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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 October 20, 2009

**Time:** 9:30 am

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

**Meeting called to Order:** 10:05 am

**Meeting Adjourned:** 10:55 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 October 12, 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 Summary report for the week ending October 18, 2009.

**4. Review Financial Issues**

- The Committee reviewed and approved for payment 5 invoices recommended by the Program Manager.
- Phyllis Chapin requested a confirmation on who completed the Special Districts Financial Transactions Report to the State. Brad will confirm that the report was completed and obtain a copy from the County Auditor.

- Ross reported that the County Auditor is working on the annual (FY2009) audit for SanGIS and that the RFP for an independent auditor should be available for respondents now.

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

- The Committee discussed the proposal brought forth by Brad to replace the current inhouse email system with a hosted solution using Google's business email service. Phyllis requested that the proposal be reviewed by SDDPC security staff as a precaution. Brad noted that he had already discussed this with SDDPC security staff and that they had some questions but no concerns.

Phyllis requested that Brad revised the proposal to include what practices and policies are in place by Google to protect security, privacy, retention of email, and accessibility. Brad will revised the proposal accordingly and bring to the next Management Committee meeting for approval.

- The Committee discussed the recent announcement of the availability of National Spatial Data Infrastructure (NSDI) Cooperative Agreements Program (CAP) grants through the Federal Geographic Data Committee. The Committee noted that grant money is available for replication services similar to what needs to be done between SanDAG and SanGIS. The Committee requested that Brad obtain a copy of the grant application.

This item was tabled to the next Management Committee meeting for further discussion.

- Ross reported that the USGS has announced imagery available for the border area. This is along the US-Mexican border and up to 30 miles north. The dataset was commissioned by the Department of Homeland Security. This dataset is available from USGS. The Committee recommended that SanGIS obtain this data set and include it in SDE to be available to JPA members. Brad is to discuss this with Drew Decker of USGS.

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

- The Committee requested that Brad check with the County General Services Department to see what the status is on the estimate for finishing the work at the new SanGIS space.

**7. Other Items**

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

Minutes prepared by: Brad Lind, SanGIS Program Manager

October 26, 2009

These minutes are approved by: Signature

Date:

Ross Martin  
SanGIS Management Committee



10/27/2009

Phyllis Chapin  
SanGIS Management Committee



10/27/2009