MnGeo State Government Geospatial Advisory Council
November 13, 2012
Meeting Minutes

Participating
Members: Mike Baker, Health (for Brian Johnson); Mary Emerson, Human Services; David Fawcett, Pollution Control; Jennifer Johnson, Corrections; Greg Klinkhammer (Employment & Economic Development); Tim Loesch, Natural Resources; Sean Mangan, Public Safety; Craig Rhombs, Education; Dan Ross, MnGeo (Chair); Paul Weinberger, Transportation.

Non-members: Chris Cialek, MnGeo; Brad Henry, University of Minnesota; Mark Kotz, Metropolitan Council; Fred Logman, MnGeo; Susanne Maeder, MnGeo; Carolyn Parnell, MN.IT; Augusta Paye, MnGeo; Nancy Rader, MnGeo; Bart Richardson, DNR; Kent Treichel, Revenue; Sean Vaughn, DNR; Ron Wencl, USGS.

Ross called the meeting to order. Participants introduced themselves. There were minor changes to the times on the agenda. Minutes for the September 26, 2012 meeting were accepted.

Esri Enterprise License Agreement Update (Cialek) (slides 3-5)
Cialek reported that the ELA contract was signed on Sept. 28, 2012. The 3-year contract time period runs from October 1, 2012 – Sept. 30, 2015. The cost was 5% over the last 4-year ELA. The first payment is due Dec. 1, 2012; Cialek urged all members to do what they can to expedite the paperwork through their agencies. The invoices agencies receive will also have their share of the cost for the July 1 through September 30 extension of the prior contract. In future, the ELA likely will become part of an agency's overall service level agreement (SLA) with MN.IT, and invoices will be sent out earlier.

Committees and Workgroups (Logman) (slides 6-9)
MnGeo currently has 6 committees, 1 subcommittee and 3 workgroups.

Committee and Workgroup Reports
The following people provided short verbal summaries of their group's purpose, activities, plans and issues to accompany their written reports:
- Digital Cadastral Data Committee: Bart Richardson
- Digital Elevation Committee: Tim Loesch
- LiDAR Research and Education Subcommittee: Sean Vaughn
- Emergency Preparedness: Fred Logman (for Steve Swazee)
- Hydrography: Susanne Maeder
- Outreach (no report at this meeting)
- Standards Committee: Mark Kotz
- Geocoding Workgroup: Kent Treichel
- Geospatial Commons Workgroup: Mark Kotz
- Metadata Workgroup: Nancy Rader

Member comments:
- The Digital Cadastral Data Committee (DCDC) and the Standards Committee are coordinating public review of DCDC's proposed Digital Cadastral Attribute Data Transfer Standard. The review

period has been extended to allow input from additional stakeholders as well as comparison with a Department of Revenue (DOR) project. (Project summary: DOR is proposing to request that counties provide them with raw cadastral attribute data rather than with finished abstracts – DOR can request the data in this form but cannot compel compliance. DOR is drafting an attribute standard for the raw data with a goal to implement the standard in 2014-15.)

- Developing a process for approving state standards through the new governance bodies should be a high priority. If the Standards Committee is to be more proactive, this process is essential. Once adopted, state standards need to be more widely publicized and used (and enforced when appropriate).

Committee and Workgroup Structure

Following up on an action item from the Sept. 26 council meeting, MnGeo drafted a document clarifying structure and process for committees and workgroups and brought it to the council for discussion.

Member comments:
- This is the guidance that council members and committee and workgroup chairs have needed.
- A "member roles" section should be included to provide guidelines for membership and to distinguish between "active members" and "interested parties." A suggested range of number of active members should be added (a minimum to get the work accomplished and a maximum to maintain group effectiveness).
- The number of meetings should be (strongly) suggested rather than required; the purpose of specifying a number of meetings is to ensure that groups are actively making progress toward their goals. Meetings can be held in-person or via remote connection.
- Provision of collaboration tools such as SharePoint is one important area for which groups could use support. Increasingly, outside solutions such as Google Drive (formerly Google Docs) are being blocked by agencies.
- Other possible committees/workgroups mentioned in the past have been for Imagery and NextGen 9-1-1.
- MnGeo should focus only on supporting groups that are working on its top priorities.

ACTION ITEM: Logman and Rader will revise the document to address member comments and will resend to members for their review. The Statewide Geospatial Advisory Council will receive the revised version for comment at their November 28 meeting.

Action Item completed: [Revised document](), Nov. 15, 2012

Geospatial Technical Committee (Ross) ([slides]() 10-13)

Membership of the new Geospatial Technology Committee, chaired by Dan Ross and Robert Maki (DNR), is nearly complete – members are listed on slide 12. Two state agency business representatives are still being sought. The first meeting will be scheduled either for December or January.

A legislative change to sunset the State Government Geospatial Advisory Council has been submitted to the Governor's Office. If it becomes legislation, then this body will dissolve. Until that point, it will continue to meet. Ross proposed that the next council meeting be Wednesday, February 6, 2013 and that the January and March meetings be cancelled.

Comments:
- Members re-emphasized the importance of establishing a process to adopt state standards and to enforce them when appropriate. A cited example was that data collected as part of Legislative-Citizen Commission on Minnesota Resource (LCCMR) projects should follow state standards.
- When asked whether members would advocate adding another 1-2 state agency members to the Statewide Geospatial Advisory Council if the State Agency Council were dissolved, no strong support was expressed.

Optimization (slides 14-23)
Ross provided an update on Phase 4, Optimization, of the IT Consolidation process. The Tactical Plan, as well as other planning documents, is available online. The details for the geospatial part of MN.IT Services' Tactical Plan are being drafted.

Main objectives for the geospatial part:
- Standard geospatial services are integrated in the MN.IT Service Catalog.
- Enterprise geospatial needs are identified and prioritized.
- MN.IT is supported by a single set of geospatial policies and standards.
- Geospatial services leverage common infrastructure, application and data management processes and tools.

Ross outlined his approach to drafting the document:
- Align other with projects where we can (e.g., MN Geospatial Commons with Data Management)
- Identify resources to work on these efforts
- Balance with the business need
- Complete in two years
- Focusing on high priorities will likely limit our ability to engage in some new efforts
- Meet with larger agencies first

Timeframe:
- A complete set of enterprise policies for geospatial services published by the end of Q4, FY13.
- A common geospatial infrastructure and data foundation for the executive branch established by the end of Q4, FY14.

MnGeo's Services, Projects and Priorities (Ross) (slides 24-30)
Ross briefly reviewed the input from council members and the public MnGeo's top priorities. Council members felt that MnGeo's service offerings were generally on-target, primarily suggesting some increased effort in the areas of technology coordination, guidance and training coordination, with some reduction in project services. The ranking of priorities generally favored the Geospatial Commons and orthophotos; although the public survey had the Commons ranked 4th, the submitted comments indicated that respondents actually most wanted services that the Commons would provide. See slides for details.

Future Meetings
- The next scheduled Council meeting is Wednesday, February 6, 2013.

Meeting adjourned. Meeting minutes by Nancy Rader.