



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 October 13, 2009

Time: 9:30 am

Place: SanGIS

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

Meeting called to Order: 9:35 am

Meeting Adjourned: 12:15 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. Approve Previous Meetings' Minutes

- Minutes from the September 29, 2009 and October 8, 2009 Management Committee meetings were reviewed and approved.
- The Committee discussed whether the STAB meeting minutes should be posted separately on the SanGIS web site and determined that it was necessary to show the minutes as part of the Management Committee meeting minutes for those dates or that there should be a separate area on the web site for STAB meeting agendas and minutes. Brad is to coordinate creation of the web page for STAB.

2. Public Comment

No public comments were received

3. Staff Reports Review

- The Committee reviewed the Labor Categories Summary report for the week ending October 11, 2009 and the Landbase Error and Maintenance Report for the weeks ending October 4 and October 11.

4. Review Financial Issues

- The Committee reviewed and authorized nine invoices that were presented by the Program Manager for payment.
- The Committee reviewed a revised report from SanGIS accounting staff that compares County auditor records with SanGIS in-house records. The new report includes sections that show budget projections and budget reallocations.
- The Committee requested that Brad verify the carry over funds balance at least monthly via the GL051 report provided by the County Auditor.

5. SanGIS Administration, Business, and Operational Items

- Phyllis noted that City employees at SanGIS use CITRIX accounts to access the City's time recording system. She requested that Brad look into ways that the CITRIX accounts might be eliminated when SanGIS relocates to the County Annex.
- Brad presented a proposal to the Committee to move SanGIS's email from the current in-house solution to a hosted solution. Brad explained that the current system is running on hardware that is over 8 years old and is prone to failure. The server software is also out of date. Either new equipment needs to be purchased or email services need to be moved to a hosted service. The expected savings over 5 years with a hosted solution is estimated at \$2,500.

The Committee reviewed the proposal and directed Brad to update the proposal to include discussions on licensing, security, privacy, use of private information, and retention. Brad will also update the requirements list to include retaining the "@SanGIS.org" domain.

- Brad presented an estimate prepared by SDDPC to complete a batch and single use geocoding service that could be used by the City and County. The proposed service would integrate lookups of SanGIS data as well as outside data services to provide higher quality results than are currently being achieved by JPA members. The Committee determined reviewed the proposal and directed Brad to add it to the agenda for the next STAB meeting. Proceeding with this development will also require a budget move from carry over funds to current year budget. This will require Board action. The item will be placed on the agenda for the next Board meeting.
- Ross reported that he has discussed SanGIS's proposal for handling undocumented roads with SanGIS counsel. The preliminary determination is that the map disclaimer required to be used by JPA members on all maps produced using SanGIS data would adequately cover liability issues. However, an official written opinion will be provided after more indept review.

The Committee agreed that the proposal could go forward with implementation but that data will not be provided to the public download site.

- Brad presented a report by SDDPC on usage of the four T1 lines from SanGIS to the City. The report states that, in general, the capacity of these lines is underutilized. However, during certain times of peak load, the capacity of up to three lines is fully utilized for short periods. SDDPC recommends that one T1 line could be dropped at this time without significant performance impact and that additional monitoring should be conducted on the SanGIS side of the lines to determine if more lines could be dropped. Brad took the action to see if there were tools at SanGIS that could be used to monitor the use of these lines.

- Brad presented a list of current servers in use at SanGIS and their in-service dates. Many servers have been in service over 7 years and have reached their end-of-life expectancy. The Management Committee directed Brad to develop a plan for outsourcing appropriate services (such as storage and web site) in order to reduce the total server count and for replacing critical servers that must remain at SanGIS. Brad explained that some servers on the list were being retired and would not be replaced. SanGIS continues to work on reducing the total infrastructure cost.

6. Discuss SanGIS Board Action Items Assigned to Management Committee

- Phyllis reported that the final draft of the SanDAG Memorandum of Understanding has been forwarded to SanDAG.
- The Committee directed Brad to send official notice to the current building management that SanGIS would be vacating the premises at the end of the lease.
- The Committee discussed a more permanent and full time replacement for the Program Manager/Executive Director position. Phyllis reported that the City is still evaluating their personnel needs and that it will probably be the end of the calendar year before the City is ready to propose a replacement solution.


7. Other Items

- Ross requested that Brad look into the feasibility of SanGIS producing individual file geodatabases for each layer available to the County for download instead of the single geodatabase currently being produced.

Minutes prepared by: Brad Lind, SanGIS Program Manager October 15, 2009

These minutes are approved by: Signature Date:

Ross Martin
SanGIS Management Committee



10/20/2009

Phyllis Chapin
SanGIS Management Committee



10/20/2009