



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 June 16, 2009

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: 11:45 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
- Frank Jessie, SanGIS Operations Manager

MEETING MINUTES

1. Approve Previous Meetings' Minutes

Minutes from the June 2, 2009 Management Committee meeting were reviewed and approved

2. Public Comment

No public comments were received

3. Staff Reports Review

- The Committee reviewed Landbase Maintenance and Labor reports for the weeks ending June 7, 2009 and June 14, 2009.
- The Committee discussed a recent report from San Diego County Sheriff that one of their programs that uses SanGIS road data was returning the wrong intersection under certain conditions. Frank explained that he had researched the report and found that the SanGIS data was correct but that the road names used by the Sheriff were ambiguous without further information such as road name aliases or intersection numbers. Ross will take this report back to the County Sheriff along with recommendations that they review the SanGIS data used by the application.

4. Review Financial Issues

- The Committee reviewed and approved for payment nine invoices presented by the Program Manager.
- Phyllis reported that the City invoice for labor for period 8 through 12 should be ready today. Phyllis said she would "walk it through" to SanGIS as soon as it can be provided.

5. SanGIS Administration, Business, and Operational Items

- Brad presented a quote to provide mechanical "cipher" locks on the front doors to meet a recommendation for the audit for better ingress/egress security. The Committee declined to purchase the locks at this time because of the impending move to new facilities. The Committee agreed that the money would be better spent on providing security at the new location instead.
- The Committee discussed a quote received from Alliance Insurance to renew the SanGIS special property insurance. The Committee directed the Program Manager to investigate further what is covered by this policy and how it differs from the insurance premium paid in January.
- Brad brought before the Committee the question of how SanGIS staff should bill their time once they start doing edits to the USGS National Hydrography Dataset (NHD). The Committee directed Brad to add four categories as defined by Ross Martin in his email on the subject.
- Ross reported that he is still working on the revised disclaimers and legal notices that will be posted on the SanGIS website. Both Google and NavTEQ have requested special letters of acknowledgement that they can use the SanGIS data in their products. Phyllis noted that any changes to the legal notices and disclaimers need to be reviewed and approved by SanGIS legal counsel before publishing on the web site.
- Phyllis requested that Brad provide an update on the creation of the EOC emergency discs. Brad will research and send status to Committee members via email.

6. Discuss SanGIS Board Action Items Assigned to Management Committee

- Ross reported on the status of the FY2008 audit. Apparently the independent auditor (Macias, Gini, and O'Connell, aka MGO) and the county auditor have come to agreement on how the financial statement should be done and the County will be reissuing the document. Ross has completed the management discussion and analysis (MDA) and will provide to Phyllis for review and comment.
- Ross reported on the status of the lease of the County space at the Ruffin Road operations annex. There is no formal agreement yet with the County Department of General Services (DGS). Brad requested a scaled drawing of the premises so that planning can begin on the layout of the space. Ross will acquire this and forward to Brad.
- The Committee discussed the status of the Service Level Agreement (SLA). The SLA will be brought up at the next SanGIS Technical Advisory Board (STAB) meeting (on June 18) and distributed to STAB members for review and comment.
- The Committee discussed the concept of specifying a data accuracy standard for landbase edits done by SanGIS staff. There is concern from the SanGIS Operations Manager and the Program Manager about specifying a spatial accuracy that SanGIS cannot meet, verify, or influence. Though no decision was made on how to state an accuracy standard in the *SanGIS Policy and Procedures Manual*, it was generally acknowledged that a spatial accuracy standard can't be maintained at SanGIS but that SanGIS can do some statistics to give users an idea of how close the GIS data meets actual point locations in the field.

7. Review Specific IT Issues

- Brad presented a request to purchase a replacement for the public use PC at the front counter because the PC is old and has an obsolete operating system on it. The operating system needs to be upgraded in order to install the latest version of ESRI software used at SanGIS. The Committee approved the purchase request for approximately \$650 but recommended that SanGIS look at replacing a staff PC with the new machine and cascading the older staff machine to the public use counter.

8. Review Specific SanGIS Operations Issues or Changes

- The Committee discussed a recent request by the City of San Diego Engineering and Capital Projects department to remove certain layers from the SanGIS database that they are responsible for but are no longer maintaining. The request is on hold at SanGIS pending further information from a meeting being held with E&CP and the City GIS Program Manager on how the layers are used by other departments.
- Brad presented a new report he's put together to track SanGIS major initiatives. The report is for internal SanGIS use to keep track of status and next steps on SanGIS projects. The Committee asked that they be provided a copy of the report whenever it is updated.
- The Committee discussed the currency of the flood plain data available in SanGIS and directed Brad to start a project to update the data as soon as it is available.

9. Other Items

- Brad reported that he will be presenting a revised agenda format for future Management Committee meetings.

Minutes prepared by: Brad Lind, SanGIS Program Manager June 19, 2009

These minutes are approved by: Signature Date:

Ross Martin
SanGIS Management Committee

Ross Martin

6/23/2009

Phyllis Chapin
SanGIS Management Committee

Phyllis H. Chapin

6/23/2009