**Maine Library of Geographic Information Board Meeting**
Date:   Wednesday July 15th , 2009
Time:   10:00 AM to 12:30 PM
Place: Burton M. Cross Building, Conference Room 105.

**AGENDA**

1.  Approval of the June 17th  meeting minutes – Chair

2.   CAT 3 Grant final report – Nancy Armentrout

2. LIDAR Regional Project – Mike Smith

3. Upgrades to orthoimagery
    Plans for upgrades -Dan Walters, Mike Smith
    Funding by constituents – All

4. Strategic Plan Implementation Groups - Chair

5. Subcommittee Reports
    - Financial – Larry Harwood
    - Policy & Marketing – Marilyn Lutz
      *GeoPortal System Management*

    - Technical
      Status of the GeoPortal – Mike Smith, Christopher Kroot

**NEXT SCHEDULED MEETING:** Wednesday August 19th, 2009,  10:00 a.m. – 12:30 p.m., Burton M. Cross
Building, Conference Room 105.

**Maine GeoLibrary Board**
**July 15th, 2009**
**Meeting Minutes**

**Present**
Michael Smith
Marilyn Lutz
Greg Copeland (by phone)
Gretchen Heldmann (by phone)
Ken Murchison (by phone)
Paul Hoffman (by phone)
William Hanson, Chair
Greg Davis
Jon Giles (by phone)
Aimee Dubois (by phone)
**Staff**

Larry Harwood
**Visitors**
Dan Walters, US Geological Survey (USGS)
Joseph Young, Floodplain Management Program, State Planning Office (SPO)
Jim Page, James W Sewall Co.
Gary Higginbottom, Consultant

The meeting was called to order at 10:00 AM.

## 1. Approval of the June 17th meeting minutes
The Chair entertained a motion to approve the minutes. Marilyn Lutz moved to approve the minutes as written. Jon Giles seconded. The Board voted 9[1] in favor, none opposed, the Chair abstaining. The motion carried.

## 2(a). CAT 3 Grant Final Report[2]
Nancy Armentrout was unable to attend but had sent in a one page *Status Update on the Geolibrary CAT 3 Grant Project*. The Chair read excerpts of this, the text of which is as follows:

> "All the products identified in this project have been delivered and approved. I believe this Cat3 Fifty States Initiative Grant project is ready to be closed as a project. Now the Board needs to determine how it wishes to use the results of this project.
>
> James W. Sewall Company was awarded the fixed price contract for this project which was funded partially by an FGDC Cat3 grant and partially by the Board, MEGIS and Reference Standard which is Rich Sutton's company. The Sewall Team consisted mainly of Bruce Oswald and Rich Sutton.
>
> This project produced two main results – an update for the GeoLibrary Board Strategic Plan and a plan for pursuing an Integrated Land Records Information System (ILRIS). Both deliverables require follow up work by the Board.
>
> The Board needs to turn Bruce Oswald's Strategic Plan Report into an action or implementation plan. Marilyn has already taken some steps to draft one up. This was discussed at the June Board meeting and more discussion is planned.
>
> The Board needs to determine what it wants to do with the ILRIS report. The ILRIS Report lays the groundwork for the development of an ILRIS. There are many steps, variables, and paths to consider as we move forward, not the least of which is funding mechanisms. The Project Team has a meeting scheduled for July 21 to come up with some recommended next steps to offer the Board. We would like to put that discussion on the September Board meeting agenda."

The Project Team:

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[1] Due to Board members arriving at or departing from the meeting, the total number of votes may vary

[2] The agenda had duplicate entries for number 2. They were labeled "2a" and "2b" at the meeting.

Will Mitchell, project manager, Bill Hanson, Marilyn Lutz, Nancy Armentrout, Dan Walters, Diane Godin – Somerset County Registry of Deeds, Steve Weed – Bar Harbor Assessor, Judy Mathiau – Rockport Assessor & Laurie Thomas – Maine Revenue Service.

The Chair asked if the Board wished to publicize the 2 principal documents immediately. There was unanimous informal agreement that they should be put on the Geolibrary website as soon as possible. Other means of publication were also discussed.

Mike Smith reported that he has put in for a USGS NSDI[3] grant to collect and/or create digital parcel data for 3 southern counties. If this is funded it would be a great benefit to the ILRIS initiative, providing "something significant to build on". Mike also reported that the last invoice on the CAT 3 project has been paid.

Dan Walters noted again the July 21st meeting of the Project Team to discuss the ILRIS implementation; this meeting will be held at the Public Utilities Commission (PUC) office. NSDI being mentioned, Dan took the opportunity to explain some of USGS priorities and what the Board can do to be in sync with them.

**2(b). LiDAR Regional Project**
Mike Smith reported that there continues to be great interest in the New England LiDAR[4] collection initiative but few solid commitments of resources as yet. The latest word is that the USGS will announce proposals are being accepted in September. Tangentially, there will be a proposal from Phil Lindley and Amy Spelke of the PUC to acquire LiDAR data for the Broadband Mapping project.

Joe Young of SPO reported that the Federal Emergency Management Agency (FEMA) has made a tentative commitment to acquire LiDAR data for all of Androscoggin County pending availability of funding. It is expected that task orders will be issued sometime between now and late summer. If collected, this data can be put towards the regional project as a match in kind as opposed to a cash match.

**3. Upgrades to Orthoimagery**
Dan Walters reported that the American Recovery and Reinvestment Act[5] will include funding for orthoimagery grants to states. Based on the graphic provided by Mike Smith, showing orthoimagery 5 years or older, it would appear that the mid-coastal region of Maine will be the target area. The Portland Area Committee on Transportation Services (PACTS), The Cumberland County Emergency Management Agency (CCEMA) and the Mid-Coast Regional Planning Commission (MCRPC) have indicated similar needs for this general area. Dan Walters met with Paul Neihoff from PACTS to discuss the ARRA program and the potential for a joint proposal with the Geolibrary. PACTS may be able to identify matching funds for the project. Dan will be setting up a meeting with Paul, Mike Smith, Rich Rothe (MCRPC) and Jim Budway (CCEMA) to discuss the project further.

Q: Is this all Federal funding?
A: Yes. No match is required but any match proposed is looked on with great favor.

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[3] National Spatial Data Infrastructure, a consortium of Federal agencies created to promote the use of spatial data.

[4] Light Detection and Ranging, a remote sensing system used to collect topographic data.

[5] Popularly referred to as "stimulus money".

Q: What are the chances of getting private funding, for example from the large landowners in the unorganized townships?
A: The USGS is not greatly interested in high resolution orthoimagery for the unorganized territories. The national standard for aerial imagery is 1 meter resolution which may be sufficient for USGS purposes in this area. If the state agencies or landowners wanted a higher resolution product they could pay the additional cost.
Q: What are the possibilities of using satellite imagery.
A: There are still resolution issues with satellite imagery.

Ken Murchison noted that he has talked to the landowners and there is no money at all available for aerial imagery – or anything else. The landowners are not doing any flying of their holdings. The poor economy is pulling back on all expenditures. It was also noted that private landowners would have a problem with paying to have competitors holdings flown.

After some discussion of orthoimagery it was generally agreed that what was needed was *predictability*. If all concerned knew for certain that aerial orthoimagery would be refreshed on a regular basis, whatever that might be, it would be much easier to get contributions. It might also promoted to the legislature as a reliable and useful product worthy of some base line funding. The Geospatial Workgroup and the Finance Committee will explore this approach.

**4. Strategic Plan Implementation Groups**
The Chair led a discussion of the "Workgroups" identified in the Strategic Plan. The object was to get volunteers, especially those not members of the Board and to review the focus of the groups.

*Coordination and Communications Workgroup*
Members:
Mike Smith, Co-Chair
Dan Walters, Co-Chair
Gretchen Heldmann
Marilyn Lutz
Jim Page

Mike Smith and Dan Walters had previously agreed to be Co-Chairs of this group. This was partly due to their pre-existing joint efforts at fulfilling the role of Geolibrary "GIS Coordinator". Former Board Chair Jim Page, visiting today's meeting, volunteered to help this group as much as he could. Other possible individuals or organizations were discussed as members including someone from the Maine Real Estate and Development Association (MEREDA). The Chair agreed to approach MEREDA for a possible volunteer.

There were questions as to exactly what the charge to this Workgroup was. What were they being asked to do? Marilyn Lutz read out some of the tasks specified in the Strategic Plan[6]. These seemed quite specific and the Chair asked the Workgroups to consult the Plan for instructions.

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[6] Appendix F and section 6.4 For the full plan go to the Geolibrary website: http://www.maine.gov/geolib/

There was some discussion about how to approach the legislature. The issue of flooding and floodplain management was suggested as being important to specific legislators. It was agreed that Mike would look into approaching the Geolibrary's oversight committees[7] and in particular their staff members.

*ILRIS Workgroup*
Members:
Nancy Armentrout, Chair
Bill Hanson
Paul Hoffman
Dan Walters
Diane Godin, Somerset County Registry of Deeds
Steven Weed, Bar Harbor Assessor
Judy Mathiau, Rockport Assessor, former MRS staff.
Laurie Thomas - MRS

The ILRIS Workgroup was considered to be excellent as is. The only change was to add Paul Hoffman to the ILRIS Workgroup, replacing Marilyn Lutz who will be in the Education and Training Workgroup (decided during discussion of the Education and Training Workgroup).

*Education and Training Workgroup*
Members:
Bridgit Kirouac, MEGIS
Marilyn Lutz

Former Board member Barbara Charry was suggested as a member and also Vinton Valentine, University of Southern Maine, a frequent visitor. Mike Smith will contact them to see if they will volunteer. There was a question as to how often these groups would meet. The answer was not more than 2 times a month at a maximum.

*Geospatial Data Workgroup*
Members:
Joe Young, Chair
Dan Walters
Greg Davis
Greg Copeland
Larry Harwood

Seth Barker, Dept. of Marine Resources was suggested as a member. The Maine GIS Users Group Board meets today at 2:00. Dan Walters will ask for volunteers at that meeting and from the general membership.

There was some initial confusion on what constituted the Technology Workgroup and the Financial Workgroup. After referring to the Strategic Plan it was determined that what had been suggested was to increase the membership of the existing Technical and Financial Committees. After some discussion it was decided that for the time being the Technical Committee membership would remain as it is.

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[7] The Joint Standing Committee on Natural Resources and the Joint Standing Committee on State and Local Government.

It was also decided that the Financial Committee, traditionally composed of the Chair, the manager of MEGIS and staff, should be increased in membership. Jim Page and Greg Davis agreed to join the Financial Committee. Additional members may be recruited as needed.

## 5. Subcommittee Reports

Financial
Larry Harwood reported that he had carefully researched the GeoPortal expenditures beginning with the termination of the Ionic contract in October of 2007. He found 2 errors in how amounts were allocated on previous financial sheets. This caused the recent confusion on the exact amounts of expenditures on the GeoPortal. The financial sheet passed out today reflects the necessary corrections, which was reviewed step by step and chronologically. No additional motions were needed.

Due to time constraints, the financial sheet was only passed out at the meeting. A number of members on conference call did not have the opportunity of following the report. After the meeting Larry will send out to all Board members a copy of this month's financial sheet with notations and a written report summarizing the chronology and corrections.

Policy and Marketing
Marilyn Lutz presented the latest draft of the policy on *GeoPortal System Management* (attachment A). This had been reviewed before and comments were minimal.

Mike Smith moved to accept the policy on GeoPortal System Management as written. Ken Murchison seconded. The Board voted 9 in favor, none opposed, the Chair abstaining. The motion carried.

Marilyn also presented a list of 14 outstanding polices i.e. not completed or accepted (attachment B). The Board was asked to review this and indicate any priorities. Item number 4 "Policy on metadata" was identified as a priority. Item number 3 "Policy on conducting geospatial data inventories annually" was decided to be more of a method than a policy. This was given to the Geospatial Data Workgroup to handle.

Item number 1 "Governance: MEGIS staff, workgroups and project managers" was briefly discussed. This dated back to discussions between the Board and OIT as to what commitments would be allotted which organization. This was last updated by David Blocher when he was on the Board representing the CIO. The last iteration will be presented at the next meeting.

Technical
Mike Smith reported that negotiations were ongoing with University of Southern Maine (USM) over the exact scope of work in the second amendment to the contract. This is for the $18,000 worth of work voted in prior meetings. The prior scope of work ( $22,000 for the basic portal, shape file uploader, etc.) had been somewhat exceeded by enthusiastic programmers. Mike is also working more directly now with USM. All of the state agency metadata has been loaded for the portal. This was done by Anji Redmond at MEGIS and was done on a test server.

Q: Is there a date for the final release of the portal to the public?

A: There is no final release date for the portal at this time. A timeline will be forthcoming from the Technical Committee hopefully at the next meeting.
Q: What is the status of the 'functionality matrix'? Can we see a copy?
A: The functionality matrix is complete and ready to use. We will send out a copy in the near future.

Further business
The Chair noted that some Board members' terms are ending soon. At the next meeting there will be an item on the agenda for membership review.

The meeting was adjourned at 12:08

## Attachment A

### Policy: GeoPortal System Management

The management of the GeoPortal System is the shared responsibility of the System Administrator, the Metadata Administrator and the GeoLibrary Board to ensure the day-to-day operations of the GeoPortal, and to oversee the proper operation and backup of the system.

**The GeoLibrary Board** is responsible for approving changes, recommended by the Technical Committee, to the Portal environment, such as a different operating system (OS), new servers, the Portal application software; development of tools that enhance the Portal service; and ensuring that the Portal functions in compliance with State and Federal laws. Recommendations that impact the budget require a Board vote.

**The System Administrator (**SA) at the host site (currently the University of Southern Maine) is responsible for daily activities that include monitoring portal status, provisioning site collections, overseeing application deployments, ensuring backups, recovering backed up items and resolution of portal related issues as they arise.

*Server Management*
Management of the server encompasses maintenance of the computer system (hardware and operating system) that supports the GeoPortal database and application software: primary responsibility that includes, but is not limited to, applying operating system updates, patches, OS level security management, and configuration changes; performing routine application software maintenance; ensuring the server is backed up according to the strategy outlined by the Technical Committee and secure from unauthorized access; developing a disaster recovery plan, and provision of an a Web environment that insures the successful operation of the Portal.

*Web Maintenance*
Maintenance of the GeoPortal Web interface upgrades including but not limited to: browser compatibility checks, fixes, and updates; web security management oversight of contracts for visual layout and appeal changes and upgrades; and ensuring all core portal link buttons function properly.
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**Metadata Administrator** is responsible for maintaining the integrity of the metadata database and supporting the GeoPortal user community.

*User Support*
Coordinating planned outages with the user community, trouble shooting reported problems and unplanned outages with the System Administrator, and providing basic user support (answering questions about the portal, metadata, publishing data and metadata). As database administrator he/she is responsible for adding, removing or updating user account information, resetting passwords, addressing other user queries.

*Metadata Database*
Providing primary oversight of the metadata database; enabling batch uploads for certain users providing guidance for metadata entry to users, maintaining state-owned spatial data which may reside on the portal server, and conducting review of all metadata records to ensure FGDC compliance before publication in the portal.

Policy Committee draft version 3.3 for Board approval July 15$^{th}$ , 2009
**Attachment B**

**Outstanding Policies**

1.  Governance: MEGIS staff, work groups and project managers

2.  **Policy on the adoption and updating of standards; completion of current parcel standards and examination of standards needed for ILRIS**

3.  Policy on conducting geospatial data inventories annually (state agencies, local governments, academia?, and non profits?)

4.  Policy on metadata: required schema; minimum number of elements required; quality control; rejection of metadata

5.  Policy on updating the data warehouse, particularly orthoimagery, parcel, uniform roads and addressing, and high-resolution geospatial data (e.g. appropriate timetable for data update cycles and establishment of data standard validation routines)

6.  Set of policies for sharing public and private geospatial data: notification of new and updated data and access to that data

7.  Policy on standards and workflow that addresses geospatial needs among local, county, state and federal governments, as well as not for profits, academia and the private sector

8.  Coordination – policies that will be required for the Coordination Work Group to

9.  Policy re: open space data standards (appendix d-9)

10. **Policy on the conduct of meetings (public input, agenda items, voting methods)**

11. Policy on publication of materials and minutes

12. Policy regarding "the public's right to public data vs. a public agency's need to fund its GIS operations"

13. Conflict / dispute resolution
    Did we set a precedent with the handling of the GPCOG problem?
    What is the role of the Board or its staff to negotiate settlements, and under what circumstances? How should the Board responds to a claim, from either the public or private sector, that has resulted from a Board action, leaving them with: stranded costs (as allegedly with GPCOG), or opportunity costs (e.g., as might happen when town cancels a long established contract with a vendor to take advantage of some GeoLibrary service).

14. Preservation of spatial data: Policy on the collection and preservation of data sets for posterity. (The Technical Committee would address the technology issues).