

Executive Summary

Montana Land Information Advisory Council (MLIAC) June 1, 2006

Members

Jeff Brandt, Department of Administration; **Mike Birtles**, USDI/BLM; Ted Chase (designee for **Dan Bucks**, Department of Revenue); **Lance Clampitt**, USDI/USGS; **Dave Davis**, MARLS; Darlene Staffeldt (designee for **Jim Hill**, Montana State Library); **Lisa Kimmet**, Prairie County; **Ed Madej**, Tetra Tech; **Catherine Maynard**, USDA/NRCS; **Don Patterson**, USDA/FS; **Art Pembroke**, Lewis & Clark County; **Loren Peterson**, Tribal Government; Rick Bush, DNRC (designee for Mary Sexton); **Steve Shannon**, Northwestern Energy; Janet Hess-Herbert (designee for **Chris Smith** Fish, Wildlife and Park); **Michael Sweet**, U of M – Missoula/MAGIP; **Robin Trenbeath**, Department of Environmental Quality; **Senator Joe Tropila**; **Ken Wall**, GeoData/MAGIP

Guests

Sibyl Govan, Stu Kirkpatrick, Catherine Love, Bryant Ralston, Kally Tripp, R. J. Zimmer

Denotes motion(s)*

Welcome and Introductions – Jeff Brandt

The meeting was called to order at 9:35 a.m. Jeff Brandt welcomed the Council and audience to the June MLIAC Meeting. Jeff will be the new chair of MLIAC due to organizational changes at ITSD.

Executive Summary Approval – March 2006 2005 Meeting ****Action Item****

There was a motion to approve the March 2006 executive summary. It was seconded and passed.

Operating Procedures – Mike Sweet

Motion #1 to approve Addendum #1 to MLIAC operating procedures and open floor to other changes to operating procedures **Action Item******

This proposal was standardize terminology for duties of the Council and give common terminology for documents that come forth from the Council. There was a motion to approve this proposal and discussion followed.

Jeff Brandt felt the definition of a directive was concerning and may be misleading to anyone studying the work of the Council. The Council cannot issue a directive but can make recommendations. The term directive needs to be taken out. The Department of Administration recently adopted formal definitions for guidelines, policies and standards. As a result of the Montana Information Technology Act (MITA) audit several definitions related to IT issues (policies, guidelines etc) have been developed. Jeff asked the council to consider adopting the MITA definitions.

There was a motion to withdraw the current motion and Mike Sweet made a new motion to have the Council's operating procedures reference the IT Policy and standards glossary of terminology, Steve Shannon seconded this and it was passed.

MSDI Framework Subcommittee – Mike Sweet

Motion #2 to approve MLIAC Directive on MSDI Stewardship *Action Item*****

The Framework Stewardship Subcommittee was formed in December 2005. The first task of this committee was to formulate the framework stewardship document. This document was brought to the Council at the March meeting. The updated document containing comments was distributed to Council. The purpose of this document is to provide MSDI accountability, a clarification of roles and responsibilities, and advise the Department of Administration to take responsibility to maintain a single point of reference of the activities of all MSDI themes. Motion was made and seconded to approve this document. Discussion followed.

Catherine Maynard felt that it might be inappropriate for the State to give Federal government direction on how to do their work. It was explained that the purpose of this document is to establish a protocol for communication on MSDI theme development that works for all themes. The Council has previously agreed to take an oversight role on MSDI themes. Because it is state "framework" that feeds the National Spatial Data Infrastructure all themes need to have some state ownership. All levels of government should recognize that these efforts benefit from a theme lead with clear roles and responsibilities.

Robin Trenbeath motioned to amend the original motion to approve with a to change section 3.3 to be consistent with the changes to operating procedures just adopted. This motion was seconded and passed with 3 members opposing.

MSDI Framework Issues – Mike Sweet

Motion #3 for Montana Forest and Conservation Station to become Landcover Theme Steward *Action Item*****

Mike Sweet changed his original issue action proposal and motioned that the Department, on behalf of MLIAC, accept the Natural Heritage Program as stewards of the Landcover theme and accept Greg Kudray as the theme champion. This motion was seconded and passed.

Motion #4 to identify and publish authoritative source for collection of geographic features *Action Item*****

Mike Sweet made a motion to advise the Department to establish a process in cooperation with the MLIAC to publish an authoritative source/sources for a collection of geographic features. Steve Shannon seconded and discussion followed.

Mike recommended that ITSD and the State Library to work together and develop a prototype process for identifying authoritative source using the various data the metadata for the State and county boundaries, and distribute that process out to the GIS professionals to provide comment. Motion passed unanimously.

Motion #5 to establish a standard for unique persistent identifiers –Mike Sweet *Action Item*****

Mike Sweet made a motion to establish a standard for unique persistent identifiers and Robin Trenbeath seconded the motion. Discussion followed.

Jeff Brandt felt this issue seemed technically complex, and wondered if the Council was capable on voting on an item that is this technical. Cathy Maynard suggested that MAGIP start advising the Council on technical issues. Steve Shannon suggested that he could make a substitute motion that would be more appropriate. Mike withdrew the original motion and Robin withdrew his second.

Steve Shannon made a motion to recommend MLIAC ask the Department of Administration work with MAGIP to recommend a standard for PUID. Ed Madej seconded this and it was passed.

Motion #6 on height modernization *Action Item*****

Mike Sweet motioned that an agenda item for the September meeting be a presentation by Curt Smith, National Geodetic Survey, on the height modernization program. Art Pembroke seconded this motion and it was passed. Stu Kirkpatrick will contact Curt Smith.

GIS Operating Environment – Mike Sweet

Motion #7 to advise State CIO to establish a common operating picture for the coordination and distribution of geographic information *Action Item*****

Mike Sweet made a motion to have Dick Clark, Montana State CIO, to assess the current state of a common operating picture for the coordination and distribution of State of Montana geographic information assets, and report back to MLIAC on 9/7/2006. Motion was seconded and discussion followed

Through discussion it was made clear that this was primarily meant to be an assessment of the roles and responsibilities of ITSD and MSL/NRIS. It was suggested to re-circulate the State of the State document to the Council, as the record of formal adoption of the State of the State document is unclear, and this might assist the process of identifying a common operating procedure. Mike noted that while that may help, he still believed that there needed to be a clarification of roles and responsibilities between MSL and ITSD. Robin Trenbeath stated that while there may be some correlation between the document and this assessment process, he didn't feel that the State of the State document, or the strategic planning process, resolved the issue.

There were several suggestions to amend the motion including that there be co-chairs of the process to include Darlene Staffeld and Dick Clark, one to provide a methodology for the assessment before actually doing it, one that asked for the methodology to include all user groups, and one that the motion be tabled until after the discussion on the strategic plan. Robin Trenbeath suggested the end product be a "to-be" assessment and Jeff Brandt assured the council that it was the CIO's intent not only to provide the assessment to the Council but also to

provide actions that would presumably resolve the situation. In the end the motion survived un-amended and was passed unanimously.

Montana Land Information Act

Status of Administrative Rules – Jeff Brandt

The hearing was held on May 17 and there was no testimony provided. There were a few spectators and a few written comments were received. The first comment replaces the GIS acronym with Geographic Information Systems and the second comment was to change language in Section 90-1-406 to be consistent with the Administrative Rules of the Montana Information Technology Act. These two suggestions will be incorporated in the draft rule.

Status of Land Information Account – Jeff Brandt

The account should have around \$900,000 after June.

Status of Land Information Plan Subcommittee – Lance Clampitt

This committee met May 17. Lance Clampitt chairs the Subcommittee with members Loren Peterson, Senator Joe Tropila, Jim Hill, Art Pembroke, Catherine Maynard, Ste Shannon and Mike Sweet.

The committee defined a role of purpose and decided the annual plan that will crosswalk the strategic goals and objectives of the data theme champions plans. They need to outline the planning process and forward that to this council and the granting subcommittee for prioritization. A requirement for a summary plan for the data theme champions from July 2006-2008 was sent out and is due back July 1, 2006. The plans need to be put together to accurately write the Land Information Plan. The committee will meet on July 19 to begin the planning draft.

Volunteers for Grant Review Subcommittee – Jeff Brandt

Membership on this subcommittee is not finalized. The administrative rule mandates that minimally there needs to be a State agency, Federal, Tribal, Local, Private Sector and a member of GIS Professional and a legislative member.

Stu will send an email to the council recruiting members for this subcommittee.

Discussion on a joint (land plan and grant) subcommittee meeting in July – Mike Sweet

Mike Sweet asked the Council if there was interest in having a session involving the entire Council helping shape what the land information plan structure might look like. The council was not interested in having a joint meeting but will provide comment when appropriate. The next meeting of the Land Information Plan Subcommittee will be at the Lewis & Clark City County Building in Room 211 at 9:30am. The objectives and goals of the plan will be formulated at this meeting.

ITSD FY2006 budget/expenses – Jeff Brandt

A document was handed out on the FY2006 budget/expenses of ITSD related to GIS coordination and MSDI theme development and maintenance. Discussion followed regarding ITSD's proposed use of MLIA funds.

It was noted that MLIA was never intended to fund the whole GIS picture in the state. The Council asked for better accounting by MSDI layers and separating out coordination costs. Art Pembroke noted that when MLIA was presented to MACo it was presented as a competitive grant-based fund and ensure that all interests were met. He noted that ITSD costs related to general coordination verses those related to maintenance and enhancement of MSDI multi-jurisdictional themes was not clear.

Catherine Maynard made a request that ITSD provide a more detailed breakdown on the budget that displays the general GIS coordination costs in specific categories listed in this document. Jeff Brandt will take this issue back to the legal and budget group at the Department of Administration in light of the Council seeking a more detailed balance sheet. Senator Joe Tropila also asked for a clarification of budget authority.

Strategic Planning – Stu Kirkpatrick Status Report

The strategic planning process is behind schedule. The grant should have been done by September. ITSD will file for an extension. Four of the five stakeholder groups have met in a facilitated session. There has been difficulty putting together a Tribal meeting. The next step is to bring the stakeholder issues that have been identified to MLIAC in a facilitated session.

MLIAC facilitated meeting

A facilitated MLIAC strategic planning session is needed in late June. Stu Kirkpatrick will survey the Council to determine available dates.

GCDB Enhancement using Federal Appropriation – Stu Kirkpatrick, Mike Birtles

Stu gave a power point presentation on GCDB Enhancement.

MAGIP Report – Gerry Daumiller

MAGIP was formed two years ago and had an appointed board and temporary bylaws. The new bylaws have been written and adopted. The new Board met May 31st. The MAGIP Board felt the most important priority was to look at the technical committee and get that working again. There were committees that appointed members of the board yesterday. MAGIP will organize a fall technical session and attempt to hold a 2007 meeting in Eastern Montana. Ken Wall, Catherine Maynard and Mike Sweet from MLIAC all participate on the MAGIP board. Robin Trenbeath and Steve Shannon served as MLIAC representatives to MAGIP in the past and Robin will be the official MLIAC representative on the new Board.

Open Forum and Public Comment

Rick Bush said DNRC has GIS related budget proposals (EPP requests) going forward and wanted a report at the next meeting on what other agencies are planning to do.

Darlene cautioned the Council to watch where acronyms are being used in discussion and documents and during the MLIAC meetings. Stu Kirkpatrick will compile and distribute a list of GIS acronyms to the council.

Lance thanked the designees of the official appointed members but reminded the Council that it was important that official appointees attend the meetings. Lance asked the Chair to contact any council members that have missed more than 2 meetings.

Ken Wall said that the Critical Structures/Infrastructure Team would be doing an earthquake exercise and if anyone wants to participate to contact him.

Meeting adjourned at 3:10

*****ITSD will keep tapes of each meeting for one year. If you want check out the tape(s) call ITSD at 444-2700*****