



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: Tuesday August 25, 2009

Time: 9:30 am

Place: SanGIS
5469 Kearny Villa Road, Suite 102
San Diego, CA 92123

Meeting called to Order: 9:30 am

Meeting Adjourned: 11:20 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

MEETING MINUTES

1. Approve Previous Meetings' Minutes

Minutes from the August 11, 13, and 18, 2009 Management Committee meeting 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 weeks ending August 16 and 23, 2009.
- Brad presented a new report on labor utilization that will be made available to the Committee at their regular weekly meetings.

4. Review Financial Issues

- The Committee reviewed and approved for payment three invoices that were presented by the Program Manager.

- The SanGIS special districts report to the State Comptroller is now due. Ross reports that the County Auditor's office will file this report for SanGIS.
- Ross reported that he has authorized the County Auditor to include the FY2010 budget numbers in SanGIS accounting. The budget should now display in the monthly GL017 report
- The Committee and Brad discussed the invoice pending from Spatial Wave for the Map Library utility used on the SanGIS web site. The Committee asked Brad to discover if this renewal was for support and updates or if it was a license to use. The Committee also asked if there was updated software that SanGIS should be using. Brad will investigate.

5. SanGIS Administration, Business, and Operational Items

- The Memorandum of Agreement (MOA) with SanDAG was discussed. Phyllis will be forming the transmittal letter to SanGIS and would like to reference the original communication between SanDAG and SanGIS. Phyllis will send the MOA to SanDAG once the transmittal letter is completed.
- Brad reported to the Committee that the move to the new editing environment was completed over the past weekend and the staff were now working in the new environment. A couple of minor technical difficulties were discovered during the update but they were quickly corrected by the Quartic consultants.
- The Committee discussed the problem of the editing staff not being able to download or print multipage recorded documents from the County. The staff used to have this ability but recent changes at the County now prevents printing more than one document at a time. Ross will do further checking with County IT staff to see if there is a solution to this problem.
- Brad reported that SanGIS will be taking on an unpaid intern, Marty Graham, by the middle of September. The internship will be 8 to 10 hours a week for approximately 12 weeks. This will allow Ms. Graham to complete her GIS certificate.
- Brad reported that Eagle Aerial is expected to deliver the reprocessed imagery for 2009 within the next week. Phyllis will work with Laura Brenner at San Diego Fire to be sure that Eagle receives her requirements for the MrSID compression that will work with the SD Fire CAD system.
- The Committee discussed the problem with loading addresses from the City. The City Department of Development Services has not provided a usable file of addresses since January 2009. SanGIS has notified the City about the problem and Phyllis will be following up with DSD to see what can be done to remedy the situation.
- The Committee discussed the results of the meeting on August 24 to resolve the road editing process and provide tools that will accommodate San Diego Fire and County Sheriff for undocumented roads that are drivable. The meeting resulted in SanGIS agreeing to provide two new segment classes for undocumented roads – Undocumented Named Roads and Undocumented Unnamed Roads. SanGIS will also add an attribute to the Road Segment Alias Name that can be used by jurisdictions to indicate if this road alias name is used by that jurisdiction. Brad has the action item from the meeting to develop the detailed plan, acquire estimates, and implement the plan once approved by the Management Committee.

6. Discuss SanGIS Board Action Items Assigned to Management Committee

- The Committee discussed the SanGIS relocation to the County Operations Annex. Ross is still confirming the ADA requirements for space between cubicle rows.

7. Other Items

- The Committee discussed the SDREGIN report that was recently distributed by the SDSU Research Foundation. No decisions or actions were taken as a result of this discussion.

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

These minutes are approved by: Signature Date:

Ross Martin
SanGIS Management Committee Ross Martin 9/1/2009

Phyllis Chapin
SanGIS Management Committee Phyllis A. Chapin 9/1/2009