

Approved

## **Minutes of the Pulaski Area Geographic Information System Board of Directors Meeting**

**Meeting:** Thursday, December 21, 2006  
PAgis Offices  
221 E. Capitol Avenue, 4<sup>th</sup> Floor Conference Room  
11:30 am

**Attendees:** Jos Bell, PAgis Manager  
Julie Kent, PAgis Administrative Assistant  
Walter Malone, Vice-Chair  
Marc Wilkins, Treasurer  
Reggie Corbitt, Chair  
Jim Ferguson for Thad Luther, CAW  
Steve Caver, Pyramid Data Midsouth, Inc.  
Sherman Smith, Member  
Bob Sisson, Member  
Mike Cobb, Cobb & Suskie, LTD  
Glenn Rainey, Pulaski County Assessor Office Representative

**Members Absent:** NONE

**Issue: Approval of October 2006 Minutes**

Bob Sisson noted a correction to Julie on the last page of the minutes. **Bob Sisson then made a motion to approve the October 2006 minutes with noted correction. Walter Malone seconded the motion. Motion was passed unanimously.**

**Issue: Approval of October 2006 & November 2006 Financial Reports**

Marc Wilkins stated that he has reviewed both the October and November 2006 Financial reports and found everything to be in order. **Marc Wilkins then made a motion to accept and approve both the October 2006 & November 2006 Financials as submitted. Bob Sisson seconded the motion. Motion was then passed unanimously.**

**Issue: Approval to enter into agreement with Cobb & Suskie, LTD for Annual Audit**

**Bob Sisson made a motion to approve the agreement.** Bob then inquired as to why the agreement is done on an annual basis and suggested having a “multi-year” agreement like most other agencies. Mike Cobb responded that would be fine with him. After a brief discussion, it was noted that several agencies have multi-year contracts for their audits. **Bob Sisson then made a motion to accept Cobb & Suskie, LTD as the auditor for PAgis for fiscal years 2006 and 2007. Marc Wilkins seconded the motion. Motion was then passed unanimously.**

**Issue: Assessor Parcel Project Status**

Jos brought everyone up to date on the status and noted that PAgis has entered into a contract with Sidwell to work with the County Assessor’s Office. There was a meeting during the GIS Day event with Sidwell, PAgis, PAgis Board members and the County officials. A Memorandum of Understanding {MOU} was created and agreed upon by all parties involved. Mr. Rainey then stated that the Assessor has reviewed the MOU and is satisfied with it and will be signing it. After a brief discussion Reggie Corbitt made a recommendation for a motion to authorize his signature. **Walter Malone made a motion to authorize Reggie Corbitt to sign the MOU. Sherman Smith seconded the motion. Motion was passed unanimously.** Reggie then noted how happy he is with this agreement and sees it as a benefit for all agencies involved.

**Issue: Contract with The Sidwell Company**

Jos briefed the Board members as to why PAgis had to sign a contract with Sidwell. There were some conflicts due to the funding of the project and PAgis’ participation. PAgis will be funding \$32,000.00 in 2006 and \$47,000.00 in 2007. There is a meeting scheduled for January 11, 2007

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with Sidwell, PAgis and the County Assessor staff to begin the project. Jos noted that PAgis will begin paying for the work prior to it being started. Jos has seen the commitment from them and everyone is helping put the project together and has a vested interest in the project. Walter asked how long the project is expected to take. Jos responded approximately 6 months.

After some discussion it was decided not to take the funds from the Contingency line in the budget. Instead, create a line item specifically for the project.

Jos talked briefly about the annual Satellite Imagery updates and if PAgis were to sign a three {3} year contract, there would be some cost savings.

The Orthophotography is done and has been delivered. It was flown in January and February of 2006. Jos is looking at a Satellite update in 2008, at which time the current Orthophotography will be 3 years old. Sherman asked if we can choose when to have the Satellite Imagery done {leaf off and cloudless day}. Jos replied that yes, we can but will need to let them know in advance so they can set the satellite in position.

Mr. Rainey then noted his staff will be training at UALR to learn how to use the parcel builder. They will also be working with PAgis to clean up the data. They will also be using PAgis' data and hopes for an 85% match rate.

There was some discussion on a schedule for updates. Jos noted a decision has not been made yet on this, but is looking at possibly obtaining updates on a monthly basis.

**Issue: Recommended changes to PAgis' authorized positions**

After a brief discussion, it was decided it is not necessary to review these as long as the budget numbers are not changing. It was felt that if the budget is approved, so are the personnel changes and structure

**Issue: 2007 Preliminary Financial Plan**

Jos will add a line item for the Parcel Project. Walter then inquired about the \$9,000.00 charge to the City of LR. Jos responded that is for the Parcel Development Project. Reggie noted when Jos makes his changes, they need to be reflected on page vi as well and to include an explanation. A discussion then ensued. **Bob Sisson made a motion to approve the 2007 Financial Plan for PAgis. Sherman Smith seconded the motion. Motion was passed unanimously.**

**Issue: Application development and assistance to PAgis agencies**

Jos reviewed a list of some possible applications that PAgis can assist the member agencies with. Jos truly believes that PAgis can assist the agencies and develop a plan to increase GIS abilities. He also noted that PAgis does not want to "do" the work for the agencies, rather "assist" them. Jos also talked about what the LR Fire Dept. has done. They are now able to get GIS information about what their calls since they now have heavy duty laptops in their trucks. Once we get the Parcel Project information, we will be able to help them more by showing for example what types of chemicals may be housed in a particular building.

**Issue: EARTHDATA INT. Aerial Photo & 4' Contours**

Everyone should have the new Photography. The Contours are currently being reviewed and should be ready for delivery in January or February 2007.

**Open Forum**

Jos asked for the Board members to encourage their respective representatives for the AAC and the TAC to attend the PAgis meetings and to participate. If a representative cannot attend, Jos suggested possibly sending a replacement.

Meeting adjourned at 12:30pm.

The next Board meeting will be held Thursday, February 15, 2007 at the PAgis offices.