SAVANNAH AREA GEOGRAPHIC INFORMATION SYSTEMS (SAGIS)
BOARD MEETING SUMMARY MINUTES

MPC JERRY SURRENCY CONFERENCE ROOM
110 EAST STATE STREET

September 9, 2008   **9:00 AM**

Voting Members	Representing	Present
Dr. David Frost	Georgia Tech	X
Michael Brown	City of Savannah	X
Russ Abolt	Chatham County	X
Paul Hinchey	St. Joseph's/Candler	X
Cathy Hill	Georgia Power	Absent
Joseph Ross, Jr.	American Society of Civil Engineers	Telecommunication

Voting Member Alternates	Representing	Present
Chris Morrill	City of Savannah	X
Julian Pafford	Georgia Power	X
Vincent Grevemberg	Chatham County	X
Cam Mathis	City of Savannah	X

Others Present	Representing	Present
Tom Thomson	MPC	X
Melony West	MPC	X
Noel Perkins	SAGIS	X
Jason Lee	SAGIS	X
David Petrillo	SAGIS	X
Lara Hall	SAGIS	X
Mary E. Mitchell	MPC	X

I.   CALL TO ORDER

Chairman Dr. David Frost called the September 9, 2008 SAGIS Board Meeting to order at 9:15 a.m.

II.   ACTION ITEMS

The May 27, 2008 minutes were approved upon motion of Mr. Russ Abolt, seconded by Mr. Michael Brown and carried.

Chairman Frost informed the Board that Matt Gignilliat has accepted a new position with Georgia Power in Atlanta, GA. His replacement as Assistant to the Vice President Coastal Region Georgia Power is Mr. Julian Pafford. The Board welcomed Mr. Pafford.

III.   <u>REPORTS</u>

A. **Budget Report –** Ms. Melony West gave the budget report for SAGIS ending June 30, 2008. SAGIS has purchased all of the equipment needed to add on other communities. Mr. Perkins has been working with several people and contracts. SAGIS is in a good financial position.

B. **SAGIS Update**
1. **Activities Update (May – August) –** Noel Perkins reported that:

   a.   The SAGIS staff in conjunction with the MPC staff met with local municipalities for the process for continued maintenance of the Master Address Database (MAD).
   b.   Staff is continuing its work on the centerline file as well as adding fields and data to make it a more value added.
   c.   Staff will work with ERSI on the ArcGIS 9.3 Beta   program. SAGIS has submitted all final documentation to ERSI on SAGIS's experience using Arc.GIS 9.3 BETA.
   d.   SAGIS is in the process of upgrading the client to ArcGIS 9.2 and upgrading the test environment Data Warehouse to 9.2. The SDE upgrade will not affect SAGIS customers; it is the test environment that allows staff to work out bugs and any code modifications that will be necessary prior to the fourth quarter production upgrade. The City has completely updated all their clients from the old software version to the new software version. The County will complete the process shortly. A lot of communication is carried on with the users to ensure that no one is left behind.
   e.   SAGIS staff is working with Georgia Southern University using an intern to work through the process of putting the correct PIN on every address record for MAD.
   f.   SAGIS took receipt of the orthoimagery and after the QA/QC process has accepted the imagery and has started loading the imagery into the database.

   SAGIS will continue its public outreach to all individuals and groups that request information or a presentation.

2. **Upcoming Activities (August – November)**   - Mr. Perkins reported that:
   a. SAGIS staff will upgrade the Database to SQL Server 2005 in 4th Quarter 2008 during the 3rd quarter 2008 SAGIS will upgrade the testing environment.
   b.   SAGIS staff will upgrade the spatial warehouse software SDE to ArcGIS 9.2 in 4th Quarter 2008; during 3r d Quarter 2008 SAGIS will upgrade the testing environment.
   c. SAGIS staff will issue Lidar RFP for solicitation of bids to obtain lidar for Chatham County.
   d. SAGIS will meet with the municipalities for the continued maintenance of

the Master Address Database (MAD). They went from a monthly meeting to a quarterly meeting.

e. GIS Day is November 19, 2008 and SAGIS is working with local schools, both public and private, to put on another great event. This year the event has been expanded to six and eight graders. We expect more than 300 students. Last year the turn out was great.

SAGIS continues to work with City bureaus and County departments to ensure all data is under maintenance and functions properly.

Mr. Perkins will provide an update on these activities at the November 2008 SAGIS Board meeting.

SAGIS will continue its public outreach to all individuals and groups that request information or a presentation.

C. LIDAR Update

Light Detection and Ranging is the process of utilizing a laser to gather elevation data of the surface of the earth. Chatham County in 1999 had LIDAR flown over the entire county, and though that data is very valuable advances in the technology, the ability to gather data that is more spatially accurate, and the great reduction in cost are all factors in the reasoning to gather information that is more recent.

SAGIS staff has issued the Request for Proposal (RFP) for the acquisition of LIDAR for Chatham County. The proposals are due in to SAGIS by October 15, 2008 at 5:00 PM EDT. After all proposals are received, the responses will be disseminated to Vincent Grevemberg, Jerry Cornish, Gelcys Nielson, David Anderson and SAGIS staff for review and to pick a vendor.

Staff recommendations will be presented at the November, 2008 SAGIS Board meeting for a vote to award the contract. On December 2, 2008, the items will go before the MPC board to authorize the Executive Director to sign the contract with the selected vendor for the LIDAR acquisition. If something happens at the December 2 MPC meeting, SAGIS would still have another meeting in December to go ahead and get this authorized.

D. SAGIS ACCOMPLISHMENTS – POWERPOINT PRESENTATION

Mr. Perkins made a comprehensive report via powerpoint that outlined SAGIS accomplishments. The staff members are Jason Lee, Senior GIS Analyst, David Petrillo, GIS Programmer, and Lara Hall, GIS Technician. TAC has been revitalized and the committees have been implemented. The committees include participation of public, private and educational institutions. The logo has been redesign. All owners and editors have been identified. The data warehouse has been cleaned up. This is the SAGIS layers. ESRI Beta program 9.3 is only four in Georgia. SAGIS has trained

110 individuals since March 2008. There is at least one staff member present during the work week to provide technical assistance. The assistance is available by phone, email, walk-in or appointment and if necessary on-site visits will be made.

The staff has provided assistance to many different departments/bureaus which has ranged from best practices to complex problem solving. A lot of data is being moved quickly and is secured. If the data fails, it is not a problem as the data is rolled back to what it was. SAGIS will get an alert message and then they can run the data later. This is controlled by SAGIS. Most of the data bases are backed up nightly. The big imagery is backed up weekly. Once there is only imagery contained therein, it will be updated bi-annually. This gives SAGIS the ability to login as the editor to try to replicate any issues the users might have. Everything is documented.   All editing instances have been completed with data sharing agreement and schema. Every user and port user is stored. SAGIS is in the process of putting in a server for CEMA. In preparation of getting ready for the hurricane season, SAGIS provides training on CEMA disaster tool every year the third Thursday in March. The address centerlines are sent to E-911 monthly. The staff is presently working with E-911 to ensure that the layers match the roads centerline file. Performance monitoring of our website can be done that shows who is using our website, where they are coming from, how long they are on the website and how often they are kicked off of our website. This is specific to our channel, to our one software. We have verified addresses on each road segment. It is not only the centerlines as there are other data layers that must match the centerlines. The police data layers were matched to the centerlines to help them facilitate their data in a timely manner. This enabled the police to make their present changes.

The Local Update of Census Addresses (LUCA) has produced data for the Census Bureau. They sent some information back to us and we resent the information to them. It is ongoing to ensure that the Census Bureau is given the correct data. We should hear from the Census Bureau within the next two or three weeks as we start the next phase of LUCA. Mr. Brown asked how good the address database is and if it is updated every month. Mr. Perkins believes the data base is really good. This interpretation is from the Census Bureau as they only allow us to submit to them what we believe are single family residential numbers.   The LUCA data is not updated every month. If it appears that businesses have residential on top, they are submitted as residential. The LUCA is getting ready to update the 2010 census to facilitate updating all these layers to provide the new buildings permits. City Manager Brown wants to be sure that Chatham County gives the data on time to the Census Bureau. It needs to be determined what data exists. It is disturbing to hear that the census is not counting group quarters. This is where 90 percent of the problems were the last time. In 2000, SCAD students and some units were not counted. Mr. Brown stated again that the data needs to be accurate and that he wants to be sure that the Census Bureau is given everything on time so we will be able to make appeals on a timely basis. He did not want to accuse the Census Bureau of racism, but they definitely don't want to count certain people. As far as the Census Bureau is concerned, it is our obligation

to prove that the people exist. This begins with the household census which is the household data. Mr. Brown said he was putting it on us to determine what the address database is and then if we have to litigate with the Census Bureau, we will do it. In his opinion, the last time the Census Bureau was inept. They put the prison in Garden City but did not count hundreds of households on Hunter or all the senior congregate care facilities on Middleground Road. If any of us have college kids, they don't get counted at our homes, but are counted wherever they go to school. But, they don't count them here in Savannah. The new dorms at Armstrong or wherever were not counted. SCAD may or may not have all the students they say, but the housing units are here. They are Barnard, Montgomery and Boundary; yet some of these units were constructed and were not counted during the last census. We have at least two to three thousand units undercounted. LUCA can help with this data. Mr. Thomson said the units are there until someone knocks on the door. However, we will check into this more, but our database is as good as it has ever been and includes all the units. He believes that when we check into this, what will be found is that we have no control on what the Census Bureau does. However, a follow-up report will be submitted. Mr. Brown requested that the MPC Executive Director, the Assistant City Manager of Public Development and whoever the County wants to appoint have a meeting to go over the address database. It has to be done in a timely basis because if the address database is not current they will ignore us and move on. Mr. Perkins stated that this is the documentation that we should be getting within the next couple of months from the Census Bureau to start having these meetings.

 The MAD Update Committee is a combination of all the municipalities coming together to ensure that MAD is current and updated. The participation has been very good. The municipalities have given us many new addresses and have started asking questions. This is good as we want to remove duplicate names not just across the county, but within the same municipalities or where they are very close.   The Addressing Standard is still with County Attorney Hart.   SAGIS emergency operations procedures are in place.

Chairman Frost advised that the next SAGIS Board meeting is scheduled for November 25, 2008; however, this is the week of Thanksgiving. It was agreed that the next SAGIS Board meeting will be **Tuesday, November 18, 2008 at 9:00 a.m.**

Chairman Frost commended Mr. Perkins and the entire SAGIS Team for their good work. County Manager Russ Abolt complimented Chairman Frost and the SAGIS Director, Noel Perkins, for all they do to ensure that SAGIS is doing its job. Mr. Perkins replied that SAGIS would not be what it is without the SAGIS's staff and the municipalities.

Mr. Perkins reported that Lara's due date is November 18, 2008 and reminded the Board that GIS Day is November 19, 2008.

There being no other business to come before the Board, Chairman Frost adjourned the September 9, 2008 SAGIS Board Meeting at 10:30 a.m.

Respectfully Submitted,

Noel Perkins
SAGIS Director

NP/mem