



San Diego Geographic Information Source

Board of Director Meeting Minutes

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

Date: Wednesday February 18, 2009
Time: 11:30 am – 12:30 pm
Place: County of San Diego Administration Center
1600 Pacific Highway, Room 212
San Diego, CA 92101

Meeting called to Order: 11:30 am
Meeting Adjourned: 12:30 pm

Board of Directors Present:

- Chandra Wallar, 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:

- Brad Lind, SDDPC Program Manager for SanGIS

AGENDA ITEMS

Review of Minutes from Previous Meeting(s)

Public Comment

Information & Discussion Items:

1. Financial
2. 2008 Audit Progress
3. SDDPC PM and TOPS Bookkeeper Contract
4. Management Committee Brown Act Compliance Review
5. SanGIS Infrastructure Actions
6. SanDAG Memorandum of Understanding Progress and Key Issues Report

7. Status of Board Action Items

Requests for Action Items:

8. Direction on City and County Proposal
9. Direction on Long Term Replacement for Executive Director

MEETING MINUTES

Review of Minutes from Previous Meeting(s)

Minutes from the Board of Directors meeting of January 20, 2009 were reviewed. A motion was made and seconded to approve the minutes as submitted. The motion was approved and the minutes were approved.

Public Comment

No public comments were received

Information and Discussion Items:

1. Financial Reports

The Board reviewed the financial report summary prepared by Ross Martin in a new format and agreed that the format would work for future meetings and that it met the requirement for action assigned at the January Board meeting.

The basis for the summary report is the County's General Ledger (GL17) report which is published the last day of each month. The Board would like to see the latest financial results from the previous month at each meeting. This requires a change in the Board meeting schedule. The Board agreed that starting in May, the Board will meet on the second Thursday of each month. This will provide the SanGIS management team time to prepare the financial reports from the previous month. Brad will work with Chandra's and Bill's office to establish the exact dates and time. The meetings for March and April will remain as scheduled.

Bill questioned the jump in salary costs shown on the report for December. The Management Committee explained that this occurs because of the difference in billing times between the City and County. The City bills four times a year and the County bills weekly.

A question was also raised about the interest income shown. It was confirmed that this was a quarterly interest payment from the Wells Fargo account.

The Board requested a list of the items that fall into the *Miscellaneous* category on the report. Ross will email a list of the included items to the Board.

2. FY2008 Audit Progress

The Management Committee has received a draft document from the audit support staff and is waiting for the auditor to certify the results. The draft does not indicate any material findings but there are a few questions that are still being researched and answered.

The Management Committee is expecting a recommendation document on financial and other control issues this Friday, Feb 20, from the audit staff hired through TOPS staffing.

3. SDDPC PM and TOPS Bookkeeper Contract

The Management Committee reported that the Program Manager and Bookkeeping services authorized by

the Board have been procured. Contracts for the services are included as part of this Board meeting package for reference. This completes the action assigned by the Board at the January meeting.

4. Management Committee Brown Act Compliance Review

The Management Committee has requested, and received, from SanGIS legal counsel, clarifications on how the Committee operates in order to meet the requirements of the Brown Act. The response from legal counsel was included in the Board package for the meeting.

Bill raised a question about communications via email. The Committee confirmed that email communication between members is permissible as long as the communication cannot be construed as colluding on a decision that should be made in a public meeting.

5. SanGIS Infrastructure Actions

The Management Committee reviewed the current status of infrastructure upgrades and/or replacements. It was noted that the Vulcan server (the basis for the landbase maintenance environment) is being replaced and that the new server has been ordered.

It was also noted that another server providing ftp and other functions has been replaced – just in time as the previous server failed the same day.

The Management Committee noted that they have directed Brad to seek alternative solutions for critical functions.

6. SanDAG Memorandum of Understanding Progress and Key Issues Report

Ross reported that he has reviewed the draft MOU provided by SanDAG and has strengthened the language to provide more measurable deliverables and metrics. The MOU is currently under review by City staff at this time.

Phyllis noted that SanDAG is requesting full board membership including voting rights. This topic was discussed but no conclusions or agreements were arrived at. The general consensus was that the Board voting members should be reserved for agencies providing direct funding to SanGIS and that voting rights should be commensurate with the percentage of funding provided.

Ross also noted that legal counsel review of the JPA under which SanGIS is structured does not allow for adding new members. Basically, to add new members, the JPA would have to be dissolved and re-created under another agreement.

7. Status of Board Action Items

The Board reviewed the list of action items provided as part of the Board package (attachment #4). Closed items were noted and the Management Committee reviewed the status of open items with the Board members.

Requests for Action:

8. Direction on City and County Proposal

The Board discussed the exchange of letters between the City and the County regarding the proposal to dissolve the SanGIS JPA and move SanGIS functions to other agencies with service levels and expectations covered by a memorandum of understanding or agreement (MOU or MOA). No motions, decisions, or agreements were made as a result of the discussion. The positions of the City and County are outlined in the respective letters attached to the Board package as Attachment 1.

The Board asked that the Management Committee provide an FY2010 budget that shows both a 15% and 30% reduction in costs over FY2009. There are concerns that the current structure requires more time than is available for administration from the Board of Directors and the Management Committee. The

Board discussed how other models may reduce the amount of time required for these functions.

The Board also requested that the Management Committee look at alternative models for providing SanGIS functions. The Board consensus was that a decision on this issue needs to be made by the end of the fiscal year (by June 30, 2009).

Further discussion was tabled until the next Board meeting.

9. Direction on Long Term Replacement for Executive Director

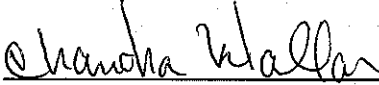
The decision on replacement of the Executive Director was tabled indefinitely until further information is provided per item #8 concerning the proposal to dissolve the JPA.

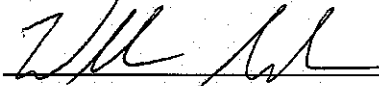
SUMMARY OF ACTION ITEMS

1. Brad – Work with Chandra’s and Bill’s office to establish the exact dates and times for new meeting schedule starting in May (2nd Thursday of the month, late in the afternoon ~ 4:00 pm).
2. Ross – Email list of items included in the *Miscellaneous* category on the financial summary report
3. Management Committee – Provide an FY2010 budget that shows both a 15% and 30% reduction in costs over FY2009
4. Management Committee – Review and provide alternative models for providing SanGIS functions

Minutes prepared by:	Brad Lind, SanGIS Program Manager	March 11, 2009
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These minutes are approved by:	Signature	Date:
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Chandra Wallar SanGIS Board Member, County of San Diego		<u>3-18-09</u>
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William Anderson SanGIS Board Member, City of San Diego		<u>3-18-09</u>
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