

Geographic Information Coordinating Council
MANAGEMENT AND OPERATIONS COMMITTEE

January 23, 2012
1:00 to 2:00 PM

OITS-333 Six Forks Road
Conference Room 4

MINUTES

Attending: Lee Mandell, Tim Johnson, Bob Brinson, Anne Payne, Jerry Fralick, Julie Stamper, John Farley, Tom Morgan, Jeff Brown and on the phone, Linda Rimer

Action Items from this meeting:

- Jerry offered to write a letter to EPA to explain that the required expertise (now missing from DENR) is available in a multi-agency collaboration.
- Tom will work with The Carbon Project to confirm that a single contract would work for the private entities, and to identify funds in the proposed budget that can be allocated to support an EPMO project manager.
- Tom will update all parties involved in the seamless parcels grant project to date.
- John and the SGUC Executive Committee will discuss coordination of datasets for the NC Base Map. The committee will also discuss participation in a group to identify potential revenue sources for CGIA and NC OneMap.
- Lee will follow through on a GICC letter of support for CGIA's grant proposal on a business case for a master address database.
- Linda will follow up with EPA Headquarters on the status of the review of the potential grant transfer from DENR to SCIO.
- CGIA will support Lee in organizing a group to identify potential revenue sources if there is sufficient interest in the GICC and committees.
- Tim will send a letter to USGS in support of the State Liaison program.

1. Approval of Minutes from Nov 19 [Lee] -- approved

2. Quick Updates

a. Coastal Orthoimagery Project Status [Tim] – CGIA negotiated contracts with the selected orthoimagery companies and ITS developed contracts that the vendors have signed. ITS signatures are pending. The project kick-off with the vendors will be Thursday, January 26. CGIA will notify the PSAPs, and copy GIS coordinators, about the commencement of the project and to point out two differences from the 2010 statewide project based on lessons learned. First, local governments will have the opportunity to review new imagery early in the process. Second, CGIA will communicate the opportunity for local governments to negotiate with vendors for additional products such as color infrared imagery.

Lee pointed out that the imagery project is our highest priority given the magnitude, players, and benefits. We need to do a good job to satisfy the customers and make this work for future years. Anne noted that Wake County was one the only county to order infrared from a vendor in 2010. Counties were not encouraged to engage contractors in the statewide project because of the

magnitude of the project and the tight schedule. This time, providing the opportunity for counties to negotiate with vendors for products and prices is a practical approach.

Tim added that the team is working with the military branches to get permissions to acquire imagery. He is concerned about Harvey Point. He does not have a contact and areas around the facility were not flown in 2010. If not flown up to the facility boundaries, the imagery will get very old by the next coastal project. Julie lives near the facility and may be able to help find a contact for Tim.

b. Esri/NC OneMap Base Map Status [John/Tim] – John is working on coordinating the source datasets. This will be discussed by SGUC next week (John will have a list for that session). The next update is in the second quarter of 2012. Tim added that Lois is working on the state government portal. This is a good time to think about what should be visible through the portal. Tim is not sure of a timetable for the portal. Jerry concurred that there is no imminent deadline, that staff are making progress on minor items when time permits.

c. GICC RoI Project Status [Tim] – CGIA has verbal approval to extend the project deadline to the end of April.

d. Metadata Solutions [Jeff] – no update today.

3. DENR and EPA Grant Update [Tom and John]

Tom Morgan reported that he spoke with EPA (Rock and Ryan from EPA headquarters). EPA has clarified that the grant was a competitive grant won by DENR. Transfer of the award to some other entity may not be possible. EPA is reviewing the issue. Tom confirmed that another time extension is in place. Tom provided documentation to EPA (rewritten proposal and the sole source justification document) to inform their review. There is no timetable for a reply. Linda will check back with EPA (Ryan) to see what she can find out about timing. Tom added that the grant funds have obligated by EPA, but have not been transferred to DENR.

Jerry offered to write a letter to EPA to explain that the required expertise (now missing from DENR) is available among ITS, DOT, SOS, and the proposed contractors. Tom added that The Carbon Project and the Eastern Band of the Cherokee Indians have EPA exchange nodes that are needed for this project. DENR's exchange node would not be needed for tool development. John and Tom encouraged a letter. In brief, the letter needs to say that state government went through some reorganization, necessitating a multi-agency collaborative approach led by the State Chief Information Officer to take responsibility for management and completion of the scope of work because we believe that the project is important for North Carolina.

If EPA will not permit a transfer of the grant from DENR to the SCIO, DENR would need to administer the grant, including issuing one or more contracts. Whether that is achievable is not known.

In the event that EPA approves a grant transfer to accommodate the multi-agency approach, the committee discussed roles and responsibilities and concluded the following:

- The technical work and management of the technical work would be performed by private contractors (proposed to be The Carbon Project and Nancy von Meyer, respectively).
- Recently, Tim and Jerry discussed the requirements of the Enterprise Project Management Office and concluded that the project is subject to EPMO requirements as a "registration" project, and that an EPMO project manager would be needed at a cost of \$24,000. Jerry suggested that Tom work with the contractors to reserve that amount to be allocated to EPMO.

- NC DOT and the Secretary of State's Office would be responsible for monitoring the work of the contractors and reporting progress to the contract administrator.
- CGIA, under the State Chief Information Officer, is the logical entity to administer a contract(s) with the private firms, including progress reports to EPA and approval for payment of invoices. Tim explained that the normal process includes contract review by attorney Richard Bradford and the ITS contracting and requisition process, with SCIO as the administrative entity. If there were one contract (i.e., The Carbon Project, with Nancy von Meyer as a subcontractor), this process would be simpler. Tom will confirm that a single contract would work for the private contractors.
- Local governments were involved in the development of proposed schema for cadastral data. The Working Group for Seamless Parcels is the vehicle for input, and the work of the Working Group for Roads and Transportation is closely related to the parcels project, as well. Once a project is underway, local government representatives will have a role in reviewing and testing a tool. Julie encouraged communication with local government GIS coordinators to provide updates on the project. Lee concurred that all parties should know where we are at this point. He emphasized the need for local participation, and the need to do this project one way or another with the highest possible chance of success. Tom agreed to update the parties involved in the project to date.

The group identified two other issues to clarify.

- The original proposal included \$25,000 for hosting services at ITS for three years after completion of the 2-year project (5-year project life cycle). Lee suggested combing the project budget one more time to be sure there are not other items that are not the responsibility of the private contractors.
- The only exchange node in a state agency is at DENR. For developing a pilot project into a program, DENR continues to be a role player. John suggests a meeting with Mary Penny Thompson to establish a relationship on the current approach and a future program. Linda sees a meeting with DENR as critical because EPA is accustomed to working with DENR. (Note for EPA communications: Rock Taber is out until Jan. 30). Linda added that DENR Secretary Freeman is eager to support efforts that help local governments.

Tim identified the primary steps for getting a project underway:

- EPA transfer of the grant to SCIO.
- Engage an EPMO project manager.
- Issue contract(s) for technical services from The Carbon Project.

Tom brought up a related topic. The Carbon Project intends to apply for a grant from the FGDC CAP program and requested support letters. The proposed project would be related to the FDGC parcel standard and ways to integrate it with state and local needs. Would the M&O recommend that the GICC submit a letter of support?

The committee voted not to recommend a letter of support from the GICC. Committee members were not inclined to endorse a grant application by a private company and do not see the proposed seamless parcels project for North Carolina as a valid reference for the applicant given the uncertainty of the proposed grant transfer from DENR.

4. Legislative Agenda/Meetings Update

a. Meeting with General Assembly-Fiscal Research Division

Lee and Tim met with Karlynn O'Shaughnessy of Fiscal Research. She had good suggestions about ways to inform the General Assembly about GICC accomplishments and goals.

b. Presentation at IT Oversight Committee

Lee presented to the Joint Legislative Oversight Committee on Information Technology on January 5 and was quite well received. Jerry, Tim, Anne, and Jeff were in attendance. Several committee members have IT expertise. Lee and Tim fielded a number of good questions.

Lee proposed that the State direct a 2.5% share of the State Excise Tax on Real Estate Conveyances to CGIA effective 3/1/2013; establish a NC Geographic Information Systems Reserve Account to accept the revenue; and once the alternative funding source is in place, eliminate appropriation for CGIA (from the IT Fund). Lee explained that the excise tax is associated with private sector groups that benefit greatly from the statewide GIS data coordination and data provision missions of CGIA and the GICC: realtors, home builders, and developers, as well as the general public.

c. Next Steps

On January 9, Mary Penny Thompson expressed her opposition to the funding approach. The portion proposed for the reserve account would be taken away from two trust funds (Natural Heritage and State Parks) within DENR. Lee responded to Mary Penny. He explained that there are few alternatives other than redistribution of existing revenue. In 2010, Lee explored a similar concept related to real estate conveyances and trust funds, but the legislature did not act. The IT oversight committee did not endorse the reserve account but did ask some questions to clarify the proposal.

Lee offered to include Mary Penny in a group to identify other funding sources. Jerry added that Secretary Freeman asked Jerry to withdraw the proposal. John noted that State GIS User Committee members from Agriculture and DENR want to discuss the issue at SGUC Executive Committee on Thursday. Lee asked John to convey the willingness to have them join a group to find a revenue stream for NC OneMap.

Lee added that Karlynn is pessimistic about revenue next year. On non-revenue matters, she expects that the IT oversight committee report will include HB 152 (GICC statutes and membership). Lee proposes to set up a meeting with Rep. Avila to figure out what we can do. Is there a concept in principle that the committee would support?

Tim noted that GIS agencies similar to CGIA in other states have revenue sources such as a portion of a fuel tax, 911 funds, or department assessments, to name a few. John would prefer department assessments, noting that NCDOT has to pay one way or another for data and services. For example, NC DOT spends \$50,000 on processing and integrating parcel data. Other tasks could be handled on DOT's behalf on an enterprise level. A lot of state agencies need parcels. An enterprise approach would use the same address verification service across the agencies. NCDOT uses a subscription to a web service (QAS) that uses property records and mailing addresses. This service helps cut down on returned mail. QAS saves money, but there is not geospatial component to it: address-matching and address verifying are two different operations. Agencies would benefit from one service.

Lee believes that if we had full funding for CGIA, we would hire a project manager and be able to do more of what we are asking volunteers to do. There is a need to tie the agency payments to the benefits.

5. Other items from group

a. CGIA is ready to submit a grant proposal to FGDC CAP for a business case for a master address database. Tim has a draft of the proposal. This would be \$40,000 for a business case. Meanwhile,

the MADB will be updated by CGIA supported by a grant from NTIA. The business case can help make the case to agencies to participate. John is willing to share the QAS and information related to it. The committee agreed to endorse CGIA's grant proposal and recommend that GICC write a letter of support.

b. Session with USGS Liaison

NC has a new Liaison, Gary Merrill, who replaces Steve Strader (retired). Gary works out of Columbia SC and is responsible for both SC and NC now. Anne and Tim met with the Southeast liaisons. There were many issues reported in other states. This was a good opportunity to get acquainted. USGS will continue to support us. Linda will give Gary a call. His contact information is on the SMAC web page (contact list). Anne emphasized the value of communication through the liaison. The future of liaisons is uncertain. Tim offered to send a letter of support to USGS explaining the accomplishments in NC.

6. Future Meetings

February 20

March 19

April 16

May 21