



Date: October 15, 2007
To: SanGIS Board of Directors
From: SanGIS Executive Director
Subject: Minutes of SanGIS Board of Directors Meeting on September 14, 2007-
Amended

The meeting was called to order at 8:35 AM

Board Members Present:

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

Others Present:

Andrew Abouna, SanGIS Executive Director
Ross Martin, GIS Manager, County of San Diego
Tom Harron, General Council, County of San Diego

Paul Hardwick, SDSU Foundation

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, August 10, 2007

The Board approved the minutes from the August 14, 2007 Board Meeting with the amendment to correct the value reported for budgeted hardware monies shown in Paragraph 2 of Page 2. The correct value should read \$25,000.

Item #2: Minutes of SanGIS Board of Director's Special Meeting, August 28, 2007

The Board approved the minutes from the August 28, 2007 Board Meeting.

Item #3: Comments from the public

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

Item #4: FY06 Audit

Andrew Abouna restated that the audit firm is continuing to work with County and City auditors to resolve issues pertaining to the transfer of SanGIS's book keeping for FY06. As well, Andrew is working with the County to inventory SanGIS assets with the County in order to reconcile with SanGIS finances.

Item #5: FY08 Revenue Funding Schedule

Matt McGarvey stated that the City Auditor issues payments after revenue is received from other sources. However, his office is working with the Auditor to provide payments to SanGIS as quickly as possible. Andrew noted that the first payment from the City was received earlier that week. Given that, SanGIS has sufficient funds in order to ensure no interruption in operations.

Item #6: SanGIS IT Priority 1 Upgrade Funding

Matt noted that San Diego Data Processing Corporation (SDDPC) is working to prepare a quote for leasing the necessary computer server hardware to SanGIS and this quote is expected on about September 21st. Matt also confirmed Andrew's observation that leasing the hardware through SDDPC would allow for it to be transferred to the City should SanGIS operations move to the County.

Unless the quote is available sooner, in which case it may be possible to schedule a special Board meeting to discuss the item, the quote and acquisition of the computer server hardware would be discussed at the next regular Board meeting in October.

Andrew added that with recent changes to the VMware server virtualization software, which is part of the IT Upgrade Priority 1 component, it is now possible to specify less intensive hardware. Given this, revised quotes have been obtained by SanGIS for the upgrade. Including computer server hardware, VMware software, and single LTO drive, the total cost would be about \$50,000 to \$55,000, as opposed to the \$82,000 quoted previously. Andrew believed this updated hardware specifications were provided earlier to Phyllis Chapin for SDDPC to use in preparing their quote, but he would verify this for Matt.

Item #7: Governance and Funding Study by PSOMAS

Chandra Wallar noted that the cost for and funding of the IT upgrade needs to be determined first before deciding on hiring a consultant. Matt agreed and the item was moved to next month's Agenda.

Item #8: FY07 Surplus

Andrew restated that given the final FY07 labor invoice from City, the FY07 surplus is now \$17,729. Combined with a previously unnoted FY06 surplus of \$47,339, there is a combined surplus of \$65,068.

Item #9: Current Financial Status

The Board reviewed the Agenda spreadsheets summarizing SanGIS's fiscal year-to-date, expenses and revenue. Chandra asked if there should be a projected salary savings in labor, given the vacancy of the database administrator (DBA) position. Andrew noted that although the DBA position was vacant for approximately 5 weeks a consultant is now providing part-time support. Given the higher cost of the consultant, albeit at about generally 10 hours per week plus time for correcting unexpected problems, it is not yet possible to accurately predict the salary savings, if any. However, as the year progresses more accurate estimates will be made.

Chandra also asked why there were no July costs for "WAN & LAN Fees and Maint.". Andrew replied it was because the July payment was made in June of FY07 and that fiscal year end payments were difficult to coincide with the closing of accounting books.

Item #10: SanGIS Business Model Comparison Matrix Framework

Ross Martin presented a report entitled "Justification – Moving SanGIS Operations to the County of San Diego". This report provided Pros and Cons of moving SanGIS administration and operations to the County and included a number of spreadsheets summarizing and detailing the associated costs. Chandra asked for a detailed breakdown of costs for SanGIS to compare with the County's proposal. Matt added that the Pros and Cons of SanGIS should also be provided.

Matt noted that the County's plan assumed a cost for facilities that is lower than what SanGIS currently pays. He commented that if we were to house SanGIS in the near future location for less money then we should be able to do that today. Since we recently tried unsuccessfully to locate lower-cost office space at the County, we should use the same current costs for office space in both proposals. Andrew commented that the current SanGIS office lease expires in 2010. Chandra asked Ross and Andrew to look into who might be interested in backfilling the current office space. Chandra added that the County will be constructing new offices in Kearny Mesa in the near future, and Development Services will be one of the first to use the new space, which would be a good unit for SanGIS to locate with. Tom Harron noted that the new office spaces are quickly being designated, but that Jeff Redlitz with DGS would be a person to contact for more information.

Paul Hardwick asked if SanGIS had considered preparing a 5-year budget plan. He believed this would help SanGIS plan for its probable future expansion as other agencies would contract with SanGIS (e.g. for landbase maintenance), and this could lead to labor increases and decreases. Chandra stated that since most of SanGIS labor force is through the City or County, changes in staff would not likely readily occur. Matt asked if changes in labor

could occur more easily if, as a JPA, SanGIS has its own staff? Tom replied that SanGIS could have its own staff.

Paul asked if SanGIS would expand regionally to which Matt replied that it would but with some current uncertainty. Chandra added that it would be helpful to develop a 5-year strategic plan after the governance study is complete.

Matt reiterated the need for detailed spreadsheets for SanGIS and that they be provided as soon as possible. Chandra asked if it was OK to email these which Tom reaffirmed was OK, as long as a Board of Director's discussion does not occur by email. Chandra noted that a longer Board meeting should be planned when the two plans are compared in more detail.

Item #11: SanGIS Contract Administration for SDRGC Orthoimagery Consortium

Andrew gave an overview of the consortium's project and background on his offer to administer the contract. Chandra asked what risks could arise as a result of a disagreement between the contracting parties. Tom stated that contracting could spread the risks to all participants. The risk would be similar to providing a loan but that there would always be a risk. Matt added that risk increases with the number of participants. He then asked who would assure quality control (QC) of the imagery product. Tom replied that it would be reasonable to delegate QC to SanGIS, but this might broaden the financial risk. Paul noted that in this project the consortium would use another vendor to provide QC.

Chandra asked how much of Andrew's time would be required to administer the contract, to which he replied that it was difficult to estimate, but possibly 20-40 hours in total. Chandra replied that Andrew's time is more value to projects more directly linked to the JPA.

Matt asked 'why' SanGIS and Ross added 'why' not SANDAG? Paul said that SANDAG was not considered because the project was not initially covering the entire county but focused primarily on the urbanized areas. Ross stated that since only the urban areas would be covered then the project would have little benefit to the County. Paul said the main idea of the project was to make the high-resolution orthoimagery available at a shared cost for the urbanized area. Andrew said he had offered SanGIS's services because he previously thought the City would be involved and that the County might join, too. This, and SanGIS' regional dataset warehousing functions and practice of collecting and paying money from and to multiple entities were reasons why he offered to administer similar functions for the consortium.

Matt commented that the project is valuable but more appropriate in a regional model. Chandra stated this would be where Andrew's time would be more valuable, to work on a regional model, especially in the next 6 months

or so; for example, to work with a consultant to develop a plan for regionalization, which SanGIS is leaning towards.

In response to Matt's question about the resolution of the consortium's project Paul noted it would be four inches. And in response to Matt's next question about the resolution of the current Eagle product that SanGIS purchases, Andrew replied that previously it has been 1.5 feet but one foot or better was expected on future deliveries of the product. The greater spatial resolution and better registration were aspects of the contract renegotiation that Andrew was seeking with Eagle.

Ross mentioned that digital cameras are also changing the cost model and quality of imagery. Matt added that lower cost and more benefits in the delivery of the imagery are anticipated. Paul added that another benefit of the orthoimagery consortium project is that LIDAR data from individual participants' agencies can be incorporated into a better-rectified imagery product. Andrew added that he is also renegotiating with Eagle to perform improved rectification of their future products using better elevation data such as the NEXTMap DEM.

Given the concern for liability, Chandra and Matt advised that it would be best not to administer the contract for the orthoimagery consortium.

Item #12: National Hydrography Dataset Stewardship

Andrew gave an overview of the National Hydrography Dataset (NHD), SanGIS's role in the stewardship, and the availability of \$20,000 in grant funds from the USGS. Chandra asked if the dataset relates to Flood Control Districts, which Andrew was not yet certain about. Chandra recommended that Andrew contact Cid Tesoro of Project Clean Water to determine if and how the two programs can benefit each other. She also asked if the \$20,000 grant from the USGS would offset the level of effort by SanGIS, to which Andrew replied that it should. Matt said he had no concerns with the SanGIS role of NHD stewardship since both the City and County would receive benefit from the program.

Item #13: SanGIS Staffing

Andrew reported that the consulting firm of Quartic Solutions is providing part-time DBA support to SanGIS until such time as he is able to fill the vacant budgeted position. Hiring for the position would first require approval from the City, which is anticipated since the position is budgeted, and then reopening the list by City Personnel. Matt noted that the classification of the vacant DBA position is old and no longer active within the City and that technical database administrator positions now reside at SDDPC. Andrew also expressed concern about the time required to fill the position and about the uncertainty of a new hire's permanency given the possibility of SanGIS operations moving to SanGIS. Chandra and Matt concluded that using contract labor

would be the best solution for providing the services of the DBA position. They asked Andrew to provide a proposal for using consultant services. Matt and Tom stated that using a consultant would not be an issue for either the City or County. Andrew also accepted Ross's offer for a quote from Northrop Grumman (NG) for the DBA services. Chandra suggested enlisting David Lindsay's assistance if necessary to coordinate with NG.

Andrew also reported that Drew Dowling is planning his resignation from the County and SanGIS on November 2nd. Drew has proven to be an extremely valuable employee who also helped SanGIS a great deal with his DBA skills when that position became vacant. Andrew asked that Ross continue his efforts in seeking qualified candidates for review and interview. Chandra asked if the new hire would be on board before Drew left, and Andrew said he hoped they would be available for at least 1-2 weeks before Drew leaves to better ensure the transfer of knowledge.

Item #13: Other

Chandra asked for more information about the contact with the media that she heard Andrew recently had. Andrew explained that he was contacted by phone then had a meeting with Brooke Williams of the Union-Tribune this past Thursday. This was in response to her learning of the free-flow, fire response times mapping that he had performed for Fire Chief Jobes of the Alpine Fire Protection District (AFPD) earlier in the year. Chief Jobes had contacted Andrew following a general informational presentation about SanGIS that he delivered in March to the regional Fire Chiefs. The mapping Andrew produced for the AFPD showed 5, 10 and 15-minute services areas, or response times, from the Alpine and Viejas fire stations, and associated roads within a 5-mile travel distance of the stations. As Andrew noted to the APFD, the travel times and roads were derived based only upon designated, free-flow roadway speeds and incorporated no other variables that could affect actual response times. Ms. Williams' interest in contacting SanGIS was to obtain more information about the GIS layers and tools used in the maps made for the AFPD, so that she could better understand how to create more maps herself. He advised Ms. Williams to contact the City and County fire departments for more information.

Chandra asked that all future contact from the media and request for information be provided in writing by the requestor and immediately forward to Tom Harron for his review and recommended course of action.

Matt also asked Andrew to continue to focus on SanGIS's daily operations, reengineering, and regionalization. He added that the Board needs to be made aware of all matters so that they have the opportunity to make decisions. Chandra added that it is important issues be discussed as a group.

The meeting adjourned at 9:43AM.

Action and Pending Items:

1. Amend Minutes from the August 10, 2007 meeting and send both August meeting minutes to Matt for his signature.

Andrew. Interoffice mail the amended minutes to Matt.

2. Verify computer server hardware specifications for the Priority 1 IT Upgrade.

Andrew. Email to Matt any hardware specification changes.

3. Develop Pros and Cons and detailed spreadsheets of SanGIS administration and operations cost to allow for a comparison with the County's proposal.

Andrew. Provide to Board as soon as ready.

4. Inquire with SanGIS office property management and County of San Diego departments for interest in backfilling SanGIS office space

Andrew and Ross. Provide to Board at next meeting.

5. SanGIS Contract administration of SDRGC orthoimagary project not advised.

Andrew. Contact SDRGC chair to advise SanGIS unable to participate.

6. SanGIS Stewardship of NHD accepted.

Andrew. Sign agreement for cooperative assistance and grant with USGS.

7. Develop proposal for long-term contracting to SanGIS for Database Administrator.

Andrew and Ross. Andrew to seek quote from vendors. Ross to seek quote from Northrop Grumman.

8. Any contact by the media to be provided in writing and forwarded to Tom Harron for review and recommendation of course action.

Andrew.

Respectfully Submitted,



Andrew Abouna
Executive Director

10-15-07

Date

Approved,



Matt McGarvey, OIO
Board Chair

11/9/07

Date