**Thursday, May 9, 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 | * Vote for new GPSC chair
* Vote to adopt updated chair procedure
* Metadata status and next steps
* Change management summary
* Return on Investment documentation
* GPSC Update memo
* Framework layers status & next steps
* Build next agenda
	+ GPSC Chair transition
 | **1:05 PM****1:10 PM****1:15 PM****1:20 PM****1:30 PM****1:40 PM****1:50 PM****2:05 PM** | Tim / AllTim / AllJoanne MarkertJordyn MitchellJoanneJoanne / AllAllAll |  |
| **Infrastructure & Software** |
|  | * Status
 | **2:10 PM** | Joanne |  |
| **Applications** |
|  | WAMAS Welcome, introductions, assign recorder, adjust agenda | **2:15 PM**5 min | Joanne MarkertWinston McKenna |  |
|  | **WAMAS*** Update on discussions with 911 office
* On boarded a few more agencies recently, based primarily on presentation to Tableau Users Group
* Update on servers
* Update on MAF
* Open discussion
 | **2:20 PM** | JoanneJoanneSteve LeibenguthDavid WrightAll |  |
|  | **Closing Comments, adjournment**Next Meeting – June 13, 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

* Vote for new GPSC chair
	+ Voting agency representatives unanimously elected Chris Marsh, Washington State Department of Fish and Wildlife as the Geospatial Portal Steering Committee Chair person for the July 1, 2019 through June 30, 2020 term. Under the procedure adopted in the next agenda item, Tim Minter, Washington State Department of Social and Health Services fills the Past Chair role for the July 1, 2019 through June 30, 2020 term.
	+ Action: Tim, Chris, and Joanne will coordinate to transition Chair responsibilities from Tim to Chris.
* Vote to adopt updated chair procedure
	+ Voting agency representatives unanimously adopted Elizabeth Lanzer’s proposed changes to the Washington State Geospatial Portal Roles & Responsibilities, Appendix A: Geospatial Portal Assignments & Transitions (embedded above)
	+ Action: Tim will accept all changes and finalize the document. Joanne will publish the document to the GPSC web page.
* Metadata status and next steps
	+ Joanne Markert – CTS-OCIO, The Open Data group has reviewed the proposed changes and is in agreement. ECY staff had requested clarifications. The Metadata, Hydrography, and Geodetic Control policies and standards will be delivered as a package to agency CIOs for review, then to the Technology Services Board (TSB) for potential adoption. Joanne is facilitating the process. In the meantime, Geospatial Portal participating agencies can begin using them as our working standards.
	+ Action: Joanne will accept all changes and finalize the document. Tim will embed the finalized metadata standard in the May 9 GPSC Minutes. Joanne will upload the working standards to Box.com and send link to GPSC participants. The location is BOX\OCIO\Draft Geospatial Standards
	+ Jordyn Mitchell – DOT, is the metadata standard applicable to all data or just to geospatial data? Joanne – The metadata standard identifies minimum elements for all data and refers to guidelines for extended elements for geospatial data. Joanne has a contractor who has been assigned to document the imagery using the proposed metadata standard, and provide feedback on the guidelines for further tuning.
	+ Elizabeth Lanzer – DOT, did the geodetic control standard address international feet vs. survey feet? Joanne – no, it only adds explicit identifiers for the coordinate reference systems identified in the standard. Further changes are expected to be incorporated in relation to the Datum 2022 changes. Tim added these details after the meeting:

2.3. South Zone (FIPS: 4602; WKID: 2927)

* Use South Zone for Statewide Layers and for layers that are in both the South and North Zones.
* Use South Zone for layers that are not in the North Zone. The area now included in the following counties shall constitute the south zone: Adams, Asotin, Benton, Clark, Columbia, Cowlitz, Franklin, Garfield, that part of Grant lying south of parallel 47° 30' north latitude, Grays Harbor, Kittitas, Klickitat, Lewis, Mason, Pacific, Pierce, Skamania, Thurston, Wahkiakum, Walla Walla, Whitman and Yakima.

2.4. North Zone (FIPS: 4601; WKID: 2926)

* Use North Zone for layers that are not in the South Zone. The area now included in the following counties shall constitute the north zone: Chelan, Clallam, Douglas, Ferry, Island, Jefferson, King, Kitsap, Lincoln, Okanogan, Pend Oreille, San Juan, Skagit, Snohomish, Spokane, Stevens, Whatcom, and that part of Grant lying north of parallel 47° 30' north latitude.
	+ Action: GPSC representatives and participants need to provide feedback on the metadata standard and geospatial guidelines as well. Joanne is expecting her contractor’s feedback in the end-of-June to mid-July timeframe, and would like to receive GPSC input by mid-July as well in order to finalize the guidelines before delivering to the GIT in the October timeframe.
	+ Action: GPSC representatives and participants should plan to review their Geospatial Portal content, update metadata, and confirm compliance to coincide with agencies’ annual compliance statement to CTS-OCIO.
* Change management summary
	+ Chris Marsh – DFW, and Joanne re-hosted the input app and dashboard tools in the CTS-OCIO ArcGIS Online subscription. The public facing dashboard is in development. Chris has continued evaluating and using [Microsoft Web Hooks](https://docs.microsoft.com/en-us/powerapps/developer/common-data-service/use-webhooks) (aka “webhooks”) and notes that [Microsoft Flow](https://flow.microsoft.com/en-us/) is now available which allows Office 365 users to build Web Hooks. A Web Hooks Connector for [Esri Survey123 for ArcGIS](https://survey123.arcgis.com/) is available. The Survey123 app reports when a Web Hook is connected to it. Chris has been able to make some progress with configuring these tools to send email notifications when change notifications are submitted via the Survey123 tool. Office 365 is a requirement, and many Washington State agencies are in transition to using Office 365. Jordyn – DOT is in transition to Office 365 now. Chris – we can build some logic in based on data in the dashboard. For instance if a notification is marked as “critical” take a special action or if other conditions exist, we could send to some emails but not others, etc.
	+ Jordyn – Are instructions or documentation needed? Committee – Yes, some simple usage and expectation documentation for the input tool and dashboard would be useful.
	+ Joanne demonstrated the Survey123 input tool, and discussed current guidance information provided in the tool.
	+ Jordyn – It would be helpful to see a condensed list of changes to be able to find ones you’re interested in. Chris – there is a control for folding the entries to fewer lines.
	+ Chris – Web Hooks also will link to Outlook calendar, send ICS items, etc.
	+ Action: workgroup members and other interested GPSC representatives and participants should submit change recommendations to Joanne. Joanne will try to finalize the tools in fall timeframe for use during the metadata review and update activity identified above.
* Return on Investment documentation
	+ Joanne – working with Tyler Graham – DOT, on an excellent example regarding the ferry system’s marine mammal monitoring program. Joanne is drafting the ROI form for Tyler to finalize. When they’re done, Joanne will load the ROI to Box for other agencies to use as an example. Joanne noted that there can be a lot of value in having these simple ROI statements to support requests for agency projects. Joanne would like to be able gather agency ROI statements to identify integration and coordination opportunities and to be able to show the Legislature how the projects all fit together with Geospatial Portal, WAMAS, and other shared programs and initiatives. Dan Miller – MIL, Greg Babinski had an example from a little while back that may be useful to consider.
	+ Action: GPSC representatives should complete the ROI template for at least one application of geospatial technology to a business need.
* GPSC Update memo
	+ New items since the memo was delivered:
		- Lynn Palmer with the [RiverCom 911](http://rivercom911.org/) Public Safety Answering Point (PSAP) will be Washington State’s local representative to the National States Geographic Information Council ([NSGIC](https://www.nsgic.org/)). Dan Miller represents the [Washington State Enhanced 911 Program](https://mil.wa.gov/e911).
		- LiDAR Plan – National FEMA was pressing to pay for only QL2 ([details in the base specification](https://www.usgs.gov/news/lidar-base-specification-version-13-released)). Discussions with Washington State and USGS have convinced FEMA to complete four counties (Benton, Franklin, Adams, & Lincoln) at QL1. Washington State will shift funding for high quality data to other priority areas, most likely Douglas and Okanogan areas.
* Framework layers status & next steps
	+ Cadastral
		- The 2019 Parcels release is imminent. Cowlitz County has not delivered parcel attribute data, so the boundary polygons are available, but the attributes are not. The 2019 Parcels with owner attributes (where available) are in Box now. Joanne noted that Cowlitz County just became a partner on the high resolution imagery data.
		- Geospatial Portal entry changes – “current” will be 2019, Previous will be 2018, 2017 will be unshared and deleted.
	+ Digital orthoimagery
		- Joanne – a Request for Information (RFI) was released with three submissions considered “responsive.” CTS and DNR are reviewing responses, and will be releasing a Request for Proposals (RFP). Whatcom County & City of Bellingham are now partners in the imagery program.
	+ Elevation
		- LiDAR update from above
	+ Geodetic control
		- No update
	+ Governmental unit boundaries
		- Elizabeth – DOT is looking at resolving legacy boundaries issues. David Wright has escalated the question to DOR data stewards and customers.
		- Joanne – some progress is being made to deduplicate “County” entries:
			* <https://geo.wa.gov/search?q=county>
			* <https://geo.wa.gov/search?q=counties>
		- Elizabeth & Joanne – hoping to get NG911 roads to merge with WAMAS. Dan – uploaded the most recent release to Joanne’s protected location in Box.com. Tim and David can access it for evaluation purposes.
			* Action: Tim to coordinate with Joanne & Dan to evaluate the most recent delivery of the NG911 data.
	+ Hydrography
		- Joanne – DNR requested a waiver for the Hydrography standard. DNR and ECY have been working together to align. A proposed Decision Package was not accepted. DNR-ECY-USFW are developing an EPA Grant request. If resources are not provided under as an EPA grant, then the next step is for DNR to re-evaluate internally. Joanne’s understanding is that DNR management want to resolve the issue and align with the Hydrography standard.
	+ Transportation
		- Elizabeth – attended GIS for Transportation national meeting for state DOTs / Fed DOT. Reviewing national model “[Transportation for the Nation](https://www.nsgic.org/assets/docs/ATdocs/TFTN_Flyer_021113_Final.pdf)” – data model and implementation guideline that is intended to be adopted by all levels of government for all public roads. WA DOT needs to move to a new data model, and this one is a candidate. Counties roll up to State DOTs rolls up to Federal DOT. Elizabeth will be working with Cameron Cole at CRAB on Friday, 5/10/2019 and will discuss this item with him.
* Build next agenda
	+ GPSC metadata feedback
	+ GPSC Chair transition

### Infrastructure & Software

* Status - Joanne

### Closing Comments, adjournment

* Next Meeting – June 13, 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 | Max Smith | Rey Dejos, Barry Zickuhr |
| 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, Clint Lusk | CTS-OCIO | Joanne Markert | Will Saunders, Jason Anderson |

### WAMAS

* Participating: Dan Miller, Ewan Whitaker ECY, Winston McKenna, Steve Leibenguth, Joanne Markert, Tim Minter
* Update on discussions with 911 office
	+ Lynn Palmer, RiverComm911 PSAP, is working on WA behalf to gain data sharing for the NG911 data. Dan – 2 counties objected to sharing data because of monetary purposes.  Want to charge even though it’s already been paid for by public funds.  MIL management have pressed back on this.  Dan is working with ComTech to get Joanne a direct sign-in to download and distribute data.  ComTech is trying to setup a statewide network in a way that no one has done before.  Slow responses may be due to priority work over other requests such as Dan’s and Joanne’s.
* On boarded a few more agencies recently, based primarily on presentation to Tableau Users Group
	+ Joanne- Summary of April Tableau user’s group presentation.  Very interested in WAMAS because they’re working with spreadsheets and addresses.  They like it best when keys such as county name, legislative district name, etc. are available in the WAMAS output.  They really like the county name, city name, etc.   TM – WAMAS “City” column output easily can be mis-used.  Need to document in WAMAS output documentation.
	+ 3-4 more groups joined WAMAS after the presentation
* Update on servers
	+ Steve – server update. WAMAS team is responsible for patching the servers.  JM – maybe july/sep recruit for vacant position to support.  Working through IT reclassification activities.
* MAF – David W not available to discuss.  Team discussed using the NG911 AddressPoints data instead of the DOR MAF for WAMAS highest accuracy geocoding. JM – George would like to this concept up to the GIT in October.
* Open Discussion
	+ JM – continue to meet?  Decide a week or two ahead?  Winston – summer break from the meeting?  Steve – attendance has dropped.  Dan – 25% on the phone.  Ewan – keeping tabs on WAMAS developments.  Plan is to keep it listed on the GPSC agenda and keep in calendar.  Likely cancellation, and go for steady state until fall – Aug/Sep.

### Geospatial Portal

* [April 11 meeting minutes](https://ocio.wa.gov/sites/default/files/public/Geospatial/WA-OCIO-GIT-GPSC%20WAMAS%2020190411%20Minutes.docx)
* [Geospatial Portal Steering Committee](https://ocio.wa.gov/geographic-information-technology-git-committee/geospatial-portal-steering-committee)
	+ [Roles & Responsibilities](https://ocio.wa.gov/sites/default/files/public/Geospatial/WA%20GP%20Roles%20and%20Responsibilities.docx)
		- [Appendix A: Geospatial Portal Assignments & Transitions](https://ocio.wa.gov/sites/default/files/public/Geospatial/WA%20GP%20Roles%20and%20Responsibilities%20Appendix%20A%20Assignments%20and%20Transitions.docx)
	+ [Geospatial Open Data Guidelines](https://ocio.wa.gov/sites/default/files/public/Geospatial/Open%20Data%20Guidelines%202017.docx)
* [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)