AZSITE Consortium Board Meeting Minutes
July 9th, 2025
10:02 a.m. to 11:14 a.m.

A quorum was obtained.

A. ***CALL TO ORDER (JIM WATSON)***

Meeting called to order at 10:02 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. Scott Courtright (NRCS)
4. Tim Goddard (ASM ARO)
5. Chance Copperstone (Burns & McDonnell)
6. Kate Rosenbaum (North Wind)
7. Rachel Bilchak (PanGIS)
8. Leah Grant (Ayuda)
9. Deanna Dytchkowskyj (Chronicle)
10. Alex Vinger (SWCA)
11. Jenni Rich (Logan Simpson)
12. Scott Courtright (NRCS)
13. S. Bosch (AZTEC)
14. Amber Redger (WAPA)
15. Nina Rodgers (WAPA)
16. Dan Garcia (Salt River Project)

B. ***INTRODUCTIONS***

1. Members of the AZSITE Board were introduced

C. ***AGENDA ITEMS***

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

1. Discussion and Approval of 2nd Quarter 2025 Meeting Minutes (Watson)

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

2. **Finance Report (McGowan)**

1. University of Arizona Financials FY25 fund summary dated 6/5/25
   a. Beginning balance: $133,719
   b. Total income: $418,858
   c. Total expense and transfers $153,686
   d. Current balance: $398,890
   e. Uncommitted cash: $351,109

2. Updated financial numbers from 7/1/2025
   a. Beginning balance: 0 ($133,719 swept by University of Arizona)
   b. Total income: $426,053
      i. $165,158 transfer from UITS
      ii. $260,895 in AZSITE income
   c. Total expense + encumbrances: ($201,638)
   d. Annual balance: $224,415
   e. Outstanding invoices: $19,145

3. User Applications and Billing (**Table 1**)

4. Fiscal Year 2025 Budget Projected vs Actuals
   a. Personnel costs: $162,969 projected; $154,137 actual/remaining projected.
   b. Operations costs: $38,727 projected; $21,852 actual/remaining projected.
      i. McGowan notes that hosting and maintenance costs have been lower than projected due to 1) server costs that have been lower than quoted, and 2) more back-end management tasks being handed over to AZSITE due to personnel turnover at ASU GRS.

5. FY26 Budget
   a. Without UA fees (assumes fees on income/expenditures not collected in FY26)
      i. Projected personnel costs: $179,976
      ii. Projected operations costs: $47,815
      iii. Total projected spending: $227,791
   b. With UA fees (assumes UA reinstates fees on income and expenditures)
      i. Total projected spending adjusted for UA IDC 2% on expenditures and UA 11% on income: $261,018

6. Questions:
   a. Watson asks if the increased back-end management workload for AZSITE has been positive or negative.

i. McGowan notes that the changes have given AZSITE more flexibility to rapidly address issues that come up, and to push out our own application and database updates. At this point AZSITE personnel have the highest, or near to the highest, administrative privileges for the servers and databases. However, with the upcoming ArcGIS Enterprise migration there will need to be a discussion of the admin privileges for that system.

3. **Funding Opportunity (Walsh)**
   Florence Copper Project Funding
   1. Walsh notes that the SHPO negotiated for a percentage of mitigation funds for the Florence Copper Project, specifically the portions on State Land, to go towards supporting ASLD and SHPO in database development. Walsh suggested that the funds, about $39,000, be directed towards AZSITE to maintain and develop their database. McGowan provided Walsh with a few ideas about what the funds would be used for, and we are waiting on State Lands to write the EPA saying we all agree on it. For several years, SHPO and ASLD have been looking for alternative mitigations that will benefit the public. This might mean that the work at AZSITE will need to involve the public layer of AZSITE, but anything that happens in AZSITE will help the public, the municipalities, and the state agencies that use it. We are hopeful this is a trend we can continue. There is another phase of the project with the same stipulation in the future, which we hope to do the same with.
   2. Questions:
      a. McGowan lists the AZSITE projects that were identified and outlined to SHPO for these funds:
         i. Development of a new user management and billing application to integrate these tasks in one place, reduce SHPO and AZSITE workload, and improve the user experience.
         ii. Fund the Tribal access subsidies program, previously funded by South 32 and AACD.
         iii. Hire an undergraduate student to assist with data entry and digitization.
      b. McGowan notes that the ArcGIS Enterprise migration project was not selected for funding under the NPS Preservation Technology and Training grants program, and that this project could also be a candidate for funding.
      c. Walsh notes that the tribal access subsidy option received a lot of support.

d. McGowan asks if there is a need for the money to be implemented specifically towards database improvements involving SHPO data.

    i. Walsh notes that no, it can be for any lands, but AAA permits is what is important. Walsh is also investigating another potential grant opportunity for AZSITE with ASPT's grants coordinator.

e. McGowan notes that originally Walsh had mentioned the funds would be dispersed as payments for services which AZSITE would invoice for, but that this arrangement sounds like it will be different.

    i. Walsh responds that yes, the funds will have to be deposited as one initial amount to AZSITE.

4. User Feedback Survey (Renteria)
See attached PowerPoint "AZSITE User Feedback Results 2025"

1. Key Takeaways:

    a. Most used AZSITE Features are the Attribute Search and Web Mapping App

    b. Most useful AZSITE Services are Site Boundaries and Attributes

    c. The top three user priorities are to

        i. Bring ASM data up to date

        ii. Make more documents available online

        iii. Add more data from other agencies

2. McGowan notes that there is agreement on the top priority from the ASM side. The ASM strategic plan for 2025-2029 includes an objective to reduce ARO in-office visits by improving the completeness of the ASM data in AZSITE.

3. McGowan notes that much of the mapping functionality requested by users in the survey already exists in the app, suggesting that the problem is in the documentation and communication. McGowan also notes that the newer Esri Experience Builder framework that the app will be migrated to, while more capable, is arguably more complex and less user friendly. This will mean that documentation and user training will need to be prioritized even more.

4. Questions:

    a. Walsh notes that the SHPO black book should be removed from AZSITE, as it is so outdated and is not sure it is worth trying to go through the motions required to update it.

    b. Walsh states that hopefully there will be training offered for those of us with no GIS capabilities or knowledge for the new ArcGIS Enterprise AZSITE changes.

c. McGowan notes that it is a recurring theme that this information is not making it to the end user, and that as we enter the planning phase with the Enterprise migration, we have a big job in incorporating this feedback

d. Watson asks if the Enterprise transition will address any of the functionality issues

    i. McGowan reiterates that much of the functionality requested in the survey exists in the current application. He notes that we will be moving the Web Mapping app from the WebAppBuilder framework to the Experience Builder framework. The Experience Builder framework is more complex and might be more intimidating to non-GIS-oriented people, but the capabilities are a lot more advanced. Specifically, if the data services are configured to support it, we can allow the user to do a many-to-one query, so that within the mapping app you could query for example, a temporal component, and be returned matching site boundaries on the map. We also have the capability in the app currently to sketch geometry and buffer it, but there is clearly a disconnect with people not seeing it. What you can't do currently is add runtime data to the map and then use that data to run a spatial query on the operational layers. You can add runtime data and retrace it to run a spatial query. With Experience Builder you can use that runtime data for spatial queries, which is a major advantage. So, there is the technical piece where we can get more out of the Web Map, but the documentation will have to be really good due to the complexity of the framework. We also have an opportunity to rethink how the data is structured, and to do more collaboration with partner and consortium member agencies in terms of managing their own data within the Enterprise portal.

5. **AZSITE Updates (McGowan)**

1. Uploads Summary

    a. McGowan notes that for 2025 we are on pace to upload significantly more projects and sites than we did last year. We have already gone past our site numbers from 2024 (Table 2), which has a lot to do with the work happening at ARO to get data to us earlier. A lot more of the ASM Site cards are going online, and we have continued to get quite a few of the ASU Site form scans. A time series of the total number of items that have been uploaded in the last five years (Graph 1) shows the slope of the lines ticking up. This has to do with Renteria coming on board and the ARO changing their workflows to make more information available to us.

2. ASM New Fee Structure Items ([Table 3](#))

   a. McGowan notes that we previously had a backlog of ARO materials from the early 2000s through 2017, and since 2020 we were able to work through those before the ARO was done before their review processes, and subsequently we have been adding the site cards. Those materials are more or less completely uploaded except for a small percentage that have various issues with the submission materials. We are focused on newer fee structure items post-2017 and want to catch up on it as quickly as we can. The ARO has changed workflows so that this data is available to us earlier in their workflows and this has made the data available to us in big chunks. I am trying to chart our progress against these large chunks, as well as how it stands up against the subsequent normal pace of transfer from the ARO.

   b. McGowan notes that PRFs from the ARO, PO and REPO are easy to keep up with and upload. Likewise with site cards. 46 Reports have been uploaded since the last meeting. It is simple to upload these, but we like to have the report tied to actual GIS data as well. Renteria notes that a more detailed review for tribal lands is necessary and also means they are uploaded more slowly than would otherwise be possible.

   c. McGowan notes that we have about 90% of Negative Surveys uploaded. We can do these in batches but are limited because we are no longer able to generate the bibliographic entries from script due to the migration of the ASM library catalog to a new platform. He is working on solving that, but for now we will proceed with hand data entry.

   d. McGowan notes that for projects with sites, from the ARO and PO, the projects have been separated from the sites and the documents, in terms of how they are made available to AZSITE for upload.

   e. McGowan notes that the rate at which we are uploading has slowed down as we have started working on the new fee structure sites and site updates, because the site recordings are coming to us ahead of the site cards, so we don't have the definitive record from ASM. We have to do a little more work to make sure we are creating or updating a boundary appropriately based on what is recorded on the ARO map. We also have to make sure we are updating the site attributes appropriately.

   a. McGowan notes that in general, the rate of upload is outpacing the number of new items that have been added since our last meeting, with the exception of the site updates. We will see if that trend continues

3. Upload Metrics for ASU, MNA, USFWS ([Table 5](#))

a. McGowan notes that almost all the ASU site forms submitted to AZSITE have been uploaded, and that we have GIS boundaries for most of these sites, but we want to go back and see if they can be improved based on information on the site forms.

b. McGowan notes that we have a number of older MNA Project reports that are available to us to upload and to use to generate missing project boundaries, but we have not made much progress because of the review required to check for tribal lands and to digitize the boundaries. This may be something for the San Miguel intern to work on.

c. McGowan notes that we get a new submission from USFWS about once a month, and we are able to get the associated data and documents online quickly. The outstanding USFWS data is mostly from legacy projects by the Martynecs on the Cabeza Prieta and Buenos Aires National Wildlife Refuges that require a lot of digitization.

4. Data Clips and Fixes Table

a. McGowan notes that we have processed about 120 clip requests this year, about 20 a month, and 34 data fix requests this year (Table 4). The data fix workflow is proving to be useful for everyone.

5. Other updates:

a. Advisory Framework

i. McGowan notes that Boards & Commissions has received applications for the State Agency & Federal Agency representatives on the Advisory Committee, but we are still seeking applicants for the Tribal Preservation Office Representative and the CRM Representative positions.

ii. McGowan notes that the User Feedback Survey previously discussed represented the other piece of our advisory framework and AZSITE will be working to incorporate that feedback.

b. Data

i. McGowan notes that AZSITE reference data has been updated to provide links to the new ASM library catalog, and that we have requested help in using the API to support batch uploads.

ii. McGowan notes that NPS submitted the payment for the data sharing project, and we are awaiting the initial data transfer before working on adding their layers in AZSITE

c. Grants

i. NPS Preservation Technology and Training 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

        1. 13/16 accounts requested

        2. Renewing the funds for this could be one application of the Florence Copper mitigation funds.

d. Development

    i. McGowan notes that on Monday and Tuesday Renteria and McGowan completed ArcGIS Enterprise training and the project is now entering a planning phase.

    ii. McGowan notes that AZSITE is working on updated GIS feature services that include more useful attribute data and document links.

e. Other updates

    i. AZITE Staff attended the 2025 Preserve AZ conference

    ii. The University of Arizona SGD gave us an old map scanner. If we can get it working, this will make it easier to digitize geometries from paper maps.

    iii. The Data Sensitivity Training was distributed to the relevant users last month.

f. Questions

    i. Walsh asks if a federal agency had their GIS and attribute data prepared, would they be able to do a data dump to AZSITE if so inclined? Would they need to put an agreement in place? Would there be a fee?

        1. McGowan notes that in the case of NPS they had specific requests for their data to be stored in separate layers with different access restrictions, so there were costs associated due to the additional development work. But, the agreement included free user accounts for them, so it was cost-neutral. For an agency providing data to fit into our existing data structures there would not be a fee.

    ii. Caseldine asks what the overhead for the NPS grant was? ABOR functions under the cooperative ecosystem studies unit network agreement and is capped under 17.5 percent.

        1. Watson confirms that the grant was put in under that agreement, so the overhead was 17.5 percent.

D. PUBLIC COMMENT

No public comments

E. DATE AND TIME OF NEXT MEETING

Proposed Next Open Meeting: Thursday, October 2nd, 2025, time: 10:00:am

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

F. ADJOURNMENT

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

Meeting adjourned at 11:14am

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	$256,965
$ Not Yet Paid	-	-	-	-	$19,145

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	267
New Sites	1,497	194	1,084	4,087	1,663	696	387	404
Site Updates	-	-	752	5,033	299	360	578	429
ASM PRFs	-	-	335	231	257	361	400	122
New/Updated ASM Site Cards	-	-	322	511	405	743	169	822
ASM Reports	-	-	-	-	4	3,975	2,401	327
ASU Site Cards	-	-	-	-	117	56	810	402
MNA Reports	-	-	-	-	-	-	53	1
USFWS Site Forms	-	-	-	-	-	-	171	29
USFWS Survey Reports	-	-	-	-	-	-	10	9
SHPO Site Info Entries	-	-	-	-	-	872	982	142
SHPO Project Info Entries	-	-	-	-	-	1,266	1,456	782
SHPO NRHP Eligibility Dets.	-	-	-	-	-	806	812	150

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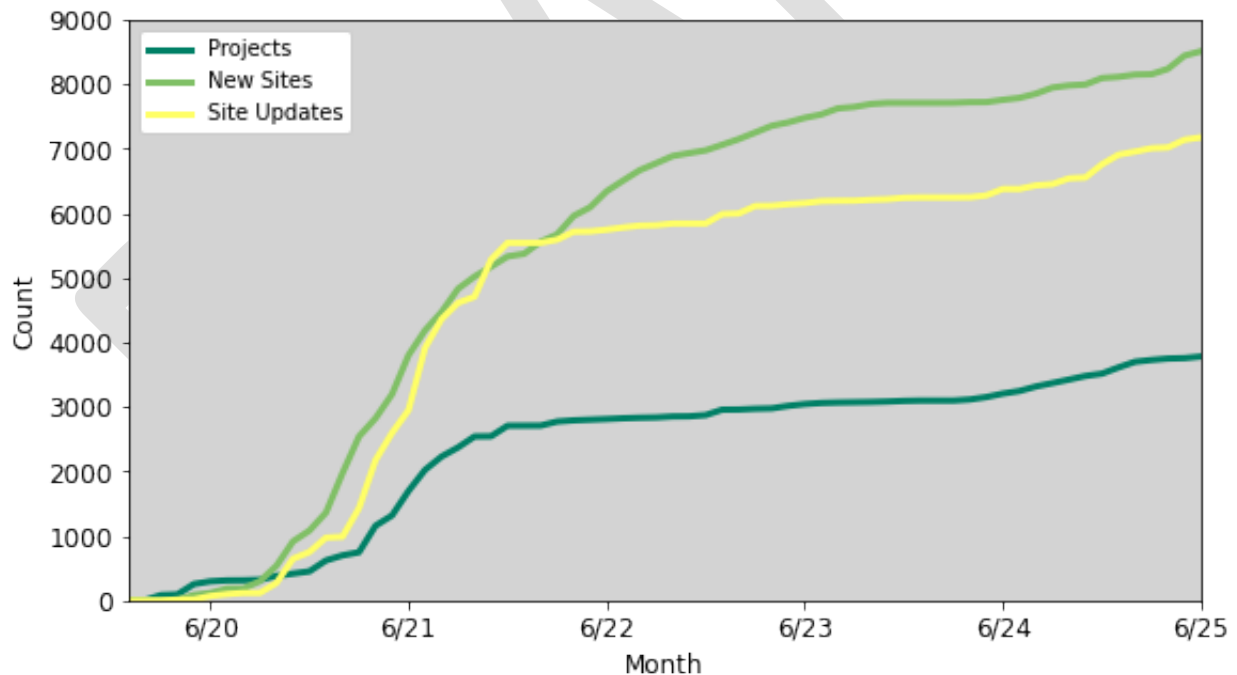
4. **Table 3: Summary of Upload Progress, ASM New Fee Structure**

Type	Total Available to AZSITE	Uploaded	Outstanding
PRFs (ARO/PO/REPO)	1,636 [+10]	1,636 [+10] (100%)	0 (0%)
Reports (ARO/PO/REPO)	1,635 [+11]	1,262 [+46] (77%)	373 (22%)
Negative Surveys (ARO/PO)	903 [+0]	809 [+9] (90%)	94 (10%)
Projects w/ Sites (ARO/PO) - project	480 [+5]	346 [+34] (72%)	134 (28%)
Original Site Recordings	910 [+108]	713 [+305] (78%)	197 (22%)
Site Update Recordings	936 [+271]	395 [+102] (42%)	541 (58%)
Site Cards	551 [+7]	551 [+7] (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	45

Fixes	2023	2024	2025
Requests	3	62	32
Closed	3	61	32

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	1,402	1,385 (99%)	2 (0.2%)	1290 (92%)
MNA Project Reports	970	54 (6%)	-	54 (6%)

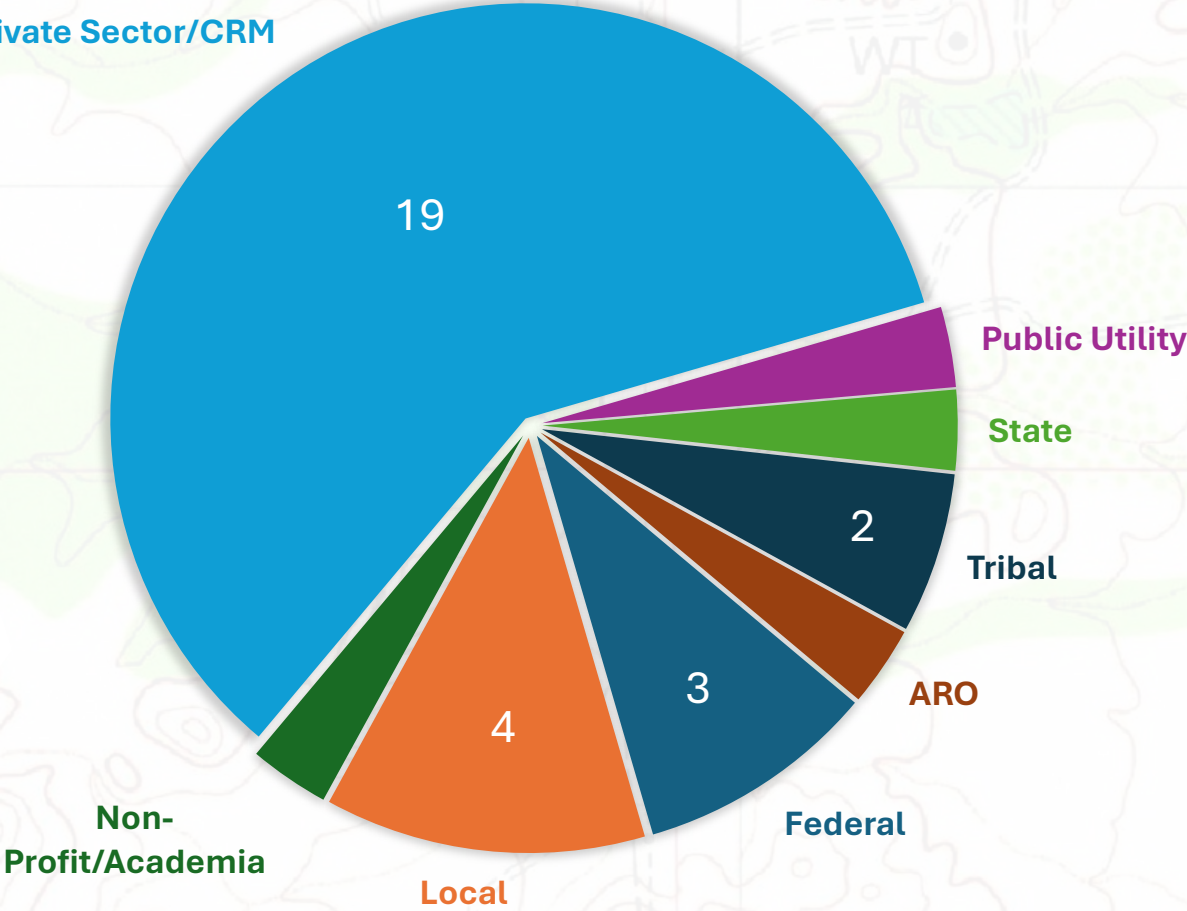| Data Type	Total Available to AZSITE	Data Uploaded	Document Uploaded
USFWS Sites	421	223 (54%)	200 (48%)
USFWS Projects	25	21 (84%)	19 (76%)

AZSITE

Users

- We collected 32 responses from users between April 4th, 2025, and July 16th, 2025

Years Using AZSITE

- 12 for 15+ years
- 9 for 1-5 years
- 8 for 5-10 years
- 3 for 10-15 years

NUMBER OF USER RESPONSES

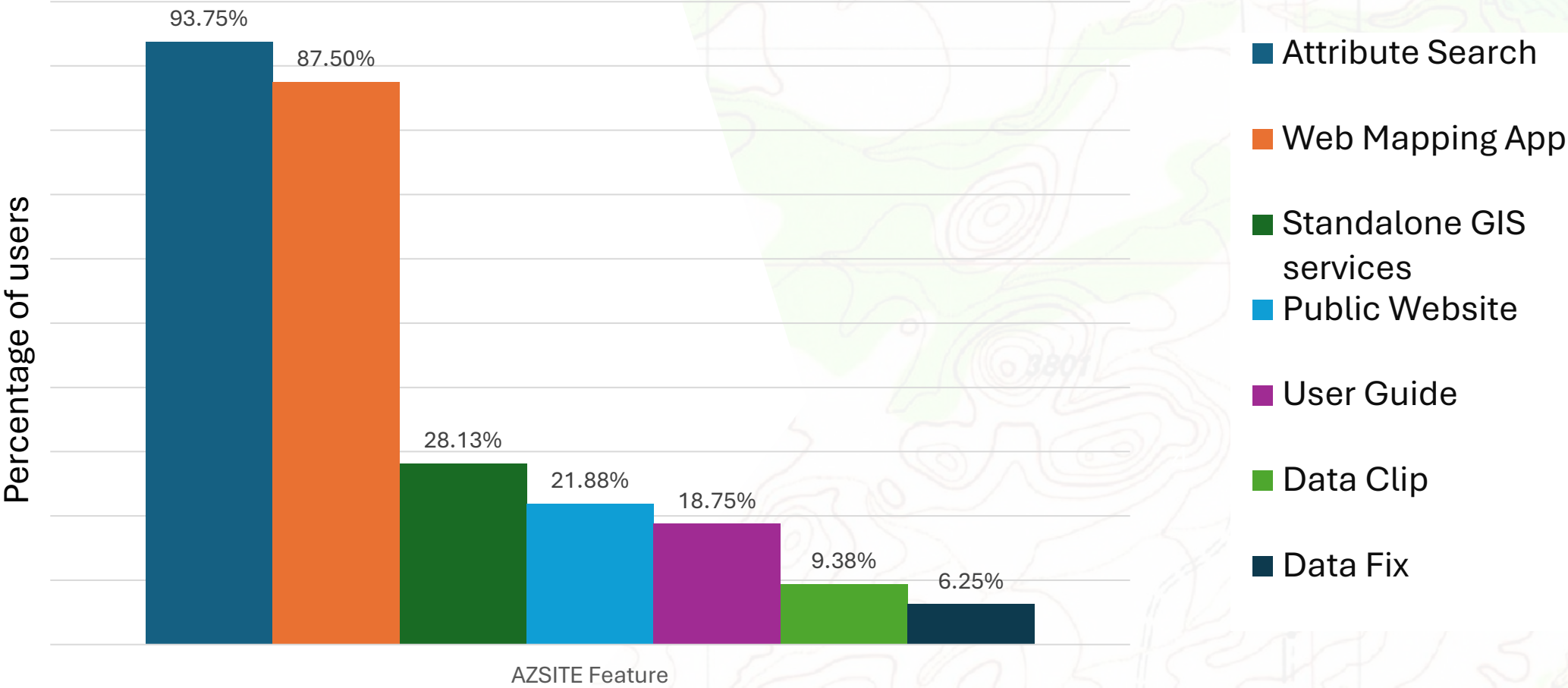# What we wanted to know

1. How are Users using AZSITE?

2. What are AZSITE User priorities?

3. User Frustrations

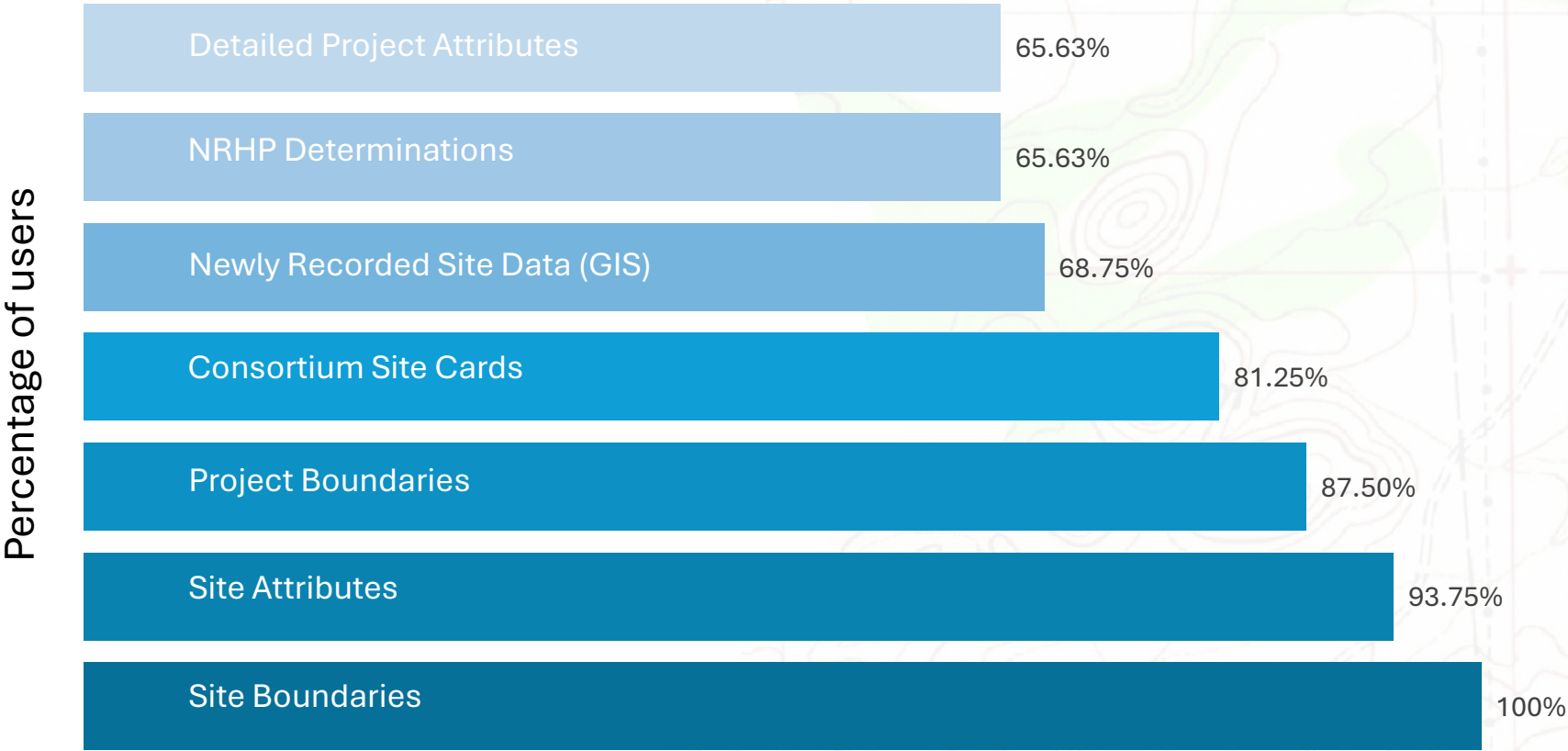# How are Users using AZSITE?

AZSITE

Most Used AZSITE Features

AZSITE

Most Useful Services

Percentage of users

- Detailed Project Attributes — 65.63%
- NRHP Determinations — 65.63%
- Newly Recorded Site Data (GIS) — 68.75%
- Consortium Site Cards — 81.25%
- Project Boundaries — 87.50%
- Site Attributes — 93.75%
- Site Boundaries — 100%

AZSITE

Key Takeaways

1. The Web Mapping App and Attribute Search features are the most used

2. Users find Site Attributes and GIS Boundaries the most useful types of data we curate

What are AZSITE User's priorities?

User Priorities

Top Three User Priorities

1st

Bring ASM data up to date
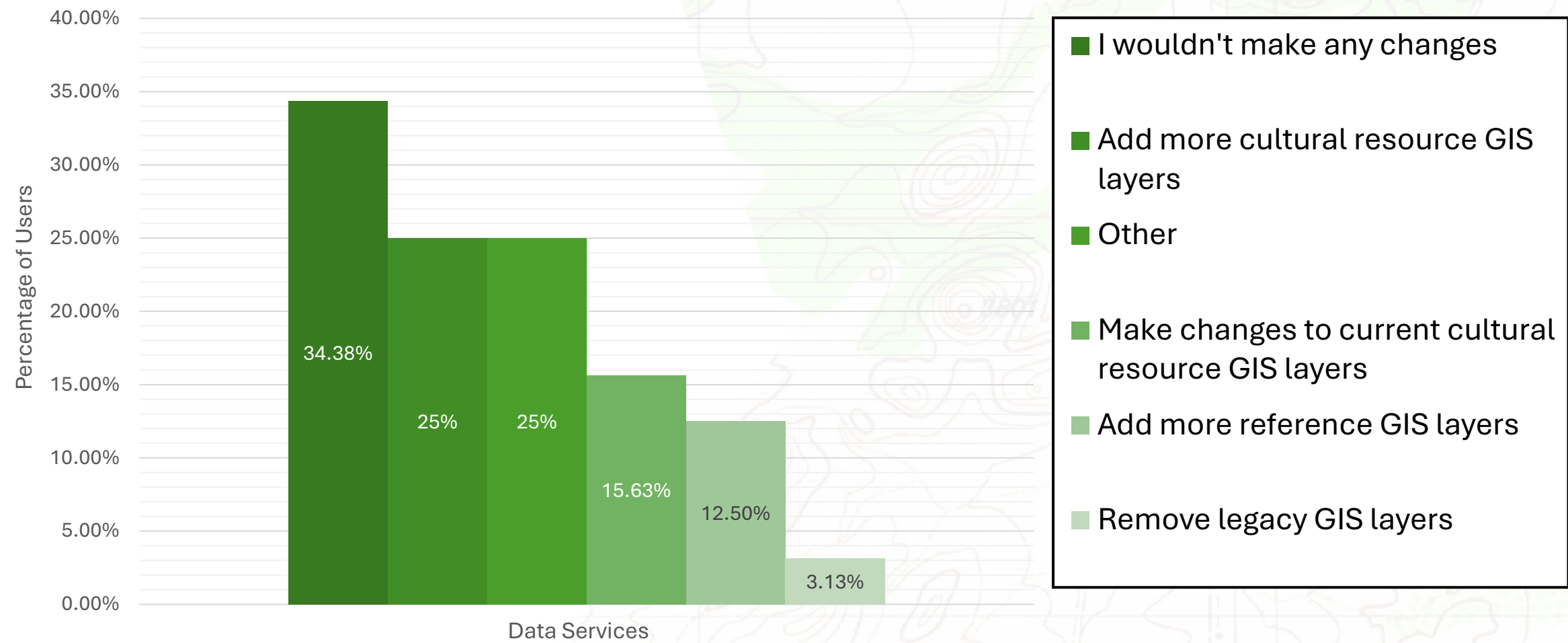
2nd

Make more documents available online

3rd

More data from other agencies

"I would love it if eventually we don't have to do any more ARO searches and that everything on AZSITE matches what the ARO has."

Note that *Updating GIS reference data* was also ranked fairly high as a priority, below the top three

AZSITE

The "Other" Category

1. Sites on Private Land

"It would really be nice to know if a site even still exists when doing research in AZSITE, but unfortunately, the vast majority of the time site cards / site information is not updated to reflect anything beyond the last time someone surveyed the site"

2. More organized NRHP recommendations/determinations

"what exact parts of a site are considered noncontributing or ineligible individually "

3. SHPO Data

"A ton of those old SHPO numbers that say they refer to projects actually refer to sites and it wastes our time repeatedly sorting through that data to determine what is actually useful and what is redundant or flat out wrong."

AZSITE

Key Takeaways

1. More "up to date" data so that the discrepancy between the ARO and AZSITE is less

2. Users would like more advanced Search Tools for the Web Mapping App

3. Users would like to not have to search multiple different databases

What are AZSITE Users Frustrated about?

AZSITE

What is particularly frustrating or unintuitive?

1. Inconsistent site boundaries

*" the site boundaries are not the ones used by ASM ARO"*

2. Incomplete data

"the amount of information generated from compliance projects on multi-jurisdiction, or all-private lands that isn't available from AZSITE (or ASM for that matter) is extremely disappointing."

3. The Map

"navigating within the map is sometimes difficult because landmarks aren't always apparent."

"I find a little frustrating is that there isn't an obvious street map to help you orient yourself when you first open up the map."

AZSITE
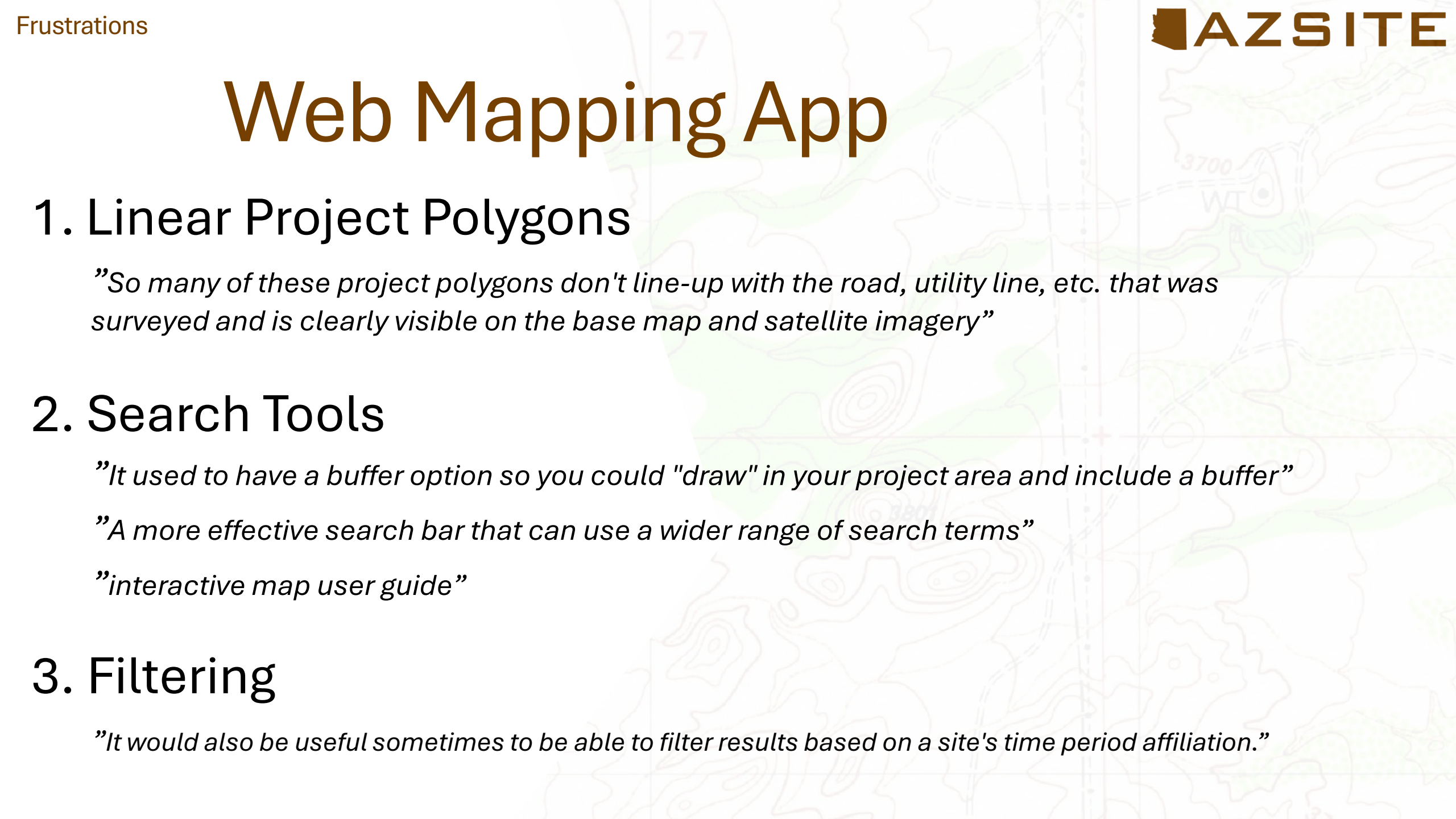
Web Mapping App

1. Linear Project Polygons

"So many of these project polygons don't line-up with the road, utility line, etc. that was surveyed and is clearly visible on the base map and satellite imagery"

2. Search Tools

"It used to have a buffer option so you could "draw" in your project area and include a buffer"

"A more effective search bar that can use a wider range of search terms"

"interactive map user guide"

3. Filtering

"It would also be useful sometimes to be able to filter results based on a site's time period affiliation."

AZSITE

Attribute Search

1. More Consistency

*"Where to find certain information is often inconsistent"*

"site numbers that have been consolidated are not always clear as to what all sites were consolidated"

2. I have to look at the multiple different databases?*

"I would like to be able to get a comprehensive background/previous research result from doing research on AZSITE (like can be done at websites for many of our neighboring states), but this isn't possible even for state, county, or municipal lands"

"What happened to the records for those PG numbered sites?"

"Why on earth must one search in two places for a site, in case it is in the newly recorded sites database? Why is that separate? Help us understand these convoluted scenarios where we have to search multiple databases for one site"
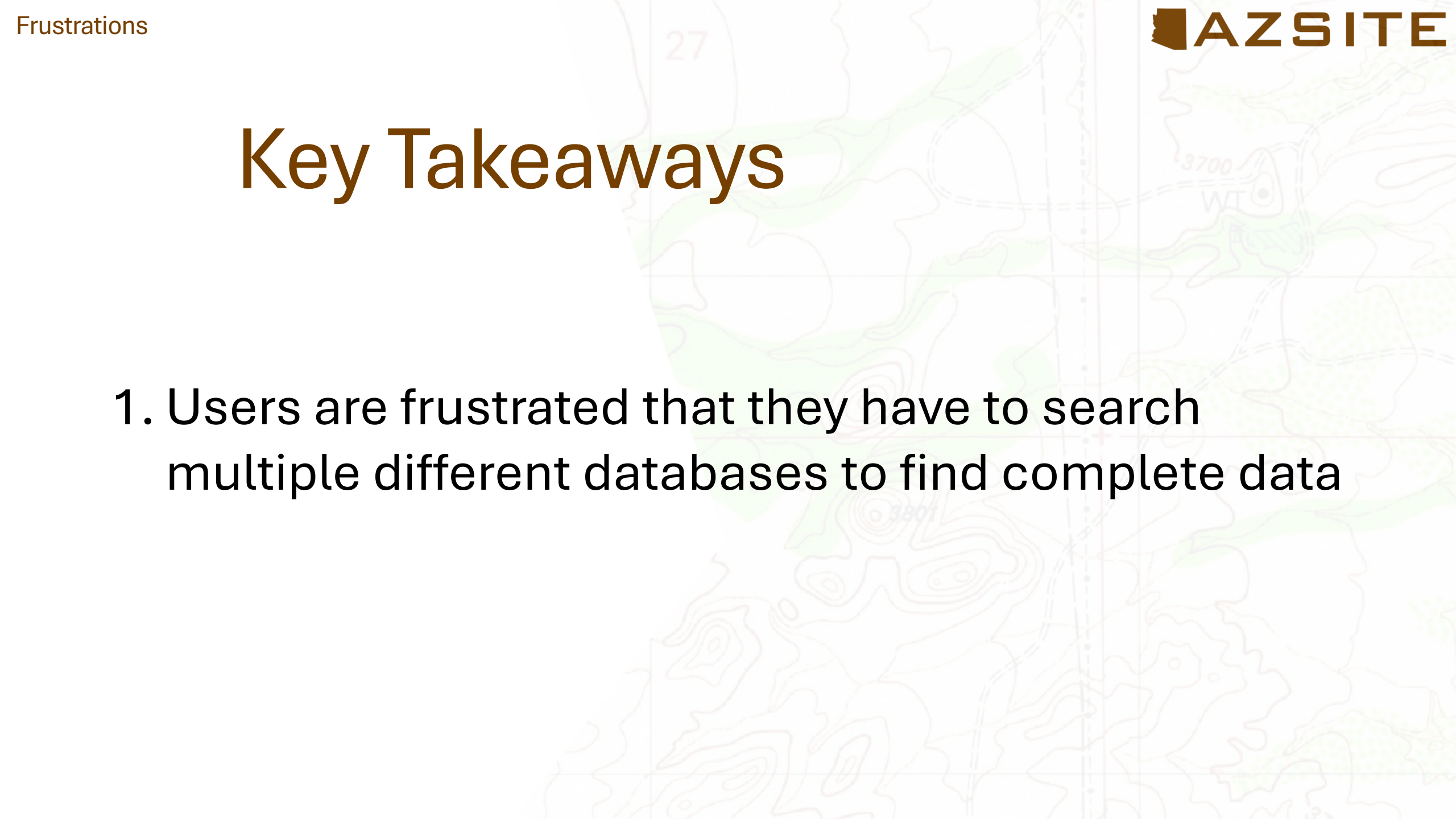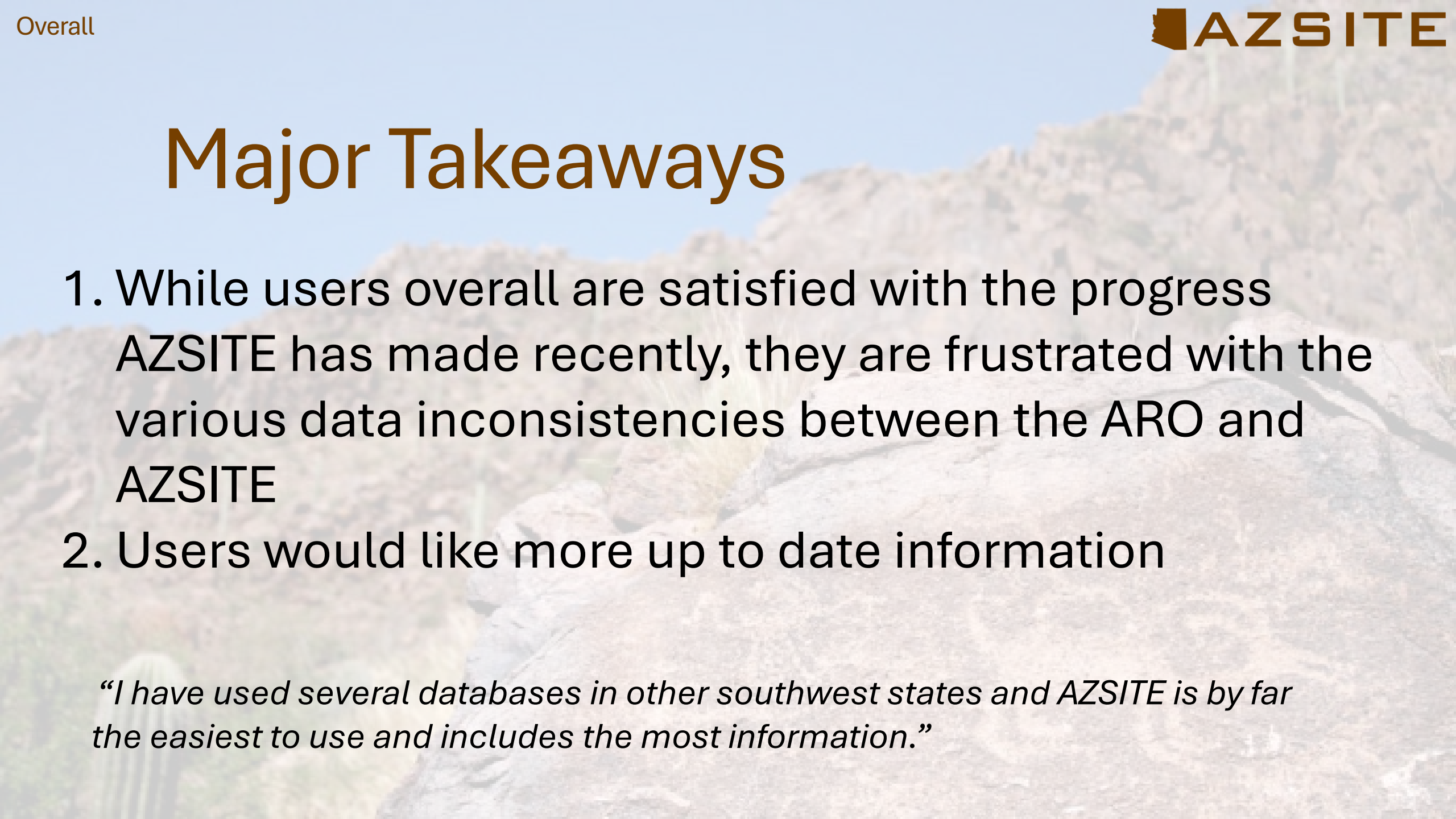
Key Takeaways

1. Users are frustrated that they have to search multiple different databases to find complete data

Let's Wrap It up

AZSITE

Major Takeaways

1. While users overall are satisfied with the progress AZSITE has made recently, they are frustrated with the various data inconsistencies between the ARO and AZSITE
2. Users would like more up to date information

"I have used several databases in other southwest states and AZSITE is by far the easiest to use and includes the most information."