**Thursday, April 12, 2018**

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) | Tim Minter, Chair |  |
| **Management & Data** | | | | |
| 1 | * Call for GPSC Chair candidates, July 2018 – June 2019 term,   + May 10 vote * National States Geographic Information Council ([NSGIC](https://www.nsgic.org/)) Update * WA Technology Services Board ([TSB](https://ocio.wa.gov/boards-and-committees/technology-services-board-tsb-0)) Update * Standards Review and Update (refer to briefing paper included with agenda) * Initial Discussion of Allocation Method for 2019-2021 Biennium | **1:05 PM**  5m  10m  5m  25m  20m | Tim Minter  Joanne Markert & Alan Smith  Christina Kellum/ others  Joanne/ All  Joanne/ All |  |
| **Infrastructure & Software** | | | | |
|  | * Hosting status * Cloud hosting | 5m  5m | Joanne Markert  David Wright |  |
| **Applications** | | | | |
|  | WAMAS Welcome, introductions, assign recorder, adjust agenda | **2:15 PM**  (5 min) | Joanne Markert  Winston McKenna |  |
|  | **WAMAS**   * Master Address File (MAF) status * Migration to WaTech Cloud   + Review Diagram   + Initial Efforts   + Estimated timeline   + Identify risks/ mitigation (e.g. URLs)   + Other coordination points (e.g. when can other agencies make the change?) * Initial Discussion of Allocation Method for 2019-2021 Biennium | **2:20 PM**  5m  25m  25m | David Wright  Joanne/ All |  |
|  | **Closing Comments, adjournment**   * Next Meeting – May 10, 2018 – 2nd Thursday of each month | **3:25 PM**  (5 min) |  |  |

## Notes

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

* Recorders: Christina Kellum

### Management & Data

* Call for GPSC Chair candidates, July 2018 – June 2019 term,
  + May 10 vote
  + We had agreed on a procedure to change out the chair position.
    - Ask your management if you are interested and get your name in the hat for next meeting
    - Give name to Tim or Joanne
* National States Geographic Information Council ([NSGIC](https://www.nsgic.org/)) Update
  + Alan Smith, Joanne Markert, and Ian Von Essen attended the NSGIC mid-year conference in Salt Lake City
  + Alan –
    - Lots of talk about addressing and the potential value for a standard data model for addressing.
    - Nextgen911 how the effort is being managed in different states.
    - How Nextgen911 should be folded into addressing efforts.
    - NSGIC spends lots of time coordinating with federal efforts.
  + Joanne –
  + Lots of talk about USGS 3DEP program.  We will be required by the state to have a LiDAR plan in order to get funding.  DNR and Ecology are working together. Work with Joanne if you want to make sure your needs are being met.
  + Ian von Essen has retired from Spokane County
* WA Technology Services Board ([TSB](https://ocio.wa.gov/boards-and-committees/technology-services-board-tsb-0)) Update
  + Joanne presented to TSB on how GIS is leveraged at the state.  There was great engagement by the board.  Joanne did a great job communicating our message.
* Standards Review and Update (refer to briefing paper included with agenda)
  + These are all at sunset review.
  + Metadata standards would perhaps be the first one
    - This is our most public facing standard because of geo.wa.gov
  + Recommend to get rid of 161.02
  + Question: is the addressing standard listed in the documents?  It is under 161.04.
  + There appears to more similarity around ISO and Dublin Core than the FGDC CSDGM standards.  It is recommended that federal agencies move towards ISO.
    - Greg Tudor – had to summarize in detail the inconsistencies between Dublin Core standard metadata for geographic versus tabular-only data.  One issue with ISO standard is that someone has to buy the standards documentation. OCIO does not have copies of ISO standards.
    - Tim Minter – ISO standard documentation set would be a required resource for develop a metadata editor application, for example.  Purchasing the documentation may not be necessary if Washington State staff are simply using 3rd party metadata editor applications to write metadata that validates to the ISO standard.
    - Jenny Konwinski – There is documentation about creating metadata using ISO with ArcGIS Online, but if you are creating metadata within ArcGIS Desktop, and planning to validate to both ISO and FGDC CSDGM, it could be complicated.  If you've used ArcGIS Online metadata editor, fill in required fields, then validate.  There are extra item fields. Issue with how detailed you want to get. File geodatabase, feature service, map, app – all need documentation. You end up having to re-do a lot of the same thing. It's not carried through everything. Refresh dates – Update data in an item vs. updating the item details – not sure if it is being made clear what is getting updated and when.
      * Overall, it’s better working with the ArcCatalog metadata editor. Other issues when publishing from ArcMap to ArcGIS Online.
    - Do we want to change the standard?  This could be a big lift for agencies when we just did a bunch of metadata work for authoritative data.
    - Would be nice re-organized the standards.  Possibly have a transition period?  If there is a discontinuity up at the federal level, it's going to be challenging.  If we are going to be wrong, be wrong one way…
    - Our federal funding will have constraints… if our funding stream is tied to ISO standards, then we should go that way.
  + Geodetic standard:  Things are out of date, what about using web Mercator for web?
    - Tim – It is not clear, what is the requirement is it about delivery in the standard?  Vs. how the data is persisted.
    - Joanne – has heard comments that this standard is not that clear.
    - When the national standard changes for coordinate system, we'll have to look at the internal standard.
    - Greg – as long as we have a projection defined, and have the appropriate tools to accurately get area… the more accurate storage is going to give you better results.  Always make sure the projection is defined properly and is available…
  + Overall Policies/Standards:
    - Sets up the process for the standards.
    - WAGIC is supposed to be the standards review committee…
    - If we are requesting local gov't to follow the standards they need to be at the table through WAGIC… if it's only at the state level, then it could be under GIT/Geospatial Portal review.
  + What do we want to focus on??  161.04 standard make sense, and some don't…
    - The driving force was to see if there was an existing precedence before something new.
    - 161.04 should be reviewed…
      * Clarification-- difference between data and metadata standards.
      * Issue some of the standards to meet the business requirements that are not in the standards?
      * The standards cause us to slow down, we should have a benefit to go through those hoops, don't want to do busy work.
      * We should be documenting why and intent of the policy and standard…
      * Agencies should be able to name fields for business needs, but having common standards for attributes that need to be shared so you can mash data together…
    - ACTION ITEM:  This is the start of the conversation… can we all commit to take a look at it and bring back what your priority standards to modify for next meeting?
* Initial Discussion of Allocation Method for 2019-2021 Biennium (refer to briefing paper included with agenda)
  + Attached in the meeting note are what was how the allocation is created.
    - Based on 4 part index.
    - Allocation is determined, it has to go through OFM and governor's budget, and it's passed through to WaTech.
    - We have to come up with the model of how to spread the budget among the agencies.
    - It has to be repeatable and get the information for the model.
    - WAMAS different than Geoportal allocation models.
    - What does the Geoportal include??
      * Originally it was the cost for the physical servers for geoportal
      * This is an combination OR, Montana … 5-6 year old though process.
  + Because Joanne has done such a good job of advertising GIS, more agencies are interested in joining the allocation.
  + \*\*Going to have a smaller group to work on it… we need to present something to GIT in May.  Rate Day in June is a deadline to provide information.
    - Should discuss adding imagery into the geoportal budget and maybe have a pattern that is the same between WAMAS and Geoportal?
    - \*\* Craig has allocation calculation spreadsheet… or anyone else, send it to Joanne.
* Hosting status
* Cloud hosting: David Wright – is anyone doing a cost-benefit analysis on moving to cloud instead of to the State Data Center? Christina may be looking at this. Joanne has analysis results that she can share.

### Infrastructure & Software

* Hosting status

### Closing Comments, adjournment

* Next Meeting – May 10, 2018 – 2nd Thursday of each month

## Action Items

## GPSC Participants

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

Brandy – 2:04p

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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 | Brian Hall |  |
| DOT | Alan Smith | Tess Starr, Jordyn Mitchell, Julie Jackson, Eric Jackson, Allen Blake, Marci Carte, Stacey Plumley | DOL | Tom Williams | Beth Plunkett |
| ECY | Christina Kellum | Rich Kim | RCFB | Greg Tudor |  |
| DSHS | Tim Minter | George Alvarado, Steve Leibenguth | TSC |  |  |
| DOR | David Wright | Austin Hildreth | JLS | Brad Ellis |  |
| DOH | Craig Erickson | Scott Kellogg | CRAB | Eric Hagenlock |  |
| L&I | Winston McKenna | Bryan Huebner | 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 | Joanne Markert | Jenny Konwinski, Will Saunders |
| MIL | Rick Geittmann | Jonathan Cochran, Matt Modarelli, Dan Miller | WaTech | Bill Moneer |  |

## WAMAS Meeting Participants

Joey Bisig, Brandy Riche, Brian Cochrane, Marci Carte

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Org** | **Representative** | **Also participating** | **Org** | **Representative** | **Also participating** |
| OCIO | Joanne Markert | Jenny Konwinski | WaTech | Bill Moneer |  |
| DSHS | Steve Leibenguth | Tim Minter, George Alvarado | DOR | David Wright |  |
| L&I | Winston McKenna | Bryan Huebner | DOH | Craig Erickson |  |

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## Notes

* Master Address File (MAF) status
  + MAF Key – Melissa Data unique key is added to process. Next deliverable, mid-May. DW thinks May 5-20.
* Migration to WaTech Cloud
  + Migration is beginning for WAMAS. GIS Server is up in the private cloud. David Wright is going to help install software, Jenny will be moving locator files and associated data to the new server. The next server will be the application server and the last will be the SQL server.
  + Expect the migration to be occurring between now and mid-to-late summer.
  + Existing URLs will stay the same until agencies are able to migrate to the new servers. DSHS indicated they won’t be able to make the switch until they change to 10.6 which is currently estimated to be this fall. Need timelines from other agencies to understand when the cutovers can occur.
  + Craig suggested that after the migration, we review the services and consider upgrades to the application to reflect needs for JSON for APIs and compatibility with Office 2016 + (Excel Add-in).
* Initial Discussion of Allocation Method for 2019-2021 Biennium
  + Allocation for WAMAS is currently determined via IT FTE. If we want a different method, then we need to propose something. There was discussion about whether IT FTE was appropriate since more than just IT staff would use WAMAS within an agency. The group requested that the allocation subgroup also discuss WAMAS allocation. It would be nice to have some consistency with how the allocations are applied for the different GIS services – Geospatial Portal, WAMAS and Imagery.

## References

### Geospatial Portal

* [March 2018 meeting minutes](https://ocio.wa.gov/sites/default/files/public/Geospatial/WA-OCIO-GIT-GPSC%20WAMAS%2020180308%20Minutes.docx?u4vfv)
* [Geospatial Portal – Shared GIS Infrastructure](http://ocio.wa.gov/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)

### Washington State Office of the Chief Information Officer Policies

* [All](https://ocio.wa.gov/policies) | [Geospatial](https://ocio.wa.gov/policies?combine=geo) | [Open Data](https://ocio.wa.gov/policies?combine=Open+Data) | [Security](https://ocio.wa.gov/policies?combine=secur)