

Idaho Geospatial Council – Executive Committee

Subcommittee of the Idaho Technology Authority (ITA)

Draft Meeting Minutes: November 16, 2017

(Approved January 18, 2018)

The November 16, 2017 meeting of the Idaho Geospatial Council – Executive Committee (IGC-EC) was held at 9:30 am (Mountain) in the East Conference Room, Joe R. Williams (JRW) Building, 700 W. State St., Boise, Idaho.

ATTENDANCE

Members/Alternate(s) Present:

Pam Bond, Dept. of Fish & Game (Chair)
Jerry Korol, NRCS
Candice Dodson, Idaho Power
Bill Farnsworth, Office of the CIO
Wilma Robertson, Dept. of Water Resources
Keith Weber, ISU GIS Center
Dennis Hill, City of Pocatello
Laurie Ames, Nez Perce Tribe (phone)
Bruce Godfrey, U of I (phone)
Jared Stein, Bannock County Assessor (phone)
Michael Clancy, Ecopoint (phone)

Members Absent:

Donna Phillips, City of Hayden
Tom Carlson, USGS
Rick Campbell, US Census Bureau
Stewart Ward, Dioptra Geomatics
Stephen Cox, Dept. of Agriculture

Others Present:

Erin Seaman, Office of the CIO
Shannon Vihlene, ISHS-SHPO
Eric Wing, City of Boise
April Wing, City of Boise
David Matte, ISHS
Mackenzie Stone, ISHS
Nathan Bentley, Idaho Military Division
Stacy Shaffer, Idaho Military Division
Christine Smith, Idaho Military Division
Vince Matthews, USDA
Allen Cousins, Avista Utilities (phone)
Mike Mitchell, Dept. of Lands (phone)
Erin Stoddart, U of I (phone)
Bill Reynolds, Nez Perce Tribe (phone)
Matthew Syphus, LHTAC (phone)
Geoff Klein, Dept. of Lands (phone)
Tom Kearns, Dept. of Lands (phone)
Angela VanderPas, City of Lewiston (phone)

WELCOME

Pam Bond, Chair, welcomed everyone and called the meeting to order at 9:30 am (Mountain).

MINUTES

MOTION: Mr. Farnsworth moved and Mr. Weber seconded a motion to approve the minutes of the September 28, 2017 Meeting, as presented, and the minutes of the October 25, 2017 special meeting, as presented; the motion passed unanimously.

GIS RECORDS RETENTION POLICY

Mr. Matte, State Archivist at Idaho State Historical Society (ISHS), gave an overview of the State Archives, including methodologies recommended for use in collecting records. They advise state agencies on records management, and have been working with Legislative Services Office (LSO) and the Office of the Attorney General to review their processes and ensure they meet legal requirements. ISHS has submitted a budget request for a statewide electronic-records needs assessment, and they have hired a Boise-based company to do a legal review of the “general” schedules for the most common records types, which will be used to provide a framework for developing retention schedules for unique records such as GIS.

Ms. Stone, manager of the State Records Center, gave an overview of the Center, which provides centralized, off-site storage, primarily for state agencies’ paper records, as well as best practice recommendations for records storage, environmental controls, and associated retention scheduling. They communicate primarily through their Records Manager meetings.

Discussion followed, and Mr. Matte welcomed input and recommendations from the IGC-EC on both the cartographic records retention schedule review, as well as the electronic records needs assessment, should it be funded. He agreed to update the committee once the legal review has been completed.

TWG UPDATES

SOILS TWG – Mr. Korol presented the Idaho Soils dataset framework nomination.

MOTION: Mr. Farnsworth moved and Ms. Robertson seconded a motion to approve the Idaho Soils Dataset TIM nomination, as presented; the motion passed unanimously.

COMMITTEE BYLAWS REVIEW

Ms. Bond suggested several revisions to the current bylaws to update sections which mention the previous strategic plan, which has been revised and updated. She asked the members to review the bylaws and forward any suggestions to her. She will seek approval of the revisions at the next meeting. Discussion followed regarding the original Executive Order, which has since expired, that established the committee. Mr. Farnsworth agreed to request a review of the by-laws with the deputy AG.

OTHER BUSINESS

SPRING IGC MEETING – Ms. Bond suggested holding the next IGC bi-annual meeting in conjunction with the Southwest Idaho GIS Users Group (SWIG) meeting in February. The theme of the meeting will be “Lessons Learned.” Topic ideas can be sent to Ms. Bond, and she agreed to follow up with Mr. Stein to determine the feasibility of a joint meeting with the Idaho Association of Counties’.

IGC-EC UPDATE AT U OF I GIS DAY – Ms. Bond reported on her visit the previous day to Moscow for GIS Day at the University of Idaho. She thanked Mr. Godfrey for his work coordinating the event, and he agreed to write a summary of the event, including a list of the attendees and the different tools available. The summary will be posted on the Idaho Geonet forum and the listservs.

STATE GIS STRATEGIC PLAN – Ms. Bond led a discussion regarding the goal of having a clearinghouse for the framework datasets. She has put together a list of datasets ready to be nominated and asked the members to contact people on the list that they know to offer assistance in getting datasets nominated. Discussion also included TIM “branding” and the need to stamp datasets as part of the process. Mr. Farnsworth agreed to work with Mr. Godfrey to organize the data and make sure it’s shareable.

NAIP – Mr. Farnsworth shared that NSGIC is putting together a webinar discussion group pertaining to NAIP, and Mr. Korol noted that his understanding was that NAIP was mostly done. Imagery TWG meeting notes can be found at: <https://gis.idaho.gov/pdf/Framework/Imagery/Mtgs/MeetingNotes.pdf>

ISU WORKSHOPS – Mr. Weber announced that ISU is hosting ArcGIS Pro-centered workshops on January 3-5. Those interested are invited to attend.

CYBERSECURITY ROUNDTABLE UPDATE – Mr. Farnsworth reported on the recent Cybersecurity Roundtable held during the NW GIS Conference in Boise in October.

CROPLAND DATA LAYER – Mr. Matthews, USDA National Agricultural Statistics Service, explained that his office is the data collection agency for USDA, and he will pass along the information from the meeting on records retention to his office. He also briefly discussed their Cropland Data Layer.

ADJOURNMENT AND NEXT MEETING

The meeting adjourned at 10:58 am. The next meeting was scheduled for January 18, 2018.

Erin Seaman

Erin Seaman, Office of the CIO