**Thursday, February 14, 2019**

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 | * Objectives & priorities – draft metrics * Metadata standard - status * Governance – change management for shared data – status * Open Data discussion   + [Sharing Federal Data](https://data-f2977-wa-geoservices.opendata.arcgis.com/pages/federal-data-for-washington)   + geo.wa.gov feedback ([search “Counties”](https://geo.wa.gov/datasets?q=Counties) for discussion)   + Lessons learned roundtable   + Updates to the [Geospatial Open Data Guidelines](https://ocio.wa.gov/sites/default/files/public/Geospatial/Open%20Data%20Guidelines%202017.docx?2b5usi) * Framework layers status & next steps   + Digital orthoimagery action item status * Build next agenda | **1:05 PM**  **1:10 PM**  **1:15 PM**  **1:20 PM**  **1:45 PM**  **2:05 PM** | Joanne Markert  Joanne  Jordyn Mitchell  Joanne / All  All  Christina Kellum  All |  |
| **Infrastructure & Software** | | | | |
|  | * Status | **2:10 PM** | Joanne |  |
| **Applications** | | | | |
|  | WAMAS Welcome, introductions, assign recorder, adjust agenda | **2:15 PM**  5 min | Joanne Markert  Winston McKenna |  |
|  | **WAMAS**   * Brief review of notes from last time. First priority from notes was Connectivity. * Brainstorm regarding Connectivity to the services (alternatives to the whitelist) * Next Steps for Connectivity * Second priority was Consistent Data and Codebase * Brainstorm or develop next steps for data consistency and codebase | **2:20 PM** |  |  |
|  | **Closing Comments, adjournment**  Next Meeting – March 14, 2019 – 2nd Thursday of each month | **3:25 PM**  (5 min) |  |  |

## Notes

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

* Recorder: Tim Minter – DSHS

### Management & Data

* Objectives & priorities – draft metrics
  + Referring to the embedded update document, Joanne Markert – CTS-OCIO noted that there were 300,000 requests in one day. Tim Minter – DSHS noted that DSHS staff have observed Esri tools being very chatty with web services, issuing multiple identical requests to obtain a unique result, so this may be an element in the measurement if client tools were Esri products or built using Esri APIs. Joanne is looking more into the metrics to understand them better.
  + Joanne discussed align Geospatial Portal metrics with the WAGIC strategic plan, e.g. building critical framework datasets such as municipal jurisdictional boundaries.
  + Joanne identified the agency participation metric, not sure how to do it. Tim noted that Joanne could report the metric as a percentage of funding agencies that have participated in the GPSC meetings over time. We have records that go back at least 2 years now within each of the GPSC Minutes documents here: <https://ocio.wa.gov/geographic-information-technology-git-committee/geospatial-portal-steering-committee>
  + Jordyn Mitchell – DOT – we may be able to report metrics from Return on Investment (ROI) analyses. Greg Babinski – King County Washington, gave an ROI presentation at a recent conference. Jordyn suggested that Greg may have some resources. Joanne noted that this is an action item at the GIT and can be for the GPSC as well.
  + Action: Tim will include ROI guidance documents from Joanne in the GPSC meeting minutes notification.
  + Action: Each agency will try to find one or 2 projects to develop an ROI statement and report back with any adjustments to the guidance documents. Pick efforts that are important to your agency. Joanne would look at WAMAS, Geospatial Portal, and imagery. Joanne will send out a State of Utah example.
* Metadata standard – status
  + Joanne rescheduled the next workgroup meeting rescheduled due to the mid-February snow storm event.
* Governance – change management for shared data – status
  + Jordyn reported that the workgroup met twice. During the first meeting, we looked at the scope of effort with a broad view. Chris Marsh – DFW has configured an operations dashboard to use as a notification tool for the user community. The current plan is to have separate public and private notifications, private with more detail.
  + Jeffrey Holden – DNR, reported that DNR recently performed in in-place ArcGIS Server site upgrade without changing any service URLs.
  + Jordyn – other items to work on include service usability and standard field definitions.
  + Tim – is anyone from DNR participating? Jordyn, yes, Betty is providing feedback on meeting notes.
* Open Data discussion
  + Federal Data beta example
    - Joanne has been receiving requests to make commonly requested federal datasets available on geo.wa.gov for discovery and use by Washington State agencies. Joanne demonstrated a beta page within the <https://geo.wa.gov> site.
    - Jordyn – e.g. Census data, what about focusing only on the OFM-provided Census data? Tim – agencies need data from both sources for different business purposes.
    - Jordyn – how does a user request listing a federal dataset on the page? Joanne – use the contact links at <https://geo.wa.gov> to submit the request.
    - Lisa Zolman – MIL, consider including “not Washington State’s content” disclaimer language on the Federal page.
    - Jordyn – Stacey Plumley – DOT, requests standardized disclaimer language.
    - Action: Joanne will review standardized disclaimer language.
    - Post-meeting input: Tim notes that we drafted a recommended standard disclaimer that incorporates Public Records Act language (<https://app.leg.wa.gov/rcw/default.aspx?cite=42.56&full=true#42.56.060>) and provided it in the Geospatial Open Data Guidelines document here:
      1. <https://ocio.wa.gov/geographic-information-technology-git-committee/geospatial-portal-steering-committee>
      2. <https://ocio.wa.gov/sites/default/files/public/Geospatial/Open%20Data%20Guidelines%202017.docx?g9ohor>

*Example of Data Access Language:*

*Washington's Public Records Disclosure Act (RCW 42.56) was adopted by initiative of the people in 1972 to open government records to the public. Open data supports the Governor’s priorities for Efficient, Effective and Accountable Government through Transparency and Accountability. The Washington State [Department of …] […] believes in the importance of the public’s right to know about its operations and activities. […] prepares and uses this data and information as a conceptual tool for its own internal purposes. No public agency, public official, public employee, or custodian shall be liable, nor shall a cause of action exist, for any loss or damage based upon the release of a public record if the public agency, public official, public employee, or custodian acted in good faith in attempting to comply with the provisions of Washington’s Public Records Act.*

* + geo.wa.gov feedback ([search “Counties”](https://geo.wa.gov/datasets?q=Counties) for discussion)
    - GPSC participants discussed searching and finding authoritative data using “Counties” and “County” as a key word.
    - Tim – 3 considerations here: 1) all agency data is public record, not just one agency’s data that contains the string “County”; 2) DNR’s legal surveyed boundaries vs. other data – e.g. OFM’s population estimates by “County”; 3) user’s intended purpose
    - George Alvarado – DSHS, when working at DOR, layers were updated every 3 months or year. Can updates happen more frequently? Discussion ensued about what changes in governmental unit boundary data – county/uga/city boundaries, etc. Joanne noted that workgroup documentation is available on Box.com and can send a link to George.
  + Lessons learned roundtable
    - Jeffrey – search terms needed. Tim – DSHS has a use case where we want anyone using Esri tools such as ArcGIS Desktop (ArcGIS Pro, ArcMap, etc.) or ArcGIS Enterprise (aka “portal”) to be able to search and find all content that is shared to Washington State Geospatial Portal (<https://geo.wa.gov>). One solution idea may be a (possibly) unique string that identifies content shared to the Geospatial Portal (e.g. [WAStateGP](http://www.arcgis.com/home/search.html?q=WAStateGP&start=1&sortOrder=true&sortField=relevance) tag). WA agency identification tags would be needed as well, maybe based on the formal agency identifiers here: <https://www.ofm.wa.gov/sites/default/files/public/legacy/policy/75.20.htm>.
    - Tim – there may be another approach we should consider taking:
      1. Search for existing technical capabilities within the ArcGIS platform
      2. Washington State joint agencies request the capability from Esri via the Geospatial Program Office.
    - Action: Jeffrey will get some ideas together and share with group.
  + Updates to the [Geospatial Open Data Guidelines](https://ocio.wa.gov/sites/default/files/public/Geospatial/Open%20Data%20Guidelines%202017.docx?2b5usi)
    - No notes
* Framework layers status & next steps
  + Cadastral
    - No update
  + Digital orthoimagery
    - Jan 2019 Action - Done: Christina will follow up on making the imagery available for public applications through fortress
    - Using the stateside orthoimagery in public applications and in arcgis online. Discussions with Hexagon, Valtus, and Joanne indicate that the license agreement supports it if download is not available and if it is noted that it’s copyrighted. technical standpoint – how to?
  + Elevation
    - No update
  + Geodetic control
    - No update
  + Governmental unit boundaries
    - No update
  + Hydrography
    - No update
  + Transportation
    - No update
* Build next agenda
  + No activity, out of time

### Infrastructure & Software

* Status - Joanne
  + No update

### Closing Comments, adjournment

* Next Meeting – March 14, 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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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, Lisa Zolman | CTS-OCIO | Joanne Markert | Will Saunders, Jason Anderson |

## WAMAS Meeting

Participants: Joanne Markert, Audrey Leckner, Lisa Zolman, Winston McKenna, Tim Minter, Steve Leibenguth, Craig Erickson, George Alvarado, Christina Kellum.

### Notes:

* Audrey – works with SAW team at WATech. Joanne approached Audrey to brainstorm other possible options for the current whitelist approach.
* Brief review of notes from January meeting and priority for action. First priority was Connectivity.
* Brainstorm regarding Connectivity to the services (alternatives to the whitelist)
  + Steve Leibenguth – API key. Allow web-based client applications to make calls to the API without having to authenticate. E.g. with Google tie the API key to a referrer. Not high security, but WAMAS is not a high security application.
  + Audrey – sounds like web services gateway. Other considerations: use SAML authentication to future-proof your app. If need authenticated users, SAW is standard and has about 6m users.
  + Craig – use case example – vendor creates application for an agency, needs to use WAMAS service to correct address, IPs change as application is developed, tested and pushed to production. Would be easier to have a token or secret handshake for that agency that can also be used with vendors developing for them.
  + Audrey - Web Services Gateway initially seems like a better fit. Need to do some internal research with WSG to confirm this as a possible solution. Setup user groups with keys for each participating agency, e.g. L&I has a key, DSHS, DOH, etc. Proof of concept would be a good way to start to determine if it will work before completing a design review. There may also be some process improvements in the short term to make the whitelist work better.
  + Action: Audrey needs to receive
    - Priority use cases so the SME on her team can look at potential solutions
    - Current pain points with whitelist. Steve – we don’t necessarily know all the IPs. ECY example.
    - What is the benefit of having a whitelist? Joanne – restrictions on uses of licensed data on backend. Also resource limitation. Steve – we don’t want it freely available to everyone on the internet. Only to authorized users.
  + Craig – what is the technical process for issuing a token? Steve – WSG handles all of that? Audrey – developer would issue the shared secret. Proxy would be looking for an XML payload. Craig – how do we generate the key? Audrey, not sure, can bring in SMEs. Action: Audrey will provide documentation on WSG.
  + Christina – seeing this as “licensed” entities for using WAMAS, here’s the key, use it in your code. Audrey – sees it the same way. There are several different approaches to implementing.
  + Steve & Craig – now just shifting the maintenance workload around. Need to review the process for creating service endpoints and shared secrets.
* Next Steps for Connectivity
  + Action: Send Joanne use cases from L&I, DSHS, DOH, ECY, DFW
* Second priority was Consistent Data and Codebase
  + Joanne wants requests to get consistent results. A single request gets the same answer each time it’s submitted, regardless if from batch processing, API call or Excel spreadsheet Add-In.
  + Action - Done: Tim to share classification procedure to Lisa Zolman in case she can use it.
  + Lisa – some changes in the NG911 project with how they get and use the geodata. Joanne to check in with Mark Donges, WATech, about it.
  + Joanne – NG911 major data upload is in March for structures. Joanne thinks its 6 months to a year before it’s available for the entire state.
  + Lisa – NG911 has gone to a new vendor and Action - Done: will follow-up with Military to discussion options for sharing data from 911 to the rest of the state. Meeting currently booked for April.
  + Action: Craig will send email to Steve to coordinate on locators in relation to consistency of data and results.
* Brainstorm or develop next steps for data consistency and codebase

### Geospatial Portal

* [January 2019 meeting minutes](https://ocio.wa.gov/sites/default/files/public/Geospatial/WA-OCIO-GIT-GPSC%2020190110%20Minutes.docx?ilf05o)
* [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)