

Administrative Boundaries FIT Meeting Minutes

April 2nd, 2024

10AM – 11AM

In attendance:

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

The meeting started at approximately 10:05AM.

Upcoming Events

Karen advised that the Spring Framework Forum will be happening on April 25th in Astoria. Melissa confirmed there are still hotel rooms available, but they are limited. Ariel gave a brief overview of a presentation about using framework data in her current work that she will be giving at the forum.

Karen advised that GIS in Action will be happening between April 30th and May 1st. Metro will be giving a presentation about its rebuild of the MetroMap application, as well as a presentation about Middle Housing data.

A group Teams channel to include organizations outside the state enterprise is in testing and Admin Boundaries will be one of the FITs to test the new system. It is the hope that eventually the Teams channel will replace the listserv communication platform for all FITs. Admin Boundaries will be asked to give feedback on any issues once testing rolls out.

Work Plan

Karen presented draft sections of a work plan for the FIT. It included five “opportunities” with varying action items. The plan will be 1-2 years and will guide the FIT on projects that will move the Framework program goals and objectives forward.

The FIT discussed the five opportunities and explored ideas and action items for each.

1. *Update listserv / improve engagement.* Ideas and actions identified were:
 - a. FIT Lead to update the listserv and remove defunct emails.
 - b. FIT to generally promote more participation in the FIT and can use the Framework Forum as an opportunity to do so.
2. *Inventory datasets with feasible stewardship plans.* Ideas and actions identified were:
 - a. Stewardship plans have a specific structure and requirements. Melissa will share a guidance document.

- b. It would be helpful to look across all datasets to identify stewards we don't have currently involved in the FIT, especially from agencies with multiple datasets in the theme.
 - c. RLIS has process documentation for continuity and Metro might be able to share that documentation as an example.
- 3. *Ensure publication dates, stewards and contacts, and metadata of the Administrative Boundaries data elements published on GEOHub are accurate and complete.* Ideas and actions identified were:
 - a. A good start for understanding where missing or incorrect contacts exist might be to research current contacts and complete an email search to see if the listed contacts are actually still working at the identified agency, then following up with current published agency contacts if not.
 - b. Collaboration with other workgroups and FITs on possible existing processes might be helpful.
 - c. Visualizations with charts or a dashboard might be helpful to see what is outstanding as out of date compared to update frequency.
 - d. Daylighting data quality information and adding dates of "review" might increase confidence in framework datasets.
- 4. *Review Administrative Boundaries data element inventory.* Ideas and actions identified were:
 - a. FIT Lead to coordinate with the FIT to evaluate the inventory for necessary changes.
 - b. It would be helpful to see data usage statistics from GEOHub for prioritization when reviewing if data elements need to be removed, updated, or moved.
- 5. *Encourage stewards of zipped data elements with approaching updates to consider feature services for publishing.* Ideas and actions identified were:
 - a. Some data elements have reasons to be provided in a zip file and should possibly be provided in both formats – zipped and a service.
 - b. Not all agencies have the capacity to serve their data.
 - c. Conversations with stewards can happen as updates occur.

Karen will schedule additional meetings to further discuss how to move forward with the work plan.

Roundtable

Diana advised that there will be extensive updates to the ODA soil conservation zones layer due to legislative updates.

Meeting adjourned at approximately 11:00AM.