

# **Administrative Boundaries FIT Meeting Minutes**

May 30<sup>th</sup>, 2024

10AM – 11AM

In attendance:

- Karen Grosulak-McCord, FIT Lead, DLCD
- Melissa Foltz, Framework Coordinator, DAS EIS
- Ariel Low, LPRO
- Diana Walker, ODA
- Randy Dana, DLCD
- Chauncey Smith, ODF

The meeting started at approximately 10:05AM.

## **Teams Channel**

Karen advised that an Administrative Boundaries FIT Teams channel is currently operational and ready for use. The channel can be used for coordination and collaboration on shared projects and updates. Minutes for FIT meetings will be saved on both GEOHub and the Teams channel.

## **Updates on FIT Recruitment and Listserv Cleanup**

Karen advised that she engaged with interested parties at the Spring Framework Forum, and there was general consensus of an overall lack of understanding of what the FITs purpose is. Melissa advised that all FITs are struggling with this issue and that the reasons are different between teams. FIT presentations at group meetings and free conferences would be a good idea to boost participation.

Karen has reached out to stewards of admin boundaries datasets who are currently not part of the FIT.

## **Framework Dashboard and Inventory Contacts**

The team reviewed an online Framework dashboard that Ariel had created. The dashboard serves as a platform to review dataset details and stewards and can be a way to keep an eye on the overall condition of FIT datasets both individually and in aggregate.

The Framework data element inventory will begin the review and update process around July. Contacts curated from the dashboard have been reviewed and updated and the team is encouraged to do their own review of the contact inventory to advise of any errors or additions. The contact inventory is currently available on the Teams channel.

## **Work Plan**

The current work plan is available for editing and comments on the Teams channel. Team collaboration to produce a list of recommendations for stewardship plan and standards updates was proposed, with the purpose of providing a consensus and prioritization endorsed by the FIT that could strengthen proposals to work on datasets in the future. The group was encouraged to think about their own

datasets and how they could benefit from updated stewardship plans or standards, and the group will reconvene in the fall to discuss.

### **Upcoming Workgroup Opportunities**

Karen advised that the Planning Workgroup should be convening later this year to work on a standard and updated stewardship plan for the historical UGB layer, as well as the zoning layer in 2025. Interested parties should reach out to Karen and look for communication later this year.

### **Roundtable**

The team discussed how to keep layers up to date in GEOHub if attribute or minor boundary changes occur prior to an official update. Melissa advised that GEOHub offers a data readiness survey, and features services can be registered as a link in GEOHub and will be kept updated publicly as the service is updated. Frequently updated datasets don't need to use the readiness survey, but it is a good idea for ad hoc updates. A quick help guide for data stewards is expected from DAS GEO in the near future.

The team reflected on a recent discussion within GPL about how to structure GIS projects.

The meeting adjourned at approximately 10:50AM.