GIS Steering Committee

Meeting Minutes - 3/11/94

The meeting was called to order at 1:30 p.m. by the Chair, Rod Armstrong.

Present were (* authorized to vote):

* Rod Armstrong	Governor's Policy Research Office
Mahendra Bansal	Natural Resource Commission
* Jim Brown	State Surveyor's Office
* Dennis Burling	Department of Environmental Quality
* Lash Chaffin	League of Municipalities
* Blaine Dinwiddie	Omaha Public Power District
* Les Howard	Conservation and Survey Division
Terry Kubicek	Natural Resources Commission
* Jon Ogden	Department of Roads
* Duane Stott	Scotts Bluff County Surveyor
* Laura Valenziano	Legislative Research Office
* Dayle Williamson	Natural Resources Commission
* Dennis Wilson	City of Omaha
* Larry Worrell	Lancaster County Surveyor
Larry K. Zink	Coordinator, GIS Steering Cmte.

NOTICE OF MEETING. A public notice of the meeting pursuant to Section 84-1411 R.R.S. 1943, was published in the Omaha World Herald on March 2, 1994.

ROLL CALL. A roll call of the Str. Cmte. members indicated that there were eleven individuals present, who were duly authorized to vote and therefore there was a quorum present.

MINUTES: Dayle W. moved, Larry W. seconded, that the minutes of the February 9, 1994 Str. Cmte. meeting be approved as circulated. The motion passed unanimously *(see attached Voting Record, vote #1)*.

DATA INVENTORY SUBCMTE: Jon O. reported that with the demonstration of the GIS Data Inventory Online System, which was given at the GIS Forum today, he felt the system was ready to go and that he would be coming to the next Str. Cmte. meeting with a proposal for Str. Cmte. authorization to advertise the service to the broader GIS community.

REORDERING AGENDA. Laura V. and Dayle W. indicated that they needed to leave early. Therefore, Rod A. proposed that the sequence of the agenda be altered to jump to item # V. Long-Range Planning - Phase III and then return to the rest of the agenda later. The members present supported this proposal.

LONG-RANGE PLANNING - PHASE III. Rod A. proposed that the Str. Cmte. review the earlier concepts adopted at an all-day planning session in December 1992, to see if there was still general agreement on these concepts. He proposed that the Str. Cmte. then review the Strategic Plan of Action, and, following that, review the "Additional Concepts, Policies or Tasks Suggested for Consideration" (sent out with the agenda). The members present supported this process.

<u>Review of Earlier Consensus Concepts</u>.
A decentralized, but integrated approach to GIS implementation should be pursued, based on individual agencies at the local and state government level being responsible for their unique database management, but developed in a manner to be compatible to general format requirements and integrated into a GIS system to facilitate read-only access to those databases by other agencies.
> There was general agreement and support for the concepts included in this sentence, however it was noted by several individuals that there were a lot of specifics that needed to be explored to further define what was meant by this statement.

State-level agencies will probably need to be responsible for the development and maintenance of some statewide databases, such as topographical base maps.
> General support was expressed for this concept.

There will probably be a need for some type of regional GIS service centers to provide this technology to Nebraska's large rural areas.
> There was general support expressed for the concept of exploring special ways to serve the needs of rural areas. However, there were some questions about whether regional GIS service centers was the way to do it. It was decided that this needs further discussion.

GIS coordination at the state-level should not involve the creation of a new agency, ~~however, some funding and limited staff will be necessary.~~
> Dayle W. suggested that the latter part of the sentence, "however, some funding and limited staff will be necessary", should be deleted.

An on-going educational effort should be a key component of state-level GIS coordination.
> There was general support for this concept.

State-level GIS coordination should have at least a limited capacity to provide recommendations and/or consulting to local governments in developing a GIS.
> There was general support for this concept. However, questions were raised about the phrase "at least" and also the term, "consulting". It was suggested that "technical assistance" might be better.

It was suggested that Larry Z. take the results of the following discussion and attempt to reformulate the concepts for consideration by the Policy Subcmte. and the Str. Cmte.

<u>Review of Strategic Plan of Action</u>. Rod A. proposed that we review the Strategic Plan of Action, noting what had been "accomplished", what was "on-going", what needed to be accomplished by the end of 1994 and was therefore a "high priority", and what needed to be revised. He also proposed that those items identified as "high priority" or "needs revision", would be forwarded to the Policy Subcmte. to draft proposals for Str. Cmte. action.

The following items were initially **identified as needing to be accomplished by the end of 1994 and therefore of "high priority"**.

G1, O1, T2. Develop a listing for local and regional units of government including: brief description of needed information and its application, agencies involved. Identifying each as a current or anticipated need.

G1, O5, T1-7. Identify current and anticipated needs for GIS management and coordination. *(explore possibility of merging with Goal 6)*

    T1. Identify GIS management and coordination needs for state agencies.

    T2. Identify GIS management and coordination needs for local and regional units of governments.

    T3. Identify GIS management and coordination needs for state colleges, universities, and libraries.

    T4. Identify GIS management and coordination needs for utilities.

    T5. Identify GIS management and coordination needs by legislative mandates and/or regulations.

    T6. Review and assess current functioning of GIS Steering Committee.

    T7. Identify current and anticipated statewide inter- and intra-government GIS management needs.

G1, O6, T2. Identify anticipated long-term hardware and software needs for GIS.

G2, O1, T8-9. Accomplish a pilot project to determine the feasibility of an online database inventory catalog.

    T8. Prepare Pilot Project Team recommenation.

    T9. Demonstrate the System and present the Pilot Project Team recommendation to the GIS Committee.

G2, O2, T1. Incorporate the "Spatially Referenced Data" component. (Online Data Inventory)

G2, O2, T7. Prepare the System Maintenance Plan. (Online Data Inventory)

G2, O3, T4. Prepare the procedures for maintenance of the collected data. (Online Data Inventory)

G3, O3, T1-4. Establish priorities for statewide database creation.

    T1. Review the database assessment needs from Goal #1.

    T2. Review available resources for database development.

    T3. Develop proposals for priorities for database creation based on needs assessment, available resources, and established guidelines.

    T4. Review, modification, and adoption of priorities for database creation by the Str Cmte.

G3, O4, T1-8. Make recommendations for GIS management changes as necessary. *(Str. Cmte. suggested this be integrated in with Goal 6).*

    T1. Review other states' GIS methods of operation and organization.

    T2. Review need for staff support to coordinate the activities of GIS Steering Committee and its Subcommittees.

    T3. Review need for staff support to assist with research efforts related to implementation of Strategic Plan.

    T4. Review need for staff support to assist with outreach and education efforts related to implementation of Strategic Plan.

    T5. Identify statutory limitations and mandates as they relate to GIS management.

    T6. Identify appropriate management changes within current legislative authority.

    T7. Recommend to the Steering Committee legislation to enhance Nebraska GIS management.

    T8. Review, modification and adoption of recommendations for legislation to enhance Nebraska GIS management by the Steering Committee.

G4, O2, T1-4. Draft minimum specifications for RFP/Master Contracts. *(talk with Steve H. about this)*
  T1. Hardware - acquisition, maintenance and service
  T2. Software - acquisition; maintenance and service
  T3. Communications and networks
  T4. Peripherals - acquisition, maintenance and service

G4, O4, T1-4. Identify and implement data capture standards.
  T1. Promote integration of GPS with GIS by recommendation and adoption of appropriate standards.
  T2. Work with federal, state and local agencies to identify GPS control network density requirements. *(was not clear if this was to be a high priority)*
  T3. Plan and implement GPS densification. *(was not clear if this was to be a high priority)*
  T4. Identify current industry or existing national standards for data capture. *(was not clear if this was to be a high priority)*

G4, O6, T1-2. Promote compatibility of GIS-related systems.
  T1. Identify potential incentives for compatibility.
  T2. Set parameters for assistance and access to data.

G5, O1, T1-6. Inform state and local policymakers and potential GIS users about the need, the potential and the advantages of GISs.
  T1. Augment currently available written materials by developing special materials focusing on Nebraska. Materials should convey to lay readers the extent and costs of current utilization of geo-referenced data and illustrate the potential of GIS to meet the needs for geo-referenced data in a more efficient and effective manner.
  T2. Make available a portable, working model of a generalized GIS to illustrate the concept and potential of a GIS.
  T3. Investigate the availability of/or feasibility of developing additional, portable, working models of GIS for specialized applications such as property assessment.
  T4. Expand the utility of currently available presentations that provide a quick overview of what GIS is and how it could be used in Nebraska by developing a written script and producing additional copies of slides.
  T5. Facilitate an increased number of GIS presentations to groups such as State Senators, and the Annual Meetings of NACO, the League, and NARD.
  T6. Arrange for a public information display of current GIS use and potential at a time and location convenient for policymakers.

G5, O2, T1,2,& 5. Facilitate the increased utilizations of GIS by providing avenues for interested parties to share information about GIS-related needs, opportunities and activities in Nebraska.
  T1. Continue to publish the Nebraska GIS Update newsletter on at least a quarterly basis to provide a printed means to share information on GIS-related activity. *(time will probably be taken for this and therefore it is a high priority?)*
  T2. Continue to host and arrange for presenters for the Nebraska GIS Forums at least seven times a year, increasing the participation of Nebraska agencies in hosting and presenting. *(time will probably be taken for this and therefore it is a high priority?)*
  T5. Organize and host a Nebraska GIS Conference. *(not clear if high priority)*

G6, O1, T3-5. Develop a formal process to prioritize the identified unmet needs and demands for GIS technology on an on-going basis.

   T3. Outline a roughly-shared Steering Committee vision of the phased development of GIS in state agencies and across state agencies.

   T4. Identify unmet needs and demands for GIS technology related to the Steering Committee's vision of phased development of GIS in state government.

   T5. Prioritize those unmet needs and demands for GIS technology based on the Steering Committee's vision of phased development.

G6, O2, T2-5. Develop a coordinated, phased process to develop recommendations for the funding of program initiatives and expansions on an annual basis.

   T2. Develop an agreed upon process, including timelines, to propose, consider, and adopt recommendations to the Legislature for funding of GIS initiatives.

   T3. Review the Steering Committee's prioritized unmet needs and demands for GIS technology, working with agencies to develop specific cost estimates for those needs.

   T4. Adopt recommendations to the Legislature for funding phased development of GIS technology and databases.

   T5. Prepare and submit to the Legislature a report outlining the recommendations of the Steering Committee of phased funding of GIS development.

G8, O1, T3. Update GIS strategy annually. *(time will probably be taken for this and therefore it is a high priority?)*

G8, O2, T3. Prepare an annual report to Legislature and NIDCAC: outlining accomplishments, plans, proposals for legislation and funding needs. *(time will probably be taken for this and therefore it is a high priority?)*

Additional Concepts, Policies, or Tasks Suggested for Consideration. Because time was growing short before several people had to leave the meeting, Rod A. asked if anyone had comments or additional suggestions regarding the list of additional concepts to be discussed. It was suggested that Larry group them somewhat to facilitate future Policy Subcmte. and Str. Cmte. discussion and action. Rod proposed that the Policy Subcmte. pickup the discussion of the any revisions of the "earlier concepts", the "high priority" objectives and tasks, and the additional concepts suggested for discussion and attempt to formulate proposals for Str. Cmte. consideration.

POLICY SUBCMTE: No report beyond the discussions related to on-going planning process.

TECHNICAL STANDARDS SUBCMTE: No report.

EDUCATION SUBCMTE: No report.

GIS REVIEW SUBCMTE: Larry Z. reported that the Subcmte. had reviewed a request from Game and Parks for some GPS equipment. It was a concern of the Subcmte. that the specs for the equipment requested were not adequate to meet some of the potential applications listed. At the Subcmte.'s request, Larry Z. communicated these concerns to Jim Douglas, G&P, and extended the offer of technical assistance from NRC staff. Larry reported that Jim Douglas expressed appreciation for the communication and that an upcoming G&P GIS Working Group meeting would discuss G&P GPS needs as a whole. For now, the purchase request is on hold.

A related discussion raised the concern that the area of GPS is one which the Str. Cmte. probably needs to give some additional attention. Otherwise, there is a risk that various state agencies will proceed with equipment procurement and the state will have missed an opportunity for developing a coordinated system in this area. Larry Z. noted that he had talked with Dayle W. about the possibility of NRC staff developing a draft of GPS standards to be incorporated into the GIS Technical Standards, following Str. Cmte. review. Dayle W. indicated a willingness to pursue this but no timeline was established (Dayle W. had already left the Str. Cmte. meeting for another meeting at this point).

COOPERATIVE EFFORTS WITH ARMY CORPS OF ENGINEERS AND CIVIL DEFENSE.
Larry Z. reported that a small ad hoc group of the Str. Cmte. had meet following the February Str. Cmte. meeting to further refine the list of GIS coverages needed for Disaster Response and Planning. Since then, Larry had discussed that list with Rick Semms and Sue Krogman of the Civil Defense. Larry had also sent the list of needed coverages to Rod Larson, Corps of Engineers (COE), to get their feedback on which ones they could provide or produce, estimated costs and timeline. Due to an unfortunate set of circumstances, the COE had not yet been able to compile this feedback. Larry Z. reported that Rod Larson, COE, had told him that he had initial approval within the COE hiearchy to proceed with this project. Larry Z. also reported that a meeting was scheduled for 3/11/94 between representatives of NRC, DEQ, Civil Defense, Army Corps and himself to discuss this proposal.

Larry also noted that Rod Larson had indicated to him that he had discovered that FEMA had contracted with a private firm to produce digital Flood Insurance Rate Maps (FIRM) for that State of Nebraska and that 100 year and 500 year flood event boundaries had been done, but not the floodways. This information is available. There is also the possibility of FEMA releasing in the near future, a considerable amount of digital information that, for national security reasons, previously had not been available.

UPDATE ON NEEDS ASSESSMENT PROCESS. Larry Z. reported that, do to his G&P work and other projects, he has had time to do only very limited follow-up on state agencies indicating needs in the survey. Lash Chaffin reported that he and Larry had worked together to develop survey forms for cities and he has just sent these out to City Clerks of cities with a population of 5,000 or more. The Str. Cmte. discussed the best approach to take with the counties. It was decided to sent to all 93 counties (Clerk, Surveyor, and Assessor) and to not commit Larry's time to following-up with non-responders to the survey. It was suggested that Larry modify the packet that Lash C. developed and see if a cover letter can be developed and have signatures from Larry W., Duane S., Judy L., and maybe someone from NACO. Larry Z. reported that Rod Larson, COE, had committed himself to conduct a survey of Federal agencies with the goal of identifying available or planned digital data. Rod hoped to have this information by May or June, 1994.

PROPOSED JOINT SPONSORSHIP WITH NDPP. Since Laura V. had left this item was tabled until the April meeting.

UPDATES ON AGENCY GIS ACTIVITIES. No reports.

OTHER BUSINESS. Larry Z. reported that as he has time he is still working on completing the G&P report.

TO DO LIST.

Policy Subcmte. pickup the discussion of the any revisions of the "earlier concepts", the "high priority" objectives and tasks, and the additional concepts suggested for discussion and attempt to formulate proposals for Str. Cmte. consideration.

Jon O. -   Develop a draft proposal for the next Str. Cmte. meeting for formal adoption of the GIS Data Inventory Online System and authorization for outreach to agencies to populate the system.

Larry Z. -   Reformulate the earlier consensus concepts based on Str. Cmte. discussion. Maybe using bullets and explanatory paragraphs.

Larry Z. -   Group the additional concepts for discussion to facilitate future discussion. Attempted develop suggestions for integrating the Tasks of Goal 6 with other overlapping Goals and Tasks.

Larry Z. -   Work with Lash Chaffin's packet to develop a packet for needs assessment survey packet for counties and mail it to all county surveyor's, clerks, and assessors.

Larry Z. -   Place on the April agenda the following items: Approval of populating the Online GIS Data Inventory; and a joint sponsorship with NDPP of a GPS presentation.

GIS Steering Committee
VOTING RECORD

Date 3/9/94

	Attendance	Minutes #1												
DAS - Steve Henderson	A													
DEQ - Tom Lamberson Dennis Burling	P	+												
CSD - Perry Wigley Les Howard, Jim Merchant	P	+												
NRC - Dayle Williamson Terry Kubicek	P	+												
PRO - Rod Armstrong	P	+												
DOR - Jon Ogden	P	+												
Surveyor - Jim Brown	P	+												
LRD - Laura Valenziano	P	+												
John Miyoshi	A													
Blaine Dinwiddie	P	+												
Judy Larsen	A													
Larry Worrell	P	+												
Lash Chaffin	A/P													
Duane Stott	P	+												
Dennis Wilson	P	+												
TOTALS	4/12-P	11 (+)												

P = present
A = absent

"+" = voting for
"—" = voting against
"NV" = not voting

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