

Approved

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

**Meeting:** Thursday, August 21, 2008

PAgis Offices

221 E. Capitol Avenue, 4<sup>th</sup> 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  
Mike Cobb, Cobb & Suskie, LTD

**Members Absent:** NONE

**Issue: Approval of June 19, 2008 Minutes**

**Marc Wilkins made a motion to approve the June 19, 2008 minutes as submitted.**

**Thad Luther seconded the motion. Motion was passed unanimously.**

**Issue: Approval of June 2008 & July 2008 Financial Reports**

Marc Wilkins noted there seemed to be a page missing from the Statement of Revenue & Expense report. Julie located the missing sheet and provided copies for everyone. Marc Wilkins also indicated that he noticed the end of year adjustments for 2007 were included. **Marc Wilkins stated he has reviewed both the June and July 2008 Financial reports and found no inconsistencies' and then made a motion to accept and approve both the June 2008 & July 2008 financials as submitted. Walter Malone seconded the motion. Motion was then passed unanimously.**

**Issue: IRIS Presentation**

Reggie talked about the emphasis lately on various Boards of Directors to keep people informed of products and services available to their organizations. He thinks there may be some applications that some may not be aware of and just wanted to see if some interest could be generated. He also wants to have this demonstration because his agency is interested in this technology and feels this could have significant cost savings if done as a group. He noted that Mark and Clayton would be happy to do individual presentations for any agencies interested. Reggie will then check on the progress of interest in the next couple of months. He feels that what makes this attractive to this particular group is the overlaps between agencies because of sharing of some customers. Mark then provided a brief background of the company's product and how his organization uses the service. Clayton then provided a demonstration on how the system works in notifying the public, or even employees of potential hazards, road closings, and utility problems such as boil orders as well as handling delinquent customer payments through the automated notification system.

**Issue: Assessor Parcel/Mapping Project Status**

Vince brought the Board up-to-date on the progress with the Assessor's Office Parcel Project. He and Chris have been working on measuring the progress and how the maintenance is going. During the last Board meeting PAgis had recommended further training with Chris Owen assisting with them. They are finally editing locally, but Chris

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has found they had not pushed the updates to their server and has since been corrected. The training is still ongoing. A problem has recently been identified where the CAMA to GIS data does not match and visa versa. There are two {2} more training sessions scheduled and Vince will provide another update at the October Board meeting. Vince anticipates another update from them sometime next week.

**Issue: Review of PAGis Money Market Account**

Vince asked Mike Cobb to review and educate him and the Board members about the collateralization and guarantees of the funds in the PAGis bank accounts. This came about as a result of an article that Vince had read in the newspaper earlier in the summer about the bank we use.

Mike Cobb presented a brief overview and explanation of various laws the State has that requires collateralization of bank accounts over \$100,000.00. He also talked about the methodology of the annual audits. If you have money in a bank and is “insured”, this is a way of hedging risks and be able to manage them. The bank pledges securities and if something were to happen, the funds cannot be attached by outsiders and must be qualified securities. PAGis does follow the government rules and there is a footnote disclosed in the annual audits regarding collateralizations. PAGis is currently in really good shape and has ample securities and collateralizations.

**Issue: Update on New Member Opportunities**

Vince provided a quick update with the recent interest from surrounding cities becoming members of PAGis. There is a meeting scheduled, possibly this week, with some of the city officials of Jacksonville whom are very excited about the opportunity to join. Vince has provided his presentation about PAGis to them and they see there is a need.

The City of Sherwood is interested, but will likely hold off until 2009 due to some funding issues. They do have a new engineer and their water and wastewater utilities are seeking information on what it will take to become a member.

The City of Maumelle has contacted Vince and expressed an interest as well. The water department now has a GIS person. The City of Maumelle is currently in the process of forming a GIS task force.

After some discussion it was noted that we need to look into the Inter-local Agreement and By-Laws to see what needs to be done to accept new membership.

**Issue: Preliminary Budget & Capital Projects**

Vince briefly reviewed a few items in the budget provided with the agenda packets. Vince added a Capital Project to update the imagery and proposes using the existing accumulated funds. In a meeting he attended recently it was discovered there is a possibility of getting updated imagery through a partnership with other local agencies in 2009. This would be 1’ resolution with natural color ortho-imagery. We have not had an update since 2006. The budget reflects the worst case scenario in terms of cost to PAGis. The best case is if USGS is able to help offset some of the cost. He would like to have approval to move forward with pursuing the projects and the Board’s blessing to pay for the project using accumulate. He is not asking for the entire budget to be approved today since he understands several agencies have not gotten far enough along in their budget processes to do so. After some discussion, Walter inquired about when the State intended to update theirs. Vince responded that it is looking like they will be doing their updates in 2010. The Board approved Vince moving forward with the project and paying for it out of next years budget with accumulated funds.

**Open Forum**

**No items were brought to the table at this time.**

**Meeting adjourned at 1:40pm.**

**The next Board meeting will be held Thursday, October 16, 2008 at the PAGis offices.**