



San Diego Geographic Information Source

Board of Directors Meeting Minutes

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

Date: Tuesday August 18, 2009

Time: 4:15 pm – 5:15 pm

Place: SanGIS
5469 Kearny Villa Rd, Suite 102
San Diego, CA 92123

Meeting called to Order: 3:00 pm

Meeting Adjourned: 3:55 pm

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:

- Brad Lind, SDDPC Program Manager for SanGIS
- Tim Sutherland, San Diego Association of Governments (SanDAG)
- Bill Smith, Esq., County of San Diego, Counsel for SanGIS
- Steve Lastormirsky, Esq., Office of the City Attorney

MEETING MINUTES

Review of Minutes from Previous Meeting(s)

Minutes from the Board of Directors meeting of July 16, 2009 were reviewed. A motion was made and seconded to approve the minutes as submitted. The motion was passed and the minutes were approved.

Public Comment

No public comments were received

Information and Discussion:**1. SanGIS Operations Review and Tour**

This item was taken out of order. At the end of the regular meeting, the Board toured the SanGIS offices and met and met and talked with staff members.

2. Current Financial Status

Ross reported to the Board on the adjusted, final FY2009 financial status. Ross reported that the SanGIS fund balance at the end of FY2009/start of FY2010 stood at \$199,605. This was greater than expected because the Eagle Aerial imagery contract did not complete before the end of FY2009 and the Period 13 billing for City labor was still outstanding. Ross reported that the approximately \$34,000 in storefront sales was 105% of expected but that there was an approximate \$20,000 shortfall from USGS because SanGIS had not started on the NHD editing yet.

The Board also reviewed the final, adjusted GL017 (balance sheet) report from the County auditor. Ross reported that in order to move any or all of the fund balance to another object account during FY2010 would require a Board action. Ross will clarify the exact procedure with the County auditor and report back to the Board.

The Board reviewed the GL017 (Expenditure and Revenue) report for the period ending July 31, 2009. Ross noted that the report shows deficit amounts because no departments have transferred funds to SanGIS as of the date of the report.

3. Status of Memorandum of Understanding (MOU) between SanDAG and SanGIS

The Board discussed the MOU with the Management Committee and attorneys from the City of San Diego and the County of San Diego (SanGIS Counsel). The document has been renamed a Memorandum of Agreement (MOA) to better indicate the intent of the document. The final language was approved earlier in the day by agreement of the two attorneys present which included changes to Section 20 to better define SanDAG representation on the Management Committee. Some additional updates need to be made to Exhibit A and Exhibit B needs to be added to complete the document before forwarding to SanDAG for review and approval.

The Board directed the Management Committee to complete the changes as indicated. A motion was made to delegate authority to the Management Committee to transmit the MOA to SanDAG once the final changes are completed. The motion was seconded and a vote taken. All Board members voted in favor and the motion passed.

4. Status of SanGIS Service Level Policy (SLP)

Brad Lind reported that the SLP, formerly known as the Service Level Agreement, has been distributed to the SanGIS Technical Advisory Board (STAB) for review and comment. Comments are due at the close of business on Monday, August 31, 2009. The final document will be published once comments and final edits are incorporated after close of that comment period. It is expected that the document will be ready for Board signature at the next Board of Directors meeting in September.

5. SanGIS Program Manager Position

The Management Committee and the Board discussed the status of the Program Manager position currently being filled by a half-time contract employee from SDDPC. The board discussed the need to fill the position with a full time person at a lower cost. The Management Committee feels there is a need for full time leadership and project coordination. The Board and the Management Committee agreed that the Management Committee would still be needed when a full time director is hired. The Management Committee recommended that the position title be changed to Program Manager. Further discussion was tabled until the October Board of Directors meeting.

6. Other Items

The Management Committee reported on the status of the new SanGIS space at the County Operations

Annex. The space is secured for SanGIS but there are challenges in space layout requirements to meet ADA compliance. Phyllis also asked for a specific written agreement that the SanGIS staff have the right to use the County conference rooms, lunch rooms, and other common areas currently available to other employees of the building. The Management Committee will need to draft a list of discussion points for the agreement. It was also noted that SanGIS will need to employ a space planner to work out the details of the office space layout.

Requests for Action:

- 7. No items were presented for action at this meeting.

SUMMARY OF ACTION ITEMS

- 1. Management Committee – Complete final changes to MOA and forward to SanDAG
- 2. Brad – Complete changes to SLP once review and comment period ends on August 31, 2009
- 3. Management Committee – Develop list of discussion points for agreement with County on use of common areas at County Operations Annex

Minutes prepared by:

Brad Lind

September 2, 2009

These minutes are approved by:

Signature

Date:

William Anderson
SanGIS Board Member, City of San Diego
Chairman of the Board

 9-10-09

EXPENDITURE AND REVENUE BY PERIOD FOR OBJECT AND ACCOUNT - Report Period - July FY10

ORG = 91170 SanGIS - Derived from GL-017 - James Bryant COSD Auditor

EXPENDITURES	Year to Date		Paid to Date												Total to Date	% Difference to Date	Estimated Cost to Complete	Remaining Budget Sum
	Budgeted	July	August	September	October	November	December	January	February	March	April	May	June					
SALARIES EE510	\$791,518	\$2,943													\$2,943	0%	\$0	\$788,575
SERVICES & SUPPLIES EE520	\$478,268	\$27,912													\$27,912	6%	\$2,632	\$450,356
OTHER CHARGES EE530 (Credit Card - Equipment Depreciation)	\$22,000	\$90													\$90	0%	\$0	\$21,910
FIXED ASSETS (Communication Equipment)	\$2,500	\$0													\$0	0%	\$0	\$2,500
Subtotal	\$1,294,286	\$30,945	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$30,945	2%	\$2,632	\$1,263,341
RESERVES (Contingency)	\$40,000														\$0	0%		\$40,000
TOTAL EXPENDITURE	\$1,334,286														\$30,945	2%		\$1,303,341

REVENUES	Total to Date												Estimated Revenue				
INTERESTS	\$11,000	\$0												\$0	0%	\$11,000	\$11,000
CITY PAYMENTS	\$643,643	\$0												\$0	0%	\$643,643	\$643,643
COUNTY PAYMENTS	\$643,643	\$0												\$0	0%	\$643,643	\$643,643
OTHER CHARGES	\$36,000	\$0												\$0	0%	\$36,000	\$36,000
MISCELLANEOUS	\$0	\$4,135												\$4,135	0%	\$31,000	\$26,865
Subtotal	\$1,334,286	\$4,135	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,135	0%	\$1,365,286	\$1,330,151
TOTAL REVENUE	\$1,334,286													\$4,135	0%		\$1,330,151

EXPENDITURE and REVENUE																	
NET COSTS		26,810	0	0	0	0	0	0	0	0	0	0	0	0	\$26,810	FUNDS AVAILABLE	-\$26,810

ITEMIZED EXPENDITURES	Contract Staff	Year to Date		Paid to Date												Total to Date	% Difference to Date	Estimated Cost to Complete	Remaining Budget Sum
		Budgeted	July	August	September	October	November	December	January	February	March	April	May	June					
SALARIES - EE510																			
51110 (City Staff)		\$204,935	\$0												\$0	0%	\$0	\$204,935	
51115 (Contracted Staff)	x	\$203,497	\$2,943												\$2,943	1%	\$0	\$200,554	
51730 (County Staff)		\$383,086	\$0												\$0	0%	\$0	\$383,086	
Subtotal - EE510		\$791,518	\$2,943	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,943	0%	\$0	\$788,575	
SERVICES & SUPPLIES - EE520																			
52062 Telephone		\$6,520	\$0												\$0	0%	0	6,520	
52120 Insurance		\$3,600	\$0												\$0	0%	0	3,600	
52176 Maintenance (& Equipment Repair)		\$500	\$0												\$0	0%	0	500	
52177 Hardware Purchase (Server Purchase 09-11)		\$10,000	\$0												\$0	0%	0	10,000	
52180 Communications (Other Hardware and Software Maintenance)		\$7,800	\$0												\$0	0%	0	7,800	
52181 Traffic Devices (Parking Pass Stamps)		\$0	\$0												\$0	#DIV/0!	0	0	
52188 Telecommunication Cat (SBC Circuit Maintenance)		\$8,000	\$0												\$0	0%	0	8,000	
52280 Software Purchase		\$2,500	\$0												\$0	0%	0	2,500	
52284 Annual Software (WAN & LAN Maintenance Fees)		\$44,000	\$0												\$0	0%	0	44,000	
52330 Office Expense (Office Supplies)		\$2,000	\$308												\$308	15%	0	1,692	
52332 Postage (Mailing - Constant Contact)		\$675	\$85												\$85	13%	0	590	
52334 Printing (Photocopy)		\$1,400	\$117												\$117	8%	0	1,283	
52338 Drafting Engineering (Copier and Plotter Supplies)		\$1,100	\$281												\$281	26%	0	819	
52348 Data Processing (SDDPC System Access)		\$1,200	\$0												\$0	0%	0	1,200	
52370 Prof & Special (External Auditor)	x	\$8,500	\$0												\$0	0%	0	8,500	
52371 Applications Co (Oracle Support)		\$4,500	\$0												\$0	0%	0	4,500	
52374 Inter-Department (Accounting TOPS Staff)	x	\$5,500	\$0												\$0	0%	0	5,500	
52384 Architecture & (Graphic Services)		\$0	\$0												\$0	#DIV/0!	0	0	
52396 Contracted Serv (Quartec Solutions)	x	\$111,360	\$7,140												\$7,140	6%	0	104,220	
52402 Special Circumstances (Attorney)		\$5,000	\$0												\$0	0%	0	5,000	
52426 Computer Cable - (Networld Solutions)	x	\$93,600	\$0												\$0	0%	0	93,600	
52432 Contracted Serv (UNIX Support SUN Microsystems)		\$2,632	\$0												\$0	0%	2,632	2,632	
52530 Rents and Lease (Office Rent)		\$107,606	\$9,106												\$9,106	8%	0	98,500	
52560 Books and Publica (Aerial Photo Contract)		\$0	\$0												\$0	#DIV/0!	0	0	
52564 Road Material (Thomas Brothers Maps Data)		\$10,775	\$10,875												\$10,875	101%	0	(100)	
52566 Minor Equipment (Equipment Furniture)		\$1,500	\$0												\$0	0%	0	1,500	
52622 Training/Regis (Conference Training Events)		\$7,000	\$0												\$0	0%	0	7,000	
52674 Water (Drinking Water)		\$0	\$0												\$0	#DIV/0!	0	0	
52728 Application Ser (ESRI GIS Software License)		\$31,000	\$0												\$0	0%	0	31,000	
Subtotal - EE520		\$478,268	\$27,912	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$27,912	6%	\$2,632	\$450,356	
OTHER CHARGES - EE530																			
53030 Communication Adm (Credit Card Expense)		\$1,000	\$90												\$90	9%	0	910	
53585 Equipment Dep E (Equipment Depreciation)		\$21,000	\$0												\$0	0%	0	21,000	
Subtotal - EE530		\$22,000	\$90	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$90	0%	0	21,910	
FIXED ASSETS EQU - EE548																			
54979 Communication E (Hardware)		\$2,500	\$0												\$0	0%	0	2,500	
Subtotal - EE548		\$2,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%	0	2,500	

RESERVES EE560																			
56042 Contingency Res (Contingency Reserve)	\$40,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%	0	40,000
Subtotal EE560	\$40,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%	0	40,000
EXPENDITURE TOTAL	\$1,334,286	\$30,945	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$30,945	2%	2,632	1,303,341

ITEMIZED REVENUES	Year to Date Budgeted	Paid to Date												Total to Date	% Difference to Date	Estimated Revenue	Remaining Sum		
		July	August	September	October	November	December	January	February	March	April	May	June						
REVENUE USE MON RR440																			
44105 Interests on Dep (Interests Earned)	\$11,000	\$0														\$0	0%	\$0	\$11,000
Subtotal RR440	\$11,000															\$0		\$0	
INTERGOVERNMENTAL FUNDING RR450																			
45912 Aid fr Other Go (County of San Diego Funding - LUEG Exec Office)	\$393,643	\$0														\$0	0%	\$393,643	\$393,643
45913 Aid fr City of (City of san Diego Funding)	\$643,643	\$0														\$0	0%	\$643,643	\$643,643
45918 Aid fr Other Go (County of San Diego Funding - LUEG Departments)	\$250,000	\$0														\$0	0%	\$250,000	\$250,000
Subtotal RR450	\$1,287,286															\$1,287,286		\$1,287,286	
CHARGES FOR CURR RR460																			
46778 Other Charges (ARGIS and USGS Contract)	\$36,000	\$0														\$0	0%	\$0	\$36,000
Subtotal RR460	\$36,000															\$0		\$0	
MISCELLANEOUS RE RR470																			
47535 Misc Revenue ot (This is not in the SanGIS Budget)	\$0	\$0														\$0	0%	\$0	\$0
47610 Other Sales (Store Front Sales)	\$0	\$4,135														\$4,135	#DIV/0!	\$0	-\$4,135
Subtotal RR460	\$0															\$4,135		\$0	
REVENUE TOTAL	\$1,334,286	\$4,135	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,135	0%	\$1,287,286	\$1,330,151

EXPENDITURE and REVENUE - DELTAS																				
NET COSTS (CURRENT REVENUES - CURRENT EXPENDITURES)	\$0	26,810	0	0	0	0	0	0	0	0	0	0	0	0	0	\$26,810	0%		Available Funding	-\$26,810