

MD iMap Technical Committee Meeting Minutes

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

Date: 04/20/10

Time: 1:00 PM – 3:00 PM

Attendees: Julia Lukens (DBED), Frank Siano (MDE), Rowland Agbede (MDA), Kaushik Dutta (MDTA), Bill Fearington (DJS), Lisa Lowe (DNR), Kenny Miller (DOIT), Graham Petto (MDP), Michael Bentivegna (CGIS), Jon Curtis (Baltimore County), Marshall Stevenson (Frederick County), Sandi Cone (City of Laurel), Doug Goldsmith (KCI), Ashley Buzzeo (CGIS) and Mike Roosa (MSP)

Summary: *The following minutes are documentation from 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 should be directed to either the Maryland State Geographic Information Officer (GIO) or the co-chairs of the MD iMap Technical Committee.*

AGENDA:

- 1:00 – 1:05 Introductions
- 1:05 – 1:10 Review of April 6, 2010 Meeting Minutes
- 1:10 – 1:30 Security Subcommittee Updates
- 1:30 – 1:45 Data and Resources Subcommittee Updates
- 2:00 – 2:30 Statewide Geoportal
 - 2:00 – 2:05 Follow-up/Comments: <http://imap.maryland.gov/>
 - 2:05 – 2:30 Moving forward with the portal
- 2:30 – 2:45 Business Plan Working Group Next Steps
- 2:45 – 3:00 Other Business

ACTION ITEMS: *As defined by the MD iMap Technical Committee Chairs*

Action Items:	Date Assigned:	Follow Up By:
Distribute document of compiled responses and recommendations for MD iMap tiling scheme from Data Subcommittee	4/20/10	Co-chairs
Follow up with Brooks Weaver about recommencing efforts to advance the Outreach Subcommittee	4/20/10	Co-chairs
Geocode Service to include Latitude/Longitude <ul style="list-style-type: none"> • Follow-up /clarification will be provided concerning next steps for this topic 	4/20/10	Co-chairs
Generate an email including a brief explanation of the Tech Comm's vision and the Portal web address <ul style="list-style-type: none"> • Email will be blasted by Tech Comm members to extended GIS community 	4/20/10	Co-chairs
Metadata Services <ul style="list-style-type: none"> • Follow-up concerning how to obtain the missing metadata for services 	4/20/10	Co-chairs; GIO

currently being hosted on MD iMap		
Update Tech Comm Vision document to include information about the Portal and web address	4/20/10	Co-chairs
Update Tech. Comm. Charter	3/16/10	Co-chairs
Check with DoIT about an existing state-level Change Control Policy	3/2/10	Co-chairs, GIO

Application Subcommittee Action Items:	Date Assigned:	Follow Up By:
Application Subcommittee: <ul style="list-style-type: none"> • Setup a meeting / conference call with all participants • Suggested Date – Friday, 4/23/10 10 – 11 AM 	4/20/10	Kaushik Dutta
Application Subcommittee: <ul style="list-style-type: none"> • Generate a Charter 	4/20/10	Application Subcommittee
Application Subcommittee: <ul style="list-style-type: none"> • Recruit a developer to participate from CGIS 	4/6/10	Michael Bentivegna; Kaushik Dutta
Application Subcommittee: <ul style="list-style-type: none"> • Recruit a developer to participate from MES 	4/6/10	Brooks Weaver; Kaushik Dutta

Data Subcommittee Action Items:	Date Assigned:	Follow Up By:
Data Subcommittee: <ul style="list-style-type: none"> • Draft a Charter 	4/6/10	Data Subcommittee
Follow up with Policy & Procedures documentation for Data Submission and Services Submission	3/16/10	CGIS, Data Subcommittee

Outreach Subcommittee Action Items:	Date Assigned:	Follow Up By:
Outreach Subcommittee: <ul style="list-style-type: none"> • Recruit participants • Setup a meeting / conference call with all participants 	4/20/10	Brooks Weaver
Outreach Subcommittee: <ul style="list-style-type: none"> • Generate a Charter 	4/20/10	Outreach Subcommittee
Obtain additional MD iMap Technical Committee members through outreach <ul style="list-style-type: none"> • Email potential new members (Doug Adams has potential member emails) 	3/16/10	Outreach Subcommittee, Co-chairs

Security Subcommittee Action Items:	Date Assigned:	Follow Up By:
Security Subcommittee: <ul style="list-style-type: none"> • Schedule a meeting / conference call with participants • Suggested Date – Thursday, 4/22/10 PM 	4/20/10	Michael Bentivegna; Brad Spittel
Security Subcommittee: <ul style="list-style-type: none"> • Prepare documentation for Exec Comm meeting on 4/28/10 	3/16/10	Security Subcommittee

Completed Action Items:	Date Assigned:	Follow Up By:
Security Subcommittee: <ul style="list-style-type: none"> • Determine lead for this subcommittee • Provide list of participants • Assist in setting up a meeting/conference call 	4/6/10	Co-chairs

MEETING NOTES:

TOPIC #1: Introductions

- *Round-the-room.*

TOPIC #2: Review of April 6, 2010 Meeting Minutes

- Application Subcommittee Meeting
 - Scheduled for Friday, April 23, 2010 from 10 – 11 AM
 - Teleconference Call-in Number: 410-537-1246 (Teleconference only)
 - Topics to be covered:
 - § Prototype for Applications
 - § Charter for Subcommittee
 - § Coordinate and incorporate functionality sharing
 - Michael Scott will be contacted concerning his participation in this Subcommittee
 - § Applications being developed by Michael's shop are using MD iMap
 - Future meetings to be scheduled regularly on a two – three week rotation
- MOU Status
 - Maryland Department of Planning has provided a draft MOU to Kenny Miller for review
 - Next Steps:
 - § Solicit comments from MD iMap Executive Committee
 - § Solicit comments from Local Government's Legal Representatives
 - § Solicit comments from the Governor's Office Legal Representatives
 - What should agencies currently be doing in regards to sharing/coordination?
 - § Existing/current protocol should continue to be followed and current agreements should continue to be honored
 - § Parcels is the exception
 - MDP is currently conducting an outreach campaign to all local jurisdictions
 - MDP Next Steps:
 - Letter to each jurisdiction requesting a refresh of parcels for MD iMap and agreement to provide a parcel refresh on a quarterly schedule
 - MDP is acting as liaison for groups trying to obtain parcels from another jurisdiction
- Geocode Service to include Latitude/Longitude
 - Follow-up/clarification will be provided concerning next steps for this topic

TOPIC #3: Security Subcommittee Updates

- Security Documentation for Executive Committee Meeting on April 28, 2010
 - Michael Bentivegna and Brad Spittel have agreed to lead the group for the preparation of documentation for the Executive Committee Meeting
 - Existing presentation from CGIS will be utilized as a resource
 - Documentation will be a draft and will include:
 - § Requirements
 - § Use Case Scenarios
 - § Pros and Cons of each scenario

- § Technologies involved
- § A la carte type format for ease of picking and choosing based on available funding
- Kenny Miller will be consulted concerning expectations of format and length of this document for the upcoming Executive Committee Meeting

TOPIC #4: Data and Resources Subcommittee Update

- Tiling Schemes for Image Services
 - Kenny Miller solicited responses from the NSGIC state representative list concerning how other states are handling the change in tiling scheme by ESRI, which will effect MD iMap cached services
 - § Ashley Buzzeo has compiled the responses and prepared a recommendation based on these responses and additional discussions that have occurred over the past few months
 - Responses in brief:
 - 3 states offer duplicate services
 - 2 states replaced their services with cached services using new ESRI scheme
 - 1 state is not changing their cached services, because they don't mix their cached services with ESRI services
 - § Ashley will provide this document to Graham Petto for distribution to the Tech. Comm.
- TUGIS MD iMap Mini Workshop Planning Meeting
 - Scheduled for Friday, April 23, 2010 from 2:30 – 3:30 PM
 - Teleconference Call-in Number: 312-878-0203, Access Code: 699-183-960 (Teleconference only)
 - Go to Meeting Website: <https://www1.gotomeeting.com/join/699183960>
 - Meeting ID: 699-183-960
 - Topics to be covered:
 - § Possibility of (3) 30 minute time slots so attendees can attend parts that are specific to their interests
 - § What will be covered during these time slots?
 - § Who will be providing the content for these time slots?
 - § Who will be presenting during these time slots?
- Data and Resources Subcommittee Meeting scheduled for Friday, April 30 – details to follow
- MD iMap Services Metadata
 - Many of the services in MD iMap still have incomplete metadata
 - Follow-up with Kenny Miller concerning how to obtain the missing metadata
 - Questions were raised about maintenance and updates to existing metadata
 - When updates are made to the metadata by the data owner does the metadata need to be resubmitted in its entirety or can only the updated portions be submitted?
 - Current protocol requires a full resubmittal to update the metadata in MD iMap
 - Future discussions will determine the long-term solution for maintaining and updating metadata in MD iMap

TOPIC #5: Statewide Geoportal

- What outreach can be /should be conducted to get the web address distributed?
 - Follow-up with Kenny Miller about announcing the portal and web address during the TUGIS Opening Remarks/Plenary Presentation
 - MdTA has a link from their page to the portal

- Broadband Speed Test button on main page with email blast to direct users to the button was found to be a successful information distribution method
 - § Suggested that similar action might work for the portal web address distribution
- Request made for an email including a brief explanation of the Tech Comm’s vision and the portal web address
 - § Email will be blasted by Tech Comm members to extended GIS community
- Outreach Subcommittee
 - Follow-up with Brooks Weaver about next steps for the Outreach Subcommittee
 - § Recruit participants
 - § Setup a meeting / conference call with all participants
 - § Generate a Charter
- What statistics are being collected concerning activity on the site?
 - Google Analytics is a free option for statistic generation
 - § Considerations include:
 - Can only provide statistics for public facing websites
 - Information collecting is automatically provided back to Google
 - Is not appropriate software for monitoring secure portions of the portal
 - Advanced logging is currently being tracked by CGIS, .pdf reports can be made available
 - CGIS has suggested the purchase and implementation of Urchin by Google analytic software
 - § Approximate cost: \$3,000
 - § Will allow for dashboard display of results on portal
 - § Awaiting purchase approval from Kenny Miller
 - MdTA is using AWStats to track statistics
 - § Free software
 - § Being used inside of a firewall only
 - § Automate schedule of reporting
- Vision document needs to be updated to include information about the portal and web address
- Seeking local jurisdiction interactive maps that include MD iMap to showcase on the portal under Online Maps Tab
- Geoportal – BMC (Brad Spittel)
 - Process has begun to generate a regional data sharing geoportal
 - Will be designed to share (search, upload and download) vectorized datasets
 - Will be designed to include a metadata query tool
 - Multiple options are being considered concerning infrastructure
 - Option 1: Housed at BMC
 - Option 2: Sharing of resources at CGIS
 - Option 3: BMC server housed at CGIS sharing select resources
 - Baltimore Region Geoportal is being suggested as the beta test version, but ultimately providing this resource statewide
 - BMC is working to come up with a proposal based on funding available during this fiscal year
 - Funding considerations include:

- Database storage
 - Hardware/software
 - Licensing
- BMC will be meeting with their partners on Monday, April 26
 - Topics to be covered during this meeting include:
 - Security
 - What data will be made available?
 - Size restraints on the data
- MDOT (and all sub-agencies: MAA, MdTA, MPA, MTA, MVA and SHA) have strict firewall rules concerning their participation in MD iMap and the Portal
 - MdTA is administering a solution which involves:
 - ArcSDE replication (“secure tunnel”) to push data to MD iMap server and server at CGIS to push data to the public
 - Requires third party involvement to complete data sharing
 - Solution only allows for the pushing out of data and not the pulling in of data
 - Need Data and Resources Subcommittee involvement to document protocols for data sharing for other agencies with similar restrictions
 - Suggested that the Geoportal could assist with data sharing

TOPIC #6: Business Plan Working Group Next Steps

- Directive of GIO is to deliver 3 Business Plan write-ups
 - Address Point / Centerline
 - Parcels
 - Imagery
- Address Point / Centerline Business Plan Group
 - Group met on Tuesday, April 20 and outlined the plan
 - Expect to submit plan to Numbers Board by end of fiscal year
 - Recommendations include:
 - § Create a dataset that is not specific to ESRI or CAD systems
 - § Address point layer will include an x, y coordinate and be field verified
 - § Address point layer will be available to assist in updating the centerlines layer
 - § Address point layer referred to as a “data resource”
 - § Centerline layer will include routable attributes
 - § Centerline layer will be edge-matched
 - § Centerline layer will be verified against the address point layer
 - § Address points layer validates and supports the Centerline layer and vice versa
 - Recommendations do not include:
 - § Merging the state centerline layer with the MD iMap centerline layer
 - Frederick County will be the sponsor for this funding request
 - PSAPs will be notified prior to submittal to solicit their support
 - Status of local jurisdictions address point and centerline layers has been surveyed, but is incomplete
 - § Questions of survey will be provided to Graham Petto, by Sandi Cone, to potentially be included in the parcel evaluation that is being conducted county-by-county by MDP, in an attempt to complete the survey

- Consideration are being made concerning MEMA and State Police's ability to leverage the resulting layers from this Business Plan
- Delivery Date for Business Plan: end of June (It will be ready to present by end of May)

- Imagery Business Plan
 - Least advanced of the three business plans
 - Existing documents are currently being gathered
 - Jim Cannistra from MDP has offered to assist Kenny Miller with this Business Plan based on his experience from his prior employment at Sanborn
 - Is a fly being proposed for FY11?

TOPIC #7: Other Business

- None was noted