

**D R A F T**  
**DGDC Executive Council Meeting Minutes**  
**January 6, 2011**  
**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
- Matt Laick (for Marti Dobson), DelDOT, Proxy for Sec. Wicks
- Deborah Sullivan, DNREC, Proxy for Sec. O'Mara
- Mike Ward, Kent Co., Proxy for Michael Petit de Mange
- Megan Nehrbas, Sussex Co., Proxy for Co. Admin. Baker
- Roger Barlow, USGS, Federal Liaison
- Mark Nowak, Dover, DGDC Municipal Representative
- Lillian Wang, DGS, DGDC At-Large Representative
- Dick Sacher, UD, DGDC Academic Community Representative

*Other Attendees*

- Kim Foster, OMB
- Kim Cloud, DTI
- Carl Yetter, DNREC
- Phil Day, Pictometry
- Kristin O'Connor, Pictometry
- John Laznik, UD/CADSR

**Welcome and Introductions**

Mike Mahaffie started the meeting at approximately 10:07 a.m. with a welcome and a round of introductions.

**Approval of October 7, 2010 Meeting Minutes**

Lillian Wang offered a marked-up version of the draft minutes with minor corrections suggested. **Matt Laick made a motion to approve the [October 7, 2010 meeting minutes](#) (PDF) as presented, with any corrections needed based on Lillian's mark-up.** Debbie Sullivan seconded the motion and it passed, unanimously.

**DGDC Committee Report**

**ESRI Delaware User's Group (DUG)**

Mike Mahaffie explained that this is a new group based on the ESRI user's group model and that Debbie Sullivan is among the leaders. The first meeting was held in early November. Debbie Sullivan noted that there seems to be good interest, though a little fine tuning is needed. The agenda for next meeting will be posted. That meeting is planned for March 10, in the afternoon, to follow the next meeting of the DGDC. She added that there are three presenters already lined-up. She said that the User's Group is intended provide a forum for discussions at the technical level, to users below DGDC.

**GIS Day**

Megan Nehrbas, co-chair of the GIS Day Subcommittee reported that the event, in November, was once again quite successful. She said that the subcommittee is well-organized and running smoothly. Surveys from event have been sent out and the group is waiting for responses. They will evaluate responses to see what can be improved for next year.

**Old Business**

**GIS Strategic and Business Plans**

Mike Mahaffie reported on the completed GIS strategic and business plans that were developed. The grant from the FGDC for the work has been closed out. The Office of State Planning Coordination took guidance from the plans to draft a proposal for a new GIS Office as part of the State Planning Office's

proposal for inclusion in the Governor's legislative planning for the next year. He reported that there has been no formal response as yet though, given the budget situation in the state, he will not be surprised if there is no movement in the short term. There was general discussion of the situation and several members expressed the thought that this is only the start of the effort and should lay groundwork for future progress.

### 2011 Orthophotography Project

Mike Mahaffie gave an update of the status of the work of the task group put together by the Executive Council to plan for a 2011 ortho project for Kent and Sussex Counties using NTIA grant funding from DTI's broadband mapping project. The project is intended to match with 2010 photography of New Castle County. Roger Barlow, USGS, reported that that imagery should be available, through USGS and New Castle County, later in January.

Mike explained that the proposed approach will be to work through the USGS contracting office. He presented an overview (attached) of the estimate that has been received from USGS and the funding contributions proposed from NGA, DNREC and DeIDOT for the project. The USGS proposes a project that will not exceed \$161,236.

Mike also reported that he has submitted a request to the state's contracting office for approval to use the USGS contracting office. That request required estimates of the cost of alternative approaches. There was a wide range of potential costs using other approaches, not based on the variability of requirements of other approaches. He explained that the USGS estimate appears to be the lowest cost for the required specifications.

Roger Barlow explained that, given approval by the state, the next steps will be to sign an agreement with USGS contracting and transfer funds. These steps should be completed by the end of January if the project is to go forward. USGS would then open the project to bids from its list of approved vendors.

Kim Cloud will check with project managers at DTI to see whether or not they can sign an agreement with USGS.

### New Business

#### Delaware Geospatial Data Exchange

Kim Cloud reported that the new Data Exchange went live at the end of November. After a "soft launch" to members of the Technical Subcommittee, the Exchange was announced to the DGDC as a whole at the December meeting of that group. She reported that there have been about thirty users registered. About half of users so far appear to be from the private sector, showing strong interest in Delaware's geospatial data holdings. A number of registered users are signed-up as data publishers, though not all have added data yet.

Mike Mahaffie said that there is a need to increase the amount of data that has been added to the Exchange. There will need to be continued outreach to the geospatial community. Matt Laick reported that DeIDOT will add both public and internal data shortly. The Delaware Geological Survey and State Planning have both added data and metadata.

Kim Cloud noted that there appears to be a small learning curve for some in writing metadata that complies with the Delaware Geospatial Metadata Standard approved by the DGDC Executive Council. She noted that she will continue to review supporting documentation. Mike Mahaffie added that the Exchange's metadata documentation may be better than that which he has so far published on the DGDC web site and that he will try to improve his documentation based on what is the Exchange's technical documentation.

There was a brief discussion of how the DataMIL might be relate to the Exchange and how the new system might affect the planned review of the DataMIL that Sandy Schenck has started. Lillian Wang suggested that that review ill need input from any new GIS Office. Mike Mahaffie recommended not waiting for the New Office, since it may not be established in the near future.

### Standards Committee

Mike Mahaffie reported that Pat Susi is stepping down as chair of the Data Standards Committee and suggested that that provides an opportunity to reconsider the mission and approach of this group. There was a general discussion of the committee and several possible approaches were suggested, including a series of ad hoc committees as needed as the Executive Council identifies needed standards work. Matt Laick suggested that a single committee head might be able to work with a changing membership, as needed and based on expertise.

There was a discussion of the challenge of keeping various committees moving forward without a GIS Office to push them along and help maintain focus. It was noted that with all players have other, often paramount, responsibilities; the committee structure is not always able to maintain focus. John Laznik noted that he has volunteered for some subcommittees but has not been called for meetings. Mike Mahaffie noted that, in some cases, these were committees that have not met at all.

There was a discussion of which standards should be focused on. The list that was developed included standards for web mapping/caching, a web-map projection, and addresses. It was suggested that the DGDC's (limited) staff will have to take a leading role.

**Matt Laick made a motion that Mike Mahaffie, as staff to the Executive Council, bring together a group to work on standards for web-mapping (including caching and projection issues).** Mark Nowak seconded the motion and it passed unanimously.

Megan Nehrbas reported that she has reviewed the proposed NENA addressing standard and that it seems to cover all possible approaches to keeping addresses. She noted that the three Delaware Counties are working on an agreement to maintain their present approaches to addressing while using a common link to create a statewide data set. This will most likely be led by proposed new GIS staff at the Department of Safety and Homeland Security.

## 2011 Meeting Schedule

Mike Mahaffie presented a 2011 DGDC meeting schedule (attached) which included proposed Executive Council meetings. After discussion, it was decided that the proposed Executive Council meeting dates will not work and Mike will propose a new schedule via e-mail.

## Open Comment Period

Mike pointed out the NSGIC meetings on the schedule he had handed out and suggested that other member of the Executive Council might be interest in attending, particularly the mid-year meeting, in February, which is in nearby Annapolis.

Roger Barlow reported that the state of Maryland has signed an agreement with the USGS to maintain their portion of the National Hydrography Database (NHD) and the Watershed Boundary Database (WBD). There will be training for Maryland's group. Delaware already maintains its portion of the NHD. Roger noted that there are long term plans for Maryland to maintain the NHD at 1:2400 as Delaware does.

Debbie Sullivan suggested a renewed effort to delineate authoritative sources for selected data sets. She noted that with some agencies now putting their data into the cloud, there is a need to determine which are authoritative data sets for Delaware. Some work on this has been done in the past, but predated the Executive Council. It was noted that the council has some standing to name authoritative data sources. It was suggested that Mike Mahaffie take the lead on this, as staff to the Executive Council and that the effort be integrated with the Ramona GIS inventory work that has been started in the past.

**Debbie Sullivan made a motion for the Executive Council to start a list of authoritative sources.** Matt Laick seconded the motion and it passed unanimously.

John Laznik asked if it is possible to monitor which data sets users of the data Exchange are searching for. Kim Cloud explained that that is not presently done but that she will look into the possibility.

John Laznik asked about the draft proposal regarding the GIS Office that was included in the minutes of the October Executive Council meeting which suggests that it might be possible to start the GIS Office with no fiscal impact. Mike Mahaffie explained that that would require using existing staff and redirecting their priorities. There was a general discussion of the proposal and its relation to the state budget process. Andrea Godfrey suggested that, while the proposal came too late for the regular budget drafting process for the next fiscal year (which starts in July of 2011), it will be possible to work through the process starting in the fall of 2011 for the next fiscal year.

There was a discussion of contacts within Kent County government from Pictometry, regarding their offer of oblique imagery. Mike Ward explained that he had sought interest among Kent County staff and had little response. It was suggested that oblique imagery is of interest to public safety units. There are budgetary constraints at present.

Kristin O'Conner, of Pictometry, noted that Pictometry is an approved USGS vendor and that if they win the contract that is proposed for Kent and Sussex Counties for standard orthophotography, oblique

imagery might be a possible “buy-up.” Mike Mahaffie noted that that contract will be let by USGS and that it will not be a stat decision.

**Matt Laick made a motion to adjourn the meeting at approximately 11:41 a.m.** Lillian Wang seconded the motion and it passed unanimously.

## 2011 Orthophotography Update

### January 6, 2011

#### Proposal

An orthophotography project in the spring of 2011 to match as closely as possible the spring 2010 photography collected for New Castle in a project led by the Delaware Valley Regional Planning Commission (DVRPC) and involving the USGS and the National Geospatial Intelligence Agency (NGA). The 2011 Ortho working group proposes working through the USGS Contracting Office for this project.

#### Funding Status

##### Costs:

USGS Estimate .....	\$153,561
<u>5% Overhead.....</u>	<u>7,678</u>
Total .....	161,239

##### Contributions:

NTIA Grant .....	110,000
NGA.....	20,000
DNREC.....	5,000
<u>DeIDOT.....</u>	<u>26,236</u>
Total .....	161,239

#### Contracting Review

The state contracting office is reviewing a formal request to work through the USGS contracting office and should have an answer shortly. That request required three additional cost estimates for the project:

- NOAA Coastal Services Center: between \$340,800 and \$426,000, based on a planning estimate of between \$200 and \$250 per square mile
- USDA: Approximately \$24,288 as a buy-up of 2011 NAIP (But does not meet our specs)
- Estimate based on 2010 DVRPC New Castle Co. Project: \$367,700

#### Next Steps (Assuming approval from OMB)

Finalize agreement with USGS and work out flow of funds.

## **2011 Meeting Schedule (Proposed)**

1/14/11 – Census Data Workshop (9:00 am) at the Kent Co. Admin Building in Dover

2/27 to 3/3/11 – NSGIC Midyear Conference in Annapolis, MD

3/10/11 – DGDC (9:00 am) at the Kent Co. Admin Building in Dover

3/10/11 – Delaware ESRI Users' Group (1:30 pm) at the Kent Co. Admin Building in Dover

3/17/11 – Exec. Council Meeting (10:00 am) Room 133 Haslet

6/9/11 – DGDC (9:00 am) at the Kent Co. Admin Building in Dover

6/16/11 – Exec. Council Meeting (10:00 am) Room 133 Haslet

9/8/11 – DGDC (9:00 am) at the Kent Co. Admin Building in Dover

9/15/11 – Exec. Council Meeting (10:00 am) Room 133 Haslet

9/25 to 9/29/11 – NSGIC Annual Conference, in Boise, Idaho

11/16/11 – GIS Day

12/8/11 – DGDC (9:00 am) at the Kent Co. Admin Building in Dover

12/15/11 – Exec. Council Meeting (10:00 am) Room 133 Haslet