



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 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: 11:10 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 March 2, 2010 Management Committee meeting were reviewed and approved

2. Public Comment

No public comments were received

3. Staff Reports Review

- The Landbase Error and Maintenance Report and the Labor Categories Report for the week ending March 7, 2010 were reviewed.
- The SanGIS Major Initiatives Report was distributed to the Committee members for review and information.

4. Review Financial Issues

- The Committee reviewed and approved for payment one invoice submitted by the Program Manager.
- Brad reported that he is working with accounting staff to reconcile the asset listings and depreciation schedules between the County and SanGIS.

- Brad reported that the auditor for the FY2009 audit would be starting in the SanGIS office on Wednesday, March 10, 2010 and are expecting to be done by the end of March.
- The Committee was reminded that the final invoice for City/County payments has been sent. Revised billing to match the SanGIS FY2010 budget was sent on Tuesday, March 2, 2010.

5. SanGIS Administration, Business, and Operational Items

- Brad reported that the internet router replacement scheduled for last week was unsuccessful due to the wrong interface card sent with the router. A replacement interface card has been ordered and the router replacement has been rescheduled to coincide with the SanGIS move on March 19.
- The Committee discussed the lot count report that has been used to measure the progress on fixing lots in the City and County. It has been determined that this report does not actually measure completion due. Brad will work with technical staff to see if another measure can be used to estimate percent complete on this project.
- The Committee discussed the upcoming SanGIS move. Brad presented the final server/services shutdown plan. This plan has been reviewed and approved by technical staff at SanGIS and SDDPC.
- Phyllis requested that Brad check with the County Sheriff's Department to determine if road changes are all going through their agency.

6. Discuss SanGIS Board Action Items Assigned to Management Committee

- The ARJIS Memorandum of Understanding (MOU) is up for renewal as was discussed at previous meetings. Brad has noted some changes that need to be made to the MOU and the Committee authorized him to forward those to ARJIS for incorporation in the extension. The Committee agreed that a three year extension with two one year automatic renewals would be appropriate. Brad will communicate this to ARJIS as well.
- The Committee discussed the upcoming Board of Directors meeting and the presentation by Allied Information Solutions. The presentation is expected to be short with a brief question and answer period.

7. Other Items

- No other items were brought before or by the Committee.

Minutes prepared by: Brad Lind, SanGIS Program Manager March 15, 2010

These minutes are approved by: Signature Date:

Ross Martin
SanGIS Management Committee

Ross Martin

3/16/2010

Phyllis Chapin
SanGIS Management Committee

Phyllis Chapin SanGIS M/C

3/16/2010