

## GIS Steering Committee

Meeting Minutes - August 12, 1994

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
* Jim Brown	State Surveyor's Office
* Lash Chaffin	League of Municipalities
* Blaine Dinwiddie	Omaha Public Power District
* Terry Kubicek	Natural Resources Commission
* John Miyoshi	Lower Platte NRD
* Jon Ogden	Department of Roads
* Duane Stott	Scotts Bluff County Surveyor
* Dayle Williamson	Natural Resources Commission
* Dennis Wilson	City of Omaha
Paul Yamamoto	Department of Environmental Quality
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 August 5, 1994.

**ROLL CALL.** Chair Rod Armstrong called the meeting to order at approximately 1:30 pm and requested that Larry Z. call the roll. Eight duly authorized representatives were present and therefore there was a quorum to conduct business (see attached Voting Record sheet). Lash C. arrived shortly after the roll call to make a quorum of nine. Str. Cmte. member, Dayle W., arrived for a while later during the meeting, however Terry K. made the votes on behalf of NRC.

**MINUTES.** Jon O. moved, and Dennis W. seconded, that the circulated minutes of the July 28, 1994, GIS Str. Cmte. meeting be amended, and then approved, to indicate that Paul Yamamoto, DEQ, and Val Goodman, LRD, were present at the meeting as non-voting representatives of their respective agencies. Larry Z. suggested a friendly amendment to indicate that the initial circulated "final" version of the Annual Report to the Legislature, July 1994, contained an error in fifth paragraph of page 13, which should have read, "Total funding for this effort, as of July 1, 1994, was as follows:" and instead was printed as "Total contributions..." The suggested friendly amendment was accepted and the motion to approve the amended minutes passed unanimously (see the attached Voting Record sheet, vote # 1).

**DATA INVENTORY SUBCMTE.** The Str. Cmte. discussed whether Larry Z. should allocate some of his time over the next couple months to follow-up with agencies and urge them to submit metadata information for the GIS Data Catalog. It was noted that a number of agencies and organizations have requested information about the Data Catalog and how to input data, but few have responded with data. It was reported, that Steve Jonas, Nebraska Library Commission, had offered to follow-up with agencies and inquire whether they were having any trouble with the software and also to inquire, and record, if they intended to submit data to the catalog. The Str. Cmte. decided to focus, at this point, on insuring that the Str. Cmte. member agencies input their metadata to the Data Catalog and wait to see what feedback Steve Jonas gets with his follow-up with other agencies.

Terry K. raised a concern about the inability of a user to direct connect to spatial databases through the Library Commission's Online system. The Str. Cmte. discussed this issue and decided to continue to focus initially on populating the Data Catalog before moving on to seeking to arrange direct access to spatial data.

**POLICY SUBCMTE.** It was noted that the Policy Subcmte. had not meet since the July 13th meeting, primarily because the Subcmte.'s meeting time on July 28th was given over to a full Str. Cmte. meeting to review the final draft of the Annual Report. Rod A. reported that DAS will be submitting, in its agency budget request, a request for the continuation of the authorization for the GIS Coordinator's position. The request will be to continue the current situation of paying for this position out of the revolving fund. Rod was asked about where the FTE would be based, since it is currently still under the State Surveyor's Office. Rod indicated that question has yet to be resolved. Terry K. inquired as to what the total funding related to the position and the Str. Cmte. was and Rod reported that it was approximately \$44,000 for everything, included travel reimbursements and other Str. Cmte. expenses. Terry K. asked for figure for the average monthly reimbursement total.

**TECHNICAL STANDARDS SUBCMTE.** Terry K. noted that the Subcmte. had not met since the Str. Cmte. meeting and the only thing to report was that NRC had drafted, and sent to Larry Z., a suggested cover letter to accompany any distribution of the Content Standards for Digital Geospatial Metadata, which was adopted by the Str. Cmte. at its July 13, 1994, meeting.

**EDUCATION SUBCMTE.** No report.

**REVIEW SUBCMTE.** Jim B. reported that there had been no referrals to or active by the Subcmte. since the Str. Cmte.'s last meeting. Larry Z. reported that he had been contacted by Game and Parks to alert him, and the Subcmte., of a likely near future purchase request for some GIS-related hardware or software, in cooperation with the U.S. Fish and Wildlife, for work on threatened and endangered fish species in the cold water streams of the Sandhills. Terry K. indicated that NRC would also be involved in this project.

**GPS COORDINATION SUBCMTE.** Jim B. indicated the GPS Subcmte. had not met since the last Str. Cmte. meeting and that he was still working on generating the appropriate figures for the development and operation of two or three GPS Base Stations, which he was considering including in the budget request for his office. Jim B. reported that it currently appeared that they were looking at locating one base station at the Scotts Bluff County Surveyor's office, one at the Custer County Surveyor's office, and one in Lincoln close to his office. Jim reported that they are looking initially to provide access to the information via a phone-in modem bulletin board system. Jim's current estimate for this was something in the neighborhood of \$40,000. Jim B. asked for an indication from the individual Str. Cmte. members of their support or not of such a project.

In a brief discussion, a number of issues and questions were raised. Will private commercial interests be providing this service in the near future? Have the potential users of such a system been quantified? Has a vendor for the base stations been identified? What are the merits of proceeding with this initiative at this time versus waiting? Was Jim B. asking for the Str. Cmte.'s endorsement at this time?

Jim B. indicated that he was not asking for an endorsement from the Str. Cmte. at this point, just a general indication of whether there was sufficient support for him to proceed with investigating the budget proposal. Rod A. noted that the Str. Cmte. will have the opportunity to review this and other agency proposals as part of its overall review and recommendation process.

**REVIEW / MODIFICATION OF PLANNING PROCESS OBJECTIVES AND TIMELINE.**

Larry Z. provided the Str. Cmte. with a rough overview of where the Cmte. was in its designated planning process. Larry reported that the Str. Cmte. had completed most of the objectives it had set for itself prior to the publication of the Annual Report, with the exception of three major objectives that were still in process. Those three objectives were: 1) populating the Online Data Catalog, 2) outlining a roughly shared vision of GIS development, and 3) updating the Strategic Plan of Action.

Larry Z. requested the Str. Cmte. review, with him, the earlier decisions that they made regarding priority objectives between July and December 1994. Larry noted that he had sent to the Str. Cmte. a breakdown of those objectives and possible timelines for their achievement. Larry stated his feeling that while it was possible to achieve these objectives, that it could only be done with a very disciplined approach on the part of the Str. Cmte. itself. Larry Z. presented the following outline as part of a review of the intended objectives prior to December.

**MAJOR GIS STEERING COMMITTEE FOCI**  
**AUGUST — DECEMBER 1994**

**A. OUTLINE CONCEPTUAL VISION FOR LONG-TERM GIS DEVELOPMENT AND DEVELOP RELATED PROPOSALS**

**INTENDED PRODUCT:** Narrative which outlines (for the Str. Cmte. itself, and policy-makers) a medium- and/or long-term vision of the applications, data, funding, and organizational approach to GIS implementation, and how they might be developed and fit together. Provides the basis/rationale for other decisions and recommendations. Narrative would build on currently adopted language and be included in the December Report to Legislature.

**B. DEVELOPMENT OF LEGISLATIVE RECOMMENDATIONS ON GIS PROGRAM INITIATIVES AND EXPANSIONS AND ENHANCEMENT OF REVIEW PROCESSES**

**INTENDED PRODUCTS:**

1. Outline and timeline for an on-going formal process to identify and prioritize unmet needs for GIS-related initiatives
2. An evaluation/prioritization checklist for use by the Str. Cmte. and the Legislature to assist in evaluating GIS-related initiatives
3. A prioritized list of databases and coverages to be developed (possibly to include likely costs and recommended responsible agency)
4. An overview of proposed state agency GIS-related initiatives and the Str. Cmte.'s recommended priorities related to those initiatives and the rationale regarding those recommendations.

**C. PRIORITIZE GIS COVERAGE DEVELOPMENT**

**INTENDED PRODUCT:** A prioritized list of databases and coverages to be developed (possibly to include likely costs, applications needed for, and recommended responsible agency)

**D. DEVELOP LEGISLATIVE PROPOSALS FOR NEEDED MANAGEMENT & STAFFING CHANGES**

**INTENDED PRODUCT:** A proposal(s) outlining how recommended priorities could be implemented, how that implementation would be managed and what is the recommended role and related needs of the Str. Cmte.

**E. ONLINE GIS DATA CATALOG FOLLOW-UP**

**INTENDED PRODUCT:** Populate the Online GIS Data Catalog with information on available geo-referenced data prior to December Legislative report (minimum is to have this information from the Str. Cmte. member agencies)

**F. IDENTIFY CURRENT AND POTENTIAL GIS APPLICATIONS**

**INTENDED PRODUCTS:**

1. List of current and planned (within next ?? years) GIS applications, broken down by agency or organization and including a BRIEF description of application.
2. List or overview of potential GIS applications

G. DRAFTING, REVIEWING AND ADOPTING REPORT TO THE LEGISLATURE

**INTENDED PRODUCT:** A report which:

1. responds to the Legislature's Appropriation Bill intent language;
2. reflects the views of the Str. Cmte.;
3. proposes a management/prioritization process(es)
4. outlines short-term recommendations for GIS initiatives; and
5. outlines a longer-term vision and related recommendations for GIS development.

H. UPDATE STRATEGIC PLAN OF ACTION

**INTENDED PRODUCT:** A report which notes accomplishments; outlines goals and objectives for the Steering Committee, its staff, and related agencies for the next two or three years; and which clarifies and justifies resources needed to accomplish those objectives.

I. EDUCATION/OUTREACH EFFORTS

**INTENDED AND POSSIBLE PRODUCTS:**

1. One or two GIS Update newsletter(s)
2. Hosting two GIS Forums
3. Lay the organizational groundwork for a possible GIS Fair to be held in 1995

J. FURTHER DEFINE AND DEVELOP ANY GPS INITIATIVES

**POSSIBLE PRODUCT:** A legislative proposal(s) for an initiative to develop 2-4 GPS base stations.

K. REVIEW AND OUTLINE ANY PROPOSED RECOMMENDATIONS FOR GIS

CONNECTIVITY (not currently designated as short-term priority)

**POSSIBLE PRODUCT:** An outline for and recommendation by the Str. Cmte. for the development of a connectivity network between state and local government entities.

L. INVOLVE STATE AND LOCAL POLICY-MAKERS IN THE DEVELOPMENT OF GIS-RELATED INITIATIVES (not currently designated as short-term priority)

**POSSIBLE PRODUCT:** Surface concerns which should be considered in the development of GIS-related initiatives and recommendations.

The Str. Cmte. noted its support for objectives A-G without reservation. It was noted that the Str. Cmte. probably needed to provide a time and place for state agencies to make their case for their GIS projects if the Str. Cmte. planned to make recommendations to the Legislature regarding them (Obj. B, 4). The Str. Cmte. decided to retain objectives "H. Update Strategic Plan of Action" and "L. Involve State and Local Policy-makers in the Development of GIS-related Initiatives", but to place them in a lower priority than the other objectives. It was noted that Objective "J" was dependent upon the initiative of the GPS Coordinating Subcmte. The Str. Cmte. decided that the GIS Fair in objective "I" and objective "K" on connectivity, needed further discussion. It was decided to place the GIS Fair matter on the agenda for the next Str. Cmte.

Larry Z. urged Str. Cmte. members to review the proposed timelines and subtasks that will be required to accomplish these objective. Larry also asked the Str. Cmte. members to review the initial draft of the proposed December report to the Legislature. All of these had been mailed out earlier. Larry Z. noted that the most difficult aspect will be carving out sufficient Str. Cmte. discussion and decision-making time.

**FLESHING OUT A PICTURE OF FUTURE NEBRASKA GIS IMPLEMENTATION.** Larry Z. gave the Str. Cmte. a presentation of summary points, which he felt might be areas of consensus based on the written and verbal feedback regarding the following two conceptual statements by the Str. Cmte.

**3. There will probably be a need for some type of regional GIS service centers to provide this technology to Nebraska's large rural areas?**

**State-level GIS coordination should have at least a limited capacity to provide recommendations and/or technical assistance to local governments in developing a GIS.**

Larry Z. asked the Str. Cmte. to indicate whether they basically felt that the statements were a fair representation of their thinking and could therefore be used as building blocks for further discussions and consensus building. The Summary Points Larry Z. presented to the Str. Cmte. were as follows:

- A.** The ready availability of technical assistance (needs assessment, hardware advice, software advice, networking/communication advice, analytical advice, trouble shooting, etc.) would facilitate the increased utilization of GIS. This is true both for state agencies and local government entities.
- B.** Graduated levels of response to this generalized need for technical assistance are possible, as noted by John Miyoshi.
1. A written list of standards for hardware and software; a written summary or referral guide as to which agencies or organizations are currently using which hardware and/or software, and a list of vendors. With the GIS Technical Standards, the Str. Cmte. has taken steps in this direction.
  2. A "help desk" resource person(s) who is on-call to answer questions and make generalized suggestions for installations. To the extent that this assistance is currently being provided, it is on an informal basis from one agency to another.
  3. Having available "field resource staff" who could travel to agency sites, review their applications and needs, and then make recommendations. Again, to the extent that this assistance is currently available, it is on an informal basis between agencies— with NRC providing much of this assistance, on their own initiative, for state agencies and NRDs. The Str. Cmte. sponsored Game and Parks Needs/Benefits Assessment would also fit into this category or level of assistance.
- C.** There appears to be a considerable amount of support for the idea of moving toward the situation of having a "GIS Help Desk". There is not clarity about where this would be located or how it would be funded. It does seem however that it should be considered as a future goal or objective in our updated Strategic Plan.
- D.** In the interim, the work to more fully realize the first level of technical assistance (as proposed by John Miyoshi) could have a shorter timeline and thereby facilitate a bridge to an informal "help desk" arrangement.
- E.** Whether the Str. Cmte. wishes to establish a goal and pursue the realization of the third level of technical assistance, (in cooperation with a designated agency or directly under the Str. Cmte.) is a question which needs more discussion and is part of the larger vision of future GIS development and management.
- F.** To the extent that we are talking about providing a call-in "GIS Help Desk" type service, the concept of regional is not particularly important.
- G.** To the extent that we are talking about moving more toward operational support, with "regional field staff" and/or full service centers, regionalism becomes more important.
- H.** Supporting and encouraging the development of regional GIS service centers and/or regional field staff does not imply that these are Steering Committee or state government directed.

I. The Steering Committee should encourage the development of a flexible system which would facilitate the evolution of ad hoc regional cooperative arrangements and/or regional GIS service centers based on the logic appropriate to the different areas of the state. In some cases these cooperative arrangements may be cooperative data development and sharing agreements. In other cases, they mean the development of regional GIS service centers based in NRDs, county government, or a local large city.

J. While the Str. Cmte. supports the evolution of a flexible organizational approach to GIS development at the local government level, the Str. Cmte. also supports building into such a system a component which strongly encourages compatibility of data format and data sharing within and beyond regional arrangements.

K. At least in the medium-term, the Str. Cmte. does not foresee the development of a state GIS service center. State agencies with limited or emerging GIS needs are encouraged to work with the Str. Cmte. and other governmental entities which have GIS capabilities, to develop cooperative agreements to meet those GIS-related needs. State agencies with significant, on-going GIS needs should undertake a systematic assessment of those needs and, in cooperation with the GIS Str. Cmte., develop a comprehensive plan to address those needs.

L. The GIS Steering Committee should be very pro-active in the promotion of GIS for government functions where the potential is great. The Str. Cmte. should focus on identification of needs, education, recommendations to policy-makers, and coordination of users—followed by technical support.

M. At the current time, an at least for the medium-term, the GIS Str. Cmte. sees its roles as those of education, planning, analysis, guideline and standard setting, coordination and the issuance of recommendations on prioritization and policy and not the provision of operational support services.

N. The Str. Cmte. can best help make GIS technology available to local government and Nebraska's large rural areas through:

- education;
- building political support;
- arranging for at least limited financial support; and
- encouraging cooperative local GIS development.

The Str. Cmte. expressed general support for each of the statements (as outlined above) as they were presented by Larry Z. Regarding statement "C", Blaine D. commented that he did not feel a "GIS Help Desk" would require a full-time person and should therefore be integrated with other duties. Regarding statement "I", Blaine stated his concern that the Str. Cmte. should not ignore the possible role of the private sector in responding to regional needs.

Larry Z. thanked Str. Cmte. for taking the time to provide written responses to these conceptual questions and asked that members do the same for the fourth series of questions, which are related to needed educational work. Larry asked that those responses be in to him by Sept. 12th.

**PRIORITIZING COVERAGE DEVELOPMENT.** Larry noted that the Str. Cmte. had determined through surveys those general types of data and/or coverages that were in high demand. It was now time to get more specific about the details of needed coverages: subject matter, level of accuracy, etc. Rod A. suggested that this was a appropriate task for the Policy Subcmte. to focus on at its next meeting on Aug. 25th. The Policy Subcmte. was asked to develop a list of need coverages for the Str. Cmte. to use at its next meeting to develop priorities for coverage development. Larry Z. asked Str. Cmte. member to develop and send to him there proposed list of coverages for development.

**UPDATE ON COOPERATIVE EFFORTS WITH COE, NRC, CIVIL DEFENSE AND FEMA.** Terry K. reported briefly on the continued work on the automated Damage Survey Reports.

**UPDATE ON DOR/NRC/DEQ ARCINFO TO INTEGRAPH TRANSLATION PROJECT.** Jon O. reported that project is on hold until DOR gets in some software that is needed for the project.

**STR. CMTE. MEMBERS UPDATES ON THEIR AGENCY GIS ACTIVITIES.** Terry K. reported that NRC now has three NRDs on line and is working with three additional NRDs. Terry K. also reported that NRC is collaborating with DED and DOC on some of the Internet connectivity work. NRC will also be working with Game and Parks and the U.S. Fish and Wildlife Service on the GIS development related to threatened and endangered fish in the cold water streams in the Sandhills. Terry also reported that NRC will be working with the Dept. of Aeronautics to collect GPS points for several of Nebraska's airports.

Dennis W. reported that the City of Omaha has completed its digital orthophoto project including the City of Omaha and out to its three mile limit. Dennis reported that the cadastral mapping layers are proceeding much more slowly.

**OTHER BUSINESS.** National States Geographic Information Council. Jim B. moved, and Jon O. seconded, that the Str. Cmte. pay its \$500 membership fee to the National States Geographic Information Council (NSGIC) and pay Larry Z.'s expenses to attend the annual meeting on October 15-19, 1994. The discussion that followed was focused on the availability of funding to cover these expenses. It was also noted that the Str. Cmte. would want a brief report from Larry upon his return. The motion passed unanimously (see the attached Voting Record sheet, vote # 2).

Nebraska Association of County Officials. Larry Z. reported that he had just received a letter regarding the upcoming Dec. 6-8 Annual Meeting of the NACO. The Str. Cmte. was invited to be an exhibitor, hospitality room host, or advertiser. Str. Cmte. members raised the possibility of a presentation in the program. It was decided to place this matter on the next meeting agenda.

#### **TO DO LIST.**

Steering Committee members - are urged to promptly input metadata regarding their agency or organization's spatial data into the Online GIS Data Catalog.

Steering Committee members - are urged to review the proposed timeline and sub-division of tasks necessary to achieve the stated objectives prior to December and to also review the initial draft of the proposed December report to the Legislature.

Steering Committee members - are asked to develop and send to Larry Z., prior to Aug. 25th, a list of needed coverages to be considered for prioritization by the Str. Cmte.

Steering Committee members - are asked to provide, by Sept. 12th, written responses to the fourth series of conceptual questions on the topic of GIS educational work.

Policy Subcmte. - was asked to develop a list of needed GIS data and coverages for the Str. Cmte. to consider for priority development.

Rod A. - will provide a figure for the average monthly reimbursement total from the GIS Str. Cmte. related budget.

Rod A. and/or Larry Z. - place the GIS Fair on the agenda for the Sept. 21st Str. Cmte. meeting

Rod A. and/or Larry Z. - place the NACO meeting on the agenda for the Sept. 21st meeting.

GIS Steering Committee  
VOTING RECORD

Date 8/12/94

Attendance Minutes  
#1 #2 NSGIC

		#1	#2										
DAS - Steve Henderson	A												
DEQ - Tom Lamberson Dennis Burling Paul Y.	NV												
CSD - Perry Wigley Les Howard, Jim Merchant	A												
NRC - Dayle Williamson Terry Kubicek	P	+	+										
PRO - Rod Armstrong	P	+	+										
DOR - Jon Ogden	P	+	+										
Surveyor - Jim Brown	P	+	+										
LRD - Laura Valenziano	A												
John Miyoshi	P	+	+										
Blaine Dinwiddie	P	+	+										
Judy Larsen	A												
Larry Worrell	A												
Lash Chaffin	AP	+	+										
Duane Stott	P	+	+										
Dennis Wilson	P	+	+										
TOTALS	8-P 9-P	9(+)	9(+)										

P = present  
A = absent  
"+" = voting for  
"- " = voting against  
"NV" = not voting