



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 December 15, 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: 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

MEETING MINUTES

1. Approve Previous Meetings' Minutes

Minutes from the December 8, 2009 and December 10, 2009 (STAB) Management Committee meetings were reviewed and approved

2. Public Comment

No public comments were received

3. Staff Reports Review

- The Committee reviewed the Labor Categories Summary and the Landbase Error and Maintenance reports for the week ending December 13, 2009.

4. Review Financial Issues

- The Committee reviewed and approved for payment two invoices presented by the Program Manager. Brad reported that the invoice for labor from the City of San Diego was approved by Board Member Chandra Wallar and that the invoice for labor from the County of San Diego was being hand carried to Board Member Bill Anderson this afternoon for signature.
- SanGIS accounting staff notified Brad that the County labor invoice included costs for labor in fiscal year 2009 (FY2009) as well as the current fiscal year. Specifically, the invoice included labor costs for the period June 19 through June 30, 2009. For audit purposes the accounting staff will need enough detail to show how much of the invoice covers the FY2009 labor and how much is for current year. Ross took the action to get the details from the County auditor.
- Brad presented a proposal from Hutchinson & Bloodgood, LLP for preparing the FY2009 financial statement in advance of the FY2009 audit. SanGIS solicited bids from three firms and Hutchinson & Bloodgood submitted the only acceptable bid. Brad requested authorization to accept the bid and to issue a purchase order not to exceed the \$3,350 bid. The Committee approved the request.
- The Committee reviewed the proposed mid-year budget adjustments recommended by Brad. The Committee agreed on the recommendation and directed Brad to prepare a memo to the Board members summarizing the changes. The memo, along with the detailed spreadsheet, will be sent to Board members prior to the Board meeting.

5. SanGIS Administration, Business, and Operational Items

- Brad reported on the SanGIS network and email outage that occurred last Thursday and Friday. It appears the internet router failed after a UPS failure interrupted the router power supply. Brad reported that Cisco would not provide replacement parts or assistance because the router was beyond its end of life and was no longer supported. Brad contacted San Diego Data Processing Corporation (SDDPC) which was able to loan SanGIS the parts they needed and helped them reconfigure the router to bring internet and email service back on line. The loaner parts from SDDPC must be returned once a new router is procured.

Brad requested the Committee authorize issuance of a purchase order to replace both the failed router and the failed UPS. The Committee directed Brad to obtain three bids for each piece of equipment and authorized purchase orders up to \$4,000 (total) for the equipment replacement.

- Brad reported that the USGS National Hydrography Dataset (NHD) was now set up on a shared PC and that SanGIS staff would start updating the dataset within the week. Brad reported that the PC being used does not meet the minimum standard configuration that is used by the editing staff and requested the Committee authorize purchase of video card and second monitor to bring the computer up to standard configuration. The Committee approved issuance of a purchase order up to \$1,000.
- Brad reported that the new email service through Google Business Solutions (Gmail) has been ordered and staff is planning the implementation now.

6. Discuss SanGIS Board Action Items Assigned to Management Committee

- The Committee reviewed the revised spending plan from the County Department of General Services (DGS). The revised DGS plan includes completing the build-out of the server room and storage space at the new location, ceiling and carpet replacement as needed, moving services, and electrical and HVAC work according to the approved scope of work. The Committee authorized Brad to sign and forward the approved spending plan to DGS so that work could begin.
- The Committee directed Brad to prepare the standard Board meeting agenda with two items for action: 1) Request to accept the mid-year budget adjustments and 2) Request to transfer funds from FY2009 carry over to current year budget to accommodate the extra costs for the office relocation.

7. Other Items

- The Committee was reminded that there would be no meetings in the next two weeks due to Committee member vacations and the holidays. The next Committee meeting will be January 5, 2010.
- The Committee was reminded that SanGIS would be closed for public mapping (walk-in) customers from December 25, 2009 through January 1, 2010. This closure is due to budget cuts that require mandatory furlough for City employees during that period.

Minutes prepared by: Brad Lind, SanGIS Program Manager December 24, 2009

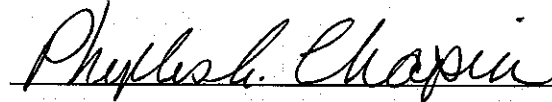
These minutes are approved by: Signature Date:

Ross Martin
SanGIS Management Committee



1/5/2009

Phyllis Chapin
SanGIS Management Committee



1/5/2009