

APPROVED

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

Meeting: Thursday, February 18, 2010

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
Steve Caver, Pyramid Data MidSouth, Inc.
Mike Cobb, Cobb & Suskie, LTD
Vince Guillet, PAgis Manager
Julie Kent, PAgis Administrative Assistant
Bill Staggs for Marc Wilkins for Gary Mills, PAgis Board Treasurer
Bob Sisson, PAgis Board Member
Jay Whisker, PAgis Board Member

Absent: Sherman Smith, PAgis Board Member
Reggie Corbitt, PAgis Board Chair

Issue: Approval of December 17, 2009 Minutes

Bob Sisson made a motion to approve the December 17, 2009 minutes as submitted.

Thad Luther noted a minor change at the bottom of page 2 where it should read

“Sherman Smith made a motion to approve *submitting* the data in the BPADD layer.....” With that minor correction, Thad Luther seconded the motion.

Motion was passed unanimously.

Issue: Approval of December 2009, January 2010 Financial Reports

Bill Staggs stated that he has reviewed the reports and noted the staff should be commended for closely adhering to the budget. **Bill Staggs then made a motion approve the December 2009 Financial Reports as submitted.** Julie then noted there are also Financial Reports for January 2010 that needed approval as well. **After a brief review, Bill Staggs then recommended approval of the January 2010 financials as well. Bob Sisson seconded the motion. Motion was passed unanimously.**

Issue: Accounting/Payroll Services and Procedures

Steve Caver reviewed the “new look” in the January 2010 Financial Reports. The reason for the change is because the software company that Pyramid Data Midsouth had been using has been bought out by another company and he is now faced with changing they way things have been done. While PAgis and Pyramid Data Midsouth have been maintaining two {2} sets of “books”, beginning with the January 2010 the separate financials will be merging into Quickbooks together. Julie will continue to have a set of books and he will also. Julie will be able to send a backup version to Pyramid Data Midsouth and he will be able to make any adjustments as needed and then send them back to Julie and will not affect how she currently processes accounting. Steve will be working closely with Julie to make sure there are no problems during the transition. One thing that is noticeable is the new format for the financial reports, though they can be changed to whatever the Board desires. He noted the landscape format is new and should be easier to read versus the portrait. He also noted this is one of the reasons he had asked for an increase in fees this year to cover the cost of the conversion. He and Vince had a discussion and Steve has agreed not to proceed with an increase request for 2010, but he would be asking for the increase in 2011. A discussion then began. Steve went on to explain the first part of the financial reports can be confusing, but will look better from now on as this is the first one for the new fiscal year. He also noted his goal is to be

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paperless at his office and this is how they can do so. Steve also would like to stop attending all the Board meetings since Julie and/or Vince can handle any questions. The Board members can feel free to email him with any questions they may have when reviewing financial reports prior to the meetings. Walter agreed, assuming there are no issues with anyone.

Issue: Assessor Parcel/Mapping Project Status

Vince reported that PAgis received the new CAMA data including the exemptions, which list the ownership information, in January. PAgis is also assisting with retraining their staff on how to convert new subdivision scanned image plats within the parcel layer. They are also in the process of implementing the new server, which has slowed down their current workload in order to complete the process. This server conversion has been quite a large project for them and expects it to be completed by month's end. Walter then asked if the CAMA data would be delivered monthly along the parcels. Vince responded that is the plan. Though he noted at the worse case scenario, the March 2010 delivery might be the old CAMA data, but would be new data thereafter on a monthly basis.

Issue: BPADD Layer Name

Vince noted this was brought up at the last meeting by Walter wanting to know about the naming convention for i.e. billboards, etc. This was brought to the TAC and their recommendation was not to change anything due to the application requirements for the dataset. The TAC then talked about just adding a column and could do that specifically for the City of LR. Kevin Pruett is working on doing this for them. Walter noted that Kevin is "testing" it. It was noted a workaround would work for them and that other agencies could have issues with addresses as well. Vince then stated we can always visit this again in the future and asked Walter to provide feedback on whether or not what Kevin does for them works.

Issue: Database Server Replacement

Vince stated there is a quote included in the agenda packet with the specs. This item is budgeted in the carryover reserve funds and would be replacing an existing server that is 6-7 years old now that is using SQL Server software that will no longer be supported. After a brief discussion, **Bob Sisson made a motion to approve the purchase of the Database Server with new software per specs. Thad Luther seconded the motion. Motion was passed unanimously.**

Issue: ESRI Software Maintenance

Vince noted there is a spreadsheet included in the agenda packet breaking down the annual dues for ESRI Software Maintenance costs for each agency. This is to keep maintenance on the current existing software support. He noted there are not differences in amounts than what was budgeted. Vince is requesting approval to pay the bill and then invoice the agencies for their portions. **Thad Luther made a motion to approve payment of the annual ESRI Software Maintenance per quote. Bob Sisson seconded the motion. Motion was then passed unanimously.**

Vince then began a discussion about a meeting he and Chris Owen had with some ESRI representatives about a new way they are looking at license agreements for larger agencies such as PAgis. We could have the opportunity to pay a bulk rate and would have unlimited access to all of the ESRI software. We need to determine if this is viable and a benefit for PAgis and its members. PAgis would be able to administer *any* license to the member agencies. The figure Vince was given is considerably higher than what we currently pay for maintenance. This could be a good opportunity to add more entities such as the Cities of Sherwood and Maumelle to help offset the cost. He also noted that the ESRI representatives had also showed him the additional costs some of the member agencies are now paying separately from PAgis for some ESRI software. After a brief

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discussion there was a consensus we need to bring in additional partners to help offset some of the cost. Vince will be looking into agency specific agreements and will hopefully be able to better determine whether or not this would be feasible.

Issue: Topographic Data Update/FEMA DFIRM

A few weeks ago, Vince received a call from a FEMA engineering firm in Denton, Texas wanting to know if PAgis had 2 foot contours so they could convert insurance flood rate maps. FEMA did a preliminary study in 2007 using existing PAgis 2 foot contours, but part of the model used levees as long as they were certified. Since Katrina, they cannot use that model unless someone certifies the levees. Of course, no one wants to be responsible for the certification so they removed all the levees. The FEMA specifications have changed for the vertical datum of contours and the old PAgis 2 foot contours no longer meet the required specifications. PAgis purchased 4' contours back in 2006 countywide. We provided FEMA with that data since the data met the minimum specifications at that time. Now they are telling Vince the 4' contours are not good enough, they need 2' resolution in order to make their data more accurate. They want to fly and produce LIDAR along the river and tributaries and wanted to know if PAgis would be interested in partnering with them. Vince told them PAgis would not be able to cover the cost of this project alone. Vince then spoke with our liaison at USGS and he felt he could come with a portion of the matching funds. He also spoke with AGIO, but it might be hard for them since it is only for one county and they would want the whole state.

Vince then talked about the possibility of PAgis committing to a Capital Project in 2011 where we could use about 50% of the cost as Capital Dues with the remaining funding coming from available reserve carryover funds. He is also thinking about contacting some engineering firms and other potential local partners that requests a lot of contour data from PAgis about the possibility of partnership as well to help offset some more of the cost. After a discussion, Bob Sisson recommended proceeding with getting as much information as possible. Thad agreed with Bob for Vince to pursue this and to see about obtaining some partners to offset some of the cost. In the meantime, this will give the Board members some time to discuss this with their staff and learn what the benefits may be. Jay Whisker noted this would be a huge help for his city as well. Since this is regarding floodplains and stormwater it could be a benefit that is justifiable. Thad reminded Vince to make sure he touches base with the County. Vince agreed and will continue to collect as much information as he can.

Open Forum

No items were brought to the table at this time.

Meeting adjourned at 12:25pm.

The next Board meeting will be held Thursday, April 15, 2010 at the PAgis offices.