

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

**Marriott Hotel & Convention Center  
Arkansas Board Room  
3 Statehouse Plaza, Little Rock AR 72201**

**Meeting Minutes  
Wednesday, September 2, 2015  
1:30PM - 5:00PM**

- **Board Meeting called to order by Chair, Beth McMillan at 1:40 p.m.**
- **Roll Call**

**Board Members Present:**

Dr. Margaret "Beth" McMillan (Chair)  
Mr. Randy Everett (Vice Chair)  
Dr. Jackson Cothren  
Mr. Taylor Wynn  
Ms. Sharon Hawkins  
Ms. Amy Whitehead  
Mr. Glen Dabney  
Mr. Danny Games  
Mr. Anthony Davis  
Mr. Russell Gibson

**No Board Members Absent**

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

**New Board Members:**

Mr. Anthony Davis, Arkansas Game and Fish Commission  
Mr. Danny Games, Arkansas Economic Development Commission  
Mr. Russell Gibson, City of Fort Smith

**Guests:**

Chris Davis, Arkansas Highway and Transportation Department  
Deano Traywick, UALR GIS Applications Laboratory  
Ivan Hoffman, President, Advisory Board to the Division of Land Surveys  
Kami Sharp, Division of Land Surveys  
Honorable Kasey Summerville, Clark County Assessor  
Kim Hamilton, Hexagon Geospatial  
Matt Charton, DataScout, LLC  
Tracy Moy, Arkansas Game and Fish

**AGIO Staff:**

Mr. Shelby Johnson, Arkansas Geographic Information Officer  
Mr. Seth LeMaster, AGISO  
Ms. Kayla Lyon, AGISO

➤ **Meeting**

- **Welcome:** The Chair called for any corrections to the June 3<sup>rd</sup> Meeting minutes. No one contested the June 3<sup>rd</sup> minutes.

**Motion:** To accept the June 3, 2015 minutes- Dr. Jackson Cothren

**Second:** Mr. Randy Everett

**No discussion; Unanimously Approved.**

➤ **Old Business**

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

**Staff Update** – Division of Land Surveys staff introductions: Everett Rowland, State Surveyor, Kami Sharp, Administrative Assistant, Kim Scott, Administrative Assistant. GIS Office staff updates: Matt DeLong, Sr. GIS Analyst, acknowledgement of Maria Owen (AGISO GIS Analyst) obtaining her IAAO Cadastral Mapping Specialist Certification.

**Outreach & Coordination** – 6/9 County Assessors Summer Meeting in Mountain View, 6/10 County Judges Summer Meeting in Texarkana, 7/13 Joint Committee on Advanced Communications & Information Technology Annual Report, 7/24 Land Survey Advisory Board Meeting, 8/3 National Geospatial Preparedness Summit in Washington DC, 8/5 Arkansas Association of Counties Annual Conference, 8/17 Arkansas Host State for the Mid-America GIS Clearinghouse Summit, 8/26 Arkansas Emergency Management Conference in Springdale, 8/26 Local 9-1-1 Systems Blue Ribbon Committee in Blytheville, 8/31 Avian Influenza round table at ADEM. Upcoming: MAGIC Symposium Retreat in Mena, NSGIC Annual Conference in Kansas City, Arkansas Society of Professional Surveyors at Mount Magazine. Dr. McMillan & Mr. Everett asked questions about the Avian Influenza and discussion followed.

**Administrative Activities** – 2014 Fiscal Year Audit Review (no findings & no report available yet), 2015 Schedule of Expenditures of Federal Awards (SEFA) complete, 2015 Comprehensive Annual Financial Report (CAFR) complete, and Division of Land Surveys Fiscal Transition.

**Municipal Boundary Coordination: Act 914** – Inter-agency strategic planning for annexation process workflow of Cabot, Marmaduke, & Bella Vista. AGISO is going to continue coordination with AHTD & Secretary of State during this transition period. AGISO is also meeting with the Census Bureau in October at NSGIC.

**National Address Database** – US DOT announced in August 2015 that Arkansas and Arizona were chosen as Pilot States for further work on the National Address Database Coordination. AGISO is anticipating a consultant to interview Arkansas soon. This builds on the agency's participation in the National Address Summit.

**Parcel Mapping Project** – Miller County has been published since June 2015 Board Meeting. Data maintenance is still a problem and a concern for AGISO.

**Statewide Imagery Project** – The procurement authorization process was filed in May. AGISO is still awaiting the final review by the Administration. Benton & Washington Counties are moving forward with their winter 2016 mission.

**MAP21/ARNOLD Project** – In April, the FHWA revised its reporting timeframe to AHTD necessitating a phased approach going forward. Phase 1: Through EOY 2015, AGISO is processing only highways (interstates, U.S., & state). Phase 2: January 2016 through March 2017 AGISO will process local roads (county, municipal, private, etc.). Matt DeLong is working on the project full time. The County Judge’s Conference is at the end of the month and AGISO is presenting on MAP21. This project is a priority issue due to the Governor’s Highway Funding Task Force.

**Division of Land Surveys Advisory Board Meeting** — An Administrative Review was created for the Division to analyze the merger and the overall status of the Division. There have been some corrections since the findings were published. A new website was created for the division. Arkansas is one of the leaders in plat archives online, a direct result of the Division’s work on the plat database. There are over 200k corners in the state and only 16k have been restored. Original evidence is being lost due to construction and agricultural development. Mrs. Whitehead & Mr. Everett discussed legal descriptions of properties and the corner restoration process. The Division staff will relocate to AGISO’s office at the end of September. For the GLO Corner Restoration/Re-monumentation program, the Office of State Procurement required that new contracts be created. As a result, AGISO has to create 31+ new contracts. There were minor revisions to the GLO Corner Specifications: name changes and they must include digital photos of restored corners. The Division’s Agricultural Program Coordinator position will be reclassified to a Surveyor position. AGISO and the Division can use the rent savings to restore the budget lost as a result of the 1% cut across all of state government. There will be a sub-committee meeting scheduled for work on the revision to the Corner Program fee schedule.

➤ **New Business:**

**1. Senator Boozeman’s Sponsorship of Geospatial Data Act** — The act pertains to all federal agencies and defines what Geographic Data is. The Act allows states play a more active role at the federal level in coordination on geospatial activity. The Board decided to send a letter of thanks to Senator Boozeman. Mr. Johnson volunteered to draft it and send it out for the Chair’s signatures.

**2. Board Appointments** — Honorable Kasey Summerville, Clark County Assessor-Representing Local Government. Appointed on 10/25/2007 and Reappointed on 8/30/2011. Her term expired on 8/1/2015. Kasey served two full terms as a Board Member. Honorable Heather Stevens, Stone County Assessor – Representing Local Government. Appointed on 4/15/2013 and her term expired on 8/1/2015. She is eligible for reappointment and is willing to continue serving. Board members discussed the two positions that require representation by local government.

➤ **Announcements:**

Board members are able to designate a proxy for meetings. If a proxy is needed contact Kayla Lyon and she will provide them with a form. In January 2016, all public officials have to file financial statements that require a notary signature.

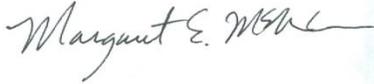
➤ **Adjournment**

**Motion:** Ms. Amy Whitehead

**Second:** Mr. Russell Gibson

**Next Meeting:** December 2, 2015

Minutes Adopted \_\_\_\_\_

A handwritten signature in cursive script that reads "Margaret E. McMillan". The signature is written in black ink and is positioned above a horizontal line. To the right of the signature, there is a faint, light blue rectangular stamp or watermark.

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Dr. Margaret "Beth" McMillan, Chair (Signature)