

DRAFT

AZSITE Board Meeting Minutes

January 8, 2020

10:05 a.m. to 10:37 a.m.

A. CALL TO ORDER (Walsh)

Meeting called to order at 10:05 am

Board members present:

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

A quorum was obtained

Also present:

Dan Garcia, Salt River Project (SRP) (online)
Ian Milliken, Pima County (online)
Joe Roth, SHPO (online)
Caroline Klebacha, PaleoWest Archaeology (online)
April Sewequaptewa-Tutt, Jacobs Engineering (online)
Sarah Herr, Desert Archaeology (online)
Gabe McGowan, AZSITE GIS Database Specialist (AZSITE Manager) (online)

B. Introduction of Board Members

- a. AZSITE Board members were introduced
- b. Non-board attendees were introduced
- c. New AZSITE Manager (McGowan) was introduced

C. Agenda Items

- a. Discussion and approval of December 18 meeting minutes (Walsh). The minutes were approved with a roll call vote of the Board. There were no comments from the other attendees.
- b. Discussion of AZSITE Open Meeting Law Complaint and Response Letter (Walsh). The issue arose when a member of the public requested to review the minutes of the October 2019 Board meeting on December 7. Hays-Gilpin (past Chair) responded, with the final minutes sent on December 9. Walsh clarified that the law states that the minutes do not have to be posted, only made available in 3 days.

The Assistant Attorney General's complaint letter was received on December 20, 2019. A response letter was sent by Walsh (as new chair) on December 30, 2019. The Attorney General's office has indicated that the Board's response was sufficient. Walsh noted that

the December minutes and agenda were added to the AZSITE tab on the SHPO website at that time.

Watson says he understands frustration with AZSITE but this isn't helpful to move forward. Hays-Gilpin reiterated that she got minutes out within 2 days of receiving a request and is somewhat disappointed by the time spent on this by Attorney General Office and AZSITE Board.

Walsh recommended posting all agendas and minutes to SHPO website with link on AZSITE page to it; by statute we don't need to post the minutes but in name of transparency we should. Audio will be up in three days. Melissa (ASU) asks who will be responsible for uploading information, and confirmed by Walsh that SHPO can do this and it will not change with the Chair.

Walsh stated that the Board needs to update notice of Meetings to include website, and it's already done.

- c. Discussion of reestablishing AZSITE Consortium Advisory Committee (Walsh). The Board has not heard back from the Governor's office of Boards and Commissions on this matter, and Walsh will continue to follow up.

Once the AZSITE Consortium Advisory Committee is reconvened, the website will need to be updated.

D. Public Comment

Public comments were received from Herr and Garcia. Comments addressed concerns about the following:

- a. Herr: Asked about AZSITE response letter from GAAC – where is it posted? Walsh said it is on the GAAC page of the SHPO website; we will to add to AZSITE page
- b. Herr: asked about closed-door session with Governor's office staff to discuss possible restructuring of the AZSITE board and processes – Walsh responded no movement from SHPO due to too many moving pieces – don't know when it will happen; new governor's office policy advisor.
- c. Garcia: Request that Assistant Attorney General letter of complaint and AZSITE Board's response letter be publicly posted. Walsh confirms that these will be posted on the AZSITE tab of the SHPO website.
- d. Garcia: Notifications about upcoming meetings do not meet requirements of law; would like to see earlier and more widespread notice than is currently standard; mentions that this was part of the attorney general's complaint. Garcia will share a copy of the complaint. Also, discussion was about minutes not being posted, what about notifications about upcoming meetings not meeting standard of law. Walsh and Hays-Gilpin note that this was not a part of the complaint, which only concerned the minutes.

- e. Garcia: December meeting provided inadequate opportunity for public participation, and as a result there was none. Walsh notes that the requirement is 24 hours public notice and that this was met in both cases; Hays-Gilpin confirms. Watson notes that the December and January meetings are emergency meetings to address specific issues occurring over the holiday break in the absence of an AZSITE manager; for regular quarterly meetings AZSITE users are notified by email and website announcements are posted.
- f. Garcia: Public needs to be part of process even if there are emergencies, and that AZSITE website may not be the best vehicle for this. Walsh concurs, says the SHPO website may have the same issue and further recommends utilizing Facebook Arizona Archaeology Group; and the he AAC website. Watson notes that in the future emailed meeting announcements via the AZSITE list will resume. There is agreement that a combination of these public notification methods will be sufficient. Watson says the AZSITE manager may be asked to improve the usability of the AZSITE website including Board meeting materials visibility; Garcia says that simple modifications to improve visibility and center the minutes will help. Walsh notes that audio of this meeting will be posted within 3 days, and that in the same period the minutes will be reviewed by the board and then posted.
- g. Garcia: Notes as a concluding comment that public feels same frustration with the AZSITE situation as the Board.

E. Establish date and time of next regular meeting

- a. Next open meeting will be February 5, 2020 from 10 a.m. to 12 p.m. at ASM.
- b. Agenda will include:
 - Watson: introducing McGowan as the new AZSITE Manager
 - Watson-McGowan: discussion of access to ASU Mercator server
 - Watson-McGowan: discussion of fee survey results
- c. Public comment for future agenda items:
 - Herr: Report on progress in re-forming the Advisory Committee.

F. Adjourned at 10:37 a.m. (Walsh)