



MEETING NOTES

State of Louisiana ERP Project

Real Estate Validation Session

12/09/2008 @ 8:30 to 11:30

Location: DOTD/ERP 507

Attendees:

No.	Name	Invited?	Attended?	Comments
1.	Harvey Blanchard	Y		DOTD
2.	Jackie Boyd	Y		DHH
3.	Dom Cali	Y		DOTD
4.	Marsha Duncan	Y		DOTD
5.	Angela Everett	Y		OFPC
6.	Bobby Freyou	Y		OSL
7.	Lisa Gillen	Y		ERP
8.	Hubert Graves	Y		DOTD
9.	Beverly Hodges	Y		DOA/ERP
10.	Charles Hudson	Y		DOTD
11.	Randy Janies	Y		OFPC
12.	Debbie Kabel	Y		OFPC
13.	Allison Lang	Y		OFPC
14.	John Lellig	Y		DOTD
15.	Denise Marrero	Y		OFPC
16.	Deborah Mckneely	Y		DOTD
17.	Bill Morrison	Y		OFPC
18.	Gary Ramsey	Y		OSP
19.	Henry Rayborn	Y		ORM
20.	Sharon Reed	Y		OFPC
21.	Mark Rhodes	Y		OSRAP
22.	Lonnie Richardson	Y		DOL
23.	Paula Rotolo	Y		OSUP
24.	Bill Smith	Y		STA
25.	Rhoama Speights	Y		DOA/ERP
26.	Amanda Stein	Y		DOA/ORM
27.	Peter Tabone	Y		IBM
28.	Terry Thomas	Y		DEQ
29.	Patti Wallace	Y		DOE
30.	Sue Wheeler	Y		DOA/ERP
31.				

<i>Agenda Item and Notes</i>	<i>Owner(s)</i>	<i>Action Items & Assignments</i>	<i>Comments / Follow-up</i>
1. Session Purpose and Objectives	Sue Wheeler	<ul style="list-style-type: none"> None 	
2. To-Be Business Process Review and Key Decisions	Sue Wheeler, Peter Tabone	<ul style="list-style-type: none"> See action items & assignments below. 	Hard copies provided - Validation Slide Deck

3. Action Items

		Securing sensitive information on ROW	
		Making all structures RE objects	
		ROW – Value paid on the property greater than the worth (will be demolished) Fields: Market Value Additional Compensation Damages (types: Cost acure, severance)	
		Master Data – Add Land Districts	
		OSRAP – relocation expense – where does it go?	
		Contract types from DOTD and OFPC	
		Determine best way to move forward with DOTD leases	
		Running reports based on who is responsible for lease. OFPC does not want to see DOTD leases.	
		Excess ROW AI	
		Google Earth or handheld measurements	
		Marshal and Swift	
		Dom Cali would like to know when he will be able to see the PDDs	

Key Discussion Points:

DOTD: Decision on AARS system replacement is not yet finalized. If we keep AARS, who will enter ROW data? Will there be an interface?
 Peter: Perhaps, but still to be determined. An IBM consultant is coming in to collect AARS information to develop a proposal for using case management and/or other SAP functions to replace AARS.

We will setup the processes during the realization phase, but facility planning will be the primary keeper of the non-ROW data.

Action Item 1: Concern about restricting sensitive data and ensuring that security would handle this. Need to address this during realization.

Dom: When RE gets settled to an asset, which numbers will be used? How will the cost be assigned on settlement? Will control section be the cost accumulator?

Peter: This will be handled via WBS elements and settlement rules to ensure all applicable costs are capitalized. Control section is the driver.

Will legacy inactive building records in SLABS be included in SAP?
If this is a requirement, then yes they will.

Action Item: Ensure that all structures have Real Estate (RE) objects.

Buildings acquired via ROW with intent to demolish business process needs to be refined to determine when and under which circumstances the building needs to be entered into SAP. There are implications for ORM, OSRAP, and DOTD. The best practice is to ensure the data is accurate and complete at any given point in time.

DOTD question about ROW remainders: How will these be handled?

Upon the sale of a parcel of land that is an economic remainder, upon new survey, the boundaries of the main parcel will be redefined and updated, but not before the sale. Basically, the remainders will be part of the main parcel until sale, at which time the cost basis of the land will need to be reduced in Asset Accounting (AA).

Action Item: Value paid for ROW may be more than it's worth. Will be demolished. Is it feasible to capture values for market value in addition to purchase price? (Additional compensation, damages, severance, cost accurate?)

DOTD: Who will be adding all these parcels at conversion time? Also, we have acquisition transactions without supporting documents (roads acquired over time). Peter: Covered in later slide.

Action Item: "Land District" and "Parish" need to be added to Master Data as well as "Metes and Bounds". Other data elements can be added if needed.

DOTD: Should relocation assistance be added to the value of an asset, or expensed?
This will be determined via OSRAP policy.

Key Decision: Mechanical elements "Y/N" field is needed.

Action Item: Get contract types from DOTD and FPC (i.e. expropriations)

DOM: We plan to load assets based on existing "apparent ROW" data. Can we use this same method for RE segments?

DOTD: We own more than what is shown on our "control section" map. There are numerous roads that have been removed from our system, but we still have legal liability for since we are the last owner of record. These result from "swaps" where the transfer is not filed and legally transferred. Potential conversion issue? This is related to form 1104.

DOTD: Still concerned about having to setup leases for ROW acquisitions where 95% of the lease payments are never made.

Action Item: How best to move forward with this business process.

Action Items: running reports based on who is responsible for leases. OFPC does not want to see DOTD leases.

Key Decision: Month to month lease type.

Action Item: Excess ROW. Determine if we need a property type for this type of parcel as well as with adversely impacted parcels (AI).

Action Item: Investigate field for storage of geographical coordinates. Google Earth on handheld devices.

STAMPS items will be converted into RE.

Action Item: Determine if PDDs will be available for review prior to final sign-off? (Dom Cali)

FRICE – W

- Inactive Buildings should be in new system.
- OSRAP report – Buildings purchased to be demolished. (Paying full appraised value)
- Owners occupying and required to pay their own insurance
- Transactions with no documents

Key Decisions

- Mechanical Elements Y/N field needed
- Month to Month lease type needed

Organizational Impact

- Change in Lease Number