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

Meeting: Thursday, December 20, 2007

PAgis Offices

221 E. Capitol Avenue, 4th Floor Conference Room

11:30 am

Attendees: Reggie Corbitt, PAgis Board Chair
Walter Malone, PAgis Board Vice-Chair
Bill Staggs 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
Glen Rainey, Pulaski County Assessor's Office

Members Absent: Steve Caver, Pyramid Data MidSouth, Inc.

Issue: Approval of September 13, 2007 Minutes

Bob Sisson made a motion to approve the September 13, 2007 minutes as submitted. Sherman Smith seconded the motion. Motion was passed unanimously.

Issue: Approval of September, October & November 2007 Financial Reports

Bill Staggs stated that he has reviewed the September, October & November 2007 Financial reports and found no inconsistencies. **Bill Staggs then made a motion to accept and approve the September, October & November 2007 financials as submitted. Walter Malone seconded the motion. Motion was then passed unanimously.**

Issue: New Financial Audit Guidelines

Mike Cobb talked about some of the changes that can be expected with the next annual audit. He sent letters stating the new guidelines that require auditors to use a formal risk assessment process. This change was in part driven by the need to make sure the public can rely on financial statements. There will be more done than in the past in questioning personnel and how they evaluate risks including fraud, litigation as well as what would happen due to a fire, security breach, how profit sharing is affected among other things. He noted that most of his clients are currently already doing all of the things now required. One thing he would ask would be how does the audit compare values and risk processes. He will be asking more questions of Julie and Vince and others. He does not expect this to be a challenge for PAgis. This is a big change and he just needs a better understanding of the approval process, vendor selection process, who signs checks and etc. It was noted no action is needed as this is to just inform the Board of the changes.

Issue: Assessor Mapping Parcel Project Status

Glen Rainey from Pulaski County Assessor's Office provided a brief update on this project. He stated he finally has some good news. The expected delivery date for the data will be the 2nd or 3rd week of January 2008. There are a few days of training/instruction left also. He spoke briefly about a few areas where they have been unable to update and need to catch those up before uploading them online. The data looks really good. Once his staff are trained and can get some maps drawn for some subdivisions, they will be turned on in the online system and begin updating. PAgis will have access to this. Once a month they will be dumping all data along with their CAMA to PAgis. He then talked a little bit about the Bills of Assurance. Reggie asked how they can locate a parcel on a Bill of Assurance. Glen responded they will be stamped on the map. He also noted they have gone to Account Numbers for the Parcel numbers and only the Assessor's Office uses the actual Parcel Number. He then explained how a multiple address would work with

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for example a trailer park. After a brief discussion Glen then announced this will all be available to the public in February 2008. GEOCortex provides their web service and the Assessor's Office will be providing them the data to update and then send back.

Sherman Smith noted a new subdivision rule for the County where they must be submitted digitally.

Issue: ArcGIS Upgrade

Vince updated the group and noted how smooth the transition went and that the database engine and internet mapper are now done. The agencies can begin using it now to generate some new applications.

Issue: Mapping Monuments & Easements

Vince stated that he has been working with LRWWU and the City of LR to develop a way to document.

Issue: Ortho QC

Vince briefly noted that the PAgis staff has completed the QC on the aerial photography 1 month ahead of schedule and has been delivered to the agencies. They have added some new features. of the changes asked for previously. Vince asked that any errors found be reported to PAgis as soon as possible for correction.

Issue: GIS Day Recap

Vince showed a few photos of the event. Julie provided an update where it was noted there were about 300 people in attendance. Two E.A.S.T. Labs presented their projects. One was about creating a Virtual Cemetery at the new NLR Veterans Cemetery. The other was mapping of the Ordinance Plants in Jacksonville during WWII. There were a total of 17 participants. Julie and Vince were approached by some other agencies/businesses that are interested in participating next year. We even had some people from various departments in Jacksonville and Sherwood.

Issue: Retirement Transition

Vince reminded the Board the PAgis staff will be voting on the Section 218 option on January 15, 2008. The Board approved a Resolution at the last meeting to allow the vote as to whether or not they want to continue contributing to Social Security. Becky noted there will be a representative from APERS overseeing the vote.

Issue: Resolution to transfer 457 funds

Vince noted this has not really been talked about since it involves the monies the PAgis staff have personally contributed. This is separate from the 401K and is an employee 457 plan. The PAgis staff are wanting to close out those accounts and move them over to a vendor that CAW currently uses. Therefore, a resolution is needed to allow the staff to make the move. **Bob Sission made a motion to establish a Resolution to allow the PAgis staff to transfer their current 457 Plan funds at CALS into the 457 Plan at CAW. Walter Malone seconded the motion. Motion was passed unanimously.**

Issue: Buying Back Prior Years of Service in APERS

Vince noted that during the November APERS Board of Directors meeting, they approved a reduction in the employer contribution rate from 12.54% to 11.01%. He then briefly reviewed the spreadsheets showing the cost of buying back years of service for 4 employees that are currently vested. Vince then noted that the 2008 Budget included assuming a 5 year buyback. A brief discussion then began. **Bob Sisson then made a motion to buyback 5 years of service. Thad Luther seconded the motion. Motion was passed unanimously.** It was then noted a document will be drafted for the employees with their options listed.

Issue: 2008 Budget

Vince began this discussion noting he tried to look at what has been budgeted in the past as well as what was actually spent. It looked like there was more money being spent than what actually has been. He then took that and tried to get the numbers more in sync to what is actually happening. He looked at several things. One of which was the liberal number used for the buyback for APERS and brought that number down to a more real number. Another area he really looked at

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was the actual data sales and interest earned at the bank and bumped those numbers up a little to be more in line. Next, he looked at the expense line and really tightened that line up and cut about \$120,000.00 from what was previously budgeted.

The original proposal to replace the workstations was out of the Operating line and now moved to the Capital line. As result he also reduced the hardware and software budgets.

Vince noted the Board had asked that he poll the agencies to see what they do for salary increases. He provided the results of the survey and then proposed a 3% increase for the staff and then would like to offer an additional 1% for performance. He feels strongly that part of the increase should be based on performance.

After some discussion, Walter stated he could not vote to approve the 2008 Budget due to the Capital Expenses and knows that the City of LR will not be able to come up with anymore funding than what they are already paying in Operating Dues to PAgis. A short discussion then began.

Vince noted the funding for the workstations will be coming out of the existing funds and not in addition to the current budget. He will clarify the language better in the final document and apologized for the confusion. **Bob Sisson then made a motion to adopt the 2008 Budget for PAgis. Walter Malone seconded the motion. Motion was passed unanimously.**

Issue: 5-Year Financial Forecast

Vince was asked to look into a forecast over the next 5 years. One of the questions also asked was when the agencies could expect an increase in dues. Vince showed some data he came up with and discussed how he came up with the information based on past history. He is trying to keep the expenses and revenues more equal to better represent the financial side of PAgis. He noted that while revenues remain flat, we are still in good shape for now. The surplus that has accumulated, mainly in interest provided the ability to live off of that for a while. Walter asked how updating Orthophotography would come into play. Vince responded he has been working with AGIO and if PAgis chooses to participate in the next update he would be adding it as a Project for 2009. The current rate is about \$120 per square mile, meaning a total of about \$100,000.00. It is possible PAgis' cost could be \$75,000.00. The Assessor's Office "may" decide to partner with us as well as USGS.

Issue: New Members

The cities of Jacksonville and Sherwood have approached Vince on the possibility of joining PAgis. He presented this to the AAC and now he is trying to determine the best formula to use. He has looked at all the various methods used and is having a hard time figuring out what has been done in the past. After a discussion, Reggie noted there seems to be a consensus among all the Board members to pursue obtaining new PAgis members. Vince will continue working on this and will have more information for the Board at the February 2008 meeting.

Issue: Affirmation of Officers for 2008

Vince asked the group if everyone was okay with the current roles for this committee. **Thad Luther immediately made a motion to maintain the current positions of the Board of Directors. Sherman Smith seconded the motion. Motion was passed unanimously.**

Issue: 2008 Meeting Schedule

The meeting schedule will remain the same as this year. The Board of Directors will meet every other month on the 3rd Thursday beginning February 21, 2008.

Open Forum

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

Meeting adjourned at 1:25pm.

The next Board meeting will be held Thursday, February 21, 2008 at the PAgis offices.