

**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
Tuesday, March 29, 2016
9:30AM - 12:00PM**

- **Board Meeting called to order by Chair, Dr. Beth McMillan at 9:30 a.m.**
- **Roll Call**

Board Members Present:

Dr. Margaret "Beth" McMillan (Chair)
Mr. Randy Everett (Vice-Chair)
Mr. Taylor Wynn
Ms. Sharon Hawkins
Ms. Amy Whitehead
Mr. Glen Dabney
Mr. Anthony Davis
Honorable Rusty McMillon
Mr. Mark Myers
Dr. Jackson Cothren

Board Members Absent:

Mr. Danny Games
Honorable Beth Rush
Mr. Russell Gibson

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

Guests:

Ms. Julie Chavis, Assistant Attorney General, Attorney General's Office

AGIO Staff:

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

Meeting

1. Approving Past Meeting Minutes - The Chair called for any corrections to the March 2nd Meeting minutes. Discussion: Dr. Jackson Cothren agreed with the

corrections on page 4 of the minutes and would like to amend them to say that the board encouraged Mr. Glen Dabney to stay in the March 2nd meeting with the knowledge that his firm be excluded from the bidding process. Ms. Amy Whitehead did not see the situation happening that way. She believed at the time that the conversation was in general and there was no specific conflict of interest due to Mr. Glen Dabney advocating for all small businesses across the state and not just his firm. Mr. Tony Davis stated that on page 4 where it states the GIS Board had no conclusive information, but they instead gave it to the board to decide after saying they had spoken with several state entities. Mr. Seth LeMaster remembers the same thing. AGISO contacted the Ethics Commission, DFA, and the State Auditor and mentioned that Mr. Glen Dabney should recuse himself. Mr. Tony Davis does not remember AGISO staff saying Glen should recuse himself.

Motion: Motion to Amend page 4 of the March 2nd minutes following the statement "The AGISO staff did not have conclusive information indicating whether or not Mr. Glen Dabney should leave the meeting" to continue and state "more discussion followed and the board did not see a conflict of interest at that time". - Ms. Amy Whitehead

Second: Mr. Randy Everett

No discussion; Unanimously Approved.

Motion: Motion to Amend the March 2nd Minutes to reflect that Mr. Mark Myers was not present at the meeting. - Mr. Mark Myers

Second: Dr. Beth McMillan

No discussion; Unanimously Approved.

Motion: To accept the amended March 2, 2015 minutes- Mr. Randy Everett

Second: Mr. Mark Myers

No discussion; Unanimously Approved.

- **New Business:**

2. Election of 2016 Officers – Annual election of GIS Board officers

Motion: Motion for Dr. Beth McMillan to stay as Chair of the GIS Board - Mr. Mark Myers

Second: Mr. Randy Everett

No discussion; Unanimously Approved.

Motion: Motion for Ms. Sharon Hawkins to be Vice Chair of the GIS Board - Ms. Amy Whitehead

Second: Mr. Tony Davis

No discussion; Unanimously Approved.

3. Board Expense Reimbursement & Board Authorization of Agency Purchasing Card Use for Board Meeting Expenses - Code Citation 2516902

item A for board reimbursement. The policy for the Purchasing Card is at the recommendation of Legislative Audit. The expense reimbursement should not exceed travel regulations. A Board Member can't get reimbursed for meals unless there's overnight stay. AGISO follows the Procurement guidelines. Mr. Mark Myers recommended documenting which agency employees are allowed to have and use a P-Card.

Motion: Board Members can be reimbursed for appropriate travel expenses per state guidelines and that authorized agency staff can purchase supplies and food for Board Meetings. - Ms. Amy Whitehead

Second: Ms. Sharon Hawkins

Discussion Followed

Motion: Motion to amend the previous motion to state Board Members can be reimbursed for appropriate travel expenses per state guidelines and that only Kayla Lyon and Seth LeMaster can purchase supplies and food for the Board Meeting unless they come back to the board to ask for new employees to have authorization to purchase meeting supplies for Board Meetings. - Ms. Amy Whitehead

Second: Ms. Sharon Hawkins

No discussion; Unanimously Approved.

4. Brief on Board Member Ethics, Conflict of Interest, and Freedom of Information Act Requests – Ms. Julie Chavis

- FOIA handbooks and official Board Member handbooks were passed out. Most notable pages in the FOIA handbook are pages 18 and pages 20. Ms. Julie Chavis gave the Board highlights from the handbook from the sections of Ethics, Ex Parte Communication, Conflicts of Interest, and Liability and Immunity of Board Members. There was a discussion of how incidental and pecuniary interests could relate to the Board. There was also a discussion of specific examples of conflicts of interests.

- **Old Business**

Mr. Glen Dabney recused himself from the meeting.

1. Results from March 2, 2016 Board Meeting Motion to Complete Imagery Survey & Funding Partnership Meetings

– The Imagery Survey was sent to the GIS Users Forum List. Of the respondents, 78% use public imagery on a daily basis. 42% don't think current public imagery meets their organization's needs. ⅓ of respondents said their organizations do not subscribe to a private imagery source. Out of 44 private sector respondents, ⅔ do not currently subscribe to a private imagery source. 86% think GIS Board should place public funds into public imagery. The other Motion from the March 2 Board Meeting was to have the AGISO Staff meet with other agencies about additional funding for the Orthoimagery Project. Arkansas Economic Development Commission, Arkansas State Highway & Transportation Department, and Arkansas Livestock & Poultry Commission have committed funds to the project. The Arkansas State Police, Arkansas Department of Education, Arkansas Game and Fish Commission, and Arkansas Department of Environmental Quality are considering committing funds to the project. The

Arkansas State Parks, Arkansas Public Service Commission, Arkansas Department of Emergency Management, Arkansas Department of Heritage, and Arkansas Oil & Gas Commission are not providing any funds to the project. AGISO staff has not coordinated yet with the Arkansas Health Department or the Arkansas Natural Resource Commission. The Board had a discussion about the results of the Imagery Survey.

2. Continuation of Orthoimagery Procurement Discussion –

Mr. Tony Davis recommended that the AGISO staff submits a Request for Proposals (RFP) for the Orthoimagery Project. The draft Proposal is attached*. Because the Board already has a strategic business plan in place, he suggests the AGISO staff put together a proposal with the specifications we need and see which offer meets all of our specifications. Mr. Mark Myers stated that the appropriate and more efficient procurement method for this scenario would be a Request for Qualification (RFQ). A discussion amongst the Board followed about which procurement method might be best for this project and about the funding for the project.

Motion: Motion to have the AGISO Staff at the Board's direction look into State Procurement to do an RFQ or whatever the State Procurement Office thinks is best for this project as a way of procuring orthoimagery. - Mr. Tony Davis

Second: Mr. Mark Myers

Discussion about the specifications and funding followed.

Motion: Motion to amend the previous motion to ask the GIS Office to see if doing an RFQ for the Orthoimagery Project is possible and take the advice of the State Procurement Office to see which process will meet the Board's Strategic Business Plan acquire aerial imagery for the state on a three year cycle. - Mr. Tony Davis

Second: Mr. Mark Myers

No discussion; Unanimously Approved.

- **Announcements:**

Board members are able to designate a proxy for meetings. If a proxy is needed, contact Kayla Lyon (kayla.lyon@arkansas.gov) and she will provide you with the proper form.

- **Adjournment**

Motion: Mr. Tony Davis

Second: Mr. Randy Everett

Next Meeting: June 1, 2016

Minutes Adopted

A handwritten signature in blue ink, reading "Sharon Hawkins". The signature is written in a cursive style with a large, looping initial "S".

Ms. Sharon Hawkins, Vice-Chair (Signature)