

Approved

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

Meeting: Tuesday, June 22, 2004
LRWWU – 4th 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
Becky Wahlgreen, CAW – HR
Wyck Nisbet, Attorney

Members Absent: None

Issue: Approval of April 2004 Minutes

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

Issue: Approval of April 2004 & May 2004 Financial Reports

Marc Wilkins stated that he had reviewed both the April 2004 and May 2004 financials and found no inconsistencies. **Marc Wilkins then made a motion to adopt and approve the April 2004 and May 2004 Financials as submitted. Bob Sisson seconded the motion.** Walter has a question regarding Audit and Finance Services, account #7080, in that 74.3% of the funds have already been used and is concerned we will be over budget before the end of the year. Mike Cobb and Steve Caver responded those funds are for the annual audit, which are paid once a year. The other accounting services that are performed on a monthly basis are taken out of Accounting/bookkeeping account #7081. **Motion was then passed unanimously.**

Issue: Request Authorization to Purchase

Jos made a formal request to the Board members to purchase several items and permission to reallocate funds for items that will not be purchased this year. The first item discussed is for an ArcIMS Server and the software for it. Jos noted that currently PAgis has been using the ArcIMS Server that belongs to CAW temporarily. During the test phase, it was determined that most of the agencies do utilize this tool and has proven to be beneficial. Jos stated that PAgis now needs their own License and Server.

The second item requested is for two (2) laptops. The laptops PAgis is currently using are old and slow. Jos noted that CAW has begun using the *regular* laptops in lieu of the rugged type and have been quite successful. They are faster, more up-to-date and are actually much cheaper than the rugged version. Jos then noted instead of purchasing one (1) rugged laptop for \$5,000.00, he could get two (2) regular laptops for less than \$5,000.00.

The last item requested is for a GPS unit. Currently, the PAgis Field Data Collector is using one that belongs to CAW. Jos stated that CAW has expanded their crew and now are in need of the GPS unit that PAgis is using. Marc Wilkins inquired about the specs on the unit since he did not

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locate the information in the agenda packet. Jos responded that he does not have a quote as of yet from the vendor. Marc then expressed an interest in the GPS unit for his agency. Jos will forward the information to Marc as soon as he gets it. Jos noted this particular unit does not have a backpack, the antenna is in the handheld unit and the receiver is in a belt-pack type of pouch.

A motion was made by Marc Wilkins to approve the requested items for purchase. Sherman Smith, second the motion. Motion was passed unanimously.

Issue: IRS Update

Jos stated that CALS (Central Arkansas Library System) has agreed to maintain the current Pension Plan for the interim. However, CALS is in the process of *upgrading* their employer portion of the Pension Plan with an increase of .5% annually, beginning July 2004 until they reach the 8% mark. PAGis has the option of upgrading as well, or remain at the current rate of 4%. Jos also noted that CALS is requesting a 5% handling fee to process the reports and all the paperwork involved. There was a discussion and it was noted whenever PAGis is able to obtain their own Pension Plan, the amounts in the current plan will be rolled over. The CALS Board of Directors has agreed to allow PAGis employees to become 100% vested so they would not lose any of their contributions. **A motion was made by Bob Sisson to table the request for the 5% handling fee until the next meeting. Sherman Smith, second the motion. A motion was made to keep the current contribution at 4% by Bob Sisson. Marc Wilkins, second the motion. Motion was passed unanimously.**

Jos talked about his Full Circle memorandum where he proposed possibly making the PAGis staff employees of CAW in order to participate in the APERS Plan. He also noted the AAC (Administrative Advisory Committee) favors PAGis staff becoming CAW employees. Several Board members do not think this would be a wise decision right now.

Jos then introduced Wyck Nisbet whom Becky Wahlgreen had contacted. Mr. Nisbet talked about his experience in dealing with Pension Plans and feels confident that PAGis is a governmental entity. He also believes the By-Laws and Inter-Local Agreement could easily be reformed in order for the IRS to see that PAGis is a governmental entity. The two (2) things Mr. Nisbet feels the IRS is most concerned about are: 1) the process of appointments of the Board members, and 2) private entities being allowed to join. Mr. Nisbet feels a private entity could join, but should be non-voting members. He also discussed several types of Pension Plans. There was some more discussion at which point Mr. Nisbet suggested amending the documents and resubmit the request to the IRS.

There was more discussion on how to go about making the changes and resubmitting to the IRS as well as the cost. Mr. Nisbet suggested for someone to call the IRS *today* and request to reopen the case. Dale expressed a concern that no one here has enough knowledge on how to go about getting the request reopened. After a brief discussion, **Reggie Corbitt made a motion to hire Mr. Nisbet for up to \$2,000.00 to reopen the application to the IRS for Private Letter Ruling and assist with any rewriting of the documents. Dale Russom, second the motion. Motion was passed unanimously.**

Open Forum

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

Meeting adjourned @ 1:20

The next Board meeting is currently set for Thursday, August 19, 2004.