

GIS Steering Committee
Meeting Minutes - September 25, 1997

Present were (* authorized to vote):

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| * Rod Armstrong | State Information Technology Coordinator |
| Mahendra Bansal | Natural Resources Commission |
| * Dennis Burling | Department of Environmental Quality |
| Shane Buscher | Lower Platte NRD |
| * Lash Chaffin | League of Municipalities |
| Larry Dix | Nebraska Association of County Officials |
| * Dick Genrich | Department of Roads |
| * Val Goodman | Legislative Research |
| * Les Howard | Conservation & Survey Division |
| Erik Hubl | Lancaster County Assessor's Office |
| Jeff Lucas | Tri-Basin NRD |
| Sue Maxwell | Milestone Solutions |
| * John Miyoshi | Lower Platte NRD |
| Boyd Ready | Central NE Public Power Irrigation District |
| Scott E. Richert | Lancaster County Assessor's Office |
| * Tom Ryan | Governor's Policy Research Office |
| Steve Schafer | DAS-Intergovernmental Data Services |
| Ethel Skinner | Property Tax Division |
| Chris Stanton | USGS |
| Jerry Steinke | Central NE Public Power Irrigation District |
| * Duane Stott | Scotts Bluff County Surveyor |
| Stu Sutherland | Professional Surveyor's Association of NE |
| * Dayle Williamson | Natural Resources Commission |
| * Dennis Wilson | City of Omaha |
| Paul Yamamoto | Department of Environmental Quality |
| Larry K. Zink | Coordinator, GIS Steering Committee |

NOTICE OF MEETING. A public notice of the meeting, pursuant to Section 84-1411 R.R.S. 1943, was published in the Lincoln Journal-Star on Thursday, September 18, 1997.

ROLL CALL. Chairperson Jim Brown was in Grand Island for GMM Software Training for the PLSS Pilot Project. Vice Chairperson Lash Chaffin called the meeting to order at approximately 1:20 p.m. and requested a call of the roll. Nine duly authorized representatives were present. Therefore, a quorum was present to conduct business.

MINUTES. Dayle Williamson moved for the minutes of the July 24, 1997 Steering Committee meeting to be approved as distributed. Rod Armstrong seconded the motion. The motion passed (*see vote #1 on the attached Voting Record sheet*).

PLSS PILOT PROJECT - REPORT FROM ADVISORY COMMITTEE. Larry Zink used overheads to report on the PLSS Pilot Project. At the last meeting, the Steering Committee had authorized

pursuing the pilot project in four counties—Adams, Dawson, Hall, and Merrick. Since that time, Larry and Jim Brown have spent a great deal of time working with these four counties. Based on the commitments made and resources apparently available, the Advisory Committee voted to endorse proceeding with the PLSS Pilot Project in each of these four counties. Larry handed out copies of three signed and completed Interagency Agreements for Adams, Dawson, and Merrick counties. Hall County's agreement is still being circulated for signatures, but should be completed fairly soon. A total of eighteen public entities are involved in various combinations of the four county-specific Interagency Agreements. Consistent with the PLSS Pilot Project Proposal endorsed by the Steering Committee, the Advisory Committee reviewed available alternative software for this project and endorsed the use of the GMM software. Twelve people, including Jim Brown, are currently in Grand Island for training on the software. The Advisory Committee also discussed and endorsed using the BLM's digitized PLSS coordinates for initial control data after BLM went through a process of reviewing the 50+ meter discrepancies with NRC's previous data. The State Surveyor's Office has received a \$5,000 grant from the Bureau of Land Reclamation in support of this project. The Advisory Committee also adopted a timeline for the project with a projected completion date of June 1998. A planning meeting has been scheduled in Grand Island on Thursday, October 2, to formally kick-off the projects and to divide up the responsibilities for the various townships.

ADVISORY COMMITTEE ON STANDARDS FOR LAND RECORD MODERNIZATION. Larry Zink reported that the Advisory Committee met just prior to the Steering Committee meeting (9:30 am, Thursday, September 25). This meeting was primarily for organizational and orientation purposes and an opportunity to share perspectives on the tasks before them. The Advisory Committee includes Erik Hubl, GIS Manager for the Lancaster Assessor's Office; Duane Stott, Scotts Bluff county Surveyor and GIS Steering Committee member; Ethel Skinner, Property Tax Division; Dan Silvis, Douglas County Assessor's Office; Sandra Powell, Draftsman for the City of Hastings Engineering Department; Roy Hahn, a Scotts Bluff attorney, member of an abstracting firm, and a representative of the Nebraska Land Title Association; and Larry Zink, GIS Steering Committee Coordinator. Erik Hubl was selected as Chair of the Advisory Committee. A list of the committee members and background notes were attached to the Steering Committee's agenda.

LONG-RANGE PLANNING FOR GIS STEERING COMMITTEE - INITIATING A PROCESS. Lash Chaffin reported that the Executive Committee had talked about long-range planning for the GIS Steering Committee. The Executive Committee recommended appointing an interim subcommittee to review what the Steering Committee has done based on the objectives it had set forth approximately two years ago. The Executive Committee recommended appointing John Miyoshi, Dennis Wilson, and Erik Hubl to the Long Range Planning Subcommittee to review past objectives and to make recommendations for future planning. Lash Chaffin officially confirmed the appointment of John, Dennis, and Erik to the Subcommittee.

Larry Zink provided John and Dennis his understanding of the Executive Committee's concept of a proposed long-range planning process. The Executive Committee had proposed getting a report from the Subcommittee sometime in November for the Steering Committee to review and discuss at its November meeting. Then in January, the Steering Committee would have a planning retreat along with its regularly scheduled business meeting. The long-range planning retreat would be the afternoon of January 15 and the regular business meeting would be the following morning on January 16. Dayle Williamson added that the Steering Committee is basically looking to the interim planning committee for an assessment. An assessment of where the committee has been, where it hasn't been, and any recommendations for the future. Lash Chaffin asked the Steering Committee members for a formalized vote to follow the proposed planning

process and to hear a report from the Long Range Planning Subcommittee in November with a planning retreat and regular business meeting in January. Rod Armstrong so moved. Dayle Williamson seconded. The motion passed (*see vote #2 on the attached Voting Record sheet*).

NSGIC ANNUAL MEETING - REPORT FROM LARRY ZINK. Larry Zink attended the NSGIC Annual Meeting from September 15 - September 18. Larry explained that NSGIC is a national body of state GIS coordinating entities and is about five years old. NSGIC has been recognized as a formal member of the Federal Geographic Data Committee and is a partner with NaCO (National Association of County Officials). The meeting provided Larry with many opportunities for networking with others who are attempting to do some of the same work as the GIS Steering Committee and for the sharing of ideas and projects that may impact Nebraska.

Larry reported on some of the noteworthy projects and information that he received at the conference. Larry made contact with three other states (Vermont, Kentucky, and Wisconsin) who are currently working on or have done work on statewide transportation data modeling. Larry also learned about a paper from the State of Ohio on DOQ applications and their appropriate scale of accuracy. There was also a presentation from some of the local governments from the State of Oregon about standards work that they have done. Larry will write to Oregon requesting additional background materials. New Mexico is involving elementary schools with a topology project for the State of New Mexico. The State of New York has begun work on the "New York State GIS Data Sharing Cooperative" which may provide a model to stimulate and institutionalize Nebraska data sharing among public entities. The cooperative will include public entities and private nonprofit groups. This will allow the members of the cooperative to share data among each other. It would allow them to sell data to nonmembers or to enter into a data agreement with the nonmembers. The purpose is to facilitate data sharing among public entities without having to open up their data to others for free for commercial use. The Governor of New York is planning to direct state agencies to sign this agreement. Information about the cooperative was attached to the Steering Committee meeting's agenda.

About one year ago, NSGIC signed an agreement with the FGDC and received some funds to conduct a Framework Data Survey to find out who is doing what and where the data is at. NSGIC is trying to develop state partners to send the survey to state agencies and counties who are doing GIS work. The Steering Committee has the option of also including regional and private entities. NSGIC will provide copies of all the materials, including diskettes, and will provide \$1,000 to cover costs. NSGIC will also compile the survey results and then provide the Steering Committee with all of the data pertaining to Nebraska. Some of the Steering Committee's responsibilities would include: compiling a mailing list, press releases, prepare letters, prepare packets for mailing, and answer inquiries and questions.

A draft agreement between the GIS Steering Committee and NSGIC was included with the agenda. Larry proposed signing an agreement and to move forward with the work needed, so that the first mailing is ready to go out sometime after the first of the year. From the date of the first mailing, the survey should be completed in about 60 days. The group discussed the best way to compile a mailing list. Lash Chaffin and Larry Zink had previously discussed the difficulty in compiling a mailing list. Lash thought he could help by doing a series of surveys (at the League's expense) to identify a universe of users. Then, Lash could mail the diskettes and follow-up letters directly to the cities. Lash estimated 90 to 100 cities. Lash also offered to mail the survey to the counties on the assumption that the list of counties could be narrowed down. Beyond state agencies and counties, Larry Zink suggested thinking about including the local NRDs and any possible federal and private entities. Dayle Williamson also mentioned the possibility of including the Nebraska irrigation districts. Larry felt that the survey would provide another tool for making

connections with the GIS community and could act as a vehicle to further engage the Steering Committee in its role as coordinator for the framework data development and maintenance effort.

Lash Chaffin asked if anyone was uncomfortable with Larry Zink working with the Data Access and Fees Subcommittee to make sure the survey gets done. The Steering Committee agreed for Larry to proceed and then the Steering Committee could formalize an agreement at the next business meeting in November. Since NSGIC will provide materials which can be tailored and mail merged, Larry asked the committee if they had any problems with Larry designing a GIS Steering Committee letterhead to be used for the survey. Jim Brown could sign off on the design. There was some discussion about color or using the State Surveyor's letterhead. Larry thought it should be designed to catch people's attention. There was no objection from the group to create letterhead.

EDUCATIONAL EFFORTS. NACO Annual Convention, October 14 - 16, 1997. Larry Zink explained that the Executive Committee had approved the Steering Committee's participation at the NACO Annual Convention. Larry has submitted the paperwork for a booth and noted the Executive's Committee desire to highlight and emphasize the PLSS Pilot Project. Duane Stott will be present at the convention and is interested in helping with a GIS booth. After some general discussion about a GIS booth, Dayle Williamson moved for the Steering Committee to have a booth at the NACO Annual Convention and to pay for Duane's expenses. Rod Armstrong seconded. [*Val Goodman and Dick Genrich arrived.*] The motion passed (*see vote #3 on the attached Voting Record sheet*).

Nebraska GIS Update Newsletter. Lash Chaffin reported that the Nebraska Department of Roads has agreed to finance the printing costs for at least one issue of the GIS Newsletter. Larry Zink understood that the Department of Roads would either pay for the cost of printing the newsletter or would do the printing themselves. Lash asked for a clean copy of the newsletter and was willing to include the newsletter with other mailings from the League of Municipalities. Rod Armstrong asked if there would be any interest in posting the newsletter on a Web site as a way to reduce the number of mailings. Larry noted that the Steering Committee had discussed this possibility at other meetings. Larry did not know who did or did not have access to the Internet and was concerned that many of the people that the Steering Committee was trying to reach (i.e., local government officials) are the ones who don't have online access. Rod noted that last week, the Governor had sent out a memorandum to all Agencies, Boards, and Commissions that included a policy statement that was adopted by the Information Resources Cabinet (IRC) encouraging agencies to move toward electronic publishing as much as possible; thereby, reducing the amount of paper copies that were printed.

IRC Policy on the Use of Electronic Publishing to Replace Paper Reports

["Electronic publishing capability on the World Wide Web has become an easy and convenient way to submit documents and reports for use by others. Many state agencies, boards, and commissions regularly issue reports in paper format that could be replaced by electronic media such as the Web.

The Information Resources Cabinet encourages all agencies, boards, and commissions to promote the publication of reports electronically as the distribution mechanism of choice. The IRC further encourages agencies to reduce the number of copies produced in paper format, to reduce the size of mailing lists for paper copies, or to distribute summaries (rather than full text with appendices) of many reports that could be made available on the Web without diminishing the impact of the publication.] Added to the minutes on October 3, 1997 as reference to Rod Armstrong's mention of the policy.

The committee discussed the best way to determine who had access to the Web. Stu Sutherland suggested including a memo or note in the next GIS Newsletter asking for feedback about how people wished to receive the newsletter. There was further discussion about getting the newsletter out in both electronic and paper form and how to go about updating the mailing list. Larry noted that feedback regarding reader's preferences to the media for the newsletter could be found by inserting a note in the GIS Newsletter and through the sign-up sheet at the GIS booth at the NACO Annual Convention. The group agreed that it was important to begin moving into the direction of publishing via electronic media.

GEOSPATIAL DATA ACCESS AND FEES SUBCOMMITTEE. Lash Chaffin reported that the Geospatial Data Access and Fees Subcommittee had not yet met. The subcommittee includes Rod Armstrong, Lash Chaffin, and Jim Langtry. Lash will try to schedule a conference call for sometime next week.

STEERING COMMITTEE MEMBERS UPDATES ON THEIR AGENCY GIS ACTIVITIES.

Dennis Wilson reported that the City of Omaha is updating their digital orthophotos which will be flown next spring. An RFP is out for any firms that may be interested in the project. Dennis had also spoken to Dan Silvis who had just finished updating the parcel level for his maps.

Dayle Williamson handed out a copy of a map of NRC's DOQ project. All the GPS has been completed for the entire state. The DOQs and DEMs are moving along as scheduled. Dayle also handed out a copy of an e-mail note from Utah State University thanking NRC for the information they provide on the Internet in relation to their digital elevation models. NRC is in the process of implementing a map object and an Internet map server application on NRC's Web site. This will allow display, pan, and zoom of special coverages in the database including DOQ, DEM, and SSURGO Soil.

Dayle also noted a special activity for NRC—the cooperative agreement for Platte River research and other effects related to endangered species. Governor Nelson has assigned Dayle Williamson as the Nebraska representative. Dayle commented that this will be an extensive and critical undertaking for which GIS will be an important tool.

Duane Stott noted that the Scotts Bluff GPS station has been downloading GPS data into the State Surveyor for two to three weeks.

The next meeting is scheduled for Thursday, November 13, 1997.

GIS Steering Committee
VOTING RECORD

Date 9/25/97

| | Roll Call | Minutes #1 | L-R Planning #2 | NACO Duane exp. #3 | | | | | | |
|--|-----------|------------|-----------------|--------------------|--|--|--|--|--|--|
| DAS - Rod Armstrong | P | + | + | + | | | | | | |
| DEQ - Dennis Burling Tom Lamberson | P | + | + | + | | | | | | |
| CSD - Perry Wigley <u>Les Howard</u> , Jim Merchant | P | + | + | + | | | | | | |
| NRC - <u>Dayle Williamson</u> Terry Kubicek | P | + | + | + | | | | | | |
| PRO - Tom Ryan | P | + | + | + | | | | | | |
| DOR - Jon Ogden <u>Dick Genrich</u> | A/P | | | NV | | | | | | |
| Surveyor - Jim Brown | A | | | | | | | | | |
| LRD - Laura Valenziano Val Goodman | A/P | | | + | | | | | | |
| John Miyoshi | P | + | + | + | | | | | | |
| Blaine Dinwiddie | A | | | | | | | | | |
| Cliff Welsh | A | | | | | | | | | |
| Larry Worrell Jim Langtry | A | | | | | | | | | |
| Lash Chaffin | P | + | + | + | | | | | | |
| Duane Stott | P | + | + | NV | | | | | | |
| Dennis Wilson | P | + | + | + | | | | | | |
| TOTALS | 9/11 | 9+ | 9+ | 9+ 2-NV | | | | | | |

P = present
A = absent

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