

DGDC Executive Council Meeting Minutes

July 8, 2010

10:00 a.m.

Room 219, Haslet Armory

122 William Penn Street, Dover, DE

ATTENDANCE

Executive Council Members

- Mike Mahaffie, OSPC, Non-Voting Chair
- Andrea Godfrey, OMB, Proxy for Dir. Visalli
- Bill Hickox, DTI, Proxy for Sec. Sills
- Terry Whitham, DSHS, Proxy for Sec. Schiliro
- Marti Dobson, DelDOT, Proxy for Sec. Wicks
- NV Raman, DNREC, Proxy for Sec. O'Mara
- Michael Petit de Mange, Kent Co. Admin.
- Megan Nehrbas, Sussex Co., Proxy for Co. Admin. Baker
- John Talley, DGS, Director
- Roger Barlow, USGS, Federal Liaison
- Dick Sacher, UD, DGDC Academic Representative
- Mark Nowak, Dover, DGDC Municipal Representative
- Lillian Wang, DGS, DGDC At-Large Representative

Other Attendees

- Sandy Schenck, DGS
- Kim Cloud, DTI
- Matt Laick, DelDOT
- Michael Turner, Applied Geographics (by Telephone)

Welcome and Introductions

Mike Mahaffie started the meeting at approximately 10:02 a.m. with a welcome and a round of introductions.

Approval of April 8, 2010 Meeting Minutes

Terry Whitham made a motion to approve the [April 8, 2010 Minutes](#) (PDF) as presented. Roger Barlow seconded the motion and it passed, unanimously.

DGDC Committee Report

DelDOT Centerline Project

Mike Mahaffie gave an overview of this project, which was presented in more detail at the 6/24/10 DGDC meeting by Bernie Gilbert (DelDOT).¹ Members of DelDOT staff are working on a process by which they can work collaboratively with the three counties to maintain a statewide centerline data set that will replace the TeleAtlas product. The idea is for DelDOT to maintain a data set that meets everyone's needs without causing the counties to have to change their work processes.

There is a proof of concept going on right now with Sussex County. It will eventually be expanded to include Kent and New Castle Counties as well.

Megan Nehrbas reported that the test work that she has been doing with DelDOT has turned up some data problems. She is cleaning those up and will continue to work with DelDOT staff. She added that there will also have to be

work to ensure that the statewide data set is of use to the counties and can be smoothly downloaded and used by the counties, the 911 centers, and others.

Roger Barlow noted that this effort should lead to a data standard for transportation data in Delaware.

Mike Mahaffie reported that as a part of this, the DGDC has voted to ask the Executive Council to establish a Transportation Data Subcommittee to oversee this project and eventually expand it to other transportation data issues. That request is part of the New Business section of the agenda.

¹ More detail is found in the [draft DGDC meeting minutes for 6/24/2010](#).

Geospatial Data Exchange Project

Kim Cloud reported on the project to create a “Data Exchange” portal for Delaware. She said that good progress had been made and DTI was ready to move the application into production when major technical issues – related to running on internal systems during replication of the project – arose. The vendor (GeoDecisions) has acknowledged that the problem is their fault and will rebuild the application within the state system to avoid a repeat of the problem. The work will be done at no further cost to the state.

There was a general discussion of how best to encourage GeoDecisions to complete the project in a timely fashion. There was a suggestion, from the DGDC meeting, of a letter from the Executive Council to add some pressure to the vendor.

John Talley made a motion that Bill Hickox draft a letter of encouragement to GeoDecisions expressing the interest of the whole of the Executive Council for a timely and successful completion of the project. Terry Whitham seconded the motion and it passed unanimously.

Old Business

GIS Strategic Planning Project

Mike Mahaffie led a review of the draft Strategic Plan which has been under consideration by the Executive Council. There was general agreement that the plan is starting to take shape, but there were several editorial comments and a few substantive changes suggested. The largest of these were addition of a requirement for a data budget to the over-arching strategic goal and moving the new GIS Office budget information from the Strategic Plan to the Business Plan that is being developed.

Terry Whitham made a motion that Mike Mahaffie work with Michael Turner to incorporate the changes discussed by the Executive Council into a final draft and submit that to the Council for review and voting by e-mail. Marti Dobson seconded that motion and it passed unanimously.

Mike Mahaffie reported that, based on earlier suggestions from the Executive Council, a Business Plan is being drafted. He will get an early draft out to the Executive Council soon and will schedule a meeting on that plan for later in the summer.

He added that there has been a request from the DGDC large group for a presentation on the Strategic Plan when it is complete. Mike suggested that that would be an opportunity to bring Michael Turner back into the state for that workshop and for any additional small-group meetings that might be needed to complete the Business Plan.

John Talley asked if there is unanimous support on the Executive Council for the goal of establishing a statewide GIS office. All members present agreed that this should be the goal.

Mike Mahaffie reminded the group that work on both the Strategic Plan and the Business Plan should be completed by the end of August, to meet the terms of the FGDC grant that funds this project.

2011 Orthophotography Project

Mike Mahaffie gave an update on this project. He has drafted a short white paper on the project (attached) for use in briefing the grants manager at DTI helping with the larger broadband grant that is proposed as a major source of funding.

The proposal is to contract through USGS for orthophotography for Kent and Sussex Counties in 2011 to match 2010 orthophotography for New Castle County that was collected in a project involving DVRPC, USGS and NGA.² The USGS has given Delaware an estimate of about \$157,000. The broadband grant will bring \$110,000 to the table and there is another \$20,000 available from NGA. That means that the state will have to raise at least \$27,000 to complete the project.

There is a state match requirement of \$40,000 which may be met through in-kind work and/or data (such as control points and elevation data for use in development of the orthophotography) as well as the \$27,000 state share.

Sandy Schenck asked Roger Barlow to seek an additional estimate from USGS for full QA/QC, including testing of horizontal accuracy. He suggested that it may be worth finding additional funds for an external QA/QC effort rather than trying to manage it at the state level.

John Talley strongly suggested that the eventual agreement between the state and the USGS be carefully written with all deliverables clearly spelled-out.

Draft Data-Sharing Policy

Mike Mahaffie presented a draft data-sharing policy (attached, uncorrected) as requested at a previous Executive Council meeting. There was extensive discussion of the document and many changes were proposed. Mike will re-draft the document and resubmit it to the Executive Council.

New Business

Data Standards

Mike Mahaffie presented draft standards for Metadata and for Parcel Polygon Data (attached, uncorrected) proposed by the Data Standards Subcommittee and forwarded to the Executive Council by the DGDC membership.

There was a general discussion of the draft Metadata Standard, including the suggestion that the "Purpose" section be expanded to include information applicability and there be footnotes and links to external documents where appropriate.

Bill Hickox made a motion to approve the Metadata Standard, with the additions and corrections discussed by the Executive Council. John Talley Seconded the motion and it passed unanimously.

Dick Sacher made a motion to approve the Parcel Polygon Standard. NV Raman seconded the motion and it passed unanimously.

² The New Castle County orthophotography is expected to be available starting in late 2010.

There was a brief discussion about whether or not to submit these standards to DTI for consideration under the DTI information technology standards process. Bill Hickox pointed out that the state code section that establishes the DGDC gives the Executive Council responsibility for promulgating GIS-related standards.³ It was agreed that the new standards do not need to be submitted to DTI.

Transportation Data Subcommittee

Mike Mahaffie presented the recommendation of the DGDC membership to establish a Transportation Data Subcommittee to oversee the new centerline project and other important transportation data project.

Bill Hickox made a motion to establish a Transportation Data Subcommittee. Marti Dobson seconded the motion and it passed unanimously.

Open Comment Period

Lillian Wang asked about an additional handout which presented the text of a Government Technology magazine article entitled [Massachusetts Charts New Course for GIS Program](#). Mike Mahaffie explained that this was new GIS news this week and was a result of Massachusetts' own GIS Strategic Planning effort.

Terry Whitham made a motion to adjourn the meeting at approximately 11:54 a.m. Roger Barlow seconded the motion and it passed unanimously.

³ See [91 Del. Code, § 9143 \(d\)\(4\)](#)

2011 Delaware Orthophotography Project

Purpose

Regular updates of orthorectified aerial imagery (orthophotography) provide a base map and data source for all geospatial data projects and applications in Delaware. Orthophotography is used as background for data display, provides a source for land use and land cover data updates, shows the extent and pattern of development, helps farmers plan and manage croplands, and allows for precise location of geospatial data regarding streets, buildings, waterways and other natural and man-made features. Orthophotography is invaluable in disaster preparedness and emergency response and in transportation planning.

Among state agencies that regularly use Delaware's orthophotography are DNREC, Agriculture, DeIDOT, State Planning, Education, Safety and Homeland Security, DEMA, Historical and Cultural Affairs, and the Delaware Geological Survey. Federal agencies that depend on orthophotography include the National Geospatial Intelligence Agency (NGA), the Dept. of Homeland Security, Defense, FEMA, the USDA, the USGS, the US Fish and Wildlife Service, and the Corps of Engineers.

Background

Since 1992, Delaware has collected orthophotography on a statewide basis and every five years. The GIS community uses orthophotography from 1992, 1997, 2002, and 2007 along with older orthos and historic aerial photography from the archives. Since 2002, orthophotography projects have been managed by the Office of State Planning Coordination on behalf of the Delaware Geographic Data Committee (DGDC).

In the spring of 2010, an orthophotography project led by the Delaware Valley Regional Planning Commission and involving the USGS and the National Geospatial Intelligence Agency (NGA) collected orthophotography for all of New Castle County, Delaware. That imagery is expected to be available in late 2010 or early 2011. It will be at a resolution similar to Delaware's 2007 imagery and will be delivered in Delaware's state plane coordinate system and tiling system. It will come at no cost to the state.

In 2009, the State of Delaware Department of Technology and Information (DTI) received a federal stimulus grant from the National Telecommunications and Information Administration (NTIA) to create a publicly-accessible map of broadband availability within the state. The grant included \$110,000 to be used to help fund an orthophotography project in 2011 to help develop the broadband map. It has a requirement of a \$40,000 state or local match.

In December of 2009, the DGDC Executive Council voted to bring together a working group to develop proposals for a 2011 orthophotography project focused on Kent and Sussex Counties, to complement the 2010 New Castle County data, and have it "shovel-ready" for Executive Council consideration.

Estimated Costs

At the suggestion of USGS Liaison Roger Barlow, the working group submitted an Orthoimagery Project Planning Requirements Document to the USGS Geospatial Product and Service Contract (GPSC) Office. The

USGS Estimate	\$153,561.07
2% overhead	3,071.22
Total	\$156,632.29

USGS GPSC Office contracts with private sector vendors on behalf of state and local governments that partner with the USGS to fund data projects. This Requirements Document asked for an estimated cost for an orthophotography project to collect digital imagery with a 1-foot pixel resolution delivered in Delaware's established tiling system. This will match with the 2010 New Castle County data.

The USGS GPCS Office has responded with an estimated cost of \$153,561.07 for orthophotography collection over Kent and Sussex Counties, an area of 1,704 square miles. That works out to \$90.12 per square mile.

It is important to note that this estimate does not include a two percent overhead charge which would bring the total contact cost estimate to \$156,632.29. The estimate also does not include QA/QC testing or product inspection costs. The USGS may be willing to handle the inspection of the product (color-balance issues, mosaic match lines, and similar quality checks) in return for provision of the data for the USGS' National Map. Checking horizontal accuracy is a separate issue that the state will need to work out.

Funding Sources

Aside from the \$110,000 federal grant to DTI, Roger Barlow has identified a potential \$20,000 for this project from the NGA, since the project area includes the Dover Air Force Base. That leaves an estimated \$26,632.29 to be covered by state agencies, county government and municipal partners.

Project Cost	\$156,632.29
NTIA Grant	110,000.00
NGA Funds	20,000.00
Needed	\$26,632.29

Complicating Factors

State Match Requirement

Without the NGA funding, the difference between the NTIA grant and the estimated project cost would cover the required \$40,000 local match. With that funding, there will need to be an additional \$13,367.71 in matching funds or, assuming the NTIA grant accepts in-kind match, work by state or local staff.

"Don't Fund the Feds" Requirement

The NTIA grant includes language that prohibits passing funding back to other federal agencies. Contracting with a private sector vendor through USGS should not count as giving the grant money to a federal agency since the USGS will act as a "pass-through" to get the funding to the private sector. The two percent USGS overhead charge, however, cannot come out of the NTIA grant funds and would need to be paid out of the state contribution or the NGA funds.

Horizontal Accuracy

The state did not conduct independent QA/QC for horizontal accuracy for the 2007 project, which was contracted through the state to the private sector. DGDC members performed inspection duties and trusted the horizontal accuracy testing provided by the vendor.

It may be possible for the state to design and carry out a statistical analysis of a number of test points to measure the accuracy of the proposed 2011 data. The test points could be drawn from known points not already used by the vendor. Or they might be surveyed by state crews (an activity that could provide in-kind match).

Next Steps

Assuming DGDC Executive Council approval of the project so far, the working group will continue working with the USGS GPCS Office while seeking the needed additional funding. Requests for funding, or staff time, may be made through the Office of State Planning Coordination to state agencies that make heavy use of orthophotography and to county and municipal governments as well. DTI staff will work with NTIA to check on the “don’t fund the feds” issue. USGS Liaison Roger Barlow will continue to serve as liaison between the working group and the USGS contracting office and the NGA.

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Delaware Geospatial Data Sharing Policy

It is the policy of the state of Delaware via the Executive Council of the Delaware Geographic Data Committee (Executive Council), representing the Delaware GIS community, to share public geospatial data as broadly and as freely as possible.¹

This policy shall apply to statewide data sets that are classified, or can be classified, “public” under the *Data Classification Policy* (IN-DataClass-001)² promulgated by the Delaware Department of Technology and Information. Where practicable, geospatial data stewards shall remove from data sets those portions of the attribute information that are classified as “confidential,” “secret,” or “top secret” where such removals will create a useful geospatial data set that can be made public.

This policy shall also apply to municipal or county government geospatial data sets for those municipal or county governments that have agreed with the Executive Council to follow this standard.

For geospatial data sets covered under this policy, the Executive Council shall represent the state and the Delaware GIS community in discussions with possible external data-sharing partners.³

The Executive Council shall seek opportunities to make Delaware’s geospatial data available to the public directly through state agency web sites and via signed data-sharing agreements with external public and private entities.

Data-sharing agreements shall include at least the following stipulations:

- There shall be no charge for access to, or restrictions on access to, Delaware’s public geospatial data.
- Data transfer from the state (or county or municipality) to the external entity shall be at the expense of the external entity.
- The state (or county or municipality) shall not be financially responsible for any data processing, conflation or other processes needed for future updates.
- The state (or county or municipality) shall not be held liable for the accuracy or timeliness of the data.
- The state (or county or municipality) shall be fully credited in any online or offline presentation of the data.

¹ See [29 Del. Code, § 9144 \(1\)](#)

² See <http://dti.delaware.gov/pdfs/pp/DataClassificationPolicy.pdf>

³ See [29 Del. Code, § 9143 \(d\) \(1\)](#)



Metadata Standards

Purpose

To provide a minimum standard for the creation and dissemination of metadata by public agencies in Delaware.

Required Items

Identification

- Abstract – A brief description of the data
- Purpose – A summary of why the data was collected
- Access Constraints – Restrictions and legal prerequisites for accessing the data
- Use Constraints – Restrictions and legal prerequisites for using the data, once access has been given
- Contact – Name of organization, and, optionally, a person in the organization considered to be the best contact for question concerning the data
- Contact Voice Telephone – The phone number of the organization or person in the organization who would answer questions concerning the data
- Contact Email Address – The email address of the organization or person in the organization who would answer questions concerning the data
- Title – The common name of the dataset
- Originator(s) – The name(s) of the organization(s) or individual(s) that developed the dataset
- Publication date – The date which the data was published or made available
- Time Period – Either ground condition (generally referring to aerial photography) or publication date
- Progress – The state of the data
- Update Frequency – How often the data updated
- Bounding Coordinates – The extents of the data in decimal degrees

- Theme Keyword – At least one ISO Topic Category
 - farming
 - biota
 - boundaries
 - climatologyMeteorology
 - Atmosphere
 - economy
 - elevation
 - environment
 - geoscientificInformation
 - health
 - imageryBaseMapsEarthCover
 - intelligenceMilitary
 - inlandWaters
 - location
 - oceans
 - planningCadastre
 - society
 - structure
 - transportation
 - utilitiesCommunication
- Theme Thesaurus – ISO 19115 Topic Category
- Place Keyword – At least one predefined geographic reference from Delaware thesaurus (to be posted)
- Place Thesaurus – Delaware thesaurus (To be posted)
- Security Classification – Security classification of the data

Spatial Reference

- Horizontal Coordinate System – projection

Distribution

- Resource Description
- Primary Contact – Name of organization, and optionally, a person in the organization considered to be the best contact for question concerning the distribution
- Contact Voice Telephone – The phone number of the organization or person in the organization who would answer questions concerning the data
- Contact Email Address – The email address of the organization or person in the organization who would answer questions concerning the data

Metadata

- Metadata Date – The date the metadata was completed
- Contact – Name of organization, and optionally, a person in the organization considered to be the best contact for question concerning the metadata
- Contact Voice Telephone – The phone number of the organization or person in the organization who would answer questions concerning the metadata
- Contact Email Address - The email address of the organization or person in the organization who would answer questions concerning the metadata

Optional (but important) Items

Identification

- Security Classification System – the thesaurus used to define the security classification

Data Quality

- Horizontal Accuracy
- Vertical Accuracy
- Scale
- Process step(s)

Spatial Reference

- Vertical Coordinate System

Entity Attribute

- Attribute Domain Values – either as part of metadata or reference to definition table

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Parcel Polygon Standards

Purpose – To provide a minimum requirement for the creation of a shared parcel polygon dataset with standard attributes, in accordance with accepted standards.

FIELD NAME	DATA TYPE	LENGTH	DESCRIPTION
<i>OBJECTID</i>	<i>OBJECT ID</i>		<i>MANAGED BY SOFTWARE</i>
PIN	TEXT	20	PARCEL NO. INCLUDING PUNCTUATION
PARCELID	TEXT	15	PARCEL NO. WITHOUT PUNCTUATION
COUNTY_NAME	TEXT	10	NAME OF COUNTY E.G "KENT"
COUNTY_FIPS	TEXT	5	See Table Below
MUNICIPAL_NAME	TEXT	25	INCORPORATED NAME
MUNICIPAL_FIPS	TEXT	5	See Table Below
SHAPE.AREA	<i>DOUBLE</i>		<i>MANAGED BY SOFTWARE</i>
SHAPE.LEN	<i>DOUBLE</i>		<i>MANAGED BY SOFTWARE</i>

FIPS Code	Name	FIPS Code	Name
10001	Kent County	10003	New Castle County
10005	Sussex County	01400	Arden
01530	Ardencroft	01660	Ardentown
04650	Bellefonte	05690	Bethany Beach
05820	Bethel	06730	Blades
07250	Bowers	08680	Bridgeville
10760	Camden	14660	Cheswold
15440	Clayton	18950	Dagsboro
19730	Delaware City	20380	Delmar
20900	Dewey Beach	21200	Dover
24020	Ellendale	24540	Elsmere
25840	Farmington	26620	Felton
26880	Fenwick Island	28310	Frankford
28440	Frederica	29090	Georgetown
31560	Greenwood	33120	Harrington
33250	Hartly	33900	Henlopen Acres
36760	Houston	39100	Kenton
41310	Laurel	41700	Leipsic
41830	Lewes	42870	Little Creek
44430	Magnolia	47030	Middletown
47420	Milford	47940	Millsboro
48200	Millville	48330	Milton
50670	Newark	50800	New Castle City
51190	Newport	53920	Ocean View
54050	Odessa	60290	Rehoboth Beach
64320	Seaford	64840	Selbyville
67050	Slaughter Beach	67310	Smyrna
67700	South Bethany	72510	Townsend
74330	Viola	77580	Wilmington
80830	Woodside	81350	Wyoming