



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 August 11, 2009

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: 11:15 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 August 4, 2009 Management Committee meeting were reviewed and approved

2. Public Comment

No public comments were received

3. Staff Reports Review

- The Committee reviewed the Landbase Maintenance and Labor Categories reports for the week ending August 10, 2009.

4. Review Financial Issues

- The Committee reviewed and approved for payment 4 invoices that were presented by the Program Manager.
- The Committee discussed how the excess funds carried over from Fiscal Year 2009 were tracked in the County's financial systems. Ross took the action to see that the funds are clearly shown in future GL017 reports from the County's Oracle Financials system. Brad took the action to insure that the

SanGIS onsite accounting staff (Gia) is aware of the amounts and tracks it in the SanGIS QuickBooks system as well. Ross and Brad to verify the final amount of the carryover.

- Ross requested that Brad confirm what account the FY2009 Thomas Bros subscription (approximately \$10,000) was paid from.

5. SanGIS Administration, Business, and Operational Items

- Brad reported that Bob Short would start telecommuting in about two weeks. This is consistent with allowances for other part time staff. Bob will be in the office at least once per month to attend staff meetings.
- Brad reported that the update to the editing environment has been postponed to August 24th. This one week delay was to accommodate a scheduled vacation by the DBA (Timo) and to provide time for Ron Harris of SDDPC to verify that the ROADG extract from the new environment would not cause issues with the SD Fire CADD system. Brad noted that Ron had verified that the extract tested out without problems.
- The meeting to finalize how SD Fire and County Sheriff will use the SanGIS road classifications to accommodate undocumented, unrecorded, and/or unofficial roads has been set for Monday, August 24, 2009. This will be noticed as a Management Committee meeting in accord with the Brown Act.
- The Committee agreed to move the Management Committee meeting on September 8, 2009 from the morning to the afternoon to accommodate a scheduled introduction of the new City IT Department Director to City Department of IT staff.
- The Committee reviewed City comments on the Service Level Policy (SLP – formerly SLA) document and came to consensus on how the outstanding issues would be resolved. Brad is to make the agreed on changes to the document and distribute to Committee Members for final comments and approval. Once the Committee approves the SLP it will be distributed to STAB members for review and comment.

6. Discuss SanGIS Board Action Items Assigned to Management Committee

- The Committee discussed the new SanGIS location at the County Operations Annex. In response to Phyllis' question, Brad confirmed that there was not currently a workable space layout. The Committee discussed issues outstanding and directed Brad to arrive at a better layout that can be used to engage a space planner and to start developing the task list for the move.
- The Committee confirmed the preliminary Board package that Brad prepared and approved it for distribution to Board members.

7. Other Items

- No other non-agenda items were brought before the Committee for consideration.

Minutes prepared by:

Brad Lind, SanGIS Program Manager

August 13, 2009

These minutes are approved by: Signature

Date:

Ross Martin
SanGIS Management Committee

Ross Martin SanGIS MC

8/25/2009

Phyllis Chapin
SanGIS Management Committee

Phyllis Chapin SanGIS MC

8/25/2009