

REGIS Board of Directors Meeting
 Wednesday January 27, 2016
 9:30 a.m.

GVMC Offices,
 678 Front Ave NW Suite 200
 Grand Rapids, MI

1. Call To Order

Warren called the meeting of the Board of Directors to order at 9:35 a.m. Introductions were made.

Members Present:

Steve Warren, <i>Chair</i>	Kent County Road Commission
Matthew Butts	City of Grandville
Dan Strikwerda	City of Hudsonville
Brian Donovan, <i>Vice Chair</i>	City of East Grand Rapids
Paul Gerndt, <i>Proxy</i>	City of Wyoming
George Haga	Ada Township
Alex Arends	Alpine Township
Frank Wash	City of Walker
Cameron VanWyngarden	Plainfield Charter Township
Julius Suchy	Village of Sparta

Others Present:

John Weiss	GVMC
Erin Haviland	GVMC
Jason Moore	GVMC
Chris Brown	GVMC
Jing Han	GVMC
Greg Carlino	GVMC

2. Approval of Minutes

Warren asked for questions or comments on the August 19th, 2015 and the October 28th, 2015 REGIS Board Meeting Minutes. With no questions or changes, Warren called for approval of the August 19th, 2015 and the October 28th, 2015 REGIS Board Meeting Minutes.

MOTION by Butts **SUPPORT** by Donovan, to approve the minutes of the Wednesday, August 19th, 2015 and the October 28th, 2015 REGIS Board of Directors Meeting.

3. Monthly Finance Report

Income-Expense Report

The monthly financial report is from December 31, 2015. Brown explained that the first quarter for 2016 shows a positive cash flow of roughly \$180,000. \$41,000 capital expense for the data center upgrade, the 1st phase is complete, 2nd phase started. Overall positive budget. Compared to 2015, expenses down dramatically, about \$30,000 due to wages and license agreement reductions.

Balance Sheet

The Balance Sheet is standard.

Capital Expense Report

REGIS capital is not being utilized. Nothing to report. Just interest.

MOTION by VanWyngarden **SUPPORT** by Suchy, to approve the REGIS Quarterly Financial Report for December 31, 2015.

4. 2015 Annual Report

Moore presented a Power Point to the Board of the 2015 Annual Report. Weiss went on to explain the first few slides of the REGIS fund and REGIS Capital Account. Weiss explained that the expenses for REGIS in 2015 show an increase due to the Data Center upgrade. This was the most significant upgrade in REGIS history. Moore went on to show the Board some other key points from the Power Point presentation.

- Full GIS Support for:
 - 9 cities and 1 village
 - 7 townships
 - 3 other organizations
KCRC, The Rapid & GVMC
- Major Mission:
- Provide a robust GIS Service for our Region
- Provide access to applications, data , and support
- Help to understand how GIS can be used in your organization. We are your GIS staff

The level of application and support are Cloud, Citrix web (plugin needed), ArcMap, and Pictometry.

Moore explained that REGIS is a full service GIS provider; the service portfolio for REGIS is as follows:

- Act as GIS Department
- Help Desk & On Site Visits
- Training Program
- GPS Hardware Support

- Document Management
- Application Development, eREGIS
- Custom Mapping & Data Updates
- Analysis & Modeling

Moore went on to present the major accomplishments in 2015, a successful reorganization of REGIS. Some key accomplishments are:

- Largest Data Center Upgrade in the history of REGIS Fully completed in October 2015, smaller phase on(January 8th 2016) - **On time and under budget**
- Formation of new REGIS Advisory Committee with increased participation and involvement in steering REGIS into the future (*20 Individuals on committee*)
- Formation of West Michigan GIS User Group – First meeting in October 2015
- Outreach at Professional Organization Meetings
 - Statewide GIS Conferences
 - Assessors & Clerks
- Website redesign

Data Center/System Upgrade

- Major Goals:
 - Total Audit of REGIS System by Trivalent Group
 - A stable system that is reliable and dependable for the REGIS Membership
 - Replace all equipment that was end of life and no longer qualified for factory warranties
 - Ensure infrastructure is functioning at optimal levels
 - Build Confidence in the System
 - Reduce the amount of hardware
 - Energy (cost down 70% Jan 2015 to Jan 2016) & cooling costs
 - Hardware maintenance cost down 34%

Some highlights from the data center upgrade project phase 1 & 2 are:

- Aging Data Storage and Old Tape backup library replaced
- 12 Servers were “virtualized” with the physical server decommissioned. Now 5 physical servers rather than 17
- Prior to the upgrade software in REGIS would freeze or slowdown on a regular basis. Speed significantly increased after Phase 1
- Key Networking Components updated

- No REGIS down time since upgrade was completed

Moore went on to discuss the Project Spotlights:

- Audit of Minimum Assessing Requirements (AMAR) Mapping Support
- Building Permit Document Management
 - Over 2,000+ documents scanned
- eREGIS
- Cemetery Mapping/
Data Management
 - 24 Cemeteries completed

Moore ended the presentation with a look ahead to 2016:

- Build upon internal GVMC communications between programs
 - Single Source Data Repository (More details at March GVMC Board Meeting)
- Seek out and attract new members and collaborations and partnerships
- Evaluate software/database used & IT Support Level
- Develop 5 year Capital Improvement Plan for Server Room
- Individual Service Area Work Sessions (REGIS Advisory)
- Fully integrate REGIS involvement in Environmental & Transportation Programs

Weiss discussed the Single Source Data Repository. Environmental, Transportation and REGIS will be working on this project. REGIS was asked some business committees as well as by the State of Michigan to put in place this Single Source Data Repository. All GVMC programs will work together to create a single source data repository for GIS layers such as Zoning, Current Land Use & Future Land Use. This project was submitted to the Board and was approved. The goal is to eliminate the old information that we have, and start from scratch with collecting new information from the communities. We will ask the communities that have full time planning staff to come in and help REGIS set some standards. All communities have numerous zoning codes that are used for Industrial. GVMC will focus on creating a general category for each of the codes. As a part of this project we will be asking the communities to provide the data or give us a contact that could provide the data.

5. REGIS Advisory Committee Update-Paul Gerndt

Gerndt gave an update on the January 20th, 2015 Advisory Committee Meeting. Gerndt expressed his appreciate for an excellent participation from the committee. ESRI was invited to come and give a brief presentation about the features they offer

their users. ESRI informed the committee about some features and applications available to them. ESRI rep Sarah Schrader showed the committee one of their applications called ArcCollector. Different features were demonstrated to show how this application could be used in the field. Another topic of discussion at the meeting was to move the meetings to quarterly. Gerndt explained that the eREGIS front page was revamped and the new page was shown to the committee, which the committee gave their stamp of approval to launch the new eREGIS front page.

6. **Upcoming Statewide Meetings/Conferences**

- **West Michigan GIS Meeting @ GVMC, April 12th, 2016 @ Noon**

The first West Michigan GIS meeting was a success, many people showed up to participate in the meeting. The next meeting will be held on April 12th, 2016 at noon at the GVMC offices. Pizza will be served.

- **State of Michigan GIS Meeting: Even numbered months**

Moore indicated that he and Gerndt are going to try and attend as many meetings as their schedules will allow.

- **Summary of Presentations to Kent County Clerks and Assessors Association**

The presentations focused in on Kent County Clerks and the Assessors Association showed what projects REGIS has done in the past for current members. The goal is to target current REGIS users and possibly attract new members.

7. **Yearly Meeting Schedule**

The Board agreed that the yearly meeting schedule will be as follows: The 4th Wednesday in January, April, July, and September, (others as needed).

8. **Committee Comments, Round Table**

Overall Feedback is that REGIS is doing good things, everyone seems to like the direction REGIS is going, keep up the good work.

9. **Adjournment**

With no further items of discussion, Warren adjourned the meeting of the REGIS Board of Directors at 10:45 a.m.