



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 March 2, 2010

Time: 9:30 am

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

Meeting called to Order: 9:35 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

MEETING MINUTES

1. Approve Previous Meetings' Minutes

Minutes from the February 16, 2010 Management Committee meeting were reviewed and approved. Minutes from the February 11, 2010 SanGIS Technical Advisory Board Management Committee meeting were also reviewed and approved.

2. Public Comment

No public comments were received.

3. Staff Reports Review

- The Committee reviewed the Landbase Maintenance and Error report and the Labor Categories report for the week ending February 28, 2010.
- The Landbase Maintenance and Error report will be updated to reflect that the review of Indian Reservation roads is in progress.

4. Review Financial Issues

- The Committee reviewed and approved for payment 8 invoices presented by the Program Manager.
- Brad asked about the status of creating the Special Department Expense object account (52550) so that contingency funds could be moved to this account to fund the office relocation expenses. Ross reported that James Bryant in the auditor's office would be doing this. Ross will follow up with Mr. Bryant to confirm this item is covered.
- Brad reported that San Diego City College has requested SanGIS participation in a grant funded program for GIS education and projects. City College would like to use SanGIS as a local participant to provide presentations, instruction, GIS project planning and review guidance. City College is applying for a grant for this program and would like to include SanGIS services in the amount of \$17,000. The Management Committee expressed their full support for this involvement.
- Brad reported that the second installment of the administrative and support payments from the City and County have both been received. The third installment for both agencies is still outstanding. The Committee reviewed the third installment and amount and discovered it was not in line with the FY2010 approved budget amounts. The Committee directed Brad to re-invoice the City and the County for the correct amounts.
- Brad presented a plan to replace the current Canon copier with a new model at the time of the move. This replacement would provide added capabilities at a minor additional monthly cost (approximately \$9.00 per month) and would minimize interruption of services after SanGIS has moved to the new facility. The Management Committee authorized the Program Manager to proceed with the replacement.

5. SanGIS Administration, Business, and Operational Items

- Brad reported that he has met with SDDPC technical staff working on the geocoding services that are intended to be used by the City and County and has discussed how geocoding exceptions (returns from other locators than SanGIS) could be delivered to SanGIS to improve address data quality. SDDPC has developed the geocoding services with a built in report generator to provide the data. Once the service is in place SanGIS simply needs to pick up the information on a regular basis and investigate the differences. This initiative is ready to implement once a geocoding service is in place at either the City or County.
- Brad reported that the aerial imagery requirements survey has been distributed but that as of this date only two surveys have been returned. The Committee was encouraged to distribute the survey to all interested departments and have them return the survey directly to SanGIS.
- Ross and Brad discussed the San Diego Regional Public Safety GIS meeting they attended on February 23, 2010. This was a regular meeting of the regional public safety agencies to review ongoing development of a region-wide GIS for dispatch and response (primarily a road layer). Part of the discussion at the meeting included references to SanGIS not cooperating with the project. To correct that misconception the regional committee and SanGIS agreed to meet to discuss differences. Paul Hardwick from SDSU Research Foundation will be setting up and facilitating a meeting between the two parties.
- Ross presented an idea to use an online address cleansing service to review SanGIS address data and correct obvious errors. There is at least one commercial provider as well as the US Postal Service (USPS) that can perform this service. The USPS will require the request be presented through the City or County. The Committee directed Brad to obtain a budget estimate from the commercial provider for the service to be considered at a future Management Committee meeting.

6. Discuss SanGIS Board Action Items Assigned to Management Committee

- The Committee reviewed the proposed agenda for the Board of Directors meeting on March 11, 2010. The agenda was approved and Brad was directed to post it in accord with standard procedures.
- The Fiscal Year 2011 (FY20100) budget was discussed. The budget will be going to the Board of Directors for approval/adoption at the March 11 meeting. The Committee approved including the budget as currently written in the Board package.
- The Committee discussed the contents of the Board package for the March meeting. The package will include the FY2011 budget, the ARJIS MOU, and the GL017 financial report. Brad is to assemble the package and distribute to Board members.

7. Other Items

- No other non-agenda items were brought to or by the Committee for discussion

Minutes prepared by: Brad Lind, SanGIS Program Manager March 8, 2010

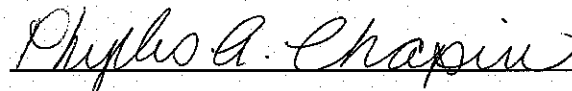
These minutes are approved by: Signature Date:

Ross Martin
SanGIS Management Committee



3/09/2010

Phyllis Chapin
SanGIS Management Committee



3/09/2010