AZSITE Consortium Board Meeting Minutes
October 9th, 2025
10:01 a.m. to 10:56 a.m.

A quorum was obtained.

A. *CALL TO ORDER (JIM WATSON)*

Meeting called to order at 10:01 a.m.

Board members present:

1. Jim Watson, Chair (2025), Arizona State Museum (ASM)
2. Christopher Caseldine, Arizona State University (ASU)
3. Jeff Burns, Museum of Northern Arizona (MNA)
4. Mary-Ellen Walsh, Arizona State Historic Preservation Office, (SHPO)

Members of the public present:

1. Gabe McGowan (AZSITE Manager)
2. Ellie Maria Renteria (AZSITE GIS Technician)
3. Leah Grant (Ayuda)
4. Tim Goddard (ASM ARO)
5. Chance Copperstone (Burns & McDonnell)
6. Amber Redger (WAPA)
7. Kathey Turney (Tetra Tech)
8. Jenni Rich (Logan Simpson)
9. Sara Cullen (AZ DFFM)
10. Deanna Dytchkowskyj (Chronicle)
11. Krystina Isaac (ADOT)
12. S. Bosch (AZTEC)
13. Chris Schwartz (City of Phoenix)

B. *INTRODUCTIONS*

1. **Members of the AZSITE Board were introduced**
2. **AZSITE Personnel were introduced**

C. *AGENDA ITEMS*

The Board may consider or take action on any of the following:

1. **Discussion and Approval of 3rd Quarter 2025 Meeting Minutes (Watson)**

    a. *Motion to approve (Walsh)*
    b. *Seconded (Caseldine)*
    c. *Approved (Unanimous)*

2. **Finance Report & User Fees (McGowan)**

    1. Participation

a. McGowan notes that participation is slightly down this year, but revenue is up because of the fee increase, as well as a small payment from NPS for development of new layers for data from Tuzigoot & Montezuma Castle National Monuments

b. The total amount invoiced for calendar year 2025 accounts is $263,940, up from $233,555 for calendar year 2024 accounts

2. University of Arizona Financials FY25 End of Year

    a. Beginning balance: $0

        i. Excluding $133,719 carryforward from FY24 frozen by UA

    b. Total income: $260,895

        i. Excluding $165,158 transfer from UA UITS

    c. Total expense and transfers $170,310

        i. Excludes remaining encumbrance on FY25 ASU Hosting and Maintenance PO ($23K)

    d. Annual balance: $90,585

3. Fund Summary - 10/8/25

    a. Beginning balance: $0

        i. $389,462 frozen by UA

            1. $133,719 FY24 carryforward

            2. $165,158 transfer from UITS

            3. $90,585 FY25 carryforward

    b. Total income: $18,250

    c. Total expense and transfers: ($51,826)

        i. Walsh asked if we could find a way to spend money being frozen by UA before it is frozen. We need to use our money for our projects, and spend it on our projects

        ii. Watson notes that the freeze of FY24 carryforward had been understood to be a one-time action, and the freeze of FY25 carryforward was not expected. ASM is working to reclassify AZSITE's account within the UA system to prevent this in the future.

        iii. Walsh proposes new business for next meeting to identify projects for any potential FY26 carryforward balance to be spent on

    d. Encumbrances: ($161,636)

        i. Excludes remaining encumbrance for FY25 ASU PO ($23K)

    e. Cash Expenditure Authority: ($195,212)

4. Fiscal Year 2026 Budget Projected vs Actuals

      a.   Personnel costs: $179,976 projected; $178,115 actual/remaining projected.

      b.   Operations costs: $47,775 projected; $46,159 actual/remaining projected.

5.   FY26 Budget

      a.   Gabe notes that UA has said they will not charge IDC fees of 2% on expenditures and UA 11% on income this year.

      b.   Total projected spending with these fees included was about $261,000; without them, it is around $228,000.

6.   AZSITE User Applications and Billing and AZSITE User Fees (Table 1 and Table 6)

      a.   Gabe notes that we are in a position to possibly reduce fees, to avoid freeze of any FY carryforward. Mapping our calendar year 2025 payments back to the 2024 fee structure yields around $228,000 in revenue. Alternatively, we can try and allocate that money on additional projects.

      b.   Chris notes that outside of projects, charging the fees at the beginning calendar year causes issues with the budget, as they are mismatched. Is there any way to do fees on a fiscal year rather than calendar year?

           i.   Watson notes that is not really possible

          ii.   Chris asks if ongoing projects with funds are also frozen. Is there a way to encumber funding to cross the fiscal year so they can't sweep it?

        iii.   Watson notes that it is something we should look into. But the real issue is finding things to encumber. He did not anticipate freezing and sweeping accounts would happen again, and that action needs to be taken to anticipate this again and will reach out to Rocha for guidance on that

      c.   Gabe states that in terms of money we need, our budget for this fiscal year looks to be close to 230,000 – however the ArcGIS Enterprise Migration could go over budget, which wouldn't be surprising. The project costs seem to have been estimated quite low and the project been a slow process to get moving.

      d.   Watson proposes that we add Reducing Fees as a topic for next meeting

3. Funding Opportunity (Walsh)
Florence Copper Project Funding

1.   Walsh discusses that the money is for a database, SHPO and ASLD have discussed that money go to AZSITE. We are waiting on approval from the EPA still. Additionally, Florence Copper may have more funds from the next phase of their projects. However, that money cannot be given to AZSITE if it is just going to be frozen by the UA. We want to money to remain there, with AZSITE. Hopefully by the next meeting we will have that funded.

4. Large Data Clip Request (Renteria)

See attached Data Clip Request Map

1. Clip:
    a. Data Clip Number: 202509240719
    b. Requested By: Sydney James, Terracon Consultants, Inc
    c. Requested Date: 9/24/2025
    d. Total Sites: 1051
    e. Total Projects: 390
    f. Combined Total: 1441
    g. Acres: 372,021
2. Approval of Data Clip (Watson)
    a. Motion to approve (Walsh)
    b. Seconded (Caseldine)
    c. Approved (Unanimous)

5. AZSITE Updates (McGowan)

1. Summary ([Table 2](#))
2. ASM New Fee Structure Items ([Table 3](#)) – update table
3. Upload Metrics for ASU, MNA, USFWS ([Table 5](#))
    a. Gabe notes that this is New Fee Structure Projects only, and that the table reflects data that is made available to use, and not everything at ASM, just what has made it through review to the curation queue at ASM.
    b. Gabe notes that the total available numbers for New Fee Structure original site recordings and site updates have been updated due to an error in how they were calculated for the last meeting.
4. Data Clips and Fixes Table ([Table 4](#))
    a. Gabe note that we've had 67 new data clips since the last board meeting.
5. Other updates:
    a. Advisory Framework
        i. Boards and Commissions has identified a policy advisor, and applicants have been interviewed for CRM and State Agency positions. Approval could take 2-3 months.
        ii. Seeking applicants for Tribal Preservation Office Representative position
    b. ArcGIS Enterprise (AGE)
        i. AZSITE Personnel completed AGE data management training in July

      ii.   ASU is provisioning a new server for AGE and AZSITE's AGE instance should be online the week of 10/13.

      iii.   McGowan has been updating core layers and reference datasets so that we can be ready to deploy into the new environment

   c. Data waiting to be deployed in AGE

      i.   NPS provided data from Tuzigoot and Montezuma Castle

      ii.   ADOT provided new reference data, other data to come as well

      iii.   Tumamoc Hill research group provided a geodatabase to be shared in AZSITE – it is an extremely detailed dataset for a small area and likely would require its own application.

   d. Grants

      i.   NPS PTT Grant

         1. Submitted 3/3/2025 for AGE/XB migration project

         2. Notified 7/8/2025 that we were not funded

      ii.   South 32/AACD funds for tribal government accounts ending

         1. 13 out of 16 accounts requested

         2. In discussion about another round of funding

   e. San Miguel Student Worker

      i.   Working on negative surveys

      ii.   Building skills for other workflows

   f. Questions

      i.   Watson notes that AZSITE is much more up to date than it has ever been

D. PUBLIC COMMENT

1. Walsh notes that ARO Fees are going up next year as well, and asks if we can put out a questionnaire about continuing use of AZSITE as it relates to the increase in ARO Fees? Will the mandatory records search of ARO impact AZSITE use?

   a. AZSITE should prepare something for this for new business

E. DATE AND TIME OF NEXT MEETING

Proposed Chair for 2026: Mary-Ellen Walsh, Arizona State Historic Preservation Office, (SHPO)

Proposed Next Open Meeting: January 15th, 2026, time: 10:00:am

Location: Zoom (https://arizona.zoom.us/j/88630572942)

F. ADJOURNMENT

> d. Motion to approve (Watson)
> e. Seconded (Caseldine)
> f. Approved (Unanimous)

Meeting adjourned at 10:56 am

G. *APPENDICES*

1. **Table 1: AZSITE User Applications and Billing**

	2021	2022	2023	2024	2025
User Organizations	109	114	117	132	127
Users	331	356	373	431	417
Mercator Users	218	237	259	281	272
$ Invoiced	$126,075	$138,350	$145,900	$233,555	$263,940
$ Not Yet Paid	-	-	-	-	$9,970

2. **Table 2: Updated Summary of Data Uploads by Year**

Mean Annual (past) Total Annual (current)	2004-2014	2015-2019	2020	2021	2022	2023	2024	2025
Projects	951	109	452	2,225	172	220	421	389
New Sites	1,497	194	1,084	4,087	1,663	696	387	535
Site Updates	-	-	752	5,033	299	360	578	573
ASM PRFs	-	-	335	231	257	361	400	126
New/Updated ASM Site Cards	-	-	322	511	405	743	169	924
ASM Reports	-	-	-	-	4	3,975	2,401	426
ASU Site Cards	-	-	-	-	117	56	810	745
MNA Reports	-	-	-	-	-	-	53	1
USFWS Site Forms	-	-	-	-	-	-	171	50
USFWS Survey Reports	-	-	-	-	-	-	10	17
SHPO Site Info Entries	-	-	-	-	-	872	982	260
SHPO Project Info Entries	-	-	-	-	-	1,266	1,456	1,240
SHPO NRHP Eligibility Dets.	-	-	-	-	-	806	812	305

3. **Graph 1: Time Series for Uploads from 6/20 to 6/25**
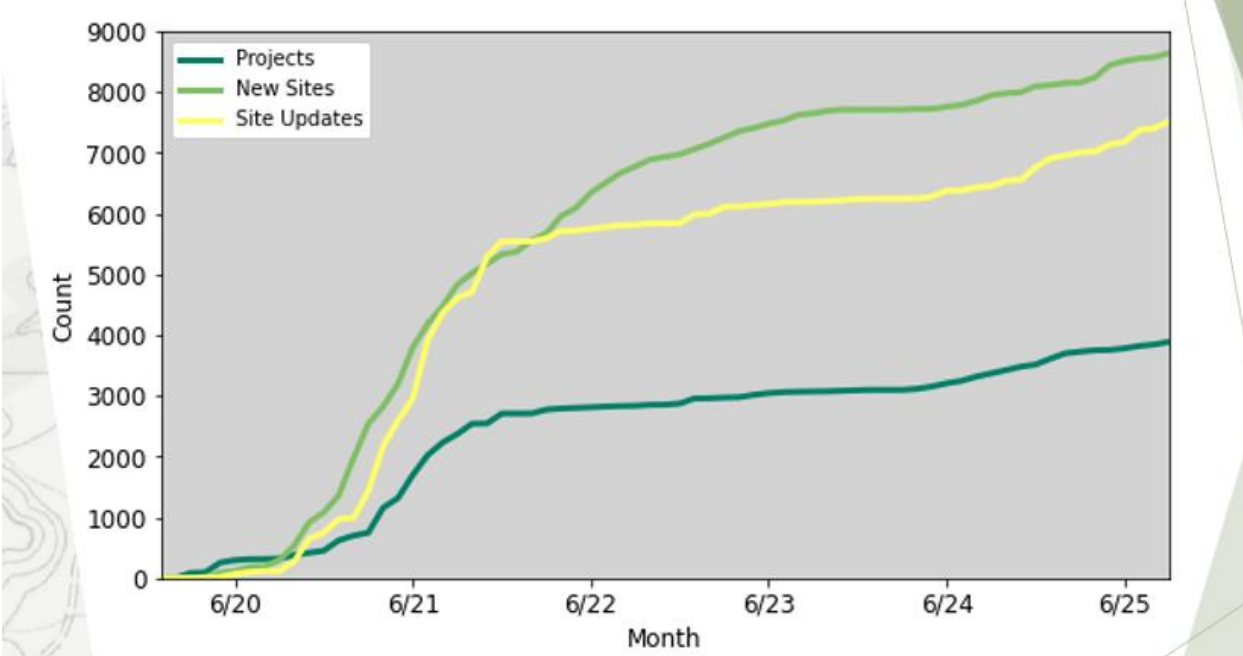
4. **Table 3: Summary of Upload Progress, ASM New Fee Structure**

Type	ASM Curation Queue*	Total Available to AZSITE	Uploaded	Outstanding
PRFs (ARO/PO/REPO)	110	1,639 [+3]	1,639 [+3] (100%)	0 (0%)
Reports (ARO/PO/REPO)	112	1,638 [+3]	1,361 [+99] (83%)	277 (17%)
Negative Surveys (ARO/PO)	69	902 [-1]	843 [+34] (93%)	59 (7%)
Projects w/ Sites (ARO/PO) - project*	186	595 [+115]	539 [+193] (91%)	56 (9%)
Original Site Recordings	379	857 [+64]	842 [+129] (98%)	15 (2%)
Site Update Recordings*	160	840 [+198]	731 [+336] (87%)	109 (13%)
Site Cards	2,119	552 [+1]	552 [+1] (100%)	0 (0%)

5. **Table 4: Data Clip and Fix Requests**

Clips	2019	2020	2021	2022	2023	2024	2025
Requests	48	46	51	200	102	176	187 [+67]

Fixes	2023	2024	2025
Requests	3	62	46 [+11]
Closed	3	61	42 [+10]

6. **Table 5: Upload Metrics for ASU, MNA, USFWS Data**

Document Type	Total Available to AZSITE	Document Uploaded	On Tribal Land (not uploaded)	AZSITE has GIS data?
ASU Site Forms	1,747 [+345]	1,728 [+343] (99%)	3 (0.2%)	1628 (93%)
MNA Project Reports	970	54 (6%)	-	54 (6%)

Data Type	Total Available to AZSITE	Data Uploaded	Document Uploaded
USFWS Sites	442 [+21]	244 [+21] (55%)	220 [+20](50%)
USFWS Projects	33 [+8]	29 [+8] (88%)	27 [+8] (82%)

7. **Table 6: 2024 vs 2025 User Fees**

Account Type	2024/	2025
Standard I	$750	$825
Standard II	$650	$725
Government Standard I	$650	$725
Tribal Government Standard I	$625	$625
Educational	$120	$120
30 Day	$400	$450