**Thursday, March 9, 2017**

1:00 PM to 2:15 PM

1500 Jefferson Street SE, Rm 2332

Olympia, Washington

***WebEx Connection Available Upon Request***



**Geospatial Portal Steering Committee** (Monthly) **Meeting Minutes**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item** | **Topics** | **Time** | **Lead** | **Action/Follow-up** |
|  | **Welcome, introductions, assign recorder, adjust agenda**   * Co-chair change – Bill Moneer to Jenny Konwinski | **1:00 PM**  10 min | Tim Minter  Joy Paulus |  |
| 1 | **Technical Items**   * Geospatial Portal Health Check Update – OCIO/WaTech * Server production deployment status - WaTech * Vector Tiles status – DNR, DFW, ECY, DOR, L&I * http/https implementation on Portal Public - WaTech | **1:10 PM**  30 min | Joy Paulus  Stephen Vaughn  Members  Joy Paulus |  |
| 2 | **Data & Management Items**   * 2017 parcels update status – ECY * Census & WA coordination status discussion * Prioritize improvements & identify action items - All   + Complete the framework layers   + Increase agency participation & share more data   + Simplify environment and workflows   + Improve infrastructure configuration, monitoring, reporting, and skills continuity | **1:40 PM**  30 min | Rich Kim  George Alvarado  Members |  |
| 3 | **Closing Comments, adjournment**   * Agenda cycle improvements? As-is: call for agenda items Monday morning; deliver agenda 1 PM Wednesday, meet Thursday. * Proposal to merge GPSC/WAMAS Agendas & maintain meeting segmentation: Infrastructure, Data, Applications – simplify, de-duplicate, integrate * Next Meeting – April 13, 2017 – 2nd Thursday each month | **2:10 PM**  5 min | Tim Minter  Tim Minter/  Jenny Konwinski  Members |  |

## Notes

### Welcome, introductions, assign recorder, adjust agenda

* Co-chair change – Bill Moneer to Jenny Konwinski
  + Joy updated the team on the change. Jenny is leading the Technical Operations group with input from WaTech Systems Operations staff.

### Technical Items

* Geospatial Portal Health Check Update – OCIO/WaTech
  + Joy described the objective to evaluate the Geospatial Portal ArcGIS Server site for the potential to optimize configuration and/or downsize. OCIO and WaTech participants were Joy Paulus, Jenny Konwinski, Steven Vaughn, Mike Roberts. David Wright from DOR, and Marty Balikov and Noah Mayer from Esri. 3/7-8/2017. Reviewed the ArcGIS Server site and logs. Rough Order of Magnitude (ROM) evaluation to get quotes on outsourcing site management had been performed previously. Joy will have the results from the ROM and the Health Check merged as proposals/reports. Jenny will schedule a presentation to the core team, maybe 3/23/2017. Esri discussed service token capabilities. JP – paid roughly 2 units (~$14k) for the review. Info will be helpful with understanding how to support the incoming imagery data collection.
* Production server deployment status – WaTech
  + Stephen Vaughn reported the server has been deployed and is stable. Mike Roberts is working on Splunk configuration, looking at ArcGIS server security and other approaches to track and report usage. SAFE FME in production as of this morning. Kudos to Mike and Dave Rosen for getting it going. Jenny – waiting on Esri report before upgrading to 10.4.1 to plan for and take care of multiple changes at one time. Joy – 10.5 is too new to go to immediately.
* Vector Tiles status – DNR, DFW, ECY, DOR, L&I
  + Chris Marsh – 3/27/2019 skype, final of the 3 sessions to be held. Probably not going to be any further classroom training. DFW plans to pursue with Esri-Olympia. DFW created a vector tile cache and were successful deploying it. Some labelling issues arose, not respecting labelling rules that were implemented. Chris has been working with Esri instructor to identify solutions to the problem. Chris – the objective is to create vector tile basemaps to be hosted in the Geospatial Portal. Brian Fairley will lead a discussion of the class value at the next meeting. April meeting agenda item: Is a short, simple basemap objective and specification document needed? Who would be involved? Chris - Dynamic labelling is key to being able to use vector basemaps for our purposes. Darby, and Ewan at ECY have been working with basemaps and have history with the basemaps, and may be able to provide some input.
* http/https implementation on Portal Public – WaTech
  + Certificate issues to be resolved by Phong. SysOps will take care of it. Leaving the agenda item on for next month.
* The team is evaluating Esri tools for monitoring the ArcGIS Server site. Joy will look into obtaining these tools from Esri.
* Joy – WAMAS funding from Legislative services was used to obtain the hot spare server.

### Data & Management Items

* 2017 parcels update status - ECY
  + Rich Kim’s 3/8/2017 email notes:
  + I’ve collected all the parcels that Tom Kimpel has put on Box. I have collected ownership names and address for these counties that did not include them with Tom’s request.
    - Franklin
    - Jefferson
    - King
    - Kitsap
    - San Juan
    - Stevens
  + I have contacted Pierce and Clallam. Clallam will be updating them at the end of this month so I told them that I can wait for the latest. Waiting to hear from Pierce.
  + Contacted Whitman County (email). The still do not have parcels. I even asked if they might have them in AutoCAD, still no. So we still have 38 out of 39 counties.
  + Our last update of Ferry County assessor’s data is dated November 30, 2016 so Joy and I decided not to reorder it and save the $250 charge. I will order it for 2018.
  + Cowlitz County assessor’s data will be $120. I sent the info to order it to our purchasing department at Ecology today.
  + I plan/hope to get this done in April. End of April.
  + Meeting notes:
    - Joy – state agencies can get the data from Box. Shared data without ownership elements is category 1 - public. Shared data with ownership elements is category 3 – confidential. Take care to respect information security categorization when using the data.
* NSGIC Census data discussion
  + International boundaries – DNR is the contact for Census Public Land Survey System-related boundaries. Action item: George & Joy – deliver link to international boundary update to DNR engineering.
  + An OCIO guidance document on how to submit county boundary changes is available on Geography.wa.gov
  + Joy – OFM (Mike Mohrman and Tom Kimpel) is responsible for working with Census. Data is on OFM’s forecasting portal. Cathy Walker with OSPI provides School Districts to Census directly.
  + Secretary of State is responsible for the legislative districts. SoS does redistricting, delivers to Leg Services. Mike Mohrman knows who is responsible for distributing this data. Who owns the data? Jenny looked at <http://geography.wa.gov/node/1111> (GIS Data Catalog) and confirmed that OFM is the agency.
  + 911.gov – Who at WA is providing to national project? How can we get the data funneled into WAMAS/Portal, etc.? Joy – federal level restriction on redistributing. E911 team has tried to share back and failed. Census/USDOT were working on an open version.
* Prioritize improvements & identify action items – All
  + Ran out of time. Primary item in Data segment for next meeting.
  + Complete the framework layers
  + Increase agency participation & share more data
  + Simplify environment and workflows
  + Improve infrastructure configuration, monitoring, reporting, and skills continuity

### Closing Comments, adjournment

* Agenda cycle improvements? As-is: call for agenda items Monday morning; deliver agenda 1 PM Wednesday, meet Thursday.
  + Jenny runs infrastructure segment. Tim runs data segment.
* Proposal to merge GPSC/WAMAS Agendas & maintain meeting segmentation: Infrastructure, Data, Applications – simplify, de-duplicate, integrate
  + Yes, merge. Order: Data, Infrastructure, Apps.
* Next Meeting – April 13, 2017 – 2nd Thursday each month

## Action Items

* Joy Paulus, Jenny Konwinski, and Tim Minter will update the GPSC information with the new Technical Operations Group co-chair – Jenny Konwinski
* **Done:** Tim Minter will convert all instances and variations of “Geospatial Portal Sub-Committee” to “Geospatial Portal Steering Committee”, which is the formal name of the group, in all documents over which he has control.
* Jenny Konwinski will schedule a presentation to the core team, possibly for 3/23/2017
* Brian Fairley will lead a discussion of the class value at the next meeting.
* Tim Minter will add an April meeting agenda item: Is a short, simple basemap objective and specification document needed? Who would be involved?
* Joy Paulus will look into obtaining system monitoring tools from Esri
* George Alvarado and Joy Paulus will deliver US Census international boundary update information to DNR Engineering staff
* Tim Minter will prioritize the Improvements & Action items agenda item for the April 13 meeting.
* Jenny Konwinski, Tim Minter, and Winston McKenna will adjust the Geospatial Portal and WAMAS meeting structures as follows:
  + Merge the agenda to provide continuity and a system view to participating agencies
  + Create a single WebEx that opens 15 minutes before the Geospatial Portal meeting and closes after the WAMAS meeting
  + Establish meeting segments as 1) Data; 2) Infrastructure & Software (e.g. servers, ArcGIS Enterprise, FME, etc.); 3) Applications (e.g. WAMAS, QA Tool, etc.)
  + Participants should feel free to join the meeting onsite or remotely for their items of interest and leave at will.

## Participants

[Agency Codes and Authorized Abbreviations](http://www.ofm.wa.gov/policy/75.20.htm) | participating – DFW, DOT, ECY, DSHS, OSPI, DAHP, OCIO, WaTech

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Org** | **Representative** | **Also participating** | **Org** | **Representative** | **Also participating** |
| DNR | Brad Montgomery | Betty Austin, Terry Curtis, Abby Gleason, Jeffrey Holden, Caleb Maki | COM | Allan Johnson |  |
| DFW | Brian Fairley | Randy Kreuziger, Chris Marsh | PARKS | Kathryn Scott |  |
| DOT | Alan Smith | Tess Starr, Jordyn Mitchell | DOL |  |  |
| ECY | Christina Kellum | Rich Kim | RCFB | Greg Tudor |  |
| DSHS | Tim Minter | George Alvarado, Steve Leibenguth | TSC |  |  |
| DOR | David Wright |  | JLS |  |  |
| DOH | Craig Erickson | Scott Kellogg | CRAB |  |  |
| L&I | Winston McKenna |  | DAHP | Morgan McLemore |  |
| WSP | Louis Hurst (not in AD) |  | UTC | Brian Gillespie |  |
| DES |  |  | PSP | Greg Tudor |  |
| OFM | Mike Mohrman or Tom Kimpel | Laurie Wood | SCC |  |  |
| LCB |  |  | WSRB | Chris Jansen |  |
| AGR | Perry Beale |  | OCIO | Joy Paulus, Jenny Konwinski |  |
| SPI | Cathy Walker |  | WaTech | Bill Moneer | Mike Roberts, Stephen Vaughn |
| MIL | Rick Geittmann |  |  |  |  |

## References

* [Washington State Geospatial Portal](http://geography.wa.gov/)
* [Geospatial Portal – Shared GIS Infrastructure](http://ocio.wa.gov/geospatial-program-office/geoportal-shared-gis-infrastructure)
* [Geospatial Portal Technical Resources](https://ocio.wa.gov/geoportal-shared-gis-infrastructure/geoportal-technical-resources) > [Portal Operations – Roles & Responsibilities](https://ocio.wa.gov/sites/default/files/public/Geospatial/Geospatial%20Portal%20Operations%20Roles%20and%20Responsibilities%20V4.0.pdf)
* [Geospatial Portal Steering Committee](https://ocio.wa.gov/geographic-information-technology-git-committee/geospatial-portal-sub-committee)
* [Geographic Information Technology Committee](https://ocio.wa.gov/boards-and-committees/geographic-information-technology-git-committee-0)
* [Washington State Office of the Chief Information Officer](http://ocio.wa.gov/)