

VIRGINIA: AT THE CONTINUATION MEETING OF THE DINWIDDIE COUNTY BOARD OF SUPERVISORS HELD IN THE MULTI-PURPOSE MEETING ROOM OF THE PAMPLIN ADMINISTRATION BUILDING IN DINWIDDIE COUNTY, VIRGINIA, ON THE 21ST DAY OF NOVEMBER, 2001, AT 11:00 A.M.

PRESENT: HARRISON A. MOODY-CHAIRMAN ELECTION DISTRICT #1
 EDWARD A. BRACEY, JR., VICE CHAIR ELECTION DISTRICT #4
 DONALD L. HARAWAY ELECTION DISTRICT #2
 ROBERT L. BOWMAN IV ELECTION DISTRICT #3
 AUBREY S. CLAY ELECTION DISTRICT #5

PHYLLIS KATZ COUNTY ATTORNEY

IN RE: CALL TO ORDER

Mr. Harrison Moody, Chairman, called the continuation meeting to order at 11:04 A.M.

IN RE: DISCUSSION OF INTERNET SERVICE

Ms. Cathy Carwile, Data Processing Coordinator, gave the following presentation:

INTERNET AND E-MAIL ACCESS

\$10,000 in funding was approved for FY 2002 to implement internet and e-mail access. The project will involve setting up access for the 22 personal computers currently in use by various departments in the Pamplin Building.

I have included an overview of the project and a cost comparison for the four most likely vendors.

My recommendation is the solution proposed by the Virginia Department of Information Technology. This solution would provide both DMV and internet access. We are currently paying approximately \$180 per month for DMV access alone; this charge would be eliminated. The Enterprise Solutions Division would coordinate most aspects of the project, providing an almost "turn-key" solution. The services currently provided for DMV access have been very reliable and problem resolution has been swift. I would describe our working relationship as very good.

Although the solution offered by the Dinwiddie County School Board could be implemented quickly and with little or no initial cost, I think it fails to address the need for the continued growth of our network infrastructure and does not allow for full management and problem resolution by staff. As of today's date, access to their e-mail server is available.

The following is a breakdown of the pricing:

INTERNET AND E-MAIL ACCESS 128K TO 256K T1 CONNECTION	UUNET / MCI	Networking Technologies & Support Net Telcos	Virginia Department of Information Technology	Dinwiddie County School Board
Equipment				
Router	1,525	2,196	monthly	-
Firewall	monthly	in router	85	-
Installation/Set-Up				

On-Site Installation / Configuration	no	yes ²	yes ³	yes ⁴
Install/Configure Router	pre-configured	495	560	-
Install/Configure Firewall	500	in router	included	-
Leased Line	405	-	863	-
Set-Up Charge	3,000	1,125	2,000 ³	-
Domain Name Registration	included	included	included	charges may apply
Monthly Recurring Charges				
128K - 256K T1	995 ¹	345	198	-
Verizon Local Loop Charge	1,050	450	270	-
Router	-	-	74	-
Firewall	759	-	-	-
E-Mail / 25 users	included	68	81	-
E-Mail / Each Additional	included	5	3	-
Virus Protection	no	no	yes	no
User Monitoring / Filtering	no	no	no	yes
Cost				
Equipment / Installation / Set-up	5,430	3,813	3,508	-
Monthly Recurring Charges	2,803 ¹	863	623	-
Estimated total for FY2002	26,000 ¹	10,000	8,000	less than \$500
Estimated total for FY2003	35,000 ¹	11,000	8,000	less than \$500

¹ UUNET's monthly charges for bandwidth would vary based upon usage (95% of sustained use over two consecutive months) and could vary as much as \$900 per month. Special offers are sometimes available, negotiation may be possible.

² NTS on-site installation and configuration for router, firewall and up to 10 pc's. Additional charges billable at \$75-\$125 hourly

³ DIT project estimate for installation, configuration, and pc set-up. Additional charges billable at \$73 hourly

⁴ School Board staff will provide set-up and configuration

Mr. Bracey moved to go forward with the recommendation of Ms. Carwile. Mr. Haraway seconded the motion. Mr. Bowman, Mr. Clay, Mr. Haraway, Mr. Bracey, Mr. Moody voting "Aye", the Board authorized the Administrative Staff to execute an agreement with the Virginia Department of Information Technology for the County's Internet/e-mail access at an estimated cost of \$8,000 per year.

IN RE: AUTHORIZATION TO DEVELOP WEBSITE

Ms. Cathy Carwile, Data Processing Coordinator, gave the Board an overview of information that could be accessible if the County developed a website. Continuing she stated most of the surrounding counties presently do have a website and people are accustomed to going on-line to gather information they need.

WEBSITE DEVELOPMENT

Website development, also budgeted for FY 2002, is progressing. I would estimate the initial draft to be 60 percent complete. The site is being designed to provide information on county offices and services, recreational activities, agendas and meeting minutes, employment opportunities and economic development. Sample web pages are included for your review.

I am in the process of obtaining price quotes. Of the four vendors being considered for internet access, all are currently providing web-site hosting.

There was a lot of discussion regarding information which could be accessible via the website including: tax maps, agendas for meetings, minutes of board meetings, board e-mail, special entertainment permit applications,

building permit applications, applications for employment, employment opportunities, and possibly future tax payments. Mr. Bracey was very interested in getting information back on the cost involved in the interaction of maps in the Commissioner of Revenue's Office. The Board concurred.

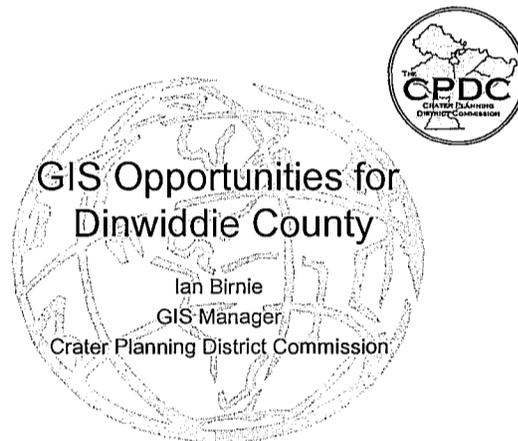
Upon Motion of Mr. Bracey Seconded by, Mr. Clay, Mr. Bowman, Mr. Clay, Mr. Haraway, Mr. Bracey, Mr. Moody voting "Aye",

BE IT RESOLVED by the Board of Supervisors of Dinwiddie County, Virginia, that authorization was granted for the Data Processing Coordinator to bring back costs and additional information on the development of a website for the County.

**IN RE: GEOGRAPHIC INFORMATION SYSTEM –
AUTHORIZATION TO ISSUE RFP**

Mrs. Ralph stated Ian Birnie, GIS Manager, Crater Planning District Commissioner, is here today for a brief presentation on the Geographic Information System.

Mr. Birnie gave the following presentation:

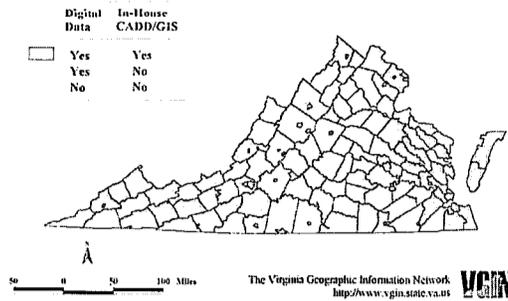


Why GIS?

- GIS is Flexible
 - Can Extend to All County Departments Dealing With Geographic Information
- Properly Designed, GIS is Easily Expanded
 - System & Data Can Grow with the County's Needs
 - GIS Can be Web-enabled, if Desired
- This is a Non-proprietary Solution
 - Does Not Tie County to One Vendor or Solution
- Many Specialized Solution Vendors
- GIS Can Significantly Improve County Responsiveness & Level of Public Service

Virginia Local Governments Are Embracing GIS

Status of Digital Geographic Data Use 2001



No Better Time

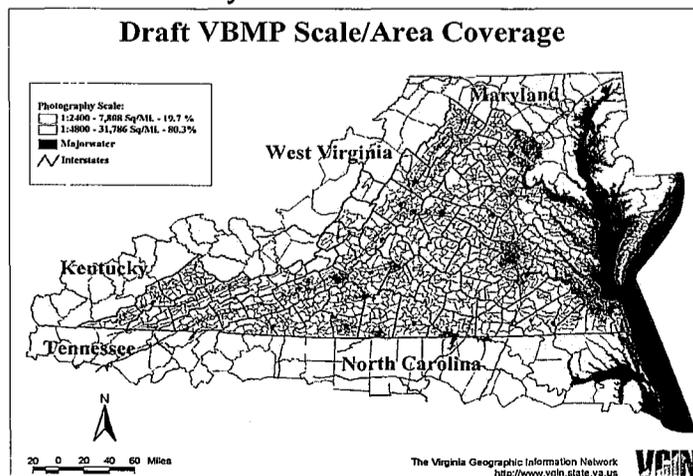
- VGIN's Statewide Digital Orthophoto Program
 - VBMP (Virginia Base Mapping Program)
 - Statewide True Color Digital Orthophotography
 - Funded Through Wireless 911 Program
 - High Resolution
 - Urban at 1" = 200' (1 : 2,400)
 - Rural at 1" = 400' (1 : 4,800)
 - All Required Materials to Generate GIS Data
 - Planimetrics (Ground features identifiable from digital photography)
 - Hypsography (Elevation contours)
 - Free to All VA Government Organizations
 - Licensing and redistribution restrictions apply
 - To Be Flown 2/2002; Final Delivery 2/2003

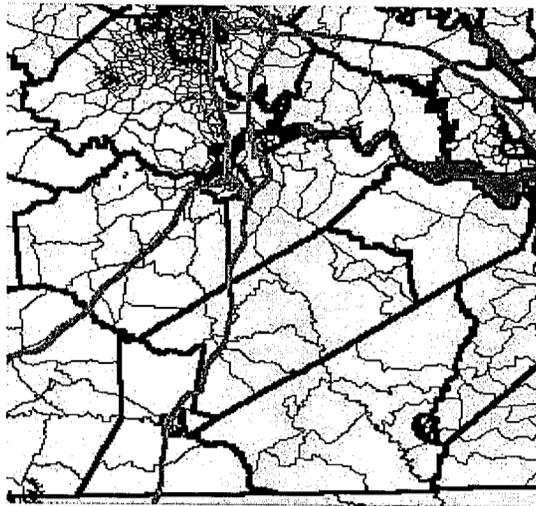
Proposed Digital Imagery Specifications

- True Color Photography (Not Color IR)
- Two Resolutions
 - Urban: 1" = 200' (1 : 2,400); 1' Pixels
 - Rural: 1" = 400' (1 : 4,800); 2' Pixels
- Horizontal Accuracy +/- 3 feet
 - Plans for Little or No Monumentation Make this Specification Somewhat Suspect
- Spatially Referenced For GIS Overlay
- GIS Development Source Materials

*These are Preliminary Specifications.
Final RFP Specs will be Released Next Month*

Preliminary Rural/Urban Breakdown

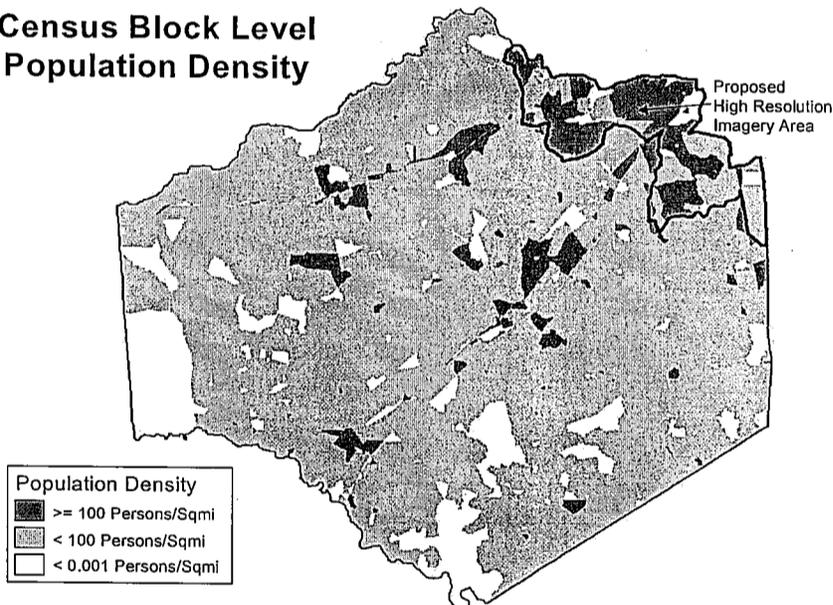




A Special Opportunity

- Greenville County Just Spent \$90,000 for B&W Imagery at Lower Resolution & for a Smaller Area
- Dinwiddie GIS Needs Assessment (12/98) Estimated a Cost of \$103,000 for Countywide Colors Digital Orthophotos at 1" = 400' (1 : 48,000)
- Equivalent of VBMP Imagery Would Cost the County Well Over \$100,000
- Regular Update Program Will be Sought
 - Entire State Re-flown on 4 to 10 Year Cycle
- County Can Pay Cost Difference for Imagery Resolution Upgrades
 - 1" = 200' Countywide
 - 1" = 100 Urban, 1" = 200' Rural, etc

Census Block Level Population Density



VBMP Issues to Consider

- County Will Have About 30 Days to Commit to Upgrades, if Desired
 - VGIN is Working On Delayed Payment Options
- Upgraded Imagery Will Still Have Licensing/Redistribution Restrictions
- Need to Have GIS Data Developed
 - Imagery is of Limited Value Without GIS
 - Qualified Vendor Services May be Harder to Find and/or More Costly as Imagery Delivery Date Approaches and Other VA Localities Take on GIS Development Projects
- GIS is Not Just Data
 - Need Qualified Staff, Hardware and Software to Effectively Utilize the GIS

Potential GIS Layers to Develop

- Planimetrics
 - **Transportation** — Road Centerline, Edge of Pavement, Rail, Airports, Driveways, Parking Lots, Bridges, Tunnels
 - **Utilities** — Water/Sewer Infrastructure, Power/Gas Transmission
 - **Structures** — Building Footprints, Storage Tanks, Bridges, Fences, Walls, Monuments, Statues, Silos, Communications Towers
 - **Recreation** — Parks, Recreation Fields, Swimming Pools, Rest Areas, Foot Paths, Tennis Courts, Race Tracks
 - **Hydrography** — Rivers, Streams, Creeks, Lakes, Ponds, Swamps, Ditches, Drainage Ponds
- Cadastral
 - Parcels, Zoning, Rights-of-Way, Easements
- Elevation
 - Digital Elevation Model, Elevation Contours

Existing Data to Integrate

- Census/Political Boundaries
- VDOT Roads
- Economic Development Sites & Enterprise Zones
- National Wetlands Inventory
- USDA Soils
- Adjacent Counties' GIS Data
- The List Goes On...

Systems Integration

- Assessor's Office – Computer Aided Mass Appraisal (CAMA / CAMRA)
- Emergency Services – Computer Aided Dispatch (CAD)
- Scanned & Linked Parcel Plats
- Digital Photos of Houses/Buildings
- Utility As-builts
- Others?

Who Should Benefit?

Department	Time*
Planning	80%
County Administrator	20%
Commissioner of Revenue	45%
Emergency Services	10%
Schools	10%
Law Enforcement	50%
Registrar	29%
Treasurer	5%
Recreation	8%
Buildings & Grounds	10%
Building Inspection	90%

*Figures Taken from Dinwiddie GIS Needs Assessment 12/98

Planning

- Streamline New Address Assignment
- Automated Production of Updated Parcel Maps
- Faster Parcel Splits/Joins
- Direct Integration Between Parcel Maps and CAMRA System Speeds Information Requests
- Direct Overlay of Parcel Map on High Resolution Imagery
- Improved Handling of Public Information Requests Through Spatial Queries
- Rapid Ad-hoc Development of Hard and Soft Copy Maps
- Powerful Tool for Land Use Planning

Law Enforcement & Emergency Services *When Seconds Count!*

- Improved Response Time
 - Via GIS-CAD Interface
 - Linked Digital Photos Could Aid Address Identification
- Reduced Address Search Time
 - GIS Equipped Dispatchers, and Later In-vehicle GIS, can Route Responders to Driveway and Structure
- Increased Address Location Accuracy
- Regularly Updated Map Books
- Routing Optimization
- Identify Potential Alternate Access Points

Commissioner of the Revenue

- Automated Parcel and Tax Map Data
 - Faster Updates = More Revenue
 - Improved Access & Efficiency
- Online Zoning Information
- Identification of Improvements and Assets Not Included in Assessments
- Better Resolution of Geographically Related Conflicts and Problems
 - GIS Data
 - Orthophotography
- Rapid Production of Color Maps
 - Hard- and/or Softcopy

Building Inspector

- Updated Parcel Maps Can Assist Inspectors Searching for Sites Before Address Assignment
- Inspectors Could Eventually Use Handheld GPS & GIS to Capture New Building Footprints & Update GIS/CAMRA
- Digital Photos of Structures Can be Shot & Linked in GIS

The Process

- Commit Institutionally and Financially to the Project
 - Does the County Want Upgraded Imagery / Monumentation?
- Identify Project Lead / Champion
- Establish GIS Advisory Committee
 - Appoint Representatives from Stakeholder Departments
- Review, Revise and Update Needs Assessment
- Develop RFP Based on Revised Needs Assessment
 - Multi-phase Project with Standalone Deliverables
 - Each Subsequent Phase is at the Discretion of the County
- Review Proposals & Interview Vendors
- Select Vendor & Negotiate Contract
 - Contract Should be Contingent on Completion of VBMP
- Select Area for Pilot Project
 - Prime Economic Development Areas Are a Popular Choice

The Process (Continued)

- Review & Approve Project Scope, System Design & Delivery Schedule Documents
- Prepare, Update & Deliver Required Source Materials (e.g., Parcel Mylars, CAMRA Updates)
- Receive and Review Project Pilot
 - Fine Tune Project Deliverables and System Design if Needed
- Scrutinize All Project Deliverables Before Acceptance
- Maintenance Agreement?
- User Training
- GIS Department & Staff — Manager & Technician(s)
 - This Project Represents a Substantial Investment; Qualified Staff Will Allow the County to Take Full Advantage of it

The Crater PDC Will Provide GIS Consultation When/If Desired Throughout the Project & System Life Cycle



Mr. Birnie explained to the Board that the Virginia Information Network (VGIN), with funding from the Wireless E-911 Services Board, has issued an RFP for the development of a State wide digital orthophotography dataset, known as the Virginia Base Mapping Program (VBMP). This data, once developed, will be made freely available to all state and local government agencies, and is ideal for the development of Geographic Information System (GIS) base map data. The County had a GIS needs assessment developed by Timmons in December of 1998, which specified the acquisition of digital orthophotography and GIS data. The VBMP's digital orthophotography represents a savings in excess of \$100,000 to the County, but still only makes up a part of the overall GIS development process. However, this provides a prime opportunity for the County to take advantage of this savings while the imagery is up-to-date.

Mr. Birnie stated that the VGIN's VBMP RFP was issued November 16th, 2001, and all proposals must be received by December 10th, 2001. After VGIN selects a vendor to provide the imagery, localities will be given the opportunity to

commit to purchase certain imagery resolution upgrades, if desired. VGIN plans to develop the vendor contract in such a way as to allow localities to pay for the imagery at a later date, perhaps at the time of final product delivery. Currently, the State is to be flown in February of 2002, with final digital orthophotography to be delivered no later than February 2003. Although the final delivery dates for the imagery are more than a year off, it was suggested that the County begin its search for a GIS vendor as soon as possible to avoid a scarcity of qualified vendors, increased prices and/or lengthy data development delays.

Mrs. Ralph emphasized that the GIS System would require additional personnel to implement it.

Mr. Birnie also recommended that a GIS Department be established with a minimum of a GIS Manager and a technician. He stated in the presentation that a GIS Manager's salary should start in the neighborhood of \$35,000 to \$40,000, but this can vary considerably, depending on experience, and a Technician should range from \$25,000 to \$30,000.

There was discussion by the Board about who would be responsible for data input to keep the GIS current, how it would interact with other county offices, how it would benefit the County, the costs involved and how it would be implemented.

Upon Motion of Mr. Bracey, Seconded by, Mr. Haraway, Mr. Bowman, Mr. Clay, Mr. Haraway, Mr. Bracey, Mr. Moody voting "Aye",

BE IT RESOLVED by the Board of Supervisors of Dinwiddie County, Virginia, that the Planning Department is authorized to proceed with the issuance of an RFP for the development of a County Geographic Information system with the option of the assistance of VBMP imagery provided by VGIN.

IN RE: DISCUSSION OF PUBLIC – PRIVATE PARTNERSHIP

The Board met with representatives from VEDP and ABIDCO and discussed the concept of a public/private partnership for developing industrial sites. The development of an industrial site is one of the projects being considered for the use of the Tobacco Commission funds designated for Dinwiddie County.

IN RE: CLOSED SESSION

Mr. Clay moved that the Board now convene in a closed meeting to discuss matters exempt from the open meeting requirements of the Virginia Freedom of Information Act:

- The purpose of the closed meeting is to discuss subject matters identified as §2.2-3711 A. 3 Real Property; §2.2-3711 A.1 Personnel – County Administration.

Real Property - §2.2-3711 A. 3 of the Code of Virginia

Acquisition of real property for public purpose OR the disposition of government owned property where public discussion would jeopardize the County's or Town's bargaining or negotiating position

Personnel Matters - §2.2-3711 A. 1 of the Code of Virginia

Candidates for employment or the assignment, appointment, promotion, performance, demotion, discipline, salaries, compensation, resignation of employees

Mr. Haraway seconded the motion. Mr. Clay, Mr. Haraway, Mr. Bowman, Mr. Bracey, Mr. Moody voting "Aye", the Board moved into the Closed Meeting at 1:24 P.M.

A vote having been made and approved the meeting reconvened into Open Session at 2:14 P.M.

IN RE: CERTIFICATION

- Whereas, this Board convened in a closed meeting under § 2.2-3711 A.3, for the purpose of Real Property; and §2.2-3711 A.1 Personnel – County Administration.

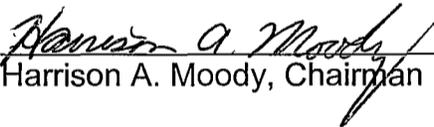
And whereas, no member has made a statement that there was a departure from the lawful purpose of such closed meeting or the matters identified in the motion were discussed.

Now be it certified, that only those matters as were identified in the motion were heard, discussed or considered in the meeting.

Upon Motion of Mr. Haraway Seconded by, Mr. Bowman, Mr. Bowman, Mr. Clay, Mr. Haraway, Mr. Bracey, Mr. Moody voting "Aye", this Certification Resolution was adopted.

RE: ADJOURNMENT

Upon Motion of Mr. Clay, Seconded by Mr. Bracey, Mr. Clay, Mr. Haraway, Mr. Bowman, Mr. Bracey, Mr. Moody voting "Aye", the meeting adjourned at 2:15 P.M.


Harrison A. Moody, Chairman

ATTEST: 
Wendy Weber Ralph
Assistant County Administrator

/abr