

**MINUTES OF MEETING OF THE
ARIZONA GEOGRAPHIC INFORMATION COUNCIL
DATA COMMITTEE – Data Sharing Workgroup**

Pursuant to A.R.S. §38-431.02, notice is hereby given to the members of the Arizona Geographic Information Council and to the public that the Arizona Geographic Information Council will hold a meeting open to the public.

Meeting Time:

Wednesday, March 20, 2024, at 3:00 pm – 4:00 pm

Meeting Locations:

Call-in Only – google meet

Web and Tele-Conference Information:

Google Meet joining info

Video call link: <https://meet.google.com/itc-fvpn-tbo>

Or dial: (US) +1 612-399-9107 PIN: 355 805 244#

More phone numbers: <https://tel.meet/itc-fvpn-tbo?pin=3819960529486>

Table 1: Committee Members

Member	Agency/Company
Jenna Leveille	AZ State Land Dept
Steve Whitney	Pima County
Kasey Green	AZ State Land Dept
Veronica Nixon	AZ Dept of Water Resources
Julie Mikolajczyk	AZ Dept of Environmental Quality
Howard Ward	TerraSystems SW
Jeff Wolkove	ADOA ASET

Items on the agenda may be heard out of order. The Committee may discuss and act on the following items. The agenda of the meeting is as follows:

Attendees: Steve Whitney, Howard Ward, Kasey Green, Veronica Nixon, Kelsey Gerchar, Austin When, Karol Francis, Julie Mikolajczyk, Jenna Leveille, Brian Brady

3:00 pm Call to Order and Introductions

3:03 Call to Order. Quorum is established

3:05 pm Approval of [March 6, 2024](#) meeting minutes

Kasey Green motioned to approve the March 6th meeting minutes, Jenna seconded. Motion passed unanimously without discussion.

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3:07 pm Review and discuss suggested updates/changes to the [2024 Data Sharing Guidelines v1 document](#)

Lots of activity in the last two weeks. The group agreed to work through the comments added. One clarification – there is two sections on Open data – one was legacy from the 2019 document; will resolve this before finalizing. Formatting will be one of the last efforts in word rather than google.

- Action: Jenna to resolve the inconsistency in the summary page/section to align with the content in the document
- Action: Jenna to add definition text box to page 11 with definitions of authoritative, steward and custodian
- Action: Steve to expand on Broader benefits to include an example for each
- Action: Jenna to move case studies to the end of the document

Ended review at Data Stewardship; the group agreed to forgo deadline to complete document before the next Data Committee meeting. Will continue to work through edits until the group agrees this version is complete.

3:57 pm Information or Topics for Future Meetings

Next meeting is April 17, 2024, 3PM

4:00 pm Adjourn 4:02PM

A copy of the agenda background material provided to working group members is available for public inspection at the Arizona Geographic Information Council's office at 1110 West Washington Street, Phoenix, AZ 85007.

The Arizona Geographic Information Council does not discriminate on the basis of disability in the provision of its programs, services, and activities. Persons with disabilities who require accommodations for effective communication and participation in the meeting may request a reasonable accommodation by contacting the ADA Coordinator at (602) 542-2629. Requests should be made as early as possible to arrange the accommodation

Members of the Committee will attend either in person or by telephone conference call.

Questions regarding the meeting may be referred to Jenna Leveille at 602-364-3747.

This agenda will be posted at Arizona State Land Department, Arizona Geographic Information Council Website, 1110 W. Washington St, Phoenix, AZ 85007 by Jenna Leveille on 24 hours prior to meeting.

Karol Francis
3:12 PM
kfrancis@azdot.gov

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Austin Wehn

3:12 PM

austin.wehn@wehn.dev

Kelsey Gerchar

3:12 PM

kgerchar@azgfd.gov

Julie Mikolajczyk

3:23 PM

Veronica, can you please mute?

nvm. :)

Kelsey Gerchar

3:27 PM

Is there a copy of the MOU I can view?

Julie Mikolajczyk

3:28 PM

<https://aset.az.gov/sites/default/files/Arizona%20Interagency%20Data%20Sharing%20Memorandum%20of%20Understanding%20v2-1.pdf>

All of our various state policies are here, including the MOU: <https://aset.az.gov/policies-standards-and-procedures>

Kelsey Gerchar

3:29 PM

Perfect! Thank you!

Julie Mikolajczyk

3:57 PM

Microsoft SQL Server SSIS