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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 December 8, 2009  
**Time:** 9:30 am  
**Place:** SanGIS  
5469 Kearny Villa Road, Suite 102  
San Diego, CA 92123

**Meeting called to Order:** 9:40 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 November 17, 2009 Management Committee meeting were reviewed and approved

#### 2. Public Comment

No public comments were received

#### 3. Staff Reports Review

- The Committee reviewed the Labor Categories report for the week ending December 6, 2009 and the Landbase Maintenance and Error report for the weeks ending November 22 and December 6, 2009

#### 4. Review Financial Issues

- The Committee reviewed and approved for payment two invoices recommended by the Program Manager. Two additional invoices exceeded the Committee's authority and are being hand carried to Board members for approval.
- Brad reported that quotes were solicited from three firms to create the financial statement necessary for the FY2009 audit. A firm has been selected to perform the work for \$3,500. Brad requested

approval from the Committee to issue a purchase order to engage Hutchinson and Bloodgood, LLP to complete the financial statements. The Committee approved issuing the purchase order.

- Brad reported that the migration to Google's Business Gmail service has been delayed because Google does not invoice customers but rather requires payment online via credit card. The Committee authorized the use of a Committee member's card for the payment.
- The Committee discussed mid-year budget adjustments to present to the Board of Directors at their January meeting. The Committee reviewed the FY2010 budget summary, analysis, and recommendations prepared by Brad. The Committee requested changes be made to the format and amounts. Brad will make the requested changes and have them available for review by the Committee at their next meeting.
- The Committee reviewed the proposed FY2011 budget proposed by Brad. The Committee made request for changes. Brad will modify per the Committee's request in time for final review at the next Management Committee meeting.

The Committee directed Brad to prepare the preliminary budget documents for presentation to the Board at their next meeting in January.

- Brad noted that the 2<sup>nd</sup> installments from both City and County JPA partners had not been received. The invoices were sent October 1, 2009. Phyllis and Ross will check with their respective organizations to see what the status is on getting these payments to SanGIS.

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

- Brad reported that the intern that had been working at SanGIS for the past few months is ending her course work and wrapping up her internship. It was reported that all goals were reached.
- The Committee reviewed and approved for transmittal a letter to Pacific Office Properties notifying them that SanGIS will be terminating the current lease on March 30, 2009.
- The Committee reviewed the proposed estimate for converting the County DPLU drainage easements into the SanGIS database. Brad is to revise the estimate to include coverage for overhead expenses and can then submit the estimate to DPLU for approval and notice to proceed. The Committee acknowledged that this extra work would be covered by adding additional hours to part time staff's current schedule. All additional costs would be covered by DPLU.
- Brad reported on the status of incorporating the USGS National Hydrography Dataset (NHD) into the SanGIS workflow. Certain technical issues had to be worked out and are now resolved. Refresher training from USGS is being conducted on site at SanGIS offices on Monday, December 14, 2009. SanGIS will then be ready to begin edits. The Committee asked that this new SanGIS capability be announced in a notice to JPA partners and other agencies that commonly work with SanGIS data.
- The Committee discussed the proposed application for a Cooperative Agreement Program (CAP) grant through the Federal Geographic Data Committee (FGDC). Further discussions with people knowledgeable about these grants indicate that SanGIS' proposed project may not meet this year's criteria. Given the expense of application and the low return on the project, the Committee agreed not to further pursue the application.
- The Committee reviewed and approved the Asset Disposal Policy proposed by the Program Manager. The Policy becomes effective immediately.

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

- The Committee discussed the revised proposal from County Department of General Services (DGS) to complete the final build out items at the new location at the County Operations Annex. The revised proposal did not include breakdown of the costs but seems to include the cost of the physical move. Brad will get a breakdown of the costs and make arrangements with DGS to proceed. The Committee requested that Brad make arrangements with DGS to pay the individual components separately as opposed to a lump sum. Brad will contact DGS to make these arrangements.

**7. Other Items**

- No additional items were brought by or before the Committee for discussion or action.

Minutes prepared by: Brad Lind, SanGIS Program Manager December 10, 2009

These minutes are approved by: Signature Date:

Ross Martin  
SanGIS Management Committee



12/15/2009

Phyllis Chapin  
SanGIS Management Committee



12/15/2009