

Statewide Parcel Mapping Advisory Board

9/29/16

Agenda and Notes

1. *Overview and Introductions:* Doug Farnham, Tax; Kevin Viani, AOT; Lucy Leriche, ACCD; Randy Otis, Land Surveyor (VSLs); Leslie Pelch, VCGI; Pete Fellows, TRORC (VAPDA); John Adams, VCGI; Karen Horn, VLCT.
2. *Roles:* Legislation says AOT representative serves as Chair. Thank you, Kevin!
3. *State Agency MOA – How should identified costs be divided among agencies?*
 - a. \$239,345
 - b. ANR, ACCD, AOT, Ag, Taxes, Human Services, Public Safety, Public Service, Admin.
 - c. ACCD's contribution is in-kind through VCGI staff time. AOT's contribution is covering full 20% match during FY17. We are not sure whether Agency of Admin will provide funding (they did sign the MOU, Kevin will ask Chris to look into this). If we divide \$239,345 by 6 the amount per agency/department is ~ \$40,000.
 - d. There was some discussion about whether dividing evenly across agencies makes sense. This is a benefit to all, so it makes sense to simply divide the cost. On the other hand, the size of the agencies/departments varies, as does the direct benefit. We will start with dividing evenly and see how that goes.
 - e. Legislation says AOT will coordinate raising of funds. Kevin will work with Chris Cole to draft a memo to remind agencies and departments that they signed the MOU, and asking them to include the \$40,000 in their budget. If there is pushback about dividing the cost evenly among agencies/departments, Chris will ask those entities for another way to divide up cost (or simply for them to indicate how much they can contribute).
4. *Membership – Should other agencies be represented?*
 - a. Legislation seems to limit membership to AOT, ACCD, ANR, VAPDA, VLCT, VSLs. We may consider inviting other agencies to participate ex-officio in the future.
5. *Bylaws?*
 - a. Lucy would prefer to keep things simple and informal
 - b. We will consider options at next meeting: no bylaws or guidance beyond legislation, simple document that fleshes out legislation, or full by-laws (Leslie will research examples from other boards created by legislation).
 - c. This did lead to some discussion of the board's purpose, and the language of the legislation does say the purpose of the board is: "monitoring the Statewide Property Parcel Mapping Program and making recommendations to the Agency of how the Program can be improved to enhance the usefulness of statewide property parcel data for State agencies and departments, regional planning commissions, municipalities, and the public."
6. *Other topics discussed:*
 - a. Doug mentioned that the role of this board is similar to a board he works with in that it involves oversight, making recommendations, perhaps taking public testimony.
 - b. Randy pointed out that ensuring convenient access to this data will be more likely to encourage private sector financial support of this program.
7. *Future meetings?*

- a. We will wait to see how the memo/response goes but will likely meet between November 15 and December 31 (after elections, before legislature starts).
 - b. Next meeting will include review of by-laws options, update of activities within the actual project, and discussion of how the financial situation worked out.
8. Next Steps:
- a. Leslie will send out links to relevant documents:
 - i. Signed MOU
 - ii. Budget Summary
 - iii. Full Budget
 - iv. Legislation
 - v. Parcel Program Page
 - vi. Overview of benefits of statewide parcel data
 - b. Members of the Advisory Board will read through documents and send questions to Leslie (or whole group).
 - c. Leslie will meet with Kevin to draft memo
 - d. Kevin will meet with Chris Cole to talk about memo
 - e. Leslie will check in with Kevin in 2 weeks to ask about response to memos.