**Thursday, September 13, 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** | Tim Minter, Chair |  |
| **Management & Data** | | | | |
| 1 | * Framework layers status & next steps * Roles & Responsibilities documents (attached) * Service usability & warranty (attached) * Review Geospatial Portal in reference to objectives * Other business:   + Build next agenda   + Meeting time changes – Oct, Nov, Dec   + Questions about updates (attached)? | **1:05 PM**  **1:20 PM**  **1:30 PM**  **1:40 PM**  **2:10 PM** | All  Tim, Joanne Markert, All  Tim, Jordyn Mitchell, All  Joanne, All  All |  |
| **Infrastructure & Software** | | | | |
|  | * Imagery server migration status | **2:14 PM** | Joanne |  |
| **Applications** | | | | |
|  | WAMAS Welcome, introductions, assign recorder, adjust agenda | **2:15 PM**  5 min | Joanne Markert  Winston McKenna |  |
|  | **WAMAS**   * Update – migration to WaTech Private Cloud * WAMAS support for Secretary of State elections modernization project   + Introductions   + Brief overview of Sec of State project and connection to WAMAS   + Review and discuss workflow diagram (attached)   + Differences between LocationFinder and Geocoder for new addresses   + Update on connection to the location in Cheney   + Determine how to route issues to the best person/ team (WATech and WAMAS Developers and OCIO)   + Discussion of batch address download   + Any other issues or questions? | **2:20 PM**  **2:30 PM** | Joanne  All |  |
|  | **Closing Comments, adjournment**   * Next Meeting – October 11, 2018 – 2nd Thursday of each month | **3:25 PM**  (5 min) |  |  |

## Notes

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

* Joanne Markert, CTS-OCIO introduced Jason Anderson, CTS-OCIO. Jason is serving in the role of Enterprise Technology Architect.
* Recorder: Christina Kellum, ECY

### Management & Data

* Framework layers status & next steps
  + Cadastral
    - ECY aggregated parcels – this work has been ongoing and available for several years.
    - Coordination workgroup – David Wright, DOR – Group sent shared need attributes to DOR. DOR staff have established data flow from Counties to DOR and are looking at being able to provide aggregated parcels data. David provided a draft handout to the Geospatial Portal Steering Committee (GPSC). Tim Minter, DSHS – will this work result in the ECY aggregated parcels being replaced? David – Maybe parallel with ECY for 2019, replace with DOR in 2020.
    - Secretary of State is acquiring parcels and street centerline data. Christina Kellum will pass this along to Rich Kim at ECY to coordinate.
    - Action: David Wright, DOR will deliver the finalized schema document to the GPSC when it is available.
  + Digital orthoimagery
    - GPO imagery program
    - No significant discussion
  + Elevation
    - 3DEP/LiDAR for the Nation - Statewide LiDAR plan pilot project is beginning 9/26/2018
  + Geodetic control
    - NGS Datum 2022
    - DNR is putting forward for potential legislation again this year.
    - Done: Tim will find the link to a recorded webinar that he mentioned
      * ASPRS sponsored webinar requires sign-in: <https://www.gotostage.com/channel/c43af829a35b4df99eab4d0f9d10bd97/recording/8f08f705017240ff93a15f3f444498e2/watch?source=CHANNEL>
      * NGS Webinars: <https://www.ngs.noaa.gov/web/science_edu/webinar_series/2018-webinars.shtml>
  + Governmental unit boundaries
    - Coincident boundaries issue needs to be resolved.
    - DOR & DOT both maintain City boundaries with different geometries
      * DOT uses City boundaries for tax purposes
      * OFM-Tom Kimpel may manage another version
    - Joanne Markert is planning to establish a working group for this framework data
    - David Wright – everyone has great info and cross communication but agencies have business cases for modifying the City boundaries differently.
    - The Governor’s Office promotion of and support for the next Census may drive correcting this data.
    - Action: Darby Veeck, ECY will describe his process for modifying boundaries and share the resulting data to Joanne Markert.
    - Action: Joanne Markert, CTS-OCIO will get Darby’s boundaries, post to Box, and notify GPSC of availability for review. GPSC members can review, comment, and provide feedback.
    - Action: Joanne Markert, CTS-OCIO will coordinate a work group on this data
  + Hydrography
    - ECY & DNR coordination
    - Status: Christina Kellum – ECY, DNR, and maybe DFW are looking at backup funding plans to attach fish/no fish to NHD regardless of DNR DP status.
  + Transportation
    - CRAB & DOT are coordinating with Counties regarding roads information.
  + Other discussion
    - Jordyn Mitchell, DOT – can we establish target due dates for the framework layers? Christina Kellum & Joanne Markert – each work group could potentially establish target dates
* Roles & Responsibilities documents (attached)
  + Tim Minter, DSHS – Began to review and comment on the existing document and realized that he could re-write in less time. Approach strived for these characteristics:
    - Align with the Geospatial Portal objectives
    - Minimize document size
    - Minimize changes to the main document by creating appendices that can be updated separately
    - Incorporate Information Technology Infrastructure Library (ITIL) guidance
  + Discussion
    - Elizabeth Lanzer, DOT- Where do our business partners fit in?  Example:  venders, construction contractors.  Perhaps we list it out in the Data Consumer?  Tim – included them in initial customer segmentation in early 2017, but did not include in the governance documentation. Tim will review marked up documents in the action item below and potentially add to the governance document.
    - George Alvarado, DSHS – having difficulties with “Agency Data Manager”, rest of document is great. Tim - Certain words are challenging to different people because of experiences when using them. These words become “forbidden words” or only usable in a certain context. The “Agency Data Manager” role is named for the responsibilities of the staff filling the role. They manage agency data. Maybe “Agency data manager” would be a better presentation of the name. Tim is open to recommendations.
    - The group discussed data life cycle phases where the data is no longer being maintained or needs to be retired. Will Saunders, CTS-OCIO noted that there may be guidance available from Washington State Archives staff and that records retention requirements may apply.
  + Action: GPSC members will review, comment, and adjust in the documents with “Track Changes” on and send to Tim to merge for the next meeting
  + Action: Tim to review, merge, and add customer segments.
* Service usability & warranty (attached)
  + Used the time on the previous item.
  + Action: This goes to the next agenda.
* Review Geospatial Portal in reference to objectives
  + Joanne – navigated to <http://geo.wa.gov> for discussion
  + concept that when we look at geo.wa.gov, that it doesn't become the junk drawer in the kitchen.  Make sure we curate the data appropriately for our consumers. One consideration is that agencies can establish authoritative accounts that do not use a person’s name. Data consumers could have confidence that the data is “official”. Item ownership transfer would not need to take place during staff transitions.
  + Notes from the discussion:
    - Need a naming convention?
    - Metadata / timestamps are being floated differently
    - Share our data
    - End up seeing potential conflicts and help us focus our efforts
    - Consistency in look and feel
    - Examples:
    - School Districts---Multiple copies from different agencys, same geometry but different attributes
    - Issue: some have names instead of Agencies or Admin account
      * Best practices Shared by should be from agency account, not person
      * Contacted them both and it's not an easy answer to determine which one should be used.
      * Best practice?---Say something in the description for what the use is?
      * Data.wa.gov- convention to have agency logo and three letter in front of name.  OCIO-Will Saunders
      * For every admin account, they have to have an individual account…
    - Example--Roads:  The order isn't necessarily what people are wanting to see.
      * Point:  Look at the data out there, see what the issues are and come up with ways to make layers more distinguishable and clear to know what it is.
        + Issue with registering in ArcGIS Online, summary and description-- the shortend summary is all that they can see.
        + It's helpful to have the agency in the front of the name… like WSDOT
    - Not coordinated enough between agencies to have a common naming convention and where it is exposed.
    - It's challenging because each agency has their own reasons for naming, but what can we do for when it's shared…?
    - WSDOT Stacy--Loading metadata to populate the item details pages..
    - We are not going to be solving overnight.
    - Using period of time in the metadata?  But doesn't show up in top level search…
    - Action Item:  Create a list of issues and people can contribute and email to Joanne what they see and continue to update.
    - Action Item for Christina/ECY--- Update descriptions that point to Dan Saul… \* Don't need to put in notes.
    - Metadata issues-- lots of ways to do it, come up with good common practices, what is the functionality that we are expecting?
    - Action: Staci Plumley, DOT and Jeffrey Holden, DNR will share their method for sharing metadata to Joanne. A GPSC workgroup could consider for potential inclusion in Geospatial Portal publishing guidelines.
* Other business:
  + Build next agenda
    - Framework layers status & next steps
    - Roles & Responsibilities documents
  + Meeting time changes – Oct, Nov, Dec
  + Questions about updates (attached)?
  + Action: Christina attended the recent National States Geographic Information Council (NSGIC) conference. Contact her if you have info you want to get to or from the other states.

### Infrastructure & Software

* Imagery server migration status
  + Imagery services have been migrated.  Services have been turned off but the servers have not been turned off.
  + Recommendation to have all of our services to run on https.  Issue is because it's a custom domain.

### Closing Comments, adjournment

* Next Meeting – October 11, 2018 – 2nd Thursday of each month

## 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 | Brian Hall |  |
| DOT | Elizabeth Lanzer | Tess Starr, Jordyn Mitchell, Julie Jackson, Eric Jackson, Allen Blake, Marci Carte, Andy ?? | 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 | Cameron Cole | 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 |  |  | CTS-OCIO | Joanne Markert | Jenny Konwinski, Will Saunders, Jason Anderson |
| MIL | Rick Geittmann | Jonathan Cochran, Dan Miller | CTS-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 |  |

## 

## Notes

* + Reviewed Sec of State Elections modernization project and connections to WAMAS. Need a robust use of WAMAS due to schedule and need ability to do same day voter registrations. Timeline for project is tight. Need to be ready for testing in spring 2019 and then ready for elections next Nov 2019.
  + Review and discuss workflow diagram (attached). Decided that this wasn’t a relevant workflow anymore, so skipped this topic.
  + Differences between LocationFinder and Geocoder for new addresses. Discussed that the geocoders for batch processing and Excel Add-in tool use a different prioritized order for matching addresses.
  + Update on connection to the location in Cheney. This was an issue for network and security teams at WATech, not directly an issue for the WAMAS develop/ user team. The connection issues was fixed.
  + Determine how to route issues to the best person/ team (WATech and WAMAS Developers and OCIO). Developers would prefer that any issues or questions from Sec of State be triaged through Joanne and sent to the developers as appropriate.
  + Discussion of batch address download
  + Any other issues or questions? Reviewed a few additional questions from Swathi from Sec of State Office.

### Geospatial Portal

* [August 2018 meeting minutes](https://ocio.wa.gov/sites/default/files/public/Geospatial/WA-OCIO-GIT-GPSC%20WAMAS%2020180809%20Minutes%20r2.docx?k3c9cf)
* [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/)
* [WaTech Reports](https://watech.wa.gov/about/reports) > [Zero Based Budget Review Full Final Report](https://watech.wa.gov/sites/default/files/public/documents/0.%20Full%20Zero-Based%20Budget%20Review%20vRedacted%20Final.pdf) > search “geospatial portal”

### 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)