

**THE NEW ALBANY SEWER BOARD HELD A WORK SESSION IN THE EAST  
CONFERENCE ROOM OF THE WASTE WATER TREATMENT PLANT ON  
THURSDAY, DECEMBER 11, 2013 AT 10:00 A.M.**

**PRESENT:** Rob Sartell, Ed Wilkinson, Joe Seiler, Scott Wilkinson, Gary Brinkworth, Scott Wood, Vicki Glotzbach, Kendis Scharenbroich and Wes Christmas

**Ms. Scharenbroich** stated that her purpose today was to walk everyone through the GIS site. She said you can use the system on your desktop or iPad but there are a few things that they will have to work out when using your iPad. She said that there is a whole big world of internet browsers and technology staying in sync with each other. She stated that if you do have issues when testing the site you can let her know directly or you can choose one person in the organization that all questions get funneled through and they can contact here. She stated that if you do have issues, the number one thing you can do is to identify the browser and what version you are on because that is the number one thing that we look at when troubleshooting an issue. She stated that they have county data and she has been working with Mr. Christmas to make sure the information is updated on a regular basis on the website. She stated that the utility data is probably about three months old so if there are some data questions as we are going through this then it might just be that Mr. Christmas needs to give updated data. She explained that if Clarke Dietz doe make some updates, it will be really easy for them to do a check out which means they can check out a copy of the utility data and make edits and check it back in. She started with navigation and said there a couple of different ways to navigate such as zoom in/out buttons, navigational dropdown where you can actually grab your zoom in/out tools and a series of short cut keys like the shift key where you can left click and drag.

**Mr. Brinkworth** asked if you zoom out the same way.

**Ms. Scharenbroich** said that if you ever get lost and not sure what to do then go to zoom extent and that will take you back to the original view. She said that you can use scroll wheel on your mouse to zoom in but cannot zoom back out. She said that is one of the bugs that will be worked out.

**Mr. Sartell** stated that he was able to use the scroll wheel to zoom out and in.

**Ms. Scharenbroich** stated that it may depend upon which browser you use. She said that Internet Explorer version 11 seems to be having the biggest issue and Chrome or Firefox doesn't seem to be as much of an issue so a different browser could be another thing to try if you are having trouble. She showed that there are brown circles for sanitary structures and rusty orange color for the mains and said there are flow arrows on there as well. She said that you can change the symbols, colors and how the map looks and gave the following example. She said that structure IDs and basin IDs are labeled on there so if you wanted pipe size and diameter already labeled you can do that. She said that the map is very flexible and can be changed. She also said that they can teach the city how to do updates. She stated that there are a couple of different ways to access data and one is the quick identify setup so you can do a single click on a structure or a main and it will bring up the window with all of the existing data.

**Mr. Scott Wilkinson** asked if that is the attributes table that she is pulling up.

**Ms. Scharenbroich** replied yes. She explained that right now there is not a lot of information in there but what is in there will show up. She added that when you are on the iPad you just do a single tap to bring that same window up. She said that right now that window is configured to work with the mains, structures and lift stations. She also said that you can use the identify button and there are several different ways to select features on the map. She said you can select one feature at a time, select by line which is good for parcels and the most common is select many.

**Mr. Christmas** stated that the intent today is to demo the site and get feedback. He said that the next phase would be to set lining application and inspection and maintenance module. He said that the intent is to go immediately into the development of the next phase with those applications.

**Mr. Brinkworth** asked about adding stormwater information.

**Mr. Christmas** stated that there is some information and as far as showing it would be very simple but gathering new data would be different.

**Mr. Brinkworth** asked about other utilities down the road.

**Mr. Christmas** said that he thinks that it comes down to the sewer board making a decision but it is all information that is going to be housed on the city server and would easily be accessible by anyone in the city.

**Mr. Ed Wilkinson** stated that the sewer utility owns the server and will control who has access but he presumes that the board will be willing to share.

**Mr. Christmas** stated that he thinks the intent hopefully is to get as much information on the city at some point in the future on something like this where everybody can see what each other is doing and can be a tool that everyone benefits from.

**Mr. Brinkworth** stated that it will benefit the sewer utility to know where the water lines and gas lines are so that if we have to replace a sewer line. He added that down the road it will just be a benefit.

**Mr. Christmas** stated that we could reach out to the other utilities that the city doesn't own to see if they will share their information.

**Mr. Wood** stated that right now we have to go through the county commissioners to get anything done with 39 Degrees North. He also stated that this could become a platform for the city's GIS network.

**Mr. Christmas** stated that we are using the county's base data like their parcel information which they are responsible for maintaining and we are simply referencing it and showing it. He said that they have copied all of their data for us and that it was accurate when it was pulled over but is not being synced on a daily basis but we can do that pretty easily and will have to work that out.

**Mr. Ed Wilkinson** asked if there is any significance to stormwater getting their stuff in earlier or is it better to add that as we go.

**Mr. Brinkworth** stated that it is going to be a piece at a time because they don't have the money that the sewer utility does and they have to spend all of their money on drainage projects so it will not be anywhere in the near future.

**Mr. Christmas** stated that as far as showing data, he feels that can happen any time. He added that he has a file that he can access but he wouldn't rely on it very much.

**Mr. Brinkworth** stated that he wouldn't rely too much on the sewer either because we can look for a manhole that is supposed to be on a certain corner and it is halfway down the street sometimes.

**Mr. Christmas** stated that the information that stormwater does have could easily be shown on here.

**Mr. Ed Wilkinson** asked if Pro-West can prepare a quote to show the stormwater assets that are available in those files that are commonly out there.

**Mr. Christmas** stated that he has a file that he can show.

**Mr. Brinkworth** asked if he could see it before we ask for a quote.

**Mr. Christmas** replied yes and said that it is definitely worth showing but it is not complete.

**Mr. Brinkworth** asked if Jacobi, Toombs & Lanz did the work for them.

**Mr. Christmas** replied yes.

**Mr. Scott Wilkinson** stated that he knows that Mr. Ham has a GPS device but he doesn't know if they are using it.

**Mr. Christmas** stated that there is a benefit to showing it for the sewer utility to just see it and know where it is and we can add that in easily as a layer. He added that when stormwater decides to update and expand upon that it can easily be accommodated.

**Mr. Wood** said that we have the 91' topography map which has a digital layer with topography in it which is obviously 22 years old.

**Mr. Brinkworth** stated that's where he thinks there are some problems with the locations of manholes are.

**Mr. Wood** stated that the storm collection system in their mapping is not reliable.

**Mr. Christmas** stated that if you wanted to convert CADs that would take a little more effort. He said there is a lot of clean up that goes into converting. He added that converting is a little different than taking the existing GIS information that stormwater has and showing it.

**Mr. Brinkworth** stated that is something that can be looked at in the future.

**Mr. Ed Wilkinson** stated that we may want to get all of the new stuff and bond projects on there as soon as it becomes available for the simple references of the tie ins.

**Mr. Brinkworth** pointed out that we are requiring by ordinance as built after a project is done. He said that it is more important to get this one done and from there all of the bugs can be worked out and then we can start adding to it as we go.

**Mr. Christmas** stated that in the future the design manual could possibly be modified to get as built exactly as you want them so that the contractors supply them in the manner that they can easily be put in.

**Ms. Scharenbroich** stated that if you want maintenance and inspections added to this then you will want to have a login page especially if you are expanding into other people having their data on here. She said that right now there is no login page but when you start getting into maintenance modules and things like that then you will want to add a login page to manage access to information.

**Mr. Christmas** stated that you have the ability to limit each login to what you want it to be.

**Ms. Scharenbroich** stated that when you go from a viewer to an editing mechanism that is when this administrative piece needs to be added and as long as you are in viewer status you don't need that capability.

**Mr. Christmas** asked if they planned on having one in the next phase.

**Ms. Scharenbroich** stated that when we get to the next module and start doing the editing you will want to have some sort of login page to control access. She then went back to the identify window and selected many and it gave the results tables down at the bottom. She said that you can click on the records to bring up a vertical view of your tabular data as well. She also said that you can sort fields just by clicking the field header. She stated that the clear button will clear your selections. She then moved on to parcel information and said that if you are trying to identify something and you are not getting the information on it then check to make sure that you have the correct layer selected. She said that you have to tell the system that you want to identify on structures or on names, etc.

**Mr. Christmas** stated that one of the discussions with the county is that there is some information that was given to him on the file they submitted that they wouldn't necessarily want displayed on our site that they don't display on their site either. He said that they are definitely open and want to share data but they just want to be clear on what information is allowed to be shown.

**Mr. Brinkworth** said that is not really needed in this situation because we can always 39 Degrees North.

**Mr. Christmas** stated that he thinks the ownership is very important to have.

**Mr. Brinkworth** stated that in that situation he agrees.

**Ms. Scharenbroich** stated that if you decide that there are only four or five fields of information that you want then we can hide all of the rest of the fields. She stated that they are still there but you don't have to look at them.

**Mr. Christmas** stated that the property owner and address will probably be just about the only information you will need.

**Mr. Brinkworth** stated that it may be handy to put the deed in there if it is available.

**Ms. Scharenbroich** demonstrated how you can scroll through and select sanitary sewer segments and view them at the bottom and anything in the program that you select that you can view you can export out to EXCEL. She said that there are other advanced selection types that you probably won't be using right away but mostly what you will be doing right now is selecting a feature that you want more information on.

**Mr. Christmas** asked if the city limits are on there.

**Ms. Scharenbroich** showed that city limits on the map.

**Mr. Christmas** said that you can manipulate how the information is shown to you. He said that you will have the freedom to change anything that you see as far as the layers and how it looks.

**Ms. Scharenbroich** stated that groups of people will share a common way that they want to view the map. She said that if you want the map to look and function in a certain way per person then that becomes difficult.

**Mr. Christmas** said that Mr. Scott Wilkinson could create a separate map for a project since he has a desktop license and it can be saved however he wants.

**Ms. Scharenbroich** demonstrated how you access the information by clicking on the legend button and said that some people like to adjust the transparency of their aerial photos. She then stated that there is a pin search and a physical address search that has been defaulted and it is pretty easy to add other searches. She explained that as you use the site then you could give feedback and instead of having to do a custom search all of the time it could be changed to a quick search. She added that advanced search gives the ability to search on any data that you have right now or that is added in the future so right now you can switch between lift stations, sewer lines or structures.

**Mr. Christmas** stated that the more information that is put in GIS, the more capability you have of searching and tracking things.

**Ms. Scharenbroich** stated that it will automatically pull for you all of the values that are currently in the database on some things such as the structure size.

**Mr. Christmas** asked if that gives you the ability to search on something in a basin like all pipe sizes less than 12" or less in diameter.

**Ms. Scharenbroich** replied that right now it is showing as a text field but she will look into that. She stated that you have the ability on the web to extract any of the information that you have in there. She also stated that Mr. Wood brought to her attention that the physical address field that the county has in their database right now has the entire address. She said that she thinks that Mr. Wood was typing in 1233 Vance Avenue but the county didn't have avenue in there so because of the way that field is structured, the best way to do an address search is to type in the number and the first part of the street name. She then showed how the auto flow works and said that is something that could possibly be added. She then moved on to printing and said that you can type in map titles or who is creating the map and they can be printed in high or low resolution. She said that the two options for layouts are landscape (8 ½ X 11) or landscape (11 X 17) and as you use this you can set up print templates to whatever you want. She also said that you can choose what type of output you want but it does default to PDF because that is the most common one that people use. She also said that if you don't like the default standard layout that is something that can be changed.

**Mr. Wood** asked if you can set it to scale.

**Ms. Scharenbroich** replied yes and said that you would click on preserve scale. She added that all of the maps are set to certain scale levels so it is a common practice to enhance the performance of web mapping sites.

**Mr. Brinkworth** asked if you print it out then it is going to print at that scale.

**Ms. Scharenbroich** replied yes.

**Mr. Brinkworth** asked how accurate that is.

**Ms. Scharenbroich** replied that they are not intended to be engineering grade types of maps.

**Mr. Christmas** stated that it should be as accurate as the data is.

**Ms. Scharenbroich** stated that is something that needs to be typed in map titles and you have to pick out what type of output notes on scale.

**Mr. Christmas** stated that it should be as accurate as data that is entered.

**Mr. Scott Wilkinson** asked if he wanted to print out a map at 1 to 2,000 scale so that he could go back and scale it to measure a distance on a drawing that he has created could he then go in and set the scale and click preserve scale and then print the map selection area and then he would be able to scale that with an engineer's scale.

**Ms. Scharenbroich** replied yes.

**Mr. Seiler** asked if the attributes have distance between manholes.

**Mr. Scott Wilkinson** replied yes if it was available.

**Mr. Christmas** stated that if we surveyed those in then the distance should be very accurate.

**Ms. Scharenbroich** stated that the measuring tool measures linear distances as well as acreages. She then demonstrated that tool. She also stated that measuring can be done in lots of different ways. She said that this is a standard measure tool and as you are drawing the line the distance actually shows up on top of the line.

**Mr. Brinkworth** asked if you can go from manhole to manhole to manhole will it give you individual lengths of pipe in between them.

**Ms. Scharenbroich** stated that it will give you the running total.

**Mr. Brinkworth** asked if it will break it down into segments.

**Mr. Christmas** stated that it won't keep showing individual segments but if you were to modify the tool and it showed the distance above the line then that could do it.

**Ms. Scharenbroich** stated that they could certainly work with you on how that measure tool works.

**Mr. Christmas** stated that this is just the web application and you can do anything in the desktop version.

**Mr. Brinkworth** asked if anyone could access to the web application.

**Ms. Sharenbroich** stated that Mr. Walker would have to give you remote access to the city server.

**Mr. Christmas** stated that right now it is not on a public website and is behind the city's firewall.

**Mr. Brinkworth** asked how engineering firms or other utilities can get on it to see where the sewers are located.

**Mr. Christmas** stated that if we were to have an agreement with the county in sharing data then they would be showing the sewers on 39 Degrees North.

**Mr. Brinkworth** asked how all of these manholes are located.

**Mr. Christmas** replied that some have been surveyed and the others were from the GRW '91 maps.

**Mr. Brinkworth** asked how someone would know which ones are accurate and which ones are not.

**Mr. Scott Wilkinson** stated that there could be a note in the attributes table as to whether it has been field located or estimated.

**Mr. Brinkworth** stated that he can see where if all of the other utilities got on board and put their information on this then it would be very beneficial for everyone.

**Ms. Scharenbroich** went over the locator button which will zoom into your location if you are on an iPad. She then moved on to the draw tools and said that you could draw some simple maps. She stated that once you draw a graphic you can move it around and adjust the transparency. She then moved to the help icon and said that it has a help manual associated with it.

**There was a lengthy discussion regarding a public disclaimer.**

**Mr. Ed Wilkinson** stated that once we give people the ability to tap into our data or provide them with any kind of mapping, we should use disclaimers.

**Ms. Scharenbroich** agreed and stated that they deal with this all the time and can provide sample agreements and contracts that other government agencies have used.

**Mr. Christmas** stated that would have to go through the mayor's office.

**Ms. Scharenbroich** suggested that a small group of people should start using the site and compile feedback for them so that they can fix the things that fall into scope that need to be fixed.

**Mr. Christmas** asked Mr. Scott Wilkinson what he needs from Pro-West right now since he will be working the desktop.

**Mr. Scott Wilkinson** stated that the beta testing is very important and he is not going to do any editing until he is capable and competent to do that.

**Mr. Christmas** asked if the group if they want to have Pro-West give pointed and specific training.

**Mr. Scott Wilkinson** suggested that they revisit that once the beta testing program is underway.

**Ms. Scharenbroich** stated that the next step would be to purchase the tablets and there needs to be a security discussion with sewer utility IT, Pro-West and Mr. Christmas and how that's going to be accessed out in the field.

**Mr. Ed Wilkinson** asked Ms. Scharenbroich if she is saying that there is a certain amount of information that will not be accessible to us unless we have a license agreement with Pro-West.

**Ms. Scharenbroich** replied no.

**Mr. Christmas** stated that the security is to just allow that the iPad is on a cellular network to access it.

**Ms. Scharenbroich** said that you want the city employee to access the data in a secure manner so that not just anyone could access it. She said that is the conversation that needs to be had with IT.

**There was a lengthy discussion regarding the new software that the controller's office is looking at from Tyler Technologies and if that will affect the sewer utility.**

**Mr. Christmas** stated that if you go with an inspection and maintenance off the shelf then it is going to impact the effort that we need to do.

**Mr. Scott Wilkinson** asked if City Works would be able to interact with this.

**Ms. Scharenbroich** stated that City Works would have their own mapping interface and they have many different modules for managing work orders, maintenance, inspections, etc.

**Mr. Sartell** asked if Pro-West has that capability.

**Ms. Scharenbroich** stated that Pro-West provides those types of modules and tailored solutions.

**Mr. Christmas** stated that he thinks we should just sit where we are at until we make a decision on if we are going the custom route or the off the shelf route.

**Ms. Scharenbroich** suggested that you have your City Works demo and shortly thereafter have another demo with Pro-West and then that will give you a good playing field.

**ADJOURN:**

**There being no further business before the board, the meeting adjourned at 12:15 p.m.**

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**Gary Brinkworth**

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**Vicki Glotzbach**