**Thursday, April 13, 2017**

1:00 PM to 3:30 PM

1500 Jefferson Street SE, Rm 2332

Olympia, Washington



**Geospatial Portal & WAMAS Steering Committees** (Monthly) **Minutes**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item** | **Topics** | **Time** | **Lead** | **Action/Follow-up** |
|  | **GPSC Welcome, introductions, assign recorder, adjust agenda** | **1:00 PM**  (5 min) | Jenny Konwinski  Tim Minter |  |
| **Management & Data** | | | | |
| 1 | * Funding status * Identify and assign action items: Improvement items discussed during 2/9/2017 Geospatial Portal Steering Committee Meeting (see Notes section below) * Metadata Discussion: WA OCIO [141 – Securing Information Technology Assets](http://ocio.wa.gov/policy/securing-information-technology-assets-standards) policy and standard 4.1 Data Classification. Are agencies following a consistent, standard procedure to categorize data? | **1:05 PM**  (30 min) | Joy Paulus  Tim Minter  Tim Minter |  |
| **Infrastructure & Software** | | | | |
| 2 | **Infrastructure & Software**   * Geospatial Portal System Architecture Health Check Update * Esri System Monitoring Tools Acquisition * Vector Tiles Class Follow-up – DNR, DFW, ECY, DOR, L&I * http/https Implementation on Portal Public – WaTech | **1:35 PM**  (25 min) | Jenny Konwinski  Joy Paulus  Brian Fairley  Stephen Vaughn |  |
| **Applications** | | | | |
| 3 | **Welcome, introductions, assign recorder, adjust agenda** | **2:15 PM**  (5 min) | Jenny Konwinski  Winston McKenna |  |
| 4 | **WAMAS**   * Funding Status * Master Address File (MAF) Status * Address Points Data Distribution * QA/QC Mapping Tool Status * Training Guide Status * Zip Code Layers | **2:20 PM**  (65 min) | Joy Paulus  David Wright  Joy/Jenny  Joy/Jenny  Joy/Jenny  Joy/Jenny |  |
| 5 | **Closing Comments, adjournment**   * Next Meeting – May 11, 2017 – 2nd Thursday of each month | **3:25 PM**  (5 min) |  |  |

## Notes

### GPSC Welcome, introductions, assign recorder, adjust agenda

* Recorder: Tim Minter

### Data

* Funding status
  + Joy Paulus – April 23 is planned end of legislative session. GP & WAMAS were identified for budget cuts as the result of a misunderstanding by the Senate. GP & WAMAS are not part of the central services budget. Rather, they are specialized budget items. OFM sent email to Senate to clarify. Joy forwarded to GIT / CIOs. The cuts are still identified and still need to be resolved. Word was that these cuts would be pulled out. Keeping this item on the agenda until resolved.
* Identify and assign action items: Improvement Items from 2/9/2017 Geospatial Portal Steering Committee Meeting (see notes section below)

Notes:

* Of the representatives who discussed improvement items at the February meeting, only Joy and Jenny were present for this agenda item. GPSC participants did not achieve the objective to identify an item or two on which to focus.
* Tim Minter – attended Washington State Tableau User Group at HCA on Wednesday, 4/12/2017. Observed strong need for geospatial data that Tableau users could discover, evaluate, use. Provided Public Service Announcement that they could get KML and GeoJSON format location data by googling “WA Open Data Bridge” (<http://geo.wa.gov/>). This is one access point for Geospatial Portal and an excellent example of how “Geospatial Portal” could become very valuable to various data consumer communities.
* Jordyn Mitchell – are the GP components documented? Joy – some components for Portal infrastructure are documented on OCIO’s website. See geography.wa.gov under resources. Joy to follow up via email.
  + <http://geography.wa.gov/governance-standards>
  + <https://ocio.wa.gov/geoportal-shared-gis-infrastructure/geoportal-technical-resources>
  + <https://ocio.wa.gov/sites/default/files/public/Geospatial/Public%20Vers%20of%20Portal%20Infrastructure%20113016.pdf>
  + ECY: Dan Saul - Ideally portal would not store anything. Is there anything GPSC can do to help other agencies?
    1. Joy – better portal linkages, better interoperability, things are very federated. Provide transparent access to services.
  + DOR: David Wright – better managed metadata and data than current system. Too many different access points, repositories, etc.
    1. [Framework Datasets](https://www.fgdc.gov/standards/projects/framework-data-standard/framework-data-standard)
  + DOT: Alan Smith – Provide meeting minutes. Encourage better data sharing among agencies. Agrees with DFW and DOR items.
    1. [Meeting minutes](https://ocio.wa.gov/geographic-information-technology-git-committee/geospatial-portal-steering-committee)
  + DFW: Randy Kreuziger – Streamline publishing processes. Establish simple automated, one-stop shopping Open Data access. Data driven forms (e.g. GIS data and map web services) would be a good way to get consistency.
  + DSHS: George Alvarado – Establish clearer communications about when and who needs to publish their data. David Wright – this suggestion aligns with simplifying the system. Too many duplicated efforts. Joy has site for publishing meeting notes.
  + WaTech: Joy Paulus – Establish consistency in GeoPortal procedures. Need to get participation by the smaller agencies. They create special needs. WaTech ends up having to pay costs for the work that the small agencies should perform. GIS Data Catalog is the single best one-stop access point to date. Tom Kimpel at OFM has been providing high value service to the state GIS community by keeping the GIS Data Catalog updated.
  + WaTech: Mike Roberts – Esri ArcGIS Server site health check is underway. Splunk needs to be rebuilt. Staff turnover is an issue as skills necessary to support the Geospatial Portal components are frequently lost. The SysOps team is getting re-accustomed to the configuration and implementation for Geospatial Portal. Michael mentioned billing customers. Tim note – need to understand Joy’s plan for billing beyond the base allocations, maybe get the cost structures it into the SLA and differentiate with service level descriptions. Better connection between data stewards and sysops for better management of resources. Joy Paulus – Steering Committee should help with who and what gets monitored and metrics. Tim note – we need to select meaningful, measurable, reportable, and improvable metrics if we select any metrics at all.
  + Joy notes that there may be opportunity to optimize IT resources (Esri licenses, VMs, cores, RAM, storage, etc.) if can review and resolve issues with the public vs. private configuration of the ArcGIS Sever site components.
* WA OCIO [141 – Securing Information Technology Assets](http://ocio.wa.gov/policy/securing-information-technology-assets-standards) policy and standard 4.1 Data Classification. Are agencies following a consistent, standard procedure to categorize data?
  + To varying degrees in certain business units: DNR, DSHS Enterprise GIS, DOT Information Technology
    1. Jordyn – need to assure consistency in categorization
    2. Jeff – send link to the categories
       - <http://ocio.wa.gov/policy/securing-information-technology-assets-standards>
  + Ensuing discussion of how data categorization relates to metadata. Include documentation as part of upcoming push to update metadata.
  + There are two separate considerations here:
    1. WA OCIO 141.10 requires agencies to categorize their data
    2. FGDC CSDGM Specification notes that 1.12 Security Information is an *optional* element from the standard’s perspective.  So, if an author of FGDC CSDGM metadata is required to categorize data for security purposes, then FGDC CSDGM standard provides 1.12 Security Information as an opportunity to record the fact that the requirement has been met.
       - <https://www.fgdc.gov/csdgmgraphical/ideninfo.htm>

### <https://www.fgdc.gov/csdgmgraphical/ideninfo/secrty.htm>

### Infrastructure and Software

* Geospatial Portal System Architecture Health Check Update
  + Joy has sent the health check report to her distribution list and has requested a quote from Esri for option 1. Requested feedback from the group on both options. Information to be presented to the GIT in May.
* Esri System Monitoring Tools Acquisition
  + ECY, DFW, DOR familiar with the tools. Joy notes that she can make the tools available to agencies that need them. Also, there may be a requirement and resulting cost to engage Esri to deploy the tools.
* Vector Tiles Class Follow-up – DNR, DFW, ECY, DOR, L&I
  + No Brian, so no update. Jeff mentioned follow-up sessions and surveys.
* http/https Implementation on Portal Public – WaTech
  + Mike Roberts – thought is to complete the change at the next upgrade (easier with fresh environment). David – 10.5.1 in May. Joy will confirm that 10.5.1 is recommended in the health check report (option 2?) Upgrade approach is lift and shift. Also some discussion about GeoSystems Monitor and need to look at other options.

### Applications

* Funding Status
  + See Portal section notes. David – DOL’s legislative liaison has been in touch with Leg as well.
* Master Address File (MAF) Status
  + David - 3.1m of 3.6m points built. Resolved directional issue that was discussed last month and will need to reprocess ~470k points as a result. Needs FME on desktop to load the database.
  + Joy – Jenny & Joy looked at Thurston County points and have a question about separate files. David – these are normalized and load to related tables. SQL scripts to build the database are on Box.
  + Tim - Are all parts (T-SQL DDL, Thurston files to load, etc.) available on Box right now to create DB, load Thurston Co? David - yes. Very soon for whole state. Then going into operational phase with quarterly releases.
* Address Points Data Distribution
  + Jenny – easiest way to distribute? What format? Joy solution idea – provide in Box to authorized recipients. David - could aggregate the related tables and provide as a .csv file.
* QA/QC Mapping Tool Status
  + Jenny – how long before this can be deployed? Mike - 15 days out. David – need to coordinate with updates. Joy – could have Esri do the install if WaTech resources aren’t available. Mike – WaTech is losing Nathan (DBA), who was helping with the database. Jenny – need to ensure will still have access.
* Training Guide Status
  + Story Map is available on wa-geoservices (AGOL). Joy has also linked on the WAMAS page.
    1. <https://ocio.wa.gov/washington-master-addressing-services-wamas/wamas-technical-support>
* Zip Code Layers
  + Jenny - LocationFinder API uses ZIP Code layers. The source data is old and not well-documented. The proposal is to remove the data, but there may be a need to replace it. Jenny spoke with Ewan at ECY, no plans to update anything, if data-related discuss with Rich Kim. Joy – layer came from a 2010 effort, believes should not be used. Steve – Streetmap premium product contains ZIP codes that could be used instead. Joy & Jenny – only getting one set of disks per year, should be getting more (3?) Will look into update deliveries from Esri. Steve – Code fixes will have to be done to deal with schema changes before switchover. Need to obtain usage statistics from Splunk and notify users.
* New item
  + Joy - WAMAS security design review document. Joy sent to some of the developers for review. Steve did not receive. David – for sense of turnaround time, submitted design review 12/11/2016, approved 4/10/2017.

### Closing Comments, adjournment

* Next Meeting – May 11, 2017 – 2nd Thursday each month

## Action Items

* Joy will have emails, meetings, other logistical items logical/appropriate staff
* Joy will find and deliver to the GPSC the ArcGIS Online / Open Data sharing documentation, including WA data theme thumbnails.
* Tim will review the February comments and propose action items for improvements for the next meeting
* Metadata group will complete updates and publish – security categorization recommendation will be included. This will be shared to the GPSC.

## GPSC Participants

[Agency Codes and Authorized Abbreviations](http://www.ofm.wa.gov/policy/75.20.htm) | participating in today’s meeting –

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Org** | **Representative** | **Also participating** | **Org** | **Representative** | **Also participating** |
| DNR | Brad Montgomery | Betty Austin, Terry Curtis, Abby Gleason, Jeffrey Holden, Caleb Maki | COM | Allan Johnson |  |
| DFW | Brian Fairley | Randy Kreuziger, Chris Marsh | PARKS | Kathryn Scott |  |
| DOT | Alan Smith | Tess Starr, Jordyn Mitchell | DOL | Tom Williams |  |
| ECY | Christina Kellum | Rich Kim | RCFB | Greg Tudor |  |
| DSHS | Tim Minter | George Alvarado, Steve Leibenguth | TSC |  |  |
| DOR | David Wright |  | JLS | Brad Ellis |  |
| DOH | Craig Erickson | Scott Kellogg | CRAB |  |  |
| L&I | Winston McKenna |  | DAHP | Morgan McLemore |  |
| WSP | Louis Hurst |  | UTC | Brian Gillespie |  |
| DES |  |  | PSP | Greg Tudor |  |
| OFM | Mike Mohrman or Tom Kimpel | Laurie Wood | SCC | Brian Cochrane |  |
| LCB | Kevin Duffy |  | WSRB | Chris Jansen |  |
| AGR | Perry Beale |  | LEAP | Curtis Gilbertson |  |
| SPI | Cathy Walker |  | OCIO | Joy Paulus, |  |
| MIL | Rick Geittmann | Jonathan Cochran, Matt Modarelli | WaTech | Jenny Konwinski | Mike Roberts, Stephen Vaughn |

## References

* [Washington State Geospatial Portal](http://geography.wa.gov/)
* [Geospatial Portal – Shared GIS Infrastructure](http://ocio.wa.gov/geospatial-program-office/geoportal-shared-gis-infrastructure)
* [Geospatial Portal Technical Resources](https://ocio.wa.gov/geoportal-shared-gis-infrastructure/geoportal-technical-resources) > [Portal Operations – Roles & Responsibilities](https://ocio.wa.gov/sites/default/files/public/Geospatial/Geospatial%20Portal%20Operations%20Roles%20and%20Responsibilities%20V4.0.pdf)
* [Geospatial Portal Steering Committee](https://ocio.wa.gov/geographic-information-technology-git-committee/geospatial-portal-steering-committee)
* [Geographic Information Technology Committee](https://ocio.wa.gov/boards-and-committees/geographic-information-technology-git-committee-0)
* [Washington State Office of the Chief Information Officer](http://ocio.wa.gov/)

## WAMAS Meeting Participants

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Org** | **Representative** | **Also participating** | **Org** | **Representative** | **Also participating** |
| OCIO | Joy Paulus | Jenny Konwinski | WaTech | Mike Roberts |  |
| DSHS | Steve Leibenguth | Tim Minter | DOR | David Wright |  |
| LNI | Winston McKenna |  |  |  |  |