

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

Thursday, October 20, 2016
10:00 am Suite #N2-800

Committee Members / Voting Designee:

Sarah Brenna, Administrative Services (Chair and Voting Member)
Reid Demman, Surveyor (Vice Chair and Voting Member)
Carlton Christensen, Regional Development (Voting Member)
Karen Crompton, Human Services (Voting Member)
Rick Graham, Township Services (Voting Member)
Scott Baird, Engineering and Flood Control, (Voting Member)
Sherrie Swensen, Clerk (Voting Member)
Kenneth "Rich" Richmond, Recorder (Voting Proxy)
Roswell Rogers, Auditor (Voting Proxy)
Rebecca Adams, Assessor (Voting Proxy)
Rena Beckstead, District Attorney (Voting Proxy)

Committee Members / Non-Voting:

N/A this meeting

Absent / Excused:

Gary Ott, Recorder (Voting Member)
Jim Winder, Sheriff (Voting Member)
Sim Gill, District Attorney (Voting Member)
Erin Litvack, Community Services (Voting Member)
Kevin Jacobs, Assessor (Voting Member)
Scott Tingley, Auditor (Voting Member)
K. Wayne Cushing, Treasurer (Voting Member)
Dave Delquadro, County Council (Non-Voting Member)

Others:

Beth Overhuls, Information Services
Izabela Miller, Information Services
Bill Jeter, Information Services
Dani Weigand, Information Services
Trevor Hebditch, Information Services
Joe Borgione, Information Services
Teresa Curtis, Addressing
Darrell Passey, Records Management and Archives
Maren Slauch, Records Management and Archives
Angela Lane, District Attorney
Liam Keogh, District Attorney
Alex Rudowski, Engineering and Flood Control
Crystal Hulbert, Engineering and Flood Control
Mark Miller, Surveyor
Casey Sledge, Recorder
Karmen Sanone, Recorder
Gordon Swenson, Recorder
Anna Sokol, Esri
Joseph Peters, Esri
Joseph Rhodes, Esri

Items Discussed:

- ❖ **Welcome and Approval of August 18, 2016 Minutes.** Sarah Brenna, GIS Steering Committee Chair, welcomed all existing committee members and others present, and called the meeting to order at approximately 10:07 am.

The minutes of the August 18, 2016 meeting were briefly reviewed.

Motion: Carlton Christensen motioned to approve the August 18, 2016 minutes as modified (modification made was moving Scott Baird to the Committee Members attendance column). **Rick Graham seconded the motion. The modified minutes were unanimously approved by voting members present as follows:**

Sarah Brenna	Yay
Reid Demman	Yay
Kenneth "Rich" Richmond	Yay
Roswell Rogers	Yay
Rebecca Adams	Yay
Carlton Christensen	Yay
Karen Crompton	Yay
Rick Graham	Yay
Rena Beckstead	Yay
Scott Baird	Yay
Sherrie Swensen	Yay

Salt Lake County Engineering and Flood Control Division Policy #10-13, "Standards for Geographic Information Systems". Alex Rudowski from Engineering and Flood Control updated Committee members on the approved motion in the August 18, 2016 GIS Steering Committee meeting to review the Referenced standards that accompany their related new policy.

He noted that the #10-13 policy is referenced in their department's GIS Standards. Very similar to policy #10-13, theirs is a standard document designed to be a framework for building GIS in Salt Lake County Public Works. Their purpose and objective is laid out. Their document outlines how their office sets up the way they want their data to look. This is a way to acquire and maintain their data when employees move on and take institutional knowledge with them.

Reid Demman asked if they are at least meeting the minimum requirements in policy #10-13, and adding to them. Alex Rudowski answered that yes, that is correct. Scott Baird asked about some of the data listed in the Standards. Some are needed and some are not, per Alex Rudowski. More data will be added as the need arises. Water and sewer can be added later.

If these standards are amended, they will have to be re-adopted by the GIS Steering Committee, Reid Demman noted.

Motion: Reid Demman motioned to adopt the Standards for Geographic Information Systems from Engineering and Flood Control as currently submitted. Scott Baird seconded the motion. The motion was unanimously approved by voting members present as follows:

Sarah Brenna	Yay
Reid Demman	Yay
Kenneth "Rich" Richmond	Yay
Roswell Rogers	Yay

<i>Rebecca Adams</i>	Yay
<i>Carlton Christensen</i>	Yay
<i>Karen Crompton</i>	Yay
<i>Rick Graham</i>	Yay
<i>Rena Beckstead</i>	Yay
<i>Scott Baird</i>	Yay
<i>Sherrie Swensen</i>	Yay

❖ **GIS Manager Update.** Izabela Miller from Information Services (I.S.) updated the Committee members on the topics covered below.

a. *ARC GIS License Denial and Activity Reports*

Izabela Miller from I.S. indicated these reports were emailed to voting members earlier this week, but they will be receiving updated copies sometime next week due to issues with inaccurate data. She wants to ensure Committee members have accurate data to review. Since I.S. migrated to the new version of the reporting tool, some inaccuracies were found and since corrected.

b. *Enterprise Update*

Izabela Miller from I.S. thanked the GIS Steering Committee for being so helpful and patient in this process. She updated that the following has taken place thus far:

- Licensing upgrade from Basic and Standard
- Received more ArcGIS Online named user accounts
- ArcGIS Desktop Upgrades to new version (10.3.1)
- SQL Server upgrade and Data Center migration (November 14, 2016)
- Recorder's Office Servers – Cloud migration
- ESRI Activity and Denials license report
- ESRI Enterprise Advantage Program (EEAP presentation)

Izabela Miller from I.S. next updated Committee members that test data was recently loaded onto the Cloud, and there were some problems and issues that were discovered as a result. Many of these issues have since been fixed. The most recent test on 10/19/16 was a bigger success. More work and testing will still need to be done. They are positive the Cloud is definitely the way to go.

Rebecca Adams wanted to know what the biggest issues were with the two tests already completed. Izabela Miller from I.S. answered that the data was not indexed properly. Casey Sledge from the Recorder's office agreed about the lack of proper indexing, and also noted we have to ensure the balance is right between servers and systems so that we don't incur large expenses in the long run when more data is migrated to the Cloud.

Trevor Hebditch from I.S. noted they are also working with Esri on this to ensure we utilize the Cloud most effectively. Reid Demman commented there are several advantages to moving to the Cloud, and he is happy to see we are

moving forward in this direction. He also commended everyone for their efforts thus far.

Overview of Esri Enterprise Advantage Program (EEAP). – Anna Sokol from Esri facilitated a PowerPoint presentation highlighting the Esri Enterprise Advantage Program (EEAP). This effort is to look at the County's GIS users to see where we are today, and where we need to be in the future in support of GIS users and constituents.

This is a scalable framework program to maximize our services, according to Ms. Sokol. Esri's goal is to help understand the County's vision regarding GIS and collaborate accordingly. She discussed what we receive with the program. She is the County's Technical Advisor from Esri to help us navigate the entire process.

Common Activities of Esri's EEAP recommended for Salt Lake County are as follows:

- ✓ Training
- ✓ Premium Technical Support
- ✓ Consulting

Anna Sokol from Esri explained that credits are the currency used to purchase specific pieces and to operate this program. She outlined examples of how the credits can work.

Esri has developed some Proposed Next Steps to move forward with the County's own EEAP. Anna Sokol from Esri feels it is in the best interest of the County to purchase a System Architecture Design for 45 credits. She also recommends more Training. There will be more information on their training recommendations in the near future.

Beth Overhuls from I.S. inquired about a roadmap outlining infrastructure vs. business needs. Anna Sokol from Esri answered that the next steps, including what could be considered a roadmap, become apparent once they have met with everyone they need to. They are still in the process of meeting with County employees today.

Again, the purpose and Anna Sokol from Esri's engagement is to help maximize our investment in technology and software and to use it in the way it makes best sense for the County. Ms. Sokol mentioned she is impressed with Salt Lake County's vision and efforts regarding GIS.

Beth Overhuls from I.S. mentioned the agenda Esri has been working from the last two days is impressive and intensive, and she requested that Anna Sokol from Esri show it to the Committee. This same agenda was also sent to the Committee members earlier this week via email.

Anna Sokol from Esri then noted the County employees they have been meeting with are considered to be content-driven and are the authoritative holders of information. At the core of all of this is information and awareness.

Reid Demman mentioned there are a lot of offices to collaborate with and no one is left alone. It is important for everyone to leverage the resources that exist so that the end users within the County do not head down an unnecessary path. Sarah Brenna concurred it is very nice to have Esri's help in this matter.

Carlton Christensen asked if I.S. manages the credits and how they are used. Yes, answered Beth Overhuls from I.S. He then asked about the mosquito abatement example previously mentioned by Ms. Sokol, and if as part of Esri's evaluation, are other local government entities using their product and could they interface for shared data needs? Anna Sokol from Esri answered that yes, they do work in that way, even if they are not a County agency. They work with shared data standards and they have the ability to pull that data in. It can and does happen.

Sarah Brenna asked about Esri's timeline for returning with specific recommendations. Anna Sokol from Esri answered that with the System Architecture process if approved (at a purchase cost of 45 credits); they anticipate they can get someone out here within the next four to six weeks to get that completed. Realistically, the report would be in our hands before the end of the year. After that step is completed, the other recommended Activities can then be scheduled and implemented. They have until October 2017 to complete their tasks.

Reid Demman commented it is important for GIS Steering Committee members to push participation in this process with higher-ups within the County.

Rebecca Adams asked about the available webcasts and how that will work (i.e., the scope). Anna Sokol from Esri answered the webcasts are open to anyone in the County if they are deemed to be necessary to see, and an invitation will be sent to view them once that is determined. They are quarterly and are more generic in content.

Izabela Miller from I.S. discussed using 45 credits of our 200 credits available for the System Architecture process. I.S. came to a recent conclusion about the necessity to have a third party looking at the County's GIS infrastructure. This portion of the EEAP fits that need perfectly, all agreed.

Sarah Brenna asked if we would still be able to do other things we want to do within the next year if we use 45 of our 200 credits for the System Architecture piece recommended. Izabela Miller answered she believes it is really a good use of the credits because we really need this as our basis to move forward. Karen Crompton feels it is a wise investment to get the information we need. We also need to consider how it translates into a business plan. The first step is to get this process going.

Motion: Reid Demman made the motion and Karen Crompton seconded the motion to take this first step and use the 45 credits to purchase the Esri recommended System Architecture section and assessment. The motion was unanimously approved by voting members present as follows:

Sarah Brenna	Yay
Reid Demman	Yay
Kenneth "Rich" Richmond	Yay
Roswell Rogers	Yay
Rebecca Adams	Yay
Carlton Christensen	Yay
Karen Crompton	Yay
Rick Graham	Yay
Rena Beckstead	Yay
Scott Baird	Yay
Sherrie Swensen	Yay

Carlton Christensen feels we need more detail on what else our credits can be used for during the next year, Anna Sokol from Esri noted that the Technical Work plan will show a timeline for the year, the recommended Activities, and the credits budget.

Reid Demman then asked who makes implementation decisions to move forward. Is it the GIS Steering Committee or does that decision come from elsewhere? It was determined the GIS Steering Committee *can* make the decision to use those credits as they are already available and paid for from this year's budget. Anna Sokol from Esri requested an agreement for 45 credit use purchase for the System Architecture piece in writing from an authorized source.

- ❖ **Other Business.** None at this time.
- ❖ **Next Meeting Date.** Unless notified otherwise, the next GIS Steering Committee meeting is scheduled for ***November 17, 2016 at 10:00 am in Suite N2-800.***
- ❖ **Adjournment.** The meeting was adjourned at approximately 11:06 am.