

Arkansas Geographic Information Systems Board (GISB)
Board Meeting

Arkansas Department of Transportation
10324 Interstate 30
Little Rock, AR 72209

Meeting Minutes
Wednesday, December 5, 2018
10:00AM - 12:00PM

- Board Meeting called to order by Chair, Ms. Sharon Hawkins at 10:02 a.m.
- Roll Call

Board Members Present:

Ms. Sharon Hawkins (Chair)
Mr. Matthew Charton (Vice-Chair)
Honorable Rusty McMillon
Mr. Marion Scott Foster
Dr. John Dennis
Honorable Beth Rush
Ms. Yessica Jones – Proxy Nancy Jauernig
Dr. Cody Decker- Proxy Dr. Beth McMillan
Ms. Amy Whitehead
Mr. Russell Gibson
Mr. Taylor Wynn

Board Members Absent:

None

AGISO Staff:

Mr. Shelby Johnson, Arkansas Geographic Information Officer
Ms. Amber Reynolds, AGISO
Mr. Jonathan Duran, AGISO
Ms. Lara Wood, AGISO
Ms. Maria Owen, AGISO
Mr. Wes Garrett, AGISO
Mr. Matthew DeLong, AGISO

Guests:

Mr. John Thornton, Land Survey Division
Mr. Daniel Phillips, Land Survey Division
Mr. Brad Nye, Arkansas Attorney General's Office
Mr. John Tyler Post, Arkansas DOT
Mr. Danny Straessle, Public Information Officer, Arkansas DOT

- Chair Welcomes and Acknowledges Board Members, Board Member Designees, & Guests
 - Opening Remarks – Danny Straessle, Public Information Officer, Arkansas DOT
 - Guest Presentations – *Do You Know iDriveArkansas?*, Danny Straessle
- Meeting
- Approval of September 5th Minutes* The Chair called for any corrections to the September 5th meeting minutes. No one contested the September 5th minutes.

Motion: Motion to accept the September 5th, 2018 minutes as written- Honorable Rusty McMillon

Second: Honorable Beth Rush

No discussion; Unanimously Approved.

- Old Business

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

a. Arkansas Spatial Data Infrastructure Usage- There have been 11,373 users from December 2017 to December 2018 and 10,630 since January 2018. There have been 17,469 layers downloaded since December 2017 and 11,413 since January of this year. The number one product being used is Parcels. The Feature Services, from January 1st- December 3rd, shows the Planning Cadastre being used the most with 42.6 million views. Image Services from December 2017 to December 2018 show Imagery 1ft 2017 being the number one product used with 29.1 million views. The Plats count for the Division of Land Surveys is 200,003 records as of December 3, 2018. The Plats backlog has been erased and we have achieved a status of maintenance. There have been 247 corners done from January 2018 to December 3, 2018. The Surveyors under contract for the Corner Restoration Program have been paid a total of \$72,000 to date. The AGISO has reduced the corner budget by \$40,000 from \$100,000 to \$60,000. This was in order to fill the open surveyor position for the Land Survey Division, which was filled by Daniel Phillips. There has been an uptick in plats filed by email. There are new strategies for filing by email, applying automation rules such as Surveyor Name, License, Phone, and Email Submitted By, lending to achieving a more stream-lined process.

b. 1-meter DEM Service- Statewide LiDAR data acquisition is now complete and online at this time. A 1-meter DEM map, based off of all the LiDAR collections, has been created using 10km x 10km aisle structure. The image service is built and available, but not yet publicized. Additionally, we are currently working to make the 10km x 10km tiles downloadable. ASGIO is also working in partnership with USGS to eventually produce a dataset product of hillshade and contours in a usable platform for everyone.

Discussion Followed.

c. City Annexation Status- We have coordinated on approximately 96 proposed annexations in 2018. AGISO's average response on proposed annexations is one day (same day). There have been 39 municipal boundary changes processed with an effective date of 2018. These boundary changes are processed each month on the 15th of the month (excluding weekends and holidays).

d. U.S. Census Bureau 2020 Census preparation work- AGISO has been tasked with reconciling boundary and annexations changes that have occurred in the past. 486 changes have been submitted, with 222

processed and 264 of those needing further research. Our goal is that federal and state representation of municipal boundaries will be 100% synchronized by the 2020 deadline. We are on track to reconcile all of the 2018 BAS to be included in the 2019 BAS submission. AGISO is also working with the U.S. Census Bureau on the School District Boundary Review Program (SDRP), where the goal is to improve the accuracy of the school district boundary and census data. There have been 166 areas to be updated, and most changes are small, but identified as containing population. Arkansas is working with the U.S. Census Bureau to test the statewide version of the Census required submission tool, GUPS (built on QGIS). We are also partnering with the U.S. Census Bureau on the Census Partnership Program –VTDP (Voting Tabulation District Program), in which we have sent maps of each county to verify our Election Precinct data. We have identified 53 counties to update in production and will continue to send refinements to Census prior to 2020.

Staff News- New Administrative Specialist, Amber Reynolds, 11/5/2018- Amber joins the AGISO team with varied experience as a GIS Technician with AEP Texas mapping electric utilities, to a Management & Program Assistant with the FAA. She holds a Bachelor's degree in Geography, with a minor in Land Use Planning. The AGISO is happy to have her expertise added to the agency to assist in administrative duties and other projects.

New NSGIC Board of Directors Member- Jonathan Duran has been elected to serve a two-year term at the NSGIC Annual Conference in Duluth, MN.

Rules & Regulations Review- The Standard for Mapping Grade GPS was repealed on October 19, 2018 in accordance with ACT 781 of 2017. Also the Cadastral Mapping Standard will be submitted for initial Board approval today.

Activism/Advocacy Focus- AGISO is preparing for the 92nd General Assembly. We are anticipating what might fall out of the transformation work the governor has proposed, and how it might affect us.

2. **State NG9-1-1 Plan Update-** AGISO is currently working on the NG9-1-1 dispatch issue that is facing the cities and counties. There was a NHTSA Nat'l 9-1-1 grant available to states, however, the State of Arkansas chose not to apply, unfortunately. AGISO will continue to actively track current discussions via City, County & Local Affairs Legislative Committee meetings. That committee's new 9-1-1 legislation is expected to be introduced in the upcoming General Assembly. Two key elements: a fee increase to adjust the wireless 9-1-1 fees up to an amount commensurate to what is expected of the 9-1-1 systems now, and the fact that statewide governments have no 9-1-1 standards (i.e. call taking expertise, minimum levels of education, minimum requirements for telecommunications equipment, training required, etc.). Legislation will propose to establish a governing board for 9-1-1 to establish these minimum standards, and serve as the foundation of NG9-1-1. NG9-1-1 is switching to digital for everything, which will allow telecommunications providers to deliver more efficient service to consumers, driving the PSAP to a digital market, whether they want it or not.

Discussion Followed.

3. **State Government Reorganization-** After the November, there is a new Secretary of State, who will have the responsibility of the central repository for voter registration and election administration. The new Secretary of State will be part of the Board of Apportionment for redistricting in 2021, and will establish the new house and senate district. Because of this, AGISO is working with him to bring him up to speed on our work, and how it relates to municipal boundaries, including voter tabulation districts,

and school boards. There are technical issues and laws that might cause change. The agency would become a part of the Office of Shared Service and Transformation. It would be a new department. Its makeup would be a combination of the Office of State Procurement, the Employee Benefits Division, the Office of Human Resources, and the Arkansas State Building Authority. Accompanying those would include the Department of Information Services, the AGIO office, and Division of Land Surveys. At this point, the Governor has made no decisions regarding leadership positions.

4. **Standard for Mapping Grade GPS Repealed-** The process of repealing mapping grade GPS has been completed at this time.

5. **FY 2017 Legislative Audit Review***- After allowing time for a quick review by the board members, Shelby went over the highlights of the audit review. A question arose regarding an amount of \$166,773 spent on aerial photography. Shelby explained this was flagged by Legislative Audit for not having the correct accounting code assigned. A copy of the payment transaction was provided showing where the agency had omitted the code on the accounting document.

Motion: Motion to review the FY 2017 Legislative Audit Review as written- Ms. Amy Whitehead

Second: Russell Gibson

Motion: Motion to accept- Ms. Sharon Hawkins

No discussion; Unanimously Approved.

6. **Cadastral Standard Revision-** Mr. Jonathan Duran discussed revising and modernizing the hard to read cadastral standard. He offered time for questions, and a discussion ensued regarding the acronym CAMA being spelled out for easy understanding. A question regarding Metes & Bounds arose as to which feet to use to eliminate confusion, and using US Survey Feet was suggested. Another question arose regarding the standards statement, 5 year timeframe and DATUM changes of which discussion followed. Shelby added that legislation will be pursued in 2023 to update standards. Jonathan suggested pointing to code so that it uses the datum at the time. Other topics regarding attributes being set at 20, and the reason behind end dates were discussed. Jonathan will summarize the several items discussed, and get back to everyone via a conference call.

Discussion Followed.

Motion: Motion to discuss dates issue by Ms. Sharon Hawkins

Second: Mr. Russell Gibson

Motion: Motion to accept- Ms. Sharon Hawkins

No discussion; Unanimously Approved

7. **Data Retirement Policy-** Mr. Jonathan Duran discussed the policy statement to include procedures for taking data sets out of GeoStor that are not being maintained. Suggestions were made by Dr. John Dennis to adding kml as well as using "south" vs "southern."

Discussion Followed.

Motion: Motion to get an updated copy to review by Mr. Russell Gibson

Second: Taylor Wynn

Motion: Motion to accept- Ms. Sharon Hawkins

No discussion; Unanimously Approved

➤ New Business

1. 1m DEM publication- Shelby discussed a data set to be added by Heritage.
2. Revision to data loading policy
3. Geospatial Data Recommended for Loading
 - a. Potential Natural Vegetation (PNV) from the Arkansas Natural Heritage Commission (ANHC)

Motion: Motion add data set by Ms. Sharon Hawkins

Second: Judge McMillan

Motion: Motion to accept- Ms. Sharon Hawkins

No discussion; Unanimously Approved

- Announcements- Shelby discussed updating the board photo at the next meeting.
- Adjournment

Motion: Motion to adjourn – Mr. Russell Gibson

Second: Honorable Beth Rush

Meeting Adjourned at 11:53 a.m.

Next Meeting: March 13, 2019

*Requires Board Action

Minutes Adopted



Ms. Sharon Hawkins, Chair (Signature)

Arkansas




Sen. Jimmy Hickey, Jr.
Senate Chair
Sen. Lance Eads
Senate Vice Chair

Rep. Richard Womack
House Chair
Rep. Mary Bentley
House Vice Chair

Roger A. Norman, JD, CPA, CFE, CFF
Legislative Auditor

LEGISLATIVE JOINT AUDITING COMMITTEE ARKANSAS LEGISLATIVE AUDIT

TO: Auditee

FROM:  Jon Moore, CPA, CFE, CFF
Deputy Legislative Auditor

DATE: October 5, 2018

SUBJECT: Legislative Joint Auditing Committee Review Of:

Arkansas Geographic Information Systems Office
June 30, 2017

The enclosed report will be presented to the Standing Committee on State Agencies of the Legislative Joint Auditing Committee for its review at 1:30 p.m., on Thursday, October 11, 2018 in Conference Room 130, State Capitol Building, Little Rock, Arkansas.

Since your report did not contain any findings, your presence at the meeting is not required.

If you should have any questions or comments regarding this matter, please feel free to contact us.

Arkansas

Sen. Jimmy Hickey, Jr.
Senate Chair
Sen. Lance Eads
Senate Vice Chair



Roger A. Norman, JD, CPA, CFE, CFF
Legislative Auditor

Rep. Richard Womack
House Chair
Rep. Mary Bentley
House Vice Chair

LEGISLATIVE JOINT AUDITING COMMITTEE ARKANSAS LEGISLATIVE AUDIT

October 5, 2018

Shelby Johnson, Geographic Information Officer
1 Capitol Mall Ste. 6D
Little Rock, AR 72201

Dear Mr. Johnson,

Although our internal control and compliance assessment report for the Arkansas Geographic Information Systems Office for year ended June 30, 2017, contained no findings, we want to make you aware of the following matter:

In accordance with the State's capital asset guidelines, the status of internally-generated software in process should be recorded in the assets under construction (AUC) account and identified using Work Breakdown Structure (WBS) elements. In addition, equipment purchases of \$5,000 or more should be recorded as equipment on the Agency's fixed asset listing.

Our review revealed the Agency failed to include \$166,773 in its AUC account because a WBS element was not assigned to the transaction. After we brought this matter to the Agency's attention, a correcting entry was made on July 18, 2018.

In addition, the Agency failed to add the purchase of a copy machine, totaling \$7,312, to its fixed asset listing.

We recommend the Agency review the capital asset guide and establish appropriate controls to ensure that all asset transactions are properly recorded in AASIS.

If we can assist you in implementing the above recommendation, please do not hesitate to contact us

ARKANSAS LEGISLATIVE AUDIT

A handwritten signature in cursive script that reads "Tammy Shaw".

Tammy Shaw, CPA
Field Audit Supervisor

Internal Control and Compliance Assessment
Arkansas Legislative Audit

Arkansas Geographic Information Systems Office
For the Fiscal Year Ended June 30, 2017



INTRODUCTION

This report is issued to inform the Legislative Joint Auditing Committee of compliance with state fiscal laws and regulations as well as deficiencies in internal controls for the Arkansas Geographic Information Systems Office. Assessment procedures disclosed no reportable items of noncompliance.

SCOPE AND METHODOLOGY

We performed an internal control and compliance assessment of the Arkansas Geographic Information Systems Office, an office of Arkansas state government, as of and for the year ended June 30, 2017, and have issued our report dated August 3, 2018. Management of the Agency is responsible for establishing and maintaining internal controls and complying with applicable laws and regulations.

The assessment included cash on deposit, cash receipts, expenditures, liabilities, capital assets, and data entry to the Arkansas Administrative Statewide Information System (AASIS). The assessment consisted principally of inquiries, observations, analytical procedures, and selected tests of internal control policies and procedures, accounting records, and other relevant documents. We relied on financial data in AASIS recorded by the Agency and audit work conducted in the fiscal year 2017 State Comprehensive Annual Financial Report (CAFR) and Single Audit Report. The methodology used in conducting this assessment was developed uniquely for this engagement and, therefore, was more limited in scope than an audit or attestation engagement performed in accordance with *Government Auditing Standards* issued by the Comptroller General of the United States.

RESULTS OF ASSESSMENT

Assessment procedures did not disclose instances of noncompliance considered reportable.

ENABLING LEGISLATION AND ORGANIZATIONAL STRUCTURE

The Arkansas Geographic Information Systems Office acts as the functional arm of the Arkansas Geographic Information Systems Board, established by Act 224 of 2009. The Office separated from the Department of Information Systems in fiscal year 2010 following passage of Act 296 of 2009, which appropriated funds to establish the Office as a stand-alone agency. Act 103 of 2015 changed the name of the Office from Arkansas Geographic Information Office to the Arkansas Geographic Information Systems Office. Its major activities include providing administrative and technical support to the Board while pursuing activities that result in coordinated, cost-effective programs for spatial data development and distribution.

Act 8 of 2015, First Extraordinary Session, transferred the Division of Land Survey from the Arkansas Agriculture Department to the Agency effective July 1, 2015. The primary function of the Division of Land Survey is the oversight of the General Land Office Corners Restoration program (GLO). The Agency's organizational chart is illustrated in **Exhibit I on page 2**.

ARKANSAS LEGISLATIVE AUDIT
500 Woodlane Street, Suite 172, Little Rock, AR 72201
Phone: 501-683-8600 Fax: 501-683-8605
www.arklegaudit.gov

Report ID: SR0947217

Report Date: August 3, 2018



Exhibit II

**Arkansas Geographic Information Systems (GIS) Office
Revenues, Expenditures, and Transfers
For the Years Ended June 30, 2013 through 2017**

	Fiscal Year				
	2017	2016	2015	2014	2013
Revenues					
Miscellaneous revenue	\$ 407,030	\$ 306,754	\$ 164,119	\$ 5,890	\$ 0
Federal grants and reimbursements	0	0	250,914	304,834	267,835
Total Revenues	\$ 407,030	\$ 306,754	\$ 415,033	\$ 310,724	\$ 267,835
Expenditures					
Salaries	\$ 705,927	\$ 852,576	\$ 591,374	\$ 578,609	\$ 480,744
Professional service fees	658,736	893,173	516,049	451,511	529,881
Communication and transportation of commodities	111,684	63,211	19,890	54,375	34,594
Other expenses	828,037	194,326	224,174	287,767	504,439
Total Expenditures	\$ 2,304,384	\$ 2,003,286	\$ 1,351,487	\$ 1,372,262	\$ 1,549,658
Net Transfers In (Out)	\$ 1,411,460	\$ 1,240,342	\$ 1,062,163	\$ 826,710	\$ 728,387

Source: Arkansas Administrative Statewide Information System Trial Balance (unaudited by Arkansas Legislative Audit)

Exhibit III

**Arkansas Geographic Information Systems (GIS) Office
Assets and Liabilities
For the Years Ended June 30, 2013 through 2017**

	Fiscal Year				
	2017	2016	2015	2014	2013
Assets					
Cash and cash equivalents	\$ 1,021,109	\$ 1,362,390	\$ 1,794,250	\$ 724,730	\$ 1,224,657
Fixed assets	215,302	429,980	1,012,961	1,000,826	1,008,894
Other assets	20,404	14,287	25,522	91,660	86,990
Total Assets	\$ 1,256,815	\$ 1,806,657	\$ 2,832,733	\$ 1,817,216	\$ 2,320,541
Liabilities					
Accounts payable	\$ 2,236	\$ 3,426	\$ 4,357	\$ 143	\$ 271,114
Payroll liability	25,209	23,672	13,010	10,848	10,129
Other liabilities	180,469	30,086	38,905	70,662	65,408
Total Liabilities	\$ 207,914	\$ 57,184	\$ 56,272	\$ 81,653	\$ 346,651

Source: Arkansas Administrative Statewide Information System Trial Balance (unaudited by Arkansas Legislative Audit)



**Department of Finance & Administration
Office of Accounting**

Create Asset Master Record - Form FI0007

Asset Class 2000 BA 0472 Asset Number Assigned 202213974

Acquisition Date: 03/10/17
If prior year date, check post capitalization box on first screen of A501

GENERAL TAB

Asset Description: Toshiba Printer 3505AC (\$6,708 without tax)

Serial Number: _____

Inventory Number: _____

Unit of Measure: _____

Acquisition Date: 03/10/17

TIME DEPENDENT TAB

Cost Center:	<u>498801</u>	Room:	<u>MAC 6D</u>
Fund:	<u>HUA7001</u>	License #:	_____
Functional Area:	_____	Personnel #:	_____
Fund Center	<u>56Y</u>		

ALLOCATIONS TAB

Class Code: 212004

ORIGINS TAB

Vendor:	<u>Toshiba</u>	Purchased: New	<input checked="" type="checkbox"/>
Vendor #:	_____	Purchased: Used	<input type="checkbox"/>

DEPRECIATION AREAS TAB

Useful Life: 5
Enter years from class code

Service Bureau Agencies Please Remit Form to:

Office of Accounting Service Bureau, P. O. Box 3278, 1509 W 7th, Room 100, Little Rock, AR 72203

E-Mail: SB-ACCOUNTING@DFA.STATE.AR.US Fax: (501) 682-2186 Telephone: (501) 682-1915

3-14-17
ABP



Department of Finance and Administration
Office of Accounting
 Purchase Order Invoice / Credit Memo - Form F10001

Business Area:	0472	Purchase Order Number:	4501695773	Vendor Number:	100223133
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BASIC DATA					
Transaction:	Invoice	Calculate Tax:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Posting Date:	05/30/2017
Reference:	20170530_Senbom	Invoice Date:	05/26/2017	Invoice Amount:	\$ 166,773.23

TAX AND WITHHOLDING					
Tax Code:	P1	Unplanned Delivery Cost:		Assignment (Invoice #):	
Withholding Tax Code:	00	Invoice Receipt Date:			

PAYMENT DATA					
Payment Terms:	00D1	House Bank:	TREAS	Payment Reference:	
Payment Method:	W	Payment Block:		Invoice Reference:	
Payment Method Supp:	A				

MANUAL CHECK ONLY					
Check Numbers:		Cash GL Account:			
Check Date:		Check Amount:			

EXPENSE DETAIL										
Line Number	PO Line Item #	Quantity	Amount	Tax Code	Cost Center	WBS Element	Internal Order	Earmarked Funds	Text	
1		1	\$ 153,002.96	P1	498675				Digital Orthomagery - 6 Inch Acquisition	
2										
3										
4										
5										
TOTAL			\$ 153,002.96							

Date:	05/30/2017	
Signature:	Shelby Johnson	Digitally signed by Shelby Johnson Date: 2017.05.30 14:33:22 -05'00'
<input type="checkbox"/> CHECK BOX IF 2ND PAGE USED Page <input type="text"/> Out Of <input type="text"/> (R 02/19/2014 by TMLB/TM/EN)		
DFA Accounting Only		

Remit Form to:
 Office of Accounting Service Bureau, PO Box 3278, 1509 West 7th, Room 100, Little Rock, AR 72203
 E-Mail: 58-ACCOUNTING@DFA.STATE.AR.US | Telephone: (501) 682-1675 | Fax: (501) 682-2166

Invoice Document Number:	291728
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5: 30/17