



Date: October 15, 2007
To: SanGIS Board of Directors
From: SanGIS Executive Director
Subject: Minutes of SanGIS Board of Directors Meeting on October 12, 2007

The meeting was called to order at 8:28 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

Sandy Woodhouse, County of San Diego Assessor's Office
Matt Brown, San Diego County Water Authority

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, September 14, 2007

The Board approved the minutes from the September 14, 2007 Board Meeting with the following amendments:

- a) Page 1, Others Present. Ross Martin was present but Phyllis Chapin was not.
- b) Page 3, Item 10, Paragraph 2. Correct name to "Jeff Redlitz".
- c) Page 4, Item 11, Paragraph 3. Correct spelling to "County".
- d) Page 5, Item 12, Paragraph 1. Correct program name to "Flood Control Districts".
- e) Page 6, Item 13, Paragraph 2. Amend sentence to read "...and immediately forward to Tom Harron for his review...".

Item #2: Comments from the public

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

Item #3: Current Financial Status

Chandra Wallar asked for a projection of salary savings to reflect the current vacancy of the Database Administrator and upcoming vacancy of the GIS Analyst. Andrew Abouna said he would provide this on subsequent reports and explained that the approximate five-week vacancy of the DBA could be outweighed by the higher DBA consultant cost.

Chandra also asked if savings were expected for other items such as Telephone and WAN & LAN fees, noting that the former is shown as lower than the previous month and for the latter the July payment was made in the previous FY. Andrew said he expected the costs for these items to balance out to meet the budgeted amount, but he would track any projected savings for these and other items. Chandra also noted that Storefront Sales revenue for September was lower than previous months. Andrew attributed this to typical seasonal business variation.

Matt MCGarvey advised for one-time only costs, such as with payment for the Eagle orthoimagery product, that the Budget-to-Date value reflect the full cost of the payment only in the month for which the cost is incurred.

Item #4: FY06 Audit

Chandra and Matt requested that the audit firm be contacted to determine the nature of the delay and to notify either of them if they can assist in expediting the processing within either the County or City.

Item #5: SanGIS IT Priority 1 Upgrade

Phyllis Chapin reported that SDDPC (San Diego Data Processing Corporation) is in the process of obtaining the necessary SDDPC signatures to validate the PIQ (Project Initial Quote) for SanGIS server hardware. Chandra asked that the PIQ be mailed out when received, then reviewed among Ross, Andrew and Phyllis, in order to be able to discuss at either a special or the next regular Board meeting.

Item #6: Database Administrator (DBA) Consultant Proposal

The Board approved contracting with Quartic Solutions to provide annual DBA services to SanGIS at a maximum cost of \$93,600. Since Quartic is already under contract for short-term DBA services in the amount of \$20,000, it was advised that either the existing contract be expended first or it be closed and the new contract initiated. Since the new contract is for annual services, the cost should be prorated in the budget tracking.

Item #7: GIS Analyst Consultant Proposal

The Board approved contracting with Quartic Solutions to provide short-term (3 month) GIS Analyst services, but with a provision to provide as needed, on-going month-to-month services, with anticipation that the extensions could be at a higher rate than for the 3-months.

Ross Martin added that County HR has assigned an analyst to the hiring process for a GIS Analyst.

Item #8: Governance and Funding Study by PSOMAS

This item was postponed the next Board meeting to follow the outcome of the IT proposal.

Item #9: SanGIS Business Model Comparison Matrix Framework

Matt stated that there does not appear to be a clear comparison between the two proposals. It was important not to have 'dueling' proposals, but for the three managers (Phyllis, Ross and Andrew) to develop the proposals together that as they would a joint RFP. He advised defining the services and products being provided in each of the three current business functions. The proposals should indicate the service levels that each proposal would provide in order to satisfy the business needs and functions, including the associated pros, cons and costs. He added that each of the current 3 business functions remain valid, noting that even the mapping service is important. Matt noted that in the County proposal the mapping service would require the duplication of a similar service at the City.

Chandra added that the three professionals should agree on the pros and cons, but show separately where the pros and cons are not in agreement. She also advised that a detailed comparison would be required to evaluate the service levels provided by each proposal, and this would require a half-day meeting. Chandra directed the three managers to prepare the details and comparison and email to the group approximately two weeks prior to a half-day meeting, which could occur at Chandra's office in January. It was also determined that legal council did not need be present at that meeting.

Item #10: Contact with the Media

The Board accepted the additional media contact requirements with the clarification that press inquires be relayed to SanGIS Council, not County Council.

Item #11: SanGIS SDE Data Warehouse Connection by Other Agencies

The Board advised the review of all datasets that are not currently available for download on the SanGIS Public FTP site to determine if others can be added. These layers could then be made available on the website. In addition, the entire collection of all of these publicly available datasets could be made available to anyone requesting that the data be downloaded to their

hard drive. The requestor would need to provide their hard drive to SanGIS and pay the cost recovery, data extract fee of \$75 per hour.

Item #12: Other
None.

The meeting adjourned at 9:32AM.

Action and Pending Items:

1. Amend Minutes from the September 14, 2007 meeting and provide to Matt for his signature.

Andrew. Interoffice mail the amended minutes to Matt.

2. Subsequent budget summaries should reflect salary and other items savings, and a 'Budget to Date' field that reflects one-time cost items only in the month that the cost is realized.

Andrew. Modify subsequent budget expense and revenue spreadsheets.

3. Contact Audit firm to determine what is needed to expedite report completion

Andrew. Notify Board if their assistance is needed.

4. Review forthcoming SDDPC PIQ for SanGIS server hardware.

Andrew, Ross and Phyllis. Set a special Board meeting if information is sufficiently ready in advance of regular Board meeting.

5. Prepare detailed requirements and services for each of the three business functions currently being provided by SanGIS and assign pros, cons and cost of each proposal's service level.

Andrew, Ross and Phyllis. Prepare for half-day January meeting.

Respectfully Submitted,

Approved,



Andrew Abouna
Executive Director

10-15-07

Date



Matt McGarvey, CIO
Board Chair

11/9/07

Date