



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 16, 2010

Time: 9:30 am

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

Meeting called to Order: 9:30 am

Meeting Adjourned: 10:30 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 March 9, 2010 Management Committee meeting were reviewed and approved

2. Public Comment

No public comments were received

3. Staff Reports Review

- The Labor Categories report and the Landbase Error and Maintenance report for the week ending March 14, 2010 were reviewed.

4. Review Financial Issues

- The Committee reviewed and approved for payment seven invoices presented by the Program Manager.
- Brad reported that Moss, Levy, et al were on-site at SanGIS the previous week to complete field work for the FY2009 audit. Moss, Levy has provided a list of other items they need to complete the audit. Staff is working on assembling those materials.

5. SanGIS Administration, Business, and Operational Items

- Brad reported that a draft IT infrastructure plan has been developed. The plan covers a five year time frame. The report is being reviewed, edited and reformatted and will be available for the Management Committee’s review in two to three weeks.
- The Committee discussed using an outside service to verify SanGIS addresses for correct format, spelling, etc. Brad reported that cost would be several thousand dollars for 100,000 addresses. Ross reported that the USPS has similar services available at little to no cost. As the outside services use the same data as the USPS it was decided that SanGIS should proceed with that option.
- Brad reported on the status of the SanGIS move. The general contractor has signed on a company to move the office. It was discovered late last week that SanGIS will need to pay a contractor to extend phone and data lines from the AT&T termination point to the new server room. Estimated cost is \$2,150.

6. Discuss SanGIS Board Action Items Assigned to Management Committee

- The Committee discussed follow up on the presentation by Allied Information Solutions at the last Board meeting. Phyllis took the action item to contact Allied for additional details and information on their cost model. The Committee will discuss the follow up in two to three weeks. Brad was asked to get a copy of the presentation from Allied.

7. Other Items

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

Minutes prepared by: Brad Lind, SanGIS Program Manager March 22, 2010

These minutes are approved by: Signature Date:

Ross Martin
SanGIS Management Committee

Paul Paul Martin SanGIS MC 3/23/2010

Phyllis Chapin
SanGIS Management Committee

Phyllis Chapin 3/23/2010