

**VERMONT CENTER FOR GEOGRAPHIC INFORMATION, INC.**  
**BOARD OF DIRECTORS**  
**Minutes of Meeting - 8:30 AM on Dec. 10, 2013**

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Executive Director David Brotzman called the meeting to order at 8:30 a.m. The membership was represented as follows:

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|---|---------|
| Richard Boes (Agency of Administration)                             | Present |
| Aaron Worthley (Private Sector – GIS Community)                     | Absent  |
| Peter Fellows (Regional Planning Commissions)                       | Present |
| Thomas Hurd (Agency of Transportation)                              | Absent  |
| <b>VACANT</b> (Vermont House of Representatives)                    | Absent  |
| Sen. Elders French (Vermont Senate)                                 | Absent  |
| Jarlath O’Neill-Dunne (Higher Education – UVM Spatial Analysis Lab) | Present |
| Melissa Prindiville (Agency of Commerce & Community Development)    | Present |
| Peter Telep (Agency of Natural Resources)                           | Present |
| Bruce Urie (VT Municipalities)                                      | Absent  |
| Scott Roper (Higher Education – Castleton State)                    | Present |
| Beverly Wemple (Higher Education – UVM)                             | Absent  |

Executive Director David Brotzman and Senior Project Manager Ivan Brown represented the staff.

## **Corrections to Minutes of Prior Meetings**

The last meeting did not have a quorum.

Peter Telep – Minutes of the meeting of June 18 should be changed so that his name is removed from the first bullet on page 4.

Melissa Prindiville – Minutes of the meeting of September 17 do not end with a motion to adjourn.

A motion to approve the minutes with these corrections was carried.

## **Financial Reports**

### **Income Statement**

Total direct costs are higher than budgeted. Indirect costs are lower than budgeted. This makes a wash.

### **Balance Sheet**

VCGI is in good shape in terms of cash and cashflow. The CD product in which VCGI stores value allows withdrawal at any time with a tiny penalty. Capital reserves are in an account that contains other funds within an interest-bearing account. VCGI will be about \$20,000 in the hole at the end of the year. VCGI’s financial situation is pretty true to the budget.

### **Revenue Projections**

VCGI has submitted a new indirect rate for approval from the federal government. A new indirect rate for the NTIA grant will be in effect as soon as we receive approval. Overhead will drop from \$2.26 to \$1.61, fostering less revenue per hour. Lower indirect costs mean more hours per the \$378,700 from the state. An estimate of revenue projections, which provides estimated project revenue for the budget, includes \$30,000 in projected contracts.

## **Budget**

The board normally passes a budget at the beginning of the year. The budget can be modified during the year. A proposed revised budget was presented. That revised budget includes small changes to project income. Project supplies were pulled from the revised budget because the project-supplies expense has not been playing out. Travel expenses are increasing; However, some travel expenses are reimbursed from projects. Direct labor for imagery was reduced. Wages are reduced; VCGI's technician moved on. The technician position is not being refilled; Technicians tend to be project based. The hardware maintenance contract is a little higher.

DII bills VCGI for hardware.

Peter Fellows asked if the bad debt can be taken out. The answer is yes.

This budget shows a net income of about \$13,000. Direct costs are reduced by about \$10,000.

Peter Fellows made a motion for approving the FY2014 budget. Jarlath O'Neill-Dunne seconded the motion. The motion carried.

Peter Fellows encouraged a look at budget analysis.

## **Quarterly Operational Review**

### **Parcel Digitization**

AOT has proposed a state-wide parcel digitization effort. No decision on how to proceed has been made. David Brotzman said that VCGI should have a role in that effort.

### **DEM-HS**

VCGI submitted a list of tasks for the year to DEM-HS. VCGI won't bill until a contract is signed. However, VCGI has received an approval to proceed. The revenue from this year's contract will possibly be \$75,000.

### **E911**

E911 is changing their environment. VCGI is discontinuing certain hosted E911 services at around December 31, 2013. However, more work for E911 is anticipated.

### **Agriculture**

Agriculture has a new GIS employee. Richard Boes asked about the impact to VCGI from this type of hiring; He asked if the model will appear as if it needs to be made more efficient. David Brotzman stated that agencies should hire GIS staff to take care of their business area needs while VCGI provides service hosting.

### **GIS Employee Classification Effort**

Peter Telep presented the GIS employee classification effort. GIS positions were compared to URISA's classifications. A four-job specification ladder is proposed for the GIS track; That track does not include database administrators and project managers. The EGC is looking at the job specifications.

Melissa Prindiville stated that it is good to point out VCGI's outreach component when in discussion with legislators.

### **Vermont Sustainable Jobs Fund**

Mike Brouillette has conducted some solar sighting analysis with LiDAR data.

### **Northern Border Regional Commission Grant**

The Northern Border Regional Commission Grant supports economic needs. A lot of towns have no digital parcel data. The grant pays 90% to certain towns for parcel digitization. Other towns receive 80% with a 20% match, or 50% with a 50% match.

### **State Broadband Initiative Grant**

The state is driven with 5 phones for collection of data points. Those data points are given to VTA. The result of this process shows where service exists for each provider. Differentiation between provider service and roaming service is included. Peter Telep asked if VCGI could conduct the work which Stone provides. VCGI does not provide something when an outside capacity is known.

### **Imagery**

Yearly 50-cm data is complete. 15-cm data for Chittenden County is nearly complete. High-resolution data for the Barre-Montpelier area is nearly complete. Next year, the northwestern area will be flown with no buy-ups.

### **Health Insurance**

All staff selected Blue Cross Blue Shield.

### **Legislative Activity**

David Brotzman met with the Joint Fiscal Committee on November 21 and answered financial questions.

VCGI and Secretary of State organizations had a discussion about working together. VCGI is a technology organization. Melissa Prindiville stated that VCGI is more than a technology organization and that VCGI does not have to be within a technology agency.

Richard Boes asked about second and third choices in terms of merging VCGI into DII. He said that VCGI should have multiple plans.

Presenting three alternatives would allow the legislature to understand those alternatives.

One approach would simply propose that VCGI move into state government or the appropriation be increased. David Brotzman stated that more than 50% of states have GIS within technology organizations.

Vermont is ahead in terms of spatial data, while behind in open data. Richard Boes stated that the pilot open data project becomes live on January 1 with one year of seed funding.

Peter Fellows stated that a legislator might ask about health care. David Brotzman stated that our new health insurance is less expensive by a small amount for an individual policy and a relatively small amount for all others.

Richard Boes stated that state government is the place to be when providing services to the state.

David Brotzman stated that the broadband grant ends on September 30, 2014.

Focus should be on the appropriation gap.

David Brotzman stated that the plan B has always been an appropriation increase. Richard Boes stated that the plan B was not formalized and proposed that a plan B be formalized.

Melissa Prindiville suggested that a plan B be constructed with pro's and con's by state agency.

Peter Fellows suggested 2 simple budgets in terms of FTE's that show the post-broadband situation and the money that would be needed for the organization to continue.

Richard Boes stated that the next board meeting will be in March and that if the board strongly wants to formalize analysis on alternatives that a meeting will be needed next month.

Peter Telep stated that we would need to meet in early or middle January for more concrete plan B's or plan C's.

Richard Boes made a motion to have a board meeting next month for discussing and formalizing options, which can be appendix to show analysis of pro's and con's. David Brotzman suggested that the meeting be a strategic meeting. The board members agreed to have this meeting. The meeting will occur on January 7, 2014 at 8:30 AM.

## **Open Data**

Peter Telep asked if VCGI will grow into the area of open data. Richard Boes stated that DII is not conducting data analysis. DII provides a platform, not data analytics. David Brotzman stated that open data is the way that VCGI should go.

Richard Boes stated that Oregon's open data is not GIS but is geo-tagged. He stated that it would be nice to see what vendors are in Vermont by county.

The bulk of information in state government is not geo-tagged.

Jarlath O'Neill-Dunne stated that other states do not have data access to the same level as VCGI. Time on data search is a problem with other states. David Brotzman stated that this is a result of our community sharing data.

Peter Fellows stated that we need a champion and need to show that if we were to disappear, the community's effectiveness would drop.

## **Closing**

The next board meeting will occur on March 18.

Peter Fellows made a motion to adjourn. The motion carried.