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# San Diego Geographic Information Source

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## Board of Directors Meeting Minutes

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This notice is given in accordance with the provisions of California Government Code section 54956.

**Date:** Thursday, September 16, 2021

**Time:** 3:00 pm

**Place:** SanGIS  
5510 Overland Ave, Suite 230  
San Diego, CA 92123

**Meeting called to Order:** 3:00 pm

**Meeting Adjourned:** 3:35 pm

**Board of Directors Present:**

- Jonathan Behnke, City of San Diego
- Robert Winslow, County of San Diego

**Management Committee Members Present:**

- Scott Daeschner, City of San Diego Representative
- Ross Martin, County of San Diego Representative
- Andy Gordon, SANDAG San Diego Representative

**Others Present:**

- Tod Chee, SanGIS Program Manager, Board Secretary
- Christina Snider, SanGIS Legal Counsel

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### MEETING MINUTES

**Review of Minutes from Previous Meeting(s)**

Minutes from the Board of Directors meeting on July 15, 2021 were reviewed. The minutes were unanimously approved.

**Public Comment**

There were no requests for public comment.

**Information and Discussion:**

**1. FYE2021 Financial Status**

The Management Committee reviewed and discussed the FYE2021 Budget to Actuals report with the Board members. SanGIS came in under budget on account of a staffing retirement and limited spending on office expenses due to the remote work during COVID-19 pandemic.

**2. Next-Gen 911**

The Management Committee updated the Board members on progress with Next Gen 911/NENA Compliance. SanGIS has been working to make modifications according to State requests.

**3. ArcGIS Pro/Parcel Fabric**

The Management Committee provided an overview of the current status of the ArcGIS Pro upgrade project. Specifically, SanGIS discussed the working relationship with the County Assessor’s office and the potential for ARCC staff to be embedded with SanGIS during the roll-out of Parcel Fabric.

**4. Staffing Updates**

The Management Committee provided an overview of recent staffing changes in the editing team. One team member had left and SanGIS is seeking to hire a new GIS Technician.

**Requests for Action Items:**

**1. Request to Approve FY20-21 Audit Engagement**

Davis Farr LLP provided a letter of engagement to complete the audit of the SanGIS financial statement for the fiscal year ended June 30, 2021. The Management Committee requested that the Board authorize the program manager to sign the engagement letter. The Board approved unanimously.

**2. Request to Approve Quartic Solutions Contract**

Quartic solutions has reached an agreement to provide GIS services to the County of San Diego. SanGIS wished to continue its relationship with Quartic Solutions by piggybacking on the County contract. The Management Committee requested that the Board approves the contract. The Board approved unanimously.

**3. Request to Approve List of Authorized Signers**

SanGIS had recently been provided a new Operations Manager from the County of San Diego. As part of the transition to the new Operation Manager, SanGIS required a new Payment Authorizations Letter to be provided to County Auditor and Controller. The Management Committee requested that the Board authorize the Payment Authorizations Letter. The Board approved unanimously.

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**Minutes prepared by:**

**Tod Chee**

**September 16, 2021**

**These minutes are approved by: Signature**

**Date:**

**Jonathan Behnke**  
SanGIS Board Member  
City of San Diego  
Chairman of the Board

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