**Thursday, June 8, 2017**

1:00 PM to 3:30 PM

1500 Jefferson Street SE, Rm 2332

Olympia, Washington



**Geospatial Portal & WAMAS Steering Committees** (Monthly) **Minutes**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item** | **Topics** | **Time** | **Lead** | **Action/Follow-up** |
|  | **GPSC Welcome, introductions, assign recorder, adjust agenda** | **1:00 PM**  (5 min) | Jenny Konwinski  Tim Minter |  |
| **Management & Data** | | | | |
| 1 | * Geospatial Portal simplification discussion * Prioritize improvements for Geospatial Portal * Parcels update * Imagery update * Metadata/Box status * Budget status | **1:05 PM**  (45 min) | Tim  All  Jenny  Jenny  Jenny  Jenny |  |
| **Infrastructure & Software** | | | | |
|  | **Infrastructure & Software**   * Geography.wa.gov migration update * WaTech update | **1:50 PM**  (10 min) | Jenny  Jenny  Jenny, Stephen Vaughn |  |
| **Applications** | | | | |
|  | **Welcome, introductions, assign recorder, adjust agenda** | **2:15 PM**  (5 min) | Jenny Konwinski  Winston McKenna |  |
|  | **WAMAS**   * Melissa data update * Master Address File (MAF) status * QA/QC Mapping Tool status * Retire zip code layers status | **2:20 PM**  (65 min) |  |  |
|  | **Closing Comments, adjournment**   * Next Meeting – July 13, 2017 – 2nd Thursday of each month | **3:25 PM**  (5 min) |  |  |

## Notes

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

* Recorder: Jeffrey Holden, DNR
* Will Saunders, OCIO introduced Wynnie Tranfield, UW Intern.

### Management & Data

* Budget status
  + No changes to report since last meeting.
* Metadata/Box status
  + Joy Paulus’ Box account was transferred to Jenny Konwinski. No one has reported any problems related to the change. If data publishers have difficulty using Box, please contact Jenny.
  + 2017 Metadata Update procedures are provided here: <http://geography.wa.gov/data-products-services> > Metadata tab.
  + Tim Minter, DSHS confirmed that metadata update procedures were working during the June 1 DSHS residential care facility data updates. UW is harvesting the metadata from Box nightly. Agency data publishers need to check the clearinghouse to assure that the XML files are being harvested. Harvesting is dependent on successfully validating to the [FGDC CSDGM](https://www.fgdc.gov/metadata/csdgm/). Review the standard and the [graphic guide](https://www.fgdc.gov/csdgmgraphical/index.html) to understand which fields are “mandatory,” “mandatory if applicable,” and “optional.”
  + Randy Kreuziger, DFW noted that the gap between the previous metadata requirement and the current requirement may be an issue for DFW. Tim Minter noted that the GIT had set an August due date for standardizing metadata. Notification email embedded here:



* Geospatial Portal simplification discussion
  + Tim Minter, DSHS led a discussion about simplification approaches, augmented with this embedded reference:



* + Presentation Summary:
    - Instead of beginning by changing the current state, change our way of thinking about the existing components.
    - Focus on the Geospatial Portal objective and on the data consumers who can benefit from meeting our objective.
    - GPSC Identifies a “Primary” access point (<https://data.wa.gov>) and a “Secondary” access point (<http://wa-geoservices.maps.arcgis.com/home/index.html>).
    - Agency Data Publishers deliver content to those access points by publishing data services; registering them as “items” in ArcGIS Online; sharing to a single group (*Washington State Open Data (Open Data)*)
    - (If) As we enable that approach, then other GPSC-identified improvement opportunities become visible and actionable, such as improving publishing, reducing duplication, improving data, increasing agency participation, clarifying roles and responsibilities, etc.
  + George Alvarado, DSHS – How do we handle concerns regarding uses to which data consumers might put the data? Will Saunders, OCIO, [Open Data](https://ocio.wa.gov/programs/open-data) Guy, provided guidance in reference to RCWs with examples. This is a longer, focused discussion than time allowed for during this meeting. Three points: 1) ?; 2) a Creative Commons license may be useful to consider; 3) agencies can enter into data sharing agreements with requestors. Chris Marsh, DFW – are there restrictions on monetizing, reselling, value-added activities? Will – there is an agreement for re-use with no restriction. In Open Data, there is some ability to ask for no-commercial use agreement. Other data security discussion points:
    - On January 4, 2017, the State of Washington Office of Cyber Security formally approved the use of ArcGIS Online with specific configuration requirements for Categories 1, 2, and 3 data. Contact the [Office of Cyber Security](https://cybersecurity.wa.gov/about-us-25bf1802937e) to request details.
    - In some cases, when information is specifically excluded from sharing by Public Records Act, an agency cannot share.
    - Agencies cannot normally share lists of people for commercial purposes.
    - Other examples exist of data that cannot be used for commercial purposes. One solution idea is to provide a click-through agreement in which the data consumer agrees that they will not use the data for commercial purposes. Another solution idea is to acknowledge that nearly no one reads and understands click-through agreements and simply state the data usage constraints prominently with the data catalog entry.
    - Electronic access to digital records. Agencies do not own data. Data belongs to the citizens of the state. If we do not own the data we cannot restrict access. Does the state have copyright to the data?
    - Private gain from public data is allowed.
    - Bill 1594 has been adopted and will result in changes to the Public Records Act
      * Bill page: <http://app.leg.wa.gov/billsummary?Year=2017&BillNumber=1594>
      * Bill digest: <http://lawfilesext.leg.wa.gov/biennium/2017-18/Pdf/Digests/House/1594.DIG.pdf>
      * Bill 1595 is related and addresses cost
    - Local governments can charge for customized research. Any citizen can inspect or get copies of data - there is a cost to produce.
* Prioritize improvements for Geospatial Portal.
  + GPSC members prioritized these actions. Will requested to add reducing duplication to support his Access WA reporting requirements.
    - Simplify access
    - Improve publishing
    - Reduce duplication while doing the top two
      * Will suggested that we consider retiring the [Washington State Geospatial Clearinghouse](http://wa-node.gis.washington.edu/geoportal/catalog/main/home.page) and [Geography.wa.gov GIS Data Catalog](http://geography.wa.gov/node/111) components. Tim noted that when components become fully redundant as we simplify, then they become candidates for retirement. We will need to assure that the functions of retired components are still available if they are still required. Tim described supporting Data Consumer fast-completion sequence: Search > Find > Evaluate > Get > Use.
* Parcels update
  + Postponed until next meeting
* Imagery update
  + Postponed until next meeting

### Infrastructure & Software

* Geography.wa.gov migration update
  + Migrating to OCIO content management system in July
* WaTech update
  + A server reboot was performed after Monday’s patches. The patches were applied successfully.
  + Mike Roberts is transferring to DES July 1, 2017 and will no longer be available to support the Geospatial Portal infrastructure. Steering Committee expressed gratitude for Mike’s assistance and noted that he will be missed.

### Applications

* WAMAS
  + Melissa data update
    - Stephen Vaughn, WaTech - Issues with downloading and unpacking data. Issues with license file. Everything has been resolved and completed.
  + Master Address File (MAF) status
    - David Wright, DOR was unable to participate and provided this update:

1. I was delayed getting the MAF Extract packaged to go to WaTech; legislative/statutory priorities took precedent. I am targeting to get back to that next week where I can address a PK/FK issue from the source data importing to the MAF DB. I may be required to make a couple DB changes to ensure the joins and dependencies are working properly.
2. While having the Editing tool online and working @ DOR; I found the path taken which was just to extract the entire point view and turn it into a feature class and then copy from one to the other for editing didn’t car the correct key values for me to cross talk it back to the source DB. I am working in the JS for the editing tool to address this issue.
3. We still need to address the governance issues of the editing tool concept; currently we have not authoritative review/approval process for the edited data to be loaded. This is a significant concern for DOR that will not allow us to import edited data; as none of the state agencies are a “Owner” of location data for a City/County body, we can’t risk having changes made or superseding data that is used across all the partners that would jeopardize the single-view concept. The outreach effort of Will Saunders & Winnie will hopefully bring in authoritative partners that we can rely on to approve/accept corrections in the appropriate jurisdictions.
   * QA/QC Mapping Tool status
     + See previous item (2, 3)
   * Retire zip code layers status
     + Jenny will remove the ZIP Code layer from the service. ~99% of use is public at present. Craig Erickson, DOH indicated that apps use the map service to determine related geographies so there may be issues. Can we provide an empty polygon to limit problems? Jenny stated that based on an earlier discussion with Christina Kellum (ECY), ECY can assist with other necessary data layer updates but can’t take on the responsibility of maintaining the service because they don’t use it. There was some discussion of others volunteering to take ownership. Jenny proposed to discuss with the new coordinator and decide next steps.
   * Open discussion
     + How to improve WAMAS website?
       - Wynnie T – will be working on page, improvements?
       - Will S – want the Excel plug in and the batch tool readily available. Will thinks that there are a lot of small government entities that would be very interested in using state services because of funding losses.
       - Julie J – get the message to staff in the agencies so they’ll quit burning AGO credits? Also, open data portal – DOT website managers just removed the link to their data download site.
     + Winston M – presenting at Esri, WAMAS plug?

### Closing Comments, adjournment

* Next Meeting – July 13, 2017 – 2nd Thursday of each month

## Action Items

* Tim to build out GDL and re-use the artifacts for portal improvements. Share / re-use any GDL roles, responsibilities, workflows, etc.

## GPSC Participants

[Agency Codes and Authorized Abbreviations](http://www.ofm.wa.gov/policy/75.20.htm) | participating in today’s meeting –

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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, Julie Jackson | DOL | Tom Williams |  |
| ECY | Christina Kellum | Rich Kim | RCFB | Greg Tudor |  |
| DSHS | Tim Minter | George Alvarado, Steve Leibenguth | TSC |  |  |
| DOR | David Wright |  | JLS | Brad Ellis |  |
| DOH | Craig Erickson | Scott Kellogg | CRAB | Eric Hagenlock |  |
| L&I | Winston McKenna |  | DAHP | Morgan McLemore |  |
| WSP | Louis Hurst |  | UTC | Brian Gillespie | Rey Dejos |
| DES |  |  | PSP | Greg Tudor |  |
| OFM | Mike Mohrman or Tom Kimpel | Laurie Wood | SCC | Brian Cochrane |  |
| LCB | Kevin Duffy |  | WSRB | Chris Jansen |  |
| AGR | Perry Beale |  | LEAP | Curtis Gilbertson |  |
| SPI | Cathy Walker |  | OCIO | Jenny Konwinski | Will Saunders, Wynnie Tranfield |
| MIL | Rick Geittmann | Jonathan Cochran, Matt Modarelli, Albert Cisse | WaTech | Jenny Konwinski | Mike Roberts, Stephen Vaughn |

Also: Allison Anderson (UW)

## WAMAS Meeting Participants

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Org** | **Representative** | **Also participating** | **Org** | **Representative** | **Also participating** |
| OCIO | Jenny Konwinski | Will Saunders, Wynnie Tranfield | WaTech | Mike Roberts | Stephen Vaughn |
| DSHS | Steve Leibenguth | Tim Minter, George Alvarado | DOR | David Wright |  |
| LNI | Winston McKenna |  | DOH | Craig Erickson |  |

Also: Brian Cochrane, Julie Jackson, Albert Cisse, Rick Geittmann, Rich Kim

## References

### Geospatial Portal

* [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-steering-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/)

### Washington Master Addressing Services

* [Washington Master Addressing Services (WAMAS)](https://ocio.wa.gov/geospatial-program-office/washington-master-addressing-services-wamas)
  + [Training Guide](http://wa-geoservices.maps.arcgis.com/apps/MapJournal/index.html?appid=db7a2b3b33184692a3d473ec04776127)
  + [Technical Support](https://ocio.wa.gov/washington-master-addressing-services-wamas/wamas-technical-support)
  + [Technical Documentation and Flyers](https://ocio.wa.gov/washington-master-addressing-services-wamas/wamas-technical-documentation-flyers)
  + [Accessing WAMAS Services](https://ocio.wa.gov/washington-master-addressing-services-wamas/accessing-wamas-services)
* [Master Addressing Steering Committee (WAMAS)](https://ocio.wa.gov/geographic-information-technology-git-committee/master-addressing-steering-committee-wamas)