



# 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 January 5, 2010

**Time:** 9:30 am

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

**Meeting called to Order:** 9:50 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 December 15, 2009 Management Committee meeting were reviewed and approved

#### 2. Public Comment

No public comments were received

#### 3. Staff Reports Review

- The Committee review the Landbase Error and Maintenance Report and the Labor Categories Report for the week ending January 3, 2010.

#### 4. Review Financial Issues

- The Committee reviewed and approved for payment 6 invoices presented for review by the Program Manager.
- The Committee reviewed the FY2010 budget adjustments that will be presented to the Board at the meeting on January 14, 2010. No changes were made. Ross reported that expenses for relocation

could be paid directly out of the fund titled "Contingency" and that another account category would not have to be created.

- The Committee discussed the mechanics of the budget adjustments and the funds transfer. Ross took the action to find out from the County Auditor what the process and necessary paperwork was required to move FY2009 carry over funds to current year.
- The Committee discussed the FY2011 budget that will be provided to the Board of Directors at the meeting on January 14, 2010. Phyllis had some changes to the budget document. Brad will make the changes before including the proposed budget in the Board package.

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

- Brad reported that quotes have been received for the new internet router and UPS purchase authorized by the Management Committee at the December 15, 2009 meeting but that the costs were coming in about \$1,000 more than originally estimated. Brad requested the Committee increase the authorization for purchase from \$4,000 to \$5,000. The Committee approved the increase in the Purchase Order amount to \$5,000.
- Brad reported that SanGIS has now converted email from in-house operated to Google's Business Solutions hosted services. No major problems have been encountered.
- Brad reported that the review of printing solutions was completed and that the results indicate that no major changes will be made because there are no cost savings apparent. The SanGIS copier lease runs out in August but the copier may be replaced in March as part of the move. No significant increase is expected as a result of this change.
- The Committee asked for and received a verbal report on the status of SanGIS stewardship for the National Hydrography Dataset (NHD). Brad reported that the NHD data has been downloaded and that work has started on editing the dataset. Ross requested that the data set be made available, as is, to City and County partners and that an announcement be made to the GIS Community that SanGIS is accepting requested changes.

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

- The Committee discussed the Board of Directors meeting materials. The Committee agreed that the Board package will include the FY2010 mid-year budget adjustment memo and summary, the proposed FY2011 budget document, the GL017 financial report through the end of December and the minutes from the previous meeting. The Committee directed Brad to assemble the materials and distribute to the Board members.

**7. Other Items**

- Phyllis reminded the Committee and Program Manager that a new national census will be done in 2010 and that in the past this has added increased requirements on the SanGIS staff's workload.

Minutes prepared by: Brad Lind, SanGIS Program Manager January 11, 2010

These minutes are approved by: Signature Date:

Ross Martin  
SanGIS Management Committee Ross Paul Martin 1/19/2010

Phyllis Chapin  
SanGIS Management Committee Phyllis Chapin 1/19/2010