

**THE NEW ALBANY SEWER BOARD AND STORM WATER BOARD HELD A WORK SESSION IN THE EAST CONFERENCE ROOM OF THE WASTE WATER TREATMENT PLANT ON FRIDAY, APRIL 12, 2013 AT 9:00 A.M.**

**PRESENT:** Scott Wilkinson, Chris Conrad, Rob Sartell, Ed Wilkinson, Gary Brinkworth, Mayor Gahan, April Dickey, Vicki Glotzbach, Kendis Scharenbroich, Brandon Crissinger, Hans Peterson and Wes Christmas

**Mr. Christmas** stated that they have been contracted by the sewer utility to basically develop and convert the existing Auto CAD mapping. He said they will take the existing mapping along with detailed survey information and develop a GIS based map and system and further implement some asset management capabilities. He also said that he received technical information from Mr. Walker and Mr. Moore before the meeting.

**Mr. Moore** asked once it is developed who is responsible for maintenance.

**Mr. Christmas** replied that is something that will be talked about to decide if there will be someone in-house that will update it or if they will go outside to update it.

**Mr. Moore** stated that the sewer utility has jurisdiction outside the city that could possibly be county and asked if the developer is going to be required to digitize and put that information in or is it going to be the sewer utility putting that in. He added that he just wanted to make sure that the county is not going to be responsible for any of the maintenance.

**Mr. Christmas** stated that he would anticipate that the sewer utility would manage the sewer infrastructure in keeping their mapping up to date.

**Mr. Ed Wilkinson** stated that sewer utility will not be requesting dollars from anyone because we will own, license and pay for the entire operation.

**Mr. Christmas** stated that the way he envisions it, the sewer utility will come up with it and manage it and hopefully we can share data but everyone maintains their own data.

**Ms. Scharenbroich** presented a power point presentation to give an overview of Prowest which is a GIS consulting firm. She went over reasons that you would want to use GIS technology such as eliminate paperwork, efficiently distribute maps and data, improved decision making and minimize redundant efforts. She said that GIS is a platform for desk top tools, web tools and mobile tools. She said that it is comprised of hosting options if you can't have your own infrastructure in-house. She stated that there are different versions of desktop software, server software, mobile software and online options.

**Mr. Peterson** added that this may be something that changes over time because you may start out with a few licensed servers and over time may migrate to serving it on the web.

**Ms. Scharenbroich** explained how GIS is used throughout the sewer utility. She said that it is used in asset maintenance and inspections, sewer lining management, coordinate construction efforts, manage sanitary inspection data (TV) and coordinate field operations. She also said that GIS is used throughout an entire organization in many departments for many different things. She showed a list of some of the things that other cities are doing with GIS such as park applications, economic development, permitting inspections, lane closures, pavement management, sign management, traffic management, fire departments, law enforcement, flood applications and planning and zoning types of uses. She stated that when it comes to utilities, some of the specific areas that GIS is going to touch are asset management, planning/analysis, field mobility, operational awareness and serving the public. She stated that you can also tie a lot of non spatial data into your GIS system such as televising videos, existing maintenance records,

inspection records, customer information system and digital photos. She went over the benefits such as time savings with centralized data management. She went over some examples of cost savings. She said that she wanted to talk about workflow, priorities, how data will be maintained and look at streamlining business processes. She said that there are lots of different ways that GIS can be distributed in the field and she talked about connected or disconnected needs. She stated that you will need to have hardware and software to help manage your GIS. She said that you can host your GIS on premise and maintain it internally or there host it options.

**Mr. Christmas** stated that he thinks that the demos will explain better what she has discussed.

**Mr. Ed Wilkinson** stated that as far as hosting, we want everything in-house and do it all on premise.

**Mr. Christmas** stated that you are going to have control of your data but it may be beneficial if it is shared with other groups and they are going to have information that may be beneficial to you if shared.

**Ms. Scharenbroich** went on to present a demo of St. Paul, Minnesota. She stated that they started with a data conversion project just as you are doing. She said that they do some of the maintenance themselves and have Prowest do some of it so it is a joint effort. She stated that they went through their data conversion process and had a maintenance process in place and then invested in the web based technology. She said that they have a web server with one piece of software on it and that piece of software allows them to distribute web maps to everyone rather than having multiple licenses of software on desktops. She then moved on to the city of St. Cloud and said that the web solution worked out very well because they have good cellular networks throughout the whole city so they invested in Panasonic Tough Books which are really heavy duty laptops. She said that they contracted with Prowest to help them build the web application that their users could access via their wireless networks out in the field.

**Mr. Christmas** showed the web application and explained the difference between that and the desktop version. He also explained how you could set up one license of the desktop version that someone from the utility is trained in and can maintain and then everyone else in the utility can use that information from a web application.

**Ms. Scharenbroich** said that the main thing is that you have control of your own data.

**Mr. Ed Wilkinson** stated that everything that is done here needs to coordinate with the new design manual so that we don't have several different sources of information.

**Mr. Christmas** stated that he thinks that the design manual in conjunction with the development of this GIS mapping and tool will take care of that. He added that maybe through a modification of the manual and the requirements that you put on a developer, you can have them require submittal of data in a format that makes this very easy to pull in the data.

**Mr. Brinkworth** asked if you just need coordinates.

**Mr. Christmas** stated that it can be formatted however you want it. He added that it is just like the hard plans but just electronically submitted and has the certain requirements that you would identify in the design manual.

**Mr. Sartell** asked if the design manual spells out what format is supposed to be required.

**Mr. Christmas** replied that it probably does but we could probably better define it.

**Mr. Crissinger** stated that you are still going to need someone in-house to perform maintenance.

**Ms. Scharenbroich** continued with her demo of St. Cloud, Minnesota, and showed the layers of data that they have in place.

**Mayor Gahan** stated that the sewer utility is very important and we want to make sure that we have all of the tools that we need.

**Mr. Sartell** stated that they have done a lot of TVing and cleaning over the last decade and asked if they will be able to structure this to capture some of that information.

**Mr. Christmas** stated that you will be able to capture as much of that information as you want.

**Mr. Scott Wilkinson** asked if there would be software that they could actually tie in video inspections.

**Mr. Christmas** stated that information could be linked in but it depends on how much effort you want to put into going through the historical data and inputting that data.

**Mr. Conrad** asked how much information they are going to be able to get using a smart phone versus the desktop.

**Ms. Scharenbroich** replied that you are not going to be using the smart phone to enter in the data; however, you can use a smart phone as a viewer to view your basic infrastructure.

**Mr. Conrad** asked if it would be the same with an iPad.

**Ms. Scharenbroich** replied yes and stated that iPads are affordable and they work well.

**Mr. Conrad** said that he was asking because he wanted to know if someone is doing an inspection, can they input that information right there and everyone can see it immediately.

**Ms. Scharenbroich** replied that you can. She added that the Tough Books or iPads would be for viewing your GIS data and managing your maintenance. She stated that editing the spatial data would have to be updated on the desktop. She also stated that St. Cloud developed their inspection program first and then they implemented their maintenance program. She added that on both, they can track operator information such as who was out there, what they did, how long they were there, etc. She said that they are also tracking whether it was preventative maintenance activity or critical maintenance activity.

**Mr. Crissinger** stated that you can then generate reports of these preventative activities and critical activities and how much time was spent on them overall.

**Ms. Scharenbroich** stated that you can only get out of the system what you put into it. She said that it took St. Cloud phases to put together all of their information with the goal in mind to automate their outputs for their annual report. She then asked how the sewer utility is tracking maintenance and inspections right now.

**Mr. Sartell** replied that it is a paper trail.

**Ms. Scharenbroich** stated that the decision would have to be made on whether you want to convert the old data into the new system or start from scratch. She added that converting legacy systems into the new system is a big job.

**There was a lengthy discussion regarding what data should be converted.**

**Mr. Christmas** stated that he feels confident that there will be a way to get the data in the system that they want to get.

**Ms. Scharenbroich** asked what their highest priority is and what would be the first thing that they would want to focus on.

**Mr. Sartell** replied historical data collection.

**Mr. Christmas** stated that the lining rehabilitation program is in its infancy and there is no way that it is being tracked right now so he thinks that will be a high priority for us to develop some sort of a procedure for tracking of that. He then asked how the sewer utility handle locates and if they participate in 811.

**Mr. Scott Wilkinson** stated that they just got involved in 811.

**Mr. Ed Wilkinson** stated that we are dealing with \$250,000.00 and the priority of where we spend that money so he wants to make sure that when we end up with a finished product, it is workable and we won't have five different links that are not completed.

**Mr. Christmas** explained that he feels that they will be able to get this all set up and it is going to be a matter of getting the information into what is set up. He said that it will be there and available, ready for input. He also said that the key point is that you are going to be able to get a lot out of this with the information that you have that will be put in but you will always be able to improve it to get more uses out of it.

**There was a lengthy discussion regarding the existing CAD data and how it is maintained.**

**Mr. Christmas** stated that from the GIS standpoint he proposed that when they do the conversion, capture the information, store it and reassign a number to every component of the infrastructure but still have the historic naming for each of them. He added that each basin should be treated as its own entity.

**There was a lengthy discussion regarding the software and hardware that will be needed.**

**Mr. Christmas** stated that the next task is digesting the information that was received today, summarizing it and getting something back to you based on what was discussed.

**ADJOURN**

**There being no further business before the board, the meeting adjourned at 12:00 p.m.**

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**Gary Brinkworth**

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**Vicki Glotzbach**