



**COMMONWEALTH of VIRGINIA**  
*Virginia Geographic Information Network Advisory Board*

**Meeting Agenda**

November 13, 2019, 10:00 AM

Virginia Information Technologies Agency  
 James Monroe Building - 16<sup>th</sup> Floor Conference Room  
 101 North 14<sup>th</sup> Street, Richmond, VA 23219

Joe Sewash  
 VGIN Coordinator  
 (804) 298-3123

Terry D. Mayo  
 Board Administrative  
 Assistant  
 (804) 786-0517

Delegate James A. Leftwich, Jr.  
 Chairman  
 78<sup>th</sup> District

Douglas Richmond  
 Vice Chair  
 Virginia Association of  
 Surveyors

Senator Adam P. Ebbin  
 30th District

Senator David R. Suetterlein  
 19th District

Delegate Lashrecse D. Aird  
 63<sup>rd</sup> District

Delegate Glenn R. Davis, Jr.  
 84<sup>th</sup> District

Delegate Thomas C. Wright, Jr.  
 61<sup>st</sup> District

Nelson P. Moe  
 CIO of the Commonwealth  
 (VITA)

Dr. Hua Liu  
 Old Dominion University

Elaine Roop  
 VA811

Stephen Moret  
 Director of VEDP

Clyde Cristman  
 Director of VDCR

Stephen C. Brich  
 VDOT Commissioner

John Watkins  
 Private Business

Pravin Mathur  
 Private Business

Turner Perrow  
 City of Lynchburg

- |     |   |   |
|-----|---|---|
| 1.  | Call to Order   | Chairman  |
| 2.  | Approval of Meeting Minutes                                     | Chairman  |
| 3.  | Conflict of Interest Act Review                                 | OAG representative  |
| 4.  | Virginia Association of Mapping<br>and Land Information Systems | Autumn Fitch, President<br>Stuart Blankenship, President<br>Elect |
| 5.  | VGIN Update   | Joe Sewash, VGIN<br>Coordinator                                   |
| 6.  | Next Generation 9-1-1<br>Deployment and GIS Update              | Stefanie McGuffin, ISP<br>Operations Manager                      |
|     |   | Joe Sewash, VGIN<br>Coordinator                                   |
| 7.  | Strategic Planning Update                                       | Joe Sewash, VGIN<br>Coordinator                                   |
| 8.  | Old Business  | Chairman  |
|     | a. Review of draft legislation                                  |   |
| 9.  | New Business  | Chairman  |
| 10. | Public Comment  | Chairman  |
| 11. | Meeting Adjournment   | Chairman  |

**2020 ADVISORY BOARD DATES**  
**TUESDAY, JANUARY 7, 2020: 10:00a-12:00n**  
**WEDNESDAY, APRIL 15, 2020: 10:00a-12:00n**  
**WEDNESDAY, JULY 15, 2020: 10:00a-12:00n**  
**WEDNESDAY, OCTOBER 14, 2020: 10:00a-12:00n**

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VGIN Advisory Board Meeting

Wednesday, November 13, 2019 10:00 AM

James Monroe Building

101 N. 14<sup>th</sup> Street, 16<sup>th</sup> Floor

MEMBERS PRESENT:	Delegate James Leftwich, Jr.	Senator David Suetterlein
	John Watkins	Stephen Brich: Robert Osmond (Proxy)
	Delegate Glen Davis	Nelson Moe: Steve Marzolf (Proxy)
	Stephen Moret: Sony Sanders (Proxy)	Clyde Cristman
	Senator Adam Ebbin	Turner Perrow
	Delegate Thomas Wright	
MEMBERS ABSENT:	Elaine Roop	Doug Richmond
	Hua Liu	Delegate Lashrecse Aird
	Pravin Mathur	
ATTORNEY GENERALS OFFICE:	Robin McVoy	
STAFF PRESENT:	Joe Sewash	Terry Mayo
	Steve Marzolf	Stephen Barbie
	Dorothy Spears-Dean	
	Stefanie McGuffin	

1. **CALL TO ORDER**

Chairman Leftwich called the meeting of the VGIN Advisory Board to order at 10:03 AM. Chairman Leftwich thanked everyone for being in attendance, and asked everyone to introduce themselves

2. **APPROVAL OF MEETING MINUTES**

Chairman Leftwich asked for a motion to approve the Minutes of July 24, 2019. A motion to approve the Minutes of July 24, 2019 was made by Senator Suetterlein and seconded by Clyde Cristman. The motion was approved **9-0-0**. (Adam Ebbin; or Delegate

Thomas Wright had not yet arrived.)

### 3. **CONFLICT OF INTEREST ACT REVIEW**

The OAG Representative, Robin McVoy, addressed the Advisory Board and gave a brief presentation on Conflict of Interest Act (COIA). She talked about personal interest. She talked about the regulated activities of contracts and transactions. Ms. McVoy said that if a Board member is involved with a contract or transaction before the Board, the member should not participate. She also said that members should not accept gifts, etc. for employment, or anything that may influence the performance of their duties. Also, members cannot accept gifts from a foreign organization. Ms. McVoy went over several examples of gifts that should not be accepted. Ms. McVoy said that every other year each Advisory Board member will have to attend a COIA course. She said that the Office of the Attorney General or the Virginia Council on Conflict of Interest can help if members have questions on COIA. John Watkins asked if you are working as a consultant and on a retainer does that count. Ms. McVoy said that this does not apply. Another member asked if this meeting is considered a COIA training. Ms. McVoy answered no. Senator Ebbin asked Ms. McVoy to send information to the Advisory Board for seeking clarifications and opinions. She replied yes.

### 4. **VIRGINIA ASSOCIATION OF MAPPING AND LAND INFORMATION SYSTEMS**

Autumn Fitch, President of VAMLIS, addressed the Advisory Board. She informed the Advisory Board that today, Wednesday, November 13, 2019, is GIS Day. The Virginia Association of Mapping and Land Information Systems (VAMLIS) was formed in 1989. She said that VAMLIS is a professional organization in Virginia who provide network and education opportunities. She said that they host the annual GIS conference and other events around the state. VAMLIS' Executive Officers are elected annually by the membership. She informed the Advisory Board members that VAMLIS has website. Ms. Fitch introduced Mr. Stuart Blankenship, and said that he will be leading the 2020 VAMLIS Conference Committee. Mr. Blankenship addressed the Advisory Board and said that he is the President-elect of VAMLIS this year. He informed the Advisory Board that the VAMLIS Conference will be held April 21-22, 2020 in the Short Pump region of Richmond. Mr. Blankenship said that Registration for VAMLIS will be announced week after Thanksgiving. He said that this conference will be the 30<sup>th</sup> VAMLIS GIS Conference, with a conference theme focused on the history of the organization and GIS. The VAMLIS Conference Committee will develop a story map highlighting past conference locations and content. They are expecting over 300 attendees this year. The keynote speaker for the 2020 conference will be Robert Nelson from the University of Richmond Digital Scholarship Lab. Mr. Blankenship extended an invitation for the VGIN Advisory Board to consider holding their April Board Meeting as

part of the conference. He informed the Advisory Board that the Conference will give complimentary registration to anyone on the Board to attend. Mr. Marzolf informed the Advisory Board, that if this is considered a “conflict of interest,” that VGIN through the ISP Division would have no problem paying the registration for Advisory Board Members to attend this Conference. Mr. Blankenship then referred the Advisory Board members to the VAMLIS website which is VAMLIS.org. Delegate James Leftwich, Jr. thanked Ms. Fitch and Mr. Blankenship for their update.

## 5. **VGIN UPDATE**

Coordinator Joe Sewash addressed the Advisory Board and updated the Advisory Board on the last quarter. He informed the Advisory Board that staff has met the Virginia Clearinghouse update milestones for updating quarterly datasets. He said that the orthoimagery acquisition flights were completed in March and the updated services were released on the Virginia Clearinghouse on October 24, 2019; locality updates begin November 15. He also said that NG9-1-1 GIS support to localities has been active throughout the quarter; the first draft of the Virginia GIS strategic plan update will be presented later in the agenda; and that Fall GIS training series is underway. Clyde Cristman asked about capturing the local imagery, and how much does the local government have access to the data? Mr. Sewash said the data is there and available for free through the clearinghouse web services. He also said that the standard products are distributed for free to localities. Senator David Suetterlein asked about the southwest Virginia localities and when will they will receive their copies of the data. Coordinator Sewash went over the planned distribution schedule. Coordinator Sewash said that it is scheduled to be delivered to localities between November 16<sup>th</sup> and December 15<sup>th</sup>. He said he monitors it weekly with the contractor team.

Coordinator Sewash said that activities for the next cycle is a short period from mid-November to January; however, it will be very busy. Coordinator Sewash informed the Advisory Board that he is currently posting the Vacancy for a GIS Specialist on staff.

## 6. **NEXT GENERATION 9-1-1 DEPLOYMENT AND GIS UPDATE**

ISP Operations Manager Stefanie McGuffin addressed the Advisory Board to provide a current update. She said that the anticipated timeline for the project was January 2019 – December 2021; however, no localities have deployed on the ESInet yet. She said that it is an extremely complex project. There are a lot of components and stakeholders. There is equipment at each 9-1-1 Center that has to be configured, and in some cases, updated. The equipment has to be certified and able to receive the data, and that AT&T will be providing the service. Senator Adam Ebbin asked about the certification process. Ms. McGuffin said

that AT&T is working with Motorola. Mr. Turner Perrow asked who is responsible for funding for the equipment. Ms. McGuffin said that the locality, along with the help of the Public Safety Communications Division, will fund the equipment. Ms. McGuffin talked about Virginia Beach putting out an RFP for their project. She said that they chose AT&T also. Mr. Clyde Cristman asked if the contracts are the same, or different? Ms. McGuffin said they are mostly similar. The services are identical, but there are a few GIS components that are only on the Fairfax Contract, as Virginia Beach does not need the GIS component. She said there have been a lot of prep work done getting the project started. Work has been completed in the areas of connectivity; equipment readiness/compliance; and GIS data readiness. Ms. McGuffin said that the GIS data is in good shape and a lot of testing has been done to make sure it is ready. She said that staff wants to meet the national standards in a fiscal and sound way. By statute, all public safety answering points (PSAPs) need to be deployed by July 2023; however, ISP staff is hoping to be done in advance of that date. Ms. McGuffin then referred the Advisory Board to the map of the deployment schedule. She said deployments to the ESInet will begin in January 2020. She said that the Vendor partner believes that this is accomplishable. The proposed deployment schedule indicates full deployment across the commonwealth by Q4 2021. Ms. McGuffin informed the Advisory Board the proposed schedule goes before the 911 Service Board tomorrow, November 14, for approval. She went over the deployment schedule for 2020. John Watkins asked about boundary issues where neighboring jurisdictions need to enter a neighboring entity as the only means for accessing an area they need to provide service. Ms. McGuffin said those boundaries will be worked out between neighbors in advance. Mr. Steve Marzolf said that the foresight and investment that the Commonwealth has made, under Lemuel Stewart, joined 911 and GIS in the same unit. He said that Mr. John Watkins also helped. Mr. Marzolf said that no other state has GIS data like Virginia. He said that Virginia has a common base for this project, and that this has been a team effort with localities. He said that Virginia will have this deployed by the end of December 2021. Delegate Leftwich commented that staff should think about doing this presentation at one of the large conferences. Coordinator Joe Sewash commented about the technical issues. He said that the metrics demonstrate quality improvements over time and ISP will support localities in completing the necessary technical improvements. He said that it is an obtainable goal for success in NG-9-1-1 deployment, and that everything is on track.

## 7. **STRATEGIC PLANNING UPDATE**

Coordinator Sewash addressed the Advisory Board and said he provided the draft GIS Strategic Plan document for Board review ahead of this meeting. He said that this GIS Strategic plan succeeds a plan that runs to the end of 2019. The updated plan will go from 2020-2022, and it will be to integrate GIS, and set up for the next cycle. Coordinator Sewash then went over the policy and strategic initiatives for the Strategic Plan which is to

align GIS strategies with enterprise goals; increase utilization of geospatial investments; support deeper integration of GIS for 911 operations and analytics; and understanding IT security priorities and influence on GIS such as “cloud computing,” best practices; collaboration on ideas and opportunities; and communications to establish better engagement with the stakeholder community. He talked about the four strategic initiatives which includes starting up state agency and locality manager groups. Coordinator Sewash informed the Advisory Board that ISP staff will host webinars beginning in December to present the draft plan and concepts to stakeholder communities. Coordinator Sewash then went over the GIS Strategic Plan story map. Coordinator Sewash that informed the Advisory Board that at the January Advisory Board meeting staff will present the completed GIS Strategic Plan to the Advisory Board. Mr. Marzolf commented that staff would welcome any feedback about the GIS Strategic Plan and story map. Senator Adam Ebbin commented that the one-page Strategic Plan is great.

#### 8. **OLD BUSINESS**

Chairman Leftwich reminded the Advisory Board of discussions at the July meeting to expand the membership of the Advisory Board to include two local government GIS managers. Staff have provided proposed language for the Advisory Board to review. Senator Ebbin asked how will the two new members be appointed. The proposed language indicates these appointments would come from the governor. A discussion was had on having two non-legislative or two legislative members. Chairman Leftwich called for a vote to have two non-legislative members. Clyde Cristman made the motion, and John Watkins seconded the motion. All approved; **10-0-0**. (Delegate Thomas Wright had not yet arrived.)

#### 9. **NEW BUSINESS**

Chairman Leftwich informed the Advisory Board that the meeting scheduled for Wednesday, April 15 is in conflict with the legislative calendar, and needs to be changed. He said that since VAMLIS has extended an invitation for the Advisory Board to host the April meeting during the VAMLIS Conference April 21-22, he suggest that the Advisory Board meeting be held during that time. Senator Adam Ebbin made the motion to accept the April meeting to be moved to April 21 or 22 in conjunction with the VAMLIS Conference. Mr. Turner Perrow seconded the motion for approval. All approved; **10:00**. (Delegate Thomas Wright had not yet arrived.)

Senator Suetterlein asked about the January meeting to be moved to January 7<sup>th</sup> and be held at the Pocahontas Building. Chairman Leftwich asked that Coordinator Sewash coordinate the meeting with his Assistant.

#### 10. **PUBLIC COMMENT**

Chairman Leftwich asked for public comment. None.

11. **MEETING ADJOURNMENT**

Chairman Leftwich adjourned the meeting of the Advisory Board at 11:41 AM.

Respectfully Submitted: \_\_\_\_\_

**Terry D. Mayo**

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**Date**