

Letter of Interlocal Agreement Details: Washington State Office of the Chief Information Officer and Thurston County

Thurston County
Central Service Department
2000 Lakeridge Drive SW
Olympia, WA 98502-6045

August 12, 2016

Washington State Office of the Chief Information Officer (OCIO)
1500 Jefferson St, SE
Olympia, WA, 98504

This letter, entitled *Letter of Interlocal Agreement Details: Washington State Office of the Chief Information Officer (OCIO) and Thurston County*, is part of the Interlocal Agreement between Washington State Office of the Chief Information Officer (OCIO) and Thurston County, 2013 – Sharing Geospatial Data. The purpose of using a letter format is to allow the technical details of the work to be described and modified as needed to accommodate the constantly changing nature of technology, and leave the terms and conditions within the Interlocal Agreement described above intact.

The details described within this letter are provided pursuant to the **Technical Details, Section 2** portion of the Interlocal Agreement. In order for the work described within this letter to be placed into effect the letter must be signed by the Joy Paulus, Senior Policy & Program Manager, Geospatial Program Office of the *Washington State Office of the Chief Information Officer (OCIO)* and the Central Services Director, or designee for Thurston County. When the work described in this letter requires modification a new letter with a revised date and details must be drafted and signed.

A. Definitions

GIS – Acronym for *Geographic Information System*. An integrated collection of computer software and data used to view and manage information about geographic places, analyze spatial relationships, and model spatial processes. A GIS provides a framework for gathering and organizing spatial data and related information so that it can be displayed and analyzed.

Data Share Agreement Boundary – A geographic extent bounded by specific Township, Range and Section delineation. The boundary defines the geographic area of which THURSON COUNTY and OCIO will reciprocally share data and is attached to this letter.

Database – One or more structure sets of persistent data, managed and stored as a unit and generally associated with software to update and query the data. A simple database might be a single file with many records, each of which references the same set of fields. A GIS database includes data about the spatial locations and shapes of geographic features recorded

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as points, lines, areas pixels, grid cells, or TINs, as well as their attributes. An Esri ArcSDE database is a spatial database with software (SDE, Spatial Database Engine) acting as an interpretive agent in conjunction with a relational database management system.

File Geodatabase – A collection of various types of GIS datasets held in a file system folder. A file geodatabase is the currently recommended native data format for ArcGIS stored and managed in a file system folder. The datasets that are managed in a file geodatabase include feature classes, attribute tables, relationship classes, domains, raster datasets, network datasets, and topologies.

Feature Dataset – A collection of related feature classes, within a file geodatabase, that share a common coordinate system. The primary purpose is for organizing related feature classes into a common dataset for building a topology, a network dataset, a terrain dataset, or a geometric network.

Feature Class – A vector data storage format for storing the location, shape, and attributes of geographic features. A feature class is stored in a file geodatabase as a collection of common features, each having the same spatial representation, such as points, lines, or polygons, and a common set of attribute columns.

Shapefile – A vector data storage format for storing the location, shape, and attributes of geographic features. A shapefile is stored in a set of related files and contains one feature class.

FTP – Acronym for *File Transfer Protocol*. A protocol that allows the transmission of files between computers over a network.

B. Scope of Agreement/Work

a. Responsibilities of OCIO shall be as follows:
OCIO maintains certain datasets that are of interest to THURSTON COUNTY. OCIO shall share and update the datasets as identified by THURSTON COUNTY in the following table. Each shared dataset layer shall comply with the Data Share Agreement Boundary defined by specific Township, Section, and Range delineation as depicted in Section D of this document. Data will be delivered within 5 (five) business days of the update schedule listed. Data will be formatted as API's. The following table identifies the services and data that will be provided access to, and update schedule:

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Feature Dataset/Folder	{Feature Class/Shapefile}	Update Schedule
	OCIO - WA Master Addressing Services (WAMAS) (address correction (Melissa); geocoding; and geoprocessing API's http://state-wamas.des.wa.gov (SGN) https://state-wamas.wa.gov (non-SGN)	Continual nightly update and access to those identified via <i>Access Request Form</i> at the OCIO website
	DOH - 1. Wellhead Protection Areas: "DOHHPA.gdb" including TOT_10yr_Thurston, TOT_1yr_Thurston, TOT_5yr_Thurston, TOT_6mo_Thurston & Source_Thurston. Currently we request an update every year. 2. Community Water System Data DFW - 1. PHS Datasets - DNR - 1. Landslide and Geologic Data if updates are available. 2. State Fire Patrol - Parcels that are assessed a fee. This is helpful in some work we do for fire districts and the assessor's office	
	Other Category 1 and 2 data as requested by the County (non-HIPPA)	

OCIO can provide additional Category 1 & 2 datasets if they are desire, but these are presently the required datasets of this agreements.

b. Responsibilities of THURSTON COUNTY shall be as follows:

THURSTON COUNTY maintains certain datasets that are of interest to OCIO. THURSTON COUNTY shall share and update the datasets as identified by OCIO in the following table. Each shared dataset layer shall comply with the Data Share Agreement

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Boundary defined by specific Township, Section, and Range delineation as depicted in Section D of this document. Data will be delivered within 5 (five) business days of the update schedule listed. Data will be formatted as feature classes within a File Geodatabase. The following table identifies the feature datasets, feature classes and update schedule:

Feature Dataset	Feature Class	Update Schedule
	Parcels geometry and all associated assessor attributes	Annually - January
	E9-1-1 Address Points File	1 st day of each month
	E-9-1-1 Associated Street Centerline File	1 st day of each Quarter
	Landuse/zoning	Annually - January
	UGA & County boundary layers	Annually - January

THURSTON COUNTY may provide additional datasets if they so desire, however the above described datasets are the required datasets for the work described in this letter.

C. Process and Protocols for securing access

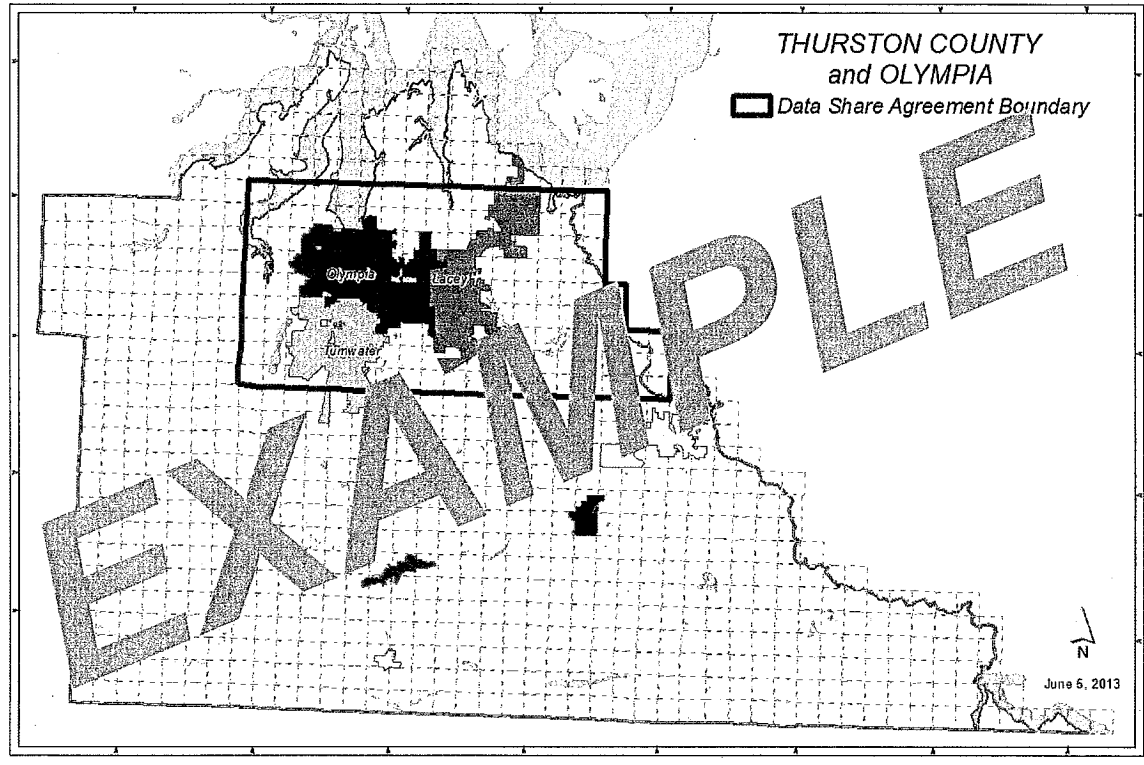
- a. OCIO maintains separate network logons for all employees. It is against OCIO'S administrative guidelines to share password information. OCIO is implementing a password requirement.
- b. OCIO maintains access permissions at the network share level, the folder level, and in some cases file level. All sensitive or proprietary data will be secured in this manner.

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- c. OCIO has established a Secure Box data drop site which will enable *THURSTON COUNTY* to transfer shared data through a separate, secure logon as established by OCIO. Maintenance of this site, including maintaining *THURSTON* access for file transfer, will be the sole responsibility of OCIO.
- d. Proprietary or sensitive data permissions is or will be applied at the database and database table levels to control access to data held in a SQL Server, ESRI ArcSDE database or any related data file applicable to this Agreement. Both OCIO and *THURSTON COUNTY* will ensure that all data needing security will be restricted to those who are authorized as defined below.
- e. Authorized personnel from *THURSTON COUNTY* shall be Central Services Department, Thurston GeoData Center staff.
- f. Authorized personnel from the State of Washington shall be official state agency staff.

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D. Map of Agreement Boundary



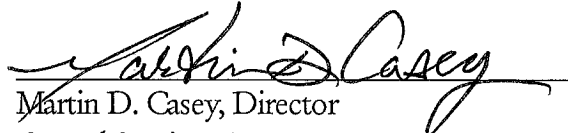
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E. Approvals

My signature indicates approval of the technical details of this agreement as defined in this letter.



Joy Paulys, State GIS Coordinator
Office of the CIO



Martin D. Casey, Director
Central Services Department

Date: 9/19/14

Date: 9/9/14