

Approved

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

Meeting: Thursday, August 28, 2003
ATA Board Room, 620 West Broadway NLR, AR.
11:30 am

Attendees: Dale Russom, Member
Jos Bell, PAgis Manager
Julie Kent, PAgis Administrative Assistant
Walter Malone, Member
Casche Carter for Sherman Smith, Pulaski County
Marc Wilkins for Gary Mills, Treasurer
Bob Sisson, Member
Reggie Corbitt, Chair
Mike Cobb, Cobb & Suskie, LTD
Steve Caver, Pyramid Data Midsouth, Inc.
Ian Bowles, PAgis Technical Mgr.
Chris Owen, PAgis Sr. Technician
Allen Vincent, CAW
Becky Wahlgreen, CAW HR
Bruno Kirsch, CAW
Learon Dalby, AGIO
Richie Pierce, AGIO

Members Absent: NONE

Issue: Approval of June 2003 Minutes
Bob Sisson made a motion to approve the June 2003 minutes as submitted. Marc Wilkins, second the motion. Motion was passed unanimously.

Issue: Approval of June & July 2003 Financial Reports
Marc Wilkins stated that he had reviewed both the June and July 2003 financials and everything appeared to be in order and made a motion to accept the June & July 2003 financials as submitted. Bob Sisson, second the motion. Steve Caver provided a brief explanation regarding the Budgeted Projects for PAgis and how they are reflected in the report.

Issue: GIS Visioning: How did it go?
Jos briefed the Board members on the 2-day GIS Visioning Workshop held the week prior. Jos geared the workshop to the upper and mid management people in hopes of making an impact of what GIS is and how they could benefit. Allen commented that he felt it was a really good workshop and felt that it left a good impression with the attendees. Jos commented on Stephanie Thomas of the City of NLR and how she was geared up and is now in the process of ensuring the departments within her agency have access to GIS and begin using it. Bob Sission agreed and commented she is seriously involved with implementing.
Jos noted that we did miss NLRWWU and felt they could have benefited from some of the presentations.
ESRI will be preparing a report of the workshop and should have it available within 30-45 days. We in turn will need to follow up on the ideas and establish a camaraderie.

Issue: PARCELS

Jos talked briefly about the GIS Workshop and that during the workshop, the Assessor's Office appeared to be ready to share their data with PAgis in order to move forward in the future. The Assessor's Office has already sent two (2) townships off their section maps for PAgis staff to look at. He did note there is still a lot of work involved to turn it into a product we can use. Basically, their work is done in AUTOCAD and work needs to be done to convert it to a GIS format.

Ian Bowles then provided a PowerPoint Presentation listing the pros and cons and also provided a handout. Jos stated in order to proceed with this, PAgis would need funds as well as guidance to get this started. This project can be done in phases and has heard it could take up to 9-12 months to get where we need to. If this project were to be done in-house, it would be rather timely and would impact the current tasks at PAgis. Jos is leaning towards a consultant for this first phase. Ian commented that he felt the data from the Assessor's Office is good and can be used.

Learon Dalby congratulated Jos on the first step of opening communications with the Assessor's Office and obtaining some data to test. He would like to get a copy of the file given to PAgis and give them to Richie Pierce to review and play with. Richie would then provide a report to the PAgis Board with their findings. Learon doesn't want everyone to think this is a short-term project and it must be considered as long term as data changes daily. Learon volunteered to demo some parcel information that his office has from other counties in the state. There was a discussion with ideas and possibilities. Reggie recommended the next step would be to allow AGIO to look at the data obtained by PAgis and to provide a report as well as continue to keep the doors of communication open.

Issue: Relocation of PAgis

Jos stated that Dr. Roberts has formally requested PAgis to vacate their space. Dr. Roberts was planning on attending this meeting, but due to a conflict with his Board meeting at the same time, was unable to attend.

Jos has managed to squeeze some space at the MAC (Maryland Avenue Complex) for the PAgis staff. This will also require the authorization of purchase furnishings for the PAgis staff. The furnishing will be free standing in order to reuse. Jos provided a handout of the furniture layout. Jos noted there would be savings with some of the expenses such as sharing of utilities, parking. As far as payroll and benefits, Steve Caver of Pyramid Data could handle this for PAgis as well as anything else needed regarding financials. He would charge about \$200 per month for this service.

CAW HR representative, Becky Wahlgreen, provided a report of her findings in comparing current PAgis benefits to what CAW offers their employees. She pointed out the major differences between the two (2) benefit packages. She does not currently see any issues at all with PAgis going under CAW benefits with the exception of PAgis' current retirement. Mike Cobb has drawn up a "request for ruling" letter to the IRS as the first step for PAgis in order to obtain a favorable ruling to participate in APERS. He does not think PAgis would be given an unfavorable ruling, however he did recommend looking into a Plan B if this does not work out. Mike did request via the provisional rule, to specify the date a response is needed as sometime between October 10-15th. Mike also noted that APERS would not allow PAgis to participate as a separate entity until it is proven to them by the IRS that PAgis is a governmental agency.

It was noted the Library's fiscal cutoff for payroll is December 13th. Mike Cobb agreed to assist with the retirement benefit research.

Issue: Authorization to Purchase Furnishings

Jos presented to the Board members quotes of furnishings for the PAgis relocation. **After some brief discussion Bob Sisson made a motion to approve up to \$18,000 for furnishings and to also approve PAgis moving to the CAW facility located in Sherwood. Marc Wilkins, second the motion.** Jos is projecting for the relocation to be completed by October 31st. Reggie asked if it had been verified as to whether or not CALS owes PAgis money based on the agreement made

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about asking PAgis to vacate. Jos commented that PAgis should get about \$8,000.00 back for the space and about \$4,600.00 for the existing furniture.

Open Forum

No items were brought to the table at this time.

Meeting adjourned @ 1:15

The next board meeting TBD at a later date.