

Meeting Summary
MetroGIS Coordinating Committee
MN Counties Insurance Trust Bldg. – Room 307
December 18, 2002

1. CALL TO ORDER

Chairperson Craig called the meeting to order at 9:06 a.m.

Members Present: *Academics:* Will Craig (U of M); *Cities:* Bob Cockriel (AMM: suburban cities - City of Bloomington); *Counties:* Bill Brown (Hennepin); David Claypool (Ramsey); Dave Drealan (Carver); Jane Harper (Washington); Randy Knippel (Dakota); *Federal:* Ron Wencl (USGS); *GIS Consultants:* Larry Charboneau (The Lawrence Group); *Metropolitan:* Mark Kill (Metropolitan Airports Commission), Rick Gelbmann (Metropolitan Council); *Schools:* Dick Carlstrom for Lee Whitcraft (TIES); *Special Expertise:* Brad Henry (URS/BRW); *State:* David Arbeit (LMIC), Bart Richardson (DNR); *Utilities:* Al Laumeyer (CenterPoint Energy/Minnegasco); and *Watershed/Water Management Organizations:* Cliff Aichinger (Ramsey-Washington-Metro Watershed District).

Members Absent: *Business Geographics:* Steve Lehr (CB Richard Ellis); *Cities:* Don Cheney (AMM: core cities - City of St. Paul); *Counties:* Gary Swenson (Anoka), Jim Hentges (Scott); *Metropolitan:* Nancy Read (Metropolitan Mosquito Control District); *Non-Profits:* Sandra Paddock (Wilder Research Center); and *State:* Joella Givens (Mn/DOT).

Support Staff: Steve Fester, Randall Johnson, and Kathie Doty (Richardson, Richter & Associates, Inc.)

Visitors: John Hoshal (LMIC) and Nancy Pollock (Metropolitan 911 Board) (*elected to Committee at this meeting.*)

2. ACCEPT AGENDA

Claypool moved and Charboneau seconded to approve the agenda as submitted. Motion carried ayes, all.

3. ACCEPT MEETING SUMMARY

Henry moved and Harper seconded to approve the summary for the Committee's September 25th meeting, subject to the following modifications: 1) Page 1, Item 5a, second paragraph, first line: delete reference to Arbeit as former President of URISA; 2) page 4, item 5i, line 5: change "through" to "thorough". Motion carried, ayes all.

4. SUMMARY OF OCTOBER 22 POLICY BOARD MEETING

Chairperson Craig asked the group to review this material on their own to save time due to large number of action items.

5. ACTION AND DISCUSSION ITEMS

a) Election of Officers

Chairperson Craig commented that he was completing his second one-year term as Chair and that the Committee's operating guidelines limit the chair's term to two years unless no one else is willing to serve. He then asked for nominations for a member to succeed him as Committee Chair. Member Claypool nominated Jane Harper. Craig called three times for more nominations. None were made. Nominations were closed.

Motion: Arbeit moved and Claypool seconded to elect Jane Harper to Chair the Coordinating Committee for the coming year. Motion carried unanimously.

Chair-elect Harper deferred to immediate past chair Craig to preside over the remainder of this meeting.

Craig asked for nominations for a member to serve as Vice Chairperson to succeed Jane Harper who will now be serving as Chair. Member Claypool nominated Dave Drealan. Craig called three times for more nominations. None were made. The nominations were closed.

Motion: Knippel moved and Claypool seconded to elect Dave Drealan as serve a Vice Chair of the Coordinating Committee for the coming year. Motion carried unanimously.

b) 2003 Coordinating Committee and Technical Advisory Team Work Plans

Craig commented that the action before the Committee included approval of the Technical Advisory Team's (TAT) workplan as a component of its own, noting that the TAT had recommended approval of their workplan at their November 7th meeting. He then summarized the major initiatives proposed for 2003. The suggested modifications were discussed and agreed upon by the Committee:

- 1) Section A – Second Generation Information Need Priorities: Craig suggested that the italicized text, which referenced the method used in 1997 to establish the initial priorities, should be removed so as to not prematurely limit options to accomplish this task. No one objected.
- 2) Section A – School District Jurisdictional Boundaries Information Need: Chairperson Harper asked for clarification why MetroGIS's efforts concerning the School District Information Need are tied to the State of Minnesota's I-Team initiative. Staff explained that although the desired data specifications for a regional school district jurisdictional boundary solution were endorsed by the Coordinating Committee in March 2001, no action has been taken to resolve the custodial responsibilities for two reasons. The March 2001 proposal involves approaching the Department of Children Families and Learning (CFL) to seek their acceptance of the custodial responsibility for a statewide school boundary dataset, of which the Twin Cities metro area would be a component. To avoid duplicating any work under way by the state's Administrative Boundaries I-Team, the workgroup authorized by the Policy Advisory Team in April 2001 (Jane Harper and David Arbeit had volunteered to participate) has not initiated work on this matter. Member Arbeit commented that the I-Team's efforts will likely be much more conceptual than the solution sought by MetroGIS and suggested that MetroGIS not wait for the State's work to conclude. Arbeit also commented that LMIC is currently working closely with CFL to develop and manage a statewide dataset that contains the attendance areas for every school district, a related relationship that did not exist in April 2001.
- 3) Section B – Pilot project related to emergency preparedness information need: Craig questioned whether this topic should be addressed principally as an information need as opposed to a pilot project for defining MetroGIS's role concerning geodata applications. A wide-ranging discussion ensued involving establishing relationships with ongoing efforts such as the FBI's InfraGard initiative that has been in place for the last 18 months, the need to guard against access to sensitive data by interests that do not have a need to know, the need to provide a better means to coordinate access to commonly needed emergency response-related data, and a preference to better understand the full extent of emergency response-related data needs before pursuing common application needs to address these issues.

Member Arbeit commented that the two topics should not be linked to provide the most flexibility. Following discussion from several members, and comments from Member Drealan about related planned work of County Data Producers Workgroup to look into common application needs, it was agreed that:

- o Emergency management-related information should be added to the list of priority information needs of the MetroGIS community given the national attention to this area since 9/11/01, and
- o The pilot project suggested by staff should be addressed as two separate topics: a) move work on a new Emergency Management Preparedness Information Need in Section A and b) create a new Section C for geodata applications and list as tasks: (1) identification of commonly needed geodata applications and (2) options to collaboratively implement them.

- 4) Section C – Tasks related to Performance Measures - Participant Satisfaction Survey: Craig suggested that reference to the survey should be deleted from the task title and that the Committee should rely on the objectives stated in the Performance Measures Plan to guide the method(s) used to measure performance. No one objected.

Motion: Claypool moved and Harper seconded to approve the 2003 workplans for the Coordinating Committee and Technical Advisory Team, subject to the modifications agreed to by the Committee. Motion carried, ayes all.

Staff was directed to send the modified document to the membership for review to ensure all desired modifications were appropriately captured.

c) 2003 MetroGIS Detailed Expense Allocations

Staff Coordinator Johnson summarized the 2003 budget as it was to be acted on that afternoon by the Metropolitan Council. He explained that the project budget had been reduced \$32,250 from that presented in the Business Plan adopted in October by the Policy Board, noting that the Council had elected to reduce its expense budget following November announcement of a projected \$4.5 billion state revenue shortfall. Johnson noted that funds could not be retained because they were slated for yet-to-be-defined possible projects. However, he noted that funds for the projects identified in the workplan were not affected by this reduction.

Motion: Cockriel moved and Henry seconded to recommend that the Policy Board endorse the expense budget as presented in the Committee's agenda packet. Motion carried ayes, all.

d) GIS Technology Demonstration Topic for January Policy Board Meeting

Staff Coordinator Johnson summarized the emergency management response-related application that Gordon Chinander, GIS Coordinator with Carver County, had demonstrated to the Technical Advisory Team (TAT) in November and stated he believed the subject matter would resonate well with the Policy Board members. Member Arbeit suggested that the Committee consider bundling a Washington County emergency management application, which was also presented to the TAT, for this demonstration to the Board. Members Drealan and Harper agreed to seek authorization for these presentations.

Craig suggested adding Planning Neighborhood's use of GIS to the list of potential demonstrators.

e) 2003 Coordinating Committee Meeting Schedule

It was agreed that the Committee will meet on the 3rd Wednesday of the month beginning at 1:30 p.m. in June, September, and December and that they will meet on Wednesday, April 9th at 1:30 p.m.

f) Possible Expansion of Coordinating Committee Membership

Craig turned the meeting over to Chairperson Harper to preside over this item because it was postponed from the September meeting, which she chaired. Chairperson Harper explained that Nancy Pollock, Executive Director of the Metropolitan 911 Board, had expressed interest in serving on the Coordinating Committee and summarized the findings necessary to add a member to the Committee. She then asked Ms. Pollock to comment on the 911 Board's interest in the MetroGIS initiative and the Board's related activities.

Ms. Pollock commented that the Metropolitan 911 Board just celebrated its 20th anniversary and that Board staff had been involved early on in MetroGIS activities but due to limited staff and lack of a well-defined need for GIS have not been active for a few years. However, with the advances in wireless technology, proliferation of its usage, and the resulting need for X, Y coordinates of wireless users calling for emergency services, the 911 Board has recognized its essential need to integrate GIS technology into its operations. Ms. Pollock also commented that the 2003 workplan task to investigate how locally-

produced emergency management information can be more efficiently accessed is also a business need of theirs and she believes they could bring substantial expertise to this task.

Harper asked if any Committee members had any questions of Ms. Pollock. None were asked and Ms. Pollock was asked to leave the room while the Committee discussed expanding its membership to include a representative of the Metropolitan 911 Board.

Craig commented that unlike the Metropolitan Airports Commission and Metropolitan Mosquito Control District, the Metropolitan 911 Board is just beginning to use GIS technology. Notwithstanding, the application needs of the Board seem to be a natural fit with the current interests of the Committee. Arbeit commented that LMIC is currently working with the Board to investigate how to incorporate GIS into its operations. After a short discussion, it was agreed that a 911 Board representative should be invited to join the Committee because the data and issues they deal with on a daily basis are of significant common interest.

Motion: Arbeit moved and Gelbmann seconded to expand the Coordinating Committee membership to include a fourth regional governmental interest, the Metropolitan 911 Board. Motion carried, ayes all.

Ms. Pollock was invited back into the room and welcomed to the Committee.

g) 2002 Accomplishments and Annual Report

Staff Coordinator Johnson summarized the accomplishments in 2002, noting this was the most productive year in MetroGIS's seven-year history. Members were encouraged to offer suggested additions and/or modifications to the list of accomplishments. None were received. Johnson also asked for feedback on the proposed theme of the annual report to describe the benefits that have been realized as a result of the collaboration fostered by MetroGIS's existence.

Members agreed, given the pending transition in administration, that this document should include a summary of what has been accomplished since the beginning of the initiative in addition to a summary of this past year's major accomplishments. It was suggested that the historical information could be weaved into a piece for the URISA ESIG Award. Everyone agreed that the style used for the 2001 Annual Report, which included user testimonials to communicate the benefits of MetroGIS, should again be a focus. The group also liked the proposal to author the Report in such a way that it has a long shelf life, enabling it to be used as a promotional tool.

h) Support for NSGIC's Resolution of Interdependence – Homeland Security/Emergency Preparedness

Craig explained the purpose of this resolution is to seek federal action to fund and foster effective coordination among the numerous organizations that have emergency management responsibilities via the use of GIS technology, and that he had brought it before the Coordinating Committee for consideration. He believes MetroGIS, as one of the leading regional geospatial data collaboratives in the country, should join with the Minnesota Governor's Council on Geographic Information (GCGI) and the other state GI councils in its support, noting that the MN GCGI was among the first of the 20 or so state councils to sign it, along with two regional organizations.

Member Claypool commented that he hopes the emphasis will be on collecting as much relevant data as possible as opposed to attempting to standardize a few types. Member Pollock expressed strong support for this resolution as it fits in very well with current 911 Board initiatives and needs.

Motion: Arbeit moved and Charboneau seconded to recommend that the Policy Board endorse this resolution and authorize its chair to sign it on the Board's behalf. Motion carried, ayes all.

i) Performance Measures Report / Web Statistics

Kathie Doty, with Richardson, Richter & Associates, Inc. and member of the MetroGIS Support Staff Team, stated the objectives of MetroGIS's Performance Measures Plan and summarized the results of the data collected for each performance measure presented in the draft report dated December 9, 2002 and included with the agenda materials.

Members agreed that MetroGIS should attempt to set targets for these measures and also agreed that a high level of activity, even if level, is still a good thing. She asked the Committee for feedback on the draft explanations of the results and for feedback on the manner in which the data were presented. Modifications suggested included: fixing an inconsistency with Washington County's number of metadata records being less than the number of the datasets distributed via DataFinder, and modifying the statement about the DNR's custodian responsibilities for the Land Cover dataset to include the reasons for not being able to comply with the responsibilities as opposed to an unqualified statement. Doty noted that these changes will be made before the report is submitted to the Policy Board in January.

Craig asked if staff had found any measures that were tough to put data together for and which have minimum value as performance measures. Doty noted that she did not believe any of the measures fall into this category. All agreed that the testimonials are the most valuable measure to document performance toward making a difference in organizational efficiencies and improved decision support. Doty commented that the testimonials are also a good tool to accomplish the challenge from Nancy Tosta (keynote speaker at the November 19 Participant Appreciation Event) to go further with the performance measures by measuring outcomes that get at things of true meaning and not just things that are easy to count.

Member Knippel offered the perspective that we also need to take into account the cost of achieving the outcomes (i.e., is it worth it?). Staff Coordinator Johnson concurred and noted that one of the proposed tasks for 2003 is to undertake a "return on investment" study, if possible. All concurred that the current report is a good step toward measuring MetroGIS's performance and benefits.

Motion: Cockriel moved and Aichinger seconded to accept the Performance Measures Report included in the agenda packet, dated December 19, with the agreed-upon modifications, and recommend forwarding it to the Policy Board for consideration at its January meeting. Motion carried, ayes all.

Meeting Adjourned

Craig noted that the 11:00 a.m. promised ending time had been reached and that that official meeting would adjourn but that the update materials would be covered if anyone wished to stay for another 20-30 minutes.

Claypool moved and Charboneau seconded to adjourn at 11:03 a.m. with the understanding that those interested could reconvene after a short break to discuss Agenda Items 6 and 7. Motion carried, ayes all.

After a short break, those members who elected to stay reconvened.

6. PROJECT UPDATES

a) Priority Business Information Needs

Staff Coordinator Johnson summarized the information presented in the agenda packet. There was no discussion of these items.

b) Enhancements to MetroGIS DataFinder Café / MN GeoIntegrator Project

Member Arbeit explained the negotiations that are in progress to expand DataFinder Café's functionality statewide via a grant that has been received by LMIC. The expansion also includes several enhancements that are important to the MetroGIS community. They include: connectivity with the MN MapServer, adding a projection converter to the download wizard, ability to clip raster data, and investigating the

possibility of an environment whereby multiple installations of the extended Café application are supported by a single server and act as a single installation.

c) Regional Parcel Dataset - Private Sector Version & Distribution Strategy

Member Drealan summarized the work of the County Data Producer Workgroup since the last Committee meeting. He commented on three collaborative options that have been identified for distribution of parcel data to non-government interests:

- Option A – The user submits their request via a web page (modification of current MetroGIS web page that includes licensing instructions). Each county would service the request for data from their respective county and manually invoice and collect cost recovery fees separately.
- Option B – The user submits their request via a web page (modification of current MetroGIS Web page that includes licensing instructions). One county would coordinate with the others, as needed, to service data requests, including manual but consolidated invoicing and collecting of cost recovery fees.
- Option C – The user would obtain the requested parcel data via DataFinder Café, which would be extended to include an eCommerce capability for automated collection of cost recovery fees.

Drealan commented that the workgroup has decided to, as quickly as possible, pursue both Options A and B simultaneously to test the market for parcel data and a common distribution mechanism. Depending upon the results of the testing, an eCommerce solution may or may not be further considered. Member Knippel commented that a goal of the group is to move forward quickly with Version 1 of a solution which would continue to evolve as we learn.

He also noted that the workgroup members have:

- Agreed that the fee of \$0.05/parcel should not be changed unless market interest does not improve given the new version would be subsetable and would contain the same attributes (25) as available to the public sector – resolving two major issues raised with the first attempt to offer a regional parcel dataset to non-government interests.
- Reached agreement to pursue a “shrink wrap” license concept with their respective county's management to replace the current, more complex licensing process. The members agreed to report back to one another at the group's January 27 meeting. The objective is to continue to prohibit redistribution but via a less cumbersome process for both users and producers.
- Concurred that policies concerning non-profits should remain as they are until the solution for private sector interests is well in hand since non-profits which are affiliated with a qualified government unit currently have free access as a third party under the current rules.

Member Charboneau offered a list of prospective users. He suggested contacting them to explain the new proposal and invite them to comment.

7. INFORMATION SHARING

There was no discussion of the items presented in the staff report.

8. NEXT SCHEDULED MEETING

April 9, 2003

This portion of the meeting concluded at 11:35 a.m.

Prepared by,

Randall Johnson and Steve Fester
MetroGIS Support Staff Team