DRAFT

SALT LAKE COUNTY
GIS STEERING COMMITTEE
MEETING MINUTES (UNAPPROVED*)

Thursday, March 21, 2024
10:00 am / N2-800 and WebEx

Committee Members / Voting Designee:
Reid Demman, Surveyor *(Chair and Voting Member)*
Megan Hillyard, Administrative Services *(Vice Chair and Voting Member)*
Chris W. Harding, Auditor *(Voting Member)*
Kade Moncur, Public Works (*Voting Proxy)*
Matthew Dumont, Sheriff (*Voting Proxy)*
Phil Conder, Treasurer *(Voting Proxy)*
Tyler Andrus, Assessor *(Voting Proxy)*
Kelly Colopy, Human Services *(Voting Member)*

Absent / Excused:
Chris Stavros, Assessor (*Voting Member)*
Lannie Chapman, Clerk *(Voting Member)*
Robin Chalhoub, Community Services (*Voting Member)*
Erin Litvack, Deputy Mayor of County Services *(Voting Member)*
Sim Gill, District Attorney (*Voting Member)*
Scott Baird, Public Works (*Voting Member)*
Rashelle Hobbs, Recorder *(Voting Member)*
Rosie Rivera, Sheriff (*Voting Member)*
K. Wayne Cushing, Treasurer *(Voting Member)*
Dave Delquadro, County Council *(Non-Voting Member)*

Other Participants:
Erik Neemann, Surveyor
Brad Park, Surveyor
Tony Jolley, Information Technology
Trevor Hebditch, Information Technology
Mark Miller, Information Technology
Andrew Dudley, Information Technology
Jon Thelen, Information Technology
Brandon Allgier, Information Technology
Brendan Duffy, Information Technology
Teddy Arnold, Information Technology
Javaid Lal, Administrative Services
Teresa Curtis, Addressing
Bart LeCheminant, Addressing
Tori Rasmussen, Addressing
Jarom Zenger, Assessor
Steve Arnold, Public Works Operations
Clinton Benson, Real Estate
Bishal Raj Joshi, Recorder
Robyn Haywood, Recorder
Wiley Bogren, Recorder
Ryan Lambert, District Attorney
Maren Slaugh, Records and Archives
Katie Romig, Regional Transportation
Trent Sorensen, Municipal Services District
Steve Arnold, Public Works Operations
Steve Van Maren, Resident

*This Unapproved draft is the first attempt at the minutes and is posted to meet Open Meetings Act requirements. The final version voted on will most likely evolve and be different from that posted here.

Items Discussed:

- **Welcome and Approval of July 20, 2023 Minutes.** Reid Demman, GIS Steering Committee Chair, welcomed all existing Committee members and others present to the meeting, and called the meeting to order at approximately 10:02 am.
  The minutes of the July 20, 2023 meeting were placed up for approval motion.

***Motion**: A motion was made by Phil Conder and seconded by Megan Hillyard to approve the July 20, 2023 meeting minutes. The minutes were unanimously approved as submitted by voting members or their proxies present as follows:*

Reid Demman	*Aye*
Megan Hillyard	*Aye*
Chris W. Harding	*Aye*
Kade Moncur	*Aye*
Matthew Dumont	*Aye*
Phil Conder	*Aye*
Tyler Andrus	*Aye*
Kelly Colopy	*Aye*

- **Citizen Public Input:** Reid asked if there were any comments from citizens. Resident Steve Van Maren was in attendance, and indicated he did not have any comments.

- **GIS STWG Updates:** Updates were provided on the following items:

  - ***GIS Policy/Standards Reorganization and Updates***. Erik Neemann from the Surveyor's Office informed the Committee they are planning to separate the GIS Policy and Standards document into two documents. The Policy document would be a broad overarching policy that references the Standards document. The Standards document would include more specifics. This is the way the Information Technology policies are managed now, and we are following their lead. This will make it easier to update the Standards, which will be approved by the Committee, rather than going through the Council, which changing Policy requires. Currently, this topic is Informational with the idea to have this as an Action item in a future GIS Steering Committee meeting.

  - ***2024 GIS STWG Goals***. Erik Neemann from the Surveyor's Office displayed some of the 2024 goals on screen and briefly discussed them. Highlights include an update to Countrywide Policy #1013 on GIS Standards and cleaning up ArcGIS online and portal content.

    Reid asked Erik about possible security concerns. He responded that data definitely should be reviewed to ensure it is not shared publicly when it shouldn't be. Phil asked if the datasets are defined by who owns them, shares them, edits them, etc. Reid Demman answered that information is defined and covered in the Policy.

    It is important to ensure that employees performing this work are familiar with this expectation, ask the important questions, and error on the side of caution when taking and using data from other County departments.

- ***Esri User's Conference Complimentary Tickets Process***. Erik Neemann from the Surveyor's Office suggested a way to get on top of the complimentary tickets process for Esri User Conferences. He noted the County receives 10 tickets with our Enterprise Agreement that cover registration fees for the conference. They want to ensure these valuable conference registrations are requested by emailing the GIS STWG and they will review the requests and assign them accordingly.

  Unlimited virtual option tickets are also available and anyone in the County that has a Pro License or ArcGIS account can sign up for some of the offered live sessions. Teddy Arnold from Information Technology also encourages County users to attend the virtual option of the Esri conference live sessions if they cannot attend in person.

- **Esri Enterprise Licensing Agreement:** Brandon Allgier and Teddy Arnold from Information Technology covered the following:

  - ***New Agreement Began on February 9, 2024*.** Brandon Allgier from Information Technology noted there are a few immediate benefits and some more mid- and long-term benefits forthcoming.

  - ***Expectation***s. More licenses are immediately available now and the process is streamlined better. They will continue to keep the current controls in place. More tools are now available to the County.

    Teddy Arnold from Information Technology stated this will allow us to explore some tools we did not have access to previously.

    Reid Demman suggested organizing a summit-type meeting to review these new available tools with users within the County. Teddy Arnold from Information Technology answered she would be happy to organize that. Erik Neemann from the Surveyor's Office mentioned perhaps someone from Esri could provide training as well. Esri offers a variety of virtual and online training options, some of which are open to anyone and a temporary license is provided by Esri in these instances.

- **Data Governance Working Group Update:** Javaid Lal from Administrative Services provided a brief update on recent actions of this unit. He pointed out new Group members and noted that Mark Evans from Information Technology is retiring. Mark was thanked for his many years of service to this Committee and the County as a whole.

  Reid stated he likes the collaboration of the shared resources across the related sub-committees.

- **GIS Spotlight: Snow Removal and Street Sweeper App:** Brendan Duffy from Information Technology presented on this topic. He summarized that the customer, Public Works, was looking at a way to track the snow removal and street sweeping throughout the County. He described the process of how they created this app using a vendor called Geotab based on the customer's wants and needs. The app tracks the activities of different vehicles throughout the County specifically focusing on snow removal and street sweeping. This information is then stored in a database and can be retrieved via the app.

  Reid asked how this benefited the public and Brendan Duffy from Information Technology provided specific examples of how the app provides different views when roads are plowed, salted, etc. Mark Miller from Information Technology noted this allowed the Contract cities to see what services they were receiving in real time.

- **Other Business and Updates.**
  a. ***GIS Protocol Question***: Phil asked how they would go about the process of contacting the proper resources related to GIS processes, work requests, etc. Reid answered they should go through the GIS STWG Committee.

- **Next Scheduled Meeting Date.** Unless notified otherwise, the next GIS Steering Committee meeting is scheduled for May 16, 2024 at 10:00 am in Suite N2-800 and via WebEx.

- **Adjournment**. The meeting was adjourned at approximately 10:46 am.