**Thursday, November 8, 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 | * Standards updates   + Metadata – example, demo, discussion * Framework layers status & next steps   + Governmental Units / coincident boundaries update   + Parcels schema – December meeting discussion   + Other priority items * Build next agenda   End of normally scheduled meeting   * Governance – Appendix B – change management   + Work session, participate if valuable to your agency | **1:05 PM**  **1:10 PM**  **1:40 PM**  **1:45 PM**  **1:50 PM**  **2:10 PM**  **2:15 PM**  **Until 3:30 PM** | Joanne Markert, OCIO  Betty Austin, DNR & Chris Marsh, DFW  Elizabeth Lanzer, DOT  Tim for David Wright, DOR  All  Tim, All  Tim, All |  |
| **Infrastructure & Software** | | | | |
|  | * No topics |  |  |  |
| **Applications** | | | | |
|  | WAMAS – cancelled |  |  |  |

## Notes

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

* Recorder: Tim Minter

### Management & Data

* Standards updates
  + Geodetic Control
    - Action: GPSC to review and comment for ~~November 8, 2018~~ December 13, 2018 meeting
  + Hydrography
    - Action: GPSC to review and comment for ~~November 8, 2018~~ December 13, 2018 meeting
  + Metadata
  + Joanne Markert – CTS-OCIO: DNR is getting metadata better organized and sharing in their internal ArcGIS Enterprise system. Betty Austin – DNR is evaluating approaches to improving DNR’s metadata while minimizing metadata development and maintenance burdens on staff who manage data, and is looking for a common sense approach to providing metadata. Chris Marsh, DFW has a data catalog tool that DFW is using, and will provide a demonstration.
  + Betty Austin, DNR – delivered presentation of her work using the embedded PowerPoint.



* + Chris Marsh – DFW: Demonstrated the Datahound Updater, a Windows Presentation Framework (WPF)-based tool for DFW data stewards to enter basic cataloging info to support end user search, discovery, and acquisition of data. DFW provides access to Datahound from within ArcMap and ArcGIS Pro applications. The tool adds refined searching capabilities to DFW’s GIS platform that return the “right” dataset for use from the curated list of data that the data stewards maintain. This resolves the problem of searching on a key word, discovering multiple returned data collections, and having to evaluate the metadata carefully to discover which data is the “right” data for the end user’s purposes. The tool is simple to maintain and deploy, with one-click use/update actions – meaning that when the user initiates the tool, it checks its executables for updates, self-updating if available, before presenting itself to the user. Chris conceived and designed Datahound as a data catalog tool, and coordination activities among OCIO, DNR, and DFW staff have highlighted that it could potentially be extended to support metadata needs.
  + Discussion:
    - * Jordyn Mitchell – DOT, what are the target metadata needs? We should consider establishing the target before going too much farther.
      * Betty – simple, key elements, review PPT and PDF documents with metadata element evaluation and provide feedback.
      * Tim – Federal funding spent on geospatial metadata may carry requirements to complete metadata that meets FGDC-specified standards. References include [OMB Circular A-16](https://www.fgdc.gov/policyandplanning/a-16/index_html) and the [Geospatial Data Act of 2018](https://www.fgdc.gov/gda), which designates FGDC as the entity for establishing metadata content standards. At DSHS, Tim assumes that federal funding received from covered agencies is present in DSHS funds used to create and manage geospatial data collections, and is therefore creating and delivering metadata in FGDC-specified standards (CSDGM now, ISO within the 5-year timeframe specified in GDA 2018).
  + Action – GPSC reps to review PDFs from Betty and provide feedback for discussion during the December meeting.
  + Action – Jordyn will assemble summary of standards that exist as a reference resource
* Framework layers status & next steps
  + Governmental unit boundaries
    - Elizabeth Lanzer – DOT: Provided update. Elizabeth, David Wright – DOR, and Joanne have identified an initial scope of potential data themes and organizations for coordination.
  + Cadastral
    - No discussion.
    - Action: David Wright, DOR will deliver the finalized schema document to the GPSC at the ~~November~~ December GPSC meeting.
    - Action: CTS-OCIO & DOR have an Inter-Agency Agreement (IAA) for access to and redistribution of County tax assessor data. Joanne & David will review the IAA in relation to the public records requests and determine an appropriate course of action.
* GP governance documents
  + Governance – Appendix B – change management
    - Jordyn, Elizabeth, Tim, and Dan Miller – MIL stayed for the work session. We discussed DOT’s feedback for Appendix B and looked at some examples using content in <http://geo.wa.gov>.
    - Notes:
      * Question for GPSC representatives: How long is a sufficient transition period to adjust systems to service changes? Can we agree on a “not less than” period like two weeks, one month, etc.?
      * Jordyn & Tim found a potential way to share the ArcGIS Online item details page RSS feed via the Open Data item to Open Data users.
      * Action: Question for GPSC representatives: How long is a sufficient transition period to adjust systems to service changes? Can we agree on a “not less than” period like two weeks, one month, etc.?
      * Action: Tim will incorporate DOT feedback into Appendix B and coordinate with Jordyn, et al on the changes before re-distributing to the GPSC.
* Other business:
  + Build next agenda
    - Framework layers status & next steps
    - Action: Elizabeth and Jordyn will evaluate providing a demonstration of DOT database tools in relation to the metadata standards discussion

### Infrastructure & Software

* Status
  + No discussion

### Closing Comments, adjournment

* Next Meeting – December 13, 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, 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 | 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 | Jenny Konwinski, Will Saunders, Jason Anderson |

### Geospatial Portal

* [October 2018 meeting minutes](https://ocio.wa.gov/sites/default/files/public/Geospatial/WA-OCIO-GIT-GPSC%20WAMAS%2020181011%20Minutes.docx?ctjac9)
* [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)