**MINUTES**

**SAGINAW AREA GIS AUTHORITY**

**EXECUTIVE MEETING**

**February 5th, 2018**

**(9:00am)**

**Thomas Township**

**249 N. Miller Rd.**

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**Members Present**: Rob Grose, Chairman, Russ Taylor, Vice Chairman; Randy Pfau, Member; Jim Loiacano, Member; Josh Brown, Member;

**Others Present:** Dan Hoffman and Bill Jeruski, GIS Authority.

Ken Berthiaume, Berthiaume & Company

**Meeting called to order at 9:00am by Chairman Grose.**

**Roll Call:**

A quorum was not reached.

**Approval of Agenda:**

No quorum for approval

**Approval of Minutes from August 7th, 2017:**

No quorum for approval

**Presentation of 2016/17 Audit:** Ken Berthiaume, Berthiaume & Company, presented the audit of SAGA financial statements for the fiscal year ending September 30, 2017. He reported there were no difficulties in preparing the audit and that the statements were fairly presented. A hardcopy of the audit was available for the board. Berthiaume reviewed net position, cash flow and capital assets as detailed in his report on pages 4, 8, and 9, respectively. Taylor had a question about the listed deficiency of internal controls. Berthiaume said that said deficiency is because we don’t have an internal accountant working for SAGA. Berthiaume said this is normal for small entities like SAGA and does not need to be corrected. *Motion by Loiacano, with support by Taylor to approve the SAGA Financial Statements Audit Report for the Fiscal Year Ending September 30, 2017.*

**Motion Carried.**

**Staff Update:**

**Home Page Update:** Hoffman reported that Tentative Values are posted on the Beta site and ready to go live today 2/5/18. Also, the contract to post the modified PRE values showing the PRE year. The cost for the PRE modification is $1,200, and the contract was signed and submitted to Amalgam on 2/5/18. The PRE project will be completed within 2 weeks of the contract submittal.

**Parcel Dimensions & Linework**: There was much discussion about the parcel line work problem areas and how to solve them. It was determined that a report should be put together by Hoffman/Jeruski, identifying the problem areas, and possible solutions to fix them.

**E911 Update:** Hoffman stated that 911 was updated last week with new GIS data.

Motorola still needs to set up the Training Database for GIS.

Work is continuing on acquiring the surrounding Counties data. Data for

Bay, Genesee, Clinton, and Shiawassee County is still needed.

**Purchase of GIS Software:** Hoffman stated that with all of our members getting into more GIS intensive applications, that it made sense for SAGA to purchase our GIS software aside from the MSU licenses**.** Brown also recommended that we purchase our own software. It was decided that a report of who currently uses GIS software and what the cost estimates for purchase would be. This discussion will be continued at the next Executive Meeting.

**City of Saginaw In-Kind Service Agreement:** Hoffman stated that he would use previous contracts with the City with modifications for the current agreement**.**

**Other Business:** No other Business discussed.

**Adjournment:**

Motion by Taylor with support by Pfau to adjourn.

**Motion carried.**

Meeting adjourned at 9:50 a.m.

***Next General Meeting*** – 9:00am, April 16th, 2018 at MSU Extension.

***Next Executive Meeting*** – 9:00am, April 2nd, 2018 at Kochville Township

*Minutes prepared by Dan Hoffman*