



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 November 10, 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: 11:45 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 October 27, 2009 Management Committee meeting were reviewed and approved

2. Public Comment

No public comments were received

3. Staff Reports Review

- The management Committee reviewed the Labor Categories Summary Report and the Landbase Error and Maintenance Report for the week ending November 8, 2009.

4. Review Financial Issues

- The Committee reviewed and approved for payment 9 invoices presented by the Program Manager.
- The Committee reviewed the GL051 report from the County Auditor for the period ending October 31. The report shows a fund balance of \$320,190. This balance does not reflect payment by the City or County of the second invoice from SanGIS. The amount also does not reflect payment to the City

and County for labor for the fiscal year. Phyllis and Ross report that they are both working on getting invoices to SanGIS for the labor amounts.

- The Committee discussed mid-year budget adjustments that might be requested of the Board of Directors at their January meeting. Brad will work up a proposal for review by the Committee. Items to consider are:
 - Costs for the build-out and relocation of SanGIS to the County Operations Annex.
 - Final payment to Eagle Aerial for 2009 imagery. This payment was expected to come out of FY2009 funds but payment was delayed until deliverables were received.
 - Balance minor items that were not sufficiently budgeted.
 - Costs for completing comprehensive geocoding service for City and County (SDDPC cost).
 - Infrastructure plan implementation. Brad is to develop a three year infrastructure plan and apply costs that may be requested for FY2010 including a data backup system.
 - Costs for acquiring imagery in Fall of 2010 (as directed by the Board).
 - Other activities (additional program management, easements, web site updates, etc.).
- The Committee discussed development of the FY2011 budget. A draft needs to go to the Board of Directors at the January meeting. Brad to begin development on the proposed budget for review by the Management Committee in December.

5. SanGIS Administration, Business, and Operational Items

- The Committee discussed setting up a data replication service for non-JPA partners similar to what is being implemented for the City and County. This service would allow non-JPA members to set up automatic replication of SanGIS data in a geodatabase format and would preclude the need to download layers one at a time. There would need to be a cost to obtain this service.
- The Committee discussed the need by both City and County users for including easements in the SanGIS landbase. The County has a proposal out to get quotes to provide an updated easement layer. Brad will review the proposal to determine if it is something SanGIS can provide as an extra service, at cost, to the County.

The Committee requested that Brad determine the level of effort needed to re-instate easement updates as part of the landbase maintenance. This effort would involve to begin adding easements to the landbase that City and County JPA partners are a party to. Backlog could be determined from the respective real estate asset divisions of each partner.

- The Committee discussed submitting an application for federal CAP grant to develop the data replication service. Brad discussed the need for more detailed scope of services in order to determine the cost and to determine if the cost of developing the proposal was in line with the cost of the development work. Brad is to establish a budget estimate for the work and to set up a meeting with USGS to discuss partnering in this application. Brad will set up a meeting with USGS to discuss.
- The Committee reviewed a proposal presented by the Program Manager to move SanGIS email from the current in-house solution to a hosted service. SanGIS proposes to use Google's Gmail as the hosted service. After review and comment the Committee voted to approve the proposal and move forward on outsourcing email services.
- Brad reported that the last aerial imagery tile in TIF format for the 2009 imagery was received by SanGIS in the correct coordinate space. SanGIS is now ready to begin loading the data to SDE for use by JPA partners.

6. Discuss SanGIS Board Action Items Assigned to Management Committee

- SanGIS space at the County Operations Center Annex was discussed. There was some question about the allocation of space in the warehouse that SanGIS proposes to use. Ross will confirm with County DGS that the space is allocated to SanGIS and not to some other County Department.
- Brad reminded the Committee that the next Board meeting would be held on Thursday, November 12 at the City Administration Building.

7. Other Items

- No other non-agenda items were presented for discussion.

Minutes prepared by: Brad Lind, SanGIS Program Manager November 12, 2009

These minutes are approved by: Signature Date:

Ross Martin
SanGIS Management Committee

Ross Paul Martin

11/17/2009

Phyllis Chapin
SanGIS Management Committee

Phyllis G. Chapin

11/17/2009