



Date: May 11, 2007
To: SanGIS Board of Directors
From: SanGIS Executive Director
Subject: Minutes of SanGIS Board of Directors Meeting on April 13, 2007

The meeting was called to order at 8:30 AM

Board Members Present:

Matt McGarvey, City Manager designee, Board Chair
Chandra Wallar, Chief Administrative Officer designee

Others Present:

Andrew Abouna, SanGIS Executive Director
David Lindsay, GIS Manager, County of San Diego
Phyllis Chapin, GIS Manager, City of San Diego
Terry Dutton, General Council, County of San Diego

Consent Agenda

No consent agenda for this meeting

Regular Agenda (summarized here in numerical order)

Item #1: Meeting Minutes

Chandra noted the need for the following correction to the minutes:

Page 2, 5th Paragraph, "...until after recordation." and deleting the rest of the sentence.

With the above correction the Board approved the minutes from the March Board Meeting.

Item #2: Comments from the public

There were no comments from the public.

Item #3: Status Report

Andrew Abouna presented the to-date FY07 Budget Summary/Expense/Revenue spreadsheets. He noted that there have been no unusual expenses or revenues, but that SanGIS is still awaiting the final two

payments from the City. Chandra Waller asked if the need for the City's revenue had become urgent. Andrew said it would be urgent by next month. Phyllis Chapin noted that she has been in touch the Auditor's Office to request an update of the payment. Matt McGarvey said he would also do the same.

Chandra asked if Andrew had prepared the budget for next Fiscal Year. He replied it would be ready for the next Board meeting. He stated the desire to present two budgets. The first would adhere to current funding levels, but with adjustments for salary increases that were forthcoming from Dave and Phyllis. A second, alternate budget would reflect the need to invest in information technology upgrades. Andrew noted that much of that IT equipment is 6 years old, except for 4 desktop computers and staff monitors that he recently had replaced. Chandra asked if there were any other critical IT needs. Andrew said that these recent desktop and monitor purchases have taken care of the critical needs, with the exception of still needing a server tape backup drive that he will talk to Matt about.

There was some discussion that the City and County budgets for SanGIS were already determined for FY08, requiring that the SanGIS budget follow current levels of funding. Also, SanGIS needs would be dependent upon the outcome of the BPR. As Matt noted, there could and should be strategies for fiscal savings recommended from the BPR. Chandra also stated that waiting until after the BPR to decide upon funding and IT needs for SanGIS would be preferred because it could then be known if SanGIS IT equipment would need to meld with the City and/or County infrastructure. Therefore, it was determined the FY08 budget for SanGIS should follow the previous budget, with allowances for changes for City and County staffing costs. However, it would be good to identify the IT infrastructure needs.

With regards to office space, Dave Lindsay advised the Board that he had been on contact with the County's General Services. General Services, currently responding to another request, would determine if there was any available office space for SanGIS within County offices and whether the County could locate other staff to the current SanGIS office space. Andrew advised that any future office space for SanGIS should provide for all staff being located together and that there would need to be an evaluation of how the SanGIS servers and overall IT could remain independent.

Andrew provided a brief update on determining a cost structure for charging agencies for direct access to SanGIS SDE. Dave, Phyllis and Andrew had some earlier discussion on this, but felt that perhaps a thorough evaluation of it would come from the BPR. However, Andrew reminded the Board that SANDAG is currently not paying for any access to SanGIS SDE. Also, CCDC had earlier been interested in an SDE connection and he had provided them a quote for access. More recently, CCDC asked SDDPC to connect through

the City's/SDDPC's infrastructure since CCDC felt they were a City agency. The Board reasoned that since they are not a department of either the City or County, but are a separate agency with their own budget, and by way of example manage their own licensing, they are not included in the City's or County's fees paid to SanGIS. As a result, they should not be connecting to SanGIS SDE without a separate arrangement directly with SanGIS, or through Phyllis. Andrew would advise SDDPC of this. Meanwhile, Andrew is expecting a meeting with SANDAG to talk about data sharing and data connection fees.

Item #4: FY06 Annual Financial Report Consultant

Andrew stated that he advised the City Auditor that the SanGIS Board had approved the FY05 Audit. He was awaiting an updated cover letter for his signature in order to finalize publication of that Audit.

Regarding the FY06 audit, Andrew reported that after nearly two months since issuance of the RFP for an audit consultant only one firm had replied – Moss, Levy & Hartzheim, LLP. Andrew distributed the proposal from Moss, which was received by Karen Dennison in the County's Office of Audits & Advisory Services, who had been coordinating the RFP. The firm has previously performed audits for a number of County of San Diego departments and agencies. The County Office of Audits & Advisory Services expressed comfort in hiring Moss. Since this Board item was listed as "Information" the board could not vote on it. Therefore, the Board raised the question as to whether the Executive Director has the right to contract without Board approval. The Board expected so but asked Dave to confirm with Tom Harron. If Board approval was needed, Terry Dutton said it would allowable to do so by teleconference between the Board and Andrew, with proper noticing.

Item #5: Business Process Reengineering Update

Andrew stated that Dave had advised him that the County had hired the consultant to facilitate the BPR and that he had been in contact with them. A pre-scoping teleconference call was expected for next week between the consultant, Dave, Phyllis and himself. An actual scoping meeting was scheduled in person with the consultant for May 10 and the workshop event was planned for June 4th through June 7th. It was now a matter of locating a conference room for 40-50 participants and to get on participant's calendars. This scheduling effort would begin now. Possible conference room locations were discussed.

Item #7: Other

Matt asked for a refined presentation of the Status Report to include a listing and brief summary of items to be reported. In addition, Chandra has asked to

indicate at the end of the Minutes any action or pending items, person(s) responsible for the item, and proposed completion date.

The meeting adjourned at 9:18AM.

Action and Pending Items:

1. Contact Tom Harron for clarification of any requirements that the Executive Director seek Board approval for contracting or purchasing, possibly based upon dollar amount, due to JPA or previous Board requirements or precedence.

Dave or Andrew. Advise Board when determined.

2. Status of City Payment to SanGIS.

Matt and Phyllis. Update Board at next meeting.

3. Determination of County office space for SanGIS and County use of SanGIS office space.

Dave. Update Board at next meeting

4. Determination of SanGIS SDE access costs to external agencies.

Andrew. Update Board at next meeting.

5. Direction for replacement server backup tape drive.

Andrew. Update Board at next meeting.

6. Prepare FY08 Budget and Needs.

Andrew. Update Board at next meeting.

Respectfully,

Andrew Abouna
Executive Director

Date