



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 January 19, 2010

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: 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 January 5, 2010 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 and the Landbase Error and Maintenance report for the week ending January 10, 2010.

4. Review Financial Issues

- The Committee reviewed and approved for payment 11 invoices presented by the Program Manager.
- The Committee reviewed a request to approve purchase of annual maintenance on a newly ordered internet router in an amount not to exceed \$500. The Committee approved issuance of a purchase order for this purchase.

- The Board of Directors approved the Committee’s request for mid-year budget adjustments at the Board meeting on January 14, 2010. Ross took the action to contact the County Auditor’s office to have the changes implemented.
- Brad reported that the estimate for relocating SanGIS offices to the County Annex Building would be between \$68,000 and \$82,000. The low amount included no contingency and reflects the additional cost of building out the warehouse space to include a dedicated server room.
- The FY2011 proposed budget was discussed. The budget document needs to be revised to include more accurate figures for City and County labor costs. Phyllis and Ross will get rates from their respective agencies and provide the numbers to Brad to update the budget.

The Committee also will review the budget contingency and contingency policy and provide updates prior to presenting the final budget document to the Board of Directors for approval at their March meeting.

5. SanGIS Administration, Business, and Operational Items

- The Committee discussed tactics and strategies on implementing a common geocoding service, through SanGIS, for both the City and the County. This initiative was approved by the Board of Directors as part of the mid-year budget adjustments. The Committee discussed various ways to implement this and it was decided that a meeting with technical staff was required to define a plan on implementing the service. Brad was directed to set up a meeting with City, County, SanGIS, and SDDPC technical staff to discuss to determine the long term vision for geocoding.
- Phyllis reported that she is continuing to work with the City Department of Development Services to establish a protocol for delivering City address data to SanGIS in a consistent format. The most recent submittal from DSD covered the period from August 2009 to January 2010 but the data was not in a format that could be used by SanGIS. SanGIS still needs changes made between January 2009 and August 2009.
- Brad reported that an announcement would be going out this week to SanGIS contacts announcing that SanGIS has completed all arrangements to take over stewardship of the National Hydrography Dataset (NHD) for the USGS. The Committee requested that SanGIS post a notice on the web site including a list of frequently asked questions about NHD.

6. Discuss SanGIS Board Action Items Assigned to Management Committee

- The County has requested funding information for billing relocation expenses to SanGIS. Ross took the action to find out from County Auditor’s staff what information was required and in what format.

7. Other Items

- No non-agenda items were brought before or by the Committee.

Minutes prepared by: Brad Lind, SanGIS Program Manager January 20, 2010

These minutes are approved by: Signature Date:

Ross Martin
SanGIS Management Committee



01/26/2010

Phyllis Chapin
SanGIS Management Committee



01/26/2010