

Combined REGIS Board of Directors, Advisory, and Technical Committee Meeting
 Wednesday August 19, 2015
 9:30 a.m.

Wyoming City Hall,
 1155 28th St SW
 Wyoming, MI

1. Call To Order

Weiss called the combined meeting of the Board of Directors, Advisory and Technical Committee to order at 9:30 a.m. Introductions were made.

Members Present:

Steve Warren, *Chair*

Matthew Butts

Dan Strikwerda

Brian Donovan, *Vice Chair*

Curtis Holt

Cameron Van Wyngarden

Mark Howe

Joel Hondorp

Don Hilton

Michael Devries

Alex Arends

George Haga

Julius Suchy

Kent County Road Commission

City of Grandville

City of Hudsonville

City of East Grand Rapids

City Of Wyoming

Plainfield Charter Township

City of Lowell

Byron Township

Gaines Charter Township

Grand Rapids Charter Township

Alpine Township

Ada Township

Village of Sparta

Technical Committee Present:

Paul Gerndt

Mike Goeree

Pat Firestone

City of Wyoming

Kent County Road Commission

City of Wyoming

Advisory Committee Present:

Jeff Gritter

Robin Rothley

Rick Sprague

Jeff Oonk

Travis Mabry

Doug La Fave

Ann Bouwhuis

Sue Becker

Pete Elam

Dan Vanderheide

Jim Ferro

Teri Schut

Gaines Charter Township

Grand Rapids Charter Township

Kent County Road Commission

City of Wyoming

City of Walker

East Grand Rapids

City of Wyoming

Alpine Township

Plainfield Charter Township

City of Kentwood

Ada Township

City of Hudsonville

Others Present:

John Weiss	GVMC
Erin Haviland	GVMC
Jason Moore	GVMC
Chris Brown	GVMC
Matt Woolford	Kent County
Mike Zonyk	GVMC
Brodey Hill	Kent County

2. Election of REGIS Board Chair and Vice Chair

Houtteman is no longer with the City of Kentwood, leaving a vacancy in the position of REGIS Board of Directors Chairperson. A Vice Chair was not named when Houtteman took over the position of Chairperson. Weiss explained that Steve Warren has expressed interest in the Chairperson position. As a reminder Weiss showed the group the reorganizational chart.

MOTION by DeVries **SUPPORT** by Haga, to elect Steve Warren as Chairperson to the REGIS Board of Directors. Arends moved to close the nominations.

MOTION CARRIED.

Y – 13

N – 0

DISCUSSION: No further discussion.

Brian Donovan volunteered for the position of Vice Chair.

MOTION by Howe **SUPPORT** by Holt, to elect Brian Donovan as Vice Chairperson to the REGIS Board of Directors. Hondorp moved to close the nominations. DeVries seconded to close the nomination.

MOTION CARRIED.

Y – 13

N – 0

DISCUSSION: No further discussion.

3. Approval of the Minutes

Warren asked for questions or comments on the May 27th, and June 24th, 2015 REGIS Board Meeting Minutes. With no questions or changes, Warren called for approval of the May 27th, and June 24th, 2015 REGIS Board Meeting Minutes.

MOTION by Hondorp **SUPPORT** by Suchy, to approve the minutes of the Wednesday, May 27th, 2015, and June 24th, 2015 REGIS Board of Directors Meeting.

Warren asked for questions or comments on the July 22nd, 2015 REGIS Advisory Committee Minutes. With no questions or changes, Warren called for approval of the July 22nd, 2015, REGIS Advisory Committee Meeting Minutes.

MOTION by Gerndt **SUPPORT** by Schut, to approve the minutes of the Wednesday, July 22nd, 2015 REGIS Advisory Committee Meeting Minutes.

Warren asked for questions or comments on the July 30th 2015 REGIS Technical Committee Minutes. With no questions or changes, Warren called for approval of the July 30th, 2015, REGIS Technical Committee Meeting Minutes.

MOTION by Gerndt **SUPPORT** by Goeree, to approve the minutes of the Wednesday, July 22nd, 2015 REGIS Advisory Committee Meeting Minutes.

4. Data Center Project Plan

Gerndt explained that the Advisory Committee has met 4 times, they seen a couple presentations by Ken Zimmer with Trivalent. Gerndt went on to state that personally he feels this is a great project and brings in-line with other agencies in our area. Collaboration has improved with this project. The engagement between all the committee members has been incredible. Weiss stated that the process has been going on for a couple of months, and it was truly a ground up project. The Technical Committee and GVMC sat down with a list of expenditures and went over the costs of the project upgrade. They recommended that the project move forward. The goal when the process is completed in December of 2015 is that when REGIS Help Desk receives a problem call, it will not be a because of REGIS. Weiss went on to state that in the end some members might have to do some upgrading to keep up with the new REGIS system.

Zimmer explained that the audit showed that a lot of the REGIS equipment was not necessary or end of life. Things have been neglected. Trivalent's history with REGIS has been reactive rather than proactive. In the long run it is more expensive to be reactive versus proactive. Trivalent looked into what everything within the data center was doing, and what horse power is needed. At that point there were mission critical servers that were not covered under any type of maintenance. The first step was to put all the mission critical servers under Service Express maintenance. Those changes were made within days of discovering the issue. Another issue that was discussed was Oracle versus SQL Server, the costs associated with the two. Costs are still being evaluated, but overall the research is showing that SQL Server would be a better choice for REGIS. Zimmer stated that the overall suggestion, after looking at all the hardware, that the plan is to reutilize some of the existing newer Dell servers and add another server. The storage is NetApp, it is very old and not supported other than by Service Express. Trivalent recommends that REGIS change their primary hypervisor from Citrix XenServer to VMware. Trivalent also recommends using a more robust backup system for the data, not rely on external USB drives for any production data, and to upgrade the primary NAS storage on the NetApps. The last recommendation is to increase the priority of upgrading those systems to a supported operating system.

Zimmer stated the next step is with Citrix ZenApp, do we need Citrix once the upgrades are complete. It is possible that REGIS will only need RDS connectivity. The last piece in this process is assessing long-term, what is the best method to maintain all of this going forward. Again in the past Trivalent was more reactive rather than proactive, the goal is to be more proactive moving forward.

Phase 0 is complete, Phase 1 is underway, Phase 2 is replacing key network components-switches.

Recommendations:

- Phase 0: Basic Supportability for the current environment
- Phase 1: Core server environment and infrastructure upgrades
- Phase 2: Network environment and infrastructure upgrades
- Phase 3: Application environment upgrades
- Phase 4: Implementation of a new ongoing maintenance strategy

Zimmer stated that Weiss said that the new system needs to function and function well and be maintained from our side. A purchase of a new Back End Storage Structure was completed. Other equipment was ordered as well. August 12th was a project kick-off meeting, Technical, Trivalent, and REGIS. There are some potential down-time windows that are going to take place. The goal is to lay out a 2-3 day window ahead of time. The goal is to get through the first couple of phases by October 31st. Phase 0 is building the foundation while phase 1 is building up the walls. The entire project to be completed by 12/31/15.

5. Annual ESRI License Renewal Process/Proposed Changes FY 15-16 Discussion

ESRI license costs \$55,600 a year. Evaluation done, data is flawed. Not using the system properly. The goal is to reduce the number of licenses ArcGIS for Desktop Basic, reducing 40-30 licenses. This along with a few other changes will bring savings to REGIS of \$15,400, a new total cost annual of \$40,200. The idea is that after a period of time the system will time you out. Licenses are sitting idle and not being utilized. Howe asked about an autosave feature. Moore stated he was not sure, but would look into it.

Warren asked for an endorsement for the changes to the ESRI Contract.

MOTION by Hondorp **SUPPORT** by Donovan, to endorse the changes to the ESRI Contract pending the autosave feature.

6. Other items of business/updates

- Follow up on eREGIS Feedback
 - Service Area Specific eREGIS review-Assessors

Moore explained the Planning Finder was the next to be converted to mobile environment. Will send a link to the Advisory Committee for review. Moore asked for a list of platforms using eREGIS mobile environment. Will be purchasing 3 tablets, Windows, Android and Apple for test purposes.
- Road Problem Reporting Map Application Project Update

Warren stated this was project started because of an upgrade to KCRC website. There is a link where you can type in an address and it will highlight the segment, it will tell you who maintains the road and who is responsible for the maintenance on that road. This is not yet in production.
- Upcoming Statewide Meetings/Conferences
 - MiCAMP Conference-September 9-11th Boyne Falls, MI
 - West Michigan GIS User Group Meeting, October 29th 1:00pm-3:00pm, GVMC
- Upcoming Presentations
 - 9/10/15 Kent County Assessors Association
 - 11/19/15 Kent County Clerks Association

7. Member Comments

No Comments

8. Next REGIS Board of Directors Meeting September 23, 2015 at GVMC at 9:30am

9. Adjournment

With no further items of discussion, Warren adjourned the meeting of the Combined REGIS Board of Directors, Advisory, and Technical Committee Meeting at 10:40 a.m.