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# 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 August 4, 2009

**Time:** 9:30 am

**Place:** SanGIS

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

**Meeting called to Order:** 9:50 am

**Meeting Adjourned:** 11:30 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 30, July 28, and July 31, 2009 Management Committee meetings were reviewed and approved

**2. Public Comment**

No public comments were received

**3. Staff Reports Review**

- The Committee reviewed the Landbase Maintenance and Labor Categories reports for the week ending August 2, 2009. No comments or corrections were made.
- Brad noted that the Labor Categories report included the new categories approved for use by the Committee at their last meeting.

**4. Review Financial Issues**

- The Committee reviewed and approved for payment four invoices presented by the Program Manager.
- The City and the County were both given invoices for the first payment due for SanGIS operating expenses. The Committee requested that the County invoice be re-done to invoice all departments separately and that the second invoice be for LEUG alone.
- Phyllis reported that she is still working on getting the final FY2009 labor invoice to SanGIS.

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

- Brad reported that the Eagle Aerial Imagery review is almost complete. Comments on problems with imagery were sent to Eagle Aerial and that they have acknowledged receipt of that correspondence but nothing further. Brad will follow up with Eagle to see when they expect to send a new dataset.
- Phyllis raised some questions about insurance and maintenance at the County Annex space that SanGIS will be moving into. Ross reported that common area maintenance and janitorial services are included in the cost. Ross also reported that there is always power and lights to the area but that the air conditioning is turned off on weekends.
- Brad reported on the editing environment update. One question arose over the last couple of days regarding the ROADG layer that is extracted for San Diego Fire dispatching. There is some concern that there will be a change in intersection coordinates in the 7<sup>th</sup> or 8<sup>th</sup> decimal place that may cause a massive update to the extracted data. SanGIS and SDDPC are working to determine if this will be a problem and, if so, how big an issue it will be.
- The Committee discussed the Public Safety road segment class and implementing changes needed for County Sheriff and San Diego Fire. Brad to set up a meeting with these two agencies and SanGIS staff to work out final details on solving this problem and resolving how the road aliases are used.
- The Committee discussed ongoing problems that the City and County are experiencing when trying to replicate the SanGIS Data Warehouse. This is not reported as a SanGIS problem but the Committee would like Brad to check with SDDPC to see if there is anything SanGIS can do to help correct the issue. SanGIS staff was directed to look into possibilities of using file geo-database replication to rectify the issue.
- The City was asked to verify data hosting requirements for sewer maintenance (SHARQ.)
- Brad provided a sample profit/loss report developed by Gia Kearns (accounting staff). Brad also reported that a review of SanGIS accounting vs County Auditor reports show a 98% reconciliation for end of FY2009 and that Gia continues to work on resolving the remaining items. The Committee requested a monthly report showing the differences between County Auditor and SanGIS financial reports. Brad will ask Gia to start providing this.

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

- The Committee discussed the status of the Service Level Agreement. Phyllis has completed her review and comments and provided edits to Brad. Brad will develop a new version of the document and send to the Committee for discussion at the next Management Committee meeting.

7. Other Items

- There will be no Management Committee meeting on August 18 due to the Board meeting.

Minutes prepared by: Brad Lind, SanGIS Program Manager August 10, 2009

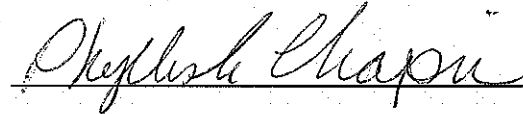
These minutes are approved by: Signature Date:

Ross Martin  
SanGIS Management Committee



8/11/2009

Phyllis Chapin  
SanGIS Management Committee



8/10/2009