

REGIS Board of Directors Meeting

Wednesday September 24, 2014
10:00 a.m.

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

1. Call To Order

Steve Warren called the meeting of the Board of Directors to order at 10:04 a.m. Warren chaired the meeting as Houtteman was unable to attend the meeting.

Members Present:

Steve Warren, *Chair*
Thad Taylor
Matthew Butts
Brian Donovan
Curtis Holt
Don Hilton
Julius Suchy
Dan Strikwerda
Alex Arends
Frank Wash
George Haga

Kent County Road Commission
City of Cedar Springs
City of Grandville
City of East Grand Rapids
City Of Wyoming
Gaines Charter Township
Village of Sparta
City of Hudsonville
Alpine Township
City of Walker
Ada Township

Others Present:

Dharmesh Jain
Erin Haviland
Chris Brown
Paul Gerndt

REGIS
REGIS
GVMC
City of Wyoming

Members Absent:

Nick Monoyios
Michael Young
Michael DeVries
Steve Peterson
Rich Houtteman
Cameron Van Wyngarden
Mark Howe
Joel Hondorp

Interurban Transit Partnership
City of Rockford
Grand Rapids Charter Township
Cascade Charter Township
City of Kentwood
Plainfield Charter Township
City of Lowell
Byron Township

2. Approval of Minutes (Action Item 1)

Warren asked for questions or comments on the July 23, 2014 board meeting minutes. With no questions or changes, Warren called for approval of the July 23, 2014 Board meeting minutes.

MOTION by Donovan **SUPPORT** by Wash, to approve the minutes of the Wednesday, July 23, 2014 REGIS Board of Directors Meeting.

MOTION CARRIED.

Y – 11

N – 0

DISCUSSION: No further discussion.

3. Monthly Finance Report (Action Item 2)

Income-Expense Report

Jain stated that REGIS is 92% through the fiscal year. Variance is around \$5,800, accounts for 0.7% of revenue budgeted at the start of the fiscal year. There is some savings due to two vacant staffing positions. Professional Development line item has significant activity due to the GIS training of two staff members. Team Building training/workshop this Friday will consume the rest of the Professional Development fund.

Balance Sheet

The Balance Sheet is standard.

Capital Expense Report

In all, REGIS will finish the fiscal year better than predicted. REGIS will not need to use as much fund balance as first thought in the beginning of the fiscal year. When the audit is completed, REGIS will have a more accurate picture of the fund balance. REGIS Capital is not active except for the interest accrual, considered as contingency fund.

MOTION by Arends **SUPPORT** by Wash to approve the monthly finance report for August 2014.

MOTION CARRIED.

Y – 11

N – 0

DISCUSSION: No further discussion.

4. An Update on the Strategic Goals Implementation Plan

Jain passed out an updated handout of the strategic goals. Jain discussed the background of the strategic plan. Last update was provided at the July Board Meeting. The most recent activities on goals are summarized on page one of the handout. Page two has full description of the individual goals. These changes have occurred since the last Board Meeting. Jain went on to explain the handout updates:

- Goal #1-Addition of new data layers-Based on research from other areas, a list was put together and recommended to the REGIS Users Group. The second sheet of the handout shows the new data layers that were added. Good progress made thus far.

- Goal #2-Develop Service Matrix-The first draft is completed. Jain explained that it needs to be discussed with the respective organizations. An update will be given in the next few months.
- Goal #3-Private Firm Utilization by Members-Survey was sent out to the Board, the page 3 of the packet shows the results of that survey, summarized responses, full version available if needed. Almost every respondent reported that they don't contract out GIS to other than REGIS. Jain stated REGIS will put together something for the Board to give to their respective employees to encourage the use of REGIS in the projects they contract out.
- Goal #4-New Cost Model-The current steps are completed, anticipate more discussion on this.
- Goal #5-Capital Improvement Plan-Jain explained this was dependent on the budget. 1st draft is complete, meeting with Technical Committee October 15th, 2014 for further discussion.
- Goal #6-REGIS User Survey-Jain passed out user survey feedback handout. The survey asked users how they are doing after the upgrades. Overall, the survey results are good and validate the technology upgrades. A few action items as noted in the handout have been identified.

Action Item #1-"Performance has significantly improved" and "Performance has increased" together rated at 72%. REGIS needs to determine what the technical issues are for the few users who rated performance about the same. REGIS will contact these users.

Action Item #2-System Reliability rating: "Excellent + Good" at 88%. Reach out to the three users who rated reliability at Fair.

Action Item #3-eREGIS rating: "5(Excellent) + 4" at 71%, which is good. Continue to add new features. Encourage all users to attend the REGIS Users Group Meetings.

Action Item #4-100% said eREGIS was easy to use. Combine planning modules into a single module, this has been completed, awaiting feedback.

Action Item #5-Continue enhancing the applications.

Action Item 6&7-Make eREGIS available on mobile devices. Top three needs are Parcels, Roads & Ortho Photos, and Utilities. This feedback has been utilized to establish priority for the mobile application development project.

Action Item #8-User feedback to gain input direct from the users. Holt suggested partnering with Kent County for mobile device applications. Jain stated that their current mobile application run on one platform (iOS), REGIS plans to run mobile apps on multiple platforms (iOS, Android, etc.). Jain will continue discussing this with the County.

- Goal #7-Campaign for eREGIS-Nothing new here, aggressive campaigning was done post the eREGIS rollout, never ending. (Restart Newsletter)
- Goal #8-Research and Development of Mobile Applications-This is in progress, a few approaches have been identified. Decided on an approach in consultation with the Technical Committee and users, so the mobile apps run on multiple platforms. Issued a request for quotes to develop two web apps based on the functionality of the two current Silverlight apps. Three companies submitted proposals for the programming work, which were evaluated and shared with the Technical

Committee. One has been picked and recommended to the Technical Committee. Approval process is completed and the work will start soon. It will cost \$30,000 for 2 applications for 12 weeks of work. Source code will be given to REGIS for future work.

- Goal #9-Discussion with Kent County and the City of Grand Rapids-Meetings are scheduled, goal is to meet quarterly. A possible outcome is to find one project that can be done with a collaborative effort.
- Goal #10&11-Formal alignment with all committees-First step is to chart the flow of information, and next to present to the REGIS Executive Committee.
- Goal #12-Development of an Implementation Plan-Completed in June when presented to Board for their approval.

Warren asked who the meeting with Kent County was with, Jain responded stating with their IT Department Director. Warren asked if they use contractors to develop their mobile applications. Jain stated he thinks they have a programmer on their staff, but he will ask to confirm. Warren mentioned that Jain should ask who they use.

5. REGIS User Survey Update

Jain discussed the REGIS Users Survey in agenda item no. 4 (goal no. 6) of this document.

6. Other Updates

- **Follow up items from previous board meeting(s), if any**
 - Jain passed out another handout that listed the Software Contracts. REGIS currently pays out annually on majority of the contracts. The Board asked Jain for this list at the last Board Meeting in July, 2014. \$109,468 total cost of all annual software contracts. The new fiscal budget for 2014-2015 is \$116,000.
 - Jain discussed the upcoming annual core service hour's allocations; Staffing has reduced, so allocation hours will be different. This is in progress, will provide to the users around the second week of October, Jain mentioned he can bring to the next Board Meeting, if needed.
- **Development of Two Priority Mobile Applications**

This was discussed in agenda item no. 4 (goal no. 8) of this document.

7. Committee Reports

- **Executive Committee**
 - Warren stated the committee is preparing to schedule an Executive Committee Meeting
- **REGIS Users Group**
 - Jain reported the last meeting held in August, good attendance. Three demonstrations and discussion of best practices. Orthophoto data update was also discussed. More attendance will make it even more effective. Jain asked the Board members to please encourage their users from different departments to attend. Demos are given to help users and receive

useful feedback. Next REGIS Users Group Meeting on October 15, 2014 at the City of Walker.

8. Other Items of Business

Warren mentioned that the Board may be asked to discuss possibly adding a non-voting member from the Technical Committee to the Board. Vice Chair position should be handled as well. Future items to discuss.

9. Adjournment

With no further items of discussion, Warren adjourned the meeting of the REGIS Board of Directors at 10:50 a.m.