



**Date:** April 17, 2008  
**To:** SanGIS Board of Directors  
**From:** SanGIS Executive Director  
**Subject:** Minutes of SanGIS Board of Directors Meeting on April 11, 2008

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The meeting was called to order at 8:30 AM

**Board Members Present:**

Matt McGarvey, Mayor designee, Board Chair  
Chandra Wallar, Chief Administrative Officer designee

**Others Present:**

Andrew Abouna, SanGIS Executive Director  
Ross Martin, GIS Manager, County of San Diego

Paul Hardwick, SDSU Foundation

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

**Item #1: Minutes of the SanGIS Board of Director's Meeting for March 7, 2008**

The Board approved the Minutes from the March 7, 2008 Board Meeting.

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

Andrew provided the Board with a letter faxed to him from Tracey Hughes, GIS Coordinator for UCSD. The letter expressed Ms. Hughes appreciation for SanGIS data and the importance of continued, ready access to that data. A copy of the letter is attached.

**Item #3: Priority 1 IT Upgrade**

Matt stated that he had heard Andrew had concerns over the acquisition of the equipment. Andrew explained that he had understood the equipment would be owned by SanGIS at the end of the three-year repayment period. Chandra also stated that she understood this would be the case. Matt explained that the equipment would essentially have no value at the end of the three years, but that it would be OK for SanGIS to own it at that time.

Andrew also stated that he was asked to provide a letter to the City explaining the terms of the arrangement with the City for the server acquisition, but was waiting to receive a sample of a letter that would be suitable for the City. Matt would check on the status of providing a sample letter. Andrew also asked if there was a deadline by which to purchase the equipment, but Matt stated there was none at this time.

**Item #4: Current Financial Status**

Chandra asked for clarification as to why a third contract was started with Quartic Solutions for an amount greater than the \$20,000 individual contract that the Executive Director was permitted to approve. She also noted that the collective total of the three Quartic contracts exceed the annual total of \$60,000 that the Executive Director can approve.

Andrew clarified that each of the three contracts with Quartic Solutions had received Board approval. The contracts are: short-term GIS Analyst services in the amount of \$20,000 with the allowance for monthly extensions; short-term DBA services in the amount of \$20,000; and, annual DBA services in the amount of \$93,600. With approval of the latter, the Board recommended either closing the first DBA contract before initiating the second, or initiating the second contract after the first was complete. The SanGIS Expenses spreadsheet reflects the latter, but with an estimate of spending approximately \$22,680 of the annual DBA amount of \$93,600 for the remainder FY08.

**Item #5: FY07 Audit**

Andrew stated that the independent financial auditing firm of Moss, Levy & Hartzheim will begin their FY07 SanGIS audit process at SanGIS in the third week of April. It is anticipated that the FY07 audit will be completed more promptly than the FY06 Audit.

**Item #6: Performance and Statistics Report**

The Board waived the need for Andrew to present each slide of the presentation detailing performance and statistics in each of SanGIS's three business functions. Instead, Andrew briefly summarized that SanGIS has been maintaining a very large database of the landbase, data layers and services with increasing demand but with declining need for correction in the case of the landbase.

**Item #7: FY09 Budget**

Andrew introduced this item and noted a significant reduction in the FY09 budget compared to previous years as a result of using contract labor and dispensing with the maintenance of older server equipment due to the forthcoming IT upgrade.

Matt commented that the budget shows \$10,000 for computer hardware, but asked if it was necessary given the funds available for computer hardware in the current fiscal year. Andrew explained that the agency needs four more desktops and a plotter that could be purchased with funds in this fiscal year, but he was waiting for the outcome of whether the agency's mapping services would remain at SanGIS before purchasing a new plotter and one of the desktops. Matt advised Andrew to purchase the plotter based upon his assessment of the need, either in FY08 or FY09 and to adjust either the FY08 or FY09 accordingly so that the plotter cost is reflected in one year or the other.

Chandra asked for the total FY09 budget amount to be the same as that for FY08 and requested that a new line item be added called 'Contingency Reserve' to contain the difference between the FY08 amount and the amount now shown in the FY09 budget. This reserve could be used for unexpected expenses during FY09. Chandra also

asked that the list of Fiscal Year 2008 and 2009 Projects and Goals be removed from the budget document.

The Board approved the FY09 Budget with the above amendments.

The meeting then focused on a discussion about AB 1978, which if passed could allow SanGIS to be charging again for data sales. Paul Hardwick noted that the Bill was facing resistance from the CGIA (California Geographic Information Association) and other GIS groups. It was mentioned that the City and County are essentially subsidizing the region by funding SanGIS and its charge of maintaining the regional landbase and data warehouse. The comment was made that any agency could submit PRA requests to obtain SanGIS data. The Board expressed uncertainty that regionalization of SanGIS would bring additional funding to the agency.

Andrew added that the proposed Governance and Funding study by the consulting firm PSOMAS would provide helpful information for the Board about possible benefits and models of regionalization from across the California and perhaps other states. Chandra stated she would like to see the results of this study. Ross noted that the decision to proceed with the study was put on hold by the Board until after the decision about the County's proposal. Chandra asked for a listing of this and other pending projects that the Board would need to vote on.

**Item #8: Status Report**

Andrew provided a summary of the meeting with SANDAG to determine their interest for taking over SanGIS's data warehouse and mapping functions. SANDAG stated that they did not want the entire data warehouse but expressed interest in having the public FTP download and public/member agency mapping services. SANDAG would provide a response with more details about their interest. Ross noted that SANDAG stated they would require improved metadata for the data.

Andrew reviewed some of his concerns with moving the public data and mapping services to SANDAG, including decentralization of data and error reporting, and loss in revenue from the mapping services. He also recommended increasing SanGIS mapping service fees by 50% from a current average of \$50 to a new average of \$75. The increase would bring additional revenue and be more consistent with County pricing.

Chandra noted that Dave Lindsay had previously prepared a survey of mapping service fees from other public agencies across the county, and recommended that the survey be updated. The Board was in favor of increasing the SanGIS fees but first wanted to see a comparison to other agencies across the county. Andrew will update the survey with the previous survey being provided to him through Ross.

Matt stated that whether to move the public data and mapping services will be based upon a business decision. Chandra added that a Gap analysis of future joint proposals from SanGIS and SANDAG will be necessary in order to make that business decision. Staff were directed to prepare that Gap analysis.

Andrew next gave an update on the various initiatives that SanGIS was conducting, including: remote Road layer editing by San Diego Fire and County Sheriff; Landbase updating through greater regional coordination; evaluation of the North and South Zone fire districts GIS data; Lawbeats maintenance enhancement; outreach with San Diego Water/Wastewater; and, revenue from the resale of Thomas Bros. data license.

A discussion on the status of the Lawbeats enhancement effort followed. Andrew noted that there was an upcoming meeting at SanGIS of key GIS staff from both agencies to discuss the projects status and to receive validation from the group to proceed with the enhancement countywide. The outstanding items SanGIS is waiting on is a QC review of a pilot correction area and a prioritization list of beats, both from the County Sheriff.

Ross explained that the County Sheriff uses a CAD system that has incorporated a host of overrides to errors in the Lawbeats/Road registration. Their GIS staff workload has been significant enough to prevent them from providing the QC and beat priority listing; the beat list would determine the geographic area by which SanGIS should process the beats and would Sheriff GIS to procedurally track the corrections to remove their overrides. Chandra asked Ross to determine if Sheriff GIS needed assistance. Paul suggested that GIS assistance might be provided through the County Office of Emergency Services.

**Item #9: SanGIS Business Models Comparison**

As noted in the Recommendations of Short-Term Action Items, no decision by staff was made with regards to the SanGIS and County proposals. Discussion instead focused on the list of recommended short-term action items. The Board noted that a decision on Item 2 - eliminate public data warehouse and public and member mapping services – requires a Gap analysis and fee survey as discussed earlier. The Board acknowledged the benefits of Item 11 – create a management committee – but Chandra noted that legal issues need to be considered first, which counsel is reviewing.

The Board approved the recommended short-term action items with the above exceptions.

**Item #10: Other**

Today, April 11, 2008, is Matt's final Board meeting and tenure of employment with the City of San Diego. Matt stated that the Mayor's Office, through Jay Goldstone, has not yet announced a replacement for his position or the City of San Diego representative to the SanGIS Board.

The meeting adjourned at 9:45AM.

Letter to the SanGIS Board from Tracey Hughes, UCSD

858 534 7548

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April 10, 2008

Sent via Fax: (858) 874-7002

Dear SanGIS Board Members:

Please accept this letter as part of the public record for your April 11, 2008 meeting. Due to scheduling conflicts, we are unable to attend this meeting in person. However, our inability to attend in no part lessens our interest in and concern about the outcome of the meeting with regard to the structure and operation of SanGIS.

It is our understanding that there is a proposal being considered wherein SanGIS would be run under the operations of the County of San Diego GIS umbrella. Part of that proposal is that the current tasks of SanGIS would be split between the County (maintaining and providing access to the landbase layers to municipalities) and an agency/organization yet to be determined or created (providing access to GIS data (landbase and other layers) and mapping activities for the public and non-jurisdictional entities). If this is indeed a correct understanding of the situation, we offer the following public input.

As librarians and staff members of the Social Sciences and Humanities Library at University of California San Diego, we are deeply involved with the faculty, staff and students who are part of our organization. Not only are these individuals part of the UCSD community, they are part of the larger San Diego community as residents, employees, and community leaders. It is our task to help identify and provide access to information which supports a wide variety of their efforts which include research, coursework, and community direction setting.

Given the increasingly important role geographic information plays in the campus community and our world at large, it is without question that SanGIS is a major and significant source of information and access point to GIS data layers pertaining to our region. Without access these layers, our work - and subsequently the work of many of the 50,000+ UC San Diego community members - would be negatively impacted. It is of concern that under the County proposal we do not know which agency would be responsible, or how access to SanGIS data layers might be managed.

We are extremely appreciative of the resource that is SanGIS as it is today, and respectfully request that you fully consider the impact of any SanGIS operational decisions to non-jurisdictional entities, academic institutions, and members of the public.

Sincerely,

Tracey Hughes, GIS Coordinator & Member of the San Diego Regional GIS Council

Rebecca Hyde, Urban Studies and United States Government Information Librarian

Social Sciences & Humanities Library, Research Services  
University of California San Diego

**Action and Pending Items:**

1. Given the clarification that SanGIS should own the Priority 1 IT Upgrade equipment at the end of the lease, determine how soon the equipment can be provided to SanGIS.

*Matt and Phyllis. Provide SanGIS an update as soon as possible.*

2. Determine status of approximate \$7,900 reimbursement to SanGIS from NG for costs incurred during the County's Data Center move.

*Ross. Check with Dave Lindsay on status and update SanGIS.*

3. Amend approved FY09 budget to 1) have the same total as FY08 but with the difference applied towards a new line item of "Contingency Reserve"; 2) remove the list of FY08 and FY09 Projects and Goals; 3) ensure the required hardware amount of \$10,000 is correct.

*Andrew. Provide to Board at next meeting.*

4. Update Board on status of outstanding projects or action items, such as the proposed Governance and Funding Study by PSOMAS

*Andrew. Provide to Board at next meeting.*

5. Contact Sheriff's Department GIS to determine status of providing QC of updated SanGIS Lawbeats process and for listing of Lawbeats to prioritize SanGIS update process. Also determine if the department requires additional help, such as from SDSU Foundation.

*Ross. Provide to SanGIS and notify Paul Hardwick if GIS help is needed.*

6. Update the previous survey of public agency mapping services and fees to help establish new mapping services fees for SanGIS.

*Andrew. Receive from Ross the previous survey to update and provide to Board at next meeting.*

7. Prepare a joint presentation by SanGIS and SANDAG to compare and contrast each agencies proposals for providing SanGIS's public FTP data download, public and member agency mapping services. The presentation should include a Gap analysis of the two proposals.

*Andrew, Ross and Phyllis. Obtain a proposal from SANDAG to prepare Gap analysis with SanGIS. Provide to the Board when ready.*

8. Short-term Action Items list approved but amended to 1) first require Board action from the outcome of item 8 above; and, 2) pull Item 11 from the Short-term Action Items list until the legal impact on the JPA is determined.

*Andrew, Ross and Phyllis. Update Board at next meeting.*

Respectfully Submitted,

Approved,

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Andrew Abouna  
Executive Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
SanGIS Board Member

\_\_\_\_\_  
Date