



**Date:** August 10, 2007  
**To:** SanGIS Board of Directors  
**From:** SanGIS Executive Director  
**Subject:** Minutes of SanGIS Board of Directors Meeting on July 20, 2007

The meeting was called to order at 8:33 AM

**Board Members Present:**

Matt McGarvey, City Manager 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  
Bill Smith, General Council, County of San Diego

Pat Landrum, Caltrans  
Sandy Woodhouse, County of San Diego  
Frederick Latham, Network Solutions  
Darryl Vidal, Network Solutions  
Kevin Murphy, SANDAG  
Mark Woodall, SANDAG  
Paul Hardwick, SDSU  
Bob Welty, SDSU  
Stephen Confer, USD

**Consent Agenda**

No consent agenda for this meeting

**Regular Agenda (summarized here in numerical order)**

**Item #1: Meeting Minutes**

The Board approved the minutes from the May 11, 2007 Board Meeting.

**Item #2: Comments from the public**

There were no comments from the public at this point. Comments were made following the presentations and are included below.

**Item #3: Business Process Reengineering and Strategic Planning Workshops Presentation**

Business Process Reengineering Workshop Presentation by Andrew Abouna

This presentation was also provided as an earlier attachment to the Agenda. Highlights were the significant reduction in business process steps in the improved process for updating the landbase by SanGIS, but whose underpinning is acceptance of digital submittals. With digital submittals, which SanGIS currently already tries to seek independently from engineering firms who submit plans to the County, an estimated 85% reduction in parcel processing time for the landbase is expected.

Matt McGarvey offered congratulations on the work performed by the BPR group. Phyllis Chapin and Ross Martin commented on how the workshop process ran and that good changes were proposed. Sandy Woodhouse added that the changes can be done but would hinge upon digital submissions of recorded maps. Ross mentioned that the San Diego Regional GIS Council's (SDRGC) has an effort underway towards a digital submittal standards document. Chandra Wallar noted that most firms are generating digital drawings so that providing these should be practical. Paul Hardwick provided more details about the SDRGC's subcommittee has prepared a draft digital submittal standard document, which can be reviewed on its website ([www.sdrgc.org](http://www.sdrgc.org)). He added that the importance of a standard is underscored by first responders' need to access timely landbase data from SanGIS, even early on in the parcel mapping process for response to construction site accidents. In addition, there is a need for preplans to aid emergency staging. Chandra asked if the standards are being reviewed by applicants. Paul replied they are not yet involved in this stage of the GIS community's review of the technical details in the proposal. Andrew noted that in order for a standard to get adopted and enforced among agencies it would likely need to at least be approved at the City Managers level.

Strategic Planning Workshops Presentation by Andrew Abouna

This presentation was also provided as an earlier attachment to the Agenda.

Chandra thanked the group for their efforts. She added that for more than half a year, prior to Andrew, Phyllis and Ross, the Board has contemplated whether to keep SanGIS as is, reshape it into a City or County model, or something else. Matt agreed and noted that the County had an earlier proposal that should also be considered when trying to determine how SanGIS could evolve as part of a larger strategic plan. The County proposal was not considered in the Strategic Planning Workshop. Matt noted that the proposed governance structure appeared vague. Andrew replied that it was not intended to appear that way, and explained that the workshop group proposed a Board makeup change that would evolve after first starting with SANDAG as a new member; SANDAG would provide inherent regional

representation, while a possible subsequent Board increase could bring additional regional representation through multi-city representatives. Matt asked that a closer look be taken at other governance structure, such as that for ARJIS, RCS and SANDAG. In order to justify changes to their management, Matt noted that he and Chandra would need to know how funding and representation would specifically work. Andrew added that the following Fee Structure presentation would give more details on funding. Chandra said that a Board could consist of both voting and non-voting members, alleviating some need for huge financial commitments. Of course, financial stakeholders would have the primary voting privilege. A blend of Board members could therefore give fair representation. Ross stated that contractual agreements could help, but Chandra cautioned that contracts could be difficult. Paul suggested that Board representation and voting power could be population based.

Matt stated formal regionalization of SanGIS is long over due but unless a strategic plan is correctly structured, participants would not feel encouraged to be involved. Pat Landrum stated that the recent SanGIS Strategic Planning session was helpful discussion venue on SanGIS, with a number of ideas discussed, such as a North/South cities representation, but the time available was too short to discuss ideas further. The session was a good starting point for continued work. Paul agreed and said that it a more regional SanGIS could present some important benefits to Homeland Security and emergency response GIS. Sandy did make the observation that many of the workshop participants were unsure how willing the Board was to expansion.

Bob Wilty it is worthwhile to look at other models of JPAs, such as his group is now doing for communications strategies, however, he noted that the RCS (Regional Communications System) is uses an MOA, and SanGIS has resources common to the RCS.

Chandra suggested directing Andrew to contact participants of the Strategic Planning workshop to form a subcommittee to further study all SanGIS governance and strategic options. Matt added that the Board could then weigh the benefits of the decision points or changes studied by the subcommittee. Chandra added that this study could then come as recommendations to the Board as an information item.

Kevin Murphy was pleased SANDAG was invited to participate and acknowledged that it was important to consider all options, and that they were willing to be part of that discussion. Chandra asked if Gary Gallegos has been briefed on these SanGIS items, and Kevin said that he had.

Mark Woodall acknowledged that SanGIS and SANDAG have had a very long, mutually beneficial working relationship, which he expected to continue

more extensively as SANDAG reliance on the landbase will grow, underscoring a common goal to both agencies.

**Item #4: Fee Structure Proposal**

Fee Structure Proposal Presentation by Andrew Abouna

This presentation was also provided as an earlier attachment to the Agenda.

Matt asked if the proposed non-member data access structure would comply with Public Records Act requests, which he thought could be numerous. Andrew replied the fee proposal would comply with the PRA and SanGIS would of course respond to all requests, however, there would be nothing precluding many PRA requests. He noted that he had communicated with council, and Tom Harron had stated that SanGIS was not precluded from charging for more timely data, and Bill Smith confirmed this. Matt noted that a significant portion of funds are proposed to come from FTP access, but the format for data in this model could just as easily be made freely available with little additional work. Paul and Ross suggested charging for the labor to respond to any PRA request, which Bill agreed with.

Matt acknowledged the benefits of the proposed member fee structure and that it made sense, but felt that SanGIS could receive many monthly requests under the PRA if it were to provide data as proposed for non-members. He suggested more research on the PRA and how it could impact the non-member fee proposal. Chandra stated that another step to be considered is to use a consultant to study and derive a potential fee structure. Monies for the consultant could come from the surplus FY07 funds.

Chandra motioned that Items 3 and 4 be accepted and that more work be directed in studying governance and fees.

Paul asked if the Board and a timeline for making SanGIS a regional agency. Matt replied that it should occur as soon as practical but without rushing into it, since it depends upon what Andrew and others come back with at subsequent Board meetings. Chandra noted that SanGIS is working well now but that she does want to see it evolve.

**Item #5: SanGIS Information Technology Improvement Plan**

Presentation by Andrew Abouna and Darryl Vidal

This presentation was provided as an earlier attachment to the Agenda. It underscored the need to replace business critical servers that are 4-10 years old, provided a hardware, implementation and funding plan. The presentation today was updated to include a low-budget option based upon a revised year-end budget surplus projection for FY07; the projection now included FY06 County labor charges that were paid for in August of 2006. The revised year-end budget surplus projection for FY07 is now approximately \$45,000. When combined with \$15,000 in savings from not maintaining old systems and

\$18,000 from the budgeted Hardware account, approximately \$78,000 could be applied to a lower-budget IT upgrade. When compared to the full IT upgrade plan, the lower-budget upgrade would have the same number of servers, no NAS storage, older LTO tape library and inefficient backup software. Compared to current systems, the low-budget upgrade would still be vastly superior by offering newer and faster hardware and greatly enhanced redundancy, reliability, performance, and reduced maintenance costs.

Matt asked for an explanation need for both a NAS and SAN. Frederick Latham explained that SanGIS's current NAS, which as only 1TB of effective storage space, needs replacing and this would cost approximately \$80,000. By adding a needed, and higher capacity 9TB NAS, access to data storage across the network would have the highest performance. The SAN and NAS are two totally separate devices with entirely different roles. The NAS is for backups and less important data storage, whereas the SAN is for local drive capacity for all servers and provides for critical data storage. NAS, as opposed to SAN storage, would provide superior data backup and recovery performance, minimizing any potential downtime. It is also less expensive to purchase NAS storage.

Matt also questioned the cost for MS Exchange and suggested looking at a hosted exchange. Christa Lewis in his office had performed a review of hosted exchange for the City and advised Andrew to contact her for more information. Frederick stated that the quoted cost in the proposal for Exchange also included the cost for Microsoft Licensing.

Prior to the next Board meeting, Matt asked that the light version of the IT upgrade plan show the same level of detail as the full upgrade plan, plus more specifics of what would be left off and a prioritization of systems and steps in the upgrade. He noted that neither the City or County would be able to acquire more funds to support the full upgrade proposal. Matt did note that it was clear that the servers have been neglected for a long time and that and IT upgrade was needed.

Ross stated that it would be helpful identify what portion of the upgrade was dedicated to disaster recovery, observing that member agencies have an SDE copy of the SanGIS Data Warehouse. Andrew noted that this was considered and acknowledged as a potential backup to the data, which what would also be critical is restoring the landbase editing process, which the IT upgrade plan would enable. He also thought it could be possible to bringing on-line to the full SanGIS client base either the City of County's SDE in the event of a disaster at SanGIS. However, Phyllis said this would be every difficult to do. She also suggested confirming OS compatibility of any new server's OS with ESRI software requirements.

The meeting adjourned at 10:00AM.

Because Chandra had to leave the meeting at 10:00AM, she could not be present for the full discussion of Item 5. With that, and the requests for additional information, a vote on Item 5 was postponed until the next Board Meeting. Item 6 was also postponed for the following Board meeting. With just one Board present the remaining Items of the Agenda were for informational only.

**Item #6: Temporary Worker Tenure and Pay**

This item was postponed to the next Board meeting since Chandra did not have time for the discussion.

**Item #7: Status Report**

Given the short amount of time remaining in the Board Meeting, Matt asked for a brief report.

FY06 Audit Preparation. The FY06 auditors pending issuance of the FY06 report until they can review final FY05 report due, which is due any day now through the City. Amongst several draft recommendations from the FY06 auditors are that the Board minutes be signed by both the Board chair and secretary.

**Item #8: SanGIS FY08 Budget**

Matt advised that changes of any sort, even corrections to typographical errors, the budget it must be presented to the Board as an action item to re-adopt the budget. Andrew will present the corrected budget for approval at the next Board meeting.

**Item #9: Other**

Phyllis asked why the FY06 funding from the City was used in the calculation of FY07 expenses, resulting in a surplus of funds. Andrew replied that the funds arrived at SanGIS well after the beginning of the FY07 period and are being calculated into the FY07 period in the same way that the County's FY06 labor invoice is considered. The FY06 funds from the City are also helping to offset and pay the FY06 County labor.

This information half of the meeting ended at 10:23AM.

**Action and Pending Items:**

1. Formulate an expanded SanGIS "Champions" group, a subcommittee of the Strategic Planning workshop, to further study a broader range of options for SanGIS's regionalization, considering the County's proposal to manage SanGIS, other JPA/MOU/MOAs as other governance options

*Andrew and "Champions". Update Board at next meeting.*

2. More in-depth analysis of potential new fee structure, determined possibly through the services of a consultant.

*Andrew and Champions. Update Board at next meeting.*

3. Formulate a timeline for SanGIS's regionalization.

*Andrew and Champions. Update Board at next meeting.*

4. Provide additional detail to light version of IT upgrade plan.

*Andrew. Update Board at next meeting.*

Respectfully Submitted,

Approved,



Andrew Abouna  
Executive Director

8-10-07  
Date



Matt McGarvey, CIO  
Board Chair

8/10/07  
Date