



**Date:** August 31, 2007  
**To:** SanGIS Board of Directors  
**From:** SanGIS Executive Director  
**Subject:** Minutes of SanGIS Board of Directors Special Meeting on August 28, 2007

The meeting was called to order at 9:00 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  
Tom Harron, General Council, County of San Diego

**Consent Agenda**

No consent agenda for this meeting

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

**Item #1: SanGIS Priority 1 Upgrade Plan and Financing**

Andrew Abouna explained the purchase and leasing options that were provided in the Agenda attachment. Of the several lease options and agreements reviewed so far none provided a viable way by which a lease could be terminated earlier. The Board recognized there would be a problem should SanGIS operations move to the County. Tom Harron noted that terminating a lease where there is no reasonable provision to do so could result in significant legal difficulty.

While the effort in following the direction of reviewing options for leasing was appreciated, it was decided that the best option for acquiring the components needed for the upgrade would be through direct purchase. However, Matt McGarvey noted that both the IT upgrade and governance consultant work were competing for the same limited amount of surplus funds, yet both needs are important. Chandra asked if computer hardware could be provided or

loaned to SanGIS. While this would not be possible from the County, Matt offered to determine by the next Board meeting if the City (or SDDPC) would have equipment that could be used, although it may not necessarily be brand new. He added that SanGIS would still need to incur the cost of providing the software licensing to support the new server systems.

**Item #2: Consultant for Studying Governance, Fee Structure and Financing, and County Proposal**

Andrew stated that he contacted 3 firms to request proposals for these services: Guidon, Gartner and PSOMAS. Guidon were not able to provide expertise in this area. After many attempts to contact Gartner, including Irma Fabular, calling the contact Matt provided at the last meeting, Andrew was able to establish a teleconference with two representatives, including Ms. Fabular, from Gartner the day earlier. Gartner advised that given the scope of work the cost would be at least \$60,000. They did also offer their research services that could provide information about case studies, but fees for this service start at over \$5,000.

Andrew next addressed the proposal from PSOMAS that was provided as an attachment to the Agenda, and explained that they would be the most appropriate to select because of their expertise and cost. The identification of tasks and associated costs shown on the proposal were a result of negotiations Andrew and had made with Craig Gooch, VP of PSOMAS.

Chandra first noted that it was good to separate the tasks but that number 1 was most important. However, Matt felt that both tasks need to be completed together.

Phyllis Chapin stated that she and Ross Martin had met to conduct a comparison between the SanGIS regionalization proposal, from Andrew and the SanGIS Champion's group, to the County's proposal. She noted that regionally Andrew has been making progress in areas such as with the North Zone Fire project to incorporate their GIS data. Ross then provide background on the North Zone project to explain the coordination between North County cities and rural fire responders to develop a common GIS database.

Matt stated that it is important to consider SanGIS regionalization participation costs so that potential members or participants would know what the level of commitment would be. Chandra added that regardless of whether the City or County manages SanGIS, governance at the regional level would be important. Consequently, it was not relevant from the consultant to also consider the County's proposal in their study of SanGIS regionalization governance and fee structures.

Tom asked if GIS managers from the various agencies meet to discuss issues, like SanGIS regionalization. Phyllis replied that they do meet regularly as part of the San Diego Regional GIS Council. She added that a common concern, which the County addresses in their proposal, is that the County will not relinquish any control of GIS data if the County were to operate SanGIS. As well, she said that agencies are looking to sell their data as a fee offset to SanGIS.

Matt stated that it would be worth pursuing the contract with PSOMAS. Chandra noted that it would need to put off until the City were able to determine if they had any computer hardware that might defray some of the costs for IT upgrade. Matt and Phyllis both mentioned that there could be some salary savings because of the database administrator vacancy. Andrew noted that the vacancy has existed for about 6 weeks but that a consultants was about to be retained.

In response to Matt's questions, the FY07 surplus was still estimated to be at about \$47,000, but a precise amount was pending receipt of the final FY07 City labor invoice from the City. Phyllis stated this was just sent to SanGIS. Andrew would provide a precise amount of the surplus at the next Board meeting.

Matt recommended negotiating further with the consultant to combine tasks and to lower to the cost, which Andrew said he would do. Tom noted that there are also other models that could be considered for examples of other governance structures, such as that with agencies responsible for stormwater managements. In this example, the County is the permit holder but has contracts with other agencies. Matt stated that these are the types of options that should be studied and that Andrew should continue to work with the consultant to develop a contract that Tom could review in preparation for beginning work. With regards to the stormwater example, Chandra suggested contacting John Van Rhyan.

**Item #3: Comments from the public**

There were no comments from the Public.

The meeting adjourned at 9:35 AM.

**Action and Pending Items:**

1. Determine the availability of server hardware at the City or SDDPC for loan or acquisition by SanGIS

*Matt. Update Board at next meeting.*

2. Further renegotiation of proposal with PSOMAS.

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

3. Review contract with PSOMAS.

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

4. Provide final FY07 surplus total.

*Andrew. Update Board at next meeting.*

Respectfully Submitted,

Approved,

 10-12-07

Andrew Abouna  
Executive Director

Date

 11/9/07

Matt McGarvey, CIO  
Board Chair

Date