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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 September 29, 2009

**Time:** 9:30 am

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

**Meeting called to Order:** 9:55 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 September 15, 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 reports for the weeks ending 9/20/09 and 9/27/09. The Committee reviewed the Year-to-Date Labor Categories Summary report for the week ending 9/27/09.
- Brad presented a report showing number of hours per week spent in the Administration category. This report shows that hours in this category are dropping after discussions with staff on how they record their time. Brad reported that staff members were recording time in Administration that rightfully should have been associated with landbase maintenance or data warehouse, etc. The staff should now be more aware of the categories they have available and how to use them.
- Brad presented an updated Major Initiatives report for review by the Committee.

#### 4. Review Financial Issues

- The Committee reviewed and approved for payment six invoices presented by the Program Manager.
- The Committee discussed the status of the Eagle Aerial contract and final payment. Brad reported that there was one outstanding issue with one tile missing some data and that Eagle Aerial was still working with SD Fire to determine the correct MrSID compression. The data has been reviewed by the County Department of Public Works with no significant defects noted. SanGIS has reviewed every tile and have found no significant defects.

The Committee agreed that the contract was complete and that the final payment could be made with the understanding that Eagle Aerial was to supply the MrSID files for SD Fire and would replace the one tile with missing data. The Committee directed Brad to notify Eagle Aerial of this understanding.

Subject to that understanding, the Committee approved the final payment for this contract.

- Brad was directed to notify Ross of any County Departments that have not yet paid their share of the first SanGIS invoice. It was noted that the City payment for the first invoice has been received.

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

- The Committee discussed the proposed solution to handling undocumented roads for the City and County dispatch agencies. The Committee noted that the Board of Directors is concerned about liability issues if this data is publicly available and that they have requested a legal opinion from SanGIS counsel to that effect. The Management Committee directed Brad to not release the undocumented road data to the public download site unless/until such opinion has been rendered. Brad will modify the proposed solution document accordingly and distribute to STAB members for comment at their next meeting.
- Brad reported that the project to convert the old RUIS manual to electronic (Word) format has been started and that sections dealing with standards are already completed. Those sections are now under review by the operations manager. The next step is to rewrite the remaining portions of the documents. The Committee agreed that the RUIS manual is not a governance document but rather a standards document and that it should reflect that status in its revised form. As directed by the Committee, Brad will work with staff to re-draft this manual as the SanGIS Landbase Standards Manual.
- Brad requested a decision from the Committee on a request by the City Engineering and Capital Projects Department to remove certain layers and/or views from the SanGIS data warehouse. Phyllis reported that removal of the subject views was still under discussion and that they should not be removed until requested by her. It was noted that any deletion from the data warehouse will require STAB approval.
- Brad reported that SanGIS is now reviewing quotes from email service providers. The current SanGIS email is hosted on an in-house server that is well past its useful life and requires more maintenance than should be necessary. Brad requested the Committee approve moving SanGIS email from the in-house environment to a hosted service at an approximate cost of \$1,500 per year.

The Committee directed Brad to prepare a formal recommendation for the selected service provider and present at a future Management Committee meeting for approval. The recommendation should include a statement on the retention policy for email.

- Brad reported that he and the SanGIS technical support staff met with AT&T to discuss migration of the SanGIS internet service from AT&T "DIA" to their "MIS" technology. This is a required migration as AT&T is decommissioning their DIA hardware and moving all customers to the newer

MIS. This may result in a \$600 to \$1,200 one time credit to SanGIS. This migration is not yet scheduled.

- Also discussed with AT&T were requirements for the SanGIS office relocation. Brad reported that it will be necessary to work with AT&T, SanGIS tech staff, and the County telecommunications staff to define the architecture of the voice and data connections to the new space. Ross will locate the correct contact for the County and provide to Brad to arrange a meeting on the subject.
- The Committee discussed the status of the relocation planning. Brad reported that the current SanGIS furniture is Herman-Miller and that a space planner familiar with that brand will be necessary. Ross has contact information for a planner and will forward that information to Brad to arrange a meeting and review of the proposed layout.
- Ross reported that he had occasion to review some content from ESRI Data Services and noticed that there are areas in the County showing roads that are not in SanGIS. These may be undocumented, unrecorded roads such as driveways and office complex drives. The Committee discussed whether or not there was a way to review outside data to determine if the SanGIS data was missing. Brad reported that when those areas are discovered they should be sent to SanGIS for review and determination of whether it was undocumented or some missing area in the SanGIS landbase. However, SanGIS does not currently have the resources for a comprehensive project to compare all SanGIS road data against outside sources.
- Brad reported to the Committee that San Diego Fire has stated that they have approximately 1200 undocumented roads that will need to be entered once the new procedure is approved. SanGIS is not currently staffed to handle this workload in the short time frame that SD Fire has indicated they may need it in. Or, SanGIS might do the work but other landbase editing functions would have to be delayed.

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

- The Committee discussed the status of the Memorandum of Agreement (MOA) with SanDAG. Phyllis continues to work on the transmittal letter. It is expected this will be complete prior to the next Board meeting.
- Brad presented a proposal to the Committee to suggest to the Board of Directors that Board meetings could be rescheduled to every other month rather than monthly. This recommendation is based on the list of Board action items that have been completed, a review of business conducted at the last few Board meetings, and recognizing that SanGIS operations and management has stabilized significantly with an interim program manager in position. The Committee agreed that this recommendation should be made and directed Brad to add it as an action item on the next Board meeting agenda.

**7. Other Items**

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

Minutes prepared by: Brad Lind, SanGIS Program Manager

October 1, 2009

These minutes are approved by: Signature

Date:

Ross Martin  
SanGIS Management Committee



10/13/2009

Phyllis Chapin  
SanGIS Management Committee



10/13/2009