

**Arkansas Geographic Information Systems Board (GISB)
Board Meeting**

**Arkansas Real Estate Commission
AREC Board Meeting Room
612 South Summit St.
Little Rock, AR 72201**

**Meeting Minutes
Wednesday, December 7, 2016
9:30AM - 12:00PM**

- **Board Meeting called to order by Chair, Dr. Beth McMillan at 9:32 a.m.**
- **Roll Call**

Board Members Present:

Dr. Margaret "Beth" McMillan (Chair)
Ms. Sharon Hawkins (Vice-Chair)
Mr. Matthew Charton
Mr. Randy Everett
Mr. Glen Dabney
Mr. Anthony Davis
Mr. Taylor Wynn
Mr. Danny Games
Ms. Amy Whitehead
Honorable Rusty McMillon
Honorable Beth Rush
Ms. Yessica Jones
Dr. Jackson Cothren
Mr. Scott Foster

Board Members Absent:

Mr. Russell Gibson

- **Chair Welcomes and Acknowledges Board Members & Guests**

Guests:

Tracy Moy, Arkansas Game & Fish Commission
Amy Beck, Arkansas Game & Fish Commission
John M. Thornton, State Land Surveyor
Glen Dabney, Eagle Forestry Services
Randy Everett, First Electric Cooperative
Chris Cretini, United States Geological Survey
Col. Steve Eggensperger, Governor's Liaison to the GIS Board
Pam Cooper, Natural Resources Conservation Service of Arkansas

AGISO Staff:

Mr. Shelby Johnson, Arkansas Geographic Information Officer
Ms. Jennifer Wheeler, AGISO
Ms. Kayla Lyon, AGISO
Mr. Jonathan Duran, AGIS

➤ **Meeting**

- **Welcome:** The Chair called for any corrections to the September 7th meeting minutes. No one contested the September 7th minutes.

Motion: To accept the September 7, 2016 minutes as written- Ms. Sharon Hawkins

Second: Dr. Jackson Cothren

No discussion; Unanimously Approved.

➤ **Guest Presentations:**

- Colonel Steve Eggensperger, Governor's Liaison to the GIS Board – Introduction and Remarks
- Chris Cretini, United States Geological Survey – USGS LiDAR Project

➤ **Old Business**

1. **AGISO Report** (Shelby Johnson)

Previously Provided – Arkansas Spatial Data Infrastructure Usage, Plats Upload Progress, City Annexation coordination, All Public Roads Linear Referencing System (ARNOLD) Status

Agency Outreach & Coordination – AGISO has reached out to Phillips, Fulton, and Hempstead Counties. Meetings were held in Phillips & Fulton Counties with county officials to discuss the importance of completing their address point data. Fulton County will move forward, Phillips County is unsure. There will be a new county judge in January in Phillips County and AGISO will reach out to them again after the new judge takes office. The AGISO met with the U.S. Census Bureau at the NSGIC conference. There is a plan in place going forward and very close coordination of how the AGISO will serve as the single point of contact on administrative boundaries. The AGISO also hosted officials of the national customer support center of the United States Postal Service. The USPS is interested in coordinating with states with address point files. If they are to be competitive, the USPS needs physical addresses everywhere.

Staff Update – The AGISO has the full time surveyor position posted. There is currently a Labor Market Study being conducted of the surrounding states. The GIS Lead Position was filled by Jonathan Duran and the GIS Analyst position was filled by Jennifer Wheeler from the Pulaski County Assessor's Office.

Orthoimagery Project Update – There was a bid opening for the project Monday. AGISO will have a committee of board members that will go through training to understand how to grade RFPs. The project will be awarded in mid-December. It will be peer reviewed by the legislature on January 17, 2017. If approved, the project will begin immediately.

91st General Assembly Legislative Agenda Items—Approved by Governor Hutchinson: A.) Division of Land Survey – Legislative Cleanup, B.) 911 Addressing Authority – Data Maintenance Proposed, C.) Sustainable Funding for GIS Data Development & Maintenance – Update— The Division of Land Survey Legislative Cleanup and the 911 Addressing Authority Data Maintenance were rated a Grade B meaning the Governor supports these issues being agency led. The Sustainable Funding for GIS Data Development and Maintenance was rated a Grade D meaning the Governor Opposes. The Governor opposed this recommendation because he did not feel comfortable with the

funding coming from the Real Estate Transfer Tax. This puts the Board and the AGISO back at identifying alternative sources for sustainable funding. Sponsors for the other two bills have not been identified yet, but the Board will be updated as soon as that's solidified.

➤ **New Business**

1. Recommended GIS Data for Loading – Proposed Attribute Schema & Metadata: A) Municipal Boundary B) Municipal Boundary Change –

A) Municipal Boundary: A publication of polygons of all incorporated cities in Arkansas. This dataset does not represent exact legal boundaries as per surveyed description, but, rather a set of boundaries used for the administrative purposes that conforms to logical & administrative rules. The Content Schema includes City Name, City FIPS, Population, EffectiveDate, RevisedDate, SquareMiles, and Acres.

B.) Municipal Boundary Change: A publication consisting of multiple individual polygons each representing a unique boundary description. It represents boundary changes across time for any cities beginning in 2016. These change polygons can represent annexation, consolidation, detachment, incorporation and unincorporation of territory representing area per description. Various methods to annex, detach, create a new incorporation or unincorporated an existing incorporation may be used. This dataset does not represent exact legal boundaries as per surveyed description, but, rather a set of boundaries used for the administrative purposes that conforms to logical & administrative rules. The content schema includes City Name, City FIPS, Instrument, EffectiveDate, RevisedDate, SquareMiles, Acres, ChangeMethod, and ChangeType.

Discussion Followed.

Motion: Motion to upload the Proposed Attribute Schema & Metadata – Honorable Beth Rush

Second: Mr. Taylor Wynn

No discussion; Unanimously Approved.

2. FY15 Legislative Audit Review – AGISO had no findings. The Board Members should have received a copy of the review in the mail.

3. Review & Adopt Agency Mission Statement – Proposed Mission Statement from AGISO is: To promote a development and distribution of Arkansas' Geographic Information resources for improved decisions, effective management, and efficiency. Discussion Followed. AGISO will send out an email with the proposed mission statement for the Board to help develop over time. The Board might want to revisit their mission statement as well. It was developed in 2000 and has not changed since.

4. Proposed Scheduling of 2017 GIS Board Meeting Dates– The proposed meeting dates are as follows: March 1, 2017, June 7, 2017, September 6, 2017, and December 6, 2017. Discussion Followed. The September 6 meeting will be moved to October 4, 2017 to coincide with the Statewide GIS Meeting in Eureka Springs.

5. Annual Statement of Financial Interest – Board members, remember to complete, notarize, and submit this form before the January 31, 2017 deadline.

6. Formal Board Photograph– This photo will replace the one currently on the AGISO website.

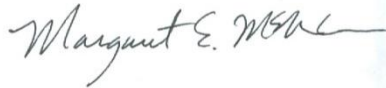
- **Adjournment**

Motion: Honorable Rusty McMillon

Second: Honorable Beth Rush

Next Meeting: March 1, 2017

Minutes Adopted

A handwritten signature in cursive script, reading "Margaret E. McMillan". The signature is written in black ink and is positioned to the left of a light blue rectangular stamp. The stamp is partially obscured by the signature's tail.

Dr. Margaret McMillan, Chair (Signature)