

ST. TAMMANY GEOGRAPHIC INFORMATION SYSTEMS DISTRICT
AGENDA – REGULAR MEETING
MARCH 14, 2017 – 1:30 P.M.
JUSTICE CENTER CONFERENCE ROOM

- I. MEETING CALLED TO ORDER
- II. ROLL CALL
- III. APPEARERS – None.
- IV. CONSENT CALENDAR
 - a. Regular Meeting Minutes – February 21, 2017
- V. REGULAR AGENDA
 - a. Unfinished Business
 - i. Items for discussion:
 - 1. Parcel Project Request for Proposal
 - 2. Mission Statement Added to By-Laws
 - 3. Webpage – Items to be Included
 - 4. Guidance Manual
 - ii. Items to be voted on:
 - 1. Mission Statement to be added to By-Laws
 - 2. Guidance Manual
 - 3. Voting by Proxy to be added to By-Laws
 - b. New Business
 - i. Items to be removed from consent calendar: None
 - ii. Items to be voted on: None
 - iii. Items for discussion: None
- VI. COMMENTS AND REPORTS
 - a. Beer
 - b. Williams
 - c. Hayes
 - d. Thiel
 - e. Loggins

Adjournment

2017 CALENDAR

All meetings are scheduled to be held at 1:30 p.m. in the Justice Center Conference Room.

Tuesday, April 11th
Tuesday, May 9th
Tuesday, June 13th
Tuesday, July 11th
Tuesday, August 8th

Tuesday, September 12th
Tuesday, October 10th
Tuesday, November 14th
Tuesday, December 12th

Meeting dates, times and location are subject to change. Please check agenda regularly, or for immediate assistance, please call Gina Hayes at (985)789-4714.



ST. TAMMANY GEOGRAPHIC INFORMATION SYSTEMS DISTRICT

Board Members:
Ian Beer, Chair
Shaun Williams, Vice Chair
Gina Hayes, Secretary/Treasurer
Rick Loggins

REGULAR MEETING MINUTES

MARCH 14, 2017

DISTRICT CHAIR, IAN BEER, called the meeting to order at 1:33 p.m.

ROLL CALL was as follows:

PRESENT: Ian Beer

Gina Hayes

Shaun Williams (*tardy – arrival time noted within*)

Mike Thiel

APPEARERS: Chad Whaley
Craig Johnson

CONSENT CALENDAR: Regular Meeting Minutes

After a few moments allowed for silent reading of the Minutes, a **Motion** was made by **Mike Thiel** to accept the Minutes. The **Motion** was **seconded** by **Ian Beer** and was **unanimously adopted**.

REGULAR AGENDA

a. Unfinished Business

i. Items for discussion:

- 1. Parcel Project Request for Proposal – Craig Johnson** stated that the RFP is still in the Legal Department

Shaun Williams arrived at 1:41.

2. **Mission Statement Added to By-Laws** – There was a discussion if any changes were needed. All agreed that there were no changes needed to the Mission Statement. There was also a discussion led by Mike Thiel about whether additional language should be added to the section regarding Voting by Proxy to ensure that a designee may only vote when acting in a capacity of a commissioner. It was discussed and the majority present felt that the language, “when acting in such capacity” is sufficient.
3. **Webpage – Items to be Included** – Craig Johnson and Rick Loggins received the updated logo from Gina Hayes. They are continuing to work on the webpage. Craig Johnson gave out a list of “Identifying Data Sets for the Geospatial Portal”. A discussion was held on who the owner of the data for municipal boundaries is. Ian Beer feels that the District should recommend to the parish that the owner of the piece of data approve the data before it is posted on the website. It is intended that pictometry will be used as imagery for a base map according to Craig Johnson. Pictometry should not be given out to the public per Ian Beer. Ian Beer further stated that each commissioner should fill in owners where we can on the list and send it to Craig Johnson.
4. **Guidance Manual** – The Guidance Manual has not come out of St. Tammany Parish Government’s legal department yet. The Guidance Manual can be used to set standards for creating GIS data. Mike Thiel will put some Fire Department information together and will send it to Ian Beer. Ian Beer will send out the generic version of the Guidance Manual to all commissioners. Mike Thiel will send their symbol list to Ian Beer too. Ian Beer stated that the commissioners need to think about what we should put in the Guidance Manual as a district.

ii. Items to be voted on:

1. **Mission Statement to be added to By-Laws** – A Motion to Approve was made by Gina Hayes. The Motion was seconded by Mike Thiel. All were in favor.

2. Guidance Manual – This item has been tabled for vote indefinitely.

3. Voting By Proxy to be added to By-Laws – A Motion to Approve was made by Gina Hayes. The Motion was seconded by Mike Thiel. All were in favor.

b. New Business

i. Items to be removed from the consent calendar: None

ii. Items to be voted on: None

iii. Items for discussion:

1. **RFP MAP** – Craig Johnson provided a map of the areas that will be covered by the RFP. The “Hwy 59 Corridor” area map labels sections in order of first, second and third priorities. The “Hwy 434 Corridor” map also labels sections in order of first, second and third priorities.

2. **Northshore Technical Community College** – Ian Beer informed the board that the GIS class will not be offered until the summer session. There needs to be at least 10 students enrolled to “make the class”.

VI. COMMENTS AND REPORTS

Ian Beer – No Comments.

Shaun Williams – No Comments.

Gina Hayes – No Comments.

Mike Thiel – No Comments

There being no further business, a **Motion to Adjourn** was made at 2:42 p.m. by **Mike Thiel**. It was **seconded** by **Shaun Williams**. **All were in favor.**

IAN BEER, Board Chair

GINA HAYES, Board Secretary/Treasurer