



# 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, January 16, 2020

**Time:** 3:00 pm

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

**Meeting called to Order:** 3:05 pm

**Meeting Adjourned:** 3:50 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
- Pat Landrum, San Diego Association of Governments (SANDAG)

**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 of November 06, 2020 were reviewed. The minutes were unanimously approved.

**Public Comment**

There were no requests for public comment.

**Information and Discussion:**

**1. Current Financial Status**

The Management Committee reviewed and discussed the most recent Budget to Actuals report with the Board members. The report highlighted current spending through November of 2019, and preliminary forecasting for the remaining fiscal year.

**2. IT Infrastructure Planning**

The Management committee provided an overview of the status of the IT Infrastructure upgrade. All of SanGIS servers have been transitioned to the virtual environment. SanGIS has a production server with a failover server running the virtual machines. Backups are being pushed to cloud storage solutions.

**3. SDRGC Imagery Consortium**

Mr. Chee provided an overview of the Imagery Consortium billing process. The overview included an update including what agencies are participating, how the billing is being handled, and the delivery of the imagery.

**4. FY2021 Budget**

Mr. Chee provided an overview of the of the FY21 budget. He outlined where the increased costs were primarily concentrated, and what changes have been made since the draft budget. Mr. Chee informed the Board members that he would bring the final budget to the next meeting for approval if desired.

**Requests for Action:**

**5. Approve Movement of Unrestricted Fund Balance**

The Board of Directors were asked, as per Administrative Policy A2, to move \$150,000 from the treasury to the SanGIS Fund Balance expense account. Policy A2 stipulates the Fund Balance account should be kept at the lesser of \$150,000 or 10% of the operating budget. The Board unanimously approved the request.

**6. Approve FY2021 Budget**

The Board of Directors were asked to approve the FY21 budget. Mr. Chee finished the budget planning early in the cycle and provided the Board an opportunity to approve the budget now or in the March meeting. The Board declined to approve the budget in January and requested to revisit the approval in March.

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**Minutes prepared by:**

**Tod Chee**

**January 30, 2020**

**These minutes are approved by: Signature**

**Date:**

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

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