



San Diego Geographic Information Source

Board of Directors Meeting Minutes

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

Date: Thursday, July 19, 2018

Time: 9:00 am

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

Meeting called to Order: 3:00 pm

Meeting Adjourned: 3:30 pm

Board of Directors Present:

- Jonathan Behnke, City of San Diego
- David Lindsay, County of San Diego

Management Committee Members Present:

- Pat Landrum, SANDAG Representative

Others Present:

- Tod Chee, SanGIS Program Manager, Board Secretary
- Rachel Witt, Office of County Counsel, SanGIS Legal Counsel

MEETING MINUTES

Review of Minutes from Previous Meeting(s)

Minutes from the Board of Directors meeting of May 3, 2018 were reviewed. A motion was made and seconded to accept the minutes as presented. The motion was passed and the minutes were unanimously approved.

Public Comment

No public comments were received.

Information and Discussion:

1. Current Financial Status

Mr. Chee presented the fiscal year-to-date budget-to-actuals report for the period July 1, 2017 through May 31, 2018. Mr. Chee explained that based on the current report SanGIS projects a surplus of revenues over expenditures of approximately \$34,000 at the end of the fiscal year. This surplus is down from the previous estimate due to additional staff added for special projects – primarily the Local Update of Census Addresses (LUCA) project, and increased hours from the outgoing Program Manager during the transition to the new program manager. Mr. Chee also updated the Board members on the status of the 2018-2019 fiscal year end.

2. Program Manager Transition

Mr. Chee provided an overview of the Program Manager transition which occurred from May 20 to July 5, 2018. The transition went very smoothly with no disruptions to SanGIS operations. The Board members were briefed on the outgoing Program Manager’s recommendations of priority tasks for the new Program Manager.

3. IT Support Services

Mr. Chee informed the Board members that the existing IT Service contract is set to expire in January of 2019. All attendees took part in a discussion outlining the potential IT needs SanGIS may have over the next several years, and how to include those in a scope of work for a new IT vendor. Input was received.

4. Other Items

Mr. Lindsay inquired about preparations being made for the transition of the SanGIS Operations Manager. Mr. Chee explained that the Operations Manager will be documenting processes and knowledge and that will begin in the coming months.

Requests for Action:

5. Request to Approve Fiscal Year 2017-2018 Financial Audit Engagement

The Board approved and signed an engagement letter by Moss, Levy & Hartzheim LLP. The engagement letter was an acknowledgement that Moss, Levy & Hartzheim LLP will provide audit services of SanGIS financial statements for the fiscal year ending June 30, 2018.

Minutes prepared by:

Tod Chee

July 20, 2018

These minutes are approved by: Signature

Date:

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



8/30/2018