**Thursday, December 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** | **Notes/Materials** |
|  | GPSC Welcome, introductions, assign recorder, adjust agenda | **1:00 PM** | Tim Minter, Chair |  |
| **Management & Data** |
| 1 | * Framework layers status & next steps
	+ Cadastral – Parcels final schema
	+ All other layers
* Standards
	+ Geodetic Control & Hydrography – vote to finalize
	+ Metadata – status & next steps
* Governance
	+ Vote to finalize R&R and Appendix A
	+ Discuss Appendix B – proceed or cancel?
* Build next agenda
 | **1:05 PM****1:10 PM****1:30 PM****1:45 PM****2:00 PM** | AllDavid Wright & Austin Hildreth, DORAllJoanne Markert, OCIOTim & JoanneAll |  |
| **Infrastructure & Software** |
|  | * Status
 | **2:10 PM** | Joanne |  |
| **Applications** |
|  | WAMAS Welcome, introductions, assign recorder, adjust agenda | **2:15 PM**5 min | Joanne MarkertWinston McKenna |  |
|  | **WAMAS*** Final changes, updates needed to the environment - e.g. reconfigure the dev servers
* Any issues logged at your agencies with the change?
* Any concerns about Dec 14th cutover?
* Updated documentation
* Where should we store that documentation?
* What about data? Now that we have this new environment, would like to document data, data sources, update cycle.
* What about sharing the codebase/ codeset going forward?
* FME/ SQL/ access to DEV servers, What else is outstanding?
* Who should we invite to January meeting which will be customer/ business focused?
 | **2:20 PM** |  |  |
|  | **Closing Comments, adjournment**Next Meeting – January 10, 2019 – 2nd Thursday of each month | **3:25 PM**(5 min) |  |  |

## Notes

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

* Recorder: Tim Minter

### Management & Data

* Framework layers status & next steps
	+ Cadastral
		- Austin Hildreth – DOR, described the proposed Parcels schema. A fire district relationship table is included. DFW, DNR have needs for knowing contact information for parcel owners by fire district.
		- Land use code was discussed. It does not appear that the rule is being followed consistently - <http://apps.leg.wa.gov/wac/default.aspx?cite=458-53-030>
		- Jordyn Mitchell – DOT, are zoning codes included? Austin – not in the current schema, and it may be possible to add. David Wright – DOR, Luke Rodgers zoning domain from the 2012 UW dataset could be updated and incorporated. David, this work item is on a shortlist of things to review if DOR finds that they can get consistent data from counties.
		- Tim Minter – DSHS, asked about the relationship of the Parcels address elements to the address standard incorporated by reference here:
			* <https://ocio.wa.gov/policy/16104-geospatial-data-standards-fgdc> >>
			* <https://www.fgdc.gov/standards/projects/address-data/index_html> >>
			* <https://www.fgdc.gov/standards/projects/address-data/FGDC_endorsedAddressStandard.zip>
		- Christina Kellum – ECY, there will be an impact to applications to handle schema changes in the normalized parcels. Technical solutions discussed – database views, etc.
		- The unique id is a concatenation of county FIPS code and county assessor Parcel Identification Number alpha-numeric value. Discussion ensued regarding using Washington State county number vs. FIPS and other items.
		- Kirk Davis – DNR, Wildfire Division has a need for the normalized parcels – annually, needs to send list of parcels to assessors for owners who need to pay fire protection assessment. Some of the fields they need are missing, but they could handle that separately. Would like to integrate with the normalized parcels delivery to reduce interaction with and impact to assessors. David W, some of the fields that DNR needs may be available from DOR via the tax group. DOR has lost two GIS analysts recently, and David’s team is looking at automating the processes that they were performing. There may be opportunity in this work to incorporate the fields that DNR needs into the normalized parcels.
			* Action: Kirk will share missing columns with Austin to review for availability.
		- David W, DOR is hoping to have product available for ECY to review and test later in 2019. Looking at mid-2019 before evaluation data would be available. David’s team undergoing a formalized project charter process to obtain authorization to perform the work.
		- Christina & Kirk discussed the currently available ECY normalized parcels. DNR has to apply parcel record-level business rules to assessment and payments.
		- Tim M, what are the source data acquisition cycles? ECY annual, requesting from assessors in January. DOR as available (weekly to annually, depending on assessor delivery capability) & sends request letter as of January 1 for tax clock.
	+ Digital orthoimagery
		- No discussion
	+ Elevation
		- Joanne Markert – CTS, Abby Gleason is still writing the plan. Betty Austin – DNR, bathymetric data is managed by the aquatics group at DNR, which is separate from the group handling LiDAR. Joanne, some intra-agency coordination has been happening.
	+ Geodetic control
	+ Governmental unit boundaries
		- Joanne has scheduled a workgroup meeting for mid-January.
	+ Hydrography
	+ Transportation
* Standards
	+ Geodetic Control & Hydrography
		- Vote: Christina Kellum, Tim Minter, Joanne Markert, Chris Marsh, David Wright, Cameron Cole – voted to adopt the standards with Christina’s recommended adjustments to the Hydrography standard. Unanimous among all agency representatives who were present during the vote.
			* Action: Joanne will incorporate Christina’s changes.
		- Christina, the decision package for ECY GIS positions was not included in the budget by the Legislature. Joanne, CTS-OCIO decision package was not adopted.
	+ Metadata
		- Joanne – do we need another workgroup, look at tools, draft new metadata standard, generalize the standard, use ISO, consistent with FGDC? Leave details out and refer to FGDC? Chris M – yes, let’s move forward… establish workgroup to finalize. Jordyn – can we establish specific questions for the workgroup?
		- Jordyn – how much time to transition? Joanne – 2 or 3 year transition, Geospatial data act specifies 5 years. Jordyn – has heard that there may be an adjustment coming regarding the GeoPlatform. Tim – geospatial data act specifies FGDC as the authority, so we could simply incorporate standards changes by referring to the FGDC’s standards.
			* Action: before Jan meeting, Joanne will rewrite the metadata standard, send out for review, then revise guidelines.
			* Action: Joanne will lead a workgroup including Betty Austin, Christina Kellum, Jordyn Mitchell, Randy Kreuziger, Rich Kim, Cameron Cole, Chris Marsh, and Tim Minter (who all volunteered).
* Governance
	+ Vote to finalize Roles & Responsibilities and Appendix A
		- Christina Kellum, Tim Minter, Joanne Markert, Chris Marsh, David Wright, Cameron Cole, Elizabeth Lanzer – voted to adopt these governance documents. Unanimous among all agency representatives who were present during the vote.
	+ Discuss Appendix B – proceed or cancel?
		- Tim – provided overview of business drivers for this governance doc and initial approaches.
		- Betty – DNR, limited resources were available during change event. Needed to protect the resources. Tim – We need to handle this sort of situation in the change management agreement. Chris – need similar approach to WAMAS and the state imagery changes. Joanne – CTS was able to support two environments at the same time, DNR was not. Christina – it’s about understanding the purpose of sharing content via the Geospatial Portal. Joanne & Dan Miller (MIL) – PSAP boundaries situation, attributes change, how to avoid breaking apps with schema changes?
		- Betty – DNR is planning an upgrade to 10.6.1, and will upgrade in place on February 2nd, with an outage on Friday afternoon. No URLs are planned to change.
			* Action: Jordyn Mitchell will lead a workgroup including Joanne Markert, Chris Marsh, Christina Kellum, David Wright, Tim Minter, and Cameron Cole starting in January 2019.
* Build next agenda
	+ Joanne – need to update priority objectives to finish out Tim’s term, ending June 30, 2019. Tim will add agenda item to update the priorities during the January meeting.

### Infrastructure & Software

* Status - Joanne
	+ WAMAS is converting to the new environment on Friday afternoon, 12/14/2018. The old environment will be decommissioned next week.
	+ Imagery services have been stable since the change.
	+ New imagery is coming in. Clark & Snohomish will be full coverage at 6 inches and available to cost share participants.

### Closing Comments, adjournment

* Next Meeting – January 10, 2019 – 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

Kirk Davis, WA-DNR-Wildfire Division

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Org** | **Representative** | **Also participating** | **Org** | **Representative** | **Also participating** |
| DNR | Brad Montgomery | Betty Austin, Terry Curtis, Abby Gleason, Jeffrey Holden, Caleb Maki, Dolores Sare | COM | Allan Johnson |  |
| DFW | Chris Marsh | Randy Kreuziger | PARKS | Brian Hall |  |
| DOT | Elizabeth Lanzer | Tess Starr, Jordyn Mitchell, Julie Jackson, Eric Jackson, Allen Blake, Marci Carte, Jeff Graham, Stacey Plumley | DOL | Tom Williams | Beth Plunkett |
| ECY | Christina Kellum | Rich Kim, Adam Oestrich (1 or 2 males arrived late) | 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 | Rocky Atwood |  | WSRB | Chris Jansen |  |
| AGR | Ed Thompson | Perry Beale | LEAP | Curtis Gilbertson |  |
| SPI | Bruce Schneider |  | JLARC | Suzanna Pratt |  |
| MIL | Rick Geittmann | Jonathan Cochran, Dan Miller, Mark Glenn | CTS-OCIO | Joanne Markert | Will Saunders, Jason Anderson |

## WAMAS Meeting Participants

ECY-Ewan; MIL – Dan Miller

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

##

## Notes

* Final changes, updates needed to the environment - e.g. reconfigure the dev servers
* Any issues logged at your agencies with the change?
	+ Adobe forms at ECY and DOH are having problems with users that are outside the SGN.
	+ Geocoder candidates not returning zip code – Ewan (ECY)
	+ Is Steve’s JSON service available?
* Any concerns about Dec 14th cutover?
* Updated documentation
	+ Joanne has updated the story map.
* Where should we store that documentation?
* What about data? Now that we have this new environment, would like to document data, data sources, update cycle.
	+ JM – has Austin documented the data sources for the geocoders? Craig & David indicated they will complete the documentation.
	+ Craig – Location Finder should be turned off.
	+ Newer map service Location Finder is available. It has fewer geographic types that will be returned.
* What about sharing the codebase/ codeset going forward?
	+ Steve has noted on several occasions that this should be done. Joanne is ready now that the migration is wrapping up. Needs recommendations on what to buy if needed. DevOps has been discussed. Joanne will check with WaTech on how to do it and costs.
	+ FME is outstanding
* FME/ SQL/ access to DEV servers, What else is outstanding?
* Who should we invite to January meeting which will be customer/ business focused?
	+ Need to establish objectives for the service, next steps, next capabilities, support for business users.
	+ CK – brought up need to expose WAMAS services via AGO for use by external users, not just internal users.
	+ JM – Dept of Retirement Services & DOT. SoS, DSHS, ECY, etc. SoS has suggested contributing staff time. JM – how to we integrate them onto the team.
	+ JM – revising the ITS4 position description to support WAMAS more closely.
* Action: Joanne & Tim will split the GPSC and WAMAS meetings for the January events to cleanly separate communications and coordination.
* Data: SoS has been asking counties for voter precinct data, addressing data, etc. some coordination with DOR, DSHS, DOH
* David – MAF – 32m records in db. Delivering version 7 end of December 2018. Geocoder, CSV to load to schema. Will load to box.com. David is working to load via FME to SQL Server, then developers could get the MAF from there.

### Geospatial Portal

* [November 2018 meeting minutes](https://ocio.wa.gov/sites/default/files/public/Geospatial/WA-OCIO-GIT-GPSC%20WAMAS%2020181108%20Minutes.docx?efhvon)
* [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)