

ST. TAMMANY GEOGRAPHIC INFORMATION SYSTEMS DISTRICT  
AGENDA – REGULAR MEETING  
FEBRUARY, 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 – January 10, 2017
- V. REGULAR AGENDA
  - a. Unfinished Business
    - i. Items for discussion:
      - 1. Parcel Project Request for Proposal
      - 2. Mission Statement
      - 3. Mission Statement Added to By-Laws
      - 4. Webpage – Items to be Included
      - 5. Guidance Manual
      - 6. Data Sharing Agreement
      - 7. Logo
    - ii. Items to be voted on: Mission Statement
  - 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

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**2017 CALENDAR**

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

Tuesday, March 14<sup>th</sup>  
Tuesday, April 11<sup>th</sup>  
Tuesday, May 9<sup>th</sup>  
Tuesday, June 13<sup>th</sup>  
Tuesday, July 11<sup>th</sup>

Tuesday, August 8<sup>th</sup>  
Tuesday, September 12<sup>th</sup>  
Tuesday, October 10<sup>th</sup>  
Tuesday, November 14<sup>th</sup>  
Tuesday, December 12<sup>th</sup>

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** **FEBRUARY 21, 2017**

**DISTRICT CHAIR, IAN BEER**, called the meeting to order at 1:34 p.m.

**ROLL CALL** was as follows:

**PRESENT:** Ian Beer  
Gina Hayes  
Rick Loggins  
Shaun Williams (*tardy - arrival time noted within*)  
Mike Thiel (*tardy - arrival time noted within*)

**APPEARERS:** Brady Anderson  
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 **Rick Loggins** 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 - Rick Loggins** stated that the RFP is done. All that remains to be done is that the attachments need to be updated. After that is complete, the RFP will go to the Procurement Department then to the Legal Department then back to the Procurement Department for

advertising. This project was completed with a lot of work from Ian Beer and Craig Johnson. Rick Loggins feels that it is a good comprehensive RFP.

2. **Mission Statement** – There was a Motion to Adopt the Mission Statement by Gina Hayes. The Motion was seconded by Rick Loggins. All were in favor.
3. **Mission Statement Added to By-Laws** – There was a Motion to vote to revise the By-Laws to adopt the new Mission Statement at the next meeting made by Ian Beer. The Motion was seconded by Gina Hayes. All were in favor.
4. **Webpage – Items to be Included** – Rick Loggins stated that Parish Government is currently re-doing its website so now is a good time to do the GIS District page too. Craig Johnson will be the contact with the web designer and the GIS District. Craig Johnson gave the board a list of requirements for the new map portal. Future items for webpage ideas should be sent to Craig. Craig will send a link for each board member to test in the next couple of weeks.
5. **Guidance Manual** – The Guidance Manual was put together for the RFP. Ian Beer will work to pull out all references to the Assessor’s Office and will send all the board members a generic version of the manual. Rick Loggins will send the current Guidance Manual to Craig Johnson. Craig Johnson will send it to Ian Beer, and Ian Beer will send out to all so that at the next meeting the board will be able to vote on it at the next meeting.
6. **Data Sharing Agreement** – According to Ian Beer, all cities have signed on and to the Enterprise Agreements and Memorandums of Understanding.

**Shaun Williams entered at 1:56.**

Rick Loggins added that it is in Parish Government's legal department's hands, and that they will require a Memorandum of Understanding for it to be signed with the Assessor's Office.

7. **Logo** – Gina Hayes will have Aimee Faucheux from the City of Covington's Cultural Arts and Events Office, who designed the logo, send the logo to Rick Loggins in a usable format for the website.

**Mike Thiel entered at 2:00.**

**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. **Voting by Proxy** – Ian Beer stated that only one designated alternate should be allowed to vote on behalf of a member. Rick Loggins stated that the purpose of allowing for proxy voting is so that the small board can keep things moving. A Motion was made by Gina Hayes that she would draft similar wording from the Louisiana Geographic Information Systems Council By-laws for the St. Tammany GIS District By-laws with regard to voting by proxy and designees which will be reviewed and voted upon at the next meeting. The Motion was seconded by Rick Loggins. All were in favor.

**VI. COMMENTS AND REPORTS**

**Ian Beer** – The RFP will cover two sections of the parish (1) the Hwy 59 Corridor from Mandeville to Abita Springs city limits and (2) Lacombe from Hwy 434 to Hwy 36. Ian Beer also informed the board that Northshore Technical Institute is now offering a GIS course.

**Shaun Williams** – No Comments.

**Gina Hayes** – No Comments.

**Mike Thiel** – No Comments

**Rick Loggins** – No Comments

There being no further business, a **Motion to Adjourn** was made at 2:21 p.m. by **Rick Loggins**. It was **seconded** by **Gina Hayes**. **All were in favor.**

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IAN BEER, Board Chair

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GINA HAYES, Board Secretary/Treasurer

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