**Thursday, May 10, 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**5m | Tim Minter, Chair |  |
| **Management & Data** |
| 1 | * Vote for GPSC Chair, July 2018 – June 2019 term
* Geographic Information Technology (GIT) Committee Update
* Review objectives
* Adjust and define next steps:
	+ Improve publishing
	+ Improve data – policies & standards
		- Agency priority action item from April
	+ Reduce duplication
	+ Clarify roles & responsibilities
 | **1:05 PM**5m15m40m | Agency representativesJoanne MarkertTim / allTim / all |  |
| **Infrastructure & Software** |
|  | * Hosting status
 | 5m | Joanne |  |
| **Applications** |
|  | WAMAS Welcome, introductions, assign recorder, adjust agenda | **2:15 PM**5 min | Joanne MarkertWinston McKenna |  |
|  | **WAMAS*** Master Address File (MAF) status
* Migration status
* Discuss WAMAS budget to use for allocation
	+ Improve WAMAS uptime
	+ Hardware / Software needs
 | **2:20 PM** | David WrightJenny KonwinskiJoanne / all |  |
|  | **Closing Comments, adjournment*** Next Meeting – June 14, 2018 – 2nd Thursday of each month
 | **3:25 PM**(5 min) |  |  |

## Notes

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

* Recorder: Tim Minter

### Management & Data

* Vote for GPSC Chair, July 2018 – June 2019 term
	+ Candidate List: Tim Minter
	+ Vote: Yay, unanimous
	+ Result: GPSC authorizes Tim Minter to continue as chair until 6/30/2019.
* Geographic Information Technology (GIT) Committee Update
	+ Tim reported on update to GIT
	+ Limited representation from CIOs – just ECY, DNR. What can we do to improve participation from agencies?
	+ Marci Carte – DOT CIO was going to go, but had last minute conflict. Brian Fairley’s DFW strategic plan presentation was good.
	+ David Wright – still struggling with how to get DOR managers to engage
	+ Tim – provided overview of DSHS’ IT structure and its Enterprise GIS business unit.
* Review objectives
	+ Geospatial Portal formal objectives according to the allocation documentation are:
		- Strategic data investments
		- Coordinated data acquisitions
		- Efficient data storage
		- Reduced duplication of state time
		- Effective software licensing
		- Improved coordination
		- Shared geospatial web services
		- Common data distribution platform
	+ Tim noted that there is probably opportunity for the GPSC to find some commonly needed datasets and use them to build and improve a model for achieving the first two objectives beyond the aerial imagery data acquisitions. Initial focal areas could be licensed datasets (e.g. Streetmap Premium, ZIP Codes) and data that does not have a clearly defined originator (e.g. City boundaries, Urban Growth Areas).
	+ David Wright noted that he had posted ZIP Codes constructed by DOR to Box.com and has not received any feedback. Action item: Tim will review in light of meeting DSHS needs and providing feedback to David.
	+ Joanne – We deliver category 1 – public data via the Open Data site. There is also data that is category 2 that WA state agencies need to share. Box.com is currently being used to do this. Organization of Box could be reviewed and improved. Action item for each agency – sign in to Box.com, review your content in the MetadataWAF folder, save anything you need to keep, then delete your agency’s folder. Discussion ensued regarding reorganizing Box.com folder structure.
	+ Action item: Tim – add data coordination and strategic investment priority to next steps
* Adjust and define next steps:
	+ Improve publishing
		- No discussion
	+ Improve data – policies & standards: Agency priority action item from April
		- ECY – Adam Oestrich reported that he and Christina Kellum had discussed, focusing on the question, “If the policies and standards are changed, what would the effort be to conform?” Christina & Adam think the spatial standard would have the biggest impact to ECY, followed by the metadata. David – we know SRS is going to change, datum 2022.
		- DSHS – Tim presented document outlining an approach that DSHS would like to see taken toward updating the policies and standards. Embedded here:



* + - DOT – Andy Everett has a data cataloging approach that Joanne recommends for the GPSC to see. Andy has a metadata repository with all schemas of all databases, data classification approach, extended. They’ve classified all of their databases to follow the information security categorization requirement. They’ve mapped all their data holdings to tables and columns on servers. Action Item – Tim will add agenda item to the June meeting for Andy to demonstrate the system. Also, Andy has an Open Data dataset standard that he can share. 20-30m.
		- David – DOR, OFM, DOT manage city boundaries. DOR may be only agency that is statutorily required to maintain City boundaries.
	+ Reduce duplication
		- Tabled until next time. Action item for participants – find duplication, coordination opportunities, etc. and report back with findings.
			* David – DOR, OFM, DOT manage city boundaries. DOR may be only agency that is statutorily required to maintain City boundaries.
			* Discussion ensued – UGAs, Cities, etc.
	+ Clarify roles & responsibilities
		- Action item, Joanne will make adjustments to the governance document and will then send to GPSC distribution list in about 2 weeks for review and comment.

### Infrastructure & Software

* Hosting status
	+ Connectivity step with WSDOT has not been completed and is blocking final migration steps.
	+ 2017 imagery will not go on the old servers. Only going on new ones.
	+ Joanne will send change notification to GPSC.

### Closing Comments, adjournment

* Next Meeting – June 14, 2018 – 2nd Thursday of each month

## Action Items

* Highlighted in yellow above

## GPSC Participants

Andy Everett, DOT, another person who I did not recognize (Joanne – did you catch this person’s name and organization?)

[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 | Brian Hall |  |
| DOT | Marci Carte | Tess Starr, Jordyn Mitchell, Julie Jackson, Eric Jackson, Allen Blake | DOL | Tom Williams | Beth Plunkett |
| ECY | Christina Kellum | Rich Kim, Adam Oestrich | 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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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 |   |
| LNI | Winston McKenna | Bryan Huebner | DOH | Craig Erickson |  |
| MIL | Dan Miller |  |  |  |  |

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## Notes

* MAF Status – David Wright (DOR)
	+ Should have Version 6 ready by the end of next week – will include Pierce Co updates
	+ New locator will also be available
	+ Having issues with Melissa data corrections not being updated in their database – also some MAK differences
* Server Migration Status – Jenny Konwinski (OCIO)
	+ Waiting on cloud server connections for data transfer, then proceeding with software installation and locator services setup on the data server.
	+ Can’t do anything more with the web adaptor until the app server is ready.
	+ Once the WAMAS-related data has been transferred, we can discuss shutting down the Nutanix test env servers to free up those licenses.
* Budget Allocation – Joanne Markert (OCIO)
	+ Presented and updated resource estimates spreadsheet in preparation for discussion tomorrow
	+ Planning for 2 year adjustment cycle
	+ Discussion about SLA/policy needed for handling emergency outages (who responds to what?)

## References

### Geospatial Portal

* [April 2018 meeting minutes](https://ocio.wa.gov/sites/default/files/public/Geospatial/WA-OCIO-GIT-GPSC%20WAMAS%2020180412%20Minutes.docx?6v72odr)
* [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)