



Date: January 11, 2008
To: SanGIS Board of Directors
From: SanGIS Executive Director
Subject: Minutes of SanGIS Board of Directors Meeting on January 11, 2008

The meeting was called to order at 8:36 AM

Board Members Present:

Matt McGarvey, Mayor designee, Board Chair
Chandra Wallar, Chief Administrative Officer designee

Others Present:

Andrew Abouna, SanGIS Executive Director
Phyllis Chapin, GIS Manager, City of San Diego
Ross Martin, GIS Manager, County of San Diego

Paul Hardwick, SDSU Foundation
Timo Luostarinen, Quartic Solutions, LLC
Sandy Woodhouse, County of San Diego Assessor's Office

Consent Agenda

No consent agenda for this meeting

Regular Agenda (summarized here in numerical order)

Item #1: Minutes of SanGIS Board of Director's Meeting, December 21, 2007

The Board approved the minutes from the December 21, 2007 Board Meeting.

Item #2: Comments from the public

There were no comments from the public at this point in the Agenda.

Item #3: Current Financial Status

Andrew presented the three spreadsheets summarizing the current financial status for the agency. Chandra asked for clarification of the anticipated expenditures for Hardware, SBC Circuit Maintenance, ESRI Support and Office Software. Andrew replied that he anticipated spending the full budget of \$25,000 for computer hardware on needed desktop replacements and towards the anticipated IT upgrade. In fact, he had just purchased 5 new desktop computers to replace old systems for the 5 landbase edit staff, at a cost of about \$5,000. The SBC Circuit Maintenance amount would also likely be fully spent on contract renewals. Andrew noted that the ESRI licensing was just fully renewed so he anticipated that the remaining budget amount of \$2,561 would not be spent. The budgeted Office Software amount of \$3,000 would

also likely be fully spent towards Microsoft Office software for the new desktop systems, and other software expenses related to future hardware purchases.

Item #4: SanGIS IT Priority 1 Upgrade

Lease costs from the City or SDDPC were not available but were expected by the Board workshop scheduled for the following Wednesday, on January 16, 2008.

In response to the Board's question as to whether any IT systems were in critical need of replacement, Andrew noted that there were two systems that are now experiencing regular failures. Both the File and Print server and the Email server were failing on a weekly basis requiring frequent restarting of the hardware. Andrew stated that he had obtained quotes for a minimal replacement server that could perform the roles of both old servers using free VMWare software. The best quote was for \$2,500 that could be funded through the budgeted Hardware account. In response to Ross's question, the best quote was for a 'white box' from a reputable company that has many of years of proven performance. Matt expressed concern that the free licensing of VMWare may have limitations for business or government use and asked that legal counsel review the license documentation to ensure there would be no violation of the VMWare software use by SanGIS.

Andrew also noted two other areas of potential hardware problems, one being a recurring log-write error on the landbase maintenance server and the other low disk storage space on the SDE Data Warehouse server. Additional disk space would be needed for the forthcoming countywide aerials from Eagle Imagery. However, both problems would be remedied through the IT hardware upgrade, or could be patched using new equipment purchased using budgeted Hardware funds.

While the Board was in favor of acquiring the \$2,500 server, but after any legal concerns regarding VMWare licensing were addressed, they advised waiting until lease costs were reviewed at the January 16th meeting.

Item #5: SanGIS Business Model Comparison

The Board was presented with the latest SanGIS and County Proposals' Gaps Analysis document, which was substantially unchanged since the last meeting. The Board asked for comments from the Public.

Timo Luostarinen, President of Quartic Solutions, LLC addressed the Board first. Timo introduced himself and provided background on his experience with GIS and SanGIS. Timo stated that he had been involved in the local GIS community since the 1980's and has worked with both RUIS (Regional Urban Information System) and SDDPC. He now provides professional consulting services to number of local agencies including SanGIS; however, he noted that he was not at the meeting today in a capacity for SanGIS, but rather as someone who is well-versed in SanGIS's value to regional GIS. Timo then noted that the San Diego area enjoys a uniquely strong, cohesive local GIS community that shares both knowledge and data. He listed two entities that have provide important contributions to a cooperative GIS: URISA (Urban and Regional Information Systems Association) and SanGIS. Timo described how the local URISA effort recently came to demise to the detriment of local GIS and he expressed concern that SanGIS also not fall apart through a restructuring. He

explained further how SanGIS is widely considered a key source for valuable GIS data and as a centralizing agency for GIS throughout the San Diego region.

Chandra replied that irregardless of how SanGIS becomes administered its goal is to continue to expand its relationships in the region. She asked that if he had any comments with regards to the Gaps analysis to please let the GIS managers know.

Phyllis added that the Gaps analysis is intended to show if there are any tangible discrepancies between the two proposals. She said that the Gaps analysis document was provided to the STAB and others to review and so far it appeared that no discrepancies had been overlooked. Ross noted that he had received several comments from various members of STAB and would make these available. Timo asked if it were possible to also review the proposals and to provide comments on those. The Board agreed that it would be fine to release those documents.

Ross added that the last several pages of the County's proposal address how regionalization would be conducted. Andrew also reminded the group about the earlier strategic planning workshop that was well attended to by a number of GIS managers from across the county. This was followed by a working group of 'SanGIS Champions' that helped formulate recommendations for regionalization, SanGIS membership and fee structures. This evolved into a need for a consultant to perform a more in-depth study. Approval for hiring a consultant was now pending decision on how to finance the IT upgrade, but reserve monies were available to fund the consultant.

Matt also stressed that regionalization of SanGIS is very important but that some services of SanGIS could be more important regionally than other services. He also noted that regional expansion is important in both proposals, as shown in previous presentations to the Board.

Phyllis reiterated the Board's earlier comments that the desire was to determine the operational and administrative component first, followed by the regional effort. However, Matt clarified that this decision is not wholly independent of regionalization. He and Chandra agreed that regionalization needs to be part of the operations and administration decision process.

Paul added that is very important for both pieces to be tied together, since one affects the other. He also felt it is important to get the GIS communities opinion and thought that perhaps Andrew had captured that in the earlier surveys. Paul had read both proposals but neither addressed forward-looking concerns for GIS in the region. He added that with a large amount of money being prepared to be spent on transitioning SanGIS to the County, there should be more consideration on how that money could be applied to forward-looking GIS contributions by SanGIS. Paul added that the strategic planning workshop was very helpful but lacked key decision makers such as city managers.

Phyllis suggested that forward-looking be a component to capture and measure in the Gaps analysis. The Board agreed this feature should included in the document.

Chandra stated that there needs to be a market study for SanGIS. Andrew added that the previous survey which he conducted of SanGIS users was a first approximation of the market and that one of the intents of the consultant proposal by PSOMAS is to provide a market analysis through the study and recommendations of governance and fee structure that they would provide for SanGIS.

Item #6: Other

Matt reiterated the need to have the VMWare license agreement reviewed by counsel. He also asked Andrew to send out to the Board the previous presentations he had made regarding the strategic planning workshop, fee structure and survey results.

The meeting adjourned at 9:02AM.

Action and Pending Items:

1. Request legal counsel review the VMWare licensing document to determine if there is a limitation on its free use by SanGIS as a business or government entity.

Andrew. Forward VMWare license document to Bill Smith for review.

2. Amend Gaps Analysis to measure forward-looking contributions to GIS

Andrew. Notify Gaps analysis document and distribute to Board.

Respectfully Submitted,

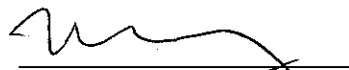


Andrew Abouna
Executive Director

2-8-08

Date

Approved,



Matt McGarvey, CIO
Board Chair

2/8/08

Date