

Arkansas Geographic Information Systems Board

By Teleconference Call

Members of the public may join the call, and a public access point will also be available in the AGIO conference room. For information on how to connect, contact Shelby Johnson at 501-682-2767 or shelby.johnson@arkansas.gov.

Meeting Minutes

April 13, 2011

10:00 a.m.

Board Members Present:

Dr. Margaret McMillan
Jon Sweeney
Claire Bailey by Proxy Hershel Cleveland
Bekki White by Proxy Nathan Taylor
Tracy Moy
Randy Everett
Dr. Jack Cothren
Dr. Robert Kissell
John Ed Isbell
Kasey Summerville

Board Members Absent:

Glen Dabney
Judge Clayton Castleman
Judge Jerry Hunton

AGIO Staff:

Shelby Johnson, Director
Learon Dalby, GIS Program Manager
Maria Owen, GIS Analyst
Adrian Clark, GIS Specialist

Guests:

James Meyer, GIS Coordinator Pulaski County
Richie Pierce, ACTGeospatial, Inc.
Lee Ann Kizzar
Tom Scott, ACT

Call meeting to order

9:00 AM: Meeting called to order by Chair Tracy Moy due to there being technical difficulties with the teleconference service the meeting began at 9:20 AM

The Chair deferred corrections to the minutes for the Dec. 1st, 2010 meeting

New Business

Board review of draft parcel mapping program guidelines created by Act 559 of 2011.
ATTACHMENT: Draft Parcel Mapping Program Guidelines *FILE UPDATED 4/7/2011

The Chair requested Shelby to give a review of the draft guidelines. Shelby began by reviewing the sequence of events as drafted in order to understand how the process may work once the program is finalized. Lee Ann Kizzar asked when the schedule of payment will be made to a contractor? Shelby responded at this time he did not know because AGIO has not developed a contract yet and this would be something the Office of State Procurement will help determine the payment schedule.

The review was completed and then Shelby moved to a step by step review of the guidelines. Following the reading of each guideline Shelby paused for comments and discussion. Board members and guests provided comments, questions and discussion.

Randy Everett requested the document be re-written to consistently reference "The County." Shelby noted and moved to the next item.

Regarding the guideline on counties backing out of the program Herschel Cleveland noted this should be re-written. Shelby noted this would be re-written and moved to the next item.

Regarding the guideline on counties using their own staff several board members agreed it was unclear and should be re-written. Shelby noted and moved to the next item.

Regarding the guideline establishing the priorities there was discussion over the order of the list. There consensus of the discussion was the priorities as written did not provide the Board adequate discretion because of the words "Counties will be selected..." Tracy Moy observed the language could be changed to remove "selected" and substitute with "given higher consideration."

Motion: John Ed Isbell motioned to not change the priorities and reword first line from "Counties selected will be based on the ..." to "Counties will be given higher consideration based on the..."

Motion seconded: by Dr. Rob Kissell.

The Chair called the vote and the motion passed unanimously.

Shelby noted and moved to the next item. Richie Pierce noted the two items following the priorities list were unclear and possibly conflicted with Priority 3. Following a short discussion the consensus was these two items should be re-written by including them in Priority 3.

Shelby continued the review of items in the guidelines. Regarding the guideline on data being public domain Learon Dalby noted it was unclear and should be re-written to specifically state "including all attributes as stated in the State Cadastral Standard." Board members agreed, Shelby noted and moved to the next item.

Upon reaching the guideline regarding making available all plats, deeds, and reference material there was discussion over this item being unclear. Following a series and comments and suggestions over the pros and cons of having the county be responsible to perform that work versus having the contractor responsible for performing that work, the consensus was to include that in detail in the bid specification. Thus counties who can provide and will provided the deeds, plats etc will be stated in the bid. Those who won't or cannot will be stated in the bid, thus allowing contractors to include the price adjustment for those counties. Shelby noted and moved through the remaining items.

The review of the items was concluded.

Herschel Cleveland stated that it would be prudent for the AGIO staff to have everything ready and present to Governor's office for review of the overall strategy.

Motion: John Ed Isbell motioned to adopt the guidelines as revised on this date.

The motion received no second.

Everett, Kissell, and McMillan opined they would prefer a final review with revisions as discussed on paper before approval.

The Chair requested Shelby make the revisions and prepare for a final review by the Board.

Shelby requested the Board set a meeting date for the final review. The Chair called for April 20th by teleconference as the next meeting date. Members present agreed on the date and time at 1:00PM

The Chair called for a motion to adjourn.

Motion: John Ed Isbell motioned to adjourn.

Motion seconded by: Herschel Cleveland

The Chair called the vote. With all ayes, the meeting adjourned at 11:15 A.M.

Next meeting Wednesday, June 1, 2011, Jonesboro Fire Station # 3, 2212 Brazos St., Jonesboro, AR 72401

Minutes prepared by Maria Owen, AGIO.

Minutes Approved: April 20, 2011

Parcel Mapping Program DRAFT Guidelines

The County will not receive funds from the state. The county must send its share of funding to the state in order to participate in the state held contract.

The contract will be published by The Office of State Procurement. A Invitation for Bids (IFB) will be issued on behalf of the Arkansas Geographic Information Office (AGIO) for counties that have no mapping.

Each County will be listed as a separate line in the IFB. The IFB will include a notice for multiple awards. A bidder can bid on one or all counties. The bidder will offer their price for each county. The lowest bid will be awarded the contract subject to availability of funds.

Any county can participate. The county must supply their information to AGIO in order to be included in the bid. Required information includes the enclosed application and the State Cadastral Standard Extract in digital form (.DBF) from the CAMA provider of the county wishing to participate.

The county cost will be 40% of the low bid for their county. The AGIO will notify the county of the cost.

Counties that have a mapping contract will be included in a separate bid solicitation in November. The award will be made in December prior to the beginning of their budget year when they would normally renew their mapping contract.

The County will have 60 days from the bid opening to send the matching 40% of the total cost to the AGIO.

The County has the right to back out of the program if the county decides the awarded bidder is not who they would like to use.

The County is officially in a contract with the AGIO when the county sends its 40% share of the cost for their county.

The County cannot use the funds or its own staff to complete the project.

The Program does not include any imagery costs, and cannot be used for imagery.

Counties will be selected based on the following priorities; subject to the availability of funds.

Priority 1 – counties initiating parcel map creation

Priority 2 – counties accelerating completion of parcel mapping (counties that have started but are not done)

Priority 3 – support parcel map improvements (Defined as editing parcel polygons so they are logically consistent with the visual evidence of ownership in the best available digital orthophotography)

This Program does not include parcel mapping maintenance.

This Program does not include clean up or Quality Control of existing parcel mapping.

Program Agreement will require the counties to update and maintain the parcel map over time.

The County must send the file annually, to the AGIO to be published on Geostor.

Parcel polygon file shall be compliant with the State Cadastral Data Standard, including all attributes extracted from the CAMA.

Parcel polygon file shall cover the maximum feasible extent of the county – largest geographic area

County Assessors shall be the only eligible applicant. Contractor shall provide the completed parcel polygon data to AGIO to be loaded into GeoStor at the close of the project.

Contractor agrees GIS data is public domain and will be published on GeoStor.

Contractor shall deliver the parcel file in ESRI Personal Geodatabase format.

Counties shall make available all plats, deeds and any existing map data or files that are required by a parcel mapping contractor. As well as any other data related to the program effort.

Counties shall work with their CAMA provider in order to provide necessary CAMA data to the contractor.

Counties shall provide AGIO updates of the completed parcel polygon file on a mutually agreed upon schedule which shall be not less than annually, depending upon the frequency of new development in the county.

Sequence of Events

The program funding for the State's 60% share is based upon General Improvement Funding thru ACT 1091. It is subject to the availability and release of funds by the Governor. The following sequence of events is anticipated for the program.

1. The application period is announced and applications are sent to each County.

2. On the date of the application deadline the AGIO transmits the applicant material to the State GIS Board.
3. The State GIS Board prioritizes applications and provides the priority to AGIO.
4. AGIO prepares all the applicant material for the prioritized counties and transmits to the Department of Finance and Administration Office of State Procurement (DFA-OSP).
5. Governor Beebe directs the funds for the program to be released.
6. DFA-OSP releases an Invitation for Bids (IFB) containing county information necessary for bidders.
7. The IFB closes and bids are opened.
8. The low bid cost by county is transmitted to each county.
9. The county has a 60 day period to raise 40% of the total cost.
10. County funds are sent to AGIO to be deposited in GIS Trust fund.
11. The AGIO notifies the contractor of task order by county.
12. The contractor begins the first phase of parcel mapping work for that county.
13. As phases are completed the contractor delivers the parcel map files to AGIO for quality control checks.
14. As each deliverable passes the AGIO quality control the contractor delivers the files to the county.
15. AGIO publishes the completed county parcel file in the Arkansas Cadastral Mapping Standard on GeoStor.
16. Upon completion of the project the maintenance and updates become the responsibility of the county.
17. Minimum of annual updates thereafter are provided to the AGIO to be published on GeoStor.