



San Diego Geographic Information Source

Management Committee Meeting Minutes

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

Date: Friday July 31, 2009

Time: 1:00 pm

Place: SanGIS

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

Meeting called to Order: 1:15 pm

Meeting Adjourned: 2:30 pm

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

MEETING MINUTES

1. Public Comment

No public comments were received

2. Planning for Board of Directors Meeting


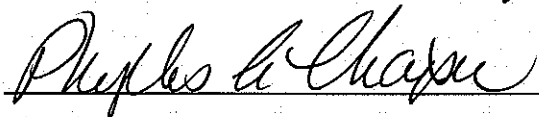
- The Committee worked on the agenda and presentations for the Board of Directors meeting on August 18, 2009 at SanGIS offices. The agenda will be published once it is reviewed and approved by the Committee members. Items discussed to be included in the Board package were:
 - The GL017 and GL051 reports for FY2010 period 1 (July) and end of FY2009 should be available and included in the Board package.
 - The Memorandum Of Understanding (MOU) between SanGIS and SanDAG has been reviewed by the City's Attorney and comments provided to Phyllis. This will be discussed at the Board meeting but a final version may not be available.
 - Phyllis finished review and edits of the SanGIS Service Level Agreement (SLA) and discussion of this item will be included on the Board agenda. Brad and Ross are to review the edits and provide final comments at the next Management Committee meeting on August 4.

- New SanGIS space will be discussed. Brad needs to make changes based on the actual dimensions that he and Ross collected last Tuesday and the requirement for 36 to 42 inches between rows of cubicles to accommodate ADA requirements.
- The Board meeting will include a tour of the SanGIS facilities and introduction of staff members that are present. It is anticipated that there will be a brief presentation on the business processes being performed by each major group.
- The Board agenda will include an item to discuss the SanGIS program manager position.

3. Other Items

- Phyllis reported that the end of FY2009 billing for City labor for SanGIS(period 13) did not occur on July 27 as planned due to implementation of the City's new SAP ERP system. The invoice will be sent to SanGIS as soon as it is ready and will appear as coming from FY2010 funds.
- Brad is to set up a meeting with the City Attorney and the County Counsel for SanGIS to work out final details on the SanDAG MOU. This meeting will need to be noticed as a Management Committee meeting to meet requirements of the Brown Act.
- The Committee requested that Brad check with Chris Pyle at SDDPC to understand the reasons why City and County replication of SanGIS data continues to fail.
- Brad was directed by the Committee to post the final FY2009 audit to the SanGIS web site.

Minutes prepared by: Brad Lind, SanGIS Program Manager August 3, 2009

These minutes are approved by:	Signature	Date:
Ross Martin SanGIS Management Committee		8/04/2009
Phyllis Chapin SanGIS Management Committee		08/04/2009