

## ACTION OUTSIDE OF A BOARD MEETING

11/28/23

On November 28, 2023 at 9:39:04 AM, Fred Brazelton ([fbrazelton@platformllc.com](mailto:fbrazelton@platformllc.com)) wrote:

Approve as well.

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**From:** Tommy Pittenger <[tommy@tommypittenger.com](mailto:tommy@tommypittenger.com)>  
**Sent:** Tuesday, November 28, 2023 10:26 AM  
**To:** Tracy Currie <[Tracy.Currie@Capto.net](mailto:Tracy.Currie@Capto.net)>; Fred Brazelton <[fbrazelton@platformllc.com](mailto:fbrazelton@platformllc.com)>  
**Cc:** Kat Loughan <[kat@toadpropertymanagement.com](mailto:kat@toadpropertymanagement.com)>; April Pannell <[a.pannell@vfghelps.com](mailto:a.pannell@vfghelps.com)>  
**Subject:** RE: RE: FW: ARC GIS system

Second. Agreed thanks Tracy

Tommy Pittenger  
Pittenger Law Firm

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**From:** Tracy Currie <[Tracy.Currie@Capto.net](mailto:Tracy.Currie@Capto.net)>  
**Sent:** Tuesday, November 28, 2023 9:34 AM  
**To:** Tommy Pittenger <[tommy@tommypittenger.com](mailto:tommy@tommypittenger.com)>; Fred Brazelton <[fbrazelton@platformllc.com](mailto:fbrazelton@platformllc.com)>  
**Cc:** Kat Loughan <[kat@toadpropertymanagement.com](mailto:kat@toadpropertymanagement.com)>; April Pannell <[a.pannell@vfghelps.com](mailto:a.pannell@vfghelps.com)>  
**Subject:** Fwd: RE: FW: ARC GIS system

Tommy and Fred,

The Board approved \$3500 for implementation of the ARC-GIS system in a Board meeting on May 9. I had said the cost of the system was \$3500 and 900/yr. The meeting minutes have an error indicating \$35,000. (Kat please correct).

As a reminder the ARC-GIS system creates an on line inventory and geo location map of all water co infrastructure. This is necessary to help locate and maintain infrastructure (pumps, valves, etc) as well as creates the ability to maintain an accurate inventory of our parts and aid in projecting end of life for maintenance and budgeting purposes. SGM would use the data captured during the engineering study completed in 2020/21 .

Attached is the final firm quote. Costs have increased to \$5500, annual costs have reduced to \$550.

I motion that we accept this bid and proceed with implementation.

Tracy

Tracy Currie

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On November 28, 2023 at 8:12:09 AM, Steven Kirk ([stevenk@sgm-inc.com](mailto:stevenk@sgm-inc.com)) wrote:

Hi Tracy,

I've updated the scope of work to break out the service fee and licensing fee. Please let me know if you have any questions.

Thank you,

**Steve Kirk**  
*GIS Team Lead*



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**From:** Tracy Currie <[Tracy.Currie@Capto.net](mailto:Tracy.Currie@Capto.net)>  
**Sent:** Monday, November 27, 2023 2:25 PM  
**To:** Steven Kirk <[StevenK@sgm-inc.com](mailto:StevenK@sgm-inc.com)>  
**Subject:** Re: FW: ARC GIS system

Hi Steve,

From earlier quotes this breaks down as license fees and services fees. Can you provide an updated quote that provides that level of detail so we can book it correctly? See below

Hi Tracy,

This is what we had discussed previously.

ArcGIS Online Estimate: \$3,500

Includes the following items

- ArcGIS Online Account setup

- Online map creation, setting up inspection application, and online map testing
- 4 hrs on-site training, desktop and smart device setup (2 hours desktop / 2 hours smart device and field operation)

Additional Cost Estimates to be purchased separately through SRREWC.

- \$500 Esri ArcGIS Online Account (1 account which costs \$500 to purchase and will require \$500 per year form initial data of purchase for annual license maintenance)
- Smart Device that is cell enabled. You can use any existing cell phone or tablet.
- Data package for the cell enabled smart device. This is required to have an internet connection to the map while in the field. The ArcGIS Online application uses very little data, but you need an internet connection to use it in a mobile setting.

ArcGIS Online Estimate: \$3,500

Includes the following items

- ArcGIS Online Account setup
- Online map creation, setting up inspection application, and online map testing
- 4 hrs on-site training, desktop and smart device setup (2 hours desktop / 2 hours smart device and field operation)

Additional Cost Estimates to be purchased separately through SRREWC.

- \$500 Esri ArcGIS Online Account (1 account which costs \$500 to purchase and will require \$500 per year form initial data of purchase for annual license maintenance)
- Smart Device that is cell enabled. You can use any existing cell phone or tablet.
- Data package for the cell enabled smart device. This is required to have an internet connection to the map while in the field. The ArcGIS Online application uses very little data, but you need an internet connection to use it in a mobile setting.

Thank you,

**Steve Kirk**  
*GIS Team Lead*



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Tracy Currie

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On November 27, 2023 at 9:49:35 AM, Steven Kirk ([stevenk@sgm-inc.com](mailto:stevenk@sgm-inc.com)) wrote:

Good morning Tracy,

I hope you had a nice Thanksgiving. Checking back to see if you'd like to move forward or if you have any questions.

Thank you,

**Steve Kirk**  
*GIS Team Lead*



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**From:** Steven Kirk  
**Sent:** Monday, November 20, 2023 4:08 PM  
**To:** Tracy Currie <[Tracy.Currie@Capto.net](mailto:Tracy.Currie@Capto.net)>  
**Cc:** Jerry Burgess <[jerryb@sgm-inc.com](mailto:jerryb@sgm-inc.com)>  
**Subject:** RE: ARC GIS system

Hi Tracy,

I'm attaching an updated scope of work. We can provide either remote or onsite training – see to options in the scope. Please let me know if you have any questions. If you can select either Option 1 or Option 2, sign or initial, date and send back we'll get things underway. Also, I'll request a license quote with our Esri rep.

Thank you,

**Steve Kirk**  
*GIS Team Lead*



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**From:** Jerry Burgess <[JerryB@sgm-inc.com](mailto:JerryB@sgm-inc.com)>  
**Sent:** Monday, November 20, 2023 8:07 AM  
**To:** Tracy Currie <[Tracy.Currie@Capto.net](mailto:Tracy.Currie@Capto.net)>  
**Cc:** Steven Kirk <[StevenK@sgm-inc.com](mailto:StevenK@sgm-inc.com)>  
**Subject:** RE: ARC GIS system

Hello Tracy,

The next step is to get with Steven Kirk to understand the details of setting your GIS system up.

Steve,

As a reminder, this is for the Saddle Ridge Water Company, project number 2020-502.002

**Jerry Burgess, PE**