

GIS Steering Committee

Meeting Minutes - 11/16/94

The meeting was called to order at 1:00 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
* Steve Henderson	Department of Administrative Services
* Terry Kubicek	Natural Resources Commission
Tom Lamberson	Department of Environmental Quality
* Jim Merchant	Conservation and Survey Division
* John Miyoshi	Lower Platte NRD
* Jon Ogden	Department of Roads
* Duane Stott	Scotts Bluff County Surveyor
* Cliff Welsh	Keith County Commissioner
* 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 Nov. 9, 1994.

ROLL CALL. Chair Rod Armstrong called the meeting to order at approximately 1:30 pm and requested that Larry Z. call the roll. Twelve duly authorized representatives were present and therefore there was a quorum to conduct business. Jim Brown arrived later in the meeting.

MINUTES. Jon O. moved, Lash C. seconded, that the minutes of the October 19, 1994 meeting be approved as distributed. The motion passed unanimously (see vote #1 on attached Voting Record sheet).

CONNECTIVITY POLICY. Rod A. gave a brief background on the draft "Proposed Policy Statement on Connectivity" which had been mailed out earlier to the Str. Cmte. members. Terry K. raised concerns about the wording of the proposed connectivity statement, stating that he felt it contained a lot of editorial language that didn't belong in such a policy statement and that the language wasn't sharp enough. Terry K. moved, and Cliff W. seconded, that the draft policy statement should be returned to the Policy Subcmte. for reworking.

In the discussion that followed, the following points were made. Jim M. raised the question of what do we mean by "connectivity" -- are we talking about Internet connectivity or hard wire machine-to-machine connectivity? Duane S. stated that he felt the policy statement was important for local government. Duane noted that the current draft document contains a lot of overlap with issues that Scotts Bluff County is currently exploring. Steve H. stated that maybe some of the items in the current draft should be included in a more general "statement of principals" instead of the connectivity policy. Jon O. stated his feelings that perhaps we need to look at a series of policy statements or a policy statement which has several sections.

Terry K.'s original motion was clarified to state that Terry K. would develop an alternative draft of the connectivity policy statement and the Policy Subcmte., at its November 30th meeting, would develop a new proposal for the Str. Cmte. to consider at its December 14th meeting. The motion passed unanimously (see vote #2 on the attached Voting Record sheet). As part of this discussion, it was determined to move the next Policy Subcmte. meeting to 1:30 pm on Wednesday, Nov. 30th, instead of its formerly schedule time on Dec. 1st.

REVIEW OF STATE AGENCY GIS-RELATED BUDGET PROPOSALS. Rod A. suggested a procedure for reviewing agency proposals based on materials that Larry Z. had mailed to Str. Cmte. members with the Agenda. Rod A. suggested that the Str. Cmte. rank agency proposals in one of four categories: highly recommended from an overall GIS implementation perspective, recommended from a GIS utilization perspective, neutral from a GIS utilization perspective (no recommendation), and concerns and/or opposition by the Str. Cmte. from the perspective of overall GIS implementation. Rod A. also suggested that the Str. Cmte. use the general criteria Larry Z. had outlined (also mailed out with the agenda) to categorize the proposals: appropriate application of the technology, coordination and cooperation, data development. The Str. Cmte. supported Rod's suggested approach.

Larry Z. provided an overview of the GIS-related state agency budget proposals of which he was aware. Larry Z. noted that he was aware of proposals from the State Surveyor, the Natural Resources Commission, the Dept. of Roads, the Dept. of Environmental Quality, the Conservation and Survey Division, the Game and Parks Commission, the Historical Society, Civil Defense Agency, and possibly from the UNL Dept. of Forestry, Fish and Wildlife. Larry Z. expressed his frustration that the budget process made it difficult to isolate anything other than the equipment for review. Larry Z. noted that while the majority of the GIS-related expenses were in data development efforts, in the budget process those expenses were embedded in the general personnel cost lines and very difficult to determine the GIS-related portion.

Terry K. asked about some other agencies which he felt might have some GIS-related initiatives: Dept. of Agriculture, DAS Division of Communications, DAS Central Data Processing, and the Dept. of Water Resources. Larry Z. noted that he had sent a questionnaire to all state agencies and followed up with those agencies who did not respond and who he felt may have potential budget proposals based on previous contact. In addition, he had asked the DAS Budget Office to notify him of potential GIS-related items as they reviewed agency's budget proposals and he had reviewed several budget proposals himself. *A check after the meeting revealed that both the Dept. of Agric. and the Dept. of Water Resources had returned the questionnaire indicating that their budget proposals contained no proposed expenditures for GIS. A follow-up note to DAS/Central Data Processing and DAS/ Div. of Communications also turned up no proposed GIS-related expenditures.*

State Surveyor. A budget proposal for the installation and operation of three GPS community base stations across Nebraska. A new and expanded program. Will use a current base station owned by UNL as one of the base stations. Jim B. noted that within a 100 mile radius, the base stations should enable a sub-10 meter accuracy, with differential post-processing. Currently the proposal is for a station in Lincoln, one in Broken Bow and one in Scotts Bluff. The budget request for FY '95-96 -- \$43,050; and for FY '96-97 -- \$7,200; TOTAL -- \$50,250. Jim B. noted that because things are changing so fast in this area it has been difficult to nail down a specific proposal, but that he and the GPS Subcmte. felt that it was important to move forward to establish some type of standard to make it more likely that state GPS equipment would be compatible. Jim B. noted that by the time the Legislature appropriated the money, the specific shape of how the funding might be best applied might change to meet the current situation. Jim B. noted that DOR, G&P, State Patrol, Historical

Society, and the Oil and Gas Commission have all expressed an interest in acquiring and using GPS equipment. Terry K. expressed a desire for more detail on proposed users. Jon O. moved, Jim M. seconded, that the Str. Cmte. "highly recommended" this budget proposal. The motion passed ten "for", one "against" and one "not voting" (see the vote #3 on the attached Voting Record sheet).

Natural Resources Commission. The Str. Cmte. reviewed an agency proposal for one time Cash Fund authority to acquire a \$200,000 digital plotter (an additional \$130,000 cash fund authority needed). According to the Commission, its current equipment is significantly outdated and it is essential that they obtain this equipment to upgrade their capacity and make their topographic mapping capability fully compatible with their GPS survey equipment and their computer based GIS. Terry K. indicated that this equipment is needed for the agency's work on flood plain and floodway delineation, as well as development of DOQQs.

Rod A. asked Terry K. about the itemized hardware and software "tentative priorities" for FY '95 and FY '96 which were included in the narrative response to Larry Z.'s questionnaire and those listed on page 118 of the budget under "Proposed Future Programmatic Enhancement". Terry K. indicated those were not part of the current budget request under review and that the agency either had current authority for these items or would need to request supplemental authority.

Larry Z. asked what was meant in NRC's budget narrative on page 117, under Projected FY 1995, by point, "7. Coordinate production of DOQQ's in the state" and under Projected FY 1996 by point, "2. Produce DOQQ's of targeted counties mapped to 1:12,000 scale." Terry K. responded that those points reflected the intention of NRC to produce DOQQ's for the state, assuming that their pilot project with USGS to produce DOQQs for Lancaster County was successful. Larry Z. expressed his belief that such a major and expensive data base development initiative is just the type of activity which the Legislature would probably want the Str. Cmte. to review and make recommendations upon. Larry Z. expressed his concern that this NRC project had not been brought directly to the Str. Cmte. for discussion and/or approval. Terry noted that NRC had made its interest in DOQQs clear for sometime. Jon O. requested that NRC provide the GIS Str. Cmte. with a presentation on their DOQQ pilot project with USGS and their related plans at the December Str. Cmte. meeting. Terry K. expressed his willingness to do so. Lash C. asked if the digital plotter in NRC's budget request was tied directly to the DOQQ project and that by approving the plotter the Str. Cmte. would be approving a larger DOQQ project. Terry K. responded while the plotter could be used in the production of DOQQs, but that it had a much wider potential application and use. Jon O. moved, and Lash C. seconded, that the Str. Cmte. "highly recommended" the NRC's budget proposal for the digital plotter. The motion passed unanimously (see vote #4 on the attached Voting Record sheet).

Department of Roads. The DOR budget proposal was for approximately \$30,000 for hardware and software to add a GIS-capable workstation. This hardware and software would be used in DOR applications which would involve expanding the digitized base of highways and county roads, with a goal of having 30,000 miles of the approximately 100,000 miles of state highways and county road digitized by December 1995. Steve H. moved, Jon O. seconded, that the Str. Cmte. "recommend" DOR's budget request of approximately \$30,000 for expanded GIS hardware and software. The motion was approved unanimously (see vote #5 on the attached Voting Record sheet).

Department of Environmental Quality. The DEQ budget proposal was for approximately \$25,000 for five PCs with ArcView software. These PCs are to be connected to their LAN and make the GIS coverages stored on their AS400 available to their subject specialist for inquiry, analysis, and decision-making. Dennis B. moved, Jon O. seconded, that the Str. Cmte. "recommend" this DEQ budget proposal. The motion passed unanimously (see vote #6 on the attached Voting Record sheet).

Conservation and Survey Division - UNL. Larry Z. reported that he had no details on CSD's GIS-related budget request. Jim M. had provided the Str. Cmte. with general information on CSD use and plans for GIS. Jim M. explained that the University's budgeting process was considerably different from other state agencies. Jim M. noted that in the past the pattern has been that the Board of Regents allocates CSD approximately \$22,000 for an annual equipment budget to cover all equipment. Jim M. also noted that most of their start-up GIS activities and new hardware and software purchases are covered from external funding generated through grants and contracts. Jim M. said that over the last four years those sources have provided over \$1,500,000. Jim M. reported that CSD will probably purchase four to five workstations over the next couple years, with probably only one of them using general fund monies of approximately \$10,000. Jim M. also noted that while CSD is probably the biggest user of GIS in the University, it is also used in several other departments: Agronomy; Anthropology; Biological Systems Engineering; Community and Regional Planning; Forestry, Fisheries and Wildlife; Geography; Statewide Arboretum; Morocco Project-International Programs; Bureau of Business Research; Love Library; the State Museum; and the UNL Water Center. Jim also noted that this is just the users at UNL.

Jon O. moved, Dennis B. seconded, that within the context of the limited information available to the Str. Cmte., that the Str. Cmte. act to "recommend from a GIS utilization perspective" CSD's proposed GIS utilization and new hardware and software expenditures. John M. expressed a concern about acting on this matter without additional detail. The motion passed on a vote of eleven "for" and one "against" (see vote #7 on the attached Voting Record sheet). Jim B. moved, and Steve H. seconded, that the Str. Cmte. express its appreciation, by letter, to Perry Wigley, CSD's Director, for Perry's cooperation in sharing CSD's budget information regarding GIS development with the GIS Str. Cmte. The motion passed by a unanimous voice vote.

State Civil Defense Agency. Larry Z. reported that budget proposal from this agency had been discussed at the GIS Review Subcmte. meeting and that he had been charged with drafting a recommendation based on that discussion. Larry Z. had passed that draft language out to the Str. Cmte. members present. Larry Z. noted that the Subcmte. had not had the opportunity to review his draft language prior to the Str. Cmte. meeting. Dennis B. reported that he felt Larry's draft language captured the sense of the Subcmte. fairly well. Larry Z. reported that there was \$30,000 a year, for a total of \$60,000, in the Civil Defense's budget request under the "DP Equipment" line and labeled as "hardware". Larry Z. reported that from his discussion with the Civil Defense personnel and with the Military Dept. budget personnel, it was not clear how much, if any, of that \$60,000 was to be used for GIS.

Jim B moved, Jim M. seconded, that the Str. Cmte. adopt the following draft language which Larry Z. had prepared based on the GIS Review Subcmte.'s discussion. The motion passed unanimously (see vote #9 on the attached Voting Record sheet).

Civil Defense / Emergency Response. The GIS Str. Cmte. believes that there is tremendous potential for the productive utilization of GIS technology to assist in the preparation for, the response to, and the recovery from emergencies and disasters. The GIS Str. Cmte. also recognizes that emergency planning and response is inherently interagency and intergovernmental in scope. The critical component of utilizing GIS for emergency response and planning is data/information, and the ability to readily move it from one source and format to another. To better prepare the state to respond to the next emergency, the GIS Str. Cmte. strongly recommends that the state proceed forthwith to develop a plan for integrating the capabilities GIS technology into emergency planning and response. However, the Str. Cmte. also recommends that, prior to the purchase of additional hardware and software for this purpose, an in-depth study on the information needs and information responsibilities related to emergency response should be

completed. The need for such a study was included as a specific recommendation when the GIS Steering Committee recommended approval of a purchase request from Civil Defense for GIS-related hardware and software in January of 1994.

"In addition, the GIS Purchase Review Subcommittee would like to recommend to the Nebraska Civil Defense Agency a systematic study of the State of Nebraska's information needs related to disaster planning and response. Such a study could be conducted by Nebraska Civil Defense with the assistance of the Governor's Public Safety Committee, the GIS Steering Committee, and other appropriate entities. It is suggested that the following areas be included in the study:

1. Identify potential GIS utilization
2. Identify specific data or information required
3. Identify data formats functionally useful to the State
4. Identify agency responsibility/authority for data maintenance
5. Identify and evaluate connectivity and data sharing methods.
6. Coordinate work between agencies to integrate information needs with existing disaster-related agency mandates."

Game and Parks Commission. Larry Z. reported that within Game and Parks budget request there was \$27,400 for GIS-related hardware and software (GIS software - \$400 for Fisheries; GIS workstation - \$15,000 for Fisheries; PC-Division GIS - \$7,000 for Fisheries; and GIS-Agency wide - \$5,000 for Administration). Larry Z. reported that there had been some confusion regarding the agency's budget request for GIS because the agency had initially responded to his questionnaire indicating that there was nothing related to GIS in the budget request. This response was based on the fact that an expanded budget request which covered GIS implementation (one new FTE plus equipment-hardware/software) was ultimately eliminated from the agency's budget proposal due to income/expenditure projections. However, unknown to the person who responded to the questionnaire, was the fact that these other items had been included in the main budget proposals of other divisions and were not removed from the final agency budget proposal.

Larry Z. noted that the agency had worked with the Str. Cmte. to conduct an extensive needs assessment and had document over 100 potential GIS applications. Larry Z. noted that the agency planned to develop an integrated agency-wide GIS and was proceeding forward with those plans based on utilizing temporary employees. Larry Z. also noted that the Str. Cmte. would be voting later in the meeting on a purchase request for GIS hardware and software for Game and Parks that was being paid for by the US Fish and Wildlife Service. Jon O. moved, John M. seconded, that the Str. Cmte. act to "recommend" the proposed Game and Parks GIS-related budget requests. The motion passed unanimously (see vote #10 on the attached Voting Record sheet).

State Historical Society. Larry Z. reported that a review of budget proposals had turned up a reference to \$3,000 for a GPS unit to be used in remote, poorly mapped areas for archeological research. Some concern was expressed about the desired spatial accuracy and the adequacy of certain GPS models to achieve that accuracy. It was decided that the purchase review process would be the best place to address that concern. Dennis B. moved, Jon O. seconded, that the Str. Cmte. act to "recommend" the State Historical Society's budget request for a \$3,000 GPS unit. The motion passed unanimously (see vote #11 on the attached Voting Record sheet).

UNL Dept. of Forestry, Fish and Wildlife. Larry Z. reported that the budget analysts had informed him of a possible GIS-related budget item in UNL's expanded budget request. The overall request was for \$358,000 for Water Management and Policy Program Enhancement, in which GIS would apparently be used by a riparian area/wetlands biologist as a tool. Larry Z. reported that according to Alan Moeller, IANR, no major purchase of hardware or software was anticipated as part of the request, although some software might be purchased. Larry Z. reported that he was unable to get additional detail due to certain key people being unavailable. The Str. Cmte. decided to take no action on this matter given the fact that the Str. Cmte. had such little information and the fact that the matter was part of the University's budget.

GIS REVIEW SUBCMTE. Because of a concern about the possible loss of a quorum, the agenda order was adjusted to take up the matter of the Game and Parks purchase request review. Larry Z. reported that he had circulated to the GIS Review Subcmte. a purchase request from Game and Parks for approximately \$60,000 in GIS hardware and software, plus \$6,000 in annual maintenance costs. The specific request was for a SPACserver 20 workstation, an ArcInfo 3-pak license, ArcView for Windows, COGO single-user software, and TIN single-user software. The funding for the purchase was being provided by the US Fish and Wildlife Service under a cooperative agreement with Game and Parks whereby the hardware and software would be owned by US Fish and Wildlife, but be on a long-term loan to Game and Parks (at least five years), with the understanding that Game and Parks would be using it to develop unspecified digital coverages needed by both agencies. Larry Z. reported that the Review Subcmte. had no problems with the purchase request except for questions related to using state purchase procedures for what was to be federally-owned equipment. Dennis B. moved, Jon O. seconded, that the Str. Cmte. recommend approval of the Game and Parks purchase request, with the condition that Steve H. first determines that there is no significant problem related to the state purchase of federally-owned equipment. The motion passed with nine voting "for" and two "not voting" (see vote #12 on the attached Voting Record sheet).

DATA INVENTORY SUBCMTE. Jon O. reported that he hoped to get a meeting of the Data Inventory Pilot Project Team together next month.

POLICY SUBCMTE. No report.

TECHNICAL STANDARDS SUBCMTE. No report.

EDUCATION SUBCMTE. No report.

GPS COORDINATION SUBCMTE. No report.

REVIEW OF DRAFT CONCEPT LANGUAGE FOR THE DECEMBER REPORT. Given the lateness of the hour, the Str. Cmte. decided to defer discussion of the draft language for the December report to the Legislature. Str. Cmte. members were urged to promptly get their feedback on the draft language to Larry Z. Dennis B. moved, Lash C. seconded, that the Str. Cmte. review draft report language at the Policy Subcmte. meeting on December 30th and that it review, revise and adopt final report language at its December 14th meeting. The motion passed unanimously (see vote #13 on the attached Voting Record sheet).

FUTURE PROJECTS. NACO Convention. Larry Z. reported that he hadn't been able to get much done on the NACO booth yet. Larry Z. reported he had worked with Jim M. to order some materials to have available and that he planned to spend much of the time in the booth being available to talk with interested folks. Dennis W. and Jon O. both expressed a possible willingness to have some of their GIS hardware and software available for the booth. Larry Z. invited other suggestions from Str. Cmte. members and said he would follow-up with Dennis W. and Jon O.

GIS Fair and/or Conference. Larry Z. indicated that he had not yet gotten together a working group on this, but hoped to get a meeting with Jim M., Jim B. and Larry W. and himself next month.

DOR/NRC/DEQ ARCINFO/INTERGRAPH TRANSLATION PROJECT. Jon O. report that this project has just gotten started and that the people will be working on it, over the next month or so, as they have time.

STR. CMTE. MEMBERS UPDATES ON THEIR AGENCY GIS ACTIVITIES. No Report.

OTHER BUSINESS. No report.

NEXT MEETING. The meeting was adjourned by the Vice Chair, Lash C., with the reminder that the next Str. Cmte. meeting was scheduled for Dec. 14th, 1:30 pm and the location was changed to the League of Nebraska Municipalities office at 1335 'L' Str., Lincoln and that the Policy Subcmte. meeting had been moved to Wed., Nov. 30th at 1:30 at the State Surveyor's Office 555 N. Cotner Blvd., Lincoln.

TO DO LIST:

Everyone - please review the draft conceptual language for the December report to the Legislature and promptly get your feedback to Larry Z.

Terry K. - will develop a revised draft of the Proposed Policy Statement on Connectivity for consideration by the Policy Subcmte. at its November 30th meeting.

Steve H. - will check to see if there are any significant problems with Game and Parks plan to purchase GIS hardware and software through state channels and yet have the ownership be with the federal agency providing the funds.

NRC - will provide the Str. Cmte. with a briefing on their Lancaster County DOQQ project and related plans at its December Str. Cmte. meeting.

Policy Subcmte. - will review Rod A.'s original draft and alternatives of the policy statement on connectivity and develop a proposal for consideration by the Str. Cmte. at its December 14th meeting.

Larry Z. - will draft a letter expressing the Str. Cmte.'s appreciation to Perry Wigley for cooperating with the budget review process.

Larry Z. - will convene a meeting of an ad hoc group to develop a proposal for a 1996 GIS Conference.

GIS Steering Committee
VOTING RECORD

Date 11/16/94

Attendance Minutes

		#1	#2	#3	#4	#5	#6	#7	#8	#9	#10
DAS - Steve Henderson	P	+	+	+	+	+	+	+		+	+
DEQ - Tom Lamberson Dennis Burling	P	+	+		+	+	+	+		+	+
CSD - Perry Wigley Les Howard, Jim Merchant	P	+	+	+	+	+	+	+		+	+
NRC - Dayle Williamson Terry Kubicek + Mahendra Bansal	P	+	+	-	+	+	+	+		+	+
PRO - Rod Armstrong	P	+	+	+	+	+	+	+		+	A
DOR - Jon Ogden	P	+	+	+	+	+	+	+		+	+
Surveyor - Jim Brown	A/P			NV	+	+	+	+		+	+
LRD - Laura Valenziano	A								Vote		
John Miyoshi	P	+	+	+	+	+	+	-	Voice	+	+
Blaine Dinwiddie	A										
Judy Larsen Cliff Welsh	P	+	+	+	+	A					
Larry Worrell	P	+	+	+	+	+	+	+		+	+
Lash Chaffin	P	+	+	+	+	+	+	+		+	+
Duane Stott	P	+	+	+	+	+	+	+		+	+
Dennis Wilson	P	+	+	+	+	+	+	+		+	+
TOTALS	12-P 13-P	12(+)	12(+)	10(+) 1(-) 1(NV)	13(+)	12(+)	12(+)	11(+) 1(-)		12(+)	11(+)

P = present
A = absent

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