

## MD iMap Technical Committee Meeting Minutes

Place: Maryland Department of the Environment (MDE): Terra Conference Room (Baltimore, Maryland)

Date: 06/16/09

Time: 1:06 PM – 3:29 PM

Attendees: Graham Petto (MDP), Rowland Agbede (MDA), Brad Spittel (Balt. City), Brooks Weaver (MES), Frank Siano (MDE), Julia Lukens (DBED), Kevin Boone (DNR), Kaushik Dutta (MDTA), Kenny Miller (DNR) – *phone*, Lindsay Major (GOV) – *phone*, Michael Bentivegna (CGIS), Mike Sheffer (SHA) – *phone*, Marshall Stevenson (Fred. County) – *phone*, Paula Ebnet (DBM), Stephanie Martins (MDP), Brad Wolters (DHCD), Steve Overbay (CSSC), Shane Engel (Dewberry)

Did Not Attend: Ashley Buzzeo (CGIS), Doug Adams (Balt. County), Lakshmi Iyengar (DJS), Mick Brierley (MEMA)

Summary: *The following minutes cover the notes that were taken during the MD iMap Technical Committee meeting that was held at location, date and time period noted above. This document is published for reference purposes only, and any questions as to its contents must be directed to either the Maryland State Geographic Information Officer (GIO) or the co-chairs of the MD iMap Technical Committee.*

### AGENDA:

- Review of May 19, 2009 Meeting Minutes
- Review of May 29, 2009 Executive Committee Meeting Minutes
- Document Review and Updates:
  - MD iMap Technical Committee Charter
  - MD iMap Governance
- MSGIC – MD iMap Technical Committee Partnership
- Document Priority Assessment and Review
- Next Steps / Action Items

### MEETING NOTES:

- Introductions
- Review of May 19, 2009 Meeting Minutes (1:08 PM)
  - Page 4
    - Add columns to data layer column and resend for review
  - Glossary Addition
    - ...
  - “Monitor number of services and capacity to bring up to Committee for re-evaluation”
    - **CGIS will address this matter.**
  - “When do we upgrade to new release of software?”
    - ...
- Review of May 29, 2009 Executive Committee Meeting Minutes (1:12 PM)
  - Add **Brooks Weaver** to meeting attendee list.
    - **Kevin will make this update.**
  - For Clarification
    - CGIS is NOT the owner. DNR and CSSC are the Owners.
      - **This update needs to be made in the notes.**



- Blanket MOU
  - *Establish a template, as well as, feasibility...*
- ESRI Enterprise Licensing
  - *Identify feasibility...*
  - *Paula has been collecting data on this matter.*
- Document Review and Updates: (1:36 PM)
  - MD iMap Technical Committee Charter
    - Need to remove Roles & Responsibilities because this is in the Governance document. – Paula
      - Under Primary Function (Page 1)
    - Need to specify:
      - Who's on it
      - What our organizational structure is
      - How often do we meet
    - Charter for Executive Committee – Kenny
      - Paula will make edits to the Technical Committee Charter and will forward that to Kenny for his review in order to make sure that the Executive Committee and Technical Committee Charters are sync'd.
    - Voting
      - Need to have a section that specifies that each agency has ONE vote.
  - MD iMap Governance (1:44 PM) – Paula
    - *Comments with Charter Document Discussion (Above):*
      - *Heavy in to roles and responsibilities*
      - There is a lot of terminology that is included that needs further clarification. – Kaushik
        - This will be remedied through Paula's template (see Page 2: item "Glossary").
      - Edits will occur between Paula and Graham.
    - Page 3 (Graphic)
      - Paula captured different players with MD iMap.
      - "How the relationships go between the different groups."
      - It also shows what roles & responsibilities exist between the different groups / agencies / etc.
      - Comments:
        - MSGIC could actually be attached to all entities. But this shouldn't be reflected because they don't directly brief the Governor of Maryland. – Kevin
        - MSGIC is filtered through the State GIO (Kenny).
        - Need to change "Advise" to "Guidance". – Marshall
        - Need to have something in the introduction that talks about the partnership. – Michael
        - Are there voting rights? – Kaushik
          - Paula focused back on roles and responsibilities and how they touch on this matter.
        - Representation needs to be addressed. – Stephanie
- For Executive Committee
  - Propose to the Committee that VOTING needs to be discussed and decided.

- Matrix (Page 8)
  - How many people are using MD iMap...
  - “Provide MD iMap Strategic Business Plan.”
    - This document should eventually be acquired from the Governor.
    - *This bullet needs to be removed because the Governor will most likely not create this document.*
  - With State GIO
    - Change “Develop and manage” to “Coordinate”
  - All of this is being done to establish a statewide basemap. The Governor is the owner. – [Kenny](#)
  - 12/3/08
    - Reference to the Press Release for GreenPrint roll-out for the Governor’s call for the statewide basemap.

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*All comments to edit the Governance Document need to be submitted to Paula via email before COB on Thursday (06/18/09). – Paula*

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- State IT Master Plan – [Kaushik](#) (made reference)
- “Promote, advertise and market the value and effectiveness of the MD iMap program.”
  - REMOVE “Effectiveness” – [Rowland](#)
    - [Paula](#) noted that this should be kept in.
    - [Rowland](#) will provide additional comments (via email) to resolve this matter.
- Counting Use of Applications (*Statistics*)
  - Where are they hosted?
  - Agencies own their own application.
  - Each owner, no matter where the application is hosted, should still be responsible for how often the application is being used. – [Paula](#)
  - The hosting agency should be able to provide data pertaining to use of the application to the owner. – [Marshall](#)
  - Application Use should be reported to the MD iMap Technical Committee so that the amount of use can be reported to the Executive Committee. – [Marshall](#)
  - Can **CGIS** provide a list of “Use Tracking” options to the Technical Committee for review? – [Marshall](#)
    - [Michael](#) will address this.
      - Noted that CGIS can track statistics on how often Services are being used.
    - [Michael](#) noted that the statistics can assist with addressing funding needs based on who is accessing the services.
      - [Michael](#) made note to URCHIN (which has not been approved to purchase to date).

- Brad noted that DHCD is currently using (Free) [Google Analytics](#) (to track use of their website (which they, DHCD, are hosting).
  - See if there are any comparable documents for Federated GIS documentation. – Kevin
- Executive Committee Meeting (2:24 PM)
  - Paula noted that the Executive Committee meeting will have an agenda that is generated by the Technical Committee meeting.
  - There is a conflict with the next Executive Committee Meeting (06/24/09) because it is the same date as the “Digital Sun” meeting.
  - **Kenny will cancel next week’s (06/24/09) meeting.**
  - In regards to the July Meeting (07/29/09), there will be a meeting. (9 AM – 11 AM)
    - This is the same date as the Quarterly MSGIC meeting.
- Portal Document (from Kevin Boone) – (2:31 PM)
  - Page 1
    - Main mock-up based on MSGIC site.
      - <http://www.msgic.state.md.us/index.asp>
  - Any yellow-highlighted areas are comments from Kevin and should not be considered as part of the document.
  - This portal will replace the existing portal found on the website at:
    - <http://www.mdimap.org/imap/>
    - The above website does not conform to State of Maryland web standards.
    - Kenny agreed that this change needs to occur.
  - Kenny noted that the Governor’s Office will need to do their own share of branding with the website.
  - Brooks volunteered to help Kevin will the update the website to add in new graphics, etc.
    - Kevin needs to discover who the **graphics person** is for the **Governor’s website**.
  - Paula noted the maintenance and redundancy are two VERY important issues that need to be addressed between the various websites.
    - **Education & Outreach Committee** (within MSGIC) maintains the MSGIC website.
  - (2:48 PM) A comment was made that focused on the **Application Development Committee** for MD iMap. Noted members:
    - Paula Ebnet
    - Graham Petto
    - Kaushik
    - Michael Bentivegna
  - A discussion focused on the need to develop a system that is distributable to anyone who wants to publish data in the iMap format that is outside of the need to stay focused on either FLEX or SILVERLIGHT. – Paula / Graham / Kaushik / Brad / Brad
  - **Application Development Committee Meetings**
    - Thursdays / Fridays (Conference Call)
      - No dates are set at this time, but next week is the meeting ESRI to discuss where things are going in regards to infrastructure development.
    - Meeting Attendee Requests:
      - Julia Lukens
      - Brad Wolters

- Brad Spittel
- **Kenny** voiced a concern with the **July Executive Committee** meeting location.
  - **Frank (Siano)** will follow-up with him tomorrow.
- **(2:58 PM) Michael** noted that CSSC has requested that separate services be hosted for:
  - Imagery Service
  - Road Centerline Service
- **Kevin** asked **Michael** to follow-up with **ESRI** to establish more consolidated services to hit in order to better organize / minimize the services that are called.
- **Kaushik** noted that **Doug Adams** noted during that, “*CCBC is investigating the ability of the Community Colleges of Maryland to support MD iMap by standing up secondary sites for data services.*”
- **Brad (Spittel)** asked if we could locate another source (for example, **CSSC**) to get more caching capabilities.
- **Shane (CSSC)** noted that even though image caches are being used on a County-by-County basis (from MES) at EDGE. But a statewide imagery cache is currently an issue.
- **CSSC**
  - Maryland, Pennsylvania and Delaware
    - All are using State Plane NAD 83 FEET
    - **Kaushik** needs to research the conversion efforts to change from FEET to METERS.
- **(3:07 PM) Michael** noted that the services will be established in **BOTH** *feet* and *meters* for the time being until such a time when a decision can be made to go with one or the other.
- KOMAR currently reads “*State Plane NAD 83 Meters*”.
- **Frank** noted that when the vote was originally made, the idea was that the Federal Government was going to change the Country (USA) to the Metric System.
- **Michael** needs to research if (after the current, basemap cache is complete) whether there is enough space on the SAN to handle the caching from **CSSC**.
  - This information will be reported back to the MD iMap Technical Committee.
  - **Paula** noted that we need to make a note to include information on how to migrate the caches from FEET to METERS.
- **Michael** noted that in late July / early August to provide CSSC what they need.
  - **Graham** noted that **Ashley (CGIS)** has been generating a great listing of what caches have been generated and where they are hosted.
- **Michael** noted that we need to get, from **ESRI**, when they are going to release updates; i.e., gather timeline information.
  - **Kevin** noted that rather than gathering the timeline information from **ESRI**, we need to get an understanding of how soon after their major releases when they are planning on sending out updates.
- **Marshall** asked if agencies need to upgrade their software in order to talk with CGIS’s servers.
  - **Michael** noted that this is **NOT** the case. **But if the agencies are hosting applications that call services from CGIS, then updates / upgrades will need to occur at the hosting agencies.**
- **Michael** will follow-up with application / service hosts to resolve issues through a policy (*that will need to established*).

**-END MEETING-**