

# **AZSITE Consortium Board Meeting Minutes**

**February 2, 2023  
10:00 a.m. to 11:05 a.m.**

A quorum was obtained.

## **A. CALL TO ORDER (Caseldine)**

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

Board members present:

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

Members of the public present:

Gabe McGowan (AZSITE Manager)  
Carrie Schmidt (AZSITE GIS Technician)  
Jenni Rich (Logan Simpson)  
Chance Copperstone (PaleoWest)  
Keith Pajkos (DFFM)  
Lesley Rodriguez (North Wind Resource Consulting)  
Dan Garcia (Salt River Project)  
Cara Lonardo (Terracon)  
Scott Courtright (NRCS)  
Lauren Tennison (North Wind Resource Consulting)  
Rachel Fernandez (ASU/tDAR)  
Mowana Lomaomvaya (ASM)  
Dani Phelps (ASM)  
Ian Milliken (Pima County)  
Branden Fjerstad (PaleoWest)  
Michael Brack (Tierra ROW)  
Stephanie Bosch (AZTEC)  
Sarah Herr (Desert Archaeology)  
April Carroll (APS)  
Kathryn Turney (Tetra Tech)  
Zachary Rothwell (North Wind Resource Consulting)

## **B. Introductions**

1. Members of the AZSITE Board were introduced.
2. The AZSITE Manager was introduced.

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

1. Discussion and Approval of 4<sup>th</sup> Quarter 2022 Meeting Minutes (Caseldine)
  - a. Move to approve (Hays-Gilpin)

- b. Seconded (Watson)
  - c. Approved unanimously.
2. Finance Report (Watson & McGowan)
- a. McGowan presented the finance report on behalf of Watson:
    - i. Encumbrances: \$124,158
    - ii. Current Fund Balance: \$176,163
    - iii. Uncommitted Cash Expenditure: \$52,006
  - b. McGowan discussed the current income from the ongoing 2023 application season. Invoices for 2023 accounts total about \$122,000, compared to about \$114,000 for 2022 accounts as of February 2, 2022. The total amount invoiced for 2022 user accounts was about \$138,000, about \$12,000 more than the \$126,000 total invoiced for 2021 user accounts.
  - c. Watson noted that expenses for general maintenance and ongoing projects are being covered by income.
  - d. McGowan proposed beginning discussions to increase user fees. After an initial analysis, the proposed fee changes can be voted on later in the year.
  - e. Discussion:
    - i. Watson agreed that it is a good time to revisit fees. University of Arizona has been restructuring staff salaries. This may raise salaries for AZSITE staff.
    - ii. McGowan stated that there have been merit and cost-of-living increases for AZSITE staff salaries since 2021, when the AZSITE annual budget was last updated.
    - iii. Walsh inquired if an additional fee should be implemented for data clips.
      - 1. McGowan replied that charging data clips fees can be investigated.
    - iv. McGowan stated that increasing fees by \$50 for full access accounts will raise approximately \$15,000 more income a year, while a \$100 increase would increase revenue by about \$30,000 per year.
    - v. Walsh stated that additional funding could be requested through the state legislature.
    - vi. McGowan stated that AZSITE will also continue looking into grants.
      - 1. Watson stated grants are typically only for projects and not to increase income.
      - 2. Caseldine said an endowment could be a possibility from a university endowment.

vii. McGowan and Watson will draft an updated AZSITE annual budget for the Q2 meeting. McGowan will also prepare alternative fee increase scenarios for the Q2 meeting.

1. Walsh inquired if there will be public meetings for comments on proposed fee changes.

a. McGowan replied that there was a user survey conducted and presented before the final vote for the previous budget changes.

b. Caseldine stated that a similar comment period can take place before the Q3 meeting and vote.

**3. SRPMIC THPO Access Request (McGowan)**

a. McGowan stated the Tribal Historic Preservation Office (THPO) Archaeologist for the Salt River Pima-Maricopa Indian Community (SRPMIC) inquired whether AZSITE user fees are waived for THPOs. This is not specifically stated in the AZSITE fee structure. Currently, all Tribal government agencies that use AZSITE pay user fees at the discounted government rate. However, none of these agencies are THPOs. McGowan asked the Board to consider the request for a fee waiver and inquired if THPOs should be considered separately from other Tribal government cultural preservation entities in any potential revision to the fee structure.

**b. Discussion:**

i. Walsh stated that SHPO fees are waived because SHPO is on the AZSITE Board.

ii. Caseldine stated that any new fee category created for THPOs should also apply to any Tribal government cultural preservation entities that function similarly to a THPO. This can be clarified in the proposed new fee structure. There should be discussion on how to handle tribal government staff that do not fall under THPO or similar offices.

iii. Hays-Gilpin stated that the needs and capacity of Tribal government agencies should be discussed in relation to AZSITE fees.

iv. Caseldine suggested having the Ad-Hoc Advisory Committee discuss this topic.

v. Watson stated that THPO offices are Tribal government offices as well and should have funds for AZSITE access if they need it. However, there may be differing opinions based on funding.

vi. Hays-Gilpin stated that there should not be conversations about this topic without asking for comment from tribes and the Ad-Hoc Advisory Committee.

1. Milliken stated that this can be taken to the committee with additional guidance from the AZSITE Board.

**4. Ad-Hoc Advisory Committee Report (Milliken)**

a. Milliken presented the Ad-Hoc Advisory Committee report. It was decided to have a meeting with a smaller subgroup in January to focus on AZSITE user training. The main goal is to tailor the training towards non-CRM professionals with a need for AZSITE in their planning processes. There will be a preliminary draft by mid-February 2023, which will be presented to the AZSITE Board by the next board meeting. Due to recent changes in the governor's office, the committee would like to ask the board if the original governor's advisory committee should be pursued. Milliken also stated the updated Attribute Search was made available for committee comment.

b. Discussion:

- i. Hays-Gilpin stated that the AZSITE Board should also be readdressed from the governor's office. There are other entities that should perhaps have a seat on the board instead of MNA.
- ii. Caseldine stated that the AZSITE board can assist with reaching out to the governor's office about the official governor's advisory committee.
- iii. Watson suggested current Ad-Hoc Advisory Committee members apply for the governor's advisory committee.

**5. Legislative Updates (Garcia)**

a. Garcia stated that there are no new bills that would impact AZSITE and the archaeological community. There are general applications for the governor's boards and commissions, which includes the AZSITE Consortium Advisory Committee, available on the governor's office website.

b. Discussion:

i. Milliken will distribute the application link to current Ad-Hoc Advisory Committee members.

**6. AZSITE Updates (McGowan & Schmidt)**

a. Backlog:

i. Projects: 2,394 (94%)

- ii. New Sites: 6,999 (92%)
  - iii. Site Updates: 5,861 basic updates (82%)
- b. Next Steps – Data:
- i. Digitize missing projects/site boundaries.
  - ii. Rectify site boundaries with ARO maps.
  - iii. Vogel Collection – approximately 1,400 “hilltop” sites; review collection records in comparison to AZSITE. Aerial photos and site descriptions are included with the collection.
    - 1. Hays-Gilpin stated that Museum of Northern Arizona (MNA) might have some additional information in site records relating to this collection.
  - iv. MNA data – data submitted in 2016 that needs to be inventoried and compared to AZSITE.
  - v. ASU data – AZSITE received approximately 150 ASU site cards that will be available in the updated Attribute Search application. Sites will be reviewed to determine data completeness in AZSITE.
- c. Uploads:
- i. Overall – reports have been added to the document server for the updated Attribute Search application.

	<b>2004-2009</b>	<b>2010-2014</b>	<b>2015-2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>
Projects	1,061	840	109	452	2,225	150	84
New Sites	1,706	1,287	194	1,084	4,087	1,548	86
Site Updates	-	-	-	752	5,033	299	146
PRFs	-	-	-	335	231	144	39
New/Updated Site Cards	-	-	-	322	511	394	404
Fixes	-	-	-	73	316	36	12
ASM Reports	-	-	-	-	-	4	1170
ASU Site Cards	-	-	-	-	-	117	32

ii. New ARO Fee Structure uploads:

	2018	2019	2020	2021	2022	2023
Projects Uploaded by Accession Year	93	199	145	368	2	0
Projects Uploaded by Calendar Year	0	0	128	368	74	8
Sites Uploaded by Calendar Year	-	-	167	140	177	0

d. User Applications and Billing:

	2021	2022	2023
User Organizations	109	111	87
Users	331	345	314
Mercator Users	218	237	200
\$ Invoiced	\$126,075	\$138,350	\$122,150

e. Data Clips:

i. Clip Requests by Year:

	2019	2020	2021	2022	2023
Requests	48	46	51	200	12

1. Discussion:

- a. McGowan stated that the majority of data clips were requested by organizations with at least one Mercator account. There is likely user preference in having geometry and associated attributes in one clip.
- b. Caseldine inquired how the clip requests varied throughout the year.
  - i. McGowan replied that the spring and summer of 2022 saw the highest numbers of data clip requests.

f. Application Developments:

- i. Attribute Search – users can email McGowan the link to test the application.
- ii. Web Mapping – the goal is to deploy the web mapping and attribute search applications in March, while also maintaining current applications as a fallback. Eventually, the older applications will be phased out. A part of the web mapping redevelopment project is integrated user management, particularly regarding login credentials. AZSITE use applications may also be included in the new user management system. McGowan gave a demonstration of the draft updated web mapping application.

**1. Discussion:**

- a. Caseldine inquired if outside files brought into the update web mapping application will be saved anywhere to access later.
  - i. McGowan replied that they will not, but users will be able to access files stored in their ArcGIS Online account.

**D. Public Comment**

- a. Herr inquired if the State Historic Preservation Officer can reach out to the governor's office on behalf of AZSITE.
  - i. Walsh stated that this will definitely be considered.
- b. Herr inquired if AZSITE access can be given for a 3-month period to anthropology students.
  - i. Hays-Gilpin stated that a similar situation has happened in the past. It was unclear if there was a special rate involved.
  - ii. McGowan stated there is an educational account for \$100, with the individual required to work under a qualified faculty member. ASM staff and affiliates can have access for free as AZSITE Consortium members, but there is a distinction made between ASM and University of Arizona generally.
  - iii. Watson stated that the University of Arizona Anthropology Department pays the educational account fee for students.

**E. Date and Time of Next Meeting**

- a. The next meeting is scheduled for Wednesday, April 12, 2023, at 10:00 a.m. The meeting will be on Zoom.

**F. Adjournment**

- a. Meeting adjourned at 11:05 am