

Approved

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

Meeting: Thursday, April 17, 2008

PAgis Offices

221 E. Capitol Avenue, 4th Floor Conference Room

11:30 am

Attendees:

Walter Malone, PAgis Board Vice-Chair

Marc Wilkins for Gary Mills, PAgis Board Treasurer

Thad Luther, PAgis Board Member

Bob Sisson, PAgis Board Member

Vince Guillet, PAgis Manager

Julie Kent, PAgis Administrative Assistant

Mike Cobb, Cobb & Suskie, LTD

Melissa Hodgson, Cobb & Suskie LTD

Scott Wilson, Pulaski County Treasurer Office

Shannon Chronister, Pulaski County Treasurer Office

Glen Raney, Pulaski County Assessor's Office

Members Absent:

Steve Caver, Pyramid Data MidSouth, Inc.

Sherman Smith, PAgis Board Member

Reggie Corbitt, PAgis Board Chair

Issue: Approval of February 21, 2008 Minutes

Bob Sisson made a motion to approve the February 21, 2008 minutes as submitted. Thad Luther seconded the motion. Motion was passed unanimously.

Issue: Approval of February 2008 & March 2008 Financial Reports

Marc Wilkins stated that he has reviewed both the February 2008 and March 2008 Financial reports and found no inconsistencies. **Marc Wilkins then made a motion to accept and approve both the February 2008 & March 2008 financials as submitted. Bob Sisson seconded the motion.** Thad Luther inquired about the \$87,572.62 amount on the Contingency line for account number 7760. Vince replied that is the 5-year buyback for 4 staff members at PAgis into the APERS program since it was not budgeted, though it had been agreed to use some of the carryover funds to cover this cost. **Motion was then passed unanimously.**

Issue: Assessor Mapping Project

Glen Raney from the Assessor's office provided a brief update on the progress on this project. They are now working on the process to create a live database link from the CAMA to the GIS. The data tied to this should be available to PAgis each month. This data will also be sent to GeoStor. The Assessor's Office has now begun to maintain the parcel layer in the new ArcGIS/Sidwell system. Glenn then briefly talked about their "tag data" and how they are now in the process of tagging subdivision boundaries. Vince then noted that PAgis has begun receiving monthly updates including the exemptions and will be sending out the parcel and CAMA data with future deliveries to the PAgis members. Vince then noted the Assessor's Office web applications are similar to what PAgis has with a little more functionality. Thad then inquired about the training with Sidwell and the status. Vince replied that has been completed. Glen noted the Assessor's Office still has several months worth of back-log data to get caught up on. They are trying to determine how to get caught up. He then stated he along with some other staff members will be out next week at the MAGIC conference in Kansas and will be talking with some vendors there to hash out some business processes.

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Issue: Replacement of Workstations

Vince stated the replacement of the new workstations for the PAgis staff went smoothly and are now up and running. He also noted PAgis came in a little under budget and saved around \$2,500.00 in the cost.

Issue: BPADD Naming Convention

Vince stated there was an open discussion at the last meeting where Walter expressed a concern the BPADD layer stores more than just buildings. {i.e. bill boards, meters, etc.} The question was brought up as to whether we should change the name of the layer or change the features within the layer. The TAC meeting was held this month, but there were no representatives present from the Little Rock Planning membership to discuss so this topic was tabled until the next meeting.

Walter then provided Vince with some information that needs to be updated. Vince then talked about an issue that comes up where the City of LR assigns two {2} addresses for corner lots and once they are built, one {1} of those addresses should be deleted. Walter has found several buildings within LR that still has both addresses tied to that one point. We need to find a way to remove the second address. If PAgis is unaware of this, they cannot remove the points. Vince asked that if any of these are found to please forward to PAgis to update. He also noted PAgis will work on a way to identify and correct those.

Issue: 2007 Audit Recap

Mike Cobb stated it is a pleasure to be associated with PAgis and its Board members. He also noted the changes that have occurred over the years since he began the audits and how much more harmonious and focused the group is now.

He then noted that as he is going through the results, if there are any questions or misunderstandings or if something is misstated to please speak up. He then noted there will be a few adjustments for some items paid in 2008 that were actually 2007 expenses {i.e. 5 year buy-back into APERS}. He reviewed the Balance Sheet and Management Descriptive Analysis and also stated that PAgis is currently operating in the "black". Melissa then presented a portion of the report and talked about the accrued compensation in that they look at that as a possible liability in the event of PAgis folding or if an employee were to leave, thus would be owed for any vacation/sick time due them. She also reviewed the depreciation and discussed how these numbers are achieved based on the life span of certain line items. She also noted the new GPS base station was an added item and is included. Melissa then went on to reviewing the reconciliation report that also includes Capitalized properties.

Mike and Melissa also looked at internal controls for checks and balances. In doing so it was determined there is no need to provide a letter regarding any issues since they found nothing. They then noted everything is very well documented.

The discussion then went into a new portion of the audit where they must evaluate risks. They have to ask themselves and certain staff members what "could be" a risk? Some responses were loss of key personnel. Now that the APERS process has been completed and the majority of the staff is now vested, this should help with staff retention. Another concern was what if there were a tornado, fire, etc.? What procedure or process is in place to protect the product that PAgis produces as well as the financial aspects of PAgis in regards to backups, data retrieval? Is there enough insurance to guarantee PAgis' funds if the bank were to collapse? After reviewing these types of things within the audit process, Mike feels very good about everything and does not foresee any issues or concerns. **Thad Luther then made a motion to approve the audit as submitted. Marc Wilkins seconded the motion. Motion was then passed unanimously.**

Thad then asked as a follow-up about disaster recovery. Vince stated there are two {2} sides. One, PAgis currently has the database backup stored online. Also, they write tapes nightly and rotate out to the Clearwater Complex. In addition, PAgis' data is also located at all 6 member agencies and could retrieve whatever is needed from them. A question was then asked about plan for restoration if needed. Vince responded he and Chris are currently working on a rough draft with CAW and feels very comfortable with it and does not anticipate any issues.

Issue: Update on Purchasing Prior Years of Service in APERS

Vince stated we can celebrate this success. This will be the final time we will see this item on the agenda now that the process has been completed with the 5 year buyback where the four{4} PAgis staff members are now fully vested.

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Issue: Updating PAgis Job Descriptions & Classifications

Vince provided a brief overview where it was noted that during the whole APERS process, HR at CAW noticed the job descriptions needed to be re-evaluated and updated to better determine the Exempt or Non-Exempt classifications of the PAgis staff. Vince will keep the Board posted on the progress and results.

Issue: ESRI Software Maintenance Invoices

Vince reported all the invoices are now paid up. He also noted that he will be looking into a lighting arrestor to protect the new GPS base station at MAC for future storms.

Issue: Update on GIS Day

Julie provided a brief report and noted this year's theme will be "GIS to the RESCUE!" The National Weather Service will be providing a presentation about the recent flooding and tornadoes in Arkansas. She also noted that Sylvan Hills High School E.A.S.T. Lab will be a keynote speaker at the MAGIC conference next week that a lot of our members will be attending in Kansas. She asked for help in encouraging their staff within the member agencies to participate with presentations as well as coming up with some nice door prizes for the event as well as any contact information for people that should attend.

Open Forum

No items were brought to the table at this time.

Meeting adjourned at 12:40pm.

The next Board meeting will be held Thursday, June 19, 2008 at the PAgis offices.