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

**Meeting:** Thursday, September 13, 2007  
PAgis Offices  
221 E. Capitol Avenue, 4<sup>th</sup> Floor Conference Room  
11:30 am

**Attendees:** Reggie Corbitt, PAgis Board Chair  
Tony Bozynski for Walter Malone, PAgis Board Vice-Chair  
Marc Wilkins for Gary Mills, PAgis Board Treasurer  
Thad Luther, PAgis Board Member  
Bob Sisson, PAgis Board Member  
Sherman Smith, PAgis Board Member  
Vince Guillet, PAgis Manager  
Becky Wahlgreen, CAW HR  
Julie Kent, PAgis Administrative Assistant  
Mike Cobb, Cobb & Suskie, LTD  
Jim Velasquez, Pulaski County Treasurer Office Representative  
Glen Rainey, Pulaski County Assessor's Office  
Steve Caver, Pyramid Data Midsouth, Inc.

**Members Absent:** NONE

**Issue: Approval of June 21 2007 Minutes**

**Bob Sisson made a motion to approve the June 21, 2007 minutes as submitted. Marc Wilkins seconded the motion. Motion was passed unanimously.**

**Issue: Approval of June, July & August 2007 Financial Reports**

Marc Wilkins stated that he has reviewed the June, July & August 2007 Financial reports and found everything to be in order and nothing raised any questions or concerns. **Marc Wilkins then made a motion to accept and approve the June, July & August 2007 financials as submitted. Bob Sisson seconded the motion. Motion was then passed unanimously.**

**Issue: PAgis Staff Update**

Vince introduced Susan Horvath as the other new GIS Technician at PAgis. Susan is a recent graduate of University of Michigan and began working at PAgis July 9<sup>th</sup>. Vince then noted the huge impact of finally having a full staff at PAgis and that the backlog is quickly shrinking and both of the new hires are currently doing a great job.

**Issue: Assessor Mapping Parcel Project Status**

Glen Rainey from Pulaski County Assessor's Office provided a brief update on this project. He wished he could say the information is now on line, but he cannot due to some issues currently being addressed. The new server should be hooked up and ready sometime in October and will be nice for his office to staff to be able to use their own actual data once they are online. Glen is hoping that by the end of October, everything will be online. He also noted there are about 200 subdivisions they still need to enter in order to complete the database.

Glen then spoke briefly about the Assessor's Office checking into obtaining Pictometry. This would give images of houses as well as measurements. They are looking at possibly getting a two {2} year contract and maintaining it. They are also looking at ways to share the costs with other agencies that could benefit from it. There was a brief discussion where it was also noted the possibly of obtaining a software package to use with the Pictometry that would look at the footprints on the parcels and then determines where all the changes were without having to physically going out in the field to verify the changes. The emergency services people can use it as well to locate the exits and entrances to a particular structure. It can also assist the Fire Departments with the ability to see where the fire hydrants are in proximity of the homes. Vince and Glen will be meeting with some people next week at the User's Forum Conference.

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Glen also noted the Assessor's Office has been through training at UALR for Parcel Building and hope to work on the workflow process of how to maintain their own data.

**Issue: NLR Monuments/GPS Reference Stations**

Vince updated the group on the new GPS Reference Station. He showed a few pictures of the unit once it was installed. It is currently up and running. Vince has developed a Service Agreement for people to sign off on in order to access it and also provide a username and password to be used for post processing. The website has also been updated with this information and he encourages everyone to check it out sometime. So far, Vince has received a lot of positive feedback and three {3} surveyors have signed up.

Marc Wilkins inquired as to how long the device should last. Thad and Vince feel it should last between 10-15 years. The last one was good for 10+ years. It was also noted there is a possibility of more being added over the next few years and will provide a better network.

Vince then spoke briefly about an upcoming census meeting for addressing. The U.S. Census bureau will be comparing PAgis data with theirs and PAgis will provide missing information. He then noted the importance of the project since it does affect federal funding the cities and counties receive for their respective agencies.

**Issue: ArcGIS Upgrade**

Vince stated that PAgis has upgraded the server side and desktops. After the conference next week, PAgis will be updating the web server next. He also wants to increase the storage disk space this year and will cost around \$1,000.00.

**Issue: PAgis 2008 Annual Budget**

Vince briefly noted some of the changes asked for previously. The member dues will remain the same as they have for the last five {5} years. The software line went up slightly due to the City of NLR adding some software. There is an increase in the pension contribution for PAgis staff to meet the requirements of APERS. There will be six {6} workstations replaced as well. Vince is currently not planning on doing any projects in 2008, but is looking to do some in 2009.

Bob Sisson noted a problem with capital expenses and going from a high reserve to a dangerously low one at the end of 2008, which is not good. Bob would like for Vince to take another look at this and reduce spending. He also noted salary increases should not be given until the other agencies determine what they will be giving their staffs. Vince then noted the major expense for 2008 would be the years of service buy back into APERS for which there are funds to cover. Thad then noted as far as the utility is concerned, they will go ahead and budget for the Operating Expenses portion. A request was then made to see the actual salaries by position, leaving out the name. Bob is concerned there are no capital projects, but we are still spending money. Vince then proposed to meet again with the TAC and the AAC to come up with some recommendations. Thad suggested to also come up with a five {5} year forecast of expected expenses in order to determine at what time the dues would be adjusted up. Mike Cobb then noted that in relation to this, there are some items that will not be recurring expenses, i.e. pension buy back which is a unique expenses, or extraordinary expense.

**Issue: APERS**

Section 218 - Vince briefly reviewed the memo included in the agenda packet and noted this is an "odd" circumstance. Becky briefed the members on the Resolution to be approved by the Board. Becky has been through this process before with the merger. She has already met with the PAgis staff to explain the process. Becky then provided a brief review and note there is Federal Law requiring this as part of the process for PAgis to join APERS. Becky hopes the Board shares the same view that Social Security is a good thing and should remain for the PAgis staff.

The Resolution is to allow a vote to be held by the PAgis employees and carries forward for ever to future employees and will be determined by a majority vote. A "no" vote means withdrawal from SS. **Bob Sisson made a motion to authorize the PAgis staff to vote on the Section 218 whether or not they want to continue contributions into Social Security. Thad Luther seconded the motion. Motion was passes unanimously.** After a brief discussion it was noted there will be a "posting period" of 90 days before the PAgis staff can actually vote, which will

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place the voting time to around December 14<sup>th</sup>. The voting will be done confidentially via paper ballot.

Years of Service Buy Back – Vince provided an update with figures obtained from APERS regarding the buying back of years of service for PAgis staff into the APERS program. The figures presented are based on the current 12.54% rate for employer contributions. It was then noted there is a possibility that rate “could be reduced” during the APERS Board of Directors meeting currently scheduled for November.

There was some discussion on who much time if any should be purchased. Some feel all should be bought, while other felt 4 – 5 years is all that could be done in order to maintain current vestments. After some discussion, it was decided to wait until the December 2007 meeting to make a decision. In the meantime, Vince was asked to provide some other numbers for different scenarios.

**Issue: Next Scheduled Meeting**

After a brief discussion, it was decided to cancel the October meeting. The next Board meeting will be held on Thursday, December 20, 2007.

**Open Forum**

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

Meeting adjourned at 1:15pm.

The next Board meeting will be held Thursday, December 20, 2007 at the PAgis offices.