

**MEETING MINUTES OF THE
ARIZONA GEOGRAPHIC INFORMATION COUNCIL
ADMINISTRATION AND LEGAL COMMITTEE
BUDGET WORKGROUP**

Pursuant to A.R.S. §38-431.02, notice is hereby given to the members of the Arizona Geographic Information Council and to the general public that the Arizona Geographic Information Council will hold a meeting open to the public.

Meeting Time:

Monday, April 16, 2018 at 10:00 am -11:30 am

Meeting Location:

Arizona State Land Department
1616 W Adams, Phoenix, AZ, 85009
Room 215

Web and Tele-Conference Information:

For those unable to attend in-person, web and telephone access will be available.

Go to Meeting Information:

Website: <https://global.gotomeeting.com/join/207344229>

Meeting ID: 207-344-229

Phone Information:

Number: +1 (571) 317-3122

Access Code: 207-344-229

Items on the agenda may be heard out of order. The Committee/Workgroup may discuss and act on the following items:

- 10:00 am Call to order, roll call, establish a quorum
- Meeting was called to order at 10:05 a.m. and quorum established

Voting Members:

Jenna Straface
Steve Whitney
Eric Feldman
Gene Trobia
Shea Lemar
Jim Meyer
Leslie Stovall

Attendees:

Steve Whitney
Ryan Johnson
Gene Trobia
Shea Lemar
Jim Meyer

Brian Brady
Lucas Murray

- 10:05 am Approval of March meeting minutes
- The March meeting minutes were approved
- 10:10 am March meeting follow-up
- Report on RAD account review –
 - A group met with the ASLD accounting folks to review the RAD accounts pertaining to AGIC and the SCO
 - There are 2 funds related to AGIC –
 - AGIC (general)
 - AGIC Conference
 - Other funds were created for the SCO to use for projects, grants, etc.
 - Other RAD subaccounts are strictly for ASLD use
 - The group discussed consolidating AGIC and ASLD/SCO GIS associated accounts into 4 subaccounts –
 - AGIC (general)
 - AGIC Conference
 - AZGEO
 - Projects
 - Some subaccounts showed a negative balance, but they are all part of the RAD account, and that would no longer be the case after the subaccounts are consolidated
 - Statute review –
 - Statutes related to AGIC and the SCO with also discussed with the ASLD accounting folks, in relation to fund contributions
 - Wording for any contribution proposals and/or mechanisms should be such that it does not conflict with statute
 - Review will be important
 - Referencing statues will be helpful
 - An Admin & Legal group is also reviewing statutes affecting ASLD
 - AZGeo WG Report – funding options/status
 - From the above discussions, the accounting folks were agreeable towards seeking contributions for AZGEO
 - Wording will be important so that there will be no roadblocks to contributions
 - Data is the cost side, and apps are the benefit side, so look to the apps side for contributions where possible – do not throw up roadblocks to participation
 - Next step will be for the AZGEO Workgroup to work out the details
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- Sustain AZGEO operationally, e.g. servers, software, data, apps, etc., so the interested parties are assured of its longevity
 - Are there other budget related items that ASLD would like to see addressed?
 - There is a difference between AGIC and ASLD in terms of being able to enter into agreements and generate revenue
 - Develop roles and responsibilities
- How will system enhancements be funded?
 - New functionality gets developed and becomes core to the system, e.g. the ability to script data uploads/updates –
 - This is an example of an item that could be considered to be within the scope of ASLD responsibility
 - One option is to seek contributions from the projects –
 - Build in AZGEO funding requirements into the project budget up front, e.g. AZGEO integration, additional system requirements, etc.
 - What about items like enhancing the user experience? (e.g. data uploading, viewers, etc.) –
 - Some items could fall within the scope of ASLD
 - Global enhancements vs. who benefits from it may drive who funds it
- It was suggested that the conference would be a good time to gather information on how folks are using AZGEO
- It was suggested that a workflow be developed showing the relationships between AZGEO users, e.g. state agencies, AGIC, and others
- Operationalization of AZGEO –
 - Who takes lead?
 - What are the core things that will be taken over by ASLD?
 - Tie future goals of the system to contributions
 - What are benefits vs. contributions, e.g. if someone comes in with something beyond the scope of the future, then a revenue stream needs to be in place
 - AGIC becomes a customer, along with the other state agencies
- Pay attention to ADOA and CIO effort on data sharing guidelines, e.g. requiring state agencies to implement a Chief Data Officer

10:30 am Budget WG 2108 Work Plan Review and Approval

- The work plan was finalized by consensus

- 10:40 am Budget report & encumbrance review
- The next budget update from ASLD is forthcoming
 - Encumbrances –
 - It is being proposed that all but \$25,000 from the Conference fund be transferred to the AGIC fund
 - \$15,000 (\$5,000 per year historically) will show as encumbered in the AGIC budget for AZGEO sustainability, until a better plan is in place
 - NSGIC –
 - A recommendation will need to be made on future NSGIC membership, as they will be changing the membership model
 - It is still a ways out, and we are paid up through 2018 (\$3,750 for State Council membership)
 - Conference attendance –
 - Show an encumbrance for sending 3 people to the annual
 - What are the costs for the mid-year?
 - Take into account non-AGIC funding support, e.g. state agencies for those who are staffed there
 - A motion was passed to recommend that the Admin & Legal Committee and the AZGEO workgroup identify alternative funding sources that would eliminate the \$15,000 AZGEO encumbrance
- 11:00 am May council meeting recommendations and report to A&L
- RAD account -
 - Report that the review was done and summarize action items
 - From meeting with accounting folks, we have options for bringing in contributions
 - Made a recommendation that A&L and the AZGEO WG explore options for alternative AZGEO funding to eliminate the \$15,000 encumbrance
 - Finalized the work plan
 - Budget shifts, e.g. conference to general
 - Encumbrances
- 11:25 am Call to the public
- No public input
- 11:28 am Comments and/or future agenda items
- Agenda items for the next meeting –
 - NSGIC conference attendance, and funding alternatives
- 11:30 am Adjourn
- Meeting was adjourned at 11:17 a.m.

A copy of the agenda background material provided to working group members is available for public inspection at the Arizona Geographic Information Council's office at 1616 West Adams Street, Phoenix, AZ 85007, Room 216A.

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Members of the Committee will attend either in person or by telephone conference call.

Questions regarding the meeting may be referred to Jenna Straface at 602-364-3747.

This agenda will be posted at Arizona State Land Department, 1616 W. Adams, Phoenix, AZ 85007 by Jenna Straface on 24 hours prior to meeting.