

MINUTES
Maine Library of Geographic Information Board Meeting
September 18, 2019

General Information

Meeting Date: September 18, 2019
Meeting Time: 10:00PM – 12:00PM
Meeting Location: MPUC 101 Second Street, Hallowell, Maine
Dial In: (877) 455-0244, **Participant #:** 367-352-2033 **Also SKYPE for visuals**

Attendance

ATTENDING:		STAFF:	
Jon Giles	X	Executive Director - Claire Kiedrowski	X
Patrick Cunningham	X	Secretary -Jennifer Hanson	X
Betsy Fitzgerald – phone	X	GUESTS:	
Brian Guerrette	X	Mal Carey	X
Maria Jacques	X	Rick Hayward	
Nate Kane	X	Dan Walters, USGS	X
Brain Lippold		Bob Bistras	
Vern Maxfield		Todd Metzler	
Jake Metzler		Jon Rice	
Vinton Valentine - phone	X	Emily Pettit, MEGIS	X
DAFS Commissioner Appointee	(vacant)	Derek Gorneau, DAFS	X
Joseph Young	X		
Statewide Association of Regional Councils	(vacant)		
Aaron Weston			

Minutes

1. Roll call of members – Jon Giles
 - a. Motion to approve the minutes of Jun 19, 2019 made by Betsy Seconded by Joe.
 Voted: 8 Yea 0 N 0 Abstained.

2. Financial Update – Derek Gorneau, Managing Staff Accountant
 - The committee has been meeting with Derek monthly about financials and will continue to meet with him in the future to clear up some practices and processes. He met with the group today to go over the high level of delivery of the financial report.
 - We currently have two sources of funding. Federal funding (grant funds) comes from the federal government and the reserve funding (O14, special revenue) which comes from the town in which you bill.
 - Any money left over would go to data acquisition.
 - Joe has asked if some of the money that is left over can go toward an (operational account) where we can market programs for MMA and county conferences, travels expense, and or brochures. He is est. that it would be around 5k. Derek will check into this and get back to the committee.
 - The budget has been identified to hire two full time positions in the future: One being a MGIS manager and the other being for GeoLibrary Executive Director. To accommodate the two positions, the salary will be lowered to create them.
 - Derek will also check into operational accounts to see what will be available

3. Executive Director Report – Claire Kiedrowski

a. Project Reports

- **LiDAR**

- The Executive Director report is the same information that Claire shares with USGS and NRCS pertaining to the spring of 2018 and 2019 Spring acquisition report, which are being handled as the same project. The East and West areas (pink) will be delivered about mid-October. The Central areas (blue and green) will be delivered in December. When it is being delivered it is past the quality control testing that Dewsbury implements. Then USGS does their own internal QC. The date of availability is not clear.
- Broad Area Announcement (BAA) is due November 1st for USGS. This is an opportunity to apply for funding from USGS, but the GeoLibrary will need partners as part of the application. Potential partners that have expressed interest include NOAA, NRCS; Me DOT is already supporting.
- The area under consideration by USGS for a possible project is 12,000 square miles and as Claire says it is \$200.00 a square mile. Quantum identified 4,000 square miles as the size with the best cost savings.
- Referring to the provided map: the red areas indicate older data (acquired >5 years ago) or data of Quality Level 3 (QL3). Dan says that some of the areas marked are from 2013 and is not sure why Sea Sketch is showing otherwise in southern Maine.
- The City of Portland would like to support the project, particularly Casco Bay Island data can be reflowed and included as part of the acquisition.
- Maine DOT has stepped up. Claire is still looking for several other partners and local partners. The application is due in November.

- **Contours**

- Quantum will be generating contours for the entire state of Maine. This task has been dragging on, but Claire has been assured that she will get a pilot this week but does not have a final date of delivery.

- **Orthoimagery**

- An update on the Maine Ortho QC for 2019 (3", 6", and 12"). We are waiting for the 18" data. The goal is to provide feedback to Woolpert by the end of next week 9/27. Claire has had feedback from City of Bangor and Thomaston. Claire feels that it looks better than last year's data. Claire says all invoices are current.
- An update on the 2020: Hancock County has agreed to purchase 18" for the entire county (organized territory) and Hancock county (unorganized territory) purchased 12".
- Bar Harbor and Mt Desert have sent in a Notice of Intent. We do not have anything in writing yet from Ellsworth, Southwest Harbor, Old Town and Orono.
- Penobscot county is on a 3-year payment plan and in 2020 they will be in year two. Claire is keeping spreadsheets of communities that she is trying to engage. She will be attending MMA conference in October. It is very crucial to get that community outreach to talk to communities for future counties and municipalities for 2020 and 2021. If the counties are involved the municipality will get involved.

b. Landcover Workshop-

- Occurred in early-mid August – there will be a presentation about it in October, so Claire will not go in-depth about the workshop; see provided summary for information
- Related to land cover, Claire would like to have 1-page data templates for all the GeoLibrary's projects (parcels, orthoimagery, LiDAR) to help with decision-making and information sharing with a wider range of stakeholders and interested parties (especially the counties and towns).

c. Board of Member Update

- **Seat #1** is appointed by the commissioner of the Dept of Administration and Finances and financial services. Claire would like to have Derek G to fill the board seat to do finances. Brian has suggested Kendra Coates to fill the seat as well. The seat has remained vacant and Claire thinks that it would be

beneficial to fill and have some of the reports coming to the meeting from a financial/accounting view point. They can attend the meetings quarterly and bring a full financial report.

- **Seat #4** is in progress with Nate Kane
- **Seat # 9** is Betsy Fitzgerald. Claire has been pushing to get these seats appointed by the Governor. They have the letters and Claire's contact information and she will keep pushing (has reached out several times). Jon adds that to his understanding one of the folks at the governor's office is present to get people appointed between now and the next legislative session, given there is vacancies.
- **Seat # 10** is Bill Hanson. He was an attorney from Rudman and Winchell and represents real estate and developmental interest. He is going into semi-retirement and will not have time to dedicate to the committee. Bill has recommended Katie Berhardt at the same firm and has taken over some of Bills duties. Claire will reach out to Katie to bring her on the board. Claire feels that it would be a great to have someone that is an attorney and representing real estate and developmental interest would be an asset to the group.
- **Seat # 8** We need a representative from our council of governments. Betsy has offered to share that she chairs the board of Washington county council of governments.
- **Seat # 12** is Brian Lippold and he is independent and has his own business. He is representing the public utilities. He has limited availability and is also willing to step aside.

d. Expectations of Board-

- MEGIS and Geo Library interaction involving customer support, data copying, community outreach and memberships: Claire mentions that Maine GIS opens a Footprint Ticket for customer inquiries, but GeoLibrary does not open or track Footprint Tickets for any issues. There is no tracking mechanism for those types of calls. Claire states that the way it is working now is, if a municipality buys up the orthoimagery, MEGIS will copy the data to the municipality's supplied disk drive and deliver it to them for that current year. If they want that data copied in a future year, MEGIS will not copy the data and will direct the requestor to the Website for download. Public users will also not have data the copied to disk but will be directed to the Website. Claire has discussed this with Brian, who has also discussed with MEGIS staff.
- Claire mentions the importance of community outreach and membership for the future. Marketing and business development activities were not budgeted, including conference attendance for MMA, or exhibiting at the County Conference. We can do that this year because the contract position includes expenses.

e. Strategic Plan-

- Claire didn't send out a survey to poll the Top 5 recommendations from the 2009 Strategic Plan, but she would like the board to consider this again. How do we organize ourselves, do business, and what is our business? How do we interact with the other agencies including Maine GIS, Maine Geospatial Institute, private citizens and municipalities?

4. Demonstration by MEGIS – Emily Pettit, GIS Coordinator

a. Board Comments & Directions for MEGIS

- Jon noted the clearer connection to the older version of the website was appreciated. Are those pages live, since people with the URLs could access them?
- Patrick wanted to know why using ISO categories to group the datasets (tried to support that decision with reports that it's a common data organization tactic); eventually Jon would like to see the website support non-ESRI metadata in text format (XML or other); audience liked that the web pages are dynamic; work needs to continue re: strange data layers ("Click layer") and also adding in links to external data sources e.g. USIEI, National Wetlands Inventory, etc. that users already use to get data via the links
- Discussion got somewhat derailed into metadata standards questions
- Maria suggested the creation of an informal workgroup to discuss the prototypes and consider options as the website designs are finalized and data handling issues are addressed. The group will consist of MEGIS, Vinton, Maria, Jon, and Patrick.

5. Metadata Update-

- Discussed ESRI supporting and pushing users to shift to ArcGIS Pro. There is still the lack of support for authoring metadata beyond ArcGIS format and the workarounds required to get metadata into ArcGIS Online.
- USGS uses a program called Science Base to write its metadata.

6. Strategic Plan Workgroup Reports

- a. Coordination & Communication -Jon Giles
There needs to be a discussion and decision about what the top five priorities are for the strategic plan, but due to time constraints there was no discussion today. Claire will contact board members about the plan later.
- b. Education & Training – Vinton Valentine
The biggest event coming up is the NEARC-MEGUG Fall conference. Also, Wheatland Lab hosted an all-day landcover seminar in early August.
- c. Geospatial Workgroup – Claire Kiedrowski/Jon Giles/Dan Walters
 - i. Data layer templates, Landcover Workshop
- d. GeoParcels Workgroup – Jon Giles
Members are working on data templates.

7. Committee Reports

- a. Finance Committee – Jon Giles/Brian Guerette
Brian says that he has been having a lot of discussions with Derek from DAFS to get a better understanding of the accounts and where we stand with the internal stuff.
- b. Technical Committee – Brian Guerette
There has been no official meeting as of now.
Brian thinks it's a good to have a working group to discuss prototypes.
- c. Policy Committee – Bill Hanson/Vinton Valentine
Vinton is glad to hear that Bill is having someone take his place.

8. Guest Comments

- a. Bond – Jon Giles and Mal Carey
Bond survived into the second session although there is no official confirmation. It seems likely that it won't be taken up by the legislature until 2020.
- b. Restructure – Joe Young
Arranging a meeting with the Geo Library board, MEGUG, and the universities to address coordination and increased collaboration would be useful for expanding interaction among the different entities.
- c. METWP24 – Nate Kane
Town Boundary committee (Ellen Jackson, Devon Witherell, Emily Pettit) is returning to activity and is looking to begin a more organized effort to update boundaries, possibly incorporating a way for surveyors to update and notify when they find a monument as they are performing their routine duties.
 - A future goal is to create a new METWP layer that is close to 1:5000

- The GeoLibrary could partner with the committee (like its work with parcels) to help with coordinating and outreach efforts with surveyors to help make contacts, increase awareness of the effort, and gather accurate data for the dataset.
- Jon: It would be great to have a new METWP layer. It would also be useful if there was a way to incorporate metadata into the linework to help clarify the provenance and date of the lines (Nate: that would be worth looking into, table or spatial information), something that was lost with METWP24 and that made it less-than-transparent when presenting the dataset to stakeholders.

9. Recommendations for next meeting agenda

Agenda for the next meeting was not discussed due to running over time and having to leave the meeting room for the next group.

10. Adjourn – Meeting was adjourned at 12:45pm by Jon Giles. The next meeting will be at 10:00 am on October 16, 2019 in PUC.

Action Items

Owner	Action Item	Due Date
Derek Gorneau	Will check on the financials for Joe about money for an operational account for funding for some marketing for MMA and county conferences.	Future meetings
Claire Kiedrowski	Will go over Landcover	10/16/2019
Brian Guerrette	Will check with management and the Deputy Director of DAFS about filling the position to help with finances/accounting.	10/16/2019
Claire Kiedrowski	Will reach out to Katie Bernhardt to fill Bill Hanson’s Seat.	10/16/2019