



MEETING MINUTES

State of Louisiana ERP Project

Blueprint Workshop / FI-RE-004 Right of Way Parcels

11/13/2008 @ 8:30 to 4:30

Location: DOTD 2nd Floor – War Room

Attendees:

No	Name	Invited?	Attended?	Comments
1.	Harvey Blanchard	Y	Y	DOTD
2.	Dom Cali	Y		DOTD
3.	Hubert Graves	Y	Y	DOTD
4.	Beverly Hodges	Y		DOA/ERP
5.	Charles Hudson	Y	Y	DOTD
6.	Lori Humm	Y		DOTD
7.	Denise Marrero	Y		DOA/FP&C
8.	Charles Pilson	Y		DOA/ERP
9.	Mary Ramsrud	Y		IBM
10.	Mark Rhodes	Y		DOA/OSRAP
11.	Lloyd Scallan	Y		DOTD
12.	Bill Smith	Y		STA
13.	Rhoama Speights	Y	Y	DOA/ERP
14.	Donna Stinson	Y		DOTD
15.	Mark Suarez	Y		DOA/ERP
16.	Peter Tabone	Y		IBM
17.	Drew Thigpen	Y		STA
18.	Sue Wheeler	Y	Y	DOA/ERP
19.	Lisa Gillen	Y	Y	DOA/ERP

	<i>Agenda Item and Notes</i>	<i>Owner(s)</i>	<i>Action Items & Assignments</i>	<i>Comments / Follow-up</i>
1.	Logistics, Ground Rules, & Introduction	Sue Wheeler	• None	
2.	Project Timeline	Peter Tabone	• None	
3.	Workshop Objectives	Peter Tabone	• None	

4. Business Process Review

Peter Tabone

- See action items & assignments below.

Hard copies provided - SAP Glossary
Proposed TO-BE
SAP screen slides

- SAP Glossary
- SAP concepts & functionality
- Leading practices
- Enterprise readiness challenges

Other comments

5. Action Items

		1) Dom Cali should be made aware of the effort to file the control section in every parish courthouse. He should contact Hubert Graves.	
		2) Christine Lee to look into improvement tracking at project level	
		3) OSRAP needs to tell us guidelines on tracking buildings on RE.	
		4) If a building is acquired with the intent to demolish, does it go into RE? OSRAP, ORM.	

Discussion:

RE Right of Way meeting

There is no central location with parcels of land. DOTD has a database, but it does not have everything that is owned.

Property Management system in AARS – with excess properties database. Some of it is property under roads. Don't keep track of what they already have. Some property is acquired over time after paving it.

Another transaction – not a sale, transfer property to other agencies. Through transfer or exchange. DOTD facilitates it, but it is handled at headquarters. The department can only have so many miles, so to build more, have to give some up to local government. Document that is supposed to be recorded at the court house.

Transfer the roadway, but problem is that the real estate that it sits on is not being transferred. 1103 and 1104 to add and reduce mileage in the state highway system.

The land must go with the road when it is donated to the local government. Asset side, retire the land. The legislature can also deem it state highway or not state highway.

Make 1104 part of the transfer document. SAP will create the donation for the roadway and the land and will create the asset for the accounting value. As they leave, the right of way will have to be updated in the asset to reduce the value.

Using Business Entity and Land.

Dom Cali is working on how to get historical data. Important information that will not be easy to get is information on acquisition, who and when. Peter: know control sections and width, can use the acreage. Rhoama – taking size of control section, going back to the year it was built and determine what it was worth when built. Maybe the same can be used for the land. What currently exists is when the road was built.

Getting ready to file control section in every parish. What is being filed in court house should match what is in the system.

Dom, Sal, and Cali are not aware of this effort.

Action Item 1: Dom Cali should be made aware of the effort to file the control section in every parish courthouse. He should contact Hubert Graves.

Control Section manual, hard copy.

Court house documents should, ideally, be scanned and linked to the documents in SAP.

Migrate the control section manual? Ideally.

GASB 51 deals with mineral reports, the right of ways may go into Asset Management per OSRAP. – Items that are also leased.

Hubert Graves wants the same functionality that AARS has.

Case Management can contain the start to end documentation. AARS can not do that.

Managing Real Estate should use SAP Case Management where the user requests space, due diligence of state space is carried out w.r.t space to lease, space to buy, ending with building being constructed.

Standard integration between assets and real estate. Once the real estate object is created, the asset needs to be created. This is a manual process. On the asset side, each parcel will be an asset. The control section to which it belongs will be found in RE-FX.

Control section is separated by highway segments.

Parcels will never overlap control sections. When it purchased, the parcel is broken down at the court house into two sections if it overlaps. Two offers are made for each parcel.

Most of the projects on the schedule are overlays. Only 10% are right of way projects.

The Real Estate contract contains a tab for objects that can contain multiple real estate objects, But DOTD has to have two contracts because of law – broken by parish line. It will be two separate checks issued.

Needed is the area of the parcel. Only want the description of what is acquired. Description used is not going to match the description when purchased (of the land that they are holding).

Buy the whole parcel, dispose of excess parcels. Engage someone to sell

Don't want the description for the excess property.

Not legally subdivided. Parcel is subdivided in their system. UR designation on parcels not used for right of way.

When selling, will sell you all of the parcel, except what was needed for the roadway.

Required parcels, only give metes and bounds description for the parcel that is needed. Court house, describe as parcel and the economic remainder.

One check in one control section. The whole parcel is an asset master record. Use approximations on the remainder area.

A surveyor will prepare a survey if going to sell, or will say – selling this area except what we are using as a right of way.

Assets can partially retire what was sold from the asset.

Record the total parcel value in SAP and retire pieces when sold.

Two Area types: Parcel area and ROW area. One real estate record with 2 measurements in real estate. When you sell, you subdivide the parcel and sell the one that you subdivide.

If you buy it and it is no longer a right of way, it should be moved from right of way to land.

Cannot be processed for disposal until an engineer deems it excess right of way and not required for right of way.

When it reverts to right of way, it goes into property management inventory and it has to be disposed of. A change needs to be made in Real Estate to note that it is no longer a right of way. How will that be done in Real Estate? It also has to be done in Asset Management.

ARPENTS French measurements.

Identify land purchase as building type. Lease property to cell towers.

Additional Field for Attributes - We need:

Land District
Section/township/range
Parish

What other information would you like captured for a control section? – the number of the control section.

Control section starts is made up of 2 segments the first 3 numbers, the second 2 numbers. This is followed by the project number. The project number is not a part of the number in RE. How will they identify the project? The project number will help find acquisition information.

Project number will be in the project system. The project number will be shown on the assignments tab. The tab will show a list of all projects that occurred in SAP once we go live.

Historical projects will not be loaded into the system.

We need the type of data that you need captured.

District Locations:

Regional location needs to be highway survey station.
Right and or left of center line. three options for beginning and end survey station
Beginning survey station: number 10 characters
Ending Survey station: number 10 characters
Center line offset for beginning
Center line offset for ending

Measurement for these fields will be in the measurement tab.

Also need the distance from the survey station.

Add buildings to control section?

These fields are currently in AARS.

Action Item 2:

Christine Lee to look into improvement tracking at project level

Location Qualities:

Record that the land was contaminated.

Record the land is contaminated.

Contamination found

Environmental

Zoning

Commercial

Agricultural

Residential

Timberland

Wetland

Under ground storage tanks, oil wells, and water wells. Go through process with DEQ.

Do not like to acquire contaminated properties.

Ground Type: Not required

Overall Condition: Not Required

Productive Holdings: Not Required???

Building Floor and Usage: Not Required

Joint Lease Agreement. – between government agencies

Cooperative Endeavor agreements – between private entities.

Air rights parcels. Buy the airspace

Access rights parcels – easement against their property. No ownership or servitude.

Risk management needs to set up guidelines for when a building needs to be put into the system.

Action Item 3 – OSRAP needs to tell us guidelines on tracking buildings on RE.

Action Item 4 – If a building is acquired with the intent to demolish, does it go into RE? OSRAP, ORM.

Organizational Impact 1:

Document that states that the ROW is no longer a ROW? Memo from headquarters or engineer.

In RE it will be in a property type entry.

Wall charts:

Action Items:

- 1) Control Section Manual – Inform Dom Cali and Lori H. about manual and they can contact Hubert Graves.
- 2) Christine L. – Talk about “improvements” tracking at the project level (Sue)
- 3) OSRAP needs to set tracking guidelines on tracking buildings in RE
- 4) OSRAP and ORM – If a building is occupied with intent to demolish, does it go in RE?

Key Decisions

- 1) Parcel Data:
 - Land district/ Section/ township/ range
- separate from S/T/R
 - Latitude and Longitude
 - Parish

Organizational Impact

- 1) Memo from district administrator states that ROW land changes to excess land (flag changed in RE)