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

Meeting: Thursday, December 17, 2009

PAgis Offices

221 E. Capitol Avenue, 4th Floor Conference Room

11:30 am

Attendees: Walter Malone, PAgis Board Vice Chair
Thad Luther, PAgis Board Member
Sherman Smith, PAgis Board Member
Reggie Corbitt, PAgis Board Chair
Vince Guillet, PAgis Manager
Julie Kent, PAgis Administrative Assistant
Marc Wilkins for Gary Mills, PAgis Board Treasurer
Bob Sisson, PAgis Board Member
Jay Whisker, PAgis Board Member

Absent: Mike Cobb, Cobb & Suskie, LTD
Steve Caver, Pyramid Data MidSouth, Inc.

Issue: Approval of October 15, 2009 Minutes

Bob Sisson made a motion to approve the October 15, 2009 minutes as submitted.

Thad Luther seconded the motion. Motion was passed unanimously.

Issue: Approval of August 2009, September 2009, October 2009 & November 2009 Financial Reports

Marc Wilkins stated that he had reviewed all the reports and noted one thing regarding a payment to Verizon Arena in September and November and asked what that was for.

Julie responded the September payment was for a deposit that was required prior to hosting the GIS Day event in November. The November payment was for the balance after adjustments were made once the event was held. **Marc Wilkins then made a motion that with the explanation he moves to approve August, September, October and November financials as submitted. Sherman Smith seconded the motion.**

Motion was passed unanimously.

Issue: Assessor Parcel/Mapping Project Status

Vince provided a brief update on the progress of this ongoing project. The Assessor's Office is almost caught up with their backlog. They have completed the 2009 subdivision plats and have one more subdivision to add. They also continue to correct errors identified by the PAgis staff and member agencies. The staff at PAgis continues to assist them as needed as well as Kevin Pruet at Little Rock Public Works. They are also working on their local census address data corrections. PAgis has assisted them with some database reformatting to match the requirements by the Census. Vince encouraged the member agencies to notify the Assessor's Office when finding errors so they can correct them. The Assessor's Office is still planning on moving their database server locally and Vince feels this will help with their production levels due to a better performing system.

Issue: GIS Day Update

Vince reported the event was held at the Verizon Arena and noted the event was advertised on their new marquee sign by the freeway. PAgis utilized 2 separate rooms this year; one room for presentations and the other for the vendor area. There were quite a few great presentations. Guest speakers included Senator Broadway who talked about the relocation of the National Boy Scout Jamboree, MetroPlan showed how they use

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PAGis data for bike trails and the Department of Education in partnership with the E.A.S.T. Lab Initiative made an announcement that ESRI would donate all of their software to all the schools in the state of Arkansas that request it. PAGis also did a demonstration alongside the City of Little Rock Public Works department about roadway asset management, Entergy talked about the new Site Selection website. Julie was able to get some people from the Arkansas Geocachers Association to come and do a fun presentation on geocaching and how to do it with GPS. We also had an engineering firm do a demonstration on how they utilize PAGis data. The food was great with a picnic theme this year. The cake was symbolic of a dollar bill this year to go along with the theme of “Developing Central Arkansas Using GIS”. Vince thanked the agencies for their door prize contributions. There was good participation from High Schools both locally and as far as Brinkley, though less than we would like to have. PAGis also did a survey on-line and received some very positive feedback. Most all responses were in the excellent or good categories, none in the fair or poor categories and also received some good ideas for future events. Thad asked how the surveys were done, if it was a form submitted at the event. Vince replied PAGis used “survey monkey”, an online survey and it seemed as though there was more participation with the survey this year and was quite easy and it provided charts and reports on the responses.

Issue: PAGis Staffing Update

Vince provided a brief update noting that Susan Horvath had resigned and went to the Arkansas Geological Commission. PAGis has since hired Amy Beck who came from the USGS. She is currently a student working on her Masters degree with emphasis in GIS. PAGis is excited to have her on Board and Vince thanked the Board for allowing him to fill the vacant slot.

Issue: PAGis Awards from GIS User’s Forum

Vince stated that back in October, PAGis attended the Arkansas GIS User’s Forum Conference in Eureka Springs. This event is held every two years and is for GIS users across the state to go and learn and network with other GIS professionals. This year, PAGis was honored to have received an Award for Excellence in GIS. This reflects all the hard work over the last few years PAGis and its member agencies have done. During the award presentation, it was said that PAGis serves as a model for other cities and counties on how they coordinate and develop a regional GIS program. Chris Owen also received an Award for Excellence for an individual for his hard work, leadership and dedication to PAGis.

Issue: State Request for BPADD Layer

Vince noted everyone should be familiar with the State Geographic Information Office, AGIO, whom are responsible for GIS from the local level on up. They have assisted PAGis in obtaining orthophotography updates in the past and as recent as this past year. They also maintain GeoStor website for people to obtain GIS information. There have been some projects recently they have done where PAGis has contributed data for their road centerlines {CL} for addressing and the Assessor Office shared their parcel data. Now they would like to collect address points to assist in many address based applications such as streamlining the Sales & Use Tax system. The goal is to be able to collect taxes for things purchased online at the point of delivery instead of where purchased from. This will also reference a few other things, one of which could be for the Secretary of State to be able to re-district and for online navigation systems such as Google earth. This has been brought up at both the TAC and the AAC where a recommendation was made to proceed. PAGis already allows access to this data for its member agencies and needs Board approval to provide it to the State. **Sherman Smith made a motion to approve submitting the data in the BPADD layer to the AGIO. Bob Sisson seconded the motion.** A brief discussion then began to clarify whether the data is for building points or

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address points. It was noted the clarification that Walter suggested in possibly adding a column in the database to state whether the address is suitable for mailings should be brought up at the TAC meeting. **Motion was then passed unanimously.**

Issue: 2010 Draft Financial Plan

Vince noted that the proposed financial plan is the same one that was reviewed at the October Board meeting and that the Operating and Software Dues remained flat for 2010. The O&M budget line has been reduced by 5.45% from 2009. The salaries and benefit lines remain flat as well. There was a discussion about staff increases where it was decided the staff increases should be based on merit and not a net increase with a maximum of 2.5% for 2010. A discussion then began regarding the bookkeeping line in the budget where PAgis clarified the amounts between the audit line and monthly bookkeeping. It was also noted the bookkeeping firm had asked for a \$50.00 per month increase. Bob Sisson felt this was too much of an increase and suggested maybe shopping around for another firm if they insisted on it. Vince was then charged with discussing this with the firm prior to seeking another firm. **Bob Sisson then made a motion to approve the budget with the clarification in the narrative for the salary increases to be up to 2.5% based on merit. Walter Malone seconded the motion. Motion was passed unanimously.**

Issue: 2010 Meeting Schedule

A couple of the Board members stated there could be a conflict or two {2} with a couple of the dates and would inform PAgis of such when the time comes.

Open Forum

Re-election of officers was then briefly brought up when Bob Sisson made a motion to leave the current officer positions in place. Sherman Smith seconded the motion. Motion passed unanimously.

Meeting adjourned at 12:40pm.

The next Board meeting will be held Thursday, February 18, 2010 at the PAgis offices.