

Arkansas Geographic Information Systems Board (GISB)

Quality Inn of Harrison
1210 Hwy 62-65 N Harrison, Arkansas 72601
Harrison, Arkansas

Meeting Minutes
Tuesday, June 4th, 2013
10:00AM - 2:00PM

Board Members Present:

Ms. Tracy Moy (Chair)
Dr. Margaret "Beth" McMillan (Vice-Chair)
Mr. Randy Everett
Mr. Taylor Wynn
Ms. Kasey Summerville
Ms. Heather Stevens
Dr. Robert Kissell

Board Members Absent

Judge Clayton Castleman
Dr. Jackson Cothren
Ms. Bekki White
Mr. Glen Dabney
Mr. Jon Sweeney

Guests:

Mr. Herschel Cleveland, Arkansas Department of Information Systems
Mr. Jason Tipton, Arkansas Geological Survey
Ms. Sita Nanthavong, Washington County Assessor Office
Mr. Wes Cleland, Arkansas Game & Fish Commission
Mr. Monty Davenport, Arkansas Assessment Coordination Department

AGIO Staff:

Mr. Shelby Johnson, Arkansas Geographic Information Officer
Mr. Seth LeMaster
Mr. Adrian Clark
Mr. Jonathan Duran
Mrs. Maria Owen

Call Meeting to Order:

10:07 Meeting called to order by Chair Tracy Moy

The Chair welcomed Board members and guests to Harrison. Citing a quorum was not present the Chair requested everyone present to provide a brief introduction of members and guests present.

Following introductions the Chair gave the floor to Shelby Johnson to begin the AGIO report. Shelby introduced Seth LeMaster as the newest staff member of the

agency and indicated Seth would be serving as the equivalent of deputy director for the agency. Seth introduced himself and provided the Board more information on his background which included service in the Arkansas National Guard and year long deployment in Afghanistan as the lead GIS staffer for special operations. He stated one of his interest areas was working with large volume imagery data and also working with LIDAR data.

10:30 a.m. Kasey Summerville arrives and the Chair recognizes a quorum
Approval of the December 5th, 2012 Minutes

The Chair then called for any corrections to the December 5 2012 minutes. Dr. Robert Kissell noted an error on page 3, grammatical. Error Noted and corrected.

Motion to accept the minutes with correction: Dr. Robert Kissell

Second: Ms. Kasey Summerville

No discussion; Unanimously Approved

The Chair then called for any corrections to the March 6, 2013 minutes.

Approval of the March 6, 2013 Minutes

Dr. Robert Kissell noted an error on page 1, punctuation. Error Noted and corrected.

Motion to accept the minutes with correction: Dr. Robert Kissell

Second: Mr. Randy Everett

No discussion; Unanimously Approved

Old Business

- 1) AGIO Report - New Staff Introduction
- c. GeoStor Operation Update - System Issues
- d. Parcel Project Phase II Quality Control Results
- e. Status Update on Address Point & Road Centerline Programs
- 2) Review Guidelines for ArcGIS Online for Organizations
- 3) Plat Standards for City Annexations

Old Business

AGIO Report- Shelby Johnson introduced Mr. Seth LeMaster, the newest member of the AGIO Staff. Mr. LeMaster briefly discussed his background and stated he was happy to join the team.

Shelby Johnson discussed the Audit Review findings. Two were of note. The first one regards meeting attendance by Board members. It is required for the Director of the AGIO to inform, the Governor's office if a board member is absent three consecutive meetings. This notification is required to occur within 30 days of the 3rd absence. Mr. Johnson failed to provide that notification within the timeframe.

The second finding regards the use of Proxies for Board Members. While there is no law preventing the practice, there is also no law stating the practice is acceptable. Randy Everett inquired why the prior two Audit Reviews did not note this issue? Shelby did not know the answer but observed each review has been a different

auditor and the practice of representation by proxy had occurred during the prior two years.

Ms. Tracy Moy requested the attendance record sheet be sent along with minutes to the board members after each meeting.

Shelby Johnson reviewed GIS related Legislation of 89th General Assembly either affecting the agency or constituents.

Act 163: Provides a re-appropriation of the Parcel funding that created the Parcel Mapping program. This re-appropriation allows the agency to complete payment for the remainder of the program in the new fiscal year.

Act 93: Provides the Agency appropriation of operating expenses. Shelby Noted this appropriation includes a new Administrative Assistant which is a position that agency has not had prior to this time.

Act 196: Provides a General Improvement appropriation for GeoStor and Digital Orthoimagery. Shelby commented this appropriation comes from the Governor's side of the General Improvement Fund and predicting the outcome of potential funding was unknown.

Act 211: Is a Local Election Law that defines Precincts as no more than 3,000 voters and requires affected counties to redistrict or rezone those precincts. Shelby observed this piece of legislation would be very challenging for the counties affected because it will require them to analyze voter locations in relationship to the voter rolls as opposed to Census population data.

Act 1073: Is an Education related Act that governs a number of school district related activities. Within this legislation is a component that requires School Districts to file a digital map of school board election zones 120 days after consolidation or annexation. The Act requires the Arkansas Geographic Information Office to prescribe the format of the digital map and districts are required to file the map with the Secretary of State, the Arkansas Geographic Information Office and the County Clerk Offices the contains the district.

Act 1018: Is another election related law that allows County Clerks to create ballots for very old townships that are no longer in existence for the purpose of Wet versus Dry elections.

Act 1518: Is the allocation of General Improvement Projects for the state and includes the GIS related appropriations.

The next report item included the inner workings of GeoStor. Shelby reviewed recent system issues that have been encountered which have hampered operation of the system. The report included a presentation of the system architecture and explained the various software components of the system. During the spring AGIO

staff discovered a hardware component had failed and had worked through the failure with support from Dell and the Department of Information Systems.

Shelby Johnson discussed the Parcel Grant program and its progress. He showed the Board a presentation highlighting the project and the quality control measures the agency was taking to ensure the deliverables meet the specifications.

The final AGIO report item was delivered by Adrian Clark. Adrian discussed the Arkansas Master Address Program and its progress. He provided Board members with two graphics illustrating the status. The graphics highlighted the 22 counties participating in the project, and also showed the twenty-five counties that are already published. The database of address points now stand at 1,102,459 records. The other graphic illustrated there are 234 addressing authorities in Arkansas that have responsibility for assign physical address. Most of the addressing authorities represent cities. This creates a challenge for AGIO to maintain so many points of coordination. Clark urged that our State must complete the address point file statewide in order to realize many of its benefits.

All other new and old business has been tabled until the next meeting.

New Business:

Tracy Moy shared with the Board that a Mr. HW Duncan had filed a Freedom of Information Act request to the Board. She outlined the nature of the request and that a response was prepared. Copies of the response were shared with the Board. The Board discussed the request.

Announcements:

Dr. Robert Kissell announced this would be his last meeting as a Board member. He indicated he served two terms and was not eligible for reappointment. He thanked the Board for the opportunity to participate. The Chair and other Board members congratulated him on his service and remarked they would miss his participation.

Motion: Dr. Robert Kissell motioned for Adjournment

Second: Ms. Kasey Summerville

Adjourned at 1:54PM

Next Meeting: September 10th, 2013

Minutes Adopted 9-10-2013

Tracy J. Moy
Ms. Tracy Moy, Chair (Signature)