

AZSITE Consortium Board Meeting Minutes

July 18, 2024

10:00 a.m. to 10:51 a.m.

A quorum was obtained.

A. CALL TO ORDER (Walsh)

Meeting called to order at 10:02 a.m.

Board members present:

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

Members of the public present:

Gabe McGowan (AZSITE Manager)
Ellie Maria Renteria (AZSITE GIS Technician)
Scott Courtright (NRCS)
Jenni Rich (Logan Simpson)
Rachael Fernandez (ASU Libraries)
Brent Kober (Desert Archaeology)
Stephanie Bosch (AZTEC)
Alison Talbot (Chronicle Heritage)
Sammy Jordan
Juanita Armstrong (Maricopa County Parks and Recreation)
Kathryn Turney (Tetra Tech)

B. Introductions

1. Members of the AZSITE Board were introduced.
2. The AZSITE Manager was introduced.
3. New GIS Database Technician, Ellie Renteria, was introduced.

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

1. Discussion and Approval of 2nd Quarter 2024 Meeting Minutes (Walsh)
 - a. Motion to approve (Hays-Gilpin)
 - b. Seconded (Eckert)
 - c. Approved (Unanimous)
2. Finance Report (McGowan)
 - a. McGowan provided the most recent University of Arizona Financials (UA Financials) Fund Summary, dated 6/5/2024. An official, updated summary for FY 2024 will not be available until August when FY closeout is complete. FY 2024 numbers as of 6/5/2024 (attached as Table 1):

1. FY beginning balance: \$111,860
 2. FY total income and transfers in: \$214,630
 3. FY total expense and transfers out: \$178,059
 4. Encumbrances (FY 2024 personnel costs + FY 2025 ASU hosting/maintenance purchase order): \$48,097
 5. Uncommitted cash expenditure authority: \$100,333
- b. McGowan also provided a set of unofficial numbers pulled from UA Financials on 7/3/2024 (attached as Table 2).
1. FY beginning balance: \$111,860
 2. FY total income and transfers in: \$218,730
 3. FY total expense + encumbrances: \$197,787
 4. Current fund balance: \$132,803
 5. Recent invoices still outstanding: \$21,195
- c. McGowan noted that AZSITE user fees were increased substantially this year to adjust for increased personnel and operating costs, and to account more fully for UA overhead fees. He noted that an anticipated decrease in user participation in response to the fee increase has not materialized; rather, 2024 participation is higher than 2023 (see attached Table 3). As a result, income is higher than predicted.
- d. McGowan that FY 2024 expenditures have been lower than anticipated, due to the GIS technician position being vacant from January to May; the GIS technician being re-hired at 0.5 FTE rather than 1.0 FTE; the 2023 server migration being less expensive than quoted; and a larger-than-normal fraction of AZSITE personnel effort being dedicated to other ASM tasks and paid from non-AZSITE accounts.
3. AZSITE GIS Technician FTE Increase (McGowan)
- a. McGowan provided a table summarizing projected vs. actual FY 2024 spending (attached as Table 4).
 - b. McGowan noted that actual income was almost \$20,000 higher than anticipated (\$218,730 compared to \$199,400) due to an increase in AZSITE user participation despite the fee increase. McGowan noted that the second year of the two-phase fee increase should nonetheless be followed through with for calendar year 2025, as operating costs are likely to increase, and major software/cyberinfrastructure overhauls may be required in the next several years, so building up some more reserves in the account would be wise.

- c. McGowan noted that the new AZSITE GIS Technician (Renteria) was hired at 0.5 FTE in May and has exceeded performance expectations. McGowan will be going on parental leave in September, so there will be a need for additional staffing at AZSITE. There are several projects in process and a recent increase in data that needs processing.
- d. McGowan noted that ASM has already requested an additional 10 hours per week for the AZSITE GIS Technician to work on ASM tasks for FY 2025.
- e. McGowan proposes to increase the AZSITE GIS Technician's AZSITE-funded FTE to 0.75 for the remainder of FY 2025, then move to 1.0 FTE AZSITE-funded.
 - 1. Eckert stated that this is consistent with the request ASM has made to the UA, and that there will be flexibility within the request for more time to be dedicated to AZSITE if needed.
 - 2. Walsh inquired about how AZSITE personnel's ERE, including parental leave, is paid. Eckert stated that it is paid proportionally by the account(s) paying the salary. McGowan noted that the baseline for AZSITE personnel has been that 5% of their effort is for ASM tasks and paid by ASM; Eckert noted that this will continue to be the case.
- f. Walsh inquired about the specifics of the projects McGowan mentioned that the AZSITE GIS Technician is involved in, and what the GIS Technician's workload looks like.
 - 1. McGowan provided tables estimating FY 2025 spending with the AZSITE GIS Technician at 0.75 FTE (\$210,162 – see attached Table 5) and 1.0 FTE (\$224,445 – see attached Table 6).
 - 2. McGowan stated that ASM has recently permitted AZSITE to upload project boundaries and information earlier in their curation process, ahead of related site information, essentially as soon as the Project Registration Form (PRF) is made available to AZSITE.
 - 1. McGowan noted that the 2023 updates to the Attribute Search application make this information more useful, as projects are explicitly related to provisional ASM sites data.
 - 2. This change made roughly 600 projects from 2017 onward available for upload to AZSITE. In the past 2 months the AZSITE GIS Technician has uploaded about 110 of these.

3. McGowan stated that the GIS Technician has also been working on the remaining backlog sites and has uploaded 20-30 of those so far. McGowan also noted that, with the recent completion of the new ASM quotes and invoicing system, ARO personnel are resuming normal work and more original site recordings from the new ASM fee structure (post-backlog) are coming through to AZSITE.
 4. McGowan stated that ASU site cards are being scanned by ASU's repository and are being put into AZSITE; these can be used to create new AZSITE entries where no existing entry is present, or to correct an existing GIS boundary. This is an additional workflow for the GIS Technician.
 5. McGowan stated that the US Fish and Wildlife Service (USFWS) is providing site and survey data, some of which require digitization. McGowan noted that the GIS Technician has been digitizing a large batch of USFWS sites from southern Arizona wildlife refuges.
- g. Caseldine inquired about the timeline between the ARO receiving a project submission and the project materials being available for AZSITE upload.
1. McGowan noted that the ARO has specific curation requirements for their mandated submissions. He noted that previously there was a bottleneck in the workflow that caused significant time to elapse between the PRF being made available to AZSITE and the project itself (boundary and attributes) being made available to AZSITE. That specific bottleneck has now been eliminated. McGowan stated that the specific timeline from submission to ARO to when the PRF comes to AZSITE is unknown, but an educated guess would be several months.
 2. Caseldine noted that members may be curious about this information and more research should be done.
- h. Voting
1. Motion to Approve AZSITE GIS Technician FTE Increase (Walsh)
 2. Seconded (Eckert)
 3. Approved (Unanimous)
4. AZSITE Assistance with G2G Toolkit Update (Walsh & McGowan)
- a. McGowan stated that the GIS Technician had expressed interest in integrating the Government to Government (G2G) Toolkit's Consultation Map functionality with

AZSITE. AZSITE subsequently reached out to Mary-Ellen to inquire about this integration.

- b. McGowan stated that the most basic integration would be to use AZSITE's 7.5' topographic quad map boundaries layer to provide a hyperlink to another page in AZSITE's application, where all tribes with claims in that quad would be listed along with hyperlinks to the corresponding tribe-specific consultation guidance page on the G2G Toolkit.

- 1. This could be incorporated into both the member and public mapping applications.

- c. Walsh noted that there is a larger project in progress to update the G2G Toolkit, and that AZSITE may be involved. This project has been discussed for several years and is beginning imminently. SHPO does not currently have the necessary technical capabilities, but AZSITE does. There may be a possibility to obtain grant money for AZSITE to improve the toolkit and host key data services.

- 1. This project may be put to a vote in a future meeting when a more detailed scope is developed.

5. AZSITE Updates (McGowan)

- a. McGowan provided a summary of data uploads by year (see attached Table 7). McGowan noted that the number of projects uploaded has recently increased as previously discussed. Many ASU site cards have been uploaded in 2024. McGowan provided a summary of uploads of newer materials from the new ASM fee structure (see attached Table 8); as previously discussed, the number of new fee structure projects uploaded has increased recently.

- b. McGowan provided a summary of data clip requests by year (see attached Table 9).

- 1. McGowan noted that the volume has been increasing again, and that he is working on a geoprocessing service to improve automated processing of these requests, particularly so that the GIS Technician can process them.

- 2. Caseldine stated that, as the volume of requests are going up, we may need to consider making this a charged service

- 1. Caseldine and Walsh requested that discussion of this be added to the 4th quarter agenda. McGowan will compile information on the amount of data being requested and who is making the requests

- c. McGowan provided several updates on data provided in AZSITE.

1. McGowan noted that several new feature service layers are available and integrated in the web mapping application:
 1. Inactive ASM Sites
 2. Consolidated ASM Sites
 3. LSRV Hohokam canals
2. McGowan stated that the Bureau of Reclamation (BOR) requested that the SRP Diversion and Conveyance System Historic District be added to AZSITE's Historic Districts layer and provided GIS data for this district. This district has been added, and the web mapping application feature pop-ups include a link to the nomination report, as BOR requested that be made available.
 1. This report is being made available using the infrastructure developed for the USFWS document library. This infrastructure was designed to be reusable by other agencies.
 2. The document library is not yet live in the production apps, but the functionality is already being leveraged in this way.
3. USFWS site and survey data are added to AZSITE when they are submitted. Hyperlinks to related documents are being provided in the GIS pop-ups and will be integrated throughout the attribute search once the document library itself goes live.
4. McGowan commented on document uploads and GIS feature digitization related to ASU site survey forms and MNA survey reports
 1. As previously discussed, ASU site survey forms are scanned at ASU and uploaded to AZSITE; based on these documents, AZSITE updates existing data or adds new entries when possible.
 2. About 1,000 MNA survey reports can now be made available through the AZSITE document search. We have the infrastructure set up for this already from an old system, so we can start linking to these reports from the related project entries. Most of these surveys have project entries in AZSITE but lack GIS boundaries. Because a significant number of these surveys may have been conducted on tribal lands in northern Arizona, AZSITE intends to develop a workflow in which the report is reviewed for content on tribal lands,

and a report entry and digitized GIS boundary are added to AZSITE if the survey is not on tribal lands.

5. McGowan noted that the ASM Library and Archive (LARC) catalog has been migrated to be within the UA Main Library catalog. Links to LARC entries provided from AZSITE reference entries will need to be updated. The UA Main Library metadata librarian will provide updated identifiers to be used in generating permalinks, and AZSITE will then map these in bulk based on the old identifiers.
- d. McGowan provided several updates on AZSITE application development.
 1. Some web mapping application updates were put into production 7/18/2024, mainly making the three new data layers available. A round of attribute search updates is planned next.
 2. USFWS Document Library
 1. As previously stated, the document hyperlinks are active, but document library with search/browse functions within the attribute search application is still on the development server.
 2. McGowan briefly demonstrated the functionality on the development server, including that the tool has been built to make documents from various agencies available.
 3. McGowan noted that the publicly available FaunAZ faunal data search application has aged such that it can no longer be fully functional. AZSITE would like to integrate this data with the recently updated AZSITE Public Mapping Application and will scope out that process.
 4. The styling of AZSITE's public website has been modernized.
 5. McGowan is researching a solution to AZSITE's user management process that would be integrated into AZSITE's website to simplify the process for users and AZSITE personnel.
 - e. Grants
 1. McGowan noted that NPS is opening the Preservation Technology and Training grants in October 2024. These could be targeted for either application development or trainings such as the Data Sensitivity Training.
 2. South 32/AACD funds for Tribal government AZSITE accounts.
 1. 5 of the 16 accounts have been requested so far; funds will likely be available into 2025.

- f. McGowan noted that AZSITE will be presenting at the Four Southern Tribes Cultural Resources Working Group meeting on 7/19/2024 to discuss the AZSITE Data Sensitivity Training.

D. Public Comment

No public comments

E. Date and Time of Next Meeting

Next Open Meeting: Date: October 24, 2024, time: 10am

Location: Zoom (<https://arizona.zoom.us/j/84892911228>)

F. Adjournment

- a. Motion to adjourn (Walsh)
- b. Seconded (Eckert)
- c. Approved (Unanimous)
- d. Meeting adjourned at 10:51 am

Additional information is available by contacting the AZSITE Board Chair, Mary-Ellen Walsh, at mwalsh@azstateparks.gov.

Persons with a disability may request reasonable accommodation, such as a sign language interpreter, by contacting Sean Hammond, Arizona State Parks and Trails at (602) 542-7130 or shammond@azstateparks.gov. Requests should be made as early as possible to allow time to arrange accommodations.

A copy of the agenda background material provided to the Board is available for public inspection at the State Historic Preservation Office, Arizona State Parks, 1100 W. Washington St., Suite 100, Phoenix, Arizona 85007 and on the [AZSITE website](#).

Table 1: AZSITE Fund Summary, 6/5/2024

Arizona State Museum: AZSITE Balance Summary Run by: RII Business Center Date run: 6/5/2024											
Fiscal Year	Period Number	Account Number	Account Name	Sub Account Number	Accounting Category Group	Beginning Fund Balance	Total Income and Transfers In	Total Expense and Transfers Out	Encumbrances and Pre-Encumbrances	Current Fund Balance	Uncommitted Cash Expenditure
2024	12	2488860	ASM - AZSITE	-	01 - Balances	111,860	0	0	0	111,860	111,860
					02 - Income	0	214,630	0	0	214,630	214,630
					03 - Expenses	0	0	178,059	48,097	(178,059)	(226,157)
					- Total	111,860	214,630	178,059	48,097	148,431	100,333
2488860 Total						111,860	214,630	178,059	48,097	148,431	100,333

Table 2: Unofficial AZSITE Fund Summary, 7/3/2024

Beginning Balance	Total Income	Total Expense + Encumbrances	Annual Balance	Current Fund Balance	Outstanding Invoices
\$111,859	\$218,730	(\$197,786.56)	\$20,943.44	\$132,803.26	\$21,195

Table 3: AZSITE User Applications and Billing

	2021	2022	2023	2024
User Organizations	109	114	117	117
Users	331	356	373	406
Mercator Users	218	237	259	260
\$ Invoiced	\$126,075	\$138,350	\$145,900	\$221,930
\$ Not Yet Paid	-	-	-	\$21,195

Table 4: FY 2024 Projected vs. Actual Spending

Section	Description	Projected Amount	Actual Amount
Personnel			
Salaries	AZSITE Manager & GIS Tech, ASM Database Manager Support	\$ 115,551	\$ 97,630
ERE	AZSITE Manager & GIS Tech, ASM Database Manager Support	\$ 36,860	\$ 31,242
Projected / Actual Personnel Total		\$ 160,032	\$ 128,871
Operations			
General	Software/Subscriptions	\$ 480	\$ 466
	Supplies	\$ -	\$ 494
	GRS Hosting & Maintenance	\$ 24,000	\$ 35,178
	CC Fees	\$ 5,000	\$ 4,353
Misc. UA Admin	New Hire Background Check	\$ -	\$ 92
Travel/PD	Conferences, training	\$ 1,500	\$ 1,678
Projected / Actual Operations Total		\$ 30,980	\$ 42,261
Projected / Actual Total, Personnel + Operations		\$ 191,012	\$ 171,133
<i>Projected / Actual UA IDC 2% on expenditures</i>		\$ 3,820	\$ 3,050
Projected / Actual Income		\$ 199,400	\$ 218,730
<i>Projected / Actual UA 11% on income</i>		\$ 21,431	\$ 23,604
Projected / Actual Total Expenditure		\$ 218,912	\$ 197,786

Table 5: FY 2025 Projected Spending with 0.75 FTE GIS Technician

Section	Description	Projected Amount
Personnel		
Salaries	1.0 FTE AZSITE Manager, 0.75 FTE GIS Tech, ASM Database Manager Support	\$ 112,853
ERE	1.0 FTE AZSITE Manager, 0.75 FTE GIS Tech, ASM Database Manager Support	\$ 36,113
Projected Personnel Total		\$ 148,966
Operations		
General	Software/Subscriptions	\$ 480
	Supplies	\$ 500
	GRS Hosting & Maintenance	\$ 24,175
	CC Fees	\$ 5,000
Travel/PD	Conferences, training	\$ 2,000
Projected Operations Total		\$ 32,155
Projected Total, Personnel + Operations		\$ 181,121
	<i>Projected UA IDC 2% on expenditures</i>	\$ 3,622
Projected Income		\$ 231,078
	<i>Projected UA 11% on income</i>	\$ 25,419
Projected Total Expenditure, Including Fees		\$ 210,162

Table 6: FY 2025 Projected Spending with 1.0 FTE GIS Technician

Section	Description	Projected Amount
Personnel		
Salaries	1.0 FTE AZSITE Manager, 1.0 FTE GIS Tech, ASM Database Manager Support	\$ 123,461
ERE	1.0 FTE AZSITE Manager, 1.0 FTE GIS Tech, ASM Database Manager Support	\$ 39,508
Projected Personnel Total		\$ 162,969
Operations		
General	Software/Subscriptions	\$ 480
	Supplies	\$ 500
	GRS Hosting & Maintenance	\$ 24,175
	CC Fees	\$ 5,000
Travel/PD	Conferences, training	\$ 2,000
Projected Operations Total		\$ 32,155
Projected Total, Personnel + Operations		\$ 195,124
	<i>Projected UA IDC 2% on expenditures</i>	\$ 3,902
Projected Income		\$ 231,078
	<i>Projected UA 11% on income</i>	\$ 25,419
Projected Total Expenditure, Including Fees		\$ 224,445

Table 7: Summary of AZSITE Uploads

Mean Annual (past) Total Annual (current)	2004- 2009	2010- 2014	2015- 2019	2020	2021	2022	2023	2024
Projects	1,061	840	109	452	2,225	172	220	144
New Sites	1,706	1,287	194	1,084	4,087	1,663	696	73
Site Updates	-	-	-	752	5,033	299	360	211
ASM PRFs	-	-	-	335	231	257	361	312
New/Updated ASM Site Cards	-	-	-	322	511	405	743	28
Fixes	-	-	-	73	316	48	221	37
ASM Reports	-	-	-	-	-	4	3,975	155
ASU Site Cards	-	-	-	-	-	117	56	703

Table 8: Summary of ASM New Fee Structure Uploads

	2018	2019	2020	2021	2022	2023	2024
Projects Uploaded by Accession Year	114	200	147	120	44	3	0
Projects Uploaded by Upload Year	0	0	128	368	74	77	139
Sites Uploaded by Upload Year	-	-	167	140	177	82	22

Table 9: Summary of Data Clip Requests

	2019	2020	2021	2022	2023	2024
Requests	48	46	51	200	102	69