



# 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 February 9, 2010

**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:** 11:05 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 February 2, 2010 Management Committee meeting were reviewed and approved

#### 2. Public Comment

No public comments were received

#### 3. Staff Reports Review

- The Committee reviewed the Landbase Error and Maintenance report and the Labor Categories report for the week ending February 7, 2010. Brad pointed out that Administration time is now down to approximately 20% of total (including vacations and sick leave). This is a 14% decrease from the report at the end of July.
- Brad distributed a report on SanGIS major initiatives for review and comment.

#### 4. Review Financial Issues

- The Committee reviewed and approved for payment two invoices presented by the Program Manager.
- SanGIS invoice for the third and final City/County contributions were distributed

- Ross reported that he is working on processing the GL017 financial report for the period ending January 31.
- The Committee discussed the proposed FY2011 budget. The exact labor rates for the City and County for FY2011 are not yet available. The Committee agreed to use the current budget figures for City/County labor for FY2011 until more exact labor rate information is available.
- Brad reported that Moss, Levy, Hartzheim, LLP will be onsite next Monday and Tuesday to do the field work for the FY2009 audit.

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

- Ross reported that he has inquiries from another California county looking for assistance with GIS work. The Committee supported looking into this as a possible SanGIS opportunity and would take it up with the Board for decision.
- The Committee discussed the geocoding error capture process and strategy discussed at the last Management Committee meeting. The Committee directed Brad to start the planning process and discussions with SanGIS, City and County technical staff on how this would be implemented.
- Ross reported that his discussions with the San Diego County Sheriff's Department determined that they would like a vector change detection process in place to determine variances between SanGIS road data and other available sources (i.e. Open Street Map) in areas that do not have recorded roadways – specifically for County tribal lands. The Committee directed Brad to begin the planning process for how this will be accomplished.
- The current FEMA data in the SanGIS data warehouse will be checked by Ross to ensure that it is the most current available. Current DFIRM data is not available because it hasn't been approved for by all agencies for publication.
- Brad reported that SanGIS had received a request to enter a number of private drives in the Lakeside area. The Committee directed that the addition of these drives be cleared with the County's dispatch coordinator as well.
- The Committee requested a report and presentation on the lot update process to see what has been accomplished and how it has improved the landbase accuracy.
- Brad reported that SanGIS staff has tried to import the most recent address file from the City of San Diego without success. The reason for failure is being reviewed by the database administrator. This information will be reported back to the City in the hope that a revised extract can be provided that will be compatible with the SanGIS address layer.
- The Committee discussed acquisition of aerial imagery in FY2011. Phyllis presented a sample matrix for requirements gathering. Brad is to revise the matrix per the Committee's discussion and for use at the SanGIS Technical Advisory Board (STAB) meeting on Thursday.

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

- Brad reported that he has been unable to establish the Allied presentation on landbase maintenance for the March Board of Directors meeting due to lack of information. The Committee provided additional information in order to complete this task.
- Brad reported that the Memorandum of Understanding with ARJIS expires at the end of the fiscal year and requested direction from the Committee on how to proceed. The Committee directed Brad to distribute the current MOU and to contact ARJIS to establish the responsible contact for renewing the agreement.

7. Other Items

- The Committee was reminded that the SanGIS Technical Advisory Board (STAB) will meet at SanGIS offices on Thursday, February 11, 2010. This is also noticed as a Management Committee meeting.

Minutes prepared by: Brad Lind, SanGIS Program Manager MonthDate, 2010

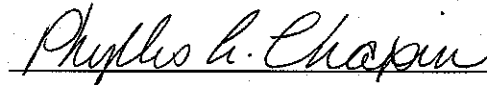
These minutes are approved by: Signature Date:

Ross Martin  
SanGIS Management Committee



2/16/2010

Phyllis Chapin  
SanGIS Management Committee



2/16/2010