

AZSITE Consortium Board Meeting Minutes

November 2, 2022

10:00 a.m. to 10:35 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)
Keith Pajkos (DFFM)
Alan Craig (WestLand)
Mowana Lomaomvaya (ASM)
Danielle Phelps (ASM)
Jenni Rich (ACS)
Rachel Fernandez (ASU)
Zachary Rothwell (North Wind)
Dan Garcia (Salt River Project)
Stephanie Bosch (AZTEC)
Sarah Herr (Desert Archaeology)
Kathryn Turney (Tetra Tech)
Patrick Holt (Arizona Department of Administration)
Cara Lonardo (Terracon)
Karen Leone (ASM)
Sarina Mann (ASM)
Emily Fiocoprile (ASM)

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 3rd Quarter 2022 Meeting Minutes (Watson)
 - a. Motion to approve (Walsh)
 - b. Seconded (Hays-Gilpin)
 - c. Approved unanimously.

2. Finance Report (Watson)

a. Watson presented the finance report. The fiscal year ends June 31 every year, so it is currently the middle of the fiscal year. User accounts run on a calendar year basis. The account is sufficient for upcoming expenses. The user fees can remain as they are for at least another year before considering if the fee structure needs to be adjusted.

i. Expenses: \$33,847

ii. Income: \$7,200

iii. Current Fund Balance: \$169,780

3. Ad-Hoc Advisory Committee Report (Milliken/Garcia):

a. Garcia presented the Ad-Hoc Advisory Committee report on behalf of Ian Milliken, who is the new committee chair. All charter members agreed to retain their positions for another two years. The AZSITE User Training is one of the committee's main priorities and work on training material is ongoing. Garcia anticipates the training will be ready in spring 2023. AZSITE staff will also contribute to training material.

b. Discussion:

i. Hays-Gilpin thanked the committee for their work.

ii. Walsh inquired about Branden Fjerstad, current committee member, moving out of state.

1. Garcia stated that he is still working in Arizona. He is maintaining his position on the committee. There is currently not a requirement that committee members reside in Arizona.

4. Legislative Updates (Garcia)

a. No legislative updates due to the state legislature being out of session.

5. AZSITE Updates (McGowan & Schmidt)

a. Backlog:

i. Projects: 2,313 uploaded (91%); all backlog projects with shapefiles have been uploaded.

ii. New Sites: 6,807 uploaded (89%)

iii. Site Updates: 7,126 basic uploaded (80%)

b. Uploads Overall:

i.

	2004-2009	2010-2014	2015-2019	2020	2021	2022
Projects	1,061	840	109	452	2,225	150
New Sites	1,706	1,287	194	1,084	4,087	1,548
Site Updates	-	-	-	752	5,033	299
PRFs	-	-	-	335	231	144
New/Updated Site Cards	-	-	-	322	511	394
Fixes	-	-	-	73	316	36

ii. New ARO Fee Structure uploads:

	2018	2019	2020	2021	2022
Projects Uploaded by Accession Year	93	197	138	68	2
Sites Uploaded by Calendar Year	-	-	167	140	172

c. User Applications and Billing:

	2021	2022
User Organizations	109	111
Users	331	345
Mercator Users	218	237
\$ Invoiced	\$126,075	\$138,350

d. Data Clips:

i. Clip Request by Year:

	2019	2020	2021	2022
Requests	48	46	51	187

ii. Discussion:

1. Watson inquired about why there is such an increase in clip requests for this year.

- a. McGowan replied that it is likely due to the nature of the users' work.
- b. Schmidt replied that there were instances in 2022 where one user would submit several (10 or more) requests at one time.

2. Caseldine inquired if the users making these requests were from a specific user level or are Mercator users using the clip request as a work-around.
 - a. McGowan replied that in the past most clip requests were made by 30-day users because they didn't have access to Mercator. The highest-volume requestors in 2022 were Mercator users.
3. Watson inquired if increased request volume significantly increased AZSITE staff effort on data clips.
 - a. McGowan replied that some weeks the request volume would lead to significant time spent on data clips on one or two days a week, but there isn't much concern on the overall effort involved. AZSITE staff is working on analyzing 2022 clip requests and looking into possible changes to the clip request process.
4. Caseldine stated there is concern over even more increases in clip requests. More projects are likely coming over the next year due to the federal Infrastructure Bill. Additional fees or process changes for clip requests may be needed if the volume becomes unmanageable.
 - a. McGowan described the current clip request process, which has been largely automated. Occasionally, the submissions do require more management if there are issues or unique circumstances.
5. Watson recommended observing the number of clip requests into the next year and determine if any additional steps need to be taken.
6. Walsh asked if there should be information available to users about when to use Mercator versus a clip request.
 - a. McGowan replied that this can be included to an overall effort to increase documentation. It is assumed that a data clip is requested by a Mercator user when more detailed attribute data are required than are available on Mercator.
7. Walsh stated that the board should revisit this situation in six months.

e. Other Updates:

- i. Attribute Search Application – the updated application is ready for testing. Resources on the test server are currently limited due to other items in process, so traffic to the test application will be limited initially. The order of priority for testing is ASM Archaeological Records Office staff, then Ad-Hoc Advisory Committee members. Other AZSITE users interested in testing the application should email McGowan to receive a test URL within the next several weeks. The goal is to move the application into production by the end of the year. Attribute Search Application updates include addition of ASM Reports, ASU site cards, improved integration with SHPO data and Newly Recorded ASM sites, and improved search functions. A mobile stylesheet for mobile utilization of AZSITE is currently in development.
 1. Walsh requested that the AZSITE board be included in testing the updated Attribute Search application.
- ii. Web Mapping Application –the topo basemap tile cache for the application is being finalized. AZSITE staff is working on a web map to be the basis of the application. The goal is to test the updated Web Mapping application in Spring 2023.
- iii. User-side Credential Management – an updated system is planned for 2023. The updates will decrease AZSITE staff time spent managing user credentials and increase security.
- iv. 2023 Application Season opens November 4, 2022.
- v. Web Data Entry – will be set up on the same server as the updated applications to allow for testing.

D. Public Comment

- a. No public comments.

E. Closing Comments

- a. Watson stated that the new AZSITE Board chair for 2023 will be Chris Caseldine.

F. Date and Time of Next Meeting

- a. The next meeting is scheduled for Wednesday, February 1, 2023, at 10:00 a.m. The meeting will be on Zoom.

G. Adjournment

- a. Meeting adjourned at 10:35 am

