

AZSITE Consortium Board Meeting Minutes

July 13, 2022

10:00 a.m. to 11:05 a.m.

A quorum was obtained.

A. CALL TO ORDER (Watson)

Meeting called to order at 10:00 a.m.

Board members present:

Jim Watson, Chairperson, Arizona State Museum (ASM)
Mary-Ellen Walsh, Arizona State Historic Preservation Office (SHPO)
Kelley Hays-Gilpin, Museum of Northern Arizona (MNA)
Christopher Caseldine, Arizona State University (ASU)

Members of the public present:

Gabe McGowan (AZSITE Manager)
Carrie Schmidt (AZSITE GIS Technician)
Sarina Mann (ASM)
Karen Leone (ASM)
Emily Fiocoprile (ASM)
Patrick Holt (Arizona Department of Administration)
Michael Brack (Tierra Right-of-Way)
Dan Garcia (Salt River Project)
Cara Lonardo (Terracon)
Rachel Fernandez (ASU)
Branden Fjerstad (PaleoWest/Codify)
Sarah Herr (Desert Archaeology)
Jenni Rich (ACS)
Stephanie Bosch (AZTEC)
Nina Rogers (WAPA)
Ian Milliken (Pima County)
Lynn Neal (LA Neal Consulting)
Allen Dart (Old Pueblo Archaeology Center)
Reylynne Williams (GRIC)

B. Introductions

1. Members of the AZSITE Board were introduced.
2. The AZSITE Manager and GIS Technician were introduced.

C. Agenda Items – The Board may consider or take action on any of the following:

1. Discussion and Approval of 2nd Quarter 2022 Meeting Minutes (Watson)
 - a. Motion to approve (Walsh)
 - b. Seconded (Hays-Gilpin)
 - c. Approved unanimously.

2. Finance Report (Watson)

a. Watson reviewed the finance report. The state fiscal year ended June 30, so we are currently in FY23 fiscal year. The previous financial year (FY22) report has not yet been published. AZSITE payments come through on a calendar year basis as opposed to fiscal year. Uncommitted Cash Expenditure is currently at \$191,569.00, which is above the necessary amount to meet AZSITE operating costs.

i. Current Fund Balance: \$211,380.00

ii. Income: \$130,875.00

iii. Expenses: \$176,062.00

b. Discussion:

i. Walsh inquired if it is time to investigate grant opportunities.

1. Watson replied that it has been difficult to find appropriate sources due to the consortium.

2. McGowan stated grants are currently being investigated, such as a National Endowment for the Humanities grant. This grant would have to be through the Arizona State Museum (ASM) on behalf of AZSITE.

ii. McGowan asked if the fiscal report included the purchase order for ASU-GRS services.

1. Watson stated that the purchase order will not show up until the next cycle.

2. McGowan stated that the purchase order is now up to \$49,000 for the upcoming year.

3. Watson stated that this should not be a concern.

iii. Walsh stated that the legislature should be asked for funds for AZSITE in the next year. Walsh will discuss this with the State Historic Preservation Officer. She will recommend putting funds for compliance projects towards AZSITE.

3. Ad-Hoc Advisory Committee Report (Garcia)

a. Garcia presented the Ad-Hoc Advisory Committee Report. The committee has operated for two years with positions having a two-year term set to expire in August 2022. Garcia intends to step down as Chair of the Committee. Committee positions could be extended to second terms depending on the opinion of the board.

i. Discussion:

1. Watson recommended staggering the positions so not all positions turn over at the same time. Some positions could continue with a second term while others do not.
 2. Garcia stated there has been some turnover, so there has already been some staggering of positions. The next committee meeting this fall will continue the discussion.
 3. Hays-Gilpin stated that the board should not need to vote on if the committee positions can go beyond a two-year term or not. The goal is to ensure that everyone has an opportunity to serve and that there is a range of ideas, experience, and expertise.
 4. Watson thanked Garcia for his service setting up and chairing the committee.
- b. Garcia stated the committee will work on archiving documents.
- i. McGowan replied that AZSITE can host Ad-Hoc Advisory Committee Reports and documents on the website.
- c. Garcia created a tracking document for committee initiatives as requested by the board.
- d. The committee's current major project is the AZSITE user training. The training outline has been expanded to a slide deck. Sections have been assigned to different committee members. Committee member Rachel Fernandez suggested setting up a collaborative document for input from both committee members and non-committee AZSITE users. The committee decided that there will be no outreach to tribes directly from the committee.
- i. Discussion:
 1. Walsh stated that there is a letter for non-archaeologist government AZSITE users posted on the website stating that AZSITE is only one source of information and upcoming training will be required for access.
 2. Garcia stated that the training should be ready by the next calendar year. The committee supports giving Certified Local Government (CLG) non-archaeologist personnel access to AZSITE.
- e. Garcia stated that committee member Reylynne Williams inquired if there have been any meetings between AZSITE and tribes since the last board meeting.
- i. Discussion:

1. Walsh and Watson stated that no meetings have taken place. There are limited meetings throughout the year, and they have specific agendas. A meeting with AZSITE might require a special meeting.
2. Walsh stated that there may be an opportunity for a meeting at the Historic Preservation conference in October.

4. Legislative Updates (Garcia)

- a. Garcia reported no legislative updates. The Ad-Hoc Advisory Committee would be willing to assist with any efforts to discuss funding with the legislature.

5. AZSITE Updates (McGowan)

a. Backlog:

- i. Projects: 2,285 uploaded (90%); all backlog projects with shapefiles have been uploaded.

1. Watson inquired if projects without a submitted shapefile all require digitization by AZSITE staff.

2. McGowan replied that in addition to digitization, AZSITE staff reach out to agencies and organizations to determine if a shapefile exists for large project areas.

- ii. New Sites: 6,331 uploaded (83%)

- iii. Site Updates: 5,327 basic uploaded (75%)

b. Uploads Overall:

- i. There has been consistent progress over the past year uploading backlog projects and sites. The uploads for 2022 are on a slower pace than 2021 due to data creation needed for the remaining backlog projects and sites.

	2004-2009	2010-2014	2015-2019	2020	2021	2022
Projects	1,061	840	109	452	2,225	106
New Sites	1,706	1,287	194	1,084	4,087	1,058
Site Updates	-	-	-	752	5,033	220
PRFs	-	-	-	335	231	74
New/Updated Site Cards	-	-	-	322	511	316
Fixes	-	-	-	73	316	27

ii. New ARO Fee Structure uploads:

	2018	2019	2020	2021	2022
Projects Uploaded by Accession Year	91	197	127	50	0
Sites Uploaded by Calendar Year	-	-	167	140	157

c. User Applications and Billing:

	2021	2022
User Organizations	109	106
Users	331	345
Mercator Users	218	227
\$ Invoiced	\$126,075	\$134,750

d. Data Clips:

	2019	2020	2021	2022
Requests	48	46	51	129

e. Updates:

i. Attribute Search Application:

1. McGowan has been working on an update to the Attribute Search application. Improvements include additional search functions, enhanced internal integration, full integration of SHPO data tables, and additional document types (ASU site cards and ASM reports). The app will be staged in a simulated production environment and tested before being deployed. The draft version of the updated Attribute Search was previously presented to the Ad-Hoc Advisory Committee. McGowan gave a virtual tour of both the current and draft updated Attribute Search applications.

a. Caseldine inquired about the difference between searching for Newly Recorded ASM Sites versus the main site search.

i. McGowan responded that the Newly Recorded ASM Sites (Advanced Sites Layer) represent sites recently submitted to the ARO but not yet curated. The layer shows centerpoints, not boundaries; it is a different dataset than the AZSITE sites layer.

- ii. Caseldine inquired if they can be included in the main site search results to better ensure users are aware of sites in the Advanced Sites Layer.
 - iii. McGowan replied that this can be looked into for the updated Attribute Search.
 - b. Walsh stated there needs to be a note to contact SHPO if there are contradicting SHPO determinations. McGowan stated a guide will be developed.
- 2. Additional Data:
 - a. ASM reports will be made available through the Attribute Search.
 - b. Arizona State Museum (ASU) site cards will be made available through the Attribute Search as they are digitized.
 - c. There will be improved SHPO data integration with existing AZSITE data. There is currently confusion between National Register of Historic Places (NRHP) recommendations and SHPO determinations.
- ii. Web Mapping App:
 - 1. Project to update the web mapping application to an ESRI web map framework will begin this year.
- iii. Data Entry Application:
 - 1. There was a discussion with ARO about the Web Entry Module (WEM). ASM does not want submissions to go through AZSITE. ARO is investigating alternative options.
 - 2. Discussion:
 - a. Watson stated that the WEM comes from the time when AZSITE and ARO were the same entity. However, since they are now operating separately this makes the WEM unrealistic. Web submissions to AZSITE could be a voluntary option in the future.
 - b. McGowan stated that a current goal is to start reaching out to federal agencies about adding data to AZSITE. Bureau of Land Management (BLM) has requested AZSITE data for

their own internal database to improve data quality. AZSITE should be receiving the cleaned data following BLM efforts.

- c. Walsh stated it would be a good opportunity for discussing an integration with U.S. Forest Service and BLM through AZSITE.

D. Public Comment

- a. No public comments.

E. Date and Time of Next Meeting

- a. The next meeting is scheduled for Wednesday, November 2, 2022, at 10:00 a.m. The meeting will be on Zoom.
- b. Meetings will remain virtual moving forward.

F. Adjournment

- a. Meeting adjourned at 11:05 am