

Approved

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

Meeting: Thursday, April 23, 2009

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
Bob Sisson, PAgis Board Member
Vince Guillet, PAgis Manager
Julie Kent, PAgis Administrative Assistant
Mike Cobb, Cobb & Suskie, LTD
Chip McCulley, City of Jacksonville
Steve Caver, Pyramid Data MidSouth, Inc.
John Burton for Sherman Smith, PAgis Board Member

Issue: Approval of February 19, 2009 Minutes

Bob Sisson made a motion to approve the February 19, 2009 minutes as submitted. Walter Malone seconded the motion. Motion was passed unanimously.

Issue: Approval of February 2009 and March 2009 Financial Reports

Marc Wilkins suggested skipping to the 2008 Audit Report since he saw some end-of-year adjustments listed within the March 2009 Financial Reports.

Mike Cobb then proceeded with reviewing the report which is a part of the agenda packet that everyone should have received. As in previous years the audit consists of analysis and discussion though not a lot of detail. He reviewed the Statement of Net Assets which includes figures for depreciation as well as amortization and does follow the GAAT rules. He then reviewed the Statement of Budgetary Comparison which shows how well the processes were adhered to in that the income generated was over what was projected and the expenses came in under budget. The results are commendable and are also the desired affect. Mike noted this is a clean opinion and there were no negative findings. He also noted the absence of a management letter which is really a good thing since there was nothing to bring up and the audit shows that everything is clean-cut with no drama. He also stated it is a good thing to have a boring report and commended the PAgis team and the fact that it is a pleasure to associate with them.

The meeting then proceeded with Marc Wilkins' review of the February 2009 and March 2009 financial reports when it was noted that everything appears to be in order. **Marc Wilkins then made a motion to approve the both the February 2009 and March 2009 Financial Reports as submitted noting the included adjustments for year-ending 2008. Bob Sisson seconded the motion.** Walter Malone then asked about line item #7120 for Office Supplies and is concerned that we may exceed the budget limit since we have already spent half of it. Vince replied that PAgis had purchased a fire proof file to maintain personnel files, payroll and banking materials and that PAgis does not anticipate going over this line item. This item was considered into that line when the budget was generated. Bob Sisson noted he feels PAgis is doing really well with their budget and appreciates that. **Motion was then passed unanimously.**

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Walter Malone then made a motion to accept the 2008 Financial Audit Report without drama as submitted. Marc Wilkins seconded the motion. Motion was then passes unanimously.

Issue: Assessor Parcel/Mapping Project Status

Vince provided an update on the status of this ongoing project. He is happy to report some good news in that the last few months there has been a significant increase with the input of data. The TAC is very pleased with the picking up of speed. PAgis had requested some things for corrections and those have been completed in a timely manner. The CAMA data is now being transferred to PAgis monthly. It does not include the exempt properties which are those that are not charged property taxes on, i.e. churches, school, utility buildings and the like. PAgis will continue to use the data they already have on exempt properties and then plan to update it in January of 2010. They also have a new project manager on the consulting end and he is running diagnostics on the information to ensure things link up. Another positive that PAgis has learned is they will be moving their server from the consulting firm to the Assessor's Office. This should help the productivity immensely. The consultant will be setting this up for them as well as provide them with the training on maintaining it on their own.

Issue: Inter-local Agreement

Vince introduced Chip McCulley from the Planning Department in Jacksonville to those who may have missed the last meeting. In March the City of Jacksonville's City Council approved their Resolution to join PAgis. Since then the attorney has updated the current version with the only real changes being the addition of the City of Jacksonville and maybe a couple of names on the signature page. A copy can be found within the agenda packet. Vince would like for everyone to review the document and notify him of any more changes the Board would like to see. The Board agreed that the agreement was in order with the exception of the one typo already found on the signature page. **Bob Sisson made a motion to approve the updated Inter-local Agreement to include the City of Jacksonville as a member of PAgis. John Burton seconded the motion. Motion was passed unanimously.** The next step will be for the agencies to run the document through their process within their agencies for approval. Julie will email the Inter-local Agreement to everyone with the corrections noted.

Issue: 2009 Aerial Imagery Acquisition

Vince provided a recap on the status and noted the imagery has been acquired by the vendor in February with leaf off. PAgis received a sample on Monday. There are a couple of issues found by PAgis and has asked for reprocessing and to resend them to PAgis. USGS will also be reviewing the imagery for approval as well. He expects delivery to the agencies sometime in June or July if everything goes as planned. He then provided a brief demonstration in the Chenal area since there has been a tremendous amount of growth and the ease to compare with the current data. There are basically two {2} things that PAgis looks at while evaluating. The first being horizontal accuracy. Meaning, can we digitize and is the alignment supported. This is done by overlaying the old data with the new. PAgis is extremely satisfied with how well they line up with the existing data and is 90% of what is sought. The second is if it is aesthetically pleasing enough to print a map out that looks good. While evaluating the data, PAgis found an issue with that in that it is not as sharp nor is the contrast as good. They have asked the vendor to go back and reprocess and try to match it better in contrast and sharpness. This should take about a week at which time they will resend to PAgis for further evaluation. Walter asked if BO {building outlines} would be redone. Vince responded basically the data is broken up by sections and each staff member scans the data visually to correct things that are out of whack as well as continuing to input what is provided by the member agencies. Chip inquired as to whether or not there is a cycle for the updates.

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Currently there is no formal schedule. PAgis basically has been able to do the last few due to partnership opportunities that have come along. The TAC prefers to partner with the State whenever possible to save money.

Issue: Quarterly Board Meetings

Vince noted this was brought up at the last meeting and wanted some feedback on the frequency the Board would like to meet. After some discussion it was decided to leave the schedule as it currently is meeting every other month.

Open Forum

Vince mentioned the Board agenda packet went out both digitally and hand delivered. Some of the Board members noted they would like to have theirs sent digitally. Vince asked for the Board members to contact Julie with their delivery preference. He also will make sure the next digital copy is sent in the *bookmark* format to more easily navigate through the packet.

Meeting adjourned at 12:45pm.

The next Board meeting will be held Thursday, June 18, 2009 at the PAgis offices.