



**ARKANSAS  
GIS OFFICE**

**Arkansas Geographic Information Systems Board**

**Arkansas State Capitol**

500 Woodlane Street  
Senate Room 207  
Little Rock, AR 72201

**Meeting Minutes**

Wednesday, July 31, 2019  
10:00 A.M. –12:00 P.M.

- **GIS Board Chair, Ms. Sharon Hawkins calls meeting to order 10:05 A.M.**
- **Chair Welcomes and Acknowledges Guests**
- **Roll Call**

**GIS Board Members Present:**

Ms. Sharon Hawkins, Chair  
Mr. Matthew Charton, Vice Chair  
Mr. Marion Scott Foster  
Mr. Clay Causey, designee for Ms. Yessica Jones  
Mr. Russell Gibson  
Dr. John Dennis  
Honorable Beth Rush  
Honorable Rusty McMillon  
Dr. Stephen O'Connell, designee for Ms. Amy Whitehead

**GIS Board Members Absent:**

Mr. Cody Decker  
Mr. Taylor Wynn

**AGISO Staff Present:**

Mr. Shelby Johnson, Arkansas Geographic Information Officer  
Mr. Jonathan Duran, AGIO Deputy Director  
Ms. Amber Reynolds, AGIO Administrative Assistant  
Ms. Lara Wood, AGIO Senior GIS Analyst  
Mr. Wes Garrett, AGIO Senior GIS Analyst  
Ms. Jennifer Wheeler, AGIO GIS Analyst  
Mr. Wes O'Donohue, AGIO Senior GIS Analyst

**Division of Land Surveys Staff:**

Mr. John Thornton, State Surveyor  
Mr. Daniel Phillips, Professional Surveyor, Monument Program Coordinator  
Ms. Niki Vandiver, Plats Coordinator

- **Opening Remarks by Chair, Ms. Sharon Hawkins**  
Ms. Hawkins opened the meeting by making everyone aware of **Act 1028 (HB1928)**, which is now in effect and requires the recording of all meetings. She praised the actions and hard work of AGIO during the recent flooding event of Spring 2019.
- **Approval of Minutes\***
  - GIS Board, March 13, 2019  
**Motion by:** Honorable Rusty McMillon  
**Second by:** Mr. Matt Charton  
**Motion Carried**
- **Agency Report, Mr. Shelby Johnson**  
Mr. Shelby Johnson opened the agency report by noting the 12-month statistics on downloads. The top product download was once again, parcels at 2,696. 2019 YTD top feature service was Boundaries at 31,141,968, with Planning Cadastre coming in second at 30,986,071. In the Image Services category, Imagery 1ft 2017 came in first with 18,471,234 downloads. Our plats have now exceeded the 200,000 mark and should exceed 205,000 by September or October. We have added over 4000 plats to this calendar year's archive, with a monthly average from June to July 2019 at 638. Typically, there is an uptick in plats in the summer months and less in the winter. Two years ago, in Craighead County, the City of Jonesboro had previously created their own corner program with certification to a high level of quality. The Division then looked at and evaluated these corners and made the decision to include their corner monuments in the archive, which added roughly almost 600 records. The Division of Land Surveys has, at this time, used over half of the appropriation for corner restorations.

The Agency has worked with various cities on municipal boundaries annexation coordination and seen 50 proposed annexation projects created so far. There have been 15 new annexations with effective date in 2019 finalized and added to the municipal boundary change layer. With regard to 2019 BAS (Boundary and Annexation Survey) submittals to the Census Bureau, there have been two submittals, one in March and one in May, for a total of 306 geometry changes. The Agency's next BAS submissions will be on March 1<sup>st</sup>, 2020 and May 31<sup>st</sup>, 2020. Annexations must be effective on or before January 1<sup>st</sup>, 2020 in order to be included in the 2020 Census. The Agency has completed the first verification of last year's Voting District Project (VTDP) in coordination with the Secretary of State's office. Those precinct boundaries will become the foundation for redistricting in 2021. Additionally, the Agency has been working on the 2020 School District Review Program (SDRP) and did a submittal earlier in the year, though that work will begin again in August 2019. As of today, we are on track to reconcile ~275 municipal boundary updates rejected during the 2018 BAS. These reflect areas missing Census data which required the historic documentation to be corrected.

Regarding the rules and regulations review, the Agency has posted the Cadastral Mapping Standard Revision for public comment notice with an open period of August 1-31<sup>st</sup>. If everything goes as scheduled, we will appear at their ALC Administrative rules review in October.

AGIO is now part of the Department of Transformation and Shared Services and our department is attending and participating in various leadership and TAT (Transformation Action Team) meetings. These activities are geared around the logistics of merging independent agencies under one new umbrella.

The Agency is now part of the Levee Task Force following the devastating flood of Spring 2019. This task force has been extremely active since July, with Shelby Johnson attending 5-6 meetings so far. A preliminary report will be produced in October, with a final report

that will go to the Governor in December 2019.

In regard to activism and advocacy, AGIO will be participating in the first 911 Board meeting on August 2019. The Agency's data will be fed into the new 911 system for Arkansas. Also, Jennifer Wheeler attended the Elections GeoSummit in Washington, DC. GIS involvement plays a big role in Census and redistricting regarding election administration and election management.

A special report was given by Daniel Phillips on the Corner Restoration Program and Administrative Review. To begin, Mr. Phillips noted an increase in fees proposed to the Land Survey Advisory Board for corner restoration by \$50.00 for several counties that haven't had a corner restoration in at least 4 years. Also proposed, was increasing the fees for corner restoration of corners with coordinates supplied by ½ a foot or better precision by \$50.00. Minor revisions were made to the corner specifications, including making it mandatory to list coordinates, to a 40-foot precision. Mr. Shelby Johnson noted the request made by the Agency for additional funding for corner restoration to the Governor's Rainy-Day fund. At this point, that request is being reviewed. Updates on this item will be made in the future.

Discussion of corner restoration followed.

A short presentation of the 2019 Flood Response was given by Mr. Shelby Johnson. It was noted that this was the first time the Arkansas Department of Emergency Management (ADEM) has went to a level one activation and used every support function available. There were ten Emergency Support Services (ESS) activated and working in 12-hour shifts. The biggest part of the activity was road closures due to inundation, which was provided on a large, live map displayed in the Emergency Operations Center (EOC). AGIO also mapped critical infrastructure along the river at risk of flooding such as waste water treatment plants, etc. By mapping these sorts of risks for decision support, mitigation was done to stem flooding by sand bagging. Also, aerial photography was done during the flood by ARDOT. Initially, only the corridor and ARDOT facilities were going to be mapped, however, the mission was expanded. Because of the clear skies in Arkansas, ARDOT was able to fly various areas at the crest of the river, yielding very good documentation and data of this flood. Various imagery of the flooding was shown, including levee failure.

Discussion followed.

➤ **Old Business**

➤ **Cadastral Standard, Mr. Jonathan Duran**

High points were made during the Agency Report by Mr. Shelby Johnson, though the Agency has published the Cadastral Standard in the newspaper, and it is open to public comment from August 1-31, 2019. Once that time period is over, it is then up for final approval by the Administrative Rules Subcommittee and then to legislative council. The process should be done by the end of the calendar year.

➤ **Plats Archive and GIS Office FOIA protocol, Mr. Shelby Johnson**

There have been twelve FOIA document requests for May, June and July 2019. Discussion followed on how the surveyor could be informed of his/her survey being requested.

**Motion:** By Mr. Marion Scott Foster to create a location online for surveyors to check to see if a FOIA for a survey they prepared has been requested.

**Second:** Dr. John Dennis

**Motion carries**

➤ **New Business**

**Board Expense Reimbursement & Board Authorization of Agency Purchasing Card Use for Board Meeting Expenses\* Mr. Shelby Johnson**

**Motion:** by Honorable Beth Rush to adopt expense reimbursement for board member travel and use of the Agency Purchasing Card for board meeting expenses.

**Second:** Dr. John Dennis

**Motion Carries**

**Arkansas 911 Board, Mr. Shelby Johnson**

Mr. Shelby Johnson stated that the first meeting is Monday, August 19, 2019, but doesn't look to see any action until the board gets organized.

Discussion followed.

**Proposed Revisions - Standards of Practice for Property Boundary Surveys and Plats, Division of Land Surveys, Mr. Shelby Johnson & Mr. Daniel Phillips**

The Standards of Practice for Property Boundary Surveys and Plats has not been updated in about a decade. It is currently being reviewed by the Land Survey Advisory Board. Mr. Daniel Phillips stated they are looking at several changes including, adding an index, updating wording and statutes on many pages of the document. These changes will have to go through a process including posting a public comment time period before being completed and approved.

**2020 GIS Board meeting dates, Ms. Sharon Hawkins**

GIS Board meeting dates are listed as:

March 4, 2020

June 3, 2020

September 2, 2020

December 2, 2020

Discussion followed.

➤ **Adjourn**

**Motion to adjourn:** Honorable Rusty McMillon

**Second:** Mr. Marion Scott Foster

**Motion carries**

**Meeting Adjourned – 12:05 P.M.**

- **Next Meeting:** To be held during the GIS Users Forum Symposium in Eureka Springs (October 30<sup>th</sup> 1:30 – 3:30 pm tentatively)

\*Requires Board Action

