

MD iMap Technical Committee Meeting Minutes

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

Date: 01/04/11

Time: 1:00 PM – 3:00 PM

Attendees: Rowland Agbede (MDA), Michael Bentivegna (CGIS), Ashley Buzzeo (CGIS), Kevin Coyne (DNR), Kaushik Dutta (MdTA), Jim Cannistra (MDP), Scott Jeffrey (CCBC), Julia Lukens (DBED), Kenny Miller (DoIT), Frank Siano (MDE), Marshall Stevenson (Frederick County) and Brad Wolters (DHCD)

AGENDA:

- 1:00 – 1:05 Introductions
- 1:05 – 1:25 GIS World Conference 2011 Presentation – Kaushik Dutta
- 1:25 – 1:35 Application Subcommittee Updates
- 1:35 – 1:45 Data and Resources Subcommittee Updates
 - 1:45 – 2:15 MD iMap Gazetteer Service Update – Requirements Session
- 2:15 – 2:25 Outreach Subcommittee Updates
- 2:25 – 2:35 Security Subcommittee Updates
- 2:35 – 3:00 Activities for 2011
 - Data Sharing MOU (Master) between state and county governments
 - Statewide GIS Strategic Plan
 - Data to add to MD iMap (master inventory of data available, data in MD iMap, schedule)
 - Security Funding Plan
 - MD iMap Maintenance Plan
 - Other???

ACTION ITEMS:

Description:	Date Assigned:	Follow Up By:
“Mini” Annual Report for Technical Committee 2010 <ul style="list-style-type: none"> • Prepare approximately 10 PowerPoint slides for presentation to Executive Committee 	Submitted: 1/4/11	Jim Cannistra; Co-chairs
Statewide GIS Strategic Plan	Submitted: 1/4/11	GIO
<ul style="list-style-type: none"> • Check for access of Exec. Comm. SharePoint site for Tech. Comm. Co-chairs 	9/7/10	GIO
ArcGIS 10 Migration <ul style="list-style-type: none"> • CGIS is testing implications of migration • Further discussion is necessary concerning this topic 	Updated: 11/16/10 Submitted:	Technical Committee

	9/21/10	
Application Subcommittee:		
Description:	Date Assigned:	Follow Up By:
Developer Contact List <ul style="list-style-type: none"> List to be developed Compile developer point of contact list 	Updated: 12/21/10 Submitted: 11/16/10	Application Subcommittee, Kaushik Dutta
Agency Agreement Concerning Posting of Code on MD iMap Portal <ul style="list-style-type: none"> See what documentation exists at other agencies 	Submitted: 10/19/10	Technical Committee
Agency Agreement Concerning Posting of Code on MD iMap Portal <ul style="list-style-type: none"> Check for documentation available from existing open API agreements 	Submitted: 10/19/10	CGIS
Rapid Application Prototype <ul style="list-style-type: none"> Proposal updates being implemented CGIS to provide updated proposal based on comments CGIS provided proposal for review and comment CGIS to provide updated cost/hours estimate based on results of Q&A and discussion conducted during 10/19/10 Tech. Comm. meeting CGIS to provide cost/hours estimate by next Tech. Comm. meeting Obtain pricing, based on specifications of application, from CGIS and MES <p>Email has been sent out to CGIS and MES from Kenny Miller – awaiting response</p> <ul style="list-style-type: none"> Consolidate list of requirements for a rapid application deployment option (Phase 1) Email consolidated list of requirements to Tech. Comm. <p>List has been generated and is available for review</p>	Updated: 12/21/10; 12/7/10; 11/16/10; 10/19/10; 10/5/10; 9/7/10 Submitted: 7/12/10	GIO, Application Subcommittee, Technical Committee
Charter <ul style="list-style-type: none"> Final updates to be implemented by Ashley Buzzeo Final updates being implemented Final versions to be submitted and reviewed for acceptance Updates to be made based on comments by 10/29/10 Email to Tech. Comm. for comments Generate a charter 	Updated: 1/4/11; 12/21/10; 12/7/10; 11/16/10; 10/19/10; 10/5/10; 9/7/10 Submitted: 6/22/10	Application Subcommittee
Flex Code Acquisition for MD iMap Portal <ul style="list-style-type: none"> Meeting to be scheduled to discuss next steps Excel spreadsheet inventory being produced by CGIS and MES Actively being pursued 	Updated: 1/4/11; 12/21/10; 12/7/10; 11/16/10	Kaushik Dutta

<ul style="list-style-type: none"> Obtain Flex code from CGIS and MES for MD iMap-based applications 	Submitted: 10/19/10	
<p>Comment on Developer's portion of MD iMap Portal</p> <ul style="list-style-type: none"> Review and provide email comments to Lisa Lowe concerning developer's page that has been added to the MD iMap Portal 	Submitted: 8/4/10	Technical Committee

Data & Resources Subcommittee:		
Description:	Date Assigned:	Follow Up By:
<p>WFS Service Testing</p> <ul style="list-style-type: none"> Follow up concerning process testing and provide feedback to Tech Comm 	Updated: 1/4/11	Ashley Buzzeo, Brad Wolters & Frank Siano
<p>Web Mercator Data Service Projection</p> <ul style="list-style-type: none"> Assess costs in labor and storage for creation of MD iMap data services (except imagery) in Web Mercator projection 	Submitted: 1/4/11	CGIS
<p>Metadata Services</p> <ul style="list-style-type: none"> Updated list to be provided by Friday, 1/7/2011 Updated list to be provided at 1/4/2011 meeting Remaining "offenders" actively being pursued Resend email to "offenders" to complete metadata <p>Email resent and follow-up by Kenny Miller to occur</p> <ul style="list-style-type: none"> MDP has provided metadata for all their services on MD iMap Follow-up concerning how to obtain the missing metadata for services currently being hosted on MD iMap Email sent to Kenny Agency leads from Tech. Comm. to make progress <ul style="list-style-type: none"> Direct contact of data owners A listing of services for which metadata is needed was provided. It was discussed that some metadata may not be available from the data producers. This is especially true for parcel data. Metadata at the service level will be written by MDP for parcel data to go along with the MD iMap refresh process 	Updated: 1/4/11; 12/21/10; 10/5/10; 8/3/10; 7/12/10; 6/22/10; 5/18/10 Submitted: 4/20/10	Data and Resources Subcommittee
<p>Cached Map Services</p> <ul style="list-style-type: none"> Draft email to be sent out concerning changes to on-demand/cached services 	Updated: 12/7/10 Submitted: 11/16/10	Data & Resources Subcommittee Chair
<p>Basemap Template Upgrade/Gazetteer Service Update</p> <ul style="list-style-type: none"> Submit additional comments for updates to Ashley Buzzeo Obtain most up-to-date county boundary from SHA Add state and county boundaries and Interstate and US Highways for all states adjacent to Maryland and NJ Comments for changes should be sent to Ashley Buzzeo Meeting to be scheduled to discuss next steps 	Updated: 1/4/11; 12/21/10 Submitted: 10/19/10	CGIS; Data & Resources Subcommittee

<ul style="list-style-type: none"> Upgrade basemap using Esri template 		
Google Urchin <ul style="list-style-type: none"> Check with Lisa Lowe to make sure she is able to handle additional questions that might come through the contact links from the Portal page (Tech Comm Co-Chairs) Contact Ashley Buzzeo, Scott Jeffrey or Brad Davis with additional comments and clarifications needed to be included in the reports, so they are understandable to those viewing reports from the Portal (Tech Comm) Manual has been generated for extracting web analytics from Google Urchin Manual submitted for review by Technical Committee Actively working on clarifying categories to be included on report Provide categories to be included in statistical output report <p>Categories have been provided to CGIS by GIO Meeting to address scheduled for 9/22/10 at CGIS</p>	<p>Updated: 12/7/10; 11/16/10; 10/5/10; 9/21/10</p> <p>Submitted: 9/7/10</p>	<p>GIO; CGIS; Technical Committee</p>
Community Mapper <ul style="list-style-type: none"> Revisit in 6 months <ul style="list-style-type: none"> How many counties were approached? How big is the hole of Maryland? State of MD will not be participating in program based on inability to sign agreement based on Esri's current terms 	<p>Updated: 10/19/10; 10/5/10; 9/21/10</p> <p>Submitted: 9/7/10</p>	<p>Technical Committee</p>
Charter <ul style="list-style-type: none"> Final version has been submitted Final versions to be submitted and reviewed for acceptance Updates to be made based on comments by 10/29/10 Email to Tech. Comm. for comments Generate a charter 	<p>Updated: 1/4/11; 12/21/10; 12/7/10; 11/16/10; 10/19/10; 10/5/10; 9/21/10; 9/7/10</p> <p>Submitted: 4/6/10</p>	<p>Data Subcommittee</p>
Application Submission Documentation <ul style="list-style-type: none"> Review and provide comments to CGIS 	<p>Submitted: 11/16/10</p>	<p>Technical Committee</p>

Education & Outreach Subcommittee:		
Description:	Date Assigned:	Follow Up By:
<ul style="list-style-type: none"> Link to Merlin needs to be added to MD iMap Portal webpage 	<p>Submitted: 12/21/10</p>	<p>Lisa Lowe</p>
<ul style="list-style-type: none"> Discuss adding a feedback button to MD iMap Portal webpage 	<p>Submitted:</p>	<p>Outreach Committee;</p>

	12/21/10	Lisa Lowe
Email Blast <ul style="list-style-type: none"> • Generate an email including a brief explanation of the Tech. Comm's vision and the Portal web address • Blast email to extended GIS community • Include updated Vision document 	Updated: 9/7/10; 5/18/10 Submitted: 4/20/10	Outreach Subcommittee
<ul style="list-style-type: none"> • Recruit participants • Obtain feedback concerning how to improve upon current outreach strategies • Email potential new members directly 	Updated: 5/18/10; 4/20/10 Submitted: 3/16/10	Outreach Subcommittee
Charter <ul style="list-style-type: none"> • Final updates being implemented by Ashley Buzzeo • Final versions to be submitted and reviewed for acceptance • Updates to be made based on comments by 10/29/10 • Email to Tech. Comm. for comments • Generate a charter • In progress, to be submitted by next Tech. Comm. meeting (10/5/10) 	Updated: 1/4/11; 12/21/10; 12/7/10; 11/16/10; 10/19/10; 10/5/10; 9/21/10 Submitted: 4/20/10	Outreach Subcommittee
<ul style="list-style-type: none"> • Proactive Marketing of MD iMap 	Submitted: 9/21/10	Outreach Subcommittee

Security Subcommittee:		
Description:	Date Assigned:	Follow Up By:
Charter <ul style="list-style-type: none"> • Generate a charter 	Submitted: 12/7/10	Security Subcommittee
Security Model <ul style="list-style-type: none"> • Additional documentation needed to address: <ul style="list-style-type: none"> ○ Cost of Delay ○ Justification of security (limitations, efficiencies) ○ Needs Assessment to determine groups and definitions • Schedule meeting for Friday, October 22, 2010 to formalize document and format presentation for October 27, 2010 Exec. Comm. meeting • Generate detailed document and presentation for October 27, 2010 Exec. Comm. meeting • Document for presentation to Exec. Comm. at Oct. meeting • Demo accompanying document to Exec. Comm. at Oct. meeting • In progress, to be submitted by next Tech. Comm. meeting (10/5/10) 	Updated: 10/27/10; 10/19/10; 9/21/10 Submitted: 8/3/10	Security Subcommittee

COMPLETED ACTION ITEMS:

Description:	Date Assigned:	Follow Up By:

Introductions

- *Round-the-room.*

GIS World Conference 2011 Presentation:

- **Purpose: Integrate State of MD and India data structure discussion and improve coordination between the two entities**
- **Indian representatives have already visited Maryland and met with representatives**

Presentation Feedback:

- **Include an agenda slide**
- **Show all of U.S., not just State of Maryland (perhaps use an ArcGIS Explorer PowerPoint link)**
- **Action Item: Send timeline slide to Kaushik (Ashley Buzzeo)**
 - **Show “growing pains”**
 - **Show present ÷ future growth**
- **Include MMRG stats – showing how many and who are hitting the site**
- **Include links to websites/URLs**
- **Link to MD iMap Portal page directly**
- **Include more images, in lieu of text**
- **Spend more time hitting where we are, not where we’ve been**
- **Action Item: Send governance structure diagram to Kaushik (Ashley Buzzeo)**
- **Action Item: Send Pennsylvania GIS Conference presentation to Kaushik (Julia Lukens)**
- **Take out “Current MD iMap” slide and go straight to next slide with talking points from “Current MD iMap” slide**
- **Plant a question in the audience (Suggestion – “What do you want to get out of this?”)**
- **Highlight usage from Google Urchin stats**
 - **Show percentages or whole numbers? – Whichever would show a better picture**
 - **Show growth rate percentage**
 - **Include line chart**
- **“MD iMap” slide move Applicable, etc... graphic to bottom and make as wide as other graphics**
- **Have 1 page handouts with URLs to distribute**
 - **Action Item: Send available handout from TUGIS 2010 Conference to Kaushik (Ashley Buzzeo)**
- **Add a Questions slide with personal contact information on it**
- **Send all information to Kaushik by 1/6/2011**

Application Subcommittee Updates:

Charter:

- **Action Item: Final Charter updates (Ashley Buzzeo)**

Flex Code Acquisition for MD iMap Portal:

- **Action Item: Meeting with Ashley Buzzeo, Tim Palmer and Lisa Lowe to be scheduled (Kaushik Dutta)**

Data and Resources Subcommittee Updates:

Metadata Services:

- Action Item: Updated Metadata list to be provided by 1/7/11 (Ashley Buzzeo)

WFS Service Testing:

- Action Item: WFS service testing follow up (Brad Wolters, Ashley Buzzeo and Frank Siano)

MD iMap Gazetteer Service Update – Requirements Session: (Document Available)

- Broadband funding will cover costs to update basemap
1. Update color scheme/symbology of entire basemap
 - Cut county boundary at water's edge, do not continue into Chesapeake Bay
 - Include a scale dependent hillshade
 - Hillshade button ⇒ separate cached service of basemap with terrain, so hillshade can be turned on and off
 - Include hillshade without button and see what feedback is received from users
 - Use Esri template, where applicable
 - SHA county boundary to be used as “official” county boundaries for Maryland
 - Action Item: Obtain most up-to-date county boundary from SHA (Ashley Buzzeo)
 2. Clean-up labeling
 - Road Labels and Place Name Labels – Operational Rule: cartographically match common usage names (what we see on the road), underlying data not changed
 - Place Names from GNIS
 - Limit duplicate labels – low priority because requires manual label generation instead of dynamic labeling, highly time consuming process
 3. Obtain the most up-to-date datasets
 - Update annually
 - Automate update process
 - Get updated datasets
 - Data suppliers
 - Provide error list to data owners for clean-up at the source

Questions:

Add labels and symbology for National/State/Local parks

- Action Item: Include National and State Parks from DNR (CGIS)

Add surrounding State data? Data Source?

- What national data resource should be used?
- Make it selectable
 - Edgematching issues
- Suggest click on surrounding data and links user to that state's data center
- Surrounding state data, data source?
 - USGS National Map
 - Tiger files

- Action Item: All adjacent states including NJ should include state and county boundaries, Interstates and US Highways (CGIS)

Remove Military Boundaries from basemap?

- Keep military boundaries

Add labels for hydrology?

- Scale dependency, only label larger water bodies

Projection – add separate Web Mercator basemap service?

- Focus on thematic data or basemap?
- Framework layers only or everything?
- Action Item: Assess costs in labor and storage for conversion to Web Mercator projection (CGIS)
 - Funding from EMMA NG

Other Comments:

- Projects maintenance costs – no funding available through broadband
- Talk to SHA about adding primary, secondary road names in the future

Additional Basemap Layers:

- Hospitals (points and polygons)
- Schools (points and polygons)
- Pilot to be ready for presentation at 2/1/11 Tech. Comm. meeting
- Action Item: Submit additional comments to Ashley Buzzeo (Technical Committee)

Outreach Subcommittee Updates:

- GIS in Business Conference – March 18, 2011
 - Plan is to send attendees away with “phone book” of individuals who prove to be valuable support resources
 - § Picture, bio and contact information to be requested
 - § Opt out option is available
 - Will be conducting an on-the-fly demo of a business starting to implement GIS – follow up will be done over the life cycle
 - § Expect to begin the process within the month
 - § Bi-annual follow up with demos showing progress
 - Presentations by Matt Felton and Jeanne Ruthloff
 - Conference to be held bi-annually, next conference in August 2011

MD iMap Portal:

- Action Item: Link to Merlin needs to be added to MD iMap Portal webpage (Lisa Lowe)
- Action Item: Discuss adding a feedback button to MD iMap Portal webpage (Outreach Subcommittee, Lisa Lowe)

Security Subcommittee Updates:

- **Executive Committee Follow-up**
 - Cost of Delay
 - Justification
 - Needs Assessment Groups and Definitions
- Meeting to be scheduled for later this month
- Justification to Executives feedback/resources to help with discussion
- How much time/effort needed to complete these requests? – not sure
 - Can be significant level of effort
- Is additional documentation just “spinning our wheels”?
- Needs Assessment to be fleshed out after funding secured
- Gather round table, high-level ideas
- Next Steps?: not complete until able to actively move on purchasing, response to completing these follow up items is “can’t answer at this time”

- Aspects of geoportal can dovetail with security
 - Control datasets
 - Not security solution replacement

- Need to illustrate that future applications are being hindered because advanced security is not in place (Ex.: SHA application specifically)
 - Highlight opportunities to tie into a funded business mission

Activities for 2011:

Data Sharing MOU (Master):

- Master MOU (Between state and counties) is a High Priority
- Child MOU (Unique to each county and includes specific departments within the county’s government structure)
- Identify all unique components and connections and include these in the MOU for signatures
- Efforts have been made in the past to put this together, these need to be resurrected
- Brad Spittel has offered to provide assistance based on efforts currently being pursued by BMC with their core regional constituents

Statewide GIS Strategic Plan/Business Plan:

- Top Priority
- Should this document be contracted for creation or written internally?
- CAP grant funding might be available for this effort
 - Need to identify the CAP grant deadline
- Find out an agencies’ goals and make them our goals
 - Needs Assessment that goes into strategic plan
 - Show ROI based on investment that has been none

Other Business:

- Action Item: Mini Annual Report (Jim Cannistra; Co-chairs)
 - 10 PowerPoint slides of accomplishments to present to Executive Committee
 - What we set out to do, What we accomplished, What we plan to do in the future

- **Action Item: 1, 3, 5 year Strategic Plan**
 - Deliverables
 - Accomplishments

- **Kevin Coyne and Lisa Lowe managing data-to-day MD iMap contract now, instead of Kenny Miller**

-END MEETING-