agreement. Mr. Thomson reported that this agreement has been reviewed by the city and county attorneys.

It was moved and seconded to approve the inter-governmental agreement as presented.

**SAGIS Board Action: The motion to approve the inter-governmental agreement as presented carried with none opposed.**

**C. Approval of SAGIS Bylaws**

Ms. West reported that these Bylaws are for the SAGIS Board. It outlines the Board's responsibilities and duties. It also includes the one standing committee for the Board – the Technical Advisory Committee (TAC). Changes made to this section (Article IV, Section 6A) were: the City Engineer and the County Engineer were made permanent members of the TAC, and the SAGIS Director is the chair of the TAC.

Mr. Scott Rasplicka asked if the Bylaws provided for recognition and participation of the Blue Ribbon Committee. He also asked if the SAGIS Board had authority to establish other ad hoc committees as needed. Mr. Thomson replied to both inquiries in the affirmative.

When asked if there was provision for the inclusion of staff, i.e. those individuals provided by the city, county and MPC, Ms. West replied that staff participation was covered in Article IV, Section 6A which refers to the formation of the Technical Advisory Committee (TAC).

Mr. Thomson explained that the MPC budget is divided into three parts – operating budget, grant budget, and SAGIS budget. These budgets are funded separately by the city and county with no crossover of funds. Any work plan will be approved by the funders. The

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MPC is involved because they authorize Mr. Thomson, as the Executive Director, to spend all the monies in the three budgets.

Ms. West explained that SAGIS, while a separate board, is part of the MPC so it must be included in the MPC's authority. The city and county agreed that the MPC would include SAGIS under the MPC umbrella of operations. SAGIS functions as a separate board and has its own budget with control of those funds.

There was concern that the MPC would change or alter the work plan or funding already approved by SAGIS. While theoretically, the MPC could do this, practically speaking, the MPC does not see its function in the details. Mr. Thomson used the structure and experience of the MPO as a model for SAGIS. The MPO has a work plan and funding of its own and the MPC does not get involved in the details. He expects the MPC's relationship with SAGIS to be the same.

The question was raised about the Board's ability to add board members. Ms. West pointed out the existing provision for associate members in Article IV, Section 1. Mr. Thomson suggested that the Bylaws could be revised if and when the need for additional board members arises.

It was moved and seconded to approve the Bylaws as presented.

**SAGIS Board Action: The motion to approve the Bylaws as presented carried with none opposed.**

**D. Election of Chairman/Officers**

It was agreed to defer action until the end of the meeting to allow for the arrival of Dr. David Frost.

**E. Approval of Georgia Tech appointment to TAC**

It was moved and seconded to approve the appointment of Georgia Tech to the Technical Advisory Committee (TAC).

**SAGIS Board Action: The motion to approve the appointment of Georgia Tech to the Technical Advisory Committee (TAC) carried with none opposed.**

**F. Approval of Future Meeting Schedule**

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It was moved and seconded to approve the schedule of future board meetings as presented (Tuesday, August 28, 2007, November 27, 2007 and February 26, 2008 from 9:00 – 11:00 AM).

**SAGIS Board Action: The motion to approve the schedule of future board meetings as presented (Tuesday, August 28, 2007, November 27, 2007 and February 26, 2008 from 9:00 – 11:00 AM) carried with none opposed.**

#### **IV. Status Reports**

##### **A. Discussion of Associate Board Member Appointment**

Mr. Perkins noted that the Bylaws allow for the voting members to appoint up to three associate members. The following list of broad categories for Associate Board Members is offered for Board consideration:

- Economic Development
  - SEDA
  - BETA
  - Chamber of Commerce

- Major Area Employers
  - Area Realtors
  - Hospital
  - Engineering Firms
  - Architectural Firms

- Other Public
  - School Board

Mr. Perkins also noted that currently there is no established process for selecting and appointing associate members. He asked if the Board would like to speak with individuals, or would they like the SAGIS staff to speak with possible candidates. Mr. Thomson mentioned putting a notice seeking applications in the newspaper. Discussion included 1. seeking nominations from Board members, 2. accepting self-nominations from candidates, 3. further discussion of this issue in a future executive session, 4. assuring that certain sectors in the population are ably represented. It was agreed to discuss this further in an executive session of the Board to be scheduled at a future date and time.

##### **B. SAGIS Update/Six month priorities**

Mr. Perkins presented a written report and verbal update of the SAGIS staff priorities for the next six months as stated below:

Data Ownership/Cleanup – One of the very first items we are looking at is cleaning up the data and taking or assigning ownership. This is an essential task for the future success of SAGIS. If no one volunteers to take ownership, the TAC recommends bringing suggested assignments of ownership to the Board for approval.

Data Standards – We will be looking at making a recommendation to the Board with a set of data standards for adoption. These will be data standards or rules for everyone to play by. I have been looking at other entities within the State of Georgia as well as other agencies throughout the nation on standards that they have adopted. I have spoken with Atlanta, Fulton County, Gwinnett County, and the City of Augusta.

Strategic Plan (GIS Master Plan) – I am looking at developing the Strategic Plan for SAGIS. Currently, I have been talking to other agencies of all sizes to get an idea of how they developed their plan. I have also been talking to agencies of similar size to Savannah-Chatham County about their strategic plans. I have spoken to the states of Kentucky, Texas and California, which in my opinion have done it wrong. I also spoke with Miami-Dade, FL, San Diego, CA, Lincoln, NE, and Castle Rock, CO. Our plan from 6 months ago will be the basis of a more comprehensive plan of plans and goals. We will update this every five years. Mr. Perkins found that many communities of our size have not developed their plans correctly. Successful models are of either much larger communities or smaller communities. It is his intention to find a good model and scale up or down to match the needs of our community. There must be sufficient funding to develop the plan and then implement the plan. This plan will include a section on hurricane preparedness and general disaster preparedness. They will be working closely with CEMA.

Mr. Rasplicka noted that prior to Mr. Perkins appointment, SAGIS had been under funded. This has now been remedied by the city and county, along with the recognition that the city and county provide funding within their own organizations to provide the necessary service and information required by SAGIS in order for SAGIS to operate effectively.

### **C. Master Address Database Update**

Ms. Barbara Timbers reported on this project. By May 2007 the data for Bloomingdale, Vernonburg and Port Wentworth had been collected. She has recently heard from Garden City, Pooler and Thunderbolt. Garden City has expressed an interest in participating. She confirmed that all data was collected for the three communities mentioned above plus the unincorporated part of the county and the City of Savannah. All municipalities have been notified that this service is available. She is now working on a method for maintaining the data to keep it current.

Mr. Thomson stated that a goal is to get all the jurisdictions around a table on a quarterly basis to discuss common issues. This master address database is one of the common issues. It has proven to be difficult to get all parties together. He plans to assign a staff member to follow up with all these jurisdictions.

**Action Item – D. Election of Chairman/Officers**

After a brief discussion it was agreed to defer elections until the next meeting.

**IV. Adjournment**

There being no other business to come before the Board, the May 23, 2007 SAGIS board meeting was adjourned.

Respectfully submitted

Noel Perkins  
SAGIS Director