

**MINUTES OF MEETING OF THE  
ARIZONA GEOGRAPHIC INFORMATION COUNCIL  
DATA COMMITTEE – CADASTRAL WORK GROUP**

**DRAFT**

A public meeting of the Arizona Geographic Information Council was convened Oct 8, 2021 at 1PM on Webex. Present at the meeting were the following members or designees of the AGIC Data Committee-Cadastral Work Group:

**I. Table 1: Committee Voting Members**

<b>Member</b>	<b>Agency/Company</b>	<b>In Attendance</b>
Jack Avis, Co-chair	Pima County	Yes, phone
Jenna Leveille, Co-chair	AZ State Land Department	Yes, phone
Elizabeth Heller	AZ Department of Water Resources	Yes, phone

**II. Table 2: Public Members At-Large**

<b>Member</b>	<b>Agency/Company</b>	<b>In Attendance</b>
Mike Fondren	AZ Public Land Surveyors	Yes
Ron Holcomb	AZ Department of Water Resources	Yes

- III. **Call to order**: Meeting was called to order at 1:03 pm; Introductions were made by the committee; ensuring attendance list was managed and quorum established.
- IV. **Approval of the July Meeting Minutes**: July meeting minutes were distributed prior to the meeting via email. Jenna asked for a motion to approve the minutes as written. Jack Avis motioned, and Elizabeth Heller seconded the motion. Motion passed unanimously without discussion.
- V. **New Co-chair discussion and vote**: Jenna shared that Elizabeth Heller has volunteered to be Co-chair of the group, replacing Jenna. The establishment of the group and the discussions have contributed directly to the challenges faced by her agency and she feels it is appropriate to volunteer some of her time back. Jenna asked for a motion to approve Elizabeth as the new Co-chair. Jack motioned and Jenna seconded. There was no further discussion and the motion passed unanimously.
- VI. **Review/Discussion of draft workflow/decision tree**: Jack provided a draft workflow document he developed to guide agencies/entities in best practices related to utilizing cadastral data in their GIS mapping efforts at a state or county scale. He reviewed each section of the workflow in details and provided examples. Please see draft workflow diagram for details.
- VII. **Next Steps**: The group agreed that the next steps include sending the draft workflow/decision tree to the Data Committee for approval with a request for

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Council approval to post on the AGIC website. Other topics discussed relating to next steps included revisiting the survey and sending out to county entities annually. The survey should be modified to include a question on participating in statewide parcel coordination, and publishing information to the AGIC and/or AZGeo websites. The group also discussed the formation of an AZGeo Parcel Administrator group to facilitate data sharing, and development of a glossary of terms relating to historic cadastral records. These items will be added to the next meeting agenda for further discussion.

- VIII. **Information for Future Meetings:** A doodle poll will determine the date for the next meeting.
- IX. **Adjourn:** Meeting adjourned at 1:59pm.