



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 26, 2010

Time: 9:30 am

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

Meeting called to Order: 9:45 am

Meeting Adjourned: 11:00 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 19, 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 Summary report and the Landbase Error and Maintenance report for the week ending January 24, 2010.

4. Review Financial Issues

- The Committee reviewed and approved for payment four invoices presented by the Program Manager.
- The Program Manager requested the Committee authorize a management training class for the Operations Manager. The Committee authorized payment of the class fee (approximately \$150) but not purchase of extra materials.

- Brad reported that preparation of the Fiscal Year 2009 (FY2009) audit was proceeding on schedule. Draft financial statements have been received and the final statements are expected by the end of the week or first part of the following week. SanGIS will be contacting the selected auditing firm (Macias, Levy, et al) this week to schedule start of the audit.

5. SanGIS Administration, Business, and Operational Items

- The Committee discussed how to implement a geocoding service for both the City and County and SanGIS role in that service. Brad clarified that the parties to attend a strategy meeting to be held to discuss geocoding. Brad will set up the meeting once the date is approved by Ross.
- Ross reported on his attendance at the recent GeoCortex Essentials Conference. The Committee discussed how this framework software was being implemented in the City and County and how it applied to SanGIS. No plans or decisions were made regarding how or if SanGIS would implement this software.
- Phyllis reported on a conversation she had with SD Fire regarding roads and addresses that were on the ground but not in the SanGIS database. Brad explained that he was aware of the situation and that SanGIS has received no record data from the County so the subject subdivision had not been entered.

The Operations Manager was invited in to explain the process to the Committee. He explained that SanGIS usually gets notice of recorded parcel splits and subdivisions within 5 to 15 days after official recordation and that SanGIS then has up to 30 days to enter the data in the GIS. In the subject case, the subdivision had not been recorded and so SanGIS had not entered any data.

6. Discuss SanGIS Board Action Items Assigned to Management Committee

- No items related to Board action items were discussed.

7. Other Items

- Phyllis directed that an item be added to the next Management Committee meeting agenda to discuss a proposal and presentation from Allied to take on the landbase maintenance functions of SanGIS. Brad will add the item to the agenda for the February 2, 2010 meeting.

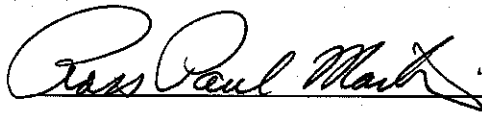
Minutes prepared by: Brad Lind, SanGIS Program Manager

January 27, 2010

These minutes are approved by: Signature

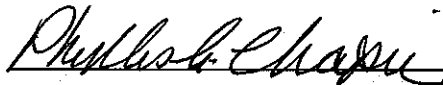
Date:

Ross Martin
SanGIS Management Committee



2/2/2010

Phyllis Chapin
SanGIS Management Committee



2/2/2010