DRAFT

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

Thursday, May 16, 2024
10:00 am / N2-800 and WebEx

Committee Members / Voting Designee:
Reid Demman, Surveyor *(Chair and Voting Member)*
Richard Jaussi, Auditor *(Voting Proxy)*
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)*
Will Kocher, Recorder *(Voting Proxy)*

Absent / Excused:
Megan Hillyard, Administrative Services *(Vice Chair and Voting Member)*
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)*
Chris W. Harding, Auditor *(Voting Member)*
K. Wayne Cushing, Treasurer *(Voting Member)*
Dave Delquadro, County Council *(Non-Voting Member)*

Other Participants:
Erik Neemann, Surveyor
Bradley Park, Surveyor
Zachary Posner, Information Technology
Tony Jolley, Information Technology
Trevor Hebditch, Information Technology
Mark Miller, Information Technology
Andrew Dudley, Information Technology
Jon Thelen, Information Technology
Teddy Arnold, Information Technology
Javaid Lal, Administrative Services
Teresa Curtis, Addressing
Bart LeCheminant, Addressing
Tori Rasmussen, Addressing
Jarom Zenger, Assessor
Robyn Haywood, Recorder
Wiley Bogren, Recorder
Ryan Lambert, District Attorney
Kathryn Romig, Regional Transportation
Laura Jacobs, Clerk Elections

*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 March 21, 2024 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 10:00 am.
The minutes of the March 21, 2024 meeting were placed up for approval motion.

Motion: **A motion was made by Tyler Andrus and seconded by Phil Conder to approve the March 21, 2024 meeting minutes. The minutes were unanimously approved as submitted by voting members, or their proxies present, as follows:**

Reid Demman	*Aye*
Richard Jaussi	*Aye*
Kade Moncur	*Aye*
Matthew Dumont	*Aye*
Phil Conder	*Aye*
Tyler Andrus	*Aye*
Kelly Colopy	*Aye*
Will Kocher	*Aye*

❖ **Citizen Public Input:** Reid asked if there were any comments from citizens. There were none.

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

  ○ ***GIS Policy and Standards****.* Erik Neemann from the Surveyor's Office provided an overview on the recent content and organizational changes made to Countywide Policy #1013.

    Reid asked where the archiving exists. He is not sure they should be in a separate standard. The basic policy states that the GIS STWG can set policy about archiving, but nothing has yet been done. Reid asked if there is anything unique in GIS data. Erik Neemann from the Surveyor's Office answered the geospatial component of it is probably the most unique factor and that can be archived digitally. It may be worthwhile to add specifics for GIS archiving and include detail on how to do it. The idea today is to get the policy in place and finetune the details later.

    A motion was made by Phil Conder and seconded by Tyler Andrus to approve the policy as proposed and move it onto the Executive Coordination Committee. The motion was unanimously approved by Committee members, or their proxies, as follows:

Reid Demman	*Aye*
Richard Jaussi	*Aye*
Kade Moncur	*Aye*
Matthew Dumont	*Aye*
Phil Conder	*Aye*
Tyler Andrus	*Aye*
Kelly Colopy	*Aye*
Will Kocher	*Aye*

  ○ ***Esri User's Conference Complimentary Ticket Guidance***. Erik Neemann from the Surveyor's Office outlined the GIS STWG's

recommendation on eligibility for the County's free Esri conference registration tickets. Priority would go to County employees. After a certain date, if tickets are still available, the tickets process can be opened for other users that get ArcGIS licenses under our Enterprise Agreement (i.e., WFWRD; UPD, etc.) A May 1st or May 15th cut-off date as a future recommendation would make sense for opening the remaining tickets up for the annual mid-July conference.

Erik Neemann from the Surveyor's Office will send out another email to all GIS users in the County to remind them these registration tickets are available. We get ten in-person tickets every year for the County, he noted.

Ryan Lambert from the District Attorney's office was asked for his legal opinion on the issue of whether non-County entities can use remaining tickets. He thinks that it is probably okay as we are giving them to other District governmental agencies that have Interlocal Agreements with us. A close date of May 24, 2024 was agreed upon for this year's ticket allocation.

A motion was made by Phil Conder and seconded by Tyler Andrus to open the Esri Conference Registration tickets received in the County's Enterprise Agreement to other government partnership entities. The motion unanimously passed by Committee Members, or their proxies present as follows:

Reid Demman	*Aye*
Richard Jaussi	*Aye*
Kade Moncur	*Aye*
Matthew Dumont	*Aye*
Phil Conder	*Aye*
Tyler Andrus	*Aye*
Kelly Colopy	*Aye*
Will Kocher	*Aye*

❖ **Data Governance Working Group Update:** Javaid Lal from Administrative Services led a discussion and presentation on Utah HB 491 regarding Data Privacy Amendments. This House Bill will significantly impact data privacy and sharing practices within Salt Lake County agencies in several ways. Reid asked if there is a hard deadline to when we need be to in compliance. The entire program needs to be in place by May 1, 2025 with a couple more years after that allowing for any adjustments that may be needed.

Some of the highlights of the presentation included:

- Launch a survey to collect HB491 related information from County agencies.
- Work with Information Technology to develop a privacy training program.
- Work with Contracts and Procurement to include HB491 privacy statements in contracts.
- Each agency works with their Attorney to come up with a privacy statement and provide it for applications that collect personal information.
- Attend the HB491 webinar on the Government Data Privacy Act on Thursday, May 23rd.

❖ **GIS Spotlight: SharePoint and ArcGIS Integrations:** Erik Neemann from the Surveyor's Office presented on this topic. He covered ways SharePoint can be used to create maps. He provided a couple of examples on how this has worked in real-life projects. These are basically project and asset management tools, per Reid. If there is interest from other County agencies in this area, they are encouraged to reach out to Erik Neemann or the GIS STWG group for more information. It can be managed in SharePoint online, a map created, and then used internally or published out to a public platform. There are some tools out there for ArcGIS for Microsoft as well. If published outside of SharePoint, he recommends pushing the updates out to the external platform.

❖ **Other Business and Updates.**
   None at this meeting.

❖ **Next Scheduled Meeting Date.** Unless notified otherwise, the next GIS Steering Committee meeting is scheduled for July 18, 2024 at 10:00 am in Suite N2-800 and via WebEx.

❖ **Adjournment**. The meeting was adjourned at approximately 10:41 am.