

## **FREMONT COUNTY REGIONAL GIS AUTHORITY**

### **MINUTES OF THE SPECIAL MEETING OF THE BOARD OF COMMISSIONERS January 16, 2025**

President Stacey Seifert called the meeting to order at 1:31 p.m. in Room 208 of the Fremont County Administration Building, 615 Macon Avenue, Cañon City, Colorado.

#### **Roll-call:**

##### **PRESENT:**

Stacey Seifert, President  
James Wade  
Scott Johnson  
Don Palumbo  
Mike Smith  
Leo Evans

##### **ABSENT:**

Tim Dennehy  
Mike Whitt  
Randy Leshner

#### **Also:**

Keith Berry – GIS Manager/ Dana Young – GIS Assistant Manager

#### **Minutes:**

Leo Evans motioned, and S. Johnson seconded to approve the minutes for the Board Meetings of October 17th, 2024. All ayes.

#### **Financial Report:**

The statement dated December 30, 2024 for the High Country Bank (HCB) checking account showed a balance of \$16,874.43. Manager Berry reported that as of January 16, 2025, there was a projected reconciled balance of \$22,043.04 available from that account.

The statement dated December 20, 2024, for the High Country Bank MMDA (Money Market Demand Account) account showed a balance of \$158,576.19. Manager Berry reported that as of January 16, 2025 there was a projected \$123,576.19 available from that account.

The statement dated December 30, 2024 for the GIS Authority's Liquid Asset Fund account with ColoTrust showed a balance of \$177,509.16. Manager Berry reported that as of January 16, 2025 there was a reported balance of \$177,686.59 available from that account.

Manager Berry stated that a projected total of \$323,305.82 in cash was available as of January 16, 2025.

Manager Berry presented Fremont County Regional GIS Authority Balance Sheet as of January 9<sup>th</sup>, 2025, to show a total of "Liabilities and Equity" of \$318,130.90.

#### **Discussion Items:**

##### **A. 2025 Employment Contracts and 2024 Performance Evaluations**

S. Johnson motioned to approved and sign the 2025 employment Contracts for Keith Berry as Manager, Chris Larson as GIS Analyst step 2, and Dana Young as GIS Assistant Manager. Also motioned to approve and sign 2024 Performance Evaluations. Evans seconded. All Ayes.

**B. Accountant for FY 2024 Audit Exemption Application.**

Palumbo motioned to approve, and Wade seconded to continue with Wancura to be accountant. All Ayes.

**C. Parcel Fabric – Special Project Fund.**

Manager Berry explained with the new looming software updates, utilizing Parcel Fabric would be in our best interest in helping streamline workflows and making parcel data better to manage and create. Talked about meeting with a 3<sup>rd</sup> party to help the GIS Authority to migrate into the parcel fabric and utilizing the special project funds to pay for this 3<sup>rd</sup> party (Pro West). All seemed willing, however more information is needed as to the exact cost and how long this project will take. Emails will be sent out to the board once more information is gathered from a meeting with Pro West.

**D. ESRI Software Renewal for 2025.**

Manager Berry stated we are saving about \$800 on licenses as we have dropped some of our single uses as well as changing our concurrent licenses to 1 Advanced and 2 Standards instead of 1 Standard and 1 Basic. However, there has still been confusion with ESRI and some quotes are still being ironed out as they are changing their language and license types with all the new software.

**E. Insurance Renewals for 2025.**

The GIS Authority pays the insurance at the beginning of the year. Commercial Ins. went up \$290.00, D&O Ins. went down by \$417 and Workers Comp Ins. stayed the same.

**F. Election of Officers.**

Manager Berry discussed that we have (4) GIS Board members that are at term come May 2025. Smith motioned for elected officials to remain the same as the previous year with Stacy Seifert as President, Scott Johnson as Pro-Team President and James Wade as Secretary/Treasurer. Evans seconded. All Ayes.

**G. Request for Future Agenda Items.**

A reminder for the next board meeting was stated that it would be the second Thursday in March instead of the 3<sup>rd</sup>. Next board meeting on March 13<sup>th</sup>, 2025 at 1:30pm in the same room.

**Projects**

**A. Completed 2024**

Manager Berry discussed all the projects completed in 2024 beginning with E911 GIS migration launch which was successful and many bugs to iron out on our end. Manager Berry also mentioned some departments in the county and organizations with the GIS Authority have already begun the process of migrating to ArcGIS Pro. Assistant Manager Young gave stats on the online web maps to show the amount of use the Parcel Viewer web applications are getting. Finally, migrating into Parcel Fabric pending meetings with Pro West.

**B. Current/Future Projects**

Manager Berry discussed continuing to move forward with installing the rest of Fremont County with ArcGIS Pro as well as upgrading the GIS Authority's Enterprise Portal from 11.0 to 11.3. This will allow for new maps to be designed to keep with current technology as the current web applications will be depreciated in 2026.

**Invoices:**

Evans motioned and Palumbo seconded to approve five invoices totaling \$18,276.08 for payment. All Ayes.

**Funds Transfer:**

Manager Berry discussed 6 transfers totaling \$105,000.00 to cover costs incurred between October 17, 2024, to January 16, 2025, from HCB MMDA to HCB Checking.

President Stacey Seifert declared the meeting adjourned at 2:17 pm.  
Minutes approved on March 13<sup>th</sup>, 2025.

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Stacey Seifert, President

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James Wade, Secretary-Treasurer