

GIS Steering Committee

Meeting Minutes - September 15, 1993

The meeting was called to order at 1:30 p.m. by the Dayle Williamson, substituting for Rod Armstrong as temporary Chair.

Present were (* authorized to vote):

Mahendra Bansal	Natural Resource Commission
* Jim Brown	State Surveyor's Office
Dennis Burling	Department of Environmental Quality
Eric Byrd	Legislative Fiscal Office
* Lash Chaffin	League of Municipalities
* Blaine Dinwiddie	Omaha Public Power District
Les Howard	Conservation and Survey Division
Terry Kubicek	Natural Resources Commission
* Tom Lamberson	Department of Environmental Quality
James Langtry	Lancaster County Engineering Dept.
* Jim Merchant	Conservation and Survey Division
* John Miyoshi	Lower Platte NRD
Jake Moore	PRC Inc.
Jerry Odum	NOAA-NGS
* Jon Ogden	Department of Roads
Steve Rathje	Natural Resources Commission
* Duane Stott	Scottsbluff County Surveyor
Susan Traylor	Game and Parks Commission
* Laura Valenziano	Legislative Research Office
* Dayle Williamson	Natural Resources Commission
* Dennis Wilson	City of Omaha
* Larry Worrell	Lancaster County Surveyor
Paul D. Yamamoto	Department of Environmental Quality
Larry K. Zink	Coordinator, GIS Steering Cmte.

Tom Lamberson, DEQ, arrived late and Dennis Burling voted in his place until Tom arrived. Lash Chaffin arrived after the vote to approve the minutes.

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 September 10, 1993.

MINUTES: Jim B. moved, Laura V. seconded, that the minutes be approved as written and distributed. The motion carried by a unanimous roll call vote (*see attached roll call record, vote #1*).

DATA INVENTORY SUBCMTE: Jon O. reported on the status of the Data Inventory Pilot Project with the Nebraska Library Commission (NLC). He noted that the project had been delayed due to NLC's move to a new location and his commitment to an number of other task. The Pilot Project Team had met that morning and refocused itself. The query portion of the project is pretty well done. Over the next four weeks the team will try to complete the online input and a PC direct input components. Their current goal is to have a demo ready for the Str. Cmte. at its November meeting. Jon noted that to do a good online demo it would be good to have a phone line available in our East Campus Union meeting space that doesn't go thru a switchboard. Larry Z. will check on the availability of this. If a phone line is not available a direct access could be demonstrated.

EDUCATION SUBCMTE: Jim M. reported that there had been no Subcmte. meeting but that things were being done. A quarterly newsletter went out in July and he is currently working on a October issue. Jim M. and Larry Z. participated in a GIS Seminar for Game and Parks at the end of July and Jim M. will be doing a GIS presentation for the Nebraska Library Commission on October 29th. Jim M. reported that he is involved with current planning for another Mid-America GIS Symposium in Kansas City scheduled for May 2-4, 1994.

Duane S. report that several organizations out in the panhandle are combining their efforts to host a local downlink for a Wisconsin Teleconference on GIS and local government on Sept. 21st. Larry Z. asked about whether the group intended to get a videotape copy of the teleconference and Duane S. said that hadn't been decided, money was a concern. Larry W. reported that he will be doing a GIS presentation at the Nebraska Association of County Officials Annual Meeting in Omaha Oct. 19 thru 21st.

There was discussion about the merits of having the Oct. Str. Cmte. meeting in Omaha in conjunction with the NACO meeting. Jim B. moved, Dennis W. seconded, that the October GIS be moved to Omaha if accommodations could be found and that Larry W. and Larry Z. should attempt to arrange for a booth and staffing for the booth at the NACO conference. The motion carried 11 to 1 (*see attached roll call record, vote #2*).

POLICY SUBCMTE: Voting Procedure. In Rod A. absence, Larry Z. gave the report for the Policy Subcmte. Larry reported on the extensive discussion that the Policy Subcmte had on Voting Policies and Procedures for the Str. Cmte. This discussion had considered Rod A.'s earlier draft, and Jim Cook's (NRC) draft (mailed out with the agenda). The Policy Subcmte had recommended yet another modification that had been mailed out with the minutes entitled "GIS Steering Committee Voting Policies and Procedures *proposed revision from Policy Subcmte 9/9/93*".

Laura V. noted that the word "public" was misspelled in point #1 of the mailed out draft. Larry Z. noted that in at least two areas the procedures recommended by the Policy Subcmte. were more limiting than Public Meeting Law (PML) requires. The Policy Subcmte recommendations prohibited anything from being added to the agenda, except in the case of emergency, within five days of the meeting and PML says within 24 hours. The Policy Subcmte. also recommended requiring eight votes to pass anything regardless of the size of the quorum present, whereas normally only a majority present would be required. Following discussion, Jim B. moved, Blaine D. seconded, that the "Voting Policies and Procedures" be adopted, as proposed by the Policy Subcmte. with the changes in the spelling of "public" and the deletion of the sentence in the second point #4, "Nothing shall be added to the agenda thereafter except in cases of emergency declared by the vote of at least eight duly authorized committee members." The motion passed unanimously (*see attached roll call record, vote #3*).

Dayle W. noted that there was no mention of Robert's Rules of Order in the procedure. It was informally decided that should be included in the procedures when the proper version of Robert's was determined.

Flood Disaster Reflections and GIS. Larry Z. discussed the Flood Disaster Working Group reflections meeting and noted his disappointment with the results of the meeting. Larry said that he needed some discussion and guidance on where to go with this effort now and the relative priority of this effort versus others. There was a difference of opinion, among Str. Cmte. members, about the merits of continuing to research and develop a report on the Flood and GIS versus returning to the priority Objectives in the Strategic Plan and the needs assessment process and long-range planning.

Laura V. indicated that she wanted to see a list of the attendees and the minutes from the meeting and have the opportunity to discuss them with the Policy Subcmte. Dayle W. referred to the minutes of the last Str. Cmte. meeting, where the Str. Cmte. voted to delay the long-range planning report and focus instead on developing a report on the flood and GIS. Jim B. moved, Laura V. seconded, that the Str. Cmte. table further discussion of the merits of continuing the Flood/GIS study for one month. The motion passed with a vote of 10 for, 1 opposed and 1 not voting (*see attached roll call record, vote #4*).

Prioritizing the Appropriation Bill-related Objectives. Larry Z. reported on the Policy Subcmte.'s recommendation that the relative priorities of Strategic Objectives should be revisited by the Str. Cmte. because the Objectives which were adopted to respond to the Legislature's Appropriation Bill GIS language were not prioritized with the other Objectives.

Following discussion, Jon O. moved, Blaine D. seconded, that Larry send out an updated list of Strategic Objectives for the purpose of conducting a straw poll of the Str. Cmte. on the relative priority of the Objectives. The motion further stated that the straw poll ballots should be returned prior to the next Str. Cmte. meeting and that the Str. Cmte. should act to reprioritize the Strategic Objectives at its October meeting. The motion passed unanimously (*see attached roll call record, vote #5*).

Revisiting Our Number One Priority. Due to the previous decision to revisit the relative priorities of Strategic Objectives, Jon O. moved, Laura V. seconded, that further discussion related to refining Goal 1, Obj. 2 be tabled until the October Str. Cmte. meeting. The motion carried with 9 voting "for" and one "not voting" (*see attached roll call record, vote #6*).

TECHNICAL STANDARDS SUBCTME: Mahendra B. reported that the Subcmte. had hosted two public question and answer sessions on the proposed Technical Standards, one on 9/9/93 and one following the GIS Forum today. Larry Z. reported that he had sent out the proposed technical standards to all of the identified State Agency GIS contacts and informed them of the Q&A sessions and written feedback deadline of 9/23/93.

GIS REVIEW SUBCMTE: Larry Z. reviewed the most recent revisions of the "Operational Guidelines for the GIS Review Subcommittee", that were adopted at the August Str. Cmte. meeting and mailed out with the proposed agenda. Larry Z. also reviewed the highlights of the discussion related to this matter at the Policy Subcmte. meeting. That discussion revolved around how best to meet the competing demands of respect for Public Meeting Law, having an expeditious review process, and maintaining accountability to the GIS Str. Cmte. Jim Cook (NRC) had also written a memo outlining specific concerns about the Public Meeting Law.

Larry Z. reported that the rough proposal develop by the Policy Subcmte. included the following points:

- Maintaining the Review Subcmte. as a subcmte. of Str. Cmte.
- Requiring that any actual meetings of the Review Subcmte. comply with Public Meetings Law and give reasonable public notice.
- Allowing three subcmte. members to individually review and approve a purchase request. If all three members approved of the request, no meeting would be necessary and no public notice would be required.
- Members of the Review Subcmte. subcmte., because they are empowered to act on behalf of the Str. Cmte., should consist of duly authorized members of the Str. Cmte. An ex-officio state officer, if named a subcmte. member, may name, in writing, another designee to represent him/her or the agency on the subcmte.

Following discussion, Tom L. moved, Jim B. seconded, that the Str. Cmte. members representing the following agencies: Legislative Research Division, State Surveyor, Natural Resources Commission be appointed to serve as the GIS Review Subcmte, with the representative of the Department of Environmental Quality serving as an alternate. The motion further stated that the "Operation Guidelines for the GIS Review Subcommittee" be revised to strike the phrase "by name" from the first paragraph. The motion passed by a roll call vote of ten "for" and one "not voting" (*see attached roll call record, vote #7*).

Concern was expressed as to whether the proposed procedures would adequately meet Public Meeting Law requirements. Jim B. noted his support for the Public Meeting Law provisions, but also his feelings that with the procedures proposed by the Policy Subcmte, the Str. Cmte. was making a reasonable good faith effort to comply with those Public Meeting Law requirements while not adding unnecessary bureaucratic delays. Jim B. expressed his desire that the Review Subcmte. proceed as proposed and that he will seek the Atty. General's opinion as to whether such procedure were adequately addressing Public Meeting Law requirements. There was general support for this approach from the Str. Cmte. members.

Laura V. moved, Tom L. seconded, that a line be added to the Operational Guidelines for the GIS Review Subcommittee to state that the Review Subcmte. will comply with the provisions of the Public Meetings Law. The motion passed with a roll call vote of ten "for" a one "not voting" (*see attached roll call record, vote #8*).

Recorder's Note: I believe it was the intention of the Str. Cmte. to modify the Operational Guidelines for the GIS Review Subcommittee to adopt the Policy Subcmte.'s proposal to require public notice of any actual meeting of the Review Subcmte. However, in the context of the broader discussion, this proposal slipped through the cracks and did not actually get acted upon.

VICE CHAIR: Dayle W. declared nominations open for the Vice Chair of the Str. Cmte. Laura V. nominated Lash Chaffin. Jon O. moved, Larry W. seconded, that the nomination be closed. Motion carried with a roll call vote of ten "for" and one "not voting" (*see attached roll call record, vote #9*). Jim B. moved, Laura V. seconded, that the rules be suspended and a unanimous ballot be cast for Lash Chaffin as Vice Chair. Passed by a unanimous voice vote (Lash Chaffin did not vote).

STAFF REPORT: Larry Z. gave a brief staff report, referring the Str. Cmte. to the printed report that was handed out at the meeting (attached). Larry reported that since he had not been able to give 1/4 of his time over the last two months to the Game and Parks needs assessment, he felt the need to try to devote approximately one-half of his time over the next two months to that effort.

Larry reviewed the narrative summary of the results of the initial sample of the Needs Assessment Questionnaire, which had been requested at the last meeting. Larry suggest that the first data category, "General Purpose Maps" be reconsidered and it was decided to have the Policy Subcmte. review that question. While it was noted that there were several things on his plate (flood study, Game and Parks, etc.), he was encouraged to proceed with this needs assessment as he had time.

Larry reported that he and Rod A. had meet with Steve Schafer, Chair of NIDCAC, to share what was going on with both organizations. He noted that there was a mutual feeling that it would be good for someone to develop a draft paper on how the AS400 computers, currently in all the county offices, might be used in a future GIS operation (probably primarily as a storage device). This paper would then be available to all as future plans are developed related to using and/or modifying the AS400 system. Dennis Burling offered to draft an initial draft of such a paper.

ADJOURNMENT: There being no other business, meeting was adjourned by the Acting Chair, Dayle Williamson.

GIS Steering Committee
VOTING RECORD

Date 9/15/93

	Present	Minutes 1	Open meeting 2	Voting 3	Table flood 4	straw poll 5	# 2 Priority 6	Review Subcommittee 7	P.M. 8	V. Chair 9
DAS - Steve Henderson	A	A	A	A	A	A	A	A	A	A
DEQ - <u>Tom Lambertson</u> <u>Dennis Burling</u>	P P	+	+	+	NV	+	+	+	+	+
CSD - Perry Wigley Les Howard, <u>Jim Merchant</u>	P	+	+	+	+	A	A	A	A	A
NRC - <u>Dayle Williamson</u> Terry Kubicek	P	+	+	+	+	+	+	+	+	+
PRO - Rod Armstrong	A	A	A	A	A	A	A	A	A	A
DOR - Jon Ogden	P	+	+	+	+	+	+	+	+	+
Surveyor - Jim Brown	P	+	+	+	+	+	NV	+	NV	+
LRD - Laura Valenziano	P	+	+	+	+	+	+	+	+	+
John Miyoshi	P	+	-	+	+	+	+	+	+	+
Blaine Dinwiddie	P	+	+	+	-	+	+	+	+	+
Judy Larsen	A	A	A	A	A	A	A	A	A	A
Larry Worrell	P	+	+	+	+	A	A	+	+	+
Lash Chaffin	A P		+	+	+	+	+	NV	+	NV
Duane Stott	P	+	+	+	+	+	+	+	+	+
Dennis Wilson	P	+	+	+	+	+	+	+	+	+
TOTALS	11/12	11(+)	11(+) 1-	12	10(+) 1(-) 1 NV	10(+)	9 (+) 1-NV	10 (+) NV-1	10 (+) NV-1	10 (+) 1-NV

A = Absent
NV = Not Voting
P = Present
+ = voting for the motion
- = voting against the motion

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