

REGIS Board of Directors Meeting
 Wednesday June 24th, 2015
 9:30 a.m.

Wyoming City Hall,
 1155 28th St SW
 Wyoming, MI

1. Call To Order

Rich Houtteman called the meeting of the Board of Directors to order at 9:37 a.m.

Members Present:

Rich Houtteman, <i>Chair</i>	City of Kentwood
Steve Warren	Kent County Road Commission
Matthew Butts	City of Grandville
Dan Strikwerda	City of Hudsonville
Frank Wash	City of Walker
Brian Donovan	City of East Grand Rapids
Curtis Holt	City Of Wyoming
Cameron Van Wyngarden	Plainfield Charter Township
Mark Howe	City of Lowell

Others Present:

John Weiss	GVMC
Erin Haviland	GVMC
Jason Moore	GVMC
Chris Brown	GVMC

2. Approval of Minutes

Houtteman asked for questions or comments on the May 27th, 2015 REGIS Board Meeting Minutes. With no questions or changes, Houtteman stated the May 27th, 2015 REGIS Board Meeting Minutes could not be approved due to lack of a quorum. Meeting Minutes will be saved for the next REGIS Board of Directors meeting.

3. Monthly Finance Report

Income-Expense Report

The monthly financial report is from May 2015. Brown stated the fund balance is \$237,000. Significant change in fund balance due to the severance package for Dharmesh Jain. Year to date revenue over expenses is \$150,000.

Balance Sheet

The Balance Sheet is standard.

Capital Expense Report

REGIS capital is not being utilized. Nothing to report.

4. Discussion of FY 2015-2016 Budget

Weiss stated that the budget is being brought to the REGIS Board a month early for their approval. The process is the budget goes to the REGIS Board, then to the GVMC Executive Committee and then to the GVMC Board for approval in September. Weiss stated that things are going very well, the structural changes that are taking place are allowing for flexibility with some cost allocations, as will be seen throughout the new budget. This budget shows a freezing of revenues from member dues. REGIS is in the last year of their 5 year plan on fee structure. All GVMC departments will be freezing dues at last years level. The fee structure will remain the same. 2 years ago the budget showed \$185,000 loss, last year shows \$85,000, while this year the budget will reflect an \$8,000 loss. The \$8,000 loss is mainly because REGIS is not sure what will be done in capital equipment to sure up the system. REGIS has been made aware of some significant gaps in system coverage. Everything has since been backed-up or put under a maintenance program. The capital expenditure cost for the improvements that need to be made to the data center are roughly \$100,000. This will result in less equipment but more powerful equipment. Several pieces were end of life or will be end of life soon; these pieces cannot be covered due to the age of the equipment. Weiss stated we are going to get this all fixed so the system will be stable.

Brown passed out 3 documents, 5 years due plans, REGIS Capital and The Budget for REGIS. Brown went on to discuss the 5 years due plans handout. The dues will remain the same as in FY 2014-2015. Brown explained the only number on the sheet that was incorrect was the Village of Sparta. They overpaid their dues for many years, overpaid \$23,000 that is being adjusted downward over the fiscal years. Brown went on to explain the FY 2015-2016 budget. Weiss noted that the \$24,900 from REGIS GVMC GIS Transportation Services is simply a transfer of funds from Transportation into REGIS. Two new categories are the REGIS Services to GVMC Transportation, and REGIS Services to GVMC Environmental. The \$12,000 listed in those accounts is new revenue. As things are developed this amount could increase. Warren asked what the difference between the \$24,900 and the \$3,000 for Transportation. Weiss responded with one is a transfer of funds while the other is work that REGIS will be doing for transportation. Essentially a membership fee, they are paying to access the data that REGIS offers.

Holt asked in what fiscal year that \$100,000 will occur to get the data center where it needs to be. Weiss stated that half will take place this year and the other half will take place next year. The funds will come out of regular operations account.

Brown went on to state that the new budget reflects a new hire in the second quarter as well as some different overhead allocations for REGIS Administration Wages and REGIS Administration Health Ins. REGIS Rent also is seeing some overhead allocation changes due to using the space more efficiency. Going from 39.31% to 24.021%. Rent is based on wages. Brown stated he believes that once the data center is stable that there will be a decline in these accounts: REGIS Professional Services, Contractual Services and Software Licenses and Maintenance agreements.

Houtteman stated let the unofficial minutes reflect that the REGIS Board is accepting of the FY 2015-2016 budget moving forward.

5. Discussion of Data Center Health Check-up

Moore explained that at the end of May an in depth audit was completed at the Data Center, all data and hardware. Trivalent is still working on this. Not everything was backed-up or covered under a maintenance plan. 1st phase is complete. Contracts signed so that everything has been backed-up or covered under a maintenance plan until the end of the fiscal year. 2nd phase meeting tomorrow with Trivalent. A report has been sent to Kentwood, Walker, and Wyoming IT staff for further input. The goal is to have no more issues that are on the REGIS end once the Data Center is fixed and stable.

6. Discussion of Website

Weiss stated the website was outdated and hard to navigate. Han began efforts of moving the old site to Grand Valley Metro's website. Moore demonstrated the new link for the REGIS website under the GVMC's website. Work in progress.

7. Discussion of State of Online Applications

Moore explained the current state of the Online GIS Applications. A handout was passed out that was emailed to the Advisory Committee on what they would like to see happen next with the Online Applications. GISBIZ was hired to convert the Parcel Finder and the Utilities Finder to HTML5 so that they can run on any operating system (platform). Moving forward the next step is to determine which application REGIS should convert next. This is where feedback is needed from the Advisory Committee. Moore stated that the issue is that there are many front doors to get into the same application; many of these applications do the same thing. Moore stated it was suggested in the Advisory Committee meeting to figure out how many external hits are being done on each application. Han will set up something through Google Analytics for one month to track the external hits on each application.

8. Committee Reports

- **Executive Committee**
Meeting activity has been concerning the reorganizational structure of REGIS, will be discussing the budget very soon.
- **Advisory Committee**
Met on the 17th of June at GVMC Offices. Moore explained that at the meeting, Hill explained the LIDAR data was received but that upon reviewing, no one knew what to do with the data. Contours required new software. Kent County reached out to Michigan State University, their RSGIS Department to pay for their services. Matt Wolford the project manager agreed to pay \$6,800 from the CIP money left over from the ortho flight to pay to have the LIDAR

data converted to contours. These will then be given to REGIS at no charge. The goal is to have the new contours in August.

9. Other Items of Business

10. Adjournment

With no further items of discussion, Houtteman adjourned the meeting of the REGIS Board of Directors at 10:38 a.m. There will not be a meeting in July.