



SanGIS

Board of Directors Meeting Minutes

This notice is given in accordance with the provisions of
California Government Code section 54956.

Date: Tuesday, January 20, 2009

Time: 11:00 AM-12:00 AM

Place: City of San Diego, Planning202 C Street, Suite 500 San Diego, CA 92101

Meeting called to Order: 11:05 am

Meeting Adjourned: 11:47 am

Board of Directors Present:

- Chandra Waller, County of San Diego
- William Anderson, City of San Diego

Management Committee Members Present:

- Phyllis Chapin, City of San Diego Representative
- Ross Martin, County of San Diego Representative

Others Present:

- Mark Buelt – Rick Engineering
- Nader Al-Alem – Rick Engineering

Minutes

Item:

- 1.) Approval of the December 9, 2008 Board of Directors meeting minutes: Status-approved.
- 2.) Comments from the public - none
- 3.) Financial status – questions from Chandra were presented about the financial statements. Ross explained the format of the new financial statements. The addition of a percent complete field has been added as well as the division of the

work into the predominant business units of SanGIS – data warehouse; landbase; public mapping and administration. Phyllis corrected Ross and instructed the board members that the format change was draft and that the numbers were also draft in this financial statement. She went on to note that the financial statements had not changed since December 9th, 2008. The new financial statement from the County will be available very soon; they are usually presented on the 20th of the month. Chandra asked Ross to verify through Kathy Flannery the process through which financials are delivered to SanGIS. Chandra would like to ensure the process is as smooth as possible. Chandra requested that the financial information be made available at least one week prior to the next Board meeting.

- 4.) Replacements of the SanGIS Executive director – Management Committee request for Board direction – Phyllis presented and briefed the Board members on Board requested recommendations for filling the SanGIS Executive Director position. In a memo dated January 5, 2009 (attached) the OCIO recommends that the City and County jointly support contracting support services from SDDPC on a interim basis while the Board pursues an open recruitment to fill the position of Executive Director on a permanent basis. The memo recommends hiring of a half-time project manager from SDDPC to ensure continuity of service at SanGIS for a period of approximately six months funded from the existing SanGIS labor budget for a projected cost of \$44,000. This project manager would provide support in SanGIS operations and provide continuity of management and business functions when management committee members are not present. The position would be part time until a more solid direction is decided upon with the County proposal to administer SanGIS. This position report to the Management Committee. This position will provide limited direction to existing SanGIS staff. This position would not sign contracts or engage in financial actions on behalf of SanGIS. This matrix will be presented as a Board Item at next the next meeting. The SanGIS Board of Directors approved establishing a contract with SDDPC for staffing of a SanGIS project manager position. SDDPC has proposed Brad Lind a likely candidate. Both Bill and Chandra asked that a payroll and responsibilities matrix be presented at the next meeting; Status – approved. The management Committee was further directed to return with a draft recruitment for a SanGIS Executive Director including job duties and responsibilities.
- 5.) Operational Reports – Ross and Phyllis explain the operational reports to use the SanGIS board. Data capture, update, and error detection processes were elaborate on. Bill asked if water utility data is stored in the SanGIS data warehouse. Phyllis answered that the data is stored in the SanGIS data warehouse and it is tied to lot information which can be related to parcels, she went on to explain that all lots have ties to water laterals. Bill indicated that on the City side more research might need to occur in the future for multifamily dwellings units in relation to water data.

6.) Status of action items requested by the Board – Management Committee went over the action items requested in the last SanGIS Board meeting. Many of the items have been completed. The items are as follows:

- a. Update budget summary format sheets to show percent of budget expended – status: completed
- b. Provide draft FY10 budget to board an MC prior to March, 2009 – status: pending
- c. Evaluates SANDAG MOU for the data warehousing and public mapping functions — comment: Ross pointed out that the MOU you looks good and has been reviewed by SanGIS council. Chandra asked that there should not be any uncertain language in the MOU and that it should clearly point out roles and responsibilities of SADAG and SanGIS - status: pending
- d. Hire TOPS accounting personnel for up to five hours per week of service to provide SanGIS with professional Accounting staff. – status: completed
- e. Implement new public mapping fee schedule space- comments: One question was raised by Chandra asking to make certain the costs and whether they were at full cost recovery. Phyllis and Ross Indicated that the costs were at full cost recovery – status: completed
- f. OES server –OES does not wish to offer the server any longer space – status: completed
- g. Determine lease cost for SanGIS office space in city and county offices – comment: Phyllis and Ross added that they have found areas in both city and county buildings that can be used for SanGIS space – status: Proposals for space need to be presented to the Board for a “apples to apples” comparison of current lease renewal, and options to utilize existing County and City space. The analysis needs to include, move, build-out or cubes and offices, and requirements for a controlled server environment.
- h. Updates are required communication actions of Executor Director to reflect and contract in authority of \$20,000 - status: completed
- i. Update on the twelve required board actions adopted April eleventh 2008. Comment: Described the progress on these tasks, many are complete. The number one item now is the service level agreement or SLA. The SLA a RFP was described to the board has been ready for bidding – status: pending

Action item:

- 1.) Produce financials at least one week earlier than before the next board meeting
- 2.) Check with Kathy Flannery on the delivery process for financial reports from the county to SanGIS
- 3.) Improve the Board package reporting process so that it is more clear and that all attachments are numbered
- 4.) Produce responsibility matrix for SDDPC (pursue draft contract) and provide SanGIS Executive Director job duties proposed for recruitment
- 5.) Finish review of MOU with SANDAG and send comments to SANDAG
- 6.) Provide an update on SanGIS governance model - present options – review gap analysis. Facilitate the decision process deciding of whether SanGIS should be a MOU or a JPA
- 7.) Provide draft contract for outside to draft City-County SanGIS service level agreement with associated metrics

These minutes are approved by:

Date:

Chandra Waller

SanGIS Board Member

Chandra Waller

2-18-09

William Anderson

SanGIS Board Member

William Anderson

2-18-09