GIS Steering Committee

Meeting Minutes - 7/13/94

The meeting was called to order at 1:45 p.m. by the Jon Ogden, acting in behalf of Rod Armstrong, Steering Committee Chair. Jon O. thanked Tim Prescott, SCS, for the DOQQ presentation prior to the Str. Cmte. meeting and for the use of SCS's meeting room.

Present were (* authorized to vote):
* Jim Brown	State Surveyor's Office
* Dennis Burling	Department of Environmental Quality
* Blaine Dinwiddie	Omaha Public Power District
* Val Goodman	Legislative Research Division
* Steve Henderson	Department of Administrative Services
* Terry Kubicek	Natural Resources Commission
* Jim Langtry	Lancaster County Surveyor
* Jim Merchant	Conservation and Survey Division
* Jon Ogden	Department of Roads
* Duane Stott	Scotts Bluff County Surveyor
* Dennis Wilson	City of Omaha
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 July 6, 1994.

ROLL CALL. Ten duly authorized representatives were present and therefore there was a quorum to conduct business (see attached Voting Record sheet for attendance). Blaine Dinwiddie arrived shortly after the roll call and the vote on the approval of the minutes.

MINUTES. Dennis W. moved, Dennis B. seconded, that the minutes of the June 15, 1994, meeting be approved as distributed. The motion passed unanimously (see attached Voting Record sheet).

DATA INVENTORY SUBCMTE. Jon O. noted that Steve Jonas had reported that a number of agencies had responded to the Governor's memo urging their participation in the Online GIS Data Catalog project. A sheet outlining the 21 agencies requesting information was available out at the meeting. So far only five of those agencies have submitted data for the Online Catalog -- all five are Str. Cmte. member agencies. Jim M. asked if the University of Nebraska-Omaha had been contacted about the service and Larry Z. indicated that they probably had not been contacted and that he would follow up on that.

Jon O. also reported on a delay in the ArcInfo/Integraph Translation Project. Jon noted that the lead person at the DOR for the project was having cataract surgery and therefore it was necessary to delay the project. Jon did however, report, that DOR is purchasing some software called "ASCII-Loader" which is supposed to facilitate this translation process.

POLICY SUBCMTE. Larry Z reported that it was the feeling of the Subcmte., that over the next couple meetings, the Steering Committee should focus on making decisions related to future staff support, outlining the Steering Committee's perception of its future role, direction and responsibilities, and developing ways of communicating these concepts to the Governor and the Legislature. Larry Z. reported that the Policy Subcmte. felt the Str. Cmte. could best make its case by outlining what the Str. Cmte. has accomplished, outlining projects in the works or planned, and by outlining a larger project or vision of its work which might incorporate one or more of large projects (such as the DOQQs) which the Str. Cmte. had discussed in the past. More specific details of these points were outlined in a summary of the Policy Subcmte. meeting which had been mailed out with the Agenda.

The Policy Subcmte. also recommended that the Str Cmte. review issues related to the make up of the Str. Cmte. itself and determine what, if any, recommendations for changes in that regard should be made. The Subcmte. stated its feelings that the most urgent need was to make decisions regarding future staff support because of the budget process timeline.

Steve H. reported on his conversations with Larry Primeau, DAS Director. Steve reported that Larry Primeau expressed his support for the current efforts to formalize the current procedure of agencies and/or other organizations providing support for the GIS Coordinator's position via the DAS Cash Fund. Short of further Legislative action on this matter, Larry Primeau expressed his support for a continuation of this approach. Jim B. expressed his feelings that the Steering Committee had proven itself, that the current situation was a stop-gap approach, that was taking funding away from other needed agency projects, and that it was time to ask the Legislature for direct funding support. Jim B. made the motion, Jon O. seconded, that the Policy Subcmte. meet and develop options for staffing, and funding to present to the Str. Cmte. at its August meeting.

In the discussion of the motion, Steve H. noted that Larry P. also raised a question about the implications of potential Str. Cmte. Chair rotation on desired staffing arrangements. Terry K. asked whether the Str. Cmte. was moving to change the understanding that the Chair would provide administrative support for the Steering Committee -- noting that he thought that NRC would be willing to do that. Jim M. suggested that if future budget needs were to be discussed, an operating budget with funding for travel and $3,000-4,000 for the newsletter should be considered. It was also suggested that in considering strategies for future funding of staff support, agencies should be contacted to determine whether they would be willing to continue the current approach. The above motion carried 10 to 1 (see Voting Record, vote #2), with Terry K voting against and asking for the "right of explanation". Terry explained that his vote against the motion was due to his feelings that these matters should be discussed at a full Steering Committee meeting and not at the Policy Subcmte. level.

TECHNICAL STANDARDS SUBCMTE. Terry K. moved, Dennis W. seconded, that the Steering Committee adopt the latest version of the federal "Content Standards for Digital Geospatial Metadata" as the Steering Committee's standards for Metadata. The discuss that followed noted the importance of including some brief cover letter of explanation in any distribution of the standards. The motion passed unanimously (see the attached Voting Records sheet, vote # 3).

EDUCATION SUBCMTE. Jim M. reported that the next newsletter will be out next week. Jim M. also asked if any decisions had been made regarding another GIS Fair. It was decided to put this on the agenda for the next Str. Cmte. meeting.

GIS REVIEW SUBCMTE. Larry Z. gave a brief overview of a State Civil Defense Agency GIS-related purchase request, which he had just received two days prior to the Str. Cmte. meeting. Information on the specifics of the purchase request was distributed at the meeting. The request was for hardware and software to connect Civil Defense's existing DOS-based network to its "loaner" GIS workstation from the State Surveyor's office.

The purchase request had not yet been formally referred to the GIS Review Subcmte for review. Larry Z. noted that he had distributed the information to the GIS Review Subcmte members the day before. Larry Z. proposed that the Str. Cmte. consider recommending approval of the purchase request at its current meeting rather than waiting until the August Str. Cmte. meeting to take action on the request. Jim B. moved, Terry K. seconded, that the Str. Cmte. suspend its rules and recommend the approval of the State Civil Defense Agency's hardware and software request — assuming that no significant changes occur in the final paper work for the request. The motion passed on a vote of ten "for" and one "not voting" (see the attached Voting Record, vote # 4).

GPS COORDINATING SUBCMTE. Jim B. reported that the Subcmte. was inclined toward the development of a legislative proposal, for the Str. Cmte.'s consideration, to develop two to three GPS Base Stations in Nebraska. Terry K. asked if the Subcmte. had developed specifics on initial development costs, operational costs, etc. Jim B. said that the Subcmte. had not yet developed that information. Dennis B. requested that the Subcmte.'s proposal also include an explanation of intended users and applications.

REVIEW OF DRAFT COPY OF ANNUAL REPORT TO THE LEGISLATURE. Larry Z. began his overview of the current draft of the Annual Report by expressing his regret that he had not been able to get a completed draft to the Str. Cmte. members in time for them to review prior to the Str. Cmte. meeting. Larry Z. noted that he had followed the outline approved at the last meeting and had attempt to draft first those sections in which he thought there might be some potential for disagreement. Larry Z. briefly reviewed the current draft and what he intended to write in the sections that were not complete.

Terry K. asked when the deadline was for any additions or changes to the draft. Larry indicated that if the Str. Cmte. wanted to get the report copied, bound and to the Legislature by July 29th, the deadline should probably be July 22nd. Dennis B. expressed his concern that the Str. Cmte. members did not have more time to review the draft.

Larry Z. asked the Str. Cmte. how many copies they wanted produced and to whom they should be distributed. It was decided to produce only about 50 copies and provide only one copy to the Clerk of the Legislature, one to the Governor, one to NIDCAC, and copies to the Str. Cmte. Larry asked how the copying costs should be covered. It was suggested that Rod A. be asked to cover the costs from his funds.

Terry K. stated that there should be something in the report about connectivity. Terry also indicated that he was not comfortable with Larry Z. and Rod Armstrong determining what did and didn't end up in the final draft of the report. Terry K. indicated that he would probably have some proposals for inclusion in the report and that if there was not agreement on those proposals it might be necessary to include "minority reports" in the document. Steve H. noted that it was probably in the best interest of the Str. Cmte. to see if a consensus document could be produced and suggested another meeting be arranged to review Larry's completed draft and proposed additions to that draft.

Larry Z. suggested that if the Str. Cmte. did not want to get nicely bound copies to each Senator by July 29th, a final zeroxed/stapled copy could probably be produced and given limited distribution on Friday, July 29th. In that case, the Policy Subcmte. meeting scheduled for Thursday, July 28th could be used to review the final draft and all suggested additions. The Str. Cmte. decided to use the July 28th meeting for the purpose of reviewing the final draft of the Annual Report. Concern was expressed about the earlier decision to use that Policy Subcmte. meeting time to discuss and develop options for staff support. It was decided to tentatively reschedule that Policy Subcmte. meeting to July 21st at 1:30 pm. Both meeting were scheduled for the State Surveyor's Office at 555 N. Cotner.

GAME AND PARKS NEEDS ASSESSMENT. Larry Z. handed out draft copies of his GIS Needs and Benefits Assessment Report for the Game and Parks Commission. Larry noted his recommendations in the report are preliminary and that he had not yet had the opportunity to discuss his findings and recommendations with the Game and Parks GIS Working Group. Larry also noted that Game and Parks had hired a temporary GIS staff person (Scott Richert) to help them get a system set up and some coverages developed.

Larry asked the Str. Cmte. to given him some direction on how the Str. Cmte. itself wanted to relate to the report. Larry Z. noted that the contract for the study was between Game and Parks and the Str. Cmte. itself. Terry K. indicated that he felt the Str. Cmte. should take ownership and credit for the report. In discussing the issue, the following points were raised:
• the report was the type of analysis an agency should conduct and that other agencies should be encouraged to do similar studies prior to implementing a GIS;
• Game and Parks got a bargain for what they paid for with this report; and that
• the GIS Str. Cmte. currently doesn't have the resources to offer this type of in-depth study to other organizations or agencies.

The Str. Cmte. instructed Larry Z. to work with Game and Parks to complete the report, but to consider it the agency's report and not a report of the GIS Str. Cmte. The Str. Cmte. expressed the desire to receive a final copy of the report, as they would from any other agency which undertook such a study.

FLESHING OUT A PICTURE OF FUTURE NEBRASKA GIS IMPLEMENTATION.
Larry Z. asked the Str. Cmte. how they wished to proceed with efforts to define the future development of GIS by discussing issues on a conceptual level. Larry noted that he has Str. Cmte. member's written comments on the general topic area of GIS / rural areas / and technical assistance to local government, which the Str. Cmte. has yet to discuss. He also

noted the there are two more major topic areas in the original set the Str. Cmte. indicated that it wanted to discuss: GIS education efforts, and GIS coordination and staffing needs. The discussion that followed affirmed the value of the conceptual discussions. The Str. Cmte. indicated that it wanted to return to the task at its next meeting -- taking up the topics related to rural GIS development and technical assistance to local governments.

UPDATE ON COOPERATIVE EFFORTS WITH ARMY CORPS OF ENGINEERS, NRC, CIVIL DEFENSE AND FEMA. Terry K. reported that an appeal of FEMA's initial negative reaction to the proposal was being considered.

UPDATE ON DOR/NRC/DEQ ARCINFO/INTEGRAPH TRANSLATION PROJECT. Jon O. reported that the beginning of the project had been delayed because of cataract surgery of a key DOR staff member (see agenda item DATA INVENTORY).

CONTRACTS FOR AGENCY FUNDING SUPPORT OF STEERING COMMITTEE ACTIVITIES. Larry called the Str. Cmte.'s attention to draft contracts that had been passed out. Larry reported that with the transfer of GIS Str. Cmte. support funds to DAS it was determined by Accounting that contracts were needed to transfer agency funds to this DAS account. Larry report that in the absence of anyone else to draft said contracts he had looked at some contracts drafted for similar purposes and drafted the generic one before the Str. Cmte. Larry Z. asked if anyone had any concern about the way the contract was drafted. No concerns were expressed by any members of the Str. Cmte.

UPDATES ON AGENCY GIS ACTIVITIES. No agency updates were given.

OTHER BUSINESS. Larry Z. noted that Dennis Wilson's term on the Str. Cmte., as an at-large representative, was up in September. Dennis has indicated an interest in being reappointed. Larry also noted that Judy Larsen had informed him that since she was no longer going to be a County Commission, she would not be serving on the Str. Cmte. after her term ends in Sept. 1994. Larry encouraged Str. Cmte. members to inform him or Jack Mills, NACO, of ideas of people who they feel would be helpful suggestions for possible NACO recommendations to the Governor to replace Judy.

TO DO LIST:

GPS Coordinating Subcmte. - develop information on projected initial development costs, operational costs, operational responsibility, intended users and applications for proposal for GPS Base Station development.

Policy Subcmte. - develop options for the Str. Cmte. to consider on future staff and funding support for the Str. Cmte.

Larry Z. - will follow up on notifying the UNO contacts about the Online GIS Data Catalog.

Larry Z. - put the discussion topic of GIS implementation in rural areas and technical assistance to local governments on the next Str. Cmte. agenda.

Larry Z. - put on the next Str. Cmte. agenda the topic of hosting another GIS Fair.

GIS Steering Committee
VOTING RECORD

Date 7/13/94

	Attendance	Minutes #1	Staff issue #2	Metadata #3	Review #4							
DAS - Steve Henderson	P	+	+	+	+							
DEQ - Tom Lamberson / Dennis Burling	P	+	+	+	+							
CSD - Perry Wigley / Les Howard, Jim Merchant	P	+	+	+	+							
NRC - Dayle Williamson / Terry Kubicek	P	+	✳ —	+	+							
PRO - Rod Armstrong	A											
DOR - Jon Ogden	P	+	+	+	+							
Surveyor - Jim Brown	P	+	+	+	+							
LRD - ~~Laura Valenziano~~ Val Goodman	P	+	+	+	NV							
John Miyoshi	A											
Blaine Dinwiddie	A/P		+	+	+							
Judy Larsen	A											
~~Larry Worrell~~ Jim Langtry	P	+	+	+	+							
Lash Chaffin	A	~~+~~										
Duane Stott	P	+	+	+	+							
Dennis Wilson	P	+	+	+	+							
TOTALS	10-P / 11-P	10(+)	10(+) 1(-)	11(+)	10(+) 1(NV)							

P = present
A = absent

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

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