



# 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 16, 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:** 10:35 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 9, 2010 Management Committee meeting were reviewed and approved

#### 2. Public Comment

No public comments were received

#### 3. Staff Reports Review

- Staff reports were not available for this meeting due to the Monday holiday. Reports will be provided to Committee members via email when completed.

#### 4. Review Financial Issues

- The Committee reviewed and approved for payment one invoice presented by the Program Manager.
- Brad reported that the Fiscal Year 2009 (FY2009) audit was to start on Monday, February 15 but has been delayed until issues with the fund balance as shown in the financial statements are resolved. The issue is how the disbursement of the fund balance to the City and County was tracked in the

County Auditor's system. Brad will work with SanGIS accounting staff and the County Auditor to provide the necessary audit trail to resolve the financial statement issues.

- Ross reported that he is working on the GL017 financial report for the period ending January 31, 2010 and will email it when complete.
- Brad presented three documents that need to be delivered to the County and Wells Fargo bank to complete the FY2009 audit. The forms and letters are as prescribed by the auditing firm. The Committee directed Brad to sign the documents and letters on behalf of SanGIS and forward to the institutions.
- The Committee discussed completing the Fiscal Year 2010 (FY10) mid-year budget adjustments. Ross reported that the County auditor requires completion of their journal entry form. Brad will verify the amounts on the form and Ross will sign and forward the document when completed.

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

- The ARJIS Memorandum of Understanding (MOU) for SanGIS services was discussed. Brad requested the Committee members provide feedback on changes within the next two weeks. Brad has already been in contact with ARJIS regarding renewal of the agreement. As the MOU expires at the end of the fiscal year it is desired that a draft version be presented to the Board of Directors at their May meeting.
- The Committee discussed the possibility of SanGIS hosting the SDREGN dispatch database. This was discussed at the STAB meeting on February 11. The Committee would consider this request provided the SDREGN project provides a request/proposal for review. Phyllis will follow up with San Diego Fire on how this might be accomplished.

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

- The Fiscal Year 2011 (FY11) budget will be presented at the March Board meeting. Brad was directed to re-send the document to Committee members for final review. Any changes will be made by Brad prior to the March meeting.
- The SanDAG Memorandum of Agreement (MOA) was discussed. The Committee agreed it would be desirable to have the SanDAG revisions available for the March Board of Directors meeting. Brad will send an inquiry to SanDAG for status update.

**7. Other Items**

- It was reported that Bill Smith, SanGIS legal counsel from the Office of the County Counsel has retired. The new appointed attorney for SanGIS business is Rachel Witt.

Minutes prepared by: Brad Lind, SanGIS Program Manager

February 17, 2010

These minutes are approved by: Signature

Date:

Ross Martin  
SanGIS Management Committee



03/02/2010

Phyllis Chapin  
SanGIS Management Committee



3/02/2010