

Approved

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

Meeting: Thursday, October 14, 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, Treasurer
Bob Sisson, Member
Steve Caver, Pyramid Data Midsouth, Inc.
Mike Cobb, Cobb & Suskie, LTD
Reggie Corbitt, Chair
Steve Gertsch, AAC Member
Sherman Smith, Member

Members Absent: None

Issue: Approval of September 2004 Minutes

Reggie pointed out on the third page where it says “**A motion was made by Dale Russom to approve the Operating Budget for 2005 with existing funding as proposed in Appendix B. Sherman Smith seconded the motion**”, is missing the unanimous vote and needs to be added. A short discussion began with Dale asking Jos if he had the chance to follow up with AGIO to see they are interested in PAgis participating with them in obtaining orthophotography. Jos responded they are very much interested in PAgis participating with them. He did note that he is currently looking at two avenues of approach to this. The first one being a partner with AGIO and the other is if number one fails to happen, PAgis will be looking into getting it accomplished for PAgis. Walter asked when the responses were due in for the RFP. Jos replied he believes the date is October 29. Reggie commented his understanding of the project is if it is doable with the AGIO, we can also get the resolution that we want as long as we pay the difference. Jos stated that Learon (of AGIO) will be contacting Jos as soon as he knows anything and would be providing a figure for the cost to PAgis. Jos also noted the contract may not be awarded to the lowest bidder, rather awarded based on a point system selection. Bob Sisson then noted one other correction in the September 2004 Board minutes. On page 2 where it talks about the GASB 34, he requested to remove the word Federal and provided the correct spelling for GASB. **A motion was then made by Bob Sisson to accept and approve the minutes with corrections as noted. Walter Malone seconded the motion. Motion was passed unanimously.**

Issue: Approval of September 2004 Financial Reports

Marc Wilkins had a few questions. The first involves the balance sheet on page 1 on line item #1105 in the amount of a \$16,463.00, which is a credit amount. Steve responded this was due to the Satellite Imagery that PAgis would be getting through AGIO. Reggie noted that PAgis is basically the billing clearinghouse for this project. PAgis will be invoicing the stakeholders that have partnered with AGIO for updated color satellite imagery. Pulaski County stepped up at the last Board meeting and will be paying PAgis’ portion. Once all the money has been collected, this will zero out the balance. Marc then had a question on line numbers 2100 and 2110. He discussed this with Steve prior to the meeting and asked Steve to explain. Steve responded this is an error that he did not catch

before generating the reports. He miscoded an item and will correct it. **Marc Wilkins then made a motion to accept the September 2004 Financials with explanations and corrections.** Walter Malone then had a question on three other lines, housekeeping, phone and utilities and noted those amounts are at or above the budgeted amounts and is concerned they would be over at the end of the year. Jos replied those amounts are one-time billing for the entire year and would not be billed for again until next year. **Walter Malone then made a motion to accept the September 2004 financials as amended with the explanations. Dale Russom seconded the motion. Motion was passed unanimously.**

Issue: Parcel Development Project Proposal

Jos has spent a lot of time with the Parcel Team putting together the scope and requirements of the project. Jos talked briefly about the two phases. The first is the Vector Parcel Layer and the second is the pulling of the subdivision boundaries out of the first phase and linking them. Jos noted he has \$175,000.00 in the budget for this project and is very comfortable that PAgis will stay within that amount. Jos provided a handout and talked about the team being very positive and the feeling this project can be done within the timeframe that is outlined.

There are several staff members within the agencies who are interested in working on this project during their off time from their regular duties. Bob Sisson asked if this means on their off time as a contractor. Jos replied, yes. Bob then responded that we could not do that. Jos commented that he has heard from some you can and others you can't. Walter then commented there are some legal issues here with this that really needed to be looked into. It was noted that PAgis employees could not have a contract for off duty work, but the staff at the member agencies could. Walter commented that he would like an HR (Human Resources) ruling before we proceed with contracting out the staff members. Reggie noted he has a contact person with a labor firm that he could check with. Walter wants to make sure we do not get snarled with this approach. Dale then noted this route could potentially save a considerable amount of money if we could allow these people to work on this project versus contracting it out. Dale has spoken with a few of the staff members who are interested in working on this project and that they had expressed a concern saying with the amount of time it would take to train the interns and get them up to speed, they could have already completed the project. So, why not figure out a way the staff members could do this and not interfere with their normal work? Bob stated we could look at working this project with member agencies staff, but does not feel PAgis staff could legally do this. Mike Cobb then stated the PAgis staff could be a labor issue due to fringe benefits, etc. He also noted he has a client that he has seen bitten by this type of arrangement. There was then a discussion that ended with Dale asking Reggie to find out if this arrangement could be done.

Jos then noted the Board needed to approve the funding for the project. Walter asked Jos if he felt comfortable that PAgis can do this project for \$175,000.00. Walter also noted the cost could be less. Dale wants to ensure some standards are also in place for this project. Steve Gertsch noted there are some other elements that should be considered such as the need for interns to do the mundane work of scanning subdivisions, etc. Jos then commented the Parcel Team has a potential plan for creating the parcel database.

Issue: PAgis 2005 Financial Plan Follow-Up Review

Dale asked why go ahead and budget the full \$250,000.00 for Orthophotography if there is a chance that PAgis could partner with AGIO, therefore, reducing this line item in the budget. Jos responded he does not have a number yet from AGIO and is waiting for their vendor selection. Also, if the AGIO were to be unable to proceed with this due to lack of funding, Jos would like to proceed with obtaining the Orthophotography for PAgis. A discussion then began to determine if everyone would be more comfortable to budget more realistically, or should we risk reducing the amounts. Bob does not want to inflate the numbers, nor does he want to be short in the budget. Reggie is hearing we should leave the \$250,000.00 and noted it would be really great if it turns out to be lower if PAgis can partner with AGIO. Dale then asked Jos about the Consultant Services line in the budget. Jos responded he would like to use a Consulting Service for some applications to help with the integrity of PAgis data. He also

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noted using a Consultant would reduce his burden as far as QC, etc. Walter then inquired as to whether the Consultant would be a one-time deal and then just maintain the data? Jos replied, yes. There was more discussion on the percentages. It was noted the Board could always fine-tune the numbers if needed. Reggie noted the Operating Budget has already been approved based on past percentages and we will proceed with the numbers on page 3. When the Board meets in December, the numbers could be updated if the AGIO comes through or we may have to meet again in January.

Issue: Update of Private Letter Ruling Request for APERS

Jos talked briefly of the status of the Private Letter Ruling Request for APERS. The attorney has done quite a bit of work. Jos has reviewed the letter and the corresponding documents that are being rewritten. Dale and Becky have also reviewed the documents and have provided input. Dale noted in statement in the “new” version of the Inter-local Agreement that talks about the terminations and/or dissolutions. There was a discussion. It was noted all of the changes should be completed as part of the package and done all at once. Reggie asked Jos what the next step would be. Jos replied once the attorney had reviewed the modifications, it would be sent back to Jos and hopes to have something ready for the Board to review at the next Board meeting in December.

Open Forum

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

Meeting adjourned @ 1:10

The next Board meeting will be Thursday, December 16th at LRWWU 4th floor Board/conference room.