



1. General:		Date:	02/03/2022
Project Name:	RightSpot GIS Services – Scan Archives		
Project ID (PID):	20017	Contract No:	20017-OCS01
Prepared by:	Ricky Truluck		
Prime Contractor:	Spatial Engineering, Inc.		
Prime Project Manager:	Richard Truluck, PE		
Reporting Period:	01/01/2022 – 01/31/2022		
Period of Performance (POP):	06/01/2021 – 02/25/2022		

2. Accomplishments: (during this reporting period)													
<p>A. Pre-Scan Workshop:</p> <ol style="list-style-type: none"> 1. Task order OCS01 approved by County Commissioners during June 1, 2021 meeting. 2. Signed task order received by Spatial Engineering June 19, 2021. 3. Kickoff meeting and pre-scan workshop held at Spatial Engineering July 9, 2021. 4. Created RightSpot layer to track scanning progress. 5. Project status tracked in RightSpot > Projects group > Scanning Projects layer. <p>B. Scan Hardcopy Archives:</p> <ol style="list-style-type: none"> 1. Budget: Reference task order. <ol style="list-style-type: none"> i. 1000-1100 sets, 12,000 sheets 2. Balance: (sets/sheets) <table style="margin-left: 20px;"> <tr> <td>i. July: Pick up: 44 / 1048</td> <td>Return: 0 / 0</td> </tr> <tr> <td>ii. Aug: Pick up: 81 / 1484</td> <td>Return: 19 / 396</td> </tr> <tr> <td>iii. Sep: Pick up: 70 / 1382</td> <td>Return: 0 / 0</td> </tr> <tr> <td>iv. Oct: Pick up: 94 / 1761</td> <td>Return: 18 / 448</td> </tr> <tr> <td>v. Nov: Pick up: 72 / 1408</td> <td>Return: 51 / 946</td> </tr> <tr> <td>vi. Dec: Pick up: 76 / 1455</td> <td>Return: 0 / 0</td> </tr> </table> 3. 01/04/22 – Reference attached record of communication. <ol style="list-style-type: none"> i. Pick up: 11 sets, 107 sheets; Return 0 sets, 0 sheets 4. 01/12/22 – Reference attached record of communication. <ol style="list-style-type: none"> i. Pick up: 34 sets, 348 sheets; Return 47 sets, 854 sheets 5. 01/20/22 – Reference attached record of communication. <ol style="list-style-type: none"> i. Pick up: 45 sets, 770 sheets; Return 0 sets, 0 sheets 6. 01/26/22 – Reference attached record of communication. <ol style="list-style-type: none"> i. Pick up: 46 sets, 837 sheet; Return 116 sets, 2072 sheets 7. Total – Reference RightSpot project layer. 		i. July: Pick up: 44 / 1048	Return: 0 / 0	ii. Aug: Pick up: 81 / 1484	Return: 19 / 396	iii. Sep: Pick up: 70 / 1382	Return: 0 / 0	iv. Oct: Pick up: 94 / 1761	Return: 18 / 448	v. Nov: Pick up: 72 / 1408	Return: 51 / 946	vi. Dec: Pick up: 76 / 1455	Return: 0 / 0
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2. Accomplishments: (during this reporting period)

- i. Pick up 568 sets, 10,571 sheets (88% of budget based on sheet count)
- ii. Return 254 sets, 4716 sheets (39% of budget based on sheet count)
- C. Catalog Scan Archives:
 - 1. Sheets loaded into RightSpot: 6648 (55%).
- D. Reconcile Hard Drive: File divided into three categories – Subdivisions, County, Commercial.
 - 1. Subdivisions: Total Files: 12,494 Cleared: 12,494 (100%)
 - 2. County: Total Files: 24,738 Cleared: 7,643 (31%)
 - 3. Commercial: Total Files: 2,502 Cleared: 1,913 (76%)
 - 4. Continue working on existing scan drive inventory.
- E. Requested a 60-day extension to the period of performance, submitted to the County on 1/20/22. The request was placed on the County Commissioners 2/15/2022 agenda. Reference:
 - 1. 20220114_20017_ROC – January 14 meeting minutes
 - 2. 20220120_20017_OCS01_RequestExtension – letter requesting extension
 - 3. 20220120_20017_OCS01_RevisedSchedule – updated project schedule

3. Plans: (during the next reporting period)

- A. Pick up and return planned for February 2, 9, 16, and 23.
- B. Attend County Commissioners meeting scheduled for 2/15/2022.

4. Issues and Risks

Issue: (requires resolution or may affect project)	Mitigation: (consideration or change)	Status: (result of mitigation)
Production is below planned rate. Cause – difficult hiring personnel to scan. May impact schedule.	SPATIAL team met 10/21/21. Following actions identified. <ul style="list-style-type: none"> 1. Person hired and dedicated to project. 2. Change pick up to weekly schedule when current scanning backlog is caught up. 	10/21/21 - Adjustments made. Monitoring progress. 01/14/22 – Met with Effingham County to discuss status. Still difficult to find/keep personnel. 01/20/22 – Submitted request for a no-cost 60-day extension due to the difficulty of finding/keeping personnel due to COVID. 01/31/22 – Some increase in productivity. Continue to monitor progress.

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5. Budget					
Expense	Budget	Invoice	Balance	% Complete	Comment
Task 1 - Pre-Scan	\$5,826.00	(\$4,908.12)	\$917.88	84%	#1
07/31/2021 (Inv 2231)		(\$2,285.72)			
08/31/2021 (Inv 2244)		(\$393.36)			
09/30/2021 (Inv 2257)		(\$1,048.96)			
10/31/2021 (Inv 2268)		(\$524.48)			
11/30/2021 (Inv 2278)		(\$524.48)			
12/31/2021 (Inv 2291)		(\$131.12)			
Task 2 - Scan Hardcopy	\$26,979.00	(\$18,600.58)	\$8,378.42	69%	#1
08/31/2021 (Inv 2244)		(\$2,120.16)			
09/30/2021 (Inv 2257)		(\$2,271.98)			
10/31/2021 (Inv 2268)		(\$5,427.51)			
11/30/2021 (Inv 2278)		(\$2,296.84)			
12/31/2021 (Inv 2291)		(\$1,060.08)			
01/31/2022 (Inv 2303)		(\$5,424.01)			
Task 3 - Catalog Scan	\$25,450.00	(\$15,486.15)	\$9,963.85	61%	#1
07/31/2021 (Inv 2231)		(\$574.21)			
12/31/2021 (Inv 2291)		(\$4,759.24)			
01/31/2022 (Inv 2303)		(\$10,152.70)			
Task 4 - Reconcile HDD	\$56,301.00	(\$35,816.18)	\$20,484.82	64%	#1
07/31/2021 (Inv 2231)		(\$2,294.06)			
08/31/2021 (Inv 2244)		(\$10,001.73)			
09/30/2021 (Inv 2257)		(\$7,036.78)			
10/31/2021 (Inv 2268)		(\$4,764.80)			
11/30/2021 (Inv 2278)		(\$131.12)			
12/31/2021 (Inv 2291)		(\$3,926.96)			
01/31/2022 (Inv 2303)		(\$7,660.73)			
Total:	\$114,556.00	(\$74,811.03)	\$39,744.97	65%	
Comments:	1. Proposal signed June 1, 2021.				

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6. Schedule: (milestones that are late or due in the next 4 to 6 weeks)		
Milestone	Status	Due Date and Notes
1. 7/14/21 Pick up	Complete	First pick up.
2. 8/4/21 Pick up	Complete	Moved from 7/28 to 8/4
3. 8/25/21 8/15/21 Pick up (revised)	Complete	Moved from 8/18 8/4 to 8/25 (revised)
4. 9/1/21 Pick up	Complete	
5. 9/15/21 Pick up	Complete	
6. 9/29/21 Pick up		No drawings were released. See record of communication. Reviewing alternate date.
7. 10/13/21 Pick up	Complete	
8. 10/27/21 Pick up	Complete	
9. 11/10/21 Pick up	Complete	
10. 11/17/21 Pick up	Complete	
11. 11/24/21 Pick up	Complete	
12. 12/1/21 Pick up 12/2/21 Pick up	Complete	Met on 12/1 and 12/2.
13. 12/8/21 Pick up 12/9/21 Pick up	Complete	Moved from 12/8 to 12/9.
14. 12/15/21 Pick up 12/16/21 Pick up	Complete	Moved from 12/15 to 12/16.
15. 12/22/21 Pick up		Did not meet.
16. 12/29/21 Pick up	Complete	
17. 1/4/22 Pick up	Complete	
18. 1/12/22 Pick up	Complete	
19. 1/19/22 Pick up	Complete	Pick up on 1/20/22.
20. 1/26/22 Pick up	Complete	
21. 2/2/22 Pick up		
22. 2/9/22 Pick up		
23. 2/16/22 Pick up		
24. 2/23/22 Pick up		

7. Deliverables: (deliverables that are late or due in the next 4 to 6 weeks)		
Deliverable	Status	Due Date and Notes
1. Pre-Scan Workshop	In progress	
2. Hardcopy Scans	In progress	Began 7/14/21, Due 2/25/22 pending PoP extension

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7. Deliverables: (deliverables that are late or due in the next 4 to 6 weeks)		
Deliverable	Status	Due Date and Notes
3. Catalog Scans	In progress	Due 2/25/22 pending PoP extension
4. Reconcile HDD	In progress	Due 2/25/22 pending PoP extension

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Communication/Meeting Record		Date:	2022-01-04	
Caller/Host:	Pamela Melser	Calling:	Govi Hines	
Contact Info:	GIS Coordinator	Contact Info:	GIS Analyst	
Project Name:	Archive Scanning Project	PID:	20017-OCS01	
Subject:	Archive plans pickup	Relation:	X Prime	Sub-contractor

Discussion Focus:						
X	Scope		Budget		Schedule	Performance
	Bus Dev		Follow-up		Project Kickoff	% Project Review

1. Attendees:	
<ul style="list-style-type: none"> a. Govi Hines, GIS Analyst ghines@spateng.com (912) 826-6688 b. Ricky Truluck, Project Manager rtruluck@spateng.com (912) 826-6688 	<ul style="list-style-type: none"> c. Danny Frazier, GIS Technician dfrazier@effinghamcounty.org (912) 754-8050 d. Cristy Jordan for Clayton Digital cristy@cdrepro.com (912) 447-5445

2. Agenda/Purpose:
<ul style="list-style-type: none"> a. Final signatures Chain of Custody forms signed by CDR b. Reroll plan sets and release to CDR

3. Review of Open Action Items:
<ul style="list-style-type: none"> a. None

4. Design/Development Verification and Validation per SOW:
<ul style="list-style-type: none"> a. None

5. Items to Validate on customer site:

Note: This form can also be used as a record of other types of communications – verbal, email, etc.

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5. Items to Validate on customer site:

- a. None

6. Discussion:

- a. Meeting began at 1100
- b. Eleven drawing sets were signed for.
- c. SEI returned eight drawing sets and signed the return forms.
- d. Each set was rerolled.
- e. Each set was released to CDR by the County.
- f. Meeting adjourned at 1130.

7. Reallocation of Resources:

- a. None

8. Action Items:	Assigned To:	Due Date:	Comments:
1. Update RS scanning layer attributes	Govi	1/7/2021	Done
2. QC scans when received	Govi	Ongoing	In Progress
3.			

Notes:

- (1) Track Action Items to closure or transfer.
- (2) Format Action Item comments using "YYYYMMDD – Comment".
- (3) Format the last comment using "YYYYMMDD – COMPLETE".
- (4) Format Action Item comments transferred to another form using "YYYYMMDD – TRANSFER <location>".

Next Meeting Date: 11/12/2021

Reported By: G. Hines

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Communication/Meeting Record		Date:	2022-01-12	
Caller/Host:	Pamela Melser	Calling:	Govi Hines	
Contact Info:	GIS Coordinator	Contact Info:	GIS Analyst	
Project Name:	Archive Scanning Project	PID:	20017-OCS01	
Subject:	Archive plans pickup	Relation:	X Prime	Sub-contractor

Discussion Focus:						
X	Scope		Budget		Schedule	Performance
	Bus Dev		Follow-up		Project Kickoff	% Project Review

1. Attendees:	
<ul style="list-style-type: none"> a. Govi Hines, GIS Analyst ghines@spateng.com (912) 826-6688 b. Pam Melser, GIS Coordinator pmelser@effinghamcounty.org (912) 754-8050 	<ul style="list-style-type: none"> c. Danny Frazier, GIS Technician dfrazier@effinghamcounty.org (912) 754-8050 d. Cristy Jordan for Clayton Digital cristy@cdrepro.com (912) 447-5445

2. Agenda/Purpose:
<ul style="list-style-type: none"> a. Final signatures Chain of Custody forms signed by CDR b. Reroll plan sets and release to CDR

3. Review of Open Action Items:
<ul style="list-style-type: none"> a. None

4. Design/Development Verification and Validation per SOW:
<ul style="list-style-type: none"> a. None

5. Items to Validate on customer site:

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5. Items to Validate on customer site:

- a. None

6. Discussion:

- a. Meeting began at 1100
- b. Thirty four drawing sets were signed for.
- c. Forty seven drawing sets were returned and return forms signed.
- d. Each set was rerolled.
- e. Each set was released to CDR by the County.
- f. Meeting adjourned at 1215.

7. Reallocation of Resources:

- a. None

8. Action Items:	Assigned To:	Due Date:	Comments:
1. Update RS scanning layer attributes	Govi	1/14/2021	Done
2. QC scans when received	Govi	Ongoing	In Progress
3.			

Notes:

- (1) Track Action Items to closure or transfer.
- (2) Format Action Item comments using "YYYYMMDD – Comment".
- (3) Format the last comment using "YYYYMMDD – COMPLETE".
- (4) Format Action Item comments transferred to another form using "YYYYMMDD – TRANSFER <location>".

Next Meeting Date: 11/19/2021

Reported By: G. Hines

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Communication/Meeting Record		Date:	2022-01-20	
Caller/Host:	Pamela Melser	Calling:	Govi Hines	
Contact Info:	GIS Coordinator	Contact Info:	GIS Analyst	
Project Name:	Archive Scanning Project	PID:	20017-OCS01	
Subject:	Archive plans pickup	Relation:	X Prime	Sub-contractor

Discussion Focus:						
X	Scope		Budget		Schedule	Performance
	Bus Dev		Follow-up		Project Kickoff	% Project Review

1. Attendees:	
a. Govi Hines, GIS Analyst ghines@spateng.com (912) 826-6688	b. Danny Frazier, GIS Technician dfrazier@effinghamcounty.org (912) 754-8050

2. Agenda/Purpose:
a. Final signatures Chain of Custody forms signed by SEI b. Reroll plan sets and release to SEI

3. Review of Open Action Items:
a. None

4. Design/Development Verification and Validation per SOW:
a. None

5. Items to Validate on customer site:
a. None

Note: This form can also be used as a record of other types of communications – verbal, email, etc.

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6. Discussion:

- a. Meeting began at 1355
- b. Forty five drawing sets were signed for.
- c. Each set was rerolled.
- d. Each set was released to SEI by the County.
- e. Meeting adjourned at 1500.

7. Reallocation of Resources:

- a. None

8. Action Items:	Assigned To:	Due Date:	Comments:
1. Update RS scanning layer attributes	Govi	1/31/2021	Done
2. QC scans when received	Govi	Ongoing	In Progress
3.			

Notes:

- (1) Track Action Items to closure or transfer.
- (2) Format Action Item comments using "YYYYMMDD – Comment".
- (3) Format the last comment using "YYYYMMDD – COMPLETE".
- (4) Format Action Item comments transferred to another form using "YYYYMMDD – TRANSFER <location>".

Next Meeting Date: 11/26/2021

Reported By: G. Hines

Note: This form can also be used as a record of other types of communications – verbal, email, etc.

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Communication/Meeting Record		Date:	2022-01-26	
Caller/Host:	Pamela Melser	Calling:	Govi Hines	
Contact Info:	GIS Coordinator	Contact Info:	GIS Analyst	
Project Name:	Archive Scanning Project	PID:	20017-OCS01	
Subject:	Archive plans pickup	Relation:	X Prime	Sub-contractor

Discussion Focus:						
X	Scope		Budget		Schedule	Performance
	Bus Dev		Follow-up		Project Kickoff	% Project Review

1. Attendees:	
<ul style="list-style-type: none"> a. Govi Hines, GIS Analyst ghines@spateng.com (912) 826-6688 	<ul style="list-style-type: none"> b. Danny Frazier, GIS Technician dfrazier@effinghamcounty.org (912) 754-8050 c. Cristy Jordan for Clayton Digital cristy@cdrepro.com (912) 447-5445

2. Agenda/Purpose:
<ul style="list-style-type: none"> a. Final signatures Chain of Custody forms signed by CDR b. Reroll plan sets and release to CDR

3. Review of Open Action Items:
<ul style="list-style-type: none"> a. None

4. Design/Development Verification and Validation per SOW:
<ul style="list-style-type: none"> a. None

5. Items to Validate on customer site:

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5. Items to Validate on customer site:

- a. None

6. Discussion:

- a. Meeting began at 1102
- b. Forty five drawing sets were signed for.
- c. One hundred nineteen drawing sets were returned and return forms signed.
- d. Each set was rerolled.
- e. Each set was released to CDR by the County.
- f. Meeting adjourned at 1210.

7. Reallocation of Resources:

- a. None

8. Action Items:	Assigned To:	Due Date:	Comments:
1. Update RS scanning layer attributes	Govi	2/2/2022	Done
2. QC scans when received	Govi	Ongoing	In Progress
3.			

Notes:

- (1) Track Action Items to closure or transfer.
- (2) Format Action Item comments using "YYYYMMDD – Comment".
- (3) Format the last comment using "YYYYMMDD – COMPLETE".
- (4) Format Action Item comments transferred to another form using "YYYYMMDD – TRANSFER <location>".

Next Meeting Date: 2/9/2022

Reported By: G. Hines

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