



COMPASS
COMMUNITY PLANNING ASSOCIATION
of Southwest Idaho

REGIONAL GEOGRAPHIC ADVISORY COMMITTEE

January 21, 2010 – 2:00 p.m. – 3:30 p.m.

Community Planning Association

Notice: This packet contains only the documents listed with an asterisk (*) in the agenda. The entire packet, including all attachments is available at <http://www.compassidaho.org/documents/people/rgac/agenda012110.pdf>. The online document requires Adobe Acrobat to read it; COMPASS' homepage <http://www.compassidaho.org> contains a free download link if you need a copy. The online document includes bookmarks at the left of the screen that are named to correspond to agenda items that have attachments. Clicking on a bookmark will take you directly to the named document.

**** AGENDA ****

I. AGENDA ADDITIONS/CHANGES

2:00

II. OPEN DISCUSSION/ANNOUNCEMENTS

2:05

III. CONSENT AGENDA

2:10

*A. Approve October 22, 2009 Meeting Minutes

*B. Approve RGAC Meeting Dates for Calendar Year 2010

IV. ACTION ITEM

2:15

A. Election of Vice Chair for 2010

Mike Borzick

Committee will elect a new Vice-Chair for 2010.

V. INFORMATION/DISCUSSION ITEMS

2:20

*A. Census Boundaries and Annexation Survey (BAS) Update

Ross Dodge

Staff will give an update on the BAS process.

2:30

*B. Review 2009 Accomplishments

Mike Borzick

At last year's January meeting a course was charted for 2009. Staff will review the list of accomplishments.

2:40

*C. Discuss a Common Operating Picture (COP) Technical Working Group (TWG)

Ross Dodge

Staff will discuss the request that RGAC start a COP TWG.

3:10

D. Develop New Project List

Mike Borzick

VI. OTHER

3:25

A. Progress Reports

B. New Business or Announcements

C. Next Meeting: March 25, 2010, 2:00 p.m., at COMPASS

VII. ADJOURNMENT

3:30

***Enclosures - Times are approximate. Agenda is subject to change.**

T:\FY10\800 System Maintenance\820 Committee Support\RGAC\Agendas\agenda012110.docx

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REGIONAL GEOGRAPHIC ADVISORY COMMITTEE

OCTOBER 22, 2009

COMMUNITY PLANNING ASSOCIATION

**** MINUTES ****

ATTENDEES: Nathan Bentley, Ada County Information Technology, **Chair**
Mike Borzick, City of Kuna
Mike Bruse, Canyon County Assessor's Office
Rod Collins, City of Nampa, **Vice Chair**
Tina Fenske, City of Garden City
Jim Hetherington, City of Boise
Kathy Knapp, Canyon Highway District
Dave Marston, City of Caldwell
Chuck Spencer, Ada County Highway District

MEMBERS ABSENT: Brian Emmen, Idaho Transportation Department
Miguel Gaddi, Public Participation Committee
Dan Hunter, Canyon County Development Services
Robin Jack, City of Meridian
Anne Kawalec, Ada County Assessor's Office
Todd Milich, Nampa Highway District #1
Bill Vaughan, City of Eagle

OTHERS PRESENT: Eric Adolfson, COMPASS
Ross Dodge, COMPASS
Debbie Winchar, COMPASS

CALL TO ORDER

Chair Bentley called the meeting to order at 2:05 p.m.

AGENDA ADDITIONS/ANNOUNCEMENTS

Ross Dodge will present Item V-E. - RRC/ISDI GIS Week in Anne Kawalec's absence.

OPEN DISCUSSION

None.

Since a quorum was not present, Chair Bentley moved to the Information/Discussion Items.

INFORMATION/DISCUSSION ITEMS

A. ISDI Data Standards

Chair Bentley stated since RGAC's last meeting, he has not received any ISDI data standards.

Ross said that ISDI stands for Idaho Spatial Data Initiative; Gail Ewart's attempt to coordinate GIS on a statewide basis. The data standards are different framework data sets, which if we were to build those framework data sets ourselves, would meet certain minimal standards.

Chair Bentley received Emergency Facilities Standard data from Ada and Canyon Counties which resulted in a simple merge of the data.

Quorum now present, Chair Bentley moved the order of the meeting back to the Consent Agenda.

CONSENT AGENDA

A. Approve August 27, 2009 Meeting Minutes

Chuck Spencer commented that on page 3, under Regional Resource Center (RRC), reference to RCC should be changed to **RRC** and on page 4, Mike Gwartney should be listed as the **Director of the Department of Administration**, rather than the Director of Idaho Geospatial.

Mike Bruse moved and Dave Marston seconded to approve the August 27, 2009 meeting minutes as amended. There being no further discussion, the motion was unanimously approved.

ACTION ITEM

A. Election of Vice Chair for 2010

Rod Collins stated two nominations were received: Mike Borzick, City of Kuna and Anne Kawalec, Ada County Assessor's Office. Not hearing any other nominations, the nominations were closed.

After a show of hands among committee members present, Mike Borzick was nominated RGAC's Vice Chair for 2010.

INFORMATION/DISCUSSION ITEMS

B. Emergency Services Workshop

Chair Bentley said he sat on the planning organization team that organized the workshop. A full document will be out by the end of November 2009 and a short briefing of the findings will be presented at the next GIS meeting. The workshop was a very successful exercise with the best turnout of GIS and Emergency Management personnel (sixty participants).

Chair Bentley commented that a regional needs assessment for public safety personnel is needed. He stated that Jay Young with the City of Nampa's planning and engineering department is doing an excellent job in doing this at Canyon County.

The common themes and recommendations voiced at the workshop were:

- A common operating picture (COP) for all, on a regional or even statewide level, supplied with accurate and up-to-date data. This would tie together all the information silos that now exist, including Ada County Dispatch, Canyon County Dispatch, WebEOC, GIS, and information from crime analysis units and HazMat analyses.
- Access to all the information provided by the COP to personnel in the field and the ability to “markup” the “map” in field and share that new information with others in real-time.
- None of the current systems fully meet the information needs of public safety personnel; to a large degree they are routinely operating in an information vacuum.
- Start a technical working group (TWG) as part of RGAC to identify regional COP standards for GIS in support of public safety.
- Improve communications between the public safety and emergency management community and GIS community.
- Create a solid foundation for regional or statewide COP.

Ross asked the committee if they felt RGAC should have a role in this area or just as participants at the table. The data received by emergency services comes from the jurisdictions. A two-county centerline file would be a role this committee could perform.

Tina Fenske commented that in order for Garden City to participate, Memorandums of Understanding (MOU) would have to be prepared to get the data and suggested a subcommittee through RGAC develop those agreements.

After discussion, **it was the consensus among committee members present to form a workgroup to create the MOUs, in order to maintain a standard set.**

A suggestion was made to create, for cross-training purposes, a “continuity folder.”

C. Short Term

Ross Dodge stated he met with Canyon County staff to discuss the preliminary file but has not done follow-up with some of Nampa or Caldwell’s issues. A further review of this item will be presented at RGAC’s next scheduled meeting.

Eric Adolfson commented that Ada and Canyon Counties are working on editing line data regarding centerline files. Eric has starting working on a system to add fields to both centerlines. Ada and Canyon Counties have independent dispatch software that requires their own fields.

Ross replied the goal is to get more of the points to snap together; it won’t just look like a two-county centerline but will actually be routable across county lines. Eric commented that he is not sure what the software requires precision wise; it will have to be tested once all the fields are distributed.

C-1. Emergency Services/Regional Planning Data Needs

Ross presented a spreadsheet, based on a binder of information that was provided at the emergency management/GIS meeting at Meridian City Hall on September 25, 2009. Many data needs on that list are also needed for regional land use/transportation planning.

Ross commented that he wanted to make sure this committee is in agreement regarding the data layers to address on a regional scale.

The committee reviewed and discussed the various layers included on the spreadsheet.

Discussion:

- Who will take ownership of the school layer? A data steward is needed.

Ross replied that COMPASS will take ownership if that's what the committee decides: if so, updates would have to be given to COMPASS on a regular basis. Ross suggested that the respective school layers from each jurisdiction be updated annually on the ftp site.

- Each jurisdiction would maintain their respective data but a regional data set would be the responsibility of COMPASS.
- Hospitals: Jay Young maintains dispatch data for Canyon County and Rob Hall maintains data for Ada County. Chair Bentley, as the data steward, merges and publishes the data.

Ross replied that hospitals are important for transportation planning and it is important to ensure continuity in maintaining this data.

- COMPASS has a regional parks layer but does not receive information when a city brings in a new park. The committee agreed to recognize COMPASS as the data steward for the authoritative school and parks data set. Work still remains on getting respective jurisdictional data to COMPASS for merging into a regional set.

Ross suggested the city jurisdictions update their parks, greenbelt, and pathway data annually on an ftp site.

- Churches: This is a layer that will need more work. The committee also agreed that Ada County would be the official data steward of the authoritative regional hospital and stations data sets.

D. Mid Term

The committee is evaluating methods to easily exchange data files with a high level of confidence that it is current, accurate, and includes metadata. Rod Collins stated an ArcGIS Online workshop was held on October 8, 2009.

Chair Bentley commented that he created a southwest regional GIS group on ArcGIS Online and published a public safety facility site.

Ross presented and demonstrated how to use the online site. Ross stated this is futuristic and shouldn't overshadow our attempt to build up the ftp site to promote the habit and practice of sharing updated data.

Ross then demonstrated Filezilla which is an easy to use file manager for sharing data across an ftp site. Filezilla can also be used with a windows scheduler script to upload files automatically. Chuck Spencer commented that he will work with individual RGAC members to get contact names for read/write access to their respective folder.

E. RRC/ISDI GIS Week

Ross Dodge stated ISDI GIS Week will be held October 26-30, 2009.

Ross commented that RRC stands for Regional Resource Center and it is Gail Ewart's attempt to bring local control to how we want to structure GIS in the region rather than having the state mandate the standards. This past summer, Gail requested proposals to develop an RRC (i.e., data sharing, technical support, educational location for training, etc.). Proposals were prepared by eastern and northern Idaho; southwest Idaho was a little late preparing their proposal. An RRC proposal was created for this area but questions are pending regarding a physical location with staff. The proposal is in the beginning stages and is a work in progress. How RGAC fits into this process is still to be determined.

The subcommittee drafting the proposal consisted of:

Tyson Taylor and Charla Adams, BSU
Jenn Atkinson, SAGE
Anne Kawalec and Dan Narsavage, Ada County
Chuck Spencer ACHD
Jimae Haynes, Boise City
Ross Dodge, COMPASS

Other

A. New Business/Announcements

None.

B. Next Meeting: Thursday, January 21, 2010, 2:00 p.m., at COMPASS.

ADJOURNMENT

Jim Hetherington moved and Rod Collins seconded adjournment at 3:18 p.m. Motion carries.

RGAC Meetings for 2010

**All meetings on 4th Thursday of month (*unless otherwise noted*) 2:00 p.m. at
COMPASS**

January 21 (3rd Thursday)

March 25

May 27

July 29

September 23

December 2 (1st Thursday)



Memorandum

To: Regional Geographic Advisory Committee

From: Ross Dodge, Principal Planner

Date: January 14, 2010

Re: Census Boundaries and Annexation Survey (BAS) Update

Action Requested:

Information only.

Background:

Census information is very important to the core tasks of COMPASS. In the past, COMPASS would submit paper annexation maps to the Census on behalf of its members. As the Census began to update its processes, COMPASS worked with the Census and member agency staff to submit this information digitally. Included are the respective letters sent to the Census after consultation with local jurisdictions. (Attachments 1 & 2)

Status:

Since these decisions were made, there has been staff turnover at local jurisdictions and the Census has been slow to update its contact information. Consequently, correspondence has gone out from the Census to unsuspecting agency staff resulting in confusion of who is doing the BAS.

COMPASS staff will give a brief explanation of the BAS process and requests RGAC to consider a change in methodology or improved communication to keep everyone informed.

Attachments - 2

RD:dw T:\FY10\800 System Maintenance\820 Committee Support\RGAC\Packets\012110\CensusBAS.docx

May 16, 2006



Ms. Laura Waggoner
 US Census Bureau
 Geography Division
 Geographic Entities Program Branch
 Legal Areas Section Chief

Dear Laura:

In years past, the Census Bureau mailed Boundary and Annexation Survey (BAS) packets to each local jurisdiction in Ada County. These jurisdictions were responsible for keeping the Census up-to-date with its Census Place (i.e. city limit) information. It is important to the Census and respective local jurisdictions that this information be accurate. Planners at these jurisdictions would manually draw newly annexed areas using the colored pencils, maps, and instructions enclosed in the packet before mailing them back to the Census.

The Community Planning Association (COMPASS) is the Regional Planning agency for Ada and Canyon Counties. In April 2005, COMPASS inquired about the process of digitally submitting the BAS information on behalf of the Ada County jurisdictions. We were informed that Ada County is included in the Census enhancement program and thus eligible for digital BAS submittal.

I contacted key staff and received unanimous approval for COMPASS to submit digital BAS on behalf of each jurisdiction. This approval was granted by the following individuals:

- | | | |
|----------------------|----------------------|-------------|
| • Anna Canning | Planning Director | Meridian |
| • Bill Vaughn | Zoning Administrator | Eagle |
| • Cathy Ward | Planning Director | Star |
| • Christy Richardson | Planning Director | Garden City |
| • Diana Sanders | Planning Director | Kuna |
| • Scott Spjute | Zoning Manager | Boise |

For 2006 you received both manual submittals from some of the local jurisdictions and a digital submittal from COMPASS. For 2007 you will only need to work with COMPASS for a digital submittal and I will be your contact.

Thank you for your attention to this matter,

Ross Dodge
 GIS Principal Planner
 (208) 855-2558 ext 235

cc: Anna Canning
 Bill Vaughn
 Cathy Ward
 Christy Richardson
 Diana Sanders
 Scott Spjute

pc: File 860 – Geographic Information System Maintenance
 RD: dw T:\FY06\800 Maintenance\860 GIS Maintenance\CensusBAS_letter.doc

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July 18, 2008



Ms. Laura Waggoner
 US Census Bureau
 Geography Division
 Geographic Entities Program Branch
 Legal Areas Section Chief

Dear Laura:

In years past, the Census Bureau mailed Boundary and Annexation Survey (BAS) packets to each local jurisdiction in Canyon County. These jurisdictions were responsible for keeping the Census up-to-date with its Census Place (i.e. city limit) information. It is important to the Census and respective local jurisdictions that this information be accurate. Planners at these jurisdictions would manually draw newly annexed areas using the colored pencils, maps, and instructions enclosed in the packet before mailing them back to the Census.

The Community Planning Association (COMPASS) is the Regional Planning agency for Ada and Canyon Counties. COMPASS has inquired about the process of digitally submitting the BAS information on behalf of the Canyon County jurisdictions.

I contacted key staff and received approval for COMPASS to submit digital BAS on behalf of the following jurisdictions:

- | | | |
|------------------|---------------------|-----------|
| • April Cabello | Planning Technician | Caldwell |
| • Lee Belt | City Clerk | Greenleaf |
| • Noni Stapleton | City Clerk | Melba |
| • Ellen Smith | City Clerk | Middleton |
| • Ginny Johnson | City Clerk | Notus |
| • Teresa Phelps | City Clerk | Parma |
| • Colleen Cook | City Clerk | Wilder |

The City of Nampa has elected to conduct their own digital BAS. For the 2009 BAS you will only need to work with COMPASS for a digital submittal and I will be your contact. I will keep the other jurisdictions informed of the submittal.

Thank you for your attention to this matter,

Ross Dodge
 GIS Principal Planner
 (208) 855-2558 ext 235

cc: April Cabello
 Lee Belt
 Noni Stapleton
 Ellen Smith
 Ginny Johnson
 Teresa Phelps
 Colleen Cook

pc: File 860 – Geographic Information System Maintenance
 RD: T:\FY08\800 Maintenance\860 GIS Maintenance\CensusBAS_letter.doc

ITEM V-B

Project Goals and Directions List

This is the list we started from for calendar year 2009 with end of year comments in red

Regional Data Projects

1. Orthophotography *Decided that this is not an RGAC issue*
 - a. 2009 NAIP
 - b. 2010 Regional Ortho
 - c. Confirm future data acquisition game plan
2. Regional Centerline file – Canyon has a federated approach to centerline maintenance. Ada, Canyon and COMPASS have collaborated on some regional centerline issues but they have not yet been resolved. The Idaho Geospatial Committee (IGC) is working on a state-wide “integrated roads project” and has a road centerline workgroup of the transportation TWIG. How do we coordinate all of this? *Made Progress*
3. Identify a list of other data layers to be developed on a regional scale; i.e. land-use, vacant lands, comprehensive plans, zoning, etc. *Began this at the October meeting*

Policy

4. Various committee demarcations. There are the SDC, SIG, TWIG, SWIG, IGC... Should the RGAC map out and coordinate who does what so as to eliminate overlap? Would RGAC have the support from the SDC, SIG and TWIG to do that? *Decided that each committee be independent; not an RGAC issue*

Federation

5. Strategies or game plan for moving forward with a regional, federated GIS *Did not do*
6. Projection – Ada and Canyon work on different projections. While it’s not a big issue with vector data, it does affect ortho photography. How do we address this? Or do we? *Decided not to address*
7. Data exchange & funding – Ada County charges for data, Canyon County offers it at no charge to govt. agencies. How do we create a playing field of regional cooperation between local public agencies? – (Policy too) *Decided not to address*
8. Developing a data, hardware, software list of each agencies holdings – this will give us a better idea of resources needed for #5 *Decided not to address*
9. The business flow of information – The goal being to ensure all agencies have the latest information they need without having to request individual data from individual agencies. How do we create an information pipeline? This is related to #5, but not all agencies have the hardware, software, budget, personnel, etc. to do that in the short term. #8 could be helpful in mapping out a strategy for this item. Maybe we need to get this streamlined and fine-tuned before moving forward on #5.
10. Regional data distribution
 - a. how... ZIP files on COMPASS Website? *Did not work*
 - b. what... are there data layers that shouldn’t be freely available?
11. Data sharing, who can give out what. Can COMPASS distribute ACHD bikeway info, how about Nampa city limits? Or should all data requests go to the source? *Decided that requests should go to and come from the data steward*

9,10,11 Were all accomplished with the ACHD ftp site serving as a central repository. Now we just need to make it fully functional

Informational

12. Briefings or presentations from outside agencies or projects that may be of interest to committees goals *We did a couple of these*
13. Marketing of GIS to elected officials. Since GIS is used so extensively in support of various departments, we want to make sure they understand the value of what we do. *Did not do*

Other

1. Public Safety data and support – The TWIG is working on this but they cannot attend to all the political, policy, technical, funding, and regional data issues. *Began this at the October meeting*



COMPASS
COMMUNITY PLANNING ASSOCIATION
of Southwest Idaho

Memorandum

To: Regional Geographic Advisory Committee
From: Ross Dodge, Principal Planner
Date: January 14, 2010
Re: Discuss a Common Operating Picture (COP) Technical Working Group (TWG)

Action Requested:

An informal discussion on starting up a TWG to work on a regional COP for emergency services.

Background:

- At the June 25, 2009 meeting, RGAC agreed that it was within its mission to set up a technical working group (TWG) when needed.
- There was a workshop held in Meridian on September 25, 2009 with a recommendation that RGAC set up a TWG.
- The workshop was discussed at the October RGAC meeting and we began to review the data needs list from the workshop.
- At a December 17, 2009 regional COP meeting, it was suggested that RGAC start up a TWG as soon as possible.

Status:

Staff requests the committee to consider the request for a COP TWG. If the committee starts a TWG, its relationship to the other GIS committees will have to be considered as well as the boundaries or assignment given to the TWG.

RD:dw T:\FY10\800 System Maintenance\820 Committee Support\RGAC\Packets\012110\ RequestforTWG.docx

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