



Facilitating the sharing and coordinated use of spatially referenced data in Delaware

**Meeting Minutes
DGDC Executive Council Meeting
1:00 p.m., June 24, 2009
Room 219, Haslet Armory
122 William Penn Street
Dover, DE**

ATTENDANCE

Executive Council Members

- Mike Mahaffie, OMB
Non-Voting Chair
- Bill Hickox, DTI
Proxy for Sec. Sills
- Tom Steele, DSHS
Proxy for Sec. Schiliro
- Marti Dobson, DelDOT
Proxy for Sec. Wicks
- Megan Dean, Sussex Co.
Proxy for County Admin Baker
- Sandy Schenck, DGS
Proxy State Geologist Talley
- Roger Barlow, USGS
Federal Liaison
- Dick Sacher, UD
DGDC Academic Representative
- Lillian Wang, DGS
DGDC At-Large Representative
- Mark Nowak, Dover
DGDC Municipal Representative

Other Attendees

- Kim Cloud, DTI

Welcome and Introductions

Mike Mahaffie began the meeting at approximately 1:03 p.m.

Approval of Minutes of April 2, 2009 Meeting

Mike Mahaffie presented the draft meeting minutes from the April 2, 2009 meeting of the Executive Council and asked for any corrections. Lillian Wang noted that she had marked several typographical errors.

A motion was made by Roger Barlow, and seconded by Dick Sacher, to approve the minutes as presented, with Ms. Wang's corrections. The motion passed unanimously.

DGDC Committee Report

DGDC Representatives to the Executive Council

Mike Mahaffie reported that the DGDC voted at its June 11 meeting to return Lillian Wang, as DGDC at-large representative, and Mark Nowak, as DGDC municipal representative to the Executive Council. The DGDC also voted to select Dick Sacher as academic representative to the council, replacing David Racca.

New Working Groups

Mike Mahaffie reported that two new working groups have been put together by the DGDC – a Transportation Working Group and a County Boundaries Working Group. Both developed out of discussions

by the Data Standards Subcommittee.

Darrin Dell, of DelDOT, will take the lead on the Transportation Working Group, which will examine and report on Delaware's needs and requirements for a transportation data set. He has issued a call for participation, which sparked interest from state highway officials in Maryland. The Maryland representatives will be included in the working group in a bid to foster cross-border data coordination. Tom Steel suggested including Pennsylvania in the project and pointed to the Delaware Valley Regional Planning Commission (DVRPC) as a possible partner.

Danielle Lamborn, of Kent County, has already started working as the lead on the County Boundaries Working Group. The group has found that the existing county boundary GIS data, drawn from the USGS topographic maps data, are not bad, but can be improved. The group is working with several historic survey documents and has located a number of boundary monuments that can be resurveyed, or for which survey information can be found, and used to tie-in the boundary. Once the boundary line data are adjusted to more closely match legal descriptions, county parcel data can be improved to adhere to those boundaries.

Old Business

Exec Council Meeting Schedule

Mike Mahaffie reviewed the planned schedule of DGDC and Executive Council meetings against the survey of standard month availabilities for Council members that was developed at the last meeting.

2009 NAIP Imagery

Mike Mahaffie reviewed the possible buy-up options for the 2009 NAIP orthophotography project that had been sent by Sanborn, the contractor who will develop this data for the USDA. He noted that there is little money available, but he is open to ideas if any members have funds that they would like to devote to a photography update. Mike reminded the group that the NAIP project will result in some imagery for public use, but that it will not be at the same resolution as the states 2007 imagery. He also reported that the wet weather has delayed imagery collection for some weeks.¹

Delaware Geospatial Data Exchange Project

Kim Cloud gave an update on the Exchange project at DTI. She noted that GeoDecisions has the database up and running and has data to load into that database. She added that hardware has arrived at DTI and is now being installed. Kim reported that there was a small delay in project design caused by the need to discuss how best to handle the large-volume raster data that will be included. She reported that a prototype for testing by the Technical Infrastructure Subcommittee should be available in July, but that full deployment is likely not expected until around September.

GIS Strategic Planning Project

Mike Mahaffie gave an update on the project, which is funded by a grant from the Federal Geographic Data Committee (FGDC). Applied Geographics has been selected to assist with the project and a contract is making its way through channels within OMB for signatures.

Mike shared a copy of the Scope of Work for the project (attached) and explained that there will be a pair of statewide workshops, a survey, and interviews (both in person and by telephone) with key stakeholders. He added that the key stakeholders list will be developed early in the process and will be shared with the Executive Council for feedback and input. He also added that a meeting between the contractor and the Executive Council is included in the Scope of Work; he expects that meeting take place after the workshops, but early in the drafting phase.

Mike added that the FGDC grant specifically calls for presence by grantees at the NSGIC mid-year and annual conferences during the grant year. He reported that he, Sandy Schenck, and Kim Cloud had attended the mid-year and plan to attend the annual as well. Mike asked Executive Council members to think about whether or not they might also want to attend, or send senior staff. There is some room in the grant budget to pay travel and registration, but any attendees will have to economize. Those interested in attending should contact Mike at mike.mahaffie@state.de.us. More information on the conference is found at http://www.nsgic.org/events/2009_conference.cfm

Google Data Sharing Project

Mike Mahaffie reported that there has been no new progress on this project.

New Business

New Castle County Orthos

Roger Barlow reported that new aerial photography of New Castle County will be collected in 2010. This is due to a partnership between USGS and the DVRPC. The DVRPC planned an orthophotography project covering the counties in its planning area, which does not include New Castle County, and USGS wanted to update hi-resolution imagery of the Philadelphia Urban Area, which does include New Castle County. The result will be publicly available 1-foot resolution imagery of an area that includes New

¹ A post-meeting review of the latest NAIP status map (http://www.fsa.usda.gov/Internet/FSA_Image/naip09progress.gif) confirms that only a single strip of Delaware had been collected as of June 24, 2009.

Castle County and several neighboring counties. The imagery will be 3-band data and will be collected leaf-off. The USGS will act as contracting entity.

Keynote Speaker Ideas for 2010 GIS Conference

Mike Mahaffie asked for suggestions for keynote speakers for the 2010 conference. He noted that the conference planning committee has several ideas; but he is interested in outside thoughts. Tom Steele suggested Ross Ashley, FEMA Grants Coordinator, who might be able to speak on the growing importance of GIS in homeland security applications. Roger Barlow suggested Micki Schmidt, the head of the NOAA Coastal Services Center, which has become a leader in coastal GIS.

HIFLD to the Regions

Mike Mahaffie reported that he has been contacted by a contractor, working for the federal government, interested in partnering with state and local governments in the mid-Atlantic region to share the use of, and maintenance of, data sets that are part of a collection of data sets known as Homeland Infrastructure Foundation-Level Data (HIFLD). He reviewed a set of presentation slides and a spreadsheet of the data sets in the HIFLD collection. Most of these data sets are in the public domain, but some are considered government or "for official use only."

There was a general discussion of these data and how Delaware might interact with the HIFLD program. Sandy Schenck asked for an update on the Delaware Information Analysis Center (DIAC) and its status as a possible GIS steward and user. Tom Steele reported that the use of geospatial information is apart of the goal for DIAC but that the DIAC is not yet at that level.

It was suggested that Captain Harris, of the DIAC, as well as leadership from the Delaware National Guard, be a part of any meetings on HIFLD. Mike will look into a briefing on HIFLD for all interested members of the Executive Council and other interested parties.

Open Comment Period

Roger Barlow reported that there is progress from the discussion of *Vertical Datums and Coastline data* from the last Executive Council meeting. DNREC is hosting training on the use of the newest coastline data and he expects that that may lead to establishment of an "official" shoreline for Delaware.

Roger Barlow also noted that staff persons working on the *Geospatial OneStop* still need to clarify the status of a large selection of metadata records that have been published by Delaware over the years but that now appear to point to defunct web mapping services. Mike responded that he has the lead on that and is working, albeit slowly, with GOS staff to clear that backlog.

Sandy Schenck asked if DNREC has yet identified a *data steward for the new watershed boundary data*. There being no representation from DNREC, the question is included for the purpose of follow-up at the next Executive Council meeting.

Lillian Wang suggested that it is not too soon to start a dialogue about a *next statewide update of orthophotography*. Given the recent 5-year update schedule, the next would be in 2012. A set of requirements for that project should be worked out well ahead of time. There was a general discussion of what this might entail and the several activities going on nationally – NAIP and the Imagery for the Nation initiative – that might impact Delaware's needs and plans. It was suggested that this should be addressed by the Data Standards Subcommittee. It will also be a topic for discussion as part of the strategic planning process.

A motion was made by Lillian Wang, and seconded by Roger Barlow, to adjourn. The motion passed unanimously.

The next meeting of the Delaware Geographic Data Committee (DGDC) will be September 17, 2009, at 9:00 a.m. The next meeting of the DGDC Executive Council will be October 1, 2009, at 10:00 a.m.

Appendix A:

Scope of Services

For:

Delaware Statewide Geospatial
Strategic and Business Planning

Submitted To:

Delaware Geographic Data Committee (DGDC)

May, 2009

Submitted by:



Scope of Services Summary

The overall **project goals** are to:

- (a) Further formalize a long-standing generally effective GIS coordination approach
- (b) Coordinate the continued maintenance of Delaware Spatial Framework Data and its use and sharing
- (c) Increase awareness of the Governor and his appointees of the importance of geospatial data and data sharing, and
- (d) Provide a vision to the Governor, his staff and the Delaware Geographic Data Committee Executive Council as to future direction of data maintenance and data access

As detailed below, **AppGeo's role** will be to plan for and facilitate a series of two stakeholder workshops, conduct interviews, prepare a statewide GIS strategic plan and an initial, business plan associated with the Strategic Plan.

We propose a **three phase project plan** as follows:

Phase 1: Project Initiation and Stakeholder Workshop Planning

Phase 2: Facilitated Regional Workshops and Interviews

Phase 3: Prepare Strategic Plan and an associated Business Plan

Phase 1. Project Planning

- **Conduct Conference call with the State Project Team.**
 - Formal project initiation and expectation sharing on roles and responsibilities.
 - Discussion, and if possible agreement on dates and venues for Stakeholder Workshops
- **One-day of meetings in Dover to conduct project planning activities with the State Project Team.**
 - Plan workshop schedule, venues and agenda; review samples and plan for workshop presentation materials
 - Identify list of interviewees and target dates for interviews
 - As time allows, conduct interview and site inspection of current Office of State Planning Coordination GIS operations

Phase 1 Deliverables

1. One day of travel and meetings in Dover
2. Meeting minutes that document the major points covered and decisions made
3. Plan and schedule for regional stakeholder workshops and interviews

Phase 2. Facilitated Workshops and Interviews

Stakeholder Workshop and Interview Preparation

- Work with Delaware project team to develop a “geospatial stakeholders” list that will serve as the invitation mechanism for the workshops.
- Identify a “key stakeholder” list that will be a subset of the over geospatial stakeholder list and will identify parties that are to be interviewed.
- Develop and distribute invitation and motivate participation in Stakeholder workshops
 - Develop an on-line registration vehicle for workshops using SurveyMonkey
- AppGeo assumes that the Delaware Project Team will be responsible for arranging meeting logistics such as identifying and securing the venues and appropriate refreshments (if necessary).

Stakeholder Workshop and Interviews

- The general plan is to conduct two stakeholder workshops in two different venues in Delaware. The workshops will be conducted in the September/October timeframe and will be separated by at least 1 week in time. AppGeo’s plan is to arrange two separate two-day trips to Delaware. One day will be devoted to conducting the workshops, and the second day will be devoted to interviews. As the schedule allows, there may be an opportunity for one interview on the same day as a workshop.
- **Conduct two stakeholder workshops** that allow time for presentation, questions, and stakeholder discussion, and maximize the two-way flow of information. Workshops are anticipated to be approximately 3 hours in duration, including a break.
- **Conduct interviews with key agencies and organizations.** AppGeo will work with the Delaware team to schedule a realistic number of interviews that can be conducted in a single day. Based on past experience, and depending on travel time between interview venues, AppGeo estimates that 3-5 interviews can be completed in a day.

Phase 2 Deliverables

1. Two trips, approximately 4 full days on-site in Delaware
2. Two facilitated stakeholder workshops
3. Written notes and findings from workshops
4. Two days worth of interviews with key agencies and stakeholder organizations
5. Written notes and findings from interviews

Phase 3. Strategic and Business Planning

- Present a draft **Strategic Plan Outline** to the Delaware Project Team, using the prescribed NSGIC Strategic Planning Guidelines. This outline will highlight preliminary findings, programmatic goals and draft recommendations that are likely to be focused on Delaware’s stated priorities for statewide coordination and sharing of

framework geospatial data. Following the submittal of the Outline and a reasonable period of time for Delaware Geographic Data Committee review, AppGeo will travel to Dover to discuss the Outline and required revisions with the Executive council of the Delaware Geographic Data Committee and to initiate the business planning effort. Based on the general timeline presented below and the current DGDC meeting schedule, this trip is tentatively scheduled to coincide with the December 17, 2009 DGDC Executive Council meeting.

- **Draft a Strategic Plan** that will follow the NSGIC Strategic Planning Guidelines and incorporate DGDC input based on a review of the outline. The plan will be designed to address pressing strategic concerns of Delaware and the prioritization of programmatic goals to set expectations for subsequent business planning
- **Draft a Business Plan** as guided by the NSGIC Business Plan Guidelines that meet the needs of Delaware as stated in the SOW:
 - The plan will be based on the programmatic goals that are identified in the strategic plan and reflect DGDC's priorities. Currently, it is anticipated that the plan is likely to address two topics:
 1. Addressing the **technical requirements to enable enhanced sharing** of Delaware Geospatial Framework data and other geospatial information, and/or
 2. Addressing the ongoing **maintenance of framework data layers**. This may involve completing a detailed business plan for an initial, prioritized framework data layer. This initial plan will provide the overall business context for framework data layer maintenance and can serve as a template for Delaware to use for the future development of additional business plans for other data layers using in-house resources and/or additional funding.
- **Incorporate feedback** after DGDC review of the Draft Strategic and Business Plans
- Develop **Executive Summary** document
- Travel to Delaware for a one-day trip and **final presentation of the Strategic and Business Plans** to appropriate audiences (e.g., the DGDC, senior executives, geospatial user groups, etc.).
 - AppGeo is prepared to make as many presentations as can be practically scheduled for one day. Or, if preferred, AppGeo can align this trip to make a formal presentation at the 2010 Delaware GIS Conference.
 - AppGeo will prepare appropriate supporting material (e.g. PowerPoint) for conducting the final presentation(s).

Phase 3 Deliverables:

1. Draft Strategic Plan Outline
2. Draft and Final Strategic and Business Plans
3. Executive Summary

4. Two one-day trips to Dover for a) strategizing on strategic plan finalization and business plan initiation following the submittal of the strategic plan outline, and b) final presentation of Strategic and Business Plans

Schedule

AppGeo proposes to complete all project activities by **January 31, 2010** so that the results of the project can be available in time for the Delaware GIS Conference that will be held in February, 2010.

The following provides a general schedule for this project. It is assumed that the final schedule will be finalized after the initial project planning meeting anticipated for July.

Activity	June	July	Aug	Sept	Oct	Nov	Dec	Jan
Contract awarded/signed								
Project Team Conference Call								
Project Planning Meeting								
Workshop/interview preparation								
Workshop/Interviews #1								
Workshop/Interviews #2								
Strategic Plan Outline								
Strategic Plan Authoring								
Business Plan Authoring								
Final presentations								

Budget

AppGeo proposes to complete this project for the firm fixed price of \$30,000 based on the allocation of budget resources across activities presented below. AppGeo will submit invoices upon the completion of each activity listed below (except for travel and expenses which will be added to the individual invoices for activities involving travel):

Activity	Cost
Project Initiation	\$1,980
Stakeholder Workshops/Interviews	\$11,460
Strategic Plan Authoring	\$4,650
Business Plan on Technical Requirements for Framework Data Sharing and/or Framework Data Maintenance Strategies	\$7,290
Final Presentation of Plans to DGDC/Delaware GIS Conference	\$1,980
Travel & Expenses	\$2,640
TOTAL	\$30,000

If further budget resources become available, AppGeo is prepared to work with the Delaware Project Team to scope and budget for additional, related work, particularly for expanded business planning that may cover a wider variety of framework data layers.