

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 20, 2011

10:00 a.m.

Board Members Present:

Dr. Beth McMillan
Jon Sweeney
Tracy Moy
Randy Everett
Dr. Jack Cothren
Dr. Robert Kissell
John Ed Isbell
Kasey Summerville
Glen Dabney
Judge Clayton Castleman

Board Members Absent:

Judge Jerry Hunton
Claire Bailey by Proxy Herschel Cleveland
Bekki White by Proxy Nathan Taylor

AGIO Staff:

Shelby Johnson, Director
Rachel Hood, Communication Director
Maria Owen, GIS Analyst
Adrian Clark, GIS Specialist

Guests:

Karen Martin, Pope Co. Assessor
Curtis Copeland, Villa GIS
Richie Pierce, ACTGeospatial, Inc.
Lee Ann Kizzar
Marc Jeager, TomTom-TeleAtlas

Call meeting to order

1:05 p.m.: Meeting called to order by Chair Tracy Moy

The Chair called for corrections to the April 13 and March 2 meetings' minutes. Beth McMillan noted her name was listed incorrectly. There being no further corrections, the minutes were approved pending Beth's name change.

Approval for March 2 meeting minutes

Motion: John Ed Isbell

Second: Kasey Summerville

Approval for April 13 meeting minutes

Motion: Judge Clayton Castleman

Second: Kasey Summerville

Old business: The Chair opened the discussion regarding previous work done on the parcel mapping guidelines and mentioned the AGIO quality control memo, both of which were available on the website. Before stepping through the changes made in the guidelines from the last meeting, the Chair notified the Board of several guests attending the meeting that she felt needed to be heard. With no objections, the Chair introduced Karen Martin, Pope County Assessor.

Karen said she doesn't like that the counties who have not done anything would be considered for the grant funds first. She feels that the counties working to do what they can should be recognized, and receive help to complete their files. She thinks it's a bad idea to have a bunch of incomplete counties and to promote the idea of helping others who don't help themselves. Karen used her county as an example, stating that Pope Co. has completed 80-85 percent of its file, but needs help finishing it and can't find the funding. She feels those who are working hard to complete their files should not be put on the back-burner. The Chair asked Lee Ann Kizzar if she had additional concerns on the rewritten sections of the guidelines. Lee Ann stated the rewrites covered her main concern.

Kasey said she was concerned that county assessors have no control over who maps their county or over how the money is spent. She noted that the lowest bid is not always the best bid. One contractor could bid low and receive all contracts, but may not do the best job. Kasey also received feedback from another county assessor who felt the county should be able to apply for the grant and do the mapping themselves. She thinks some verbiage should be added that allows the assessor to collaborate with contractor.

Kasey suggested a word change be made on the first page, fifth paragraph, from "lowest bid" to "accepted bid."

Shelby said after reviewing the plan with the Office of State Procurement (OSP), they recommended to go with invitation for bids, but didn't discuss details of qualification. He said the Board will ultimately have to follow the laws and leadership of OSP.

John Ed opined going with the "accepted low bid" verbiage will give counties some leeway. Beth and Kasey agreed that if the Board or counties want the bidding process to be different (by having more control over vendors, spending, etc.), they would have to change procurement method.

Tracy noted that experience and qualifications do play into the bidding process; the state will not necessarily accept the lowest possible bid. Judge Castleman and Jack noted some cases where counties and higher education institutions have been able to justify passing lower bids based on competency.

Karen said she was concerned about ensuring project quality, and suggested the contractors be required to give monthly or quarterly updates to assessors. Karen and Kasey voiced concerns about assessor offices having to pull plats and deeds for the contractors, which they felt was doing a bulk of the contractors' work for them.

Richie noted that the counties would have a choice on whether they want or can supply those materials to contractors, so the cost would be adjusted in the bid either way.

Many agreed the wording on page 3 should be changed to strike "make available" and insert "provide access to."

There being no objections, the changes were accepted.

Shelby said the vendor choice would have to be discussed with OSP. Kasey and the constituents who supplied comments to her said they want to push for assessors to be more involved in vendor selection.

Ultimately, the majority decided that the AGIO should go back to OSP to clarify the aforementioned concerns.

There were no objections to Shelby following up with OSP to clarify if the mapping was considered a "professional service." John Ed added that while he doesn't object, he felt it would be wasting time. Richie and Curtis said they will come up with bullet points for Shelby to take to OSP about the classification of a "professional service."

Due to technical difficulties with the conference call, the Chair said the Board would wait until next meeting to discuss the quality control memo. Shelby asked everyone to read the memo and updated guidelines before the next meeting.

The Chair called for a motion to adjourn.

Motion: John Ed Isbell motioned to adjourn.

Motion seconded by: Beth McMillan

The Chair called the vote. With all ayes, the meeting adjourned at 2:31 p.m.

The next meeting is 9:30 a.m. Wednesday, May 11, at the Arkansas Game and Fish Commission Hall of Fame Room.

Minutes prepared by Rachel Hood, AGIO.

Minutes Approved May 11, 2011