

APPROVED

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

**Meeting:** Thursday, August 19, 2004  
LRWWU – 4<sup>th</sup> Floor Board Room  
221 East Capitol LR, AR  
11:30 am

**Attendees:** Dale Russom, Member  
Jos Bell, PAgis Manager  
Julie Kent, PAgis Administrative Assistant  
Walter Malone, Vice-Chair  
Marc Wilkins for Gary Mills, Treasurer  
Bob Sisson, Member  
Steve Caver, Pyramid Data Midsouth, Inc.  
Mike Cobb, Cobb & Suskie, LTD  
Sherman Smith, Member  
Reggie Corbitt, Chair  
Allen Vincent, CAW - IS

**Members Absent:** None

**Issue: Approval of June 2004 Minutes**

A motion was made by Sherman Smith to accept the minutes as published. Bob Sisson, second the motion. Motion was passed unanimously.

**Issue: Approval of June 2004 & July 2004 Financial Reports**

Marc Wilkins stated that he had reviewed both the June 2004 and July 2004 financials and found no inconsistencies and everything appeared to be in order. **Marc Wilkins then made a motion to adopt and approve the June 2004 and July 2004 Financials as submitted.** Walter Malone then inquired to the line 6050 for AD&D as to whether this is a one time payment and that he also noticed it is the same amount as the pension on line 6060. Walter wondered if possibly something was miscoded. After a brief discussion, Julie Kent stated that she and Steve Caver would research this and notify the Board members of the findings. **Bob Sisson then made a motion to approve both June and July 2004 Financial Reports with the corrections from the research. Sherman Smith seconded the motion. Motion was then passed unanimously.**

**Issue: Request Authorization to Pay for On-Site Training (ArcObject-VBA)**

Jos made a formal request to the Board members to pay for a training session for the member agencies staff. A list of staff members requesting attendance to the training session was handed out prior to the start of this meeting. Jos noted this training would assist the member agencies staff by learning how to do applications for self-programming based on their needs within their agencies. Jos also noted this class was supposed to be limited to 10-12 people, but was able to push it up to 14. **Walter Malone made a motion to authorize payment for the On-Site training. Sherman Smith, second the motion. Motion was passed unanimously.**

**Issue: Resignation of Field Data Collector**

Jos stated that the PAgis Field Data Collector had resigned and would like to request approval to fill this position. After a brief discussion, it was decided that since this position is in the budget, Jos did not need approval to refill this position.

**Issue: PAgis Operating Document Modification/IRS Update**

Jos briefed the group on a meeting with the attorney that was attended by himself, Dale Russom and Becky Wahlgreen where they reviewed the By-Laws. There were several recommendations made at that meeting. One of the recommendations, which is one of the major concerns to the IRS is the control of PAgis and the allowance of Private Memberships into PAgis. The attorney is working on revamping the document and would be presented to the Board at the October meeting. Dale Russom noted that he felt the attorney is doing a good job with this task and well worth the money. He also expressed his gut feeling that PAgis would be able to join APERS in the end.

**Issue: Vote on Paying 5% Fee to CALS to Handle Pension**

Jos noted that Julie had located in the November 2003 meeting minutes where Dr. Roberts had stated that CALS would handle the pension for the PAgis staff at no cost. Jos asked if Reggie was able to discuss the request to pay CALS a 5% fee to handle the pension. Reggie replied that he had not and would do so. Jos asked that Reggie remind Dr. Roberts of his previous commitment to handle the pension at no cost to PAgis. The item was tabled until the next meeting.

**Issue: Parcel Status Update**

Dale Russom stated there had been quite a few meetings and discussions pertaining to parcels. He noted that last year he was opposed to PAgis creating parcels until all efforts had been exhausted with the County Assessors' Office. There was a brief discussion on some of those meetings. Dale also noted he did not realize the City of Little Rock and the City of North Little Rock were still actively developing a parcel layer. CAW has also begun working on creating some parcel data. Dale has discussed this with Jos and wonders why everyone who is working on a parcel database on their own instead of together. Dale then briefed the group on some meetings that had taken place with the County Assessor's Office and another meeting with some of the member agencies who are currently developing a parcel database. Dale also talked about some sample data that he had obtained from Keith Lawrence where he overlaid it with PAgis data and ended up looking too distorted. It was noted that Keith Lawrence builds parcels by creating section maps without any real focus on accuracy.

Dale feels that PAgis and the member agencies could build a parcel layer from the CAMA data if it can be gotten from the County Assessor's Office. Dale feels there is a need for parcels as it is a missing piece of geography that we do not currently have. Dale then presented several ways this could be accomplished without involving the County Assessor's Office.

Walter then noted that his agency would continue building a parcel layer until they were told to stop. He also mentioned this is a back-burner project and is only worked on when they have time. Dale made a recommendation to charge the TAC (Technical Advisory Committee) with the task of coming up with a method to create a parcel database. He talked about the possibility of hiring temporary staff to complete this development. Dale feels if we do this ourselves, CAW would offer to help maintain the data in the County as well as their own areas of interest. Sherman noted that his office had hired someone to digitize the paper final plats and would be happy to give those to everyone once they are completed. Jos asked Sherman if they were being put into any sort of database. Sherman responded currently no, but they could be.

Reggie offered the use of his agency's scanner to assist Pulaski County with the scanning of the maps.

A discussion began regarding the Cities of Sherwood, Jacksonville and Maumelle and working to get them involved with PAgis so that we can increase our resources. Dale noted that during the meeting with Maumelle a few months back, he felt quite confident they would be joining in the near future. Jos talked about his conversations with the City of Sherwood and they are interested, but they do not have the funds nor the staff to support it. Jos then asked if some Board members could assist by meeting with the mayors of these cities. Dale stated he would try to contact Jacksonville, Sherwood and Maumelle. Reggie offered his assistance as well. Dale also mentioned the possibility of some sort of legislation to help with the funding for PAgis.

Jos briefly talked about a project that the State GIS offices are looking into putting out a proposal where the cities with a population of 10,000 will get Aerial Photography to be flown in January 2005. Each city, county and private organizations would be asked to participate or share in the

cost. Jos noted that if the state was able to get a good cost proposal that PAgis should participate. On the other hand, it could be cost prohibitive for them and if they are unable to proceed with that project, we would still need to look at ways to accomplish this project on our own. Jos also noted the preference from the end-users is to have aerial photography vs. satellite imagery. **A motion was made by Dale Russom for a plan to be developed by the TAC with personnel, costs and time involved to create a parcel layer and present it to the Board member at the October Board meeting. Walter Malone, second the motion. Motion was passed unanimously.**

**Issue: Preliminary PAgis 2005 Financial Plan**

After a brief discussion and some explanations of how the dues were calculated, **a motion was made by Dale Russom to hold a special budget meeting on Thursday, September 16<sup>th</sup>. Sherman Smith, second the motion. Motion was passed unanimously.**

Jos pointed out some items within this preliminary budget where there were no increases on numerous line items. He also noted where PAgis has basically being operating *rent free*, but would be required to pay rent and utilities next year. The only real increases are in the salaries and benefits. The license line is a small increase due to additional software being purchased. The ArcSDE phase I has been completed and hopefully the second phase can be done in 2005. Jos also noted that PAgis had to begin dipping into the reserve funds the past two (2) years because the City of Little Rock had not been paying their full portion of their dues due to budget constraints. It is now time to get the reserve funds back up to where they should be.

Marc Wilkins inquired about what the phase two (2) would entail. Jos replied it is to provide tools and applications to enhance the workflow making the work go faster and more accurate.

There were a few questions about some of the increases for some of the agencies. It was noted that possibly one of the formulas may have gotten out of whack and Mike Cobb offered his assistance to Jos before the next meeting to iron them out.

**Open Forum**

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

**Meeting adjourned @ 1:20**

The next Board meeting will be Thursday, September 16<sup>th</sup> to discuss the PAgis 2005 Financial Plan.