

July 27, 2022

**To:** Oregon Geographic Information Council  
**From:** Rachel L. Smith, Geographic Information Officer,  
[rachel.l.smith@das.oregon.gov](mailto:rachel.l.smith@das.oregon.gov)

## **AGENDA ITEM 2: Consent Agenda**

### **SUMMARY:**

The Consent Agenda contains a list of items that are more administrative in nature and typically do not need any discussion by the Council. Use of the Consent Agenda allows OGIC to handle administrative items in a quick manner. Items on the Consent Agenda are not discussed by OGIC and a single vote is used to approve all individual items at one time. If any item needs discussion, OGIC members should request an item be pulled from the consent agenda and handled separately.

The individual items on the Consent Agenda are:

- April Meeting Minutes
- Administrative Boundaries FIT Lead Endorsement
- Stewardship Plan for Statewide Land Use Dataset

Each of these items are described in more detail below.

### **REPORT:**

The Consent Agenda contains a list of items that are more administrative in nature and typically do not need any discussion by the Council. Additional details for each of the Consent Agenda Items is provided for OGIC member review prior to the meeting.

#### April Meeting Minutes

Draft meeting minutes for the April 20, 2022 quarterly OGIC meeting are posted on the OGIC web page here: [Draft April 2022 Meeting Minutes](#)

#### Administrative Boundaries FIT Lead Endorsement

Oregon's Framework Program currently has three themes with vacancies in the FIT Lead position: Administrative Boundaries, Bioscience, and Land Use/Land Cover. The process to fill FIT Lead vacancies begins with a 30-day public notice with a solicitation for nominations. An online form is submitted to the Geographic Information Officer (GIO) for processing. After the 30-day solicitation, the process is dictated by the specific FIT theme charter, or in the absence of a charter or specified leader selection process, a vote of the theme members must occur. However, due to the lengthy inactive status of this FIT theme, there is not a validated list of FIT

theme members to conduct a vote. Therefore, this nomination is being forwarded on to OGIC for consideration and endorsement.

**Administrative Boundaries:** Boundaries that delineate geographic areas for uses such as governance and the general provision of services (e.g., States, American Indian reservations, counties, cities, towns, etc.), administration and/or for a specific purpose (e.g., Congressional Districts, school districts, fire districts, Alaska Native Regional Corporations, etc.), and/or provision of statistical data (census tracts, census blocks, metropolitan and micropolitan statistical areas, etc.).<sup>1</sup> In Oregon, the Administrative Boundaries FIT includes data elements stewarded by the Oregon Department of Land Conservation and Development (Urban Growth Boundaries, Comprehensive Plan Designations, Urban Reserves) and includes a Planning Workgroup.

The nomination for the Administrative Boundaries FIT is for Karen Grosulak-McCord. Here is a short blurb about Karen:

*Karen Grosulak-McCord is an Urban Planner for the Oregon Department of Land Conservation and Development (DLCD). She has a professional background in non-motorized transportation planning and marketing and communications in higher education, and holds a Bachelor of Science in Geography and Geospatial Science and a GIS certificate from Oregon State University.*

#### Stewardship Plan for Statewide Land Use Dataset

Last biennium, the Oregon Dept. of Land Conservation and Development (DLCD) completed a Framework Grant Project to create a statewide land use dataset. As part of that project, DLCD created a stewardship plan for this Framework Data Element. Stewardship Plans are desired for all data elements in the Framework Program as they outline how the dataset will be maintained over time, who is responsible for the dataset, and the process for accepting or rejecting proposed changes to the data standard. OGIC approved the data standard for this dataset in April 2022. Now the stewardship plan is before OGIC for endorsement. The Plan is posted on the OGIC web site for review: [Draft Stewardship Plan for Statewide Land Use Dataset](#)

#### **OPTIONS:**

Approve the Consent Agenda: *I move to approve the Consent Agenda.*

Provide Revisions: Revisions to consent agenda items will require the item to be removed from the consent agenda and voted on separately. The remaining consent agenda can be voted on via a single motion as presented above. *I would like to request that the XX item be pulled from the consent agenda for further discussion.*

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<sup>1</sup> The theme description is from the National Geospatial Data Asset Data Themes List endorsed by the Federal Geographic Data Steering Committee, last updated March 2017. [20170324-ngda-themes-fgdc-sc-revised-appendix.pdf](#) (Governmental Units, and Administrative and Statistical Boundaries)

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### **AGENDA ITEM 3: Framework Data Elements List Guidance**

#### **SUMMARY:**

In 2017, the legislature passed a bill that codifies the definition of geospatial framework data, along with assigning OGIC the task of designating a list of geospatial framework data that public bodies must share<sup>2</sup>. Oregon's Framework Program identifies geospatial framework data as 'data elements' and has a list of data elements from 2017 that the Program has used for a variety of purposes including general data management and performance measures. Changes to the list have been proposed over the years, but the 2017 list remains the official list for the Framework Program. Once OGIC designates a list of geospatial framework data for data sharing by public bodies, a higher level of formality and governance will be necessary. The Framework Data Elements List Guidance document provides formal governance processes and procedures that OGIC and the Framework Program need to support the legislative requirements of ORS 276A.509. The document has been reviewed by the OGIC Technical Advisory Committee (TAC), the Framework Implementation Team Leaders (FIT Leads), the State GIS Program Leaders (GPL), and the OGIC Policy Advisory Committee (PAC) and is ready for final OGIC review and approval.

#### **REPORT:**

As OGIC and Oregon's Framework Program prepare for the full implementation of ORS 276A.500-515, there are a variety of governance processes that must be defined alongside the creation of the secure data portal for public body sharing of geospatial Framework data. OGIC must designate a list of geospatial framework data that public bodies must share<sup>2</sup>. Oregon's Framework Program identifies geospatial framework data as 'data elements' and has a list of data elements from 2017 that the Program has used for a variety of purposes including general data management and performance measures. Changes to the list have been proposed over the years, but the 2017 list remains the official list for the Framework Program. Once OGIC designates a list of geospatial framework data for data sharing by public bodies, a higher level of formality and governance will be necessary. The Framework Data Elements List Guidance document provides formal governance processes and procedures that OGIC and the Framework Program need to support the legislative requirements of ORS 276A.509.

[Framework Data Elements List DRAFT Guidance](#)

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<sup>2</sup> Exceptions to the requirement for public body data sharing are provided in ORS 276A.509.

Beginning in January 2022, the document was drafted and shepherded through multiple rounds of review and edits by the OGIC Technical Advisory Committee (TAC), the Framework Implementation Team Leaders (FIT Leads), the State GIS Program Leaders (GPL), and the OGIC Policy Advisory Committee (PAC). The rounds of review are documented here:

1/28/22	FIT Leads
2/8/22	GPL
2/28/22	FIT Leads
3/8/22	GPL and TAC
3/28/22	FIT Leads
4/14/22	PAC

The guidance document has several key pieces of information. Beginning with a definitions section, these ground the document and set the stage for items discussed in later sections. It is also the first document that has defined in more detail the definition of ‘public body’. This definition is very important and additional governance discussions will be needed as we explore what it means to be a public body with access to restricted data within the secure data portal.

Through the review process, data custodian and stewardship nuances were discovered and discussed in great detail. The primary item to note is regarding data that are created and shared by the federal government and the existence of federal data standards. Since OGIC does not have authority to mandate data sharing by federal or tribal governments, the official list of geospatial Framework data will need to include an indicator for those datasets that are not under OGIC authority. However, the Framework Program includes these data elements and therefore the official list of geospatial Framework data will be inclusive of these data elements. This topic is discussed on page 3.

The guidance document provides a formal process for future updates and revisions on page 4. The timeline presented takes into consideration the Framework data development grant program which typically solicits for proposals in the Spring of odd numbered years. The goal is to ensure the official list is updated and approved by OGIC to support data development projects for newly added data elements. The official list of geospatial Framework data, once adopted by OGIC, will be refreshed by the end of each calendar year and approved by OGIC every January, if needed.

The remainder of the document provides guidance to the Framework Program regarding updates, revisions, and items to consider when proposing changes to the official list of geospatial Framework data. The FIT Leads are about to start a project to review the 2017 list and document proposed changes. The results of this project will be provided to OGIC in 2023 so that OGIC can designate geospatial Framework data to be shared by public bodies as required in ORS 276A.509.



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**OPTIONS:**

Approve the Guidance document: *I move to approve the Framework Data Elements List Guidance document.*

Approve the Guidance document with revisions: *I move to approve the Framework Data Elements List Guidance document with the following revisions....(must state revisions).*

Send the document back to technical advisory committees for further discussion.

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## **AGENDA ITEM 4: Strategic Plan Update – Part 1**

### **SUMMARY:**

At the April OGIC meeting, the strategic plan workgroup laid out the workgroup's planned approach to update the strategic plan. The approach included an outreach component to gather information from OGIC members and the GIS community. The workgroup created and distributed two surveys: 1) to the GIS community to gather input on the current goals and to learn what external stakeholders see as OGIC's role in geospatial data management and sharing, and 2) to OGIC members to learn how OGIC members view the current goals and how they could advance the goals. OGIC members are encouraged to review the summary survey results provided on the OGIC web site with the meeting materials (linked below). There are some key take-aways from the GIS community survey that will be reviewed and discussed during this agenda item. We will also discuss some potential opportunities for OGIC to address the comments of our stakeholders.

### **REPORT:**

The primary outreach component of the strategic plan update included two surveys: 1) to the GIS community to gather input on the current goals and to learn what external stakeholders see as OGIC's role in geospatial data management and sharing, and 2) to OGIC members to learn how OGIC members view the current goals and how they could advance the goals. OGIC members are encouraged to review the summary survey results provided on the OGIC web site with the meeting materials.

[GIS Practitioner Survey Results](#)

[OGIC Member Survey Results](#)

The OGIC Member Survey was completed by 8 of 16 OGIC members. The key take-aways from this survey are:

- 1) Most thought all 5 Goals should be carried forward to new plan; Lots of potential for improvement.
- 2) On average, all goals received a failing grade (< 50%) when members considered how well OGIC is doing to accomplish the current goals in the strategic plan.
- 3) The list of concerns/issues are summarized as:
  - a. Inability to communicate w/ GIS community
  - b. Not sure how OGIC members can advance goals
  - c. Too many goals/objectives; unrealistic, needs focus

d. Roles and oversight/governance structure is unclear

The GIS Practitioner survey was completed by 67 persons within the GIS community; the primary categories of respondents were: (person may serve in multiple capacities)

- GIS practitioner (46)
- State GIS Program Leader (21)
- Framework Program participant (20)

There are a variety of key takeaways from these survey results and some common themes from the additional comments. Regarding the current strategic plan, it is clear that both OGIC members and the GIS community believe there are too many goals/objectives and therefore the work we do isn't focused or successful. It is also clear that the priority goals that should be carried forward are:

- Improve Data Sharing and Accessibility
- Increase Data Stewardship
- Support Sustainable Funding

Survey question results and additional comments received regarding OGIC's role are clear that we need to do a better job of clarifying OGIC's role and communicating with others our role and what OGIC is doing. The GIS community sees OGIC's role as:

- Coordination
- Data
- Funding
- Legislative Coordination/Advocacy

In closing, the survey results will be reviewed and discussed in more detail during the OGIC meeting. The State GIO will also present some information from other states' GIS councils and opportunities for OGIC to improve based on the feedback received via the two surveys. A summary of these opportunities is below in the Recommendation section of this Report.

**Recommendations**

- Revise existing Strategic Plan Goals
  - Keep Goal #1: Improve Data Sharing and Accessibility
  - Combine Goal #2 and #3 (Increase Data Stewardship and Expand Collaborative Governance, respectively)
  - Remove Goal #4: Strengthen Communications
  - Keep Goal #5: Support Sustainable Funding
- Narrow the Objectives for the next 4 years
- Reconsider OGIC's org chart / structure / use of committees
- Create a new web site for OGIC



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**AGENDA ITEM 5: Strategic Plan Update – Part 2**

**SUMMARY:**

Building off of the Strategic Plan Update Part 1 agenda item where OGIC considers external stakeholder feedback, this agenda item will focus on the Strategic Plan itself and the application of the Plan. The strategic plan workgroup is proposing that OGIC follow the federal government model for geospatial data management and governance. Looking at the federal organizational structure will help us learn about how we can best use the organizational structure in place in Oregon. OGIC can then embrace its role as the oversight body by endorsing an updated Strategic Plan that is focused on Oregon’s Framework Program.

**REPORT:**

Building off of the Strategic Plan Update Part 1 agenda item where OGIC considers external stakeholder feedback, this agenda item will focus on the Strategic Plan itself and the application of the Plan. After conducting some research, the strategic plan workgroup is proposing that OGIC follow the federal government model for geospatial data management and governance. The federal government structure<sup>3</sup> shown in Figure 1 is similar to Oregon’s current structure. What we gain from looking at the federal model is clarity on OGIC’s role, the actors who do the work, and potential reporting opportunities that allow the actors to engage more directly with OGIC members.

The proposal of the strategic plan workgroup takes into account several key observations:

- The current Strategic Plan is largely reliant on non-OGIC members to carry-out the goals and objectives of the Plan.

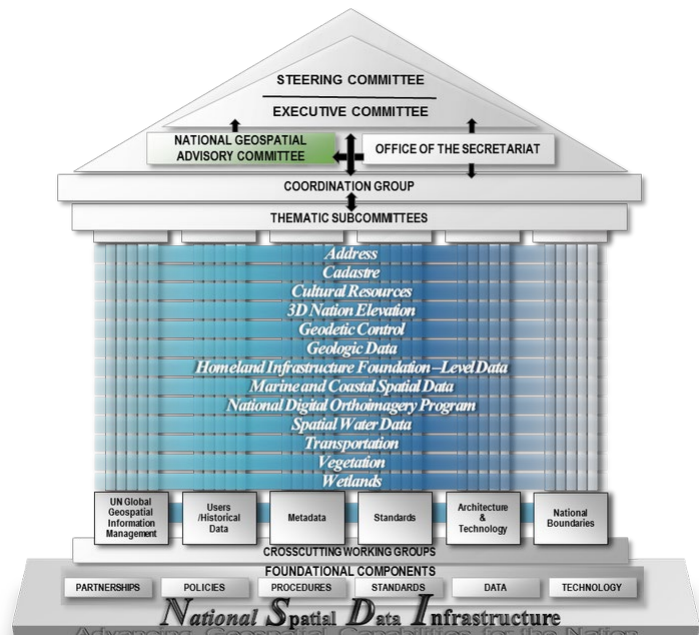


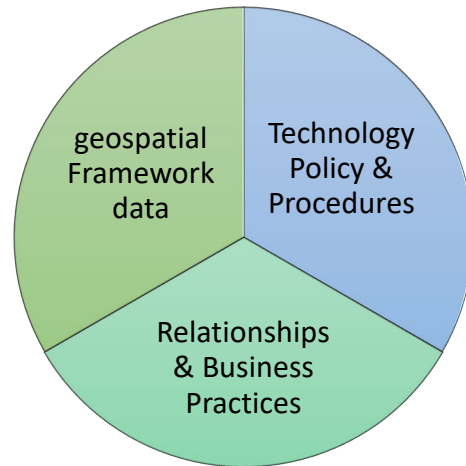
Figure 1 FGDC Structure

<sup>3</sup> [FGDC Structure and Federal Agency and Bureau Representation — Federal Geographic Data Committee](#) (FGDC)



- In Oregon, the program that assembles the people, technology, and data to advance geospatial data management and sharing is Oregon’s Framework Program.
- OGIC is the oversight body for the Framework Program and OGIC needs targeted activities that are in alignment with its role (discussed in the Part 1 agenda item) and articulated in annual or biennial work plans.

**Figure 2 Oregon's Spatial Infrastructure**



**Recommendation**

The tone of the updated 4-year Strategic Plan on data management (ORS 276A.506(1)(b)) should be directed to Oregon’s Framework Program. OGIC can then focus their activities on tasks that support the Framework Implementation Teams, as well as, other priority geospatial data initiatives that directly advance the goals of the Strategic Plan.

**OPTIONS:**

OGIC will not be asked to make a decision on this item.

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## **AGENDA ITEM 6: Council Business**

**SUMMARY:** OGIC will discuss matters of general business including the use of work sessions and OGIC TAC and PAC vacancies. The GIO will provide an update on a legislative concept that has been introduced by the Department of Administrative Services on OGIC's behalf, that makes small corrections to ORS 276A.503 regarding the filling of OGIC vacancies. Finally, the Chair will also provide a recap of the June 3<sup>rd</sup> presentation to the Joint Legislative Committee on Information Management and Technology (JLCIMT).

### **REPORT:**

#### **Work Sessions**

Many public bodies commonly use work sessions in addition to their regular meetings to learn about specific topics of interest or to take a deep dive into an issue so that everyone can understand nuances of the topic before an official decision has to be made. Work sessions are public meetings where no decisions are going to be made and therefore no quorum is required for the meeting. They are meant to be informative and educational.

The work underway on the strategic plan and the proposed changes discussed in earlier agenda items have prompted the OGIC executive committee to consider the use of work sessions to enable OGIC members to be more informed and engaged on a variety of topics. The strategic plan workgroup does not believe that they can ensure that OGIC is fully informed on changes to the strategic plan without the use of work sessions. Other examples for future work sessions are: new member orientations, educational sessions on national initiatives like Next Gen 911 or the National Address Database, and presentations from the Oregon GIS community.

This item is being brought forward for OGIC to discuss the benefits and need for work sessions and to determine if OGIC members are able and interested in attending additional, shorter meetings for these purposes.

#### **OGIC TAC/PAC Vacancies**

Over the last year, OGIC has experienced a large amount of turn-over in its own membership as well as turn-over on its official committees. Several new OGIC members were serving on OGIC's Policy Advisory Committee (PAC) last year and their appointment has left vacancies on PAC. Additionally, many people have made job changes which has affected both the Technical

Advisory Committee (TAC), PAC, and OGIC. To that end, this agenda item is focused on the vacancies that remain today.

OGIC members are responsible for appointing counterpart representatives for OGIC TAC and PAC. Example: regional gov't OGIC member should appoint and/or assist with finding a person to represent regional gov't for TAC and PAC. Here is the list of our current vacancies:

Committee	Position Vacant
PAC	Regional Gov't
PAC	Special Districts
PAC	State Agency (2)
PAC	Association of Oregon Counties
PAC	League of Oregon Cities
PAC	Public Safety Answering Points (PSAP)
PAC	Federal Agency
PAC	County/City Rep (from GIS Manager)
PAC	Non-Profit
TAC	County Assessors
TAC	Federal Agency
TAC	State Agencies (3)
TAC	Non-profit
TAC	Public Safety Answering Points (PSAP)

When looking at this list, vacancies on OGIC may become more apparent. The OGIC Chair will provide an update on finding new OGIC members to fill vacancies that exist today on OGIC in the regional gov't, special district, federal agency, and public utility positions.

**Legislative Concept**

The Department of Administrative Services has submitted a legislative concept on OGIC's behalf that makes small corrections to ORS 276A.503 regarding the filling of OGIC vacancies. More specifically, the legislative concept removes the requirement for each term to begin January 1 and removes the requirement that appointments to vacancies are limited to the remaining period of the vacant term. The current language is problematic because it creates a situation where the entire Council could turn-over at one time at the end of the calendar year. Technically, staggered terms are not allowed under the current statute.

To fix the issue described above, two changes are being made that will remedy this situation:

- 1) allow appointments to begin at any time during the year, and
- 2) allow an appointment that is made to fill a vacancy to serve a full 4-year term instead of the remainder of the term.

These small changes will help stagger the appointment terms of OGIC members and prevent OGIC from having a full Council turn-over at the end of a 4-year time period.

**June 3<sup>rd</sup> Presentation to JLCIMT**

In late April, the OGIC Chair and GIO received a request from the Legislative Fiscal Office to present to the Joint Legislative Committee on Information Management and Technology (JLCIMT) regarding the OGIC Fund established in ORS 276A.512, recommendations related to sharing geographic information among public bodies (ORS 276A.506), and the status of the Geospatial Data Management and Sharing (GDMS) Project. The OGIC Executive Team and DAS Enterprise Information Services staff put together a presentation and memo for JLCIMT and they were provided to you in advance of the JLCIMT hearing. Today, the OGIC Chair will provide a general update on the presentation that was given June 3<sup>rd</sup>.

Here are links to the materials on the [Oregon Legislature web site](#):

[OGIC Fund - Report](#)

[OGIC Presentation](#)

**OPTIONS:**

OGIC will not be asked to make a decision on this item.



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## **AGENDA ITEM 7: OGIC TAC and GPL Updates**

### **SUMMARY:**

OGIC will receive an update on activities of the OGIC Technical Advisory Committee (TAC) that have occurred since the last quarterly OGIC meeting in April.

OGIC TAC Chair: Chris Zeitner, City of Springfield, [czeitner@springfield-or.gov](mailto:czeitner@springfield-or.gov)

OGIC will also receive an update on activities of the State GIS Program Leaders (GPL) that have occurred since the last quarterly OGIC meeting in April.

OGIC GPL Chair: Malavika Bishop, Oregon Department of Environmental Quality,  
[malavika.bishop@deq.oregon.gov](mailto:malavika.bishop@deq.oregon.gov)

### **OPTIONS:**

OGIC will not be asked to make a decision on this item.

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## **AGENDA ITEM 8: Geospatial Data Management & Sharing Project Update**

### **SUMMARY:**

The Geospatial Data Management and Sharing (GDMS) Project is the result of joint effort by OGIC and the Office of Data Governance and Transparency in submitting a Policy Option Package (POP) to the 2021 Oregon Legislature to fund the creation of a secure portal for data sharing by public bodies, along with four data-development initiatives to test the sharing environment and provide a proof of concept for future data sharing funding requests. OGIC invested many hours into the development of the POP components and has a vested interest in the successful completion of the project.

The State GIO will present an update on the GDMS Project and tasks that have been completed or are underway since the April OGIC meeting.

### **REPORT:**

The Geospatial Data Management and Sharing (GDMS) Project consists of three primary components: GEOHub Portal, Data Development and Project Validation, and Data Sharing Governance and Management. All of the project components are going to be supported by GEO staff, a GIS Consultant, the FIT Leads and Framework Implementation Teams, and external technical advisory groups.

In Qtr 2 of 2022, the primary GIS consultant contract with the Timmons Group was fully executed and Timmons was fully onboarded into the project. Much work has been done to get the project off-the-ground and moving full steam ahead in an effort to make up for the procurement delays that have greatly impacted the project schedule and activities. The following tasks are underway:

- Physical design of the GEOHub Portal; review/update of business requirements
- Research and demos of QA/QC tools
- Review of Framework data element descriptive attributes for completion of a Data Inventory by the FIT;
- Research of Data Inventory and Management Tools
- Assistance with Data Development Focus Groups to determine viable data development projects



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Rachel Smith will present an update on the status of the Project (scope, schedule, budget) and current challenges facing the project.

**OPTIONS:**

OGIC will not be asked to make a decision on this item.





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**AGENDA ITEM 9: Public Comment**

**SUMMARY:**

OGIC will receive public comments during this agenda item. Please submit written comments to [Rachel Smith](mailto:rachel.l.smith@das.oregon.gov) by 10am on the day of the meeting or raise your hand in the Teams meeting when this agenda item is reached.