

Meeting Summary
MetroGIS Policy Board
Room 1A, Metropolitan Council's Mears Park Offices
January 9, 2002

1. CALL TO ORDER

Chairperson Reinhardt called the meeting to order at 6.30 p.m.

Members Present: Terry Schneider (AMM), John Siegfried (Carver County), Willis Branning (Dakota County), Patrick O'Connor for Randy Johnson (Hennepin County), Victoria Reinhardt (Ramsey County), Molly O'Rourke (Washington County), Conrad Fiskness (Metro Watershed Districts), and Roger Williams (Metropolitan Council).

Members Absent: Antoinette Johns (TIES), Jim Kordiak (Anoka County), Barbara Johnson (AMM), and Joseph Wagner (Scott County).

Coordinating Committee Members Present: David Arbeit, David Claypool, Eli Cooper, Will Craig (Chair), Rick Gelbmann, Jane Harper, Jim Hentges, Randy Knippel, Gary Stevenson, and Ron Wencl.

Support Staff: Randall Johnson and Kathie Doty and Trudy Richter with Richardson, Richter and Associates.

Visitors (GIS Demonstration Only): Presenter: Paul Olson (DNR), MetroGIS Staff: Alison Slaats, Steve Fester, and Mark Kotz, and Others: Dave Henze (Carver County) and Nicole Pederson (student)

Chairperson Reinhardt welcomed Member O'Rourke, Washington County Deputy Administrator and the county's newly appointed representative to the Policy Board. Each of the other members introduced themselves to member O'Rourke. Chairperson Reinhardt thanked Gary Stevenson for his contributions to MetroGIS and wished him well in his position in the St. Cloud area. Gary introduced Randy Knippel, Dakota County GIS Manager, who will be taking his seat on the Coordinating Committee representing Dakota County's interests.

2. ACCEPT AGENDA

Chairperson Reinhardt stated that Item 4e would be heard after 4b. Member Schneider moved and Member Fiskness seconded to approve the agenda as amended. Motion carried, ayes all.

3. MEETING SUMMARY

Member Branning moved and Member Siegfried seconded to approve the summary of the October 17, 2001 meeting as submitted. Motion carried, ayes all.

4. ACTION AND DISCUSSION ITEMS

a) 2001 MetroGIS Accomplishments, Annual Report and Effects of Restructuring

Coordinating Committee Chair Craig summarized the list of accomplishments that had been endorsed by the Coordinating Committee at its December meeting. He commented that the paper he presented in November at a conference in Australia contained a section about MetroGIS and as such could be added as another item in the listing of outreach accomplishments. Member Branning and Chairperson Reinhardt commented that the listing was well organized and easy to understand.

Member Siegfried commented that he would like to see a stronger emphasis in 2002 on education about GIS technology and benefits from its use. Coordinating Committee Chair Craig commented that this is also a goal of the Governor's Council on Geographic Information (GCGI) and that MetroGIS can collaborate to increase understanding using real world examples of the benefits. Member Schneider commented and others concurred that the primary focus needs to be on those stakeholders who use the

technology, not the general public. Member Fiskness commented that the television show "The District" incorporates ESRI's GIS technology but the focus is on the use rather than the technology itself.

Chair Reinhardt called attention to the summary of affects from the restructuring noting her pleasure with the affects to date. There was no other discussion of the restructuring topic.

Board members also did not suggest any additions or modifications to the either the listing of accomplishments or to the suggested themes for the 2001 annual report as presented in the agenda materials.

b) 2002-2003 Short Term Goals and Objectives

William Craig, Chairperson of the Coordinating Committee summarized the short-term objectives and deliverables proposed for 2002 as endorsed by the Coordinating Committee at its December meeting.

Member Schneider commented that the deliverables and goals presented in the agenda materials were acceptable to him given the resources that are available. He stated he believes that substantially more progress could be made if other resources such as from the non-profit and for profit communities could be secured.

Member Fiskness commented that a critical mass still remains to be achieved and asked what the tipping event might be and when to achieve the critical mass that would provide the impetus to capture resources from others. The Staff Coordinator commented that he believes the tipping event will be the launch of the Internet Data Distribution Mechanism currently under development and scheduled to be operational this summer.

Chairperson Reinhardt also commented that the substantial increase in attention to public safety and public health following the September 11th terrorist attack will also increase the awareness of the power of GIS and the need to expand our capabilities to support these needs.

Motion: Member Schneider moved and Member Conrad seconded that the Policy Board approve the 2002-2003 short term goals and major deliverable expectations for 2002 as presented in the agenda materials dated December 14, 2001.

Motion carried, ayes all.

e) Performance Measures

Kathie Doty, of Richardson, Richter and Associates and member of the MetroGIS Staff Support Team, summarized the objectives of MetroGIS's performance measures project (e.g., to measure ease of access to needed data by users, ease of participation by producers, and improved decision support and service delivery). She also summarized the preliminary work of the Performance Measures Workgroup that began its work in late October.

Member Schneider commented that the term "anecdotal" should be changed to "testimonial". His concern was that the term "anecdotal" might convey non-factual accounts rather than factual accounts benefits.

Chairperson Reinhardt also commented that the proposed measures are very doable.

Motion: Member Siegfried moved and Member Williams seconded that the Policy Board approve the preliminary performance measures proposed by the Workgroup and direct the Workgroup to develop a plan for implementation for the Board's consideration.

c) 2002-2003 MetroGIS Budget

William Craig, Chairperson of the Coordinating Committee commented that MetroGIS is moving into a fully operational phase and that the budget reflects this transition - \$420,700 for 2002 and \$384,000 for 2003. He also called attention to the proposed significant reduction in non-staff expenses from 2002 to 2003, given the budget crisis that is facing the state and that this reduction could be made without adversely affecting MetroGIS's core functions, in larger part because the large projects to define desired functionality will be completed in 2002.

Chairperson Craig commented that the only line item in the non-staff portion of the budget that was questioned by the Coordinating Committee was staff's proposal to allocate \$14,000 to support of the County based GIS Users Groups. He also noted that after discussing the matter, the Committee supported the proposal. No one on the Board raised any concerns.

The members asked Member Williams, as representative from the Metropolitan Council, whether the proposed 2003 MetroGIS budget is doable. Member Williams stated that the proposed cost of sponsoring MetroGIS is currently perceived by the Metropolitan Council to be worth the return on the investment, in large part, because of its significant value to the Council's internal business needs and that he hopes that MetroGIS will continue to be a priority of the Council.

Member Schneider commented that in 2003 there will be a good deal of housing work done by foundations that could take advantage of MetroGIS's work. He encouraged staff to make sure they are aware of the data developed via MetroGIS's efforts and of other benefits MetroGIS brings to the community. These foundations might be a source of funding to help sustain MetroGIS's activities. Coordinating Committee Chair commented that MetroGIS will be documenting success stories for this exact purpose as part of the Performance Measures Initiative discussed earlier in the agenda.

Motion: Member Fiskness moved and Member Branning seconded that the Policy Board approve the:

- 1) 2002 final MetroGIS budget allocations dated December 3, 2001
- 2) 2003 preliminary budget request, dated December 3, 2001, and authorize staff to submit it to the Metropolitan Council for its approval.

Motion carried, ayes all.

d) Regional Parcel Dataset – Specifications and Custodial Roles

Jane Harper, Washington County representative to the Coordinating Committee and Vice-Chair of the Committee, summarized the Committee's recommended amendments to the data specifications and custodian responsibilities for the regional parcel dataset solution. She noted that the amendments are the result of the regional parcel data pilot project, which formally was launched November 2000 after nearly of a year of preparation. The most prominent modifications to early policy adopted October 2000, include: 1) expansion to 24 of the attributes to be attached to each parcel, 2) adding a preamble to the table of desired attributes stating that if a county does not produce a particular attribute or if it is too difficult to extract that they are not obligated to include in the attributes submitted to the regional custodian, and 3) appointment and acceptance by the Metropolitan Council as the regional custodian.

Member Schneider asked whether the proposed 24 core parcel attributes can be expanded if needed to support another Business Information Need, such as Future (Planned) Land Use. Staff affirmed this possibility, noting that if the Regional Future Land Use dataset involves parcel attribution not currently identified, the additional attribution will be included in the recommendation to the Board in April 2003 as part of the Regional Future Land Use dataset recommendation. Staff also noted that as Data User Forums are held to assess satisfaction with operational regional datasets that additional attribution is expected.

Alternate Member O'Connor respectfully requested the regional custodian to work with the primary producer to capture as much basic metadata as practical when the data is received from the primary producers (counties) rather than simply include a contact name with undocumented data for the user community.

Motion: Member Siegfried moved and Member Williams seconded to adopt the amended regional parcel dataset data specifications and custodial responsibilities set forth in the agenda materials dated December 13, 2001.

Motion carried ayes all.

f) Recap of GIS Data and Cost Sharing Agreement Initiative (1996-2001)

No discussion of this item due to lack of time.

g) Notice of Election of Officers - April Meeting

Chairperson Reinhardt reminded the members that at the April meeting elections will be held for the Chair and Vice Chair.

5. INFORMATION ITEMS

Chairperson Reinhardt thanked Coordinating Committee Chair Craig for including MetroGIS in his paper that he presented at a November Conference in Australia and the Staff Coordinator for his work on the Lessons from Practice: A Guide to Creating and Sustaining Geodata Collaboratives. She also noted that she and Staff Coordinator will be traveling to Chicago for a GeoData Alliance Board of Trustees Meeting on February 2nd.

There was not discussion of the items identified in the agenda materials due to lack of time prior to the GIS demonstration.

6. NEXT MEETING

April 10, 2002

7. ADJOURN

The business portion of the meeting concluded at 7:45 p.m.

The Policy Board agreed that it will set aside the first hour of the meeting to hear from each of the seven counties about their respective GIS programs and activities. Staff was directed to communicate this request to each of counties and to share with them the information outlined in the report to the Board.

The Board Members Reassembled In The Council Chambers

GIS TECHNOLOGY DEMONSTRATION –

GIS's Role In Responding To The World Trade Center Tragedy – Mapping Ground Zero

Paul Olson, Grand Rapids Office of the Minnesota DNR - Division of Forestry, spoke about his experience, and that of several of his DNR and U.S. Forest Service colleagues, and how they used GIS technology, in particular protocols developed to support fire mapping systems, to support the search and rescue operations for the terrorist attacks on the World Trade Center September 11, 2001.

The technology presentation concluded at 9:30 p.m.

Prepared by,

Randall Johnson
MetroGIS Staff Coordinator