



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 May 9, 2017
Time: 9:00 am
Place: SanGIS
5510 Overland Ave., Suite 230
San Diego, CA 92123

Meeting called to Order: 9:00 am
Meeting Adjourned: 9:45 am

Management Committee Members Present:

- Scott Daeschner, City of San Diego Representative
- Ross Martin, County of San Diego Representative
- Tim Sutherland, SANDAG Representative (non-voting)

Others Present:

- Brad Lind, SanGIS Program Manager

MEETING MINUTES

1. Approve Previous Meetings' Minutes

Minutes from the May 2, 2017 Management Committee meeting were reviewed and approved.

2. Public Comment

No public comments were received.

3. Staff Reports Review

- The Committee reviewed the Landbase Error and Maintenance report and the Labor Categories report for the week ending May 7, 2017.

4. Review Financial Issues

- The Committee reviewed and approved for payment nine invoices presented by the Program Manager.
- The Committee reviewed the SanGIS fiscal year-to-date budget-to-actuals report for the period ending April 30, 2017. Brad explained that the expected surplus of revenues over expenditures at fiscal yearend are expected to be approximately \$3,100, not including the aerial imagery project funds. This indicates SanGIS will be using approximately \$8,000 of budgeted contingency funds.

- The Committee reviewed the current financial report for the 2017 regional aerial imagery collection project. SanGIS has collected sufficient funds to cover all payments due for the current fiscal year.
- Ross reported that the County has agreed to incorporate the LUEG-GIS/SanGIS server room UPS unit in their ongoing maintenance contract and that the required battery replacement is being scheduled for July 2017.
- Brad presented a proposal to replace batteries in all SanGIS rack-mounted UPS units. The cost to replace batteries is included in the current year budget and is consistent with the SanGIS power management plan. The Committee reviewed the request and unanimously approved issuing a purchase order not to exceed \$1,500 for the replacement batteries.

5. GIS Administration, Business, and Operational Items

- The Committee discussed SanGIS process and procedures regarding removal of data layers that were only warehoused, and viewable, by a single JPA member agency. The Committee agreed that all data layer removals should follow the established process including review and approval by the SanGIS Technical Advisory Board (STAB) and five day notification to all users.
- The Committee reviewed a list of items for the June 8, 2017 STAB meeting and advised Brad to forward the requested agenda items to the STAB chair.

6. Discuss SanGIS Board Action Items Assigned to Management Committee

- The Committee reviewed changes to the proposed SanGIS bylaws. The Committee unanimously voted to approve recommending the bylaws for approval at the May 18, 2017 Board of Directors meeting.
- The Committee reviewed materials for the May 18 Board meeting. The Committee directed that the materials be distributed to Board members no later than May 11, 2017.

7. Other Items

- No other items were brought by or before the Committee for discussion or action.

Minutes prepared by:

Brad Lind, SanGIS Program Manager

May 9, 2017

These minutes are approved by: Signature

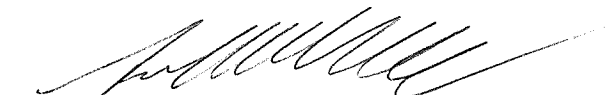
Date:

Ross Martin
SanGIS Management Committee
County of San Diego



5/16/2017

Scott Daeschner
SanGIS Management Committee
City of San Diego



5/16/17