

Approved

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

Meeting: Thursday, April 26, 2007

PAGis Offices

221 E. Capitol Avenue, 4th Floor Conference Room

11:30 am

Attendees: Vince Guillet, PAGis Manager
Julie Kent, PAGis Administrative Assistant
Walter Malone, Vice-Chair {acting Chair}
Marc Wilkins for Gary Mills, Treasurer
Thad Luther, CAW
Steve Caver, Pyramid Data Midsouth, Inc.
Van McClendon for Sherman Smith, Member
Bob Sisson, Member
Mike Cobb, Cobb & Suskie, LTD
Melissa Hodgson, Cobb & Suskie, LTD
Jim Velasquez, Pulaski County Treasurer Office Representative
Chris Owen, PAGis Technical Manager
Steve Gertsch, AAC Member
Kevin Pruett, AAC Member
Allen Vincent, CAW IS Dept.
Becky Wahlgreen, CAW HR
Wade Dunlap, AAC Member
Bill Staggs, NLR Wastewater Utility
Maciej Jastrzebski, Pulaski County Planning

Members Absent: Reggie Corbitt, Chair

Introductions:

Allen Vincent of Central Arkansas Water introduced Vince Guillet as the New PAGis Manager to the group present.

Issue: Approval of February 15 2007 Minutes

Bob Sisson made a motion to approve the February 15, 2007 minutes as submitted. Marc Wilkins seconded the motion. Motion was passed unanimously.

Issue: Approval of February & March 2007 Financial Reports

Marc Wilkins stated that he has reviewed both the February and March 2007 Financial reports and noticed the audit adjustment entries were also included and found no inconsistencies to raise any questions. **Marc Wilkins then made a motion to accept and approve both the February 2007 & March 2007 Financials as submitted. Thad Luther seconded the motion. Motion was then passed unanimously.**

Issue: PAGis Annual Financial Audit Results

Mike Cobb stated that he and Melissa had conducted the Annual Financial Audit in March. He noted the issues that had plagued PAGis in the past have been resolved for a few years now. Mike then referred to the "draft" audit results included in the agenda packet for everyone to follow along. The opinion is that the audit is *clean*. He noted there was a little more in the receivables than had been anticipated due to the USGS' {United States Geological Survey} contribution to assist PAGis in acquiring the new Orthophotography. He also noted the liability line was a little higher due to the Sidwell contract being settled in January 2007 and was an expense for 2006. Melissa then talked about the liability in the payroll line due to a more significant amount of vacation time the PAGis staff has accrued and maintains now than in the past. The amount is listed in case an employee leaves that money is accounted for in the budget in order to do the payout due

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the employee. Mike then proceeded with the Depreciation and Amortization and noted there was a slight increase in cash over 2006. On page nine {9}, there are footnotes of mandatory information that is now required. On page thirteen {13}, Mike talked about the revenue sources and the related transactions. The next two {2} pages show the budget comparison and it was then noted that PAGis had projected a small loss, but ended up much better due to the budgeted item of a \$275,000.00 project not needed at this time.

Mike then noted the audit was pretty *boring* and that is really good and was not done by accident. In using the default settings while conducting the audit it showed there are no longer any issues.

Bob Sisson then made a motion to approve the 2006 PAGis Annual Financial Audit. Marc Wilkins seconded the motion. Motion was then passed unanimously.

Issue: APERS Update

Becky Wahlgreen brought the Board members up-to-date by first sharing the timeline. As of January 1, 2007, the IRS no longer provides Letters of Private Rulings. The attorney that PAGis hired a couple of years ago is now communicating with APERS on PAGis' behalf to see if they will make a decision on whether or not PAGis will be allowed to join. At this time Wyck is hopeful this could be resolved within the next month or so. It has taken a little longer working directly with APERS due to the things going on with them in the Legislative session.

Becky then talked briefly about the other two {2} possible options if APERS were to say no to PAGis. The first being that PAGis pension plan remains at CALS {Central Arkansas Library System}. We would need to consider some sort of Administrative fee for them to continue indefinitely. The third would be for PAGis to establish their own independent plan. The third option, however, could be costly upwards of \$25,000.00 - \$30,000.00. There was then a brief discussion.

Issue: Assessor Parcel Project Status

Chris Owen briefed everyone on what has been happening with this contract. The completion dates have been pushed back a little bit since Sidwell now wants to do the entire County in their Object Data Model as opposed to the Assessor's office staff improving the data over time. The only problem is they want an additional \$150,000.00 from the Assessor's Office. PAGis cannot afford to contribute anymore funds to this project, but will honor their portion of the contract. Sidwell and ESRI are working on some other means of obtaining funding in order to be able to complete the project. There was then a discussion. Vince then noted he would be monitoring this closely and will also provide updates.

Issue: EARTHDATA International 4' Contour Status

Chris Owen stated the 4' Contours have been received, QC'd and paid for and delivered to all the member agencies. They should all be using them at this point.

Issue: Base Station Status Update

Steve Gertsch provided a brief update of his findings. He has been working with Sherman Smith and John Burton and looking at expanding control with the Base Stations. This could be done for around \$25,000.00. LRWWU had one, but took it down a few years back due to the cost of maintenance. UALR has one and are in the process of upgrading and is currently down. He recommended the expansion to be done North of the river since the South side would have the one at UALR. A site is needed in the North side of the County to provide separation. There has not been any sites looked at yet. One suggestion had been to place one at the CAW Maryland Avenue Complex or maybe even the NLR airport next door to it. Steve then asked if the Board is interested in entertaining the idea of placing a new one on the North side and funding it. He noted this would be a significant benefit for all the member agencies as well as the monumentation network. Thad then inquired about a "trade-in" rebate/credit for the old unit. Steve replied it *may* be possible and he would look into that.

Bob Sisson made a motion to move forward in obtaining a Base Station for the North Side of the river and to support the effort. Thad Luther seconded the motion. Motion was then passed unanimously. Vince will work with the Pulaski County Road & Bridge staff and Steve Gertsch to prepare a cost and implementation proposal for the Board to consider at the June meeting.

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Issue: PAgis Staff Update

Julie briefed the Board on the hiring status for GIS Technicians.

Open Forum

No further items were brought to the table for discussion at this time.

Meeting adjourned at 12:55pm.

The next Board meeting will be held Thursday, June 21, 2007 at the PAgis offices.