

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

**MPC JERRY SURRENCY CONFERENCE ROOM
110 EAST STATE STREET**

November 23, 2010

9:00 AM

<u>Voting Members</u>	<u>Representing</u>	<u>Present</u>
Dr. David Frost	Georgia Tech	X
Russ Abolt	Chatham County	X
Paul Hinchey	St. Joseph's/Candler	X
Joseph Ross, Jr.	American Society of Civil Engineers	X
James Collins, III	City of Savannah Citizen Representative	X
Truit Eavenson	Georgia Power	Absent
Rochelle Small-Toney	City of Savannah	Absent

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

<u>Others Present</u>	<u>Representing</u>	<u>Present</u>
Thomas Thomson	MPC	X
Noel Perkins	MPC	X
Melony West	MPC	X
Mary E. Mitchell	MPC	X

I. CALL TO ORDER

Chairman Dr. David Frost called the November 23, 2010 SAGIS Board Meeting to order at 9:15 a.m.

Dr. Frost noticed that Mr. Collins was not shown as representing an agency. Mr. Perkins Said Mr. Collins is representing City of Savannah, private citizen.

II. ACTION ITEMS

- A.** The May 25, 2010 meeting minutes were approved upon motion of **Mr. Ross**, seconded by **Mr. Abolt** and carried.

NOTE: THE MEETING SCHEDULED FOR AUGUST 24, 2010 WAS CANCELLED.

B. 2011 SAGIS Board Meeting Calendar

Mr. Perkins reported that in keeping with the decision for SAGIS Board to meet on the last Tuesday of the middle month of every quarter, the dates for the **2011 SAGIS Board**

Meeting dates are: February 22; May 24; August 23; November 29. GIS Day will be held on Wednesday, November 16. The meetings will be 9:00 a.m. to 11:00 a.m. in the Jerry Surrency Room at the Chatham County – Savannah Metropolitan Planning Commission, 110 East State Street.

BOARD ACTION: Mr. Collins moved for approval of the 2011 meeting dates. This was seconded by Mr. Hinchey and unanimously carried.

C. U.S. Geological Survey (USGS) and SAGIS Memorandum of Understanding (MOU)

Mr. Perkins reported that this is a general memorandum of understanding for conducting business with the USGS through the GPSC process, which is a contracting mechanism that federal, state, and local agencies can utilize to acquire geospatial products through a pre-approved third (3rd) party vendor.

Mr. Perkins explained that this is for the national map and is the memorandum of understanding that USGS does everything under. This will allow SAGIS the opportunity to use the GPSC process. He had a conversation earlier this year with USGS about possibly the National Geospatial Agency (NGA) putting us into the Urban 133 program to get our aerial photography flown. It is a must that the GPSC process is used to do this. If this is the case, the NGA will provide SAGIS with a return of 25% to 33% of the overall cost. He was told earlier this year that NGA may not have the money, but this was not confirmed. Therefore, he wants to move forward since there is a possibility that NGA may get the money even after SAGIS flies the imagery to USGS.

This memorandum of understanding is not a financial commitment on either party's part and does not commit any funds to the USGS. This memorandum is the first step in being able to utilize the pre-approved vendors. Once all the money is gotten together, this will come back to the Board to actually execute it so SAGIS could spend the money for the imagery acquisition. SAGIS goal is to fly this in February 2011 and get receipt probably in April, 2011. The money only has to be in the bank three weeks prior to the start of the flight. However, since SAGIS next Board meeting is not until February 22, if SAGIS gets all the money, the Board will have to call a Special Meeting to get this approved.

Mr. Perkins reported that staff recommends approval of the memorandum of understanding.

The Board discussed the memorandum of understanding. Dr. Frost stated that under **II. Background** shows USGE and it should be USGS. He said also the memorandum of understanding states that in 2006 SAGIS was incorporated into the MPC. Dr. Frost believes that it would be appropriate to describe the current SAGIS structure as opposed to just focusing on what it was originally. Just a short modification to this paragraph would suffice. Dr. Frost asked if the City Attorney or someone else needs to review this memorandum of understanding. Mr. Abolt said John Hart will review it.

Mr. Collins asked how USGS prioritizes allocations for these funds. **Mr. Perkins** explained that SAGIS would be number 134. This is a budget item within their budget. There is no priority fund; everything is an equal allotment across the board. The project, as a whole, was not given any money this year. We are not officially in the 133 program. But, once we become officially in the program, it opens up the door for a lot more for

Savannah as a whole. There are several requirements to meet the criteria for the 133 program. The population needs to be at least 200,000; one major military installation or one transportation point of significance. These are the three big criteria and there are a few more minor criteria. However, Savannah far exceeds the major criteria.

BOARD ACTION: Upon motion of Mr. Abolt, seconded by Mr. Hinchey and carried unanimously, approved the Memorandum of Understanding between USGS and SAGIS pending the review by Attorney John Hart and the corrections be made.

III. REPORTS

- A. Budget Report – Ms. Melony West** gave the SAGIS budget report. SAGIS is in a good financial position. SAGIS was originally budgeted to go into its fund balance, but this year it appears they may finish even without having to go into the small reserve. All SAGIS major expenditures have been approved for this year. SAGIS does not have money to do anything extra, but they will be able to maintain what they are doing now.

Mr. Ross asked if SAGIS has decreased its staff as there is a variance in salary wages.

Ms. West answered no. SAGIS does not pay MPC any cost. They have one employee who provides significant service to SAGIS and a part of his time is charged to SAGIS at the end of year.

Dr. Frost stated that SAGIS continues to do good work. He has noticed that persons are coming before City Council and making their cases for various items. Dr. Frost said he will be glad to meet with Mr. Perkins to brainstorm how they will be able to continue to get the word out about SAGIS. They don't want to find themselves getting a budget cut. A meeting will be setup after Thanksgiving for Mr. Perkins and Dr. Frost to get together.

- B. ESRI Discovery Workshop – Mr. Perkins** reported that ESRI is SAGIS parent Software Company. ESRI recognizes that GIS and software are expensive. Consequently, ESRI has offered to come to Savannah and hold a free workshop to review Savannah Area GIS and the participating agencies implementation of the ESRI technology platform in support of the business operations. This workshop is comprised of an onsite assessment and validation of the deployment of ESRI technology as it relates to the four core partners and best practices. The workshop is designed for board members and stakeholders to learn about the ESRI technology platform that we employ and to discuss our vision for moving forward.

Mr. Perkins reported that staff recommends holding the workshop in March 2011. Staff wants to get a commitment from the Board members that they will attend this workshop. They will work with the Board and stakeholders to secure an agreeable date for the workshop to be held in March.

C. SAGIS Update

- 1. Activities Update (May-November).** **Mr. Perkins** reported that SAGIS completed the activities outlined below in the past six months.

- a. Receipt of LIDAR data (DEM return for rebuild)
- b. ArcGIS server (9.3) implementation working on SCMPD and UZO sites. UZO has been delayed until its public comment period. SCMPD Viewer is being tested by SCMPD.
- c. Centerline improvement – This is the removal of all zero (0) (where possible) addresses as well. It is expected that this project will be completed in March, 2011.
- d. Georgia Tech has made its payment.
- e. Savannah was chosen as one of the 100 cities in the world to have their base-map hosted and published by ESRI for integration into online map serving. ESRI is checking why Savannah is not posted in the 100 communities. The site was posted officially December 2010.
- f. Strategic Partner Integration – SEDA has come on board as a partner of SAGIS.
- g. 2009 (2010) parcel data updated in SDE and associated files and processes.
- h. Completed training sessions for IMS Viewer, Pictometry and SAGIS.org.
- i. GIS Day event was very successful with more than 300 students coming to the event. As of today, \$5,950.00 was raised for this year's event.
- j. Creation/updating of multiple layers/maps for a variety of City, County, MPC projects/contractors.
- k. Outreach – USCG Coastal GIS Committee, Jenkins High School, Bryan County, Coastal Lidar training, SAGIS.org, Go Green 5K, and Georgia Tech Summer Camp.

D. Upcoming Activities (2011). Mr. Perkins reported that the following are the activities that SAGIS anticipates for the year 2011.

- a. SAGIS will be undertaking two major upgrades. The software will be upgraded to ArcGIS 10 SP1 and the complete overhaul of the internal map viewer, also known as MIKE.
- b. The software upgrade affects all users and requires almost all internal applications to be rewritten for the new software. SAGIS is planning to make the switch in early third quarter. This requires some down-time for the system, but with proper planning, on SAGIS part, this should be limited. This upgrade also impacts other software and applications; SAGIS will focus on those as well as to ensure no one is left or orphaned by the upgrade.
- c. Simultaneously, the internal map reviewer, MIKE, will be

upgraded and moved to the ArcGIS server, and no longer be IMS based, which is set to be phased out in the near future. SAGIS plans to integrate the Pictometry data into the viewer in more detail than in the current system. The new system will most likely take advantage of the Flex platform and have a new look and feel. Performance will also be increased as usability to SAGIS customers.

IV. ADJOURNMENT

There being no other business to come before the Board, Chairman Frost adjourned the meeting at 10:30 a.m.

The next meeting will be on February 22, 2011 at 9:00 a.m.

Respectfully Submitted,

Noel Perkins

NP:mem