

GIS Steering Committee

Meeting Minutes - 12/14/94

The meeting was called to order at 1:30 p.m. by the Vice Chair, Lash Chaffin.

Present were (* authorized to vote):

Mahendra Bansal	Natural Resource Commission
* Jim Brown	State Surveyor's Office
* Dennis Burling	Department of Environmental Quality
* Lash Chaffin	League of Municipalities
Val Goodman	Legislative Computer Services
* Steve Henderson	Department of Administrative Services
Sue Krogman	State Civil Defense Agency
Terry Kubicek	Natural Resources Commission
Jim Langtry	Lancaster County Engineer's Office
* Jim Merchant	Conservation and Survey Division
* John Miyoshi	Lower Platte NRD
* Jon Ogden	Department of Roads
Scott Richert	Game and Parks Commission
* Duane Stott	Scotts Bluff County Surveyor
* Cliff Welsh	Keith County Commissioner
* Dayle Williamson	Natural Resources Commission
* 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 December 7, 1994.

ROLL CALL AND MINUTES. Vice Chair Lash Chaffin called the meeting to order at approximately 1:30 pm. Dayle W. moved and Steve H. seconded that the minutes of the November 16, 1994 meeting be approved as distributed, with the one change that the meeting had started at 1:00 pm instead of 1:30. Larry Z. combined a vote roll call with a meeting attendance check. Eleven duly authorized representatives were present and therefore a quorum was available to conduct business. The motion to approve the amended minutes passed unanimously (see vote #1 on the attached Voting Record sheet).

REVIEW DRAFT, REVISE AND ADOPT DECEMBER 1994 REPORT TO THE LEGISLATURE. Larry Z. passed out to the Str. Cmte. a revised draft (dated 12/12/94) of the December 1994 Report to the Legislature which contained some suggested editorial changes which he had received since he had mailed a 12/5/94 draft version to everyone. Vice Chair Lash C. suggested that Larry Z. walk the Str. Cmte. through the draft and that any substantial changes should be made in the form of a motion to be voted on by the Str. Cmte.

Larry Z. noted that in line with a suggestion from Terry K., he had modified the major headings of the report to more closely conform to the wording of the Appropriations bill. Larry Z. also noted that he had included parenthetical page references on pages 1-2 in the language of the Appropriations bill to note where in the report this material was discussed.

Terry K. noted that the goals and objectives for the Strategic Plan of Action, as outlined in the report, did not reflect the Legislature's duty #7, which was related to encouraging the formation of multijurisdictional consortia. Larry Z. acknowledged that the Str. Cmte. had not drafted a new specific objective or task in response to duty #7 when it reworked its Strategic Plan in response to the Appropriations bill. Larry Z. noted that, as the parenthetical page references indicate, the efforts in this area were covered in the report on draft page 31. Terry K. suggested that the report should explicitly note that a revised objective or task of the Strategic Plan of Action was not developed for duty #7. This suggestion was flagged for possible future consideration, however, no action was taken on this suggestion.

Val Goodman suggested that throughout the document, "Legislative Research Division" should be changed to "Legislative Computer Services" to reflect the new name of the area in which the Legislature's GIS operations are located.

Terry K. suggested that the last sentence in the fourth paragraph on page 6 be modified as follows: "The high cost of GIS data acquisition or development is directly related to the often tedious, meticulous, labor intensive effort required to enter the spatial data from pre-existing maps, or to the ~~error checking required if the data entry is automated~~ cleaning and editing process for newly acquired data or to the supervision and classification steps required of many remotely sensed databases." Following discussion, it was decided by consensus to modify the sentence to read as follows: "The high cost of GIS data acquisition or development is directly related to the often tedious, meticulous, labor intensive effort required to enter or acquire the spatial data. ~~from pre-existing maps, or to the error checking required if the data entry is automated~~"

Dennis B. moved, Steve H. seconded, that the two paragraphs on page 7, under the bold heading of "The Resources of the GIS Steering Committee." be struck from the document. Following discussion, the motion failed to pass on a vote of 3 "for" and 7 "against" (see vote #2 on the attached Voting Record sheet).

The discussion related to the above motion by Dennis B. highlighted the question of whether the Str. Cmte. wanted to communicate to the Legislature its desire to not be involved in an on-going systematic review process of state agency GIS-related hardware and software purchase requests, and if so how that desire should be communicated. In an attempt to clarify that issue, Jim B. moved, Jon O. seconded, that the Steering Committee make a policy determination that it is not an appropriate activity of the GIS Steering Committee to review, on an on-going basis, state agency purchase requests for GIS-related hardware and software and that such a policy determination should be reflected in the December 1994 Report to the Legislature. The motion failed to pass on a vote of 5 "for" and 5 "against" (see vote #3 on the attached Voting Record sheet).

Jon O. moved, Dayle W. seconded, that the last sentence of the fourth paragraph on page 7 be deleted from the document. That sentence read, "However, the group has found that its resources are frequently diverted from these promising areas of intergovernmental coordination by the need to weigh the relative merits of various GIS-related state agency equipment requests or budget items." The motion passed on a unanimous vote (see vote #4 on the attached Voting Record sheet).

Terry K. offered a suggested that in the second paragraph on page 8, the first sentence be modified as follows: "The Steering Committee was also troubled by the prospect of attempting to make priority recommendations ~~related to proposed information management tools~~ regarding hardware, software, database development, communications connectivity, training or personnel issues which are highly integrated into agency programs." Following discussion, the Str. Cmte. accepted the change as a friendly editorial change to the document and therefore did not require a vote.

Dayle W. moved, Duane S. seconded, that the last sentence in the second paragraph on page 8 be deleted, which read, "This is not an arena that the Steering Committee feels it is well-equipped to handle." and that the entire fifth and last paragraph on page 8 be deleted. That paragraph read, "The Steering Committee also realizes that the Legislature might wish to have oversight and/or review of the details of state agency budget proposals and/or equipment requests. The Steering Committee would like to suggest that this detailed oversight of the state agency GIS-related expenditures might best be achieved by integrating that process into the broader information technology planning and review process that is being developed by DAS. The Steering Committee is willing to work with DAS, on an on-going basis, to integrate these various roles and processes." Following extensive discussion, the motion was withdrawn.

Dayle W. moved, Jon O. seconded, that the last sentence of the second paragraph on page 8 be deleted. The sentence read as follows, "This is not an arena that the Steering Committee feels it is well-equipped to handle." The motion passed unanimously (see vote #5 on the attached Voting Record sheet).

Jon O. moved, Jim B. seconded, that the fifth and last paragraph on page 8 be modified to read as follows. "'The Steering Committee also realizes that the Legislature might wish to have oversight and/or review of the details of state agency budget proposals and/or equipment requests. The Steering Committee ~~would like to suggest~~s that this ~~detailed oversight~~ Committee's review of state agency GIS-related budget requests and expenditures ~~might~~ would best be achieved by ~~integrating that process into~~ interfacing into the broader information technology planning and review process that is being developed by DAS. The Steering Committee ~~is willing to~~ will work with DAS, on an on-going basis, to ~~integrate these various roles and processes~~ provide expertise in the review of GIS expenditures." The motion passed unanimously (see vote #6 on the attached Voting Record sheet).

Terry K. offered the suggestion that phrase in bold print at the beginning of the third paragraph on page 8, "An Alternative Proposal for Oversight and Facilitation" be changed to read, "An Alternative Proposal for GIS Guidance and Facilitation." Following discussion, the Str. Cmte. accepted that suggested change as a friendly editorial change.

Terry K. offered the suggestion that the third paragraph on page 8, be modified by deleting the last part of the sentence. The sentence originally read, "While the Steering Committee felt that the two models discussed above were not appropriate for the Steering Committee, or GIS oversight in general, the Steering Committee does acknowledge the legitimate concern and needs of the Legislative and Executive branches ~~to have in place an oversight and coordination regime for GIS implementation by state agencies~~." Following discussion, the Str. Cmte. accepted Terry's suggestion as a friendly editorial change.

Terry K. offered the suggestion that the first sentence in the fourth paragraph be modified as follows: "Based on its research and discussion, the GIS Steering Committee proposes a number of ~~pro-active oversight and coordination~~ guidance and facilitation activities for which it feels it could potentially assume on-going responsibility. Following discussion, the Str. Cmte. accepted Terry's suggestion as a friendly editorial change.

Jon O. moved, Steve H. seconded, that the sections on "What is GIS" and "An Evolving Conceptual Outline of Future Nebraska GIS Development" be moved to the Appendix and become Appendices A and B. The motion passed unanimously (see vote #7 on the attached Voting Record sheet).

Terry K. suggested that at the bottom of page 11, that the NRDs who have recently developed GIS capabilities should be added to this list. Larry Z. noted that he had not done so because they are not state agencies, which is the area for which the Legislature had requested a report. Jim M. suggested that perhaps other UNL departments should also be added. It was also suggested that groups like Lincoln Electric System, Nebraska Public Power, Lincoln Public Schools should also be added. Jim B. raised a concern that this report was supposedly focused on state agencies and that we were getting off the track. The Str. Cmte. settled on a compromise (without a vote) of listing the University departments on page 11, but listing other GIS users in the Appendix.

Dayle W. called the Str. Cmte.'s attention to the fact that the language of the appropriation bill asks for the "uses" of GIS technology, and what we were providing the Legislature with was a list of "users". The discussion that followed focused on what type and quantity of this information should be provided, ranging from just referencing previous reports which had outlined state agency's "uses" of the technology, to providing a summary of that information in this report itself. This matter was not resolved by the Str. Cmte.

Vice Chair Lash Chaffin, noted that the hour was getting late and it was increasingly apparent that the Str. Cmte. could not complete its review and modification of the draft document in a timely manner in the current meeting. A discussion followed which focused on two general areas of concerns. The first was how to complete the review and adoption of the report. Jim B. moved, Jim M. seconded, that Chair Rod A. appoint a subcommittee to complete the editing of the draft document and have a revised draft available for the Jan. 11th Str. Cmte. meeting. The motion included the stated understanding that the sections of the document, which the Str. Cmte. had already reviewed, would not be altered. The motion also included the understanding that Rod would have the authority to select the committee, and establish its guidelines and timelines. The motion passed unanimously (see vote #8 on the attached Voting Record sheet).

The second focus of the discussion was the development and adoption of procedures to avoid a repetition of this time consuming, last minute editing of reports by the full Str. Cmte. Dennis B. noted that he had proposed, and the Str. Cmte. adopted a motion at the November meeting that a draft would be discussed at the Policy Subcmte. meeting on Dec. 1, 1995 and that final decisions would be made at the Dec. 14, 1994 meeting — that had apparently not been successful. The discussion indicated at least some interest in naming a subcmte. to review and edit future draft reports, so that Larry Z. would not be the sole person shouldering this responsibility. It was decided that the Policy Subcmte. should consider this procedural matter and report to the Str. Cmte. with its suggestions.

STATE CIVIL DEFENSE AGENCY. Larry Z. called the Str. Cmte.'s attention to the fact that Sue Krogman of the State Civil Defense Agency had come to the Str. Cmte. meeting in response to the Steering Committee's draft report language related to Civil Defense. Larry Z. suggested that since the Str. Cmte. had not yet gotten to that section of the report, it would be courteous to allow Ms. Krogman some time on the agenda to present the agency's concerns and/or response. By unanimous consent, the agenda was modified to allow Ms. Krogman to present the Civil Defense Agency's thoughts and proposal. Ms. Krogman noted that the draft report called upon the Civil Defense Agency to conduct a study to determine the agency's potential utilization of GIS, its data needs, etc. Ms. Krogman indicated that the agency did not feel that it had the in-house resources to conduct such a study and that Gen. Laden had authorized her to request the assistance of the Str. Cmte. in conducting such a study — such as the Str. Cmte. had done for Game and Parks. Ms. Krogman noted that the agency was willing to commit some of its requested budget authority to financially support such a study. Ms. Krogman indicated that the agency would want to work with the Str.

Cmte. to detail what the study objectives, products, and costs would be. She also asked that the draft report be modified to reflect their request for assistance from the Str. Cmte. with such a study.

Jim B. responded by indicating support for Civil Defense's request for assistance and for modifying the draft report to indicate that assistance has been requested. He suggested that the agency draft a letter requesting assistance and that letter could also be included in the Appendix of the report. Jim B. noted that the Str. Cmte. would probably not be able, at the current meeting, to decide how it could best respond to that request, through Larry Z.'s time and/or services or another way. However, Jim B. expressed his support for the Str. Cmte.'s prompt consideration of, and response to, the request. While no action was taken on this matter at the meeting, those sentiments appeared to be widely shared by the Str. Cmte.

CONSIDERATION OF REVISED CONNECTIVITY POLICY. Lash C. asked Larry Z. to provide the Str. Cmte. with background on this issue. Larry Z. reported that Rod A. had presented to the Str. Cmte., at its last meeting, a draft policy on connectivity, which had been previously reviewed and revised by the Policy Subcmte. Terry K. had indicated at that meeting that he felt that the wording of document was poor and needed work. The Str. Cmte. passed a motion at its Nov. meeting for Terry to develop an alternative draft of the connectivity policy statement for the Policy Subcmte. to consider at its November 30th meeting and that the Policy Subcmte should develop an alternative proposal for the Str. Cmte.'s consideration at its December meeting. Terry had brought a revised draft to the Policy Subcmte. meeting. Larry Z. indicated that he had not brought multiple copies of Terry's draft to the current meeting because he had understood that the decision of the Policy Subcmte was that Terry K and Dennis B. would be getting together to develop a further revision. Terry and Dennis indicated that meeting had not yet taken place. Larry Z. was asked to send out copies of Terry's revised draft with the minutes. Jim M. asked what had happened with Rod A.'s earlier draft, which he indicated he felt had some good ideas. It was noted that no decision had yet been made on any of the alternative drafts.

STATE GIS CONFERENCE. Jim M., Larry W., and Jim B. reported on a proposal to organize a GIS Conference/Symposium for February 21-23, 1996, at the Cornhusker Hotel, and asked for the Str. Cmte.'s co-sponsorship of the event along with the Professional Surveyor's Association of Nebraska (PSAN).

Jim M. outlined a rough agenda for the Symposium which would include a mixture of plenary sessions and breakout workshops. Jim M. also passed out a survey asking for Str. Cmte. members' ideas for speakers and workshops and areas in which they personally might be willing to help with the Symposium. Larry W. observed that, assuming the Str. Cmte. endorsed the Symposium concept, he saw the current ad hoc committee of four: Larry Worrell, Jim Brown, Jim Merchant, and Larry Zink, as taking the lead to move forward fairly rapidly to put in motion the conference planning and development process.

Jim B. noted that PSAN has agreed to co-sponsor the event and put up the financial resources to get it off the ground. As part of that agreement, it is understood that they will control whatever profits might be made from the event, as well as cover the potential financial losses. It is also understood that some of the workshops and breakout sessions will be targeted to meeting the needs of professional surveyors for continuing education units. Jim B. noted, that for the Str. Cmte. the obligation/understanding would be that Str. Cmte. members are willing to commit a significant amount of their time to help implement the Symposium event itself. Jim B. also noted that it would be an expectation that the Str. Cmte. would be willing to devote a significant amount of Larry Z.'s time to help coordinate the planning and the event itself.

The discussion that followed was very positive to the concept as presented by the GIS Symposium working group. Jon O. moved, Dayle W. seconded that the GIS Str. Cmte. co-sponsor the proposed GIS Symposium on February 21-23, 1996. The motion passed with 8 voting "for" and Larry W. and Jim B. "not voting" (see vote #9 on the attached Voting Record sheet).

NRC'S DOQQ PILOT PROJECT. Terry K. reported that the Natural Resources Commission has negotiated an 18-month contract with the USGS for a pilot project to develop DOQQs for Lancaster County.

GIS REVIEW SUBCMTE. Larry Z. reported that DAS had forwarded to him and the GIS Review Subcmte. two GIS-related purchase requests for review, both involved ArcView 2 software. One purchase request was from NRC and involved two variants of ArcView 2 for an approximate cost of \$3,990. The other was from DEQ and involved 12 copies of variants of ArcView 2 software for an approximate cost of \$9690. Larry Z. reported that the Review Subcmte. had unanimously recommended approval of both purchase requests. Larry W. moved, Jim B. seconded, that the Str. Cmte. recommend approval to DAS of both the NRC's and DEQ's ArcView 2-related purchase requests which had been forwarded for review. The motion passed unanimously (see vote #10 on the attached Voting Record sheet).

DATA INVENTORY SUBCMTE. Jon O. passed out information summarizing agencies' responses to inquires about participation in the Online GIS Catalog; summaries of online searches performed up to 12/08/94; summaries of the most frequent searches; and summaries of failed searches. The material also included a sample descriptive printout of a listing, and a possible summary printout which the Subcmte. is considering sending to each agency on an annual basis for updating. The Subcmte. noted that this type of data would be available for an annual report on the use of the online GIS data catalog. The Subcmte. also suggested that a regular promo be run in the Nebraska GIS Update newsletter. The Subcmte. noted that there needs to be more work done to encourage and facilitate the use of the online catalog by federal agencies. The Subcmte. also noted that additional consideration needs to be given to on-going support of the online system.

Larry Z. brought to the Str. Cmte.'s attention, the possibility of a grant for \$25,000 from the Federal Geographic Data Committee (FGDC) for the upgrading of the online system. Larry noted that these grants are part of a national effort to facilitate the development of a decentralized spatial data clearinghouse. The deadline for the grant applications is February 21, 1995. Larry Z. noted that a successful grant application would probably require a commitment to expand the current online system to include the ability to query the online catalog for information in all of the federally-adopted metadata categories. In fact, the expansion of the system to accommodate that capability would probably be a solid basis for a grant application. Larry Z. suggested that the question of modifying the online catalog to meet emerging federal standards and guidelines is also related to a larger discussion of the role the Str. Cmte. might, or might not, wish to take relative to other federal data sharing initiatives (see Larry Z.'s comments under "Other Business" in the minutes of 10/19/94 and the FGDC document, Development of a National Digital Geospatial Data Framework, which was sent to all Str. Cmte. members at the end of November or first part of December).

POLICY SUBCMTE. No report.

TECHNICAL STANDARDS SUBCMTE. No report.

EDUCATION SUBCMTE. Jim M. reported that the Oct. newsletter had been distributed and that he was collecting articles for the Dec./Jan. newsletter and invited Str. Cmte. members to submit articles right away. Jim M. also called the Str. Cmte. members attention to the newly scheduled GIS Forum on Jan. 11th. Jim M. noted that this Forum had been specially scheduled in conjunction with the presentation of Milbert Krohn, Bureau of Land Management. Jim M. urged Str. Cmte. members to make a special effort to attend this forum for two reasons: 1) so that members could get background information on what BLM would be proposing to the Str. Cmte.; and 2) to ensure that we have a decent attendance for this specially scheduled forum.

GPS COORDINATION SUBCMTE. Jim B. reported that the Str. Cmte.'s proposal for establishing three GPS base stations in Nebraska has stimulated a considerable amount of interest from other parties. Jim B. noted that he has been contacted by private interests who are seriously exploring the possibilities of investments in GPS technology for agricultural applications. Jim indicated that it was still too early to say what the ultimate shape of GPS base stations might be, but he felt it was still very appropriate and useful to move forward with the state GPS base station proposal. Jim indicated that he would continue to be in contact with other parties, both private and public, who are interested in GPS base station technology and applications and would keep the Str. Cmte. informed of developments.

REPORT ON NACO ANNUAL MEETING. Larry Z. reported that he had spent three days in a GIS Str. Cmte. booth at the NACO Annual Meeting in Omaha on December 6-8th. Larry noted that while there was not an overwhelming response, there was a fair amount of interest. Larry Z. also noted that he felt there was a strong need for education with this potential user community. Larry Z. also reported that he and Cliff Welsh had appeared on a GIS panel discussion. Cliff W. observed that he felt a major challenge for the Str. Cmte. was developing channels of communication with NACO and member counties about GIS and spatial data.

STR. CMTE. MEMBERS UPDATES ON THEIR AGENCY ACTIVITIES.

CALMIT -- Jim M. reported that CALMIT had been selected as one of a few public and private entities to work collectively on a pilot project to explore the potential of packaging, marketing, and delivering spatial information to policy makers and private homes via the evolving broad-band telecommunications networks. Jim M. noted that the project was made possible by a \$750,000 grant to the Omaha-based Applied Information Management Institute (AIM) which Sen. Kerrey helped to facilitate. Jim M. informed the Str. Cmte. that one of the components of the project, upon which CALMIT would be working, was the collection of information about currently available spatial data. Jim M. observed that he felt this effort could potential dovetail nicely with the Str. Cmte.'s agenda and that he was considering asking the Str. Cmte.'s approval for the dedication of some of Larry Z.'s time toward this effort, in exchange for commensurate funding support. Jim M. noted that the project timeline was pretty short, completion by Sept. 1995. Jim M. indicated that he would have further details available at the Jan. 11, 1995 Str. Cmte. mtg.

OTHER BUSINESS. None offered.

TO DO LIST:

Policy Subcmte. - will develop, for Str. Cmte. consideration, a draft procedure for the future editing, revision, and adoption of written reports with the goal of avoiding last minute, time consuming full Str. Cmte. editing of reports.

Rod A. - will appoint an ad hoc subcmte. to complete the editing of the draft Report to the Legislature.

GIS Steering Committee
VOTING RECORD

Date 12/14/94

Attendance

		#1	#2	#3	#4	#5	#6	#7	#8	#9	#10
DAS - Steve Henderson	P	+		-	+	+	+	+	+	A	A
DEQ - <u>Dennis Burling</u> Tom Lamberson	P	+	+	-	+	+	+	+	+	+	+
CSD - Perry Wigley Les Howard, <u>Jim Merchant</u>	P	+	-	-	+	+	+	+	+	+	+
NRC - <u>Dayle Williamson</u> Terry Kubicek	P	+	+	+	+	+	+	+	+	+	+
PRO - Rod Armstrong	A										
DOR - Jon Ogden	P	+	-	-	+	+	+	+	+	+	+
Surveyor - Jim Brown	P	+	-		+	+	+	+	+	NV	+
LRD - Laura Valenziano	A										
John Miyoshi	P	+	-	+	+	+	+	+	+	+	+
Blaine Dinwiddie	A										
Cliff Welsh	P	+	+	+	+	+	+	+	+	+	+
<u>Larry Worrell</u> Jim Langtry	P	+	-	+	+	+	+	+	+	NV	+
Lash Chaffin	P	+	-	+	+	+	+	+	+	+	+
Duane Stott	P	+	-	-	+	+	+	+	+	+	+
Dennis Wilson	A										
TOTALS	11-P 4-A	11(+)	3(+) 7(-)	5(+) 5(-)	11(+)	11(+)	11(+)	11(+)	11(+)	8(+) 2(NV)	10(+)

P = present
A = absent

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