

GIS Steering Committee

Meeting Minutes - 12/15/93

The meeting was called to order at 12:30 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
* Dennis Burling	Department of Environmental Quality
* Lash Chaffin	League of Municipalities
* Steve Henderson	Department of Administrative Services
* Jim Merchant	Conservation and Survey Division
* Jon Ogden	Department of Roads
* Duane Stott	Scotts Bluff County Surveyor
* Laura Valenziano	Legislative Research Office
* Dayle Williamson	Natural Resources Commission
* 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 Dec. 8, 1993.

ROLL CALL: A roll call was taken to record attendance and to insure that an adequate number of Str. Cmte. members were present to conduct business. Twelve duly authorized voting members were present and therefore the minimum requirement for a quorum was met (see Voting Record, Attendance).

MINUTES: Dayle W. moved and Jim M. seconded that the minutes be approved as distributed. The motion carried unanimously (see vote #1 on the attached voting record).

REVISE AGENDA: Rod A. proposed that the agenda be revised to attempt to cover all of the issues except the Technical Standards by 2:30, and then switch to the Technical Standards review. This proposal received favorable response from the Str. Cmte. members present.

DATA INVENTORY SUBCMTE: Jon O. reported that the Subcmte had meet the previous week and finalized what needed to happen to complete the pilot project. Jon requested that Larry Z. send him a copy of the definitions for the types of spatial data used in the Spatial Data Needs Assessment Form. Jon O. also reported that a January 1994 meeting is planned to determine what types of documentation needs to be developed for the Online users.

POLICY SUBCMTE:

Digital Orthophoto Quads.

Jim Merchant Presentation. Jim M. provided the Str. Cmte. with an overview of Digital Orthophoto Quads (DOQs). The presentation included how they are produced, scale, current USGS policy, and other related issues. Jim M. noted, as had Mahendra B. before, that if the Str. Cmte. is interested, he was sure that Darryl Williams of USGS would be willing to come to one of our meeting to discuss joint development of DOQQs.

Policy Subcmte. discussion. Rod A. gave a brief summary of the discussion that occurred at the Policy Subcmte. meeting. The major points included:

- Realization that DOQQs are likely to be only the first example of a series of potential joint database/coverage development efforts that the Str. Cmte. might wish to pursue.
- Some type of institutional structure might need to be developed to handle joint financing and/or "selling" of the data to recoup investment costs.
- Steve Henderson offered CDP as a possible clearinghouse/broker conduit for jointly developed GIS databases and coverages, as long as it was within the context of working with the Str. Cmte. and other agencies to provide the GIS expertise.
- Before any investment of funds for DOQQs is made, we should do some reality testing to determine the amount of interest and possible funding at the local government level. An ad hoc committee volunteered at the Policy Subcmte. to discuss this issue with selected local government and NRD officials. Volunteers for that ad hoc committee included: Terry Kubicek, Lash Chaffin, Dennis Burling, and Jim Brown. It was also suggested at the Policy Subcmte. meeting that Jim Merchant would be good because of the amount of contact he has had with local government officials interested in GIS. Rod had asked Terry K. to chair this ad hoc group and Lash C. offered to serve as a contact point for local officials wanting to provide input.
- It was also noted that an additional avenue to gather information on local government spatial data needs and plans was via the needs assessment questionnaire of local governments as outlined in the overall planning process.

Terry K. added that it was also noted in the meeting that other agencies had the capability to serve as the clearinghouse/broker for joint data development, as well as having GIS expertise and experience.

Interim Planning Report to Legislature.

Response to State Agency GIS Plans. Larry Z. gave an overview of the discussion at the Policy Subcmte. regarding how the Str. Cmte. should respond to state agency GIS plans in its December 1993 report to the Legislature. It was determined that there did not appear to be any significant planned deficit appropriation requests related to GIS. Therefore it was the recommendation of the Policy Subcmte. that the various state agency plans just be outlined in the report without specific comment. Along with these agency plans, the report will outline the planning process for developing recommendations to the Legislature by December 1993.

Review of Draft Report. Larry Z. gave a brief overview of the draft Interim Planning Report to the Legislature. Larry noted that the report followed the outline that he had presented at the November meeting, which was to generally follow the outline wording in the Appropriations Bill. Larry also stated that it was his plan to wrap up this report by Friday, December 17th, so that he could get it to the printer and back for the GIS Fair.

Larry noted that he had received responses from 40 of the 42 agencies that were surveyed. The two agencies for which he did not have responses were Legislative Research and the State Historical Society. Larry reported that it was his understanding that Leg. Research was undergoing a comprehensive review of computer plans. Laurel V. said that was true and agreed to provide Larry with a brief statement to that effect to go in the Legislative report. Larry said that he tried repeatedly to solicit a response from the Historical Society and was finally told that it was not likely that a response would be coming. Larry reported that he had sent each agency's draft comments back to them for review and had received changes back from the 13 agencies listed below, out of 40 agencies. Most of the changes had been minor editorial changes, all of them appreciative of having the opportunity to review.

Civil Defense
DEQ
State College System
Coord. Comm. PostSec. Educ.
Health

Social Services
CSD
Crime Commission
Library Commission

NRC
G&P
Education
State Patrol

Larry highlighted five areas in the draft report, as areas for which he felt Str. Cmte. review was important. Those areas included:

- **Title of Report.** "Interim Planning Report for Legislature, December 1993". This was supported by the Str. Cmte.
- **Planning Process.** As outlined in the text and chart on pages 10-12 in the report and generally approved at the November Str. Cmte. mtg. This received general support from the Str. Cmte. and no changes were suggested.
- **Interim GIS Purchase Requests.** Larry reported that he had asked Steve H. to draft this language, which he felt was important to include in the report. There was discussion about the merits of having this section in the report. It was decided to retain the section. Laura V. expressed concern about the wording of the final paragraph as it relate to "significant" GIS investment. Following discussion, there was no alternative wording adopted by the Str. Cmte. It was however, left open for Laura V. to submit to Rod A. and Larry Z. alternative wording for consideration.
- **Survey Highlights.** Larry called the Str. Cmte.'s attention to the draft language as it relates to Game & Parks. No revisions were proposed.
- **Survey Highlights and Survey Results.** Larry reported that these two sections will need to be modified somewhat due to changes in the response from Civil Defense/Military Dept.
- **Multijurisdictional Consortia.** Larry called this section to the Str. Cmte.'s attention. No significant revisions were proposed.
- **Summary of Current Uses.** Larry noted that this section was not yet drafted and reviewed what he intended to include.
- **Guidelines and Standards for Data Sharing.** Larry also noted that this section was not yet drafted and he reviewed what he intended to include.

Larry asked if there were other areas in the draft report about which the Str. Cmte. had concerns. Dayle W. expressed concern about the language used by the Energy Office as it relates to working with the University. He felt the language implied that we were not coordinating with the University and he felt we were. Dayle asked if Larry Z. would talk to the Energy Office about that language. Dayle also questioned what was meant by the Dept. of Motor Vehicles comment on standards for names and addresses. Larry Z. and Dennis B. noted that concerns in this area were expressed by several agencies.

Following this overview discussion, the Str. Cmte. expressed general support for the draft report, as presented by Larry Z. Larry again noted his intention to wrap up the report by Friday, December 17th. He noted that as of the present time he did not have an agency who was volunteering to cover the printing costs of the Interim Report. Legislative Research had printed the last report and Laura V. was pursuing the possibilities of covering the costs on this one. Larry expressed a desire for a backup, as time was short. Jon O. offered the Roads as a backup (Roads ended up printing the report).

EDUCATION SUBCMTE: Jim M. reported that the next newsletter was in the works and that he planned to have it available for the GIS Fair. He also gave a brief update on the Mid-America GIS Symposium planned for May 2-4 in Kansas City.

NEBRASKA GIS FAIR: Larry Z. provided an overview of the situation relative to the GIS Fair, scheduled for January 6th. 20 agencies and organizations have indicated an interest in participating. The Fair will not be held in the Rotunda area, but in three rooms (1113, 1126 & 1200) on the south end of the first floor.

REVIEW SUBCMTE: The Str. Cmte. reviewed the draft that Larry Z. had prepared based on the Str. Cmte. discussion and decisions made on 10/20/93. Jim B. moved, Laura V. seconded, that the "Operational Guidelines for the GIS Review Subcommittee" be adopted as distributed, with the exception that the sentence "All meeting of the GIS Review Subcommittee will comply with provisions of the Public Meeting Law." shall be retain (not deleted) in the Guidelines. The motion passed unanimously (see attached Voting Record, vote #2).

REPRIORITIZING OF STRATEGIC OBJECTIVES: This issue had been deferred for three meetings, following the initial distribution of the results of a straw poll of Str. Cmte. members at the Sept. 1993 meeting. Following a brief discussion, Jon O. moved, Dennis W. seconded, that the Str. Cmte. retain the prioritization of strategic objectives that was in place prior to the second straw poll. The motion carried with 11 voting for and one voting against (see attached Voting Record, vote # 3).

COOPERATIVE EFFORTS WITH ARMY CORPS OF ENGINEERS AND CIVIL DEFENSE: Dennis B. and Terry K. reported on discussions that had been held with the Army Corps and Civil Defense. The Corps is interested in working with the GIS Steering Committee and the Civil Defense Office to develop GIS coverages that would be useful in future disaster prevention, response and planning efforts. There is the possibility of funding through FEMA (and other disaster funds) to support such an effort. The Nebraska Civil Defense Office is also very interested in exploring this possibility. A meeting between the Corps, Civil Defense staff, and some GIS Str. Cmte. members has occurred. As a follow up to that meeting some Str. Cmte. members meet prior to this meeting to review what GIS coverages are available and what would be needed. Dennis B. has recorded the results of this meeting and will send it to Rick Semms of Civil Defense. The next step will probably be a follow up meeting with Rick Semms.

OTHER BUSINESS: Larry Z. reported that he will need to spend much of the month of January completing the Game and Parks Commission GIS Needs Assessment report.

TECHNICAL STANDARDS: The Str. Cmte. reviewed the November 17, 1993 draft version of the "Proposed Nebraska GIS Technical Standards" on a chapter-by-chapter basis. Changes were made in the draft wording of each chapter until a consensus was reached on that chapter. At the end of this review process, Dayle W. moved, Laura V. seconded, that the Technical Standards be adopted, as amended, and be labeled the December 15, 1993 Version. The motion carried unanimously (see the attached Voting Record, vote #4).

The major changes to the November 17, 1993 draft text, that were adopted by the Str. Cmte. were as follows:

- Move Chpt. 2 to the end of the document and change its Chpt. title to be "Federal Standards from the Developers Perspective".

- In Chpt. 4, move the section from "GIS Application Classes" on page 4-1 to "GIS Software" on page 4-3 to Chpt 1. The sentence, "The GIS Steering Committee recommends that all software be evaluated by benchmark testing using the intended platform and similar data to insure their adequacy prior to purchase." should be added to the recommendation on GIS Software.

The recommendation on Hardware Platforms should be modified to read, "The GIS Steering Committee recommends that all platforms be evaluated by benchmark testing using the intended software and similar data to insure their adequacy prior to purchase. Experience with existing system indicates that:

"Recommendation 1: An entry level GIS platform requires a 486DX2 level PC with graphics card, 32 MB RAM, 19" or larger color monitor with 1024x768 resolution, 1 Gigabyte of hard disk storage, and backup capability.

"Recommendation 2: More sophisticated GIS applications requires a high performance workstation (interger specmark over 30) supported by the GIS software with 64 MB RAM, a large (19") or above) color monitor with a graphics card with minimal 1024x768 resolution (256 colors), a minimum of two Gigabytes of hard disk, and an 8 mm data cartridge (tape) backup media or equivalent."

The recommendations related to Networking were reworted to read, "The GIS Steering Committee recommends:

"Recommendation 1: That agencies and organizations without network experience should initially limit their GIS network to six concurrent clients per file server, learn to manage that network efficiently, and then gradually expand the network by adding more file servers and clients as the situation warrants.

"Recommendation 2: Connectivity to Internet should be strongly considered by seeking a direct access to Internet gateway or through a local area- or wide area-connection to a cooperating network already on the Internet to facilitate data sharing. It should be noted that Internet connection requires TCP/IP protocol and an Internet address.

"Recommendation 3: State-of-the-art telecommunications switching technologies be accessed at the earliest opportunity. Such technologies include Frame Relay, Switched Multimegabit Data Service (SMDS), Asynchronous Transfer Mode (ATM) for wide area networks, and fast Ethernet, Fiber Distributed Data Interface (FDDI), ATM for local area networks."

- In Chpt. 5, correct the spelling of geoid from geode and NADCON from NADCOM. On page 5-9, drop the phrase, "as soon as it is implemented in most GIS systems" from the recommendation.
- In Chpt 6, change the title to read, "GPS Data Capture Standards". Drop everything after the second paragraph of text (including the map). Add a recommendation: "The US National Geodetic Survey is developing a High Accuracy Reference Network (HARN) using GPS, which the State of Nebraska should compliment in its GPS development.

- In Chpt 7, change the title to read, "Geodetic Reference Standards". On page 7-1, second paragraph, second sentence, drop the phrase, "which best fits mean sea level". On page 7-4 relabel the "Digital Elevation Model" grouping to read, "Geodetic Control" and move the whole section on page 7-4 labeled "Base Reference Layers" to Chpt 1. Add a fourth recommendation that reads, "All original data for geodetic control should be retained to provide a basis for future datum adjustment."
- In Chpt 8, change recommendation #1 to read, "Data access and transfer should be facilitated via statewide networks." Change recommendation #2 to read, "Agencies and organizations should provide their metadata to the Nebraska Library Commission "Nebraska Online System". This facilitates knowledge about GIS data availability and how data can be shared." Split recommendation #3 into two recommendations reading, "Agencies and organizations should utilize an on-site testing of an existing turn-key GIS system." and "Owners of existing systems should allow other potential user to learn about their GIS operations." Recommendation #4 should become #5 and read as, "Users should choose GIS software which supports Special Data Transfer Standards. The SDTS also incorporates meta data standards which encourages appropriate use and sharing of databases."
- Laura V. suggested that Larry Z. contact the State Patrol and see if their comments about support staff and a list of approved vendors be incorporated in their future plans comments.

NEXT MEETING: The next GIS Str. Cmte. meeting will be on January 12, 1994, at 1:30 pm in the East Campus Union. There will be no Policy Subcmte. meeting in between this meeting and the January Str. Cmte. meeting.

TO DO LIST:

- Terry K. - will convene an ad hoc committee of himself, Lash C., Dennis B., Jim B. and maybe Jim M. to develop and implement a plan to survey local government officials relative to their potential interest in joint efforts to secure DOQQs.
- Lash C. - will serve as a contact point for any local government officials would wish to submit their thoughts on the possibility of a joint effort to develop DOQQs.
- Larry Z. - send to Jon O. a copy of the spatial data definitions used for the Needs Assessment Form.
- Larry Z. - will discuss with the Energy Office, the language that relates to cooperation with the University.
- Larry Z. - contact State Patrol to see if their comments about support staff and vendor list could be included in their future plans comment section.

GIS Steering Committee
VOTING RECORD

Date 12/15/93

	Attendance Minutes				Review Submits #2	Reprioritize #3	Tech Stds #4						
	P	#1	#2	#3									
DAS - Steve Henderson	P	+	+	+	+								
DEQ - Tom Lamberson <u>Dennis Burling</u>	P	+	+	+	+								
CSD - Perry Wigley Les Howard, <u>Jim Merchant</u>	P	+	+	+	+								
NRC - <u>Dayle Williamson</u> Terry Kubicek	P	+	+	+	+								
PRO - Rod Armstrong	P	+	+	+	+								
DOR - Jon Ogden	P	+	+	+	+								
Surveyor - Jim Brown	P	+	+	+	+								
LRD - Laura Valenziano	P	+	+	-	+								
John Miyoshi	A												
Blaine Dinwiddie	A												
Judy Larsen	A												
Larry Worrell	P	+	+	+	A								
Lash Chaffin	P	+	+	+	+								
Duane Stott	P	+	+	+	+								
Dennis Wilson	P	+	+	+	+								
TOTALS	12-P 3-A	12+	12+	11+	11+								

P = present
A = absent

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