



MINUTES – Approved as Distributed on July 26, 2024

DATE: Friday, April 19, 2024
TIME: 11:00 am
PLACE: Brookens Administrative Center
1776 E. Washington St.
Urbana, Illinois

Consortium Member Agencies	Present	Absent
Champaign	Mark Toalson	
Urbana	Tim Cowan	
Rantoul	Jake McCoy	
Champaign County	M.C. Neal	
UIUC	Chad Kupferschmid	James Sims
Mahomet	Abby Heckman	
Savoy	Christopher Walton	
St. Joseph	Joe Hackney	

Others: Steve Summers, County Executive

CCGIS Staff: Leanne Brehob-Riley (Director), Mary Ward (Recording Secretary)

MINUTES

I. Call to Order

Ms. Heckman called the meeting to order at 11:02 a.m.

II. Roll Call

Roll call was taken by written record and a quorum was declared present.

III. Approval of Agenda

MOTION by Mr. McCoy to approve the agenda; seconded by Mr. Neal. Upon voice vote, the **MOTION CARRIED** unanimously.

IV. Public Participation

There was no public participation.

V. Approval of Minutes

A. January 19, 2024 Meeting

MOTION by Mr. Kupferschmid to approve the January 19, 2024, minutes as distributed; seconded by Mr. McCoy. Upon voice vote, the **MOTION CARRIED** unanimously.

23 **VI. Financial Statements**

24 A. FY2023 – 1/1/2022 through 12/31/2023- final

25 Ms. Brehob-Riley stated the 2023 financials are now final. She noted member revenues
26 ended up slightly higher than expenditures. The U of I payments were received after the close
27 of FY2023 so their contributions are reflected in the FY2024 financials.

28 STEVE SUMMERS JOINED THE MEETING.

29 B. FY2024 – 1/1/2024 through 03/31/2024

30 CHRISTOPHER WALTON JOINED THE MEETING.

31 This is the time of year when expenditures exceed revenues as membership contributions are
32 not collected until July. Map and data sales are closer to \$3,000. Revenue collected via PayPal
33 has yet to be posted.

34 **MOTION** by Mr. Walton to receive and place on file the FY2023 final financial statement and
35 the FY2024 1/1 through 3/31 financial statement; seconded by Mr. Kupferschmid. Upon voice
36 vote, the **MOTION CARRIED** unanimously.

37 **VII. Business Items**

38 A. Approval of Updates to CCGISC Rules and Procedures

39 The County requested CCGISC establish and adopt a Paid Leave Policy for the Paid Leave for
40 All Workers Act (PLAWA) and an associated Statement of Operational Needs. These have
41 been added to the CCGISC Rules and Procedure document and reviewed by County legal.

42 **MOTION** by Mr. Cowan to approve the updates to the CCGISC Rules and Procedures;
43 seconded by Mr. Neal. Upon roll call vote, the **MOTION CARRIED** unanimously.

44 B. Approval of GPS Base Station Agreements

45 1. *CCGISC / University Cost Share Memorandum of Understanding*

46 This is an agreement between the University and Consortium. It essentially extends the
47 previous five-year agreement through October of 2029. The University reduced the
48 requested cost share to \$2,408 annually.

49 2. *Base Station Intergovernmental Agreement*

50 This is an agreement between each of the participating agencies and the Consortium. It
51 allows CCGISC to collect the funds needed to pay the University. Approval allows the Director
52 to forward the IGA on to the individual agencies. Once all the agencies return and sign the
53 IGA, the Cost Share Agreement with the University will be executed. The IGA has already
54 been reviewed by each agency - Ms. Brehob-Riley does not anticipate any issues with the
55 approval process.

56 Mr. Toolson questioned the fee as it had gone down. It is a reduction of approximately \$2,200
57 from the previous five-year agreement. Ms. Brehob-Riley explained the reduction is due to
58 several factors. The University is now picking up one-sixth of the cost and only charging for
59 the cost of the equipment that needs to be replaced. In addition, the agencies agreed when
60 the radio receiver hits end of life it will not be replaced; access will be limited to a cellular

connection. The question was asked if the IGA needs full board approval. That is a decision for each agency, but the understanding was it would require board approval.

MOTION by Mr. Toalson to approve both the CCGISC/University Cost Share Memorandum of Understanding and the Base Station Intergovernmental Agreement; seconded by Mr. Cowan. Upon roll call vote, the **MOTION CARRIED** unanimously.

C. Semi-annual Review of the Closed Meeting Session Minutes

Ms. Brehob-Riley stated that to date, there had only been one closed session meeting and that was to discuss staff salaries. Per County guidelines, these minutes are to remain closed for 10 years or until such time the staff are no longer employed. Because staff members are still employed, the Director requests the Committee accept the State's Attorney's recommendation and keep the closed session minutes closed.

MOTION by Mr. McCoy to accept the recommendation to keep the closed session minutes closed; seconded by Mr. Walton. Upon voice vote, the **MOTION CARRIED** unanimously.

D. Discussion of County-wide 3-inch Ortho-imagery

As requested, a cost estimate associated to obtaining county-wide 3-inch ortho-imagery was included in the packet. Based on the 2023 acquisition responses the cost would be approximately \$205,000. Estimates were also provided for costs associated to moving forward with a 3-inch project in both 2026 and 2029.

Brief discussion followed with agencies stating they would not be interested in moving forward with 3-inch acquisition.

E. Discussion of Third-Party Access & Rules of Engagement

Ms. Brehob-Riley said that agencies are utilizing third party consultants in a more comprehensive manner rather than a project-by-project basis. The Consortium currently does not have policies in place to support this model or allow third party access to CCGISC data or infrastructure. There are risks associated to such access. Primary concerns include consumption of publicly shared services, database overloads, data policy violations, and County network security.

Ms. Brehob-Riley proposed that Consortium staff work with County IT and legal counsel to draft a "Rules of Engagement" document in an effort to protect the interests of the Consortium and County while allowing a reasonable level of access. She then proposed the possibility of holding a special meeting prior to the July CCGISC Policy Committee meeting to review the draft rules and obtain additional direction in attempt to have the document ready for approval in July.

Discussion followed. Mr. Toalson asked if there would be restrictions on what third party consultants could do with the data. Ms. Brehob-Riley stated they would, at a minimum, be subject to the same restrictions as the member agencies. There would need to be additional rules if they are given access to CCGISC infrastructure which is hosted on the County network. Concerns were also expressed about possible bandwidth issues. Mr. Cowan supports doing this in a structured way to provide the necessary security.

Mr. Walton stated that he doesn't like the idea of letting third parties into the GIS data/infrastructure. He has concerns about third-party Denial of Service attacks and adversarial actions in cyberspace. He does understand that there are projects where a third-

103 party will need access to the data. He also floated the idea that instead of hiring consultants
104 for some projects that those funds could be diverted to the CCGISC to hire a part-time or
105 temporary person to do that work and that person could work on multiple projects. At a
106 minimum, rules of engagement and third-party standards are necessary.

107 Mr. Cowan agreed the Consortium needs rules of engagement and third-party standards. Mr.
108 McCoy stated Rantoul is struggling to fill their GIS position and they are using a consultant
109 along with the assistance of CCGISC staff. Mr. Walton asked the committee member if they
110 want to invest in consultants or the Consortium. Mr. Neal echoed Mr. Walton's view but
111 acknowledged there is also a need for consultants with limited access and permissions. He
112 continued stating there may be times where there is a short-term or limited need to hire
113 temporary or "visiting" staff to help the Consortium complete projects for the member
114 agencies.

115 The consensus is to explore both options and move forward with working on rules of
116 engagement.

117 F. GIS Director's Report

118 1. *Work Plan Status Report*

119 The work plan and report document are provided for reference. Any changes are noted in
120 **bold** font.

121 2. *CCGISC Technical Representative Projects*

122 CCGISC is currently working on two projects initiated at the last Technical Representatives
123 meeting – the Property Code/Land Use project and Road Jurisdiction project. The Road
124 Jurisdiction project is focused on developing jurisdiction layers for ownership and street
125 maintenance. The Property Code project should be wrapped up in the next month or so. A
126 review app for the Roadway Jurisdiction project was provided to the Technical
127 Representatives for review.

128 3. *Recorders Fee*

129 County findings related to the internal cost-study analysis to evaluate the existing \$15 GIS
130 Recorders fee will be presented to the County Finance Committee in May.

131 Mr. Toalson asked if there is a recommendation. Ms. Brehob-Riley believes they are asking
132 for a \$6 increase from \$15 to \$21. \$20 would go to the GIS Fund and \$1 to the Recorder.

133 4. *Other Items*

134 Ms. Brehob-Riley asked if the members were still interested in a presentation by Pictometry
135 to discuss the benefits of oblique imagery and their other product offerings. Mr. Toalson
136 stated the City of Champaign usually acquires imagery from Pictometry on the years when
137 the Consortium does not acquire county-wide ortho-imagery. He continued stating that this
138 year the cost quoted by Pictometry for the City of Champaign was approximately \$30,000.
139 Next year, they are offering 1-inch imagery. It was determined Ms. Brehob-Riley will schedule
140 a presentation with Pictometry.

141 **MOTION** to accept and place the GIS Director's Report on file was made by Mr. Walton and
142 seconded by Mr. Cowan. Upon voice vote, the **MOTION CARRIED** unanimously.

143 Seeing there was no other business, Ms. Heckman adjourned the meeting at 11:41 a.m.