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# San Diego Geographic Information Source

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## Management Committee Meeting Minutes

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

**Date:** Tuesday September 28, 2021  
**Time:** 9:00 am  
**Place:** SanGIS  
5510 Overland Ave., Suite 230  
San Diego, CA 92123

**Meeting called to Order:** 9:15 am  
**Meeting Adjourned:** 9:45 am

**Management Committee Members Present:**

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

**Others Present:**

- Tod Chee, SanGIS Program Manager

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### MEETING MINUTES

- **Approve Previous Meetings' Minutes**

Minutes from the September 21, 2021 Management Committee meeting were individually reviewed and will be approved remotely.

- **Public Comment**

No public comments were received.

- **Staff Reports Review**

- The Committee reviewed the current Budget to Actuals report, Labor Category Comparison report, and Landbase Error and Maintenance report for the week ending September 26, 2021.

- **Review Financial Issues**

- The Committee members approved for payment 4 invoices presented by the Program Manager.

• **GIS Administration, Business, and Operational Items**

- Tod discussed work being done with the SanGIS Policies and Procedures manual. It is currently being reviewed by the program manager, operations manager, and data librarian for updates.
- Tod discussed website improvements that were being done at SanGIS. SanGIS staff have been creating content in various story maps and ESRI related products to improve the user experience of the SanGIS website.
- Tod provided an update of the SanGIS financial statement and audit progress.
- Ross provided an update of the hiring progress to fill a vacant seat at SanGIS.
- The Committee members discussed the potential for in-person meetings of the management committee. The Committee members decided to hold an in-person meeting on October 5, 2021.

• **Discuss SanGIS Board Action Items Assigned to Management Committee**

- No Board action items were discussed.

• **Other Items**

- No other items were discussed.

Minutes prepared by: **Tod Chee, SanGIS Program Manager** **September 30, 2021**

These minutes are approved by: **Signature** **Date:**

Ross Martin  
SanGIS Management Committee  
County of San Diego



10/5/2021

Scott Daeschner  
SanGIS Management Committee  
City of San Diego



10/5/21