

Approved

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

Meeting: Thursday, June 19, 2008

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
Marc Wilkins for Gary Mills, PAgis Board Treasurer
Thad Luther, PAgis Board Member
Wade Dunlap for Bob Sisson, PAgis Board Member
Vince Guillet, PAgis Manager
Julie Kent, PAgis Administrative Assistant
Steve Caver, Pyramid Data MidSouth, Inc.
John Burton for Sherman Smith, PAgis Board Member

Members Absent: Mike Cobb, Cobb & Suskie, LTD

Issue: Approval of April 17, 2008 Minutes

Marc Wilkins noted an error on the bottom of page 3 where the date of the next meeting should be today's date, June 19, 2008. **Thad Luther then made a motion to approve the April 17, 2008 minutes with noted correction. Marc Wilkins seconded the motion. Motion was passed unanimously.**

Issue: Approval of April 2008 & May 2008 Financial Reports

Marc Wilkins noted it looks like the end of the year audit adjustments have not been done yet for 2007. Steve Caver responded they had not and they would be there in the next set of financial reports. **Marc Wilkins stated he has reviewed both April and May 2008 Financial reports and found no inconsistencies' and then made a motion to accept and approve both the April 2008 & May 2008 financials as submitted. Thad Luther seconded the motion. Motion was then passed unanimously.**

Issue: Assessor Parcel/Mapping Project Status

Vince talked about the last few months of data deliveries to the member agencies. He noted that PAgis has analyzed the parcel data from the County Assessor Office and have determined no updates have been incorporated by them. He has since contacted them to find out if there are any issues they are having and how PAgis could assist them. They have responded they are not comfortable just yet with doing the maintenance themselves. They have asked if Chris Owen could assist them with training. Vince responded if they would agree to training session *with* Sidwell, he had no problem with Chris helping out. Vince spoke with them again yesterday and they have submitted their PO to Sidwell for training and are waiting for them to set up a schedule. Thad Luther inquired about the backlog of data for the parcel project. The best PAgis has been able to determine is that it will take about 6 months to catch up the *current* backlog once they are trained on maintaining. The Assessor's Office will also be providing reports for a while showing any issues as well as the match rates.

Issue: PAgis Job Descriptions & Classifications

Vince brought the Board up-to-date on the recent updates of the job descriptions for the PAgis staff where it has been determined that 3 positions {Administrative Assistant and both GIS Technicians} should be Non-Exempt and the other 3 will remain Exempt {Technical Manager, GIS Programmer / Analyst & GIS Analyst}. This was verified through the Department of Labor Wage and Hour division. Changes will have to be made with the now hourly staff work schedules to ensure they are not working over 40 hours per week. After some discussion, it was noted this is an Administrative decision that Vince can handle without Board approval. Vince then noted that

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he did add an additional line item in the budget to cover the costs of any overtime that may arise in 2009. However, he noted he does not *plan* on any overtime, just wants it there in case it's needed due to unforeseen circumstances.

Issue: 10 Years of Service Recognition

Vince reported there will be two {2} PAgis staff members who will hit the 10 year anniversary mark at PAgis and would like to be able to recognize them with something for their dedication and loyalty. After some discussion, it was suggested to follow some of the agencies in using a catalog for them to choose from. It was also suggested most agencies only receive a lapel pin. Walter then suggested presenting or recognizing them at the annual GIS Day Event with their pin or maybe a plaque.

Issue: PAgis Logo for Shirts, etc.

Vince noted some PAgis staff has expressed an interest in being able to have shirts with the PAgis logo on them. He has done a little shopping around and the cost would be about \$250 for the logo setup and the staff members are willing to purchase the shirts. PAgis will cover the cost of logo embroidery on the shirt. He would like to add a line item in the budget for this since he does not feel the contingency line is for this type of purchase.

Issue: Available Equipment

Vince reported that PAgis has replaced all the workstations and now must figure out what to do with the old workstations. He brought this up at the AAC and TAC meetings earlier this month and they recommended donating them to an E.A.S.T. Lab, church or school. Wade Dunlap they have a program where they donate theirs to the community centers are the library. He will check with them and see if they are interested.

Issue: Preliminary Budget & Capital Projects

Vince briefly reviewed a few items in the budget provided with the agenda packets. He noted on page 1 in the "bubble" in the past, the intern positions were not included in the salary line with the rest of the staff and he has changed that to now include it. He then reviewed on page 2 there is a slight increase in the software maintenance line for the member agencies due to the addition of Sales Taxes to be paid for which they were not budgeted for previously.

He then talked briefly about previous conversations on how best to obtain funding for Capital Projects where some prefer they are budgeted over a period of time versus all at once when they are to occur. Reggie suggested possible doing it both ways allowing the agencies that need to be able to make installments to do so to cover their portion while the others who can come up with the funds easier could do so when needed.

Vince also talked about the USGS looking into securing partners for their updates next year and the AGIO is looking at doing theirs in 2010. PAgis would like to be able to partner with the AGIO in 2010 per recommendations from the AAC and the TAC. Reggie asked that everyone be prepared to discuss this further at the next meeting.

Thad then noted that maybe we should use the accumulated funds to cover some of the capital expenditures. Thad commented that the accumulated fund balance was large enough to cover some of the capital expenditures such as an imagery purchase. Thad then noted that he was concerned that since we are now using accumulated funds to offset the costs of operations instead of raising membership dues each year, that eventually PAgis would be required to have a substantial dues increase. Thad is recommended slight increases each year instead of waiting until one large one is needed. Thad asked that the 5 year projection be revisited at the next meeting to asses when a dues increase will be needed.

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, August 21, 2008 at the PAgis offices.