

AZSITE Consortium Board Meeting Minutes

April 12, 2023

10:00 a.m. to 11:45 a.m.

A quorum was obtained.

A. CALL TO ORDER (Caseldine)

Meeting called to order at 10:00 a.m.

Board members present:

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

Members of the public present:

Gabe McGowan (AZSITE Manager)
Carrie Schmidt (AZSITE GIS Technician)
Alan Craig (WestLand)
Krystina Isaac (ADOT)
Dan Garcia (Salt River Project)
Karen Leone (ASM)
Reynne Williams (GRIC)
April Carroll (APS)
Allen Dart (Old Pueblo Archaeology Center)
Ashley D'Elia (PaleoWest)
Sarina Mann (ASM)
Christina Rocha (University of Arizona RII)
Michael Brack (Tierra ROW)
Emily Fiocoprile (ASM)
Jenni Rich (ACS)
Jean Robinson (ASU)
Kathryn Turney (Tetra Tech)
Alison Stoltman (Arizona Museum of Natural History)
Sara Cullen (AZ DFFM)
Mowana Lomaomvaya (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 1st Quarter 2023 Meeting Minutes (Caseldine)
 - a. Move to approve (Hays-Gilpin)

- b. Seconded (Watson)
 - c. Approved unanimously.
2. Finance Report (Watson)
- a. Watson presented the finance report. The excess funds in the account, which built up over the previous fee structure, have been slowly depleted over the last few years due to staffing increases and development projects.
 - i. Current Fund Balance: \$149,196
 - ii. Total Income: \$115,751
 - iii. Total Expenses: \$162,983
 - iv. Encumbrances/Pre-encumbrances: \$57,121
 - v. Uncommitted Cash Expenditure: \$92,075
3. Updated Budget & Fee Proposal (McGowan)
- a. McGowan presented the 2024 budget (Appendix A). McGowan reviewed the 2021 budget, which amounted to about \$130,000. Since this budget was created, there have been increased personnel costs due to staffing and raises. The budget also does not include credit card fees, an increase in UA IDC for expenditures, and 11% University of Arizona overhead on all income. The University of Arizona is also expected to implement additional raises July 1, 2023.
 - b. The proposed 2024 budget also includes GRS Hosting and Maintenance, with \$6500 for enhancements to AZSITE applications. Credit card fees are approximately 3% of each charge, so a total of \$5,000 was estimated based on the number of credit card payments every year. The total budget amounts to \$218,912 to meet expenses.
 - c. Discussion:
 - i. Watson stated that the University of Arizona requires raises and money for these raises must come from existing budgets.
 - 1. McGowan stated that the 5% anticipated raise was calculated in collaboration with University of Arizona RII.
 - ii. Rocha stated that the 11% overhead has been around for years, but it may not have been verbalized to the board.
 - iii. Walsh stated that it is the time to ask for legislative funds through the Arizona State Museum (ASM) or the University of Arizona. It would likely be available for the 2025 budget.
 - 1. Rocha stated that this funding request would need to go through the ASM director.

2. Watson stated he will initiate this discussion with ASM.
- iv. Caseldine inquired who should be responsible for the credit card fees.
 1. McGowan replied that our credit card client does support charging the customer for credit card fees. This can be implemented with the current system.
- v. Watson stated that a fee increase should be approved even if requesting legislative funding in case the funding is not approved.
- d. McGowan presented a new fee structure (Appendix B) that will gradually increase fees over three years to meet expenses. This structure maintains the per-head scheme with current account types. By the third year, the current deficit after the University of Arizona 11% overhead would decrease significantly. An alternative would be to implement these increases over two years instead of three. There could also be a separate charge for data clips. It is estimated there will be about 100 data clips requested in 2023. Since most of the 2022 data clips were requested by individuals from two organizations, it is difficult to estimate how much revenue would be generated from implementing a fee. User surveys on data clips could be helpful for predicting how data clip requests would change if there were an associated fee.
- e. Discussion:
 - i. Caseldine stated that potential revenue from a data clip fee does not seem to be enough to supplement the budget or any unexpected costs.
 - ii. McGowan stated that in the upcoming years AZSITE will also need to pay to update the authentication system, possibly amounting to \$20,000-\$30,000.
 - iii. Watson states that AZSITE has become a much-improved product and hopefully users are seeing the benefit. The fees need to be increased to cover the expenses, even with the possibility of additional outside funding.
 - iv. Walsh stated that maybe non-federal agencies can be a source of additional revenue since the majority of federal agencies are no longer using AZSITE.
 - v. Carroll inquired if the number of AZSITE users is expected to change.
 1. McGowan stated that a decrease after a fee increase is to be expected. There was a drop in users after the 2020 fee structure change.
 - vi. Walsh inquired if there is a concern users are sharing usernames and passwords.

1. McGowan replied that it is a concern. The user agreement is the only enforcement currently available.
 2. Mann stated that if the authentication system is to be updated, two-factor authentication could be implemented to help with account sharing.
 - a. McGowan replied that this would be possible.
 - b. Caseldine stated that authentication systems, like Duo used by both Arizona State University and the University of Arizona, are expensive.
 - vii. McGowan stated that any legislative funding would not need to cover the entire budget.
 - viii. Walsh stated the board should look into a one- or two-year fee increase while legislative options are investigated.
 - ix. McGowan will create a user survey to gather information concerning fee increases. Results will be discussed by the next board meeting.
4. Public Mapper Update (McGowan & Schmidt)
- a. Schmidt reviewed the proposal for updating the AZSITE Public application for her MS-GIST Capstone project. Two core AZSITE layers, archaeological sites and projects, will be used to generate generalized layers for the updated application. AZSITE layers will never be stored on ArcGIS online or need to be shared during the project. The updated application will be presented at the next board meeting. Schmidt inquired if the board has any objections or concerns about the use of AZSITE layers in this context.
 - b. Discussion:
 - i. No objections or concerns from the board.
 - ii. McGowan stated that the cost associated with deploying this application would be about \$1250.
5. ASU GRS FY24 PO (McGowan)
- a. McGowan presented the proposed purchase order (PO) for fiscal year 2024 for GRS services and projects. An addition to this year's PO is a virtual testing machine. This will be imperative for the public mapping application updates, Web Entry Module, and continued work on updated applications. McGowan is requesting board approval to submit the FY24 PO, amounting to \$24,000, to UA financials for approval,

pending a more detailed scope from ASU. If necessary, a special meeting of the Board could be called in May to discuss these details.

- b. Discussion:
 - i. Watson stated that it is unclear if the board needs to approve a PO.
 - ii. McGowan stated that the PO amount is included in the FY24 budget, as well as in the FY21 budget.
 - iii. Caseldine states that the PO can move forward since it is accounted for in the budget.

6. ASM Zooarchaeology Data Clip (McGowan)

- a. McGowan stated that there is a large data request from Dr. Martin Welker, Zooarchaeologist at ASM, for FaunAZ data. There is currently an issue with the security certificate for the FaunAZ application and the data is currently inaccessible. Welker is requesting a bulk data clip from FaunAZ for his research. The data clip would include approximately 7,000 sites and associated attributes. The clipped data would be stored on the ASM SharePoint. Welker is interested in researching funding opportunities to improve FaunAZ.
- b. Discussion:
 - i. Walsh inquired if Welker would provide any updated data as a result of this data clip.
 - 1. McGowan stated that he will discuss this with Welker.
- c. Motion to approve data clip with stipulation that Welker will contribute to the overall dataset. (Watson)
 - i. Seconded (Hays-Gilpin)
 - ii. Approved unanimously.

7. Ad-Hoc Advisory Committee Report (Garcia)

- a. Garcia presented the Ad-Hoc Advisory Committee report on behalf of Ian Milliken. Brandon Fjerstad, Zach Rothwell, and Ian Milliken have stepped down from serving on the committee. Garcia asked the board how the committee should proceed and if AZSITE is still in need of the committee.
- b. The User Training draft is ready for review. There are a few unresolved projects, such as improving canal data, that are still on the committee's agenda.
- c. Discussion:

- i. Hays-Gilpin stated that the committee and having the user perspective is useful. It is unclear if users participating in the committee find it equally as valuable from their point of view.
 - 1. Garcia stated that there have been tremendous changes to AZSITE since the committee began and there is definitely value. It is difficult to find volunteers to serve on the committee and there may be another method to gain user perspective on AZSITE.
- ii. Walsh stated that the committee's role could possibly be under the Arizona Archaeology Council (AAC) Heritage Policy Board.
- iii. Watson stated that if legislative funds are going to be requested, the Governor's advisory council for AZSITE should be filled as well. Until the Governor's office fills an advisory committee, it could be shifted to the AAC Heritage Policy Board.
- iv. Garcia will serve as temporary chair and determine if there are more volunteers interested in serving on the committee.
- v. McGowan will distribute the User Training draft to the board.
 - 1. Caseldine stated that there could be legislative funding for the training.
 - 2. Garcia replied that the training is for non-archaeologists and is not necessary for all users. The training should be implemented before looking into any funding for the training.
 - 3. Caseldine stated that training is important for compliance work in the state.

8. Legislative Updates (Garcia)

- a. Garcia reported no legislative updates.

9. AZSITE Updates (McGowan & Schmidt)

- a. Backlog:
 - i. Projects: 2,408 projects uploaded (95%)
 - ii. New Sites: 7,210 sites uploaded (94%)
 - iii. Site Updates: 5,954 basic uploaded (84%)
- b. Data:
 - i. Digitize missing project/site boundaries.

- ii. Rectify site boundaries with ARO maps.
- iii. Vogel “Hilltop” sites – comparing with documented MNA sites.
- iv. MNA Sites – reviewing MNA site data in previously submitted entry modules.
- v. ASU Sites – reviewing ASU site cards and digitizing boundaries and/or entering attributes for missing sites.

c. Summaries:

i. Overall:

	2004-2009	2010-2014	2015-2019	2020	2021	2022	2023
Projects	1,061	840	109	452	2,225	172	100
New Sites	1,706	1,287	194	1,084	4,087	1,663	303
Site Updates	-	-	-	752	5,033	299	275
PRFs	-	-	-	335	231	257	145
New/Updated Site Cards	-	-	-	322	511	405	576
Fixes	-	-	-	73	316	48	36
ASM Reports	-	-	-	-	-	4	1170
ASU Site Cards	-	-	-	-	-	117	32

ii. ARO New Fee Structure:

	2018	2019	2020	2021	2022	2023
Projects Uploaded by Accession Year	93	199	145	84	2	0
Projects Uploaded by Calendar Year	0	0	128	368	74	9
Sites Uploaded by Calendar Year	-	-	167	140	177	3

iii. User Applications and Billing

	2021	2022	2023
User Organizations	109	114	102
Users	331	345	342
Mercator Users	218	237	229
\$ Invoiced	\$126,075	\$138,350	\$134,650

iv. Data Clips:

	2019	2020	2021	2022	2023
Requests	48	46	51	200	30

d. Other Updates:

i. Application Development:

1. The updated Web Mapping and Attribute Search applications are nearly ready for beta testing. The mapping application is now under the current authentication system. Any user who wants to participate in beta testing should contact McGowan.
2. The Attribute Search application has continued to be developed to complement the updated Web Mapping application. A multiparameter search has been added to provide additional functionality. There are more database changes required, primarily concerning document links in the Web Mapping application.
3. AZSITE staff are working on new user documentation for applications.
4. McGowan gave a brief demonstration of the updated applications.

ii. Miscellaneous:

1. Document links have been added to MS Access data clip modules.
2. AZSITE is working with GRS on updating user credential management.
3. Project status has been added to the Advanced Sites Layer based on the current status of Archaeological Records Office (ARO) curation.

e. Discussion:

i. Walsh inquired if consolidations are reflected in data coming to AZSITE from the ARO and if original site boundaries are being saved.

1. McGowan replied that AZSITE saves the original site boundaries as a backup, but these GIS data are removed from AZSITE.
2. Walsh replied that this information is very important in SHPO determinations.
3. McGowan stated that ARO records typically include maps of the original boundary or boundaries.
4. Fiocoprile, ARO Manager, stated that the NRHP eligibilities are maintained during consolidations. Consolidated site cards will

include the previous boundaries. Older consolidation processing involved the removal of consolidated information.

5. McGowan stated that AZSITE generally does not merge all remarks into one site due to the amount of text that would result. Having a separate layer for consolidated boundaries can be investigated.

D. New Business

- a. Walsh inquired if the board should look into changing AZSITE from an Executive Order to a Statute.
- b. Discussion:
 - i. Hays-Gilpin stated that board representation should be more diverse and include more tribal involvement. The requirement that the Museum of Northern Arizona (MNA) provide a board member should be reconsidered because MNA is no longer as involved as the other partners or potential partners.
 - ii. Caseldine stated that this is a good time to investigate making this change.
 - iii. Walsh will ask for more guidance from SHPO on this process.

E. Public Comment

- a. Garcia stated that updates presented today show how far AZSITE has progressed over the last few years and the work of AZSITE staff is much appreciated by the archaeological community.

F. Date and Time of Next Meeting

- a. The next meeting is scheduled for Wednesday, August 9, 2023, at 10:00 a.m. The meeting will be on Zoom.

G. Adjournment

- a. Meeting adjourned at 11:45 am

Appendix A

2024 AZSITE Budget

Section	Description	Budget Amount Requested
Personnel		
Salaries	McGowan	\$64,703
	Schmidt	\$46,766
	Mann	\$4,082
Subtotal		\$115,551
ERE	McGowan	\$20,640
	Schmidt	\$14,918
	Mann	\$1,302
Subtotal		\$36,860
Personnel Total (5% added)		\$160,032
Operations		
General	3d Cart	\$330
	Make	\$150
	GRS Hosting & Maintenance	\$24,000
	CC Fees	\$5,000
Subtotal		\$29,480
Travel/PD	Conferences, training	\$1,500
Subtotal		\$1,500
Operations Total		\$30,980
Budget Total		\$191,012
	UA IDC (2% on expenditures)	\$3,820.23
Grand Total		\$194,832
	UA 11% on \$194,832 income	\$21,431.50
<i>Adjusted for UA 11% on income</i>		<i>\$218,912</i>

Appendix B

AZSITE Proposed Fee Structure

Account Type	2022 Count	Year 1	Year 1 Increase	Year 2	Year 2 Increase	Year 3	Year 3 Increase
Educational	20	\$110	10%	\$120	9%	\$120	0%
30 Day	15	\$350	40%	\$400	14%	\$450	13%
Standard II	100	\$550	22%	\$650	18%	\$725	12%
Government Standard I	75	\$550	22%	\$650	18%	\$725	12%
Standard I	103	\$650	18%	\$750	15%	\$825	10%

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