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## **GIS BOARD QUARTERLY MEETING MINUTES**

*via Zoom Video Conference*

Wednesday, December 2, 2020

Board meeting called to order at 10:00 a.m. by Ms. Sharon Hawkins, GIS Board Chair. Roll call taken to establish a quorum. Quorum of members present; meeting proceeded.

- **GIS Board Members Present:**
  - Ms. Sharon Hawkins, Chair
  - Mr. Matthew Charton, Vice Chair
  - Ms. Amy Whitehead
  - Mr. Russell Gibson
  - Mr. Scott Lane
  - Mr. Darin Mitchell
  - Mr. Clay Causey (designee for Yessica Jones)
  - Mr. Terry Cleaver
  - Mr. James Hartshorn (designee for Beth Rush)
  - Mr. Rusty McMillon
  - Mr. Scott Foster
  - Mr. Cody Decker
  - Mr. Russell Gibson
  
- **GIS Board Members Absent:**
  - Mr. Taylor Wynn
  
- **GIS Office Staff Present:**
  - Mr. Shelby Johnson, Director
  - Mr. Jonathan Duran, Deputy Director
  - Mr. Daniel Phillips, State Surveyor
  - Mr. Wes O'Donohue, GIS Senior Analyst
  - Ms. Maria Owen, GIS Analyst
  - Ms. Jennifer Wheeler, GIS Senior Analyst
  - Ms. Lara Wood, GIS Senior Analyst
  - Mr. Thomas Melton, GIS Analyst
  - Ms. Katy Hattenhauer, Contractor
  - Ms. Lacy House, Contractor
  - Ms. Nita Weeks, Administrative Specialist
  
- **Guests:**



Trent Minner, Attorney General's Office (designee for Brad Nye)

- **Welcome** and opening remarks by Ms. Sharon Hawkins, Board Chair
  - Mr. Darin Mitchell presented a report on how the State Parks office and personnel have used GIS to approach problems created by COVID-19.
  - Ms. Hawkins summarized GIS Day events and the GIS Users Forum activities. She invited those who were not members to join the forum.
  
- **Approval of GIS Quarterly Board Meeting Minutes, September 2, 2020**
  - Motion to Approve:** Mr. Russell Gibson
  - Second:** Mr. Darin Mitchell
  - Unanimously approved*
  
- **Agency Report** presented by Mr. Shelby Johnson
  - Usage and statistics reviewed for Division of Land Surveys
  - Louisiana Purchase Initial Marker removed, refurbished and repositioned. A plaque will be set on the marker Friday, December 4, 2020.
  - The Division pickup will need to be replaced within the next two years.
  
- **Old Business**
  - Update on COVID-19 response
  - NG911 update
    - Two contractors are now working in-house
    - GIS staff is meeting with officials from Independence, Izard and Stone Counties December 3<sup>rd</sup> to work on emergency services exception areas.
    - Gap analysis contract awarded to GeoComm in September. Data analysis is in progress.
  - Staff update and office move
    - Surveyor position was advertised and interviews conducted. Selected candidate did not accept offer due to salary constraints. GIS office is working to change the position classification to increase the available salary range.
    - Thomas Melton filled the GIS analyst position. He was formerly with the City of Little Rock.
    - GIS office is scheduled to relocate on December 28<sup>th</sup> to 501 Woodlane Street in Little Rock (Rockefeller Building).
  - 2020 Census and Redistricting
    - Census redistricting data distribution is on schedule.
    - Arkansas' data is expected the second week of February.
  - Redistricting software
    - Request for proposals published on November 13<sup>th</sup>. Contract award expected January 22, 2021
    - Priority usage for Congressional districts and state legislative districts (House & Senate). Constitutional offices will have advance opportunity to train and become familiar with the software before implementation.
  
- **New Business**

- Searcy County parcel mapping project recommendation as defined in the letter attached and distributed to all board members.
  - Searcy County has approved their portion of funding for the GIS parcel mapping project. GIS Office recommends board approval for funding the GIS portion of the project.
  - Mr. Johnson addressed all questions from the board.  
*Matt Charton recused himself from the vote*
  - Motion to Approve:** Ms. Amy Whitehead
  - Second:** Mr. Russell Gibson
  - Unanimously approved*
  
- FY21 – FY23 Budget Request
  - Initial hearing was October 28<sup>th</sup> with second hearing on November 19<sup>th</sup>.
  - Staffing level will remain the same.
  - GIS Trust Fund appropriation was increased to \$1.2 million to implement annual digital imagery program. The next step will be to have the appropriation funded.
  - Appropriation level for corner restoration program work will stay the same.
- Legislative action
  - ACA 15-301-27 GPS advances have made some language obsolete. GIS office requested the board approve striking this language. Land Survey Advisory Board approved to strike the language in November.  
**Motion to Approve:** Mr. Rusty McMillon  
**Second:** Mr. Scott Lane  
*Unanimously approved*
  
  - ACA 12-10-329 Each fire protection district shall maintain a certified fire protection district map. Data to be transmitted to the Arkansas Geographic Information Systems Office annually and upon any changes. GIS Office requested Board approval.  
*Cody Decker recused himself from vote*  
**Motion to Approve:** Mr. Rusty McMillon  
**Second:** Mr. Terry Cleaver  
*Unanimously approved*
  
- **Adjournment:**
  - Motion to Adjourn:** Mr. Darin Mitchel
  - Second:** Ms. Amy Whitehead
  - Unanimously approved*

- **Next Meeting:**

Regular Quarterly Meeting - Wednesday, March 3rd at 10:00 a.m. (tentative)

*Ms. Sharon Hawkins, GIS Board Chair*