



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 17, 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
- Drew Decker, United States Geological Survey

MEETING MINUTES

1. Approve Previous Meetings' Minutes

Minutes from the November 10, 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 Error and Maintenance Report and the Labor Categories Summary report for the week ending November 15, 2009.
- Brad provided the Committee with an updated copy of the Major Initiatives Report but the report was not discussed.

4. Review Financial Issues

- The Committee reviewed and approved 8 invoices presented by the Program Manager for payment.

- The Committee discussed the financial audit for the FY2009 fiscal year. The County Auditor has selected Moss, Levy, et al as the independent auditor for SanGIS based on an RFP process. SanGIS must gather information and prepare a financial statement in accord with Moss, Levy's requirement in order for them to complete the audit. The Committee discussed list of firms provided by the County Auditor that could prepare the financial statements.

The Committee directed Brad to review the scope of work from last year's financial statement prep contract and contact at least three firms on the County's approved list for quotes. The Committee will select a firm based on these quotes at the next Management Committee meeting.

- ESRI has issued a quote for maintenance on their GIS software. Brad has reviewed the quote and verified that it covers all of the ESRI software owned by SanGIS. Brad presented a comparison of ESRI costs between the previous fiscal year and this year. The only change is an increase in the sales tax amount as a result of state-wide sales tax increases. The Committee approved issuance of a purchase order to pay this expense.

5. SanGIS Administration, Business, and Operational Items

- Brad announced that there is a meeting scheduled for Monday, November 23, 2009 to review the changes to the editing environment to accommodate the undocumented roads requested by San Diego Fire and the Sheriff's Department. The Committee will send one representative and the meeting will not be noticed as a Management Committee meeting.
- The Committee discussed a scope of work document received from the County Department of Public Works (DPW) to create a geodatabase of easements. Brad explained that SanGIS data warehouse only has easements dating from the inception of SanGIS (no RUIS data) and that it is only road and open space easements.

The Committee directed Brad to include updates of easements as part of the SanGIS landbase as that information is provided but that entry of any backlog of easements that a department wants entered would need to be paid for by that department. Brad is also to meet with DPW to see if SanGIS can provide the services as outlined in their scope of work.

6. Discuss SanGIS Board Action Items Assigned to Management Committee

- Brad announced that he would be meeting with a space planner and moving consultant today to discuss details of the SanGIS office relocation. This consultant is on the County's approved list of contractors and is part of the services that can be included in the buildout quote.

The Committee also discussed the quote received from the County's contractor for the new space buildout. The quote does not include the requested addition of a locked server/network equipment room. Brad and/or Ross will meet with the contractor and County DGS to review the requirements in order to get an updated quote.

7. Other Items

- Drew Decker of the USGS met with the Committee to answer questions on the CAP grant program. The Committee discussed the grant requirements and selection criteria with Mr. Decker and explained the geodatabase replication project proposed for submittal. Mr. Decker answered the questions and provided what information he had on the program. The Committee thanked Mr. Decker for his attendance and information.

The Committee later determined that SanGIS should proceed with application for a CAP grant with USGS as a liaison. Brad was directed to make application to Grants.gov – a necessary step in the application. Ross Martin will prepare the proposal for review by the Committee.

- Brad asked the Committee if the proposed switch to Gmail for hosted email services could be covered by the Committee's corporate credit card because Google does not seem to have an invoice billing system for small orders. The Committee stated that they would prefer to have the services invoiced and directed Brad to revisit the issue with Google.
- The Committee was reminded that due to holidays, vacations, and budget cuts SanGIS would be closed on both Thanksgiving and the Friday following. Notices are posted on the SanGIS website and the main office door.
- Due to vacations there will be no Management Committee meeting on November 24. The next meeting will be Tuesday, December 1, 2009 at the regular time.

Minutes prepared by: Brad Lind, SanGIS Program Manager November 27, 2009

These minutes are approved by: Signature Date:

Ross Martin
SanGIS Management Committee Ross Paul Martin 12/08/2009

Phyllis Chapin
SanGIS Management Committee Phyllis Chapin 12/08/2009