



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 January 9, 2018
Time: 9:00 am
Place: SanGIS
5510 Overland Ave., Suite 230
San Diego, CA 92123

Meeting called to Order: 9:05 am
Meeting Adjourned: 10:20 am

Management Committee Members Present:

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

Others Present:

- Brad Lind, SanGIS Program Manager

MEETING MINUTES

1. Approve Previous Meetings' Minutes

Minutes from the December 27, 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 January 7, 2018.

4. Review Financial Issues

- The Committee reviewed and approved for payment two invoices presented by the Program Manager.
- The Committee reviewed and approved the Management Representation Letter to Moss, Levy, et al for the financial audit for the fiscal year ending June 30, 2017. Committee members signed the letter at the meeting.

- The Committee reviewed and approved amendment #2 to the Pictometry contract for 2017 aerial imagery collection. The amendment provides for a small amount of additional data along the coastline. Committee members signed the amendment at the meeting.
- Ross presented an agenda for discussion of program management services with the current vendor. The Committee reviewed the proposed list of topics and provide advice and feedback. Ross is to schedule a conference call with the vendor either before or after the next Management Committee meeting.
- The Committee discussed current staff utilization and pay ranges. Brad notified the Committee that he would be interviewing candidates to fill two positions in the SanGIS editing group.
- The Committee reviewed the fiscal year-to-date budget-to-actuals report for the period ending December 31, 2017. The report predicts a surplus of revenues over expenditures of approximately \$121,000 at the end of the fiscal year. Brad explained this change was largely due to a large amount of reimbursable work that SanGIS will be doing in the last half of the year that was not originally budgeted for.

5. GIS Administration, Business, and Operational Items

- The Committee reviewed and approved the annual update letter for the SanGIS-SANDAG Memorandum of Agreement for data sharing services (aka Appendix B). The Committee signed the agreement at the meeting.
- The Committee discussed the most recent report on Regional Data Warehouse usage which indicated an 11% decrease in annual usage in calendar year 2017 over 2016. The Committee discussed how we might be able to provide a better set of service offerings to meet user needs. Pat offered to demonstrate a proof-of-concept for a service delivery page at the next meeting.
- Brad reported that the final deliverables for the 2017 imagery should arrive by Wednesday, January 10, 2018. The Committee discussed various methods of providing the data to the regional partners.
- At Scott's request, Pat updated the Committee on the status of the geocoding service update and the status of the REDI website.

6. Discuss SanGIS Board Action Items Assigned to Management Committee 8

- The Committee reviewed the agenda and materials for the January 18, 2017 Board of Directors meeting and approved them for publication and distribution.

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 January 11, 2018

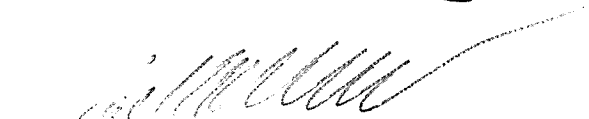
These minutes are approved by: Signature Date:

Ross Martin
SanGIS Management Committee
County of San Diego



1/16/2018

Scott Daeschner
SanGIS Management Committee
City of San Diego



1/15/18