



# San Diego Geographic Information Source

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## Management Committee Meeting Minutes

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This notice is given in accordance with the provisions of California Government Code section 54956.

**Date:** Tuesday June 23, 2009

**Time:** 9:30 am

**Place:** SanGIS

5469 Kearny Villa Road, Suite 102  
San Diego, CA 92123

**Meeting called to Order:** 9:45 am

**Meeting Adjourned:** 10:45 am

### Management Committee Members Present:

- Phyllis Chapin, City of San Diego Representative
- Ross Martin, County of San Diego Representative

### Others Present:

- Brad Lind, SDDPC Program Manager for SanGIS

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### MEETING MINUTES

#### 1. Approve Previous Meetings' Minutes

Minutes from the June 16, 2009 Management Committee meeting were reviewed and approved

#### 2. Public Comment

No public comments were received

#### 3. Staff Reports Review

- Brad presented a report on the status of the major initiatives underway or planned at SanGIS.
- The Landbase Maintenance and Labor Categories reports were not available at this meeting

#### 4. Review Financial Issues

- The Committee reviewed and approved for payment two invoices presented by the Program Manager
- An additional invoice for City of San Diego labor was referred to the Board of Directors for payment approval. Ross will circulate the invoice to Chandra.

**5. SanGIS Administration, Business, and Operational Items**

- The Committee and the Program Manager discussed the labor categories being used to track time at SanGIS and an apparent misalignment with City and County time recording codes. Phyllis reported that no changes can be made to the City codes at this time because of the OneSD implementation under way. The Committee directed Brad to review the categories for SanGIS, City, and County and compare them with the requirements of the gap analysis done in 2008 and develop a proposal for aligning the categories.
- Ross reported on the status of the re-write of the SanGIS legal notices and disclaimers that he has worked on. The Committee discussed the revisions presented by Ross. It was noted that there is also a disclaimer that City and County staff use when printing paper maps that should be incorporated into the notice. Ross will revise the notices and bring to a future Committee meeting for review.

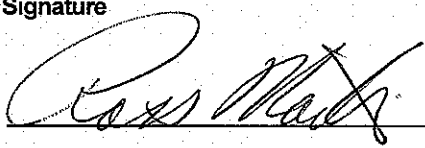

**6. Discuss SanGIS Board Action Items Assigned to Management Committee**

- The Committee discussed the status of the Service Level Agreement (SLA) between SanGIS, the City, and the County. Phyllis needs to provide comments for inclusion in a revised edition before the document can be forwarded to the SanGIS Technical Advisory Board (STAB) for review and comment. Phyllis will bring her written comments to a future meeting so that they can be incorporated in the document.
- Ross reported that there is an agreement in principle for the County to lease the space at the County Operations Annex to SanGIS. There is some question as to the mechanics of leasing the space – it may go through the County “SanGIS” department or it may go through LEUG. Ross is continuing to work out the details.

**7. Other Items**

- No other items were brought before, or by, the Committee for discussion.

Minutes prepared by: Brad Lind, SanGIS Program Manager June 29, 2009

These minutes are approved by:	Signature	Date:
Ross Martin SanGIS Management Committee		6/30/2009
Phyllis Chapin SanGIS Management Committee		6/30/2009