

MD iMap Technical Committee Meeting Minutes

Place: Maryland Department of the Environment (MDE): Terra Conference Room (Baltimore, Maryland)

Date: 01/05/10

Time: 12:55 PM – 3:00 PM

Attendees: Graham Petto, Kenny Miller, Ashley Buzzeo, Doug Adams, Kevin Boone, Bill Fearington, Frank Siano, John Curtis, Stephanie Martins, Scott Jeffrey, Brad Wolters, Julia Lukens, Brooks Weaver, Mick Brierly and Rowland Agbede.

Summary: *The following minutes cover the notes that were taken during the MD iMap Technical Committee meeting that was held at location, date and time period noted above. This document is published for reference purposes only, and any questions as to its contents must be directed to either the Maryland State Geographic Information Officer (GIO) or the co-chairs of the MD iMap Technical Committee.*

AGENDA:

- Introductions
 - 1:00 PM – 1:05 PM (5 minutes); *actual 1:04 PM – 1:07 PM (3 minutes)*
- Review of December 15, 2009 Meeting Minutes
 - 1:05 PM – 1:10 PM (5 minutes); *actual 1:07 PM – 1:09 PM (2 minutes)*
- Executive Order
 - 1:10 PM – 1:30 PM (20 minutes); *actual 1:09 PM – 1:57 PM (48 minutes)*
- Outreach Letter / Stakeholder Engagement
 - 1:30 PM – 1:45 PM (15 minutes); *actual 1:57 PM – 1:59 PM (2 minutes)*
- ENSB Business Plan Discussion – Doug Adams
 - 1:45 PM – 2:45 PM (60 minutes); *actual 1:59 PM – 2:37 PM (38 minutes)*
- Other Business / Next Steps / Action Items
 - 2:45 PM – 3:00 PM (15 minutes); *actual 2:37 PM – 3:00 PM (23 minutes)*

MEETING NOTES:

- **TOPIC #1: Introductions (1:04 PM – 1:07 PM)**
 - *Round-the-room.*
 - Meeting will occur the 1st and 3rd Tuesday of the month at MDE. – Graham
 - Committee agreed to this change.
- **TOPIC #2: Review of December 15, 2009 Meeting Minutes (1:07 PM – 1:09 PM)**
 - The attendance list will be added in to meeting minutes by Brooks and Graham.
 - Meeting Minutes will be reviewed between now and the 19th of January, 2010. At which time, the meeting minutes will voted on for acceptance.

- **TOPIC #3: Executive Order (1:09 PM – 1:57 PM)**

- On December 18, 2009, the Governor **signed** the Executive Order establishing the structure that was outlined by the MD iMap Technical Committee.
 - This order includes **all** State Government.
 - This was done so that they (*Legislature*) can stay in session.
 - The following are **now official**:
 - MD iMap Executive Committee
 - MD iMap Technical Committee
 - Maryland State Geographic Information Officer (GIO): Kenny Miller.
 - Kenny is now working with DNR and DOIT personnel to shift budgetary information for this new Office.
 - In regards to the Technical Committee... – Graham.
 - The Technical Committee is now open to the public.
 - Kenny noted that anyone that wants to come to the meeting can come.
 - Communication Plan – Doug.
 - Doug asked about the status of this plan.
 - Kenny noted that the task, timeline and priorities are now be addressed by him and Elliott at DOIT.
 - This involves how MD iMap will benefit (State) agencies.
 - How do we sell what we have in order to get more participation?
 - This was noted
 - Twitter Account (<http://www.twitter.com/mdimap>) 
 - A Twitter Account for MD iMap was created by Kevin Boone.
 - Concerns were noted that when the system previously went down, before Christmas, no notifications / tweets were sent out to notify all users / followers on Twitter.
 - This Account was established as a way to get information out quickly.
 - CGIS needs “write” permission for this account, and Kenny needs to be notified on top of Tweets that need to be posted when something occurs that brings down the system.
 - **Everyone on the Technical Committee, as well as, the Application Owners (that have applications on MD iMap) MUST be on the Twitter site.**
 - To add Twitter to Outlook 2007 (after you have established an account), follow these steps; note – *efforts are being put forth to look in how to do the following steps for earlier versions of Outlook*:
 - Within Outlook, go to Tools > Account Settings
 - Go to RSS Feeds
 - Click New
 - Paste the following in to the dialog box:
 - http://twitter.com/statuses/user_timeline/97712532.rss
 - Click Ok.
 - MD iMap issue: *Server Shutdown*.
 - Kenny noted that he will investigate why the system went down. If the system went down due to server overheat, this will be the third time that this has happened.
 - A *new* director for CGIS has been hired:
 - Mr. Mark Helmken.
 - Background in forestry, private sector, etc.
 - One person, as opposed to two, is now leading the charge at CGIS.

- Registration Process for Application Owners and / or Application Developers.
 - Do we want to have a registration process in place? – Kenny
 - We would like to ask people to let us know if you are developing an application that will be a part of the MD iMap system through using services through MD iMap. – Kenny
 - Applications can be developed by on existing services. – Kevin.
 - It will be rather difficult to track who exactly is using the services because as soon as they (URLs) are released to the public, various people will be hitting the site. – Doug
 - Kevin, Lisa and Brooks will work on maintaining the Web Portal and Twitter account for MD iMap.
 - *This will be discussed and formally decided on between this meeting and the next MD iMap Technical Committee meeting.*
 - Different Categories of Users. – Kenny
 - How different users do we have?
 - How many applications do we have built on the framework of MD iMap?
 - Tracking. – Doug
 - Doug noted that within both ArcGIS Server and the database you can track who utilizes the services.
 - Google Analytics was noted as being used by DHCD (Brad).
 - <http://www.google.com/analytics/>
 - This service is free up to a certain number of users.
 - Kenny noted that he will be the main person to hit this site for MD iMap.
 - MES is using the proprietary tracking engine (URCHIN) at EDGE.
 - Registration.
 - Need to be able to register data, applications and services. – Doug
 - Executive Committee Meeting.
 - Is an Executive Committee Meeting scheduled? (Graham)
 - A meeting tentatively scheduled for the last Wednesday of the month, but Kenny needs to send out information pertaining to whether or not the meeting is formally scheduled.
 - Kenny will follow up with Elliott on this matter.
- TOPIC #4: Outreach Letter / Stakeholder Engagement (1:57 PM – 1:59 PM)
 - Bullet points are now consistent with the Executive Order.
 - “Acting”, from page 1, will be *removed*.

- **TOPIC #5: ENSB Business Plan Discussion – Doug Adams (1:59 PM – 2:37 PM)**
 - Technical Committee is going to move forward with the creation of the Business Plan for the initial development / acquisition of the State’s Parcels and Road Centerline.
 - A working group needs to be put together to make this Business Plan happen. – Graham.
 - Do we want to have different people write different sections? – Doug (question posed to Doug by Kenny).
 - Among the various “**options**”, the only one that has to be done externally to the State is the Ortho Photography acquisition. – Doug
 - Doug Adams presented options for the three (3) datasets that will be included in the ENSB Business plan document:
 - **CADASTRAL**
 - Total State Maintenance:
 - State to assume production and maintenance of county cadastral database with expected delivery of current, accurate and complete product.
 - Distributed Workload to Counties / Municipalities:
 - Total development and maintenance of cadastral database to be the responsibility of local jurisdiction.
 - Shared State-Local Maintenance:
 - State support for jurisdictions unable to meet the expected currency, accuracy and completeness standards.
 - Contracted Maintenance:
 - Local jurisdictions partner to sign collective maintenance agreement with a contractor to produce, maintain and update cadastral database with common standards.
 - **CENTERLINE**
 - Total State Maintenance:
 - The State Highway Administration (SHA) assumes all responsibilities for maintenance and updates to the centerline product.
 - Contracted Maintenance:
 - Local jurisdictions partner to contract with a vendor to provide maintenance and update support for the statewide product.
 - Shared State-Local Maintenance:
 - State support for jurisdictions unable to meet the expected currency, accuracy and completeness standards.
 - **AERIAL / ORTHO IMAGERY**
 - State-Local Partnership to Sign Vendor:
 - Breakout between the base product and buy-up options allowing local jurisdictions to purchase additional products if desired.
 - The Board wants to get new statewide imagery (as before). – Kenny
 - Looking at a March, 2010 to get the contract in place; Kenny will know this information by (approximately) the end of this week – 01/08/10.
 - Detailed Cost.
 - Detailed Timeline.
 - Oblique imagery is not an interest of the Board at this time. – Kenny

- The Board meets every month. – Kenny
 - We need to give them time to generate the paperwork, get the contract and send out the funds to the organization to get the work done.
- Need to have a comprehensive list of data layers, and what needs to be done (contracts, budget, timeline, etc) to acquire them on a regular (or as-needed) basis. – Kenny
- When will we start to work on getting some documentation together for this effort? – Graham
 - Kenny is going to “collect all the pieces”. He needs other members of the Committee and beyond to assist him with additional details that they are privy to in order to generate this documentation.
 - A draft will be composed by the 01/19/10 meeting for the MD iMap Technical Committee to review.
- A Business Plan workgroup will convene **after** Kenny has acquired information this week in order to assist him with generating the documentation.
 - The documentation will detail the budget, timeline and so forth to do the following for imagery:
 - Fly the State,
 - Fly LIDAR Statewide, and
 - Generate “True” Ortho for the State.
- Road Centerline.
 - Most road centerlines have both actual and potential address ranges.
 - Address points have been captured.
- What parts of the Business Plan that has been generated by MSGIC should the MD iMap Technical Committee work towards addressing? – Kenny
 - Doug noted that in order to answer all of the questions outlined within the MSGIC Business Plan, the response document would be 60+ pages.

- TOPIC #6: Other Business / Next Steps / Action Items (2:37 PM – 3:00 PM)
 - Kevin Boone
 - URCHIN
 - The proprietary tracking software (*developed by EDGE*) that is being used at EDGE for their servers.
 - *As noted by Kevin, Brooks sent this information to him in order to clarify an earlier inquiry.*
 - MSGIC
 - Have not received any nominations to date for new MSGIC cabinet members.
 - Some individuals have been contacted, but they are checking on whether they can serve or not. – Doug
 - Looking to get a CAT Grant for Metadata.
 - This type of data focuses on Education, but a part of it can be used for educating people on the MD iMap system.
 - This Grant application is due electronically to the vendor by COB on 01/07/10.
 - Kevin wants Letters of Support.
 - Doug noted that he will assist with this effort.
 - MD iMap Logo
 - Brooks submitted some ideas.
 - More are encouraged.
 - Governance of MD iMap Committee.
 - Graham Petto and Kevin Boone are now Co-Committee Chairs.
 - Questions:
 - Twitter Account.
 - w/Outages of Services.
 - Do we want the Tweets shown on the MD iMap Portal?
 - Reporting.
 - When inaccuracies are located, who should those questions / concerns go to? – Lisa
 - It was noted that an automated system can be (eventually...soon) implemented that helps people to report issues, assign them to specific data layers and then to a specific person for a response.
 - A reference was made to Google's reporting system that gives you the ability to shift a point (interactively) and then update it accordingly – only to be verified by an Admin prior to being accepted.
 - Cost Estimate for ESRI GeoPortal.
 - \$28,000. – Kevin
 - Possible buy another server blade to get around this cost for metadata.
 - This will be put in to the CAT Grant application. – Kevin
 - Cores for MD iMap system is approximately “30”; which will drive up the cost of the GeoPortal license.

-END MEETING-