

Geographic Information Coordinating Council  
**MANAGEMENT AND OPERATIONS COMMITTEE**

May 20, 2013  
1:00 to 2:00 PM  
OITS  
3700 Wake Forest Road  
Conference Room 4

**MINUTES**

Attending: Lee Mandell, Bob Brinson, Sarah Porper, John Farley, Tim Johnson, Jeff Brown, and on the phone Julie Stamper and Ryan Draughn.

Action Items from this Meeting:

- Add the ad-hoc metadata committee to the June agenda for the M&O Committee.
- CGIA will produce a draft charter for a working group for geospatial data for Census 2020, and follow-up with Bob Coats on advice by the M&O Committee.

1. Approval of Minutes of Last Meeting [Lee] -- approved

2. Quick Updates

a. ArcGIS Online for Organizations (AGOL, Esri software) [John]

John reported that the State has a common site for AGOL and credits, and a few agencies have paid \$2,500 (annual cost) for an agency-specific site for easier user and account administration and branding. The credits, used in common, have been more than adequate to support start-up and operations, and the cost per credit is low. Use of AGOL does not consume many credits, with the exception of a few intense processes. The benefit so far has been mostly in research and development, particularly by NC DOT, Floodplain Mapping Program, and Wildlife Resources Commission. The next version of the software will have more functions, especially for metadata. AGOL was a topic at the GIS in Transportation conference that John attended last week.

b. EPA Project [Jeff]

Since the last M&O Committee meeting, the procurement process with Statewide IT Procurement is complete with the exception of a signature from the State Chief Information Officer or a designee before the certificate of award is issued to a Vendor. Signature is expected at any time now. After that approval, the contract will be issued through e-Procurement.

Jeff met with David Wyatt of the Eastern Band of Cherokee Indians (grant project partner) in conjunction with outreach to a property mappers workshop in Sylva to promote participation of data producers this summer. The regional workshops, conducted by Tom Morgan, have been well attended.

The EPA project is in the EPMO process that includes monthly status reports. The project team will submit for the next gate to enter the “execution and build” phase after the vendor is on board and the project team works out details on requirements, design, and schedule.

The project needs to demonstrate sufficient progress (25 percent of the project completed) by September. The milestones to represent 25 percent are likely to include completion of the database design and the data transformer. Metrics will be needed to make the case to US EPA to comply with the progress conditions in the grant award. The grant project will be in jeopardy if it does not start soon.

c. SMAC Update (metadata, names, oblique imagery) [Ryan]

Ryan asked the Chair if the metadata committee could provide an update at the June meeting of the M&O Committee. Lee agreed to add the committee to the agenda. Ryan reported that the metadata committee will meet on May 29 to add substance to a framework. Issues relate to Esri software and other tools. Auto-generated information, include geospatial extent and processing date, will be valuable to capture. User-entered information for mandatory metadata items include abstract, title, how created, contact, update frequency and process, and field definitions. Optional items of importance include date ranges, statistical information, and thumbnails. The local government profile is based on the ISO standards. The committee is working, also, on best practices for metadata management, independent of specific software.

On the topic of geographic names, Tim asked Tom Tribble (CGIA) to assist Dr. Moore in preparing data for the SMAC meeting in July. Tom researched GICC and SMAC minutes to find actions on geographic names since the NCBGN started in 1998. This includes all name changes, including offensive names. SMAC intends to inform stakeholders about the NCBGN process and why it is important for data managers to make changes in databases. Tim confirmed that HB 636 passed the House and is currently in the Senate's State and Local Government Committee. Tim also explained that Salem Creek was renamed in 1985, prior to the NCBGN. Ryan would like to find other instances of changes predating 1998 that need verification in databases.

The SMAC discussed oblique imagery in April, including a summary of a discussion by the Working Group for Orthophotography Planning two days before the SMAC meeting. SMAC will lead an effort to develop a state standard for oblique imagery. SMAC needs to identify a leader, stakeholders, steps and a time frame for development of a standard. Tim added that the topic was added to the SMAC agenda after a request from Durham Emergency Communications for statewide oblique imagery. The SMAC will look at a standard for a data product that could be provided by vendors. Primary users appear to be tax assessors for property appraisals and emergency managers for crises. Lee asked if NC Emergency Management would be interested in oblique imagery to go along with building footprints. It has not come to the forefront in Department of Public Safety, but it may be worth checking. The need is to assemble a group of people with knowledge and interest. A list of the benefits will be an important part of the analysis.

d. Statewide Orthoimagery Program [Tim]

Tim reported that the Eastern Piedmont region (25 counties) is at the ortho processing stage. Each of four study areas needs to be matched to adjacent study areas from 2013 and 2012 to achieve color balancing where the study areas and regions meet. This will be a challenge for each of the vendors. The Eastern Piedmont region is touching 33 primary Public Safety Answering Points (PSAPs). There are more municipal PSAPs in this region compared to the coastal region. A challenge in the Eastern Piedmont is to produce and review imagery over the Fort Bragg military installation. The project team has met with Fort Bragg to clarify the

quality review processes and distribution plan. Fort Bragg will share internal imagery with PSAPs only (based on mutual aid agreements). There will be letters of confidentiality to assure that imagery is not shared outside of the 911 Communications Centers. Tim explained that the majority of the Camp MacKall installation will be flown in 2015. PSAPs in counties the bordering Fort Bragg (Scotland, Moore and Richmond) will receive copies of edge tiles that are part of the Fort Bragg footprint.

For delivery of 2013 imagery for visual and horizontal quality review, the plan is for each of four vendors to deliver one county per week, starting August 12. The data will be loaded into the VOICE system for state and local quality review. Training sessions will take place prior to August 12 to be sure local government reviewers can apply the VOICE tool. The goal is to complete all quality reviews and resolutions of problems by the end of December so that distribution may start in January 2014.

Tim added that he talked to Richard Taylor about the 60-day final warranty period for the imagery. Richard prefers to maintain the 60-day warranty period, but may be amenable to a shorter period if the experience with the 2012 imagery is repeated—there were no quality issues that required fixing during the 60-day review period. Perhaps the period could be shortened in the third or fourth phase if the trend continues.

The 911 Board approved a change in the statewide acquisition plan to move Randolph County from 2015 to 2014 to completely capture the National Geospatial-Intelligence Agency's (NGA) Greensboro-Winston-Salem urban area in 2014 (modifying the plan to 26 counties in 2014 and 24 counties in 2015).

On the question of imagery service for 2012 imagery, Tim reported that the NC OneMap team is very close to releasing the service after working with Esri on some display issues (to be explained in the NC OneMap Governance Committee meeting). Tim also talked with Richard Taylor about concurrent delivery of data to PSAPs and release of imagery services; Richard understood the value and wants to take the question to the NC 911 Board.

In a brief discussion of the overall approach to imagery acquisition, the orthoimagery program engages private contractors to fly and acquire the imagery instead of using State equipment and staff for the following reasons:

- The State has only one aircraft with one digital camera (each of four vendors in a 25-county region uses at least two aircraft and cameras to achieve quality and efficiency); the windows for acquisition consistent with State specifications are limited by sun angle, weather, and leaf-off conditions. One or even two state aircraft (camera is \$1 million) would not be able to cover 25 counties during those windows.
- Imagery acquisition is a private sector activity predominantly. Vendors fly across the country, taking advantage of earlier and later leaf-off, snow-free conditions, meaning that aircraft and cameras are utilized during more weeks in a given year.
- Cost accounting for State-owned aircraft gets complicated and it may cost less to pay for commercial acquisition. Also, NCDOT's aircraft/camera is busiest during leaf-off weeks for regular site-specific imagery acquisition.

### 3. Census working group formation [Jeff]

Jeff reported that he met with Bob Coats, Census Liaison for NC, to discuss the purpose and scope of a Census working group for geospatial data. In Bob's view, emphasis of a working group should be:

- County and municipal boundaries, relating the Census Bureau's Boundary and Annexation Survey process (associated with the Office of the Secretary of State in NC),
- Address points, the most useful data for the Local Update of Census Addresses (LUCA) process (related to the Master Address Database project in NC), and
- Sub-county areas, including Census Tracts, Blocks, Blockgroups, and physical features that define those, in support of redistricting and the Census Bureau's Participant Statistical Areas Program.

Bob Coats described ongoing programs of the Census Bureau, including the Geographic Support System initiative in which Joe Sewash of CGIA is involved in a pilot project for NC.

Bob Coats advises that it is not too early to start a working group. He pointed out that the Census Bureau has budget woes, is cancelling the Boundary and Annexation Survey for 2013, and will be amenable to collaborative efforts by North Carolina.

Bob Coats suggested that we need to define the purpose, topics and tasks, membership, and reporting and oversight for a working group. Part of the Action Item from the GICC is a recommendation of oversight of a working group. Jeff confirmed that Bob Coats is willing and available to lead a working group. Jeff added that Bob has a wealth of knowledge about the Census Bureau and its processes, but he also understands the value of complete, consistent, current geospatial data for State operations not related to Census 2020.

John pointed out that NC has a good set of authoritative county boundaries (the custodian is now NC Geodetic Survey), and a set of municipal boundaries that represent 90 percent of incorporated areas (management is shared by the Secretary of State and NCDOT through the Powell Bill). It is a benefit to the State to have coordination of datasets. There are groups related to the three major datasets. Those datasets have broad value in the state. Jeff added that local government involvement is essential to processes for all datasets, seconded by Julie.

Jeff suggested a draft charter to begin the process of defining key pieces. CGIA will develop the first draft. In terms of oversight, the group concluded that a Census Working Group for Geospatial Data should report to the Management & Operations Committee on behalf of the GICC. It will be important to include NC data custodians in the Working Group; John advised that Tom Morgan, Gary Thompson, and others be included in reporting to the M&O Committee. Lee suggested that the Working Group could be structured as an umbrella group with subgroups for each of the three major datasets. Constituents vary. Expertise could be concentrated in subgroups. Processes and procedures for maintenance are essential for quality, accuracy, and timeliness. This working group or committee is time limited with a focus on establishing data flows.

Jeff will follow up with Bob Coats to report this committee's advice.

### 4. New GICC Members [Tim]

- a. Executive branch agencies

Tim responded to a request from the Governor's Office (Boards and Commissions) for a list of all GICC members. A Department of Public Safety member still needs to be designated.

b. Senate appointment (Laughton seat)

Tim reported that Senate re-appointments of John Gillis and Richard Taylor are still pending. Tim has not yet identified a person for the seat last held by Kelly Laughton.

5. Lee's Status

Lee added this agenda item to announce that he believes in term limits and after being on the GICC for 19 years and the GICC Chair for five years, that it is time for him to leave the GICC. He added that the Council would benefit from a Chair who has the ear of the Administration and General Assembly, which Lee does not. Lee will announce his resignation later this week.

Lee pointed out that the Governor appoints a chair from GICC members. Lee led a discussion of process and suggestions for a new Chair.

Lee asked Bob Brinson, as Vice-Chair of the GICC, to take over in his absence until there is a new chair.

6. Legislative Issues [Lee]

The group discussed Senate Bill 402 (budget bill) that includes a provision that adds new reporting responsibility for CGIA in the Office of Information Technology Services (second paragraph of Section 7.9.(c)): "The CGIA shall conduct a review of all GIS applications in State agencies, identify instances of duplication for existing applications, and develop a plan for consolidating duplicative projects. By November 1, 2013, the CGIA shall provide a report on the review to the Joint Legislative Oversight Committee on Information Technology and the Fiscal Research Division."

There is no funding attached to the provision. The origin of the language in that paragraph is not known to the group.

A discussion included recognition of an opportunity for beneficial GIS coordination and the need to define GIS projects and set criteria. Currently, CGIA receives projects from the EPMO for CGIA review. Under this new provision, the bounds need to be clarified. The integration of GIS in larger IT projects may complicate the analysis. The dollar threshold and definitions will affect the practicality of reporting by November 1. How much depth is expected? There may be duplication within large departments among various operations as well as duplication across departments. Tim noted that the GIS Implementation Plan was due December 1, 2008, which was a challenging time frame then.

Solutions to duplication can be challenging. There may be enterprise geo-processing applications that could be implemented to achieve benefits. The concept of a center of excellence is relevant to this approach, too.

In the Senate budget, the amount for CGIA was increased by about \$33,000 (from \$462,871 to \$495,338) compared to the last ratified budget. The rationale for the change is not known to the group.

## 7. Other Items from Group

John pointed out the audit of IT projects by the State Auditor and expressed his concern that the implied remedy is another layer of project oversight and time consuming requirements that risk greater project delay. Additional points from a discussion:

- The audit, based on content of the Project Portfolio Management tool, focused on actual versus predicted costs and actual versus predicted schedule, but did not analyze project success (were the applications used and did they generate benefits?).
- The audit did not distinguish between a project that developed from a pilot into a full implementation (by design, increasing the budget significantly and achieving greater benefits) and a project that did a poor job on requirements that resulted in cost overruns and delays.

The meeting adjourned at 2:25 PM.

## 8. Future Meetings [Mondays from 1:00 to 3:00 including the Governance Committee meeting]

- a. June 17
- b. July 22
- c. August 19
- d. September 16