



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 September 1, 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: 11:20 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 25, 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 Error report and the Labor Categories report for the week ending August 30, 2009.
- Brad presented an alternate form of the new Labor Categories form that calculates and graphs the Average Hours per Week over the period reported. The Committee agreed the new report was preferred over showing the total hours.

4. Review Financial Issues

- The Committee approved for payment four invoices presented by Brad for review.

- The Committee reviewed a mock up of a report prepared by the SanGIS accounting staff that would track SanGIS records of revenue and expenses against the County GL017 report and the current year budget. The Committee agreed the report would be useful. Brad will see if the report for July and August can be completed by the next Management Committee meeting.
- Brad reported that due to a conversion of AT&T data and phone lines to the new CalNet2 contract, SanGIS will receive a credit of over \$9,000 (\$9,457.80). This credit will be applied to monthly bills for AT&T Internet Service.
- Ross also noted that the cost for program management services from SDDPC has gone down in FY2010 by \$9.00 per hour. This translates to approximately \$9,360 in savings over the course of the fiscal year for ½ time program management.

5. SanGIS Administration, Business, and Operational Items

- The Committee discussed the request from SDSU to provide the SanGIS schema. Brad reported that he and SanGIS staff had discussed the request with SDSU to better understand their needs. Per that conversation it was determined that the request for the SanGIS schema was inappropriate for their needs and that other methods of developing a schema were better suited to what they were looking for. The Management Committee agreed that any work to provide schema information must be recovered from the requestor and that certain parts of the schema may be protected by license agreements.
- Brad reported that now that the editing environment upgrade is completed, SanGIS will be moving ahead with installing NHD tools and taking on editing NHD data as the next priority project. Following that implementation, SanGIS will begin looking into a pilot project for using ESRI's Cadastral Editor product.
- The Committee discussed the ongoing problem of City of San Diego addresses not being provided in the correct format. SanGIS has not been able to load new City addresses for a number of months because the file formats provided by the City do not meet the required specifications. Phyllis has made numerous attempts to contact the City's Department of Development Services that is responsible for the address file but she has received no response to her inquiries. The Committee asked Brad to look into this as well and see if there were any other contacts at DSD that could help resolve the problem.

6. Discuss SanGIS Board Action Items Assigned to Management Committee

- The Committee discussed the agenda for the next Board meeting (September 8). Brad will draft the agenda and send to the Committee members for comments and edits.
- Brad reported that the comment period for the Service Level Policy expired on Monday, August 31, 2009 at close of business. Some comments were received and have been incorporated into the document. The final revisions were reviewed by the Committee and no additional changes were made. The Committee directed Brad to include approval of the Service Level Policy document as an action item request for the Board meeting on September 10.
- Ross reported that he had discussed the build out options for the new space at the County Annex with the County's Department of General Services and the contractor. The County's contractor is requesting specifics on what is needed by SanGIS. Ross will set up a meeting with DGS, the Contractor, and Brad to finalize the details.

7. Other Items

- No other items were presented to or by the Committee for review or discussion.

Minutes prepared by: Brad Lind, SanGIS Program Manager

September 2, 2009

These minutes are approved by: Signature

Date:

Ross Martin
SanGIS Management Committee



9/08/2009

Phyllis Chapin
SanGIS Management Committee



9/08/2009