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

MPC JERRY SURRENCY CONFERENCE ROOM
110 EAST STATE STREET

March 4, 2010   **2:00 PM**

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

Voting Member Alternates	Representing	Present
Susan Cooler	Chatham County	X
Jerry Cornish	City of Savannah	Absent
Cam Mathis	City of Savannah	Absent
Julian Pafford	Georgia Power	X

Others Present	Representing	Present
Melony West	MPC	X
Jason Lee	SAGIS	X
Mary E. Mitchell	MPC	X
Carolyn Bell	City of Savannah	X

I.   **CALL TO ORDER**

Chairman Dr. David Frost called the March 4, 2010 SAGIS Board Meeting to order at 2:10 p.m. **Dr. Frost** reported that **Mr. Noel Perkins**, SAGIS Director, will not be present due to a family emergency.

II.   **ACTION ITEMS**

A. The November 24, 2009 meeting minutes were approved upon motion of **Mr. Abolt**, seconded by **Mr. Ross** and carried.

B. Associate Board Member Application. **Jason Lee** reported that **James J. Collins, III** submitted an application to possibly fill an opening on the SAGIS board as an associate member. **Dr. Frost** explained that when the SAGIS Board reconvened under a different structure, they agreed to have board members and associate board members. They did not fill all the positions. He knew that Mr. Perkins has received inquires about possible interest. Mr. Collins, in his letter, is asking for consideration to an appointment as an associate board member. Dr. Frost stated that he did not have prior knowledge that Mr. Collins would be submitting a letter nor did he know that Mr. Collins was interested in becoming an associate board member. He made this known as Mr. Collins serves on the Georgia Tech Advisory Board and Dr. Frost is employed there. Dr. Frost welcomed

Mr. Collins and invited him to make comments.

Mr. Collins stated that he became aware of GIS as a City of Savannah employee while working in the Engineering department in 1986. He is now employed with Thomas and Hutton and they have a GIS department. In a conversation with Jeanine Backman, he became aware of the associate board position opening at SAGIS. Over the last fifteen (l5) years he has become knowledgeable regarding GIS and has developed a deep appreciation and respect for the technologies that comprise it.   Mr. Collins said he was happy to be present and to be considered for membership on the Board.

The Board asked Mr. Collins to leave the room while they deliberate. Upon motion of Mr. Abolt, seconded by Mr. Brown and carried unanimously, approved to appoint Mr. Collins as an associate member on the SAGIS Board. Dr. Frost welcomed Mr. Collins as a general public associate board member.

C. Binary Bus Proposal. **Chairman Frost** stated that at the last meeting, discussion was held about terminating the contract with Binary Bus and bringing this functionality in house.   SAGIS has received a proposal from Binary Bus for services and they are proposing an option for services that will allow SAGIS to maintain its relationship with them at no cost for three (3) years. It also allows SAGIS the opportunity to have the SAGIS.org site become an income producing site while still offering services to the private citizens of Chatham County at no cost.

Mr. Lee explained that after SAGIS alerted Binary Bus of the intent to terminate services with them, Binary Bus came back with a counter-offer that they would host the web services free of charge. He said in addition, Binary Bus will provide a high level functionality service for people who want to pay for the advanced SAGIS.org. This proposal is now being reviewed to ensure that it is okay. **Mr. Lee** said he is aware that Glynn County and some other counties have done this.   He said that the details are straightforward as stated in the proposal that has been submitted to the SAGIS board. **Mr. Abolt** wanted to know if the Board would need to have a special meeting after the county attorney completes his review of the proposal. **Ms. West** stated that she anticipates that they would not get the review back before the next meeting. Therefore, she does not believe they will need a special meeting. The Board could review it at their next scheduled regularly meeting. She said a scaled-down payment was made to Binary Bus to continue SAGIS contractual relationship with them for the next few months. A question was asked about how the pay version differs from the free version. **Mr. Lee** explained that the pay version includes items such as property analysis, basic analysis such as buffers or zones, and more GIS detailed work. There is also a possibility that demographic data will be added as they go along to make it a really, fully functional GIS service. They will be able to generate PDF's for mass mailings and whatever functionality the Board wants to include if it is technologically feasible. **Mr. Ross** asked that all the things that SAGIS has been trying to implement on the technical scale with Binary Bus still continuing to manage it, how would it affect SAGIS ability to continue to move forward with the things they want to do**? Mr. Lee** answered that they will still be able to redirect what they have done to the internal side. He said that they are developing initially for government consumption anyway. Therefore, they will handle everything that they can do for the site. This is the direction they were going with this; therefore, they will still get full use out of what they have. Their time will not be wasted. As far as what will go on the public site versus the advanced field subscription, will be

determined by SAGIS along with whatever was approved. **Ms. Cooler** asked if there would be any free access**. Mr. Lee** answered that they would have the general free access. The public viewers would be able to do all the basic things such as search by property records, search by PINs; search by name, etc. All of this would be included and the public would be able to print basic maps. The subscription service would be a step up from what they have now. **Mr. Lee** stated that they have experienced some problems with the maintenance of the website, but **Noel** apparently has gotten this clear with them as they are now proposing that the website will be tested consistently by a third party to ensure that it is always operating properly.   **Dr. Frost** asked about the regular updates. How do the updates compare to the kind of update times that SAGIS will be able to accomplish in-house? For example, is it five (5) working days?   **Mr. Lee** said the customers are used to a much longer timeframe. This is one of the issues that they have had with Binary Bus. SAGIS does a lot of updating internally on a daily basis on many layers. They send the layers to Binary Bus regularly and frequently there have been issues with them being able to incorporate the updates in a timely fashion. Therefore, this will be an improvement. If they have the working partnership, he did not see a reason that this could not get done in a couple of days.

 A discussion was held on the emergency operation service pertaining to Binary Bus rate for service. **Dr. Frost** said the proposal shows $125.00/hr. He said if he took $125.00 x 24 hours x 10 days, the cost to SAGIS would be approximately $30,000. **Mr. Lee** did not believe this would be the situation; he believes it would be $125.00 to get the data to Binary Bus and for them to post it. For example, if we have an arrangement with Earth Data to fly imagery immediately after any natural disaster, SAGIS would send the data to Binary Bus and the time preferred to would be how long it takes them to process the data and get it back up for the public consumption.   No action on this matter is required today by the Board. Discussion will be held after review by the county attorney.

III.   REPORTS

A. **Budget Report** – **Ms. Melony West** gave the SAGIS budget report. She stated that the report showed that SAGIS had expended the largest part of the budget at the beginning of the year with the ESRI payment. SAGIS has also entered into an agreement with ESRI for enterprise software which will allow SAGIS to reduce its cost significantly next year because it will allow us to have web based delivery. This will reduce both SAGIS's and MPC's cost. SAGIS knows that they are operating on a shoestring. **Ms. West** said she has submitted SAGIS budget for next year to the County. They anticipate grant funding for SAGIS going into the next year. Revenues have been received from the City and County on time. They have gotten the contract from the Airport and are waiting on the contract from the school board. She said anything that could be additionally generated from Binary Bus this year would be great.

Dr. Frost stated that as they all remember on the front end of the reorganizing of the Board and the entire entity; there was a blue ribbon panel that did a pre-study of enterprise**.** At the time everybody was working on the same version and once they reached a certain level, it put them into a position to be able to go to an enterprise. Rather than everybody buying their own license at the enterprise level, they could start generating significant savings. He believed this is a strong endorsement that SAGIS is now actually at this position and when things are upgraded, everybody gets upgraded at the same time.

B. SAGIS Update

   1. Activities Update (November 2009 – February, 2010).   Mr. Lee reported that SAGIS completed the activities outlined below in the past three months:

     a. Lidar QA/QC Vertical Issues – working on resolution. SAGIS has received the latest delivery. They are presently reviewing the data.

     b. Continuation of specific data set mapping. The centerlines are an ongoing project. SAGIS is doing some work for CEMA.

     c. ArcGIS server. David Petrillo continues to work hard on the ArcGIS server to learn the ins and outs of this server.

     d. Census – New Construction – Boundary and Annexation Survey was completed. They detected some minor errors in the population area. SAGIS made the correction and submitted the corrected data to the Census Bureau.

     e. Strategic Plan. **Ms. West** reported that Mr. Perkins has prepared a draft plan and it has been reviewed by Mr. Thomson.

     f. Strategic Partner Integration – Working with Savannah Airport Commission on processes needed and Savannah Chatham County Public School System on the remapping project.

     g. MedStar Ambulance service data setup for dispatching system. SAGIS worked with the south side, MedStar, and all the fire departments to give them the best possible data for their dispatching. This is an ongoing process.

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

   2. Upcoming Activities (March – May). Mr. Lee reported on the following activities that SAGIS will be doing. An update of the activities will be provided at the May 25, 2010 SAGIS Board meeting:

     a. Lidar data review and quality assurance/quality control – SAGIS QA/QC process has highlighted some items that are being addresses and as a result it delayed the delivery of the dataset.

     b. ArcGIS server (9.3) implementation and testing on the TEST environment – SAGIS has ArcGIS Server up and running and has created a small sample of services that are being tested and are running as pilot projects - Park & Tree and SCMPD.

     c. Centerline improvement – This is the removal of all zero 0 (where possible) addresses as well.

     d. Strategic Partner Integration – Working on possible contract for services with Logistics Innovation Center (LINC) and MedStar Ambulance for semi-annual contract for services.

     e. Staff is working with Savannah Fire, CEMA for Search & Rescue – RHAVE mapping and integration of First Out districts inclusion into E-911.

     f. Staff is working with E-911 and CEMA on the integration of the US National Grid into the CAD system as well as the search and rescue map book.

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Mr. Ross asked if SAGIS has given thought to organizing a GIS training where citizens would pay for the training. **Mr. Lee** stated that SAGIS has talked about this in the past. He believes that Mr. Perkins is receptive with the idea of getting the general public involved. **Dr. Frost** stated that he believes this kind of services is being provided to the employees of city, county, and so forth free. It would be a good idea to put this on the agenda for the next meeting.

Upon motion of **Mr. Brown**, seconded by **Mr. Abolt** and carried unanimously, staff was authorized to formally meet with the other municipalities and ask them about their willingness to join in with SAGIS.

IV. <u>ADJOURNMENT</u>

The next meeting will be on May 25, 2010 at 9:00 a.m. There being no other business to come before the Board, Chairman Frost adjourned the meeting at 2:50 p.m.

Respectfully Submitted,

Noel Perkins

NP:mem