ATTENDANCE
Members/Alternate(s) Present:
Wilma Robertson, Office of IT Services (CHAIR)
Betty Conces, Kootenai County
Bruce Godfrey, University of Idaho
Cyndi Andersen, Bannock County
Jan Cunningham, Esri
Keith Weber, Idaho State University
Kelly Green, Blaine County
Mike Woodford, Office of IT Services
Pam Bond, City of Boise
Sydney Lewis, Transportation Dept.
Dan Determan, NOAA

Members Absent:
Laurie Ames, Nez Perce Tribe
Shane Lim, SUEZ Water
Tom Carlson, USGS
Stewart Ward, Dioptra Geomatics

Others Present:
Mary Frances Coffman, Office of IT Services
Kristin Bartz, Office of IT Services
Angie Schmidt, Dept. of Fish and Game
Bill Reynolds, Nez Perce County
Danielle Favreau, Dept. of Water Resources
Gail Jorgenson, ACHD
Heather Studley, Bannock County
Jeff Cook, Dept. of Parks and Recreation
Josh Enterkine, Boise State University
Margie Wilkins, Dept. of Water Resources
Matthew Syphus, LHTAC
Saul Teska, Dept. of Agriculture
Burt Strong

WELCOME
Chair Robertson welcomed everyone and called the meeting to order at 9:30 am MST. Roll call attendance taken, and a quorum established.

MINUTES
MOTION: Ms. Lewis moved, and Ms. Bond seconded a motion to approve the revised minutes of the September 17, 2020 Meeting, as presented; the motion passed unanimously.

MOTION: Mr. Woodford moved, and Ms. Green seconded a motion to approve the minutes of the November 19, 2020 Meeting, as presented; the motion passed unanimously.

MOTION: Ms. Andersen moved, and Ms. Lewis seconded a motion to approve the minutes of the July 16, 2020 Meeting, as presented; the motion passed unanimously.

FORMATION OF HARDWARE SUBCOMMITTEE
Sydney Lewis, Idaho Transportation Department, suggested the formation of a hardware subcommittee that would investigate standardizing hardware such as GPS units and improve the quality of data collected.

Chair Robertson asked for a motion to approve the formation of a hardware subcommittee.
MOTION: Mr. Woodford moved, and Mr. Determan seconded a motion to approve the formation of a hardware subcommittee.

Anyone interested should email Sydney Lewis (Sydney.Lewis@itd.idaho.gov) and Wilma (Wilma.Robertson@its.idaho.gov). Ms. Coffman will send out a call for volunteers to the GeoTech and IGC listserv.

ITA REPORT
Chair Robertson reported on the most recent meeting of the ITA, which was held on December 9, 2020.

Chair Robertson gave the following updates to the ITA committee during the 12/9 meeting: Jerry Korol's retirement which leaves the Federal Seat 4 on the committee vacant. She announced the appointment of Dan Determan for the remainder of the vacated term. She also explained that the new state GIO, Mr. Woodford, is leading a refresh of the GIS strategic plan.

SCO provided the committee with a Luma update.

A highlight of the meeting was the Governor's priority to prefer working with commercial, off-the-shelf solutions and also discussed the approval process for new software which states that any purchase over $5,000 needs to go through this approval process. If any request is not reviewed within ten (10) business days, it is automatically approved.

Health and Welfare made significant changes to their website, making it less of an IT tool and more of a communication tool.

The state's cybersecurity insurance analyzed the loss experience over four years and decided it would be best to self-fund the cyber liability. Stolen laptops, phishing links, viruses, and employee negligence continue to be some of the biggest risks. In-house applications are also posing high risks, emphasizing the importance of following the Governor's priorities of using commercial off-the-shelf solutions.

To conclude, ITS provided an update on IT Modernization. ITS has complete two phases of modernization. Before commencing phase 3, ITS is recommending a strategic pause.

2021 IGC-EC ELECTIONS
Chair Robertson announced the upcoming 2021 IGC-EC Elections. Each year, half of the **Idaho Geospatial Council – Executive Committee (IGC-EC)** elected seats are up for election.

Ms. Coffman will send out a call for nominations to the GeoTech and IGC listserv, along with information about the election. Results will be announced at the March IGC-EC meeting.

STRATEGIC PLAN REFRESH
Mike Woodford, Idaho Geospatial Information Officer, provided an update on the Strategic Plan Refresh.

Mr. Woodford announced 14 members have volunteered to participate, with good representation from State, City, and County governments, and Academia. Mr. Woodford also reached out to several universities to see if students would be interested in participating in the process as part of their education. So far, 3 students have shown interest.

The committee's first meeting will be held Wednesday, February 10th at 9 am MST.

GOAL #1 UPDATE
Pam Bond, City of Boise, provided a recap on the Goal #1 subcommittee.

The subcommittee conducted a total of seven meetings. The group discussed the role of INSIDE Idaho versus the State Open Data Portal and worked towards promoting data sharing via INSIDE Idaho/State Open Data Portal at the state and county levels. The subcommittee discussed investigation funding for INSIDE Idaho maintenance and development. They held discussions with other subcommittee chairs about strategic plan goal overlap. They contacted stagnant TWGs for updates on status. Additionally, the group revised the verbiage of the INSIDE Publishers supplement. Lastly, the group coordinated with Esri to provide an IGC-EC hosted webinar about implementing Open Data via ArcGIS Online.

Ms. Bond reported the subcommittee's recommendations for the Strategic Plan:
- The State Open Data portal should host only State Agency data and TIM layers while INSIDE Idaho should not only offer access to authoritative State data, but also data from other possible authoritative data sources such as county and municipal governments, tribal agencies, non-profits, private sector, etc. INSIDE Idaho should be the repository for historic GIS data as well.
- Proceed with outreach to possible TIM dataset owners to continue boosting the number of approved framework layers.
- Continue encouraging authoritative data stewards to share their data via INSIDE Idaho and the State Open Data Portal.
- Authoritative data nominations for TIM data will still undergo a rigorous process, whereas a less rigorous checklist for other authoritative datasets may be provided.
- Possible creation of a state GIS Architecture position to manage and coordinate efforts to determine specific infrastructure and data governance needs to support a robust State GIS.
- Continue investigating possible funding for State GIS infrastructure and INSIDE Idaho development and maintenance.

Goal #1 Subcommittee's work has concluded. No additional meetings will be held.

GOAL #3 UPDATE
Ms. Lewis, Idaho Transportation Department, gave a synopsis of the Goal 3 subcommittee's work and recommendations.

The group held a total of eight meetings and held a series of Metadata Tech Talks. The first Tech Talk was presented by Chair Robertson. She introduced Metadata and Metadata Standards. Next, Ms. Lewis and Mr. Weber presented how to edit and create metadata in ArcGIS Pro and ArcGIS Online/Map. The last Metadata Tech Talk was presented by Ms. Bond and focused on online Metadata creation and editing. Recordings of the presentations can be found here.

The subcommittee presented the following recommendations for the Strategic Plan:
- Formation of Hardware Subcommittee
- Continued education Opportunities
- Partnership of statewide academic institutions for continued education
- A centralized place to list different educational opportunities

Goal #3 Subcommittee's work has concluded. No additional meetings will be held.

GOAL #4 UPDATE
Kevin Jones, Idaho Tax Commission, provided the Goal #4 recommendations.

Mr. Jones announced the group's recommendations:
- Potentially allowing agencies the ability to share on a GIS Portal application (a component of ArcGIS Enterprise Server)
- Esri's Portal could also be used for personnel in the field that uses GIS-based field applications who wanted to post and reconcile datasets.
- Portal could also be used with agencies that do not have a current way of serving spatial data.
- A memorandum of understanding (MOU)s should be drafted with the agency sharing dataset(s) and the agency that hosts the data on their server/site, especially for sensitive data such as parcels.
- The data should be organized into a three-tier system:
  - Tier 1 - Public data – Agency(s) could share with the public.
  - Tier 2 – Public data would be shared with password access only – Tier 2 could be for dataset(s) that agencies want to share but would need to have established access controls.
  - Tier 3 – Private data- dataset(s) – Tier 3 would be shared via a very strong type agreement. This type of data might only be released/shared under emergency purposes only where one agency needs to see data from another agency.

In response to a question regarding similar tiers amongst other data sets, Mr. Woodford explained that most data are organized into tiers. He stated it would be a great effort to coordinate GIS data into tiers.

Goal #4 Subcommittee's work has concluded. No additional meetings will be held.

Chair Robertson noted action items were listed on the agenda, but not included in the meeting handouts. She apologized and assured documents would be sent out for the next meeting. All agenda items will be discussed, but any action items will be tabled for the next meeting.

TIM NOMINATION SIMPLIFICATION
Mr. Woodford discussed TIM Nomination Simplification.

Mr. Woodford clarified drafts of the proposed changes for both P5030 and G350 have been sent to IGC-EC members and the Geotech listserv. He reviewed all feedback, implemented proposed changes, and again sent it out for review.

Mr. Woodford repeated the goal of the new processes is to streamline and reduce the time required to get a TIM data nomination and Data Standard approved. The Idaho Department of Parks and Recreation is already testing these new processes out.

ACTIONS TABLED. Action items will be considered during the March meeting when the updated P5030 and G350 are attached to the IGC-EC meeting invitation

TRAILS STANDARD AND NOMINATION
Chair Robertson discussed the Trails Standard and Nomination.

Chair Robertson gave some background on Trails Nomination, noting that a year or two ago it was brought up and tabled. Jeff Cook, IDPR, worked on the Nomination to bring it back forward. In the process, they discovered there cannot be a nomination without a standard. Since there was no standard, a standard needed to be developed.

To develop a standard quickly, a Survey 123 survey in combination with a Survey123 standard report template was developed by the TIM simplification sub-committee (see update above). Using this tool, it took very little time to develop a draft Standard for the Trails dataset. Chair Robertson encouraged other Technical Working Groups to use this survey and template to develop standards documents.

Ms. Robertson explained that the Trails Standard and Nomination was sent out in early January for a two-week review. To date, no feedback has been received.

ACTIONS TABLED. Action items will be considered during the March meeting when the Standard and Nomination are attached to the IGC-EC meeting invitation

TWG UPDATES
SOIL TWG
Chair Robertson announced the retirement of Jerry Korol and the need for a new Soil TWG Chair.

Anyone interested should email Chair Wilma Robertson, wilma.robertson@its.idaho.gov, and Mary Coffman, mary.bir@its.idaho.gov.

PARCELS TWG
Betty Conces, Kootenai County, announced the next Parcel TWG meeting on February 18th, 10:00-11:30 AM MST.

PUBLIC SAFETY TWG
Bill Reynolds, Nez Perce County, announced the next Public Safety TWG meeting on February 3rd, 9:30-10:30 AM MST.

TRANSPORTATION TWG
Sydney Lewis, Idaho Transportation Department, gave a Transportation TWG Update.

Ms. Lewis began by giving a brief overview of the ITD System of Engagement project. She explained the next steps include the Production Portal go live, submitting Transportation Data to the State Portal, more application development, and additional Public Outreach.

Next meeting March 8th, 2021 10:00 AM to 11:00 AM MST.

FORMATION OF BIOSCIENCE TWG
Angie Schmidt, Dept. of Fish and Game, proposed the formation of a BioScience TWG.

Ms. Schmidt is seeking volunteers to form a TWG. Individuals interested in participating may contact Ms. Schmidt, Angie.Schmidt@idfg.idaho.gov.

Ms. Schmidt hopes to hold the first meeting sometime in mid-February.

MOTION: Ms. Lewis moved, and Ms. Green seconded a motion to approve the formation of a BioScience TWG.

OTHER BUSINESS

Mr. Woodford and Wilma Robertson presented the new gis.idaho.gov website. The website will go live on January 22, 2021.

ADJOURN

Chair Robertson thanked the committee and called for a motion to adjourn.

MOTION: Ms. Bond moved, and Ms. Andersen seconded a motion to adjourn; the motion was approved.

The meeting adjourned at 10:47 AM MST. The next meeting is scheduled for March 18, 2021, at 9:30 AM MST.

Mary Frances Coffman, Office of IT Services