

REGIS Board of Directors Meeting  
 Wednesday October 28<sup>th</sup>, 2015  
 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 9:33 a.m. Introductions were made.

### Members Present:

Steve Warren, *Chair*  
 Matthew Butts  
 Dan Strikwerda  
 Brian Donovan, *Vice Chair*  
 Curtis Holt  
 Paul Gerndt  
 George Haga  
 Alex Arends  
 Mark Rambo  
 Mike Devries  
 Dan Strikwerda

Kent County Road Commission  
 City of Grandville  
 City of Hudsonville  
 City of East Grand Rapids  
 City of Wyoming  
 City of Wyoming  
 Ada Township  
 Alpine Township  
 City of Kentwood  
 Grand Rapids Charter Township  
 City of Hudsonville

### Others Present:

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

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 Trivalent

## 2. Approval of Minutes

Warren asked for questions or comments on the August 19<sup>th</sup>, 2015 Combined REGIS Advisory, REGIS Technical, and REGIS Board Meeting minutes. With no questions or changes, Warren stated the August 19<sup>th</sup>, 2015 combined REGIS Advisory, REGIS Technical, and REGIS Board Meeting minutes could not be approved due to lack of a quorum. Meeting Minutes will be saved for the next REGIS Board of Directors meeting.

## 3. Monthly Finance Report

### *Income-Expense Report*

The monthly financial report is from September 30, 2015. Reporting a \$34,000 loss so far. Expenses for Trivalent are still being processed. This is a transitional year. Weiss stated that in 2014 there was a loss of \$187,000, in 2015 there is a projected loss of \$84,000, in 2016 there is a projected loss of \$8,400. The reason for some of the loss is due to an overpayment from the Village of Sparta, this was projected to be paid back over a 5 year period, roughly \$25,000 a year. This was paid in full, but will work itself out by the end of the year.

### ***Balance Sheet***

The Balance Sheet is standard.

### ***Capital Expense Report***

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

## **4. Server Room Upgrade Project Summary**

Jason explained the project summary sheet that was in the Advisory Committees packet. Pictures of the data center post upgrade were shown to the committee as were old and new diagrams of the server room.

### **Project Highlights:**

- Aging storage system and old tape backup library replaced with new updated system.
- 12 Servers were either what is called “virtualized” with the physical server decommissioned or taken off line and others were totally removed from production. REGIS is now down to 5 physical servers. The rest are virtual servers, therefore there is less hardware to manage and maintain. REGIS staff now has the ability to create new servers for testing without purchasing new equipment.
- Confidence that REGIS is following all software licensing rules and regulations (in progress).
- REGIS staff and Technical Committee staff have noticed increased speed and draw time within ArcMap. Prior to the upgrade ArcMap would freeze or delay on a regular basis and be very similar to what you experience with slow internet speeds. A detailed log of this was generated by REGIS staff and users would notify REGIS of the issues.

### **Left to Be Measured Moving Forward:**

- Savings in cooling and electricity & hardware maintenance/warranty costs.
- System stability, log any down time with logins, database connections etc. over 1<sup>st</sup> quarter FY 15-16. Goal will be not to have any.

### **What's Next?**

- Network assessment replacing key networking components: Switches & Routers.
- Evaluation of Citrix Environment: Upgrade or identify a different system to use.

- Evaluate level of IT support.
- Evaluate Enterprise database used to hold GIS data. Oracle vs. Microsoft SQL Server.
- 5-year Capital Improvement Plan for REGIS server room.

This project was completed under budget and completed a bit earlier than scheduled. Zimmer from Trivalent explained that this upgrade was basically starting over from the ground up. Build the foundation, good solid foundation. The next steps will be the upgrade of the switches and the routers, then reviewing of Citrix, then finally assessing SQL versus Oracle. SQL is the more common used database and is potentially less expensive to use. Oracle is costly, and their support is less than satisfactory, taking upwards to 2 days to complete a work order. First phase of project is complete, second phase should be completed by December 31, 2015.

## 5. Discussion of Direct Access Agreement/Data Exchanges

Moore passed out a handout titled the Current REGIS Direct Access Agreement Process to the Board. The agreement process is listed below:

- Request for access to system or data on behalf of a REGIS Member.
- Length of agreement is set before forms are sent: Average has been a 3 month term.
- Documents are sent to the REGIS Board Member and firm for signatures. (Previously hard copies only, we now use electronic files for the process.)
- Accounts are created once signed forms are received and signed by a REGIS Representative.
- A request may also come in to clip the data from REGIS
- REGIS will clip the data from the database and package it into GIS layers to be stored on the firm's local network for use in their own software. (Data License Agreement must be signed.)
- REGIS will check with Board Member at the end of the term to verify agreement should stay in place.

Weiss asked the Board how they would like to see this document handled. Holt stated it originated from 911, security of the water system. Communities wanted to know who was accessing the system and for how long they can access the information. Weiss stated that Saw Grants are coming up for some communities. The engineering firms are coming to REGIS for the data so there needs to be a better system so that in the end REGIS is being compensated for their time, ie using editing hours for those communities or by billing them directly. Donovan suggested either charging the communities directly or the firm's in which will be asking for the information. This will be discussed further in future meetings. Warren stated the Board will be looking for an analysis report for the Saw Grant issue in future meetings.

## 6. REGIS Advisory Committee Update

Gerndt stated that at the Advisory meeting REGIS launched their new eREGIS screen. Overall feedback was good, just a few minor adjustments. Gerndt went on to stated that at the meeting Moore asked if each community would pick a representative to attend service area specific work sessions, such as assessors, planners, clerks, public safety, engineering, and public works. Moore said he would send out an email to the Advisory Committee giving them the opportunity to pick their representatives. Overall feedback from the upgrade was positive, speed increases, freezing screens have been diminished, pages open up a lot faster.

- **West Michigan GIS Meeting @ GVMC, Thursday 10/29, 1:00pm-3:00pm**

Moore stated that approx. 20-25 people would be attending this meeting. Gerndt stated that both private and government were doing presentations at this upcoming meeting.

- **Summary of Discussion with Chicagoland GIS Consortium**

Weiss stated that he and Moore met with two people from Chicago to share information on their GIS Systems. He stated they are more mapping focused than data. They have 17 GIS staff members and rent out their GIS staff members to different communities. Therefore their staffing model is for contracting GIS staff members versus REGIS model.

**7. Mobile Cemetery Finder Demo**

**8.** Carlino demonstrated the Cemetery Application in HTML5 using an IPAD. This application was moved from Silverlight. The application was rewritten to perform over all platforms.

**9. 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.

**10. Next Meeting Date**

Next meeting to be held on January 27<sup>th</sup>, 2016

**11. Adjournment**

With no further items of discussion, Warren adjourned the meeting of the REGIS Board of Directors at 10:47 a.m.