



COMPASS
COMMUNITY PLANNING ASSOCIATION
of Southwest Idaho

REGIONAL GEOGRAPHIC ADVISORY COMMITTEE

January 22, 2009 – 1:30 p.m. – 3:00 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/agenda012209.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

1:30

II. OPEN DISCUSSION/ANNOUNCEMENTS

1:35

A. Introductions

III. CONSENT AGENDA

1:40

*A. Approve October 23, 2008 Meeting Minutes

IV. ACTION ITEMS

1:45

A. Election of Vice Chair

Nathan Bentley

Nominations for Vice Chair will be announced, election to commence.

V. INFORMATION/DISCUSSION ITEMS

1:50

*A. RGAC Bylaws

Ross Dodge

Discussion regarding edits and methodology for updating the RGAC Bylaws.

2:00

*B. Calendar Year 2009 Project List

Nathan Bentley

Review and discuss goals for the coming year and frequency of meetings.

2:30

C. 2010 Regional Ortho and 2009 NAIP projects
Staff will report on status of next ortho projects.

Ross Dodge

2:45

D. Agency Report

Ross Dodge

COMPASS will report on Board and Staff activities.

VI. OTHER

2:55

A. New Business or Announcements

B. Next Meeting: TBD

VII. ADJOURNMENT

3:00

*Enclosures

Times are approximate. Agenda is subject to change.

800 S. Industry Way, Ste 100

Meridian, ID 83642

P. 208.855.2558

F. 208.855.2559

www.compassidaho.org

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REGIONAL GEOGRAPHIC ADVISORY COMMITTEE
OCTOBER 23, 2008
COMMUNITY PLANNING ASSOCIATION



****MINUTES****

ATTENDEES: Brian Billingsley, City of Caldwell, *Vice Chair*
Bruce Eggleston, City of Boise
Miguel Gaddi, Public Participation Committee
Joy Gannon, City of Garden City (*for Jenah Thornborrow*)
Norm Holm, City of Nampa
Leon Jensen, Canyon County Development Services
Bill Vaughan, City of Eagle

MEMBERS ABSENT: Nathan Bentley, Ada County Information Technology, *Chair*
Mike Bruse, Canyon County Assessor's Office
Anna Canning, City of Meridian
Kelli Fairless, Valley Regional Transit
Wendy Howell, City of Middleton

OTHERS PRESENT: Eric Adolfson, COMPASS
Ross Dodge, COMPASS
Dave Marston, City of Caldwell
Debbie Winchar, COMPASS

CALL TO ORDER

Vice Chair Billingsley called the meeting to order at 1:37 p.m.

AGENDA ADDITIONS/ANNOUNCEMENTS

Introductions were made of all attendees.

Ross Dodge requested that Consent Agenda Item III-B. 2009 Calendar of Meetings, is moved to the end of the agenda.

OPEN DISCUSSION

None.

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

INFORMATION/DISCUSSION ITEMS

A. Ortho-Photography Update

Ross Dodge reviewed the status of the 2010 Ortho Project. Ross stated that the scope of the project was agreed upon at a coordination meeting held in May 2008. It was agreed that agencies wanting additional information beyond the scope, could enter into a separate agreement with the selected consultant. The cost allocation model was agreed upon by dividing the total cost of the project by a number of sections for each agency. A

request was made to release a Request for Proposal (RFP) as soon as possible in order to get a cost estimate of the project.

Throughout the summer, a subcommittee met to develop the RFP. The goal was to:

- Release the RFP in December 2008
- Consultants would submit their response to the RFP by the end of January 2009
- A review of the RFPs submitted in February 2009
- Consultant interviews would take place in March 2009
- In April 2009 a consultant would be selected to do the flight in 2010

The RFP also requested a sealed bid in order to provide cost estimates to help us budget. Ross then reviewed the RFP with Jeanne Urlezaga, Director of Operations, and she had a concern with the approach used to receive the bids. An RFP that indicates the cost then becomes a Request for Bid, which COMPASS does not prepare. Jeanne also had an issue with selecting a consultant and entering into a contract one year before the flight takes place. Jeanne offered another alternative: release a Request for Information (RFI) simply requesting projected cost information.

Ross stated the now current status of this process is to put out an RFI that will describe the scope of work and request a cost estimate. When that information is supplied, a meeting will be scheduled to see if this will work on a regional basis; if everyone can pull their funding together.

Ross commented that it is his intent to have all responses to the RFI by RGAC's January 2009 meeting.

B. Data Request Update

Ross Dodge reviewed RGAC's data request list. At the last RGAC meeting, staff explained that consistent and timely agency data was needed for comparable analysis. Members countered, suggesting that a specific list of requested information had not been provided and it's not likely that staff will want everything from the member agencies. Ross explained that since that meeting, a specific list of requested information was sent to all member agencies and good responses have been received.

Ross stated the next step is to figure out how to get into the regular flow of information which would eliminate the need for making phone calls to request data updates.

Discussion:

- What is the intended purpose of including a regional park layer?

Eric Adolfson replied that raster data is created from a variety of GIS shape files. These raster's are combined to form an analysis of whether or not a given area is an attraction or detraction to development. A development would not be constructed in a park, so the park information is one of many pieces of information used by the model to produce its analysis.

Ross commented that the UPlan model is being built up: an inventory of data layers so that when doing the plan, there will be an indication as to where growth is likely to occur, or not occur. Parks, open space, airports, and cemeteries are viewed as "discouragements." Attractions would be prime farmland and undeveloped parcels. Parks are also used in the Performance Monitoring Report (PMR) to identify areas within a walkable distance to parks and how many acres of parks each city has increased each year.

Ross stated that staff's goal is to have updated information annually with old data being archived so as to provide historical information from year to year for comparison purposes. That year-end information will be used for the PMR, which is approved by the COMPASS Board at its August or September meeting.

C. *RGAC Membership Revision*

Ross Dodge stated that at the last meeting there was a discussion regarding RGAC's membership. Since that meeting, the merits regarding a change in membership were discussed. Ross presented a historical summary of RGAC and a possible committee restructuring. Ross stated that RGAC was approved by the COMPASS Board in February 2005 and at that time there was no consistent mechanism for getting data from Canyon County. At that time, COMPASS was in the process of the *Communities in Motion*: Regional Long-Range Transportation Plan and because it was a regional plan, regional data was needed, which was not available to COMPASS.

Ross commented that things have changed and data acquisition is no longer the issue. The more important issue now is coordinating data and developing a mechanism to streamline data sharing. It appears that RGAC now needs restructuring to obtain members who manage the data and can address data sharing issues. However, RGAC should be more than a technical group; members sitting around the table should have decision making capabilities for their respective jurisdictions.

Ross stated that the COMPASS Board approves the COMPASS Standing Committee Membership Lists in January. RGAC will need to have a revised membership list in place by mid-December in order to place the item in the Board meeting packet, which is mailed out the first week in January.

Discussion:

- The data stewards are not necessarily in tune with their planning departments or elected officials regarding the actual output of information. There needs to be an understanding that the data stewards are consistently consulting with their planning people.
- Monthly meetings could consist of the data people and then invite both the data stewards and planning people for a general status quarterly meeting, which would be a good time to have monetary discussions.
- Prepare a two-column spreadsheet for things that need to be accomplished for the year: one column for technical data and another for policy issues.

After further discussion, it was agreed that a restructuring of RGAC membership would be a positive move. Ross commented that he has been in contact with the GIS Managers from member agencies who all agreed to sit on the restructured committee. The January 2009 meeting will then be composed of those who have responsibility over the GIS data in their respective jurisdiction.

2009 Calendar of Meetings

Ross Dodge stated that a lot happens between RGAC's quarterly meetings. Ross commented that he would contact each primary representative and get their preference of monthly or quarterly RGAC meetings. This topic will be discussed by the new members of the committee at the January 2009 meeting.

OTHER

A. *New Business/Announcements*

None.

B. *Next Meeting:* Thursday, January 22, 2008, 1:30 p.m., at COMPASS.

ADJOURNMENT

There being no further discussion, the meeting adjourned at 2:55 p.m.

Regional GIS Advisory Committee (RGAC)

Bylaws

(Approved as Amended January 23, 2006)

Edit review NmB11/10/08

Article I

NAME

1. The name of this committee shall be the Regional Geographic Information System Advisory Committee, hereinafter referred to as the RGAC. The RGAC is a multi-agency and multi-disciplinary committee of Ada and Canyon County Geographic Information Systems (GIS) data users. The RGAC shall advise the COMPASS Board on regional GIS related issues.

Article II

MISSION

1. GIS is being used by COMPASS and its members beyond jurisdictional boundaries for a variety of planning projects, environmental reviews, development monitoring evaluations, and engineering studies. The availability and reliability of GIS data are critical to the success of these activities. The mission of the RGAC is to be a coordinated body of co-operative GIS professionals providing a visionary forum to promote compatibility of data and the expansion of data and to advise COMPASS on investment in and policies regarding GIS. The RGAC will also be a forum for exchanging ideas and data related to regional geographic information.

Article III

MEMBERS

1. The RGAC shall be composed of representatives from agencies with an interest in regional geographic data. Members shall have Geographic Information System technical experience with agency administrative authority. Since this committee has no authority, the success of this committee rests on the desire of members to make it work. Most decisions will be made on an informal basis with a goal of consensus. Membership will consist of up to 15 representatives from agencies such as:

Canyon County
Assessors
Development
Services
Canyon County
Government
 Nampa Highway District
 City of Caldwell
 City of Nampa
 Emergency Services
School District
Canyon Highway District

Ada County
Assessors
Development Services
 Ada County Highway
 District
 City of Boise
 City of Meridian
 Emergency Services
Ada County Government
Garden City
Eagle
Kuna
School Districts

Regional
 COMPASS
 Idaho Power
 United Water
 Private GIS firms
 State Agency
 Federal Agency
 Valley Regional Transit
Boise State University
Central District health

2. The COMPASS Public Participation Committee (PPC) shall be entitled to appoint one of its members to sit on RGAC. The PPC representative shall have one vote.
3. Other agencies may be represented on the RGAC as well.

Article IV

OFFICERS

1. The Chairperson and Vice Chairperson of the RGAC shall rotate annually. A new Vice Chair shall be appointed by the RGAC at the December meeting. At the January meeting the existing Vice Chair will rotate into the Chair position and the newly appointed Vice Chair will move into that position. The

Comment [it-gis1]: Do we really want to say this in the bylaws? What is the point? Our authority is that of advisor to Compass – If Compass has no authority then this is a correct statement.

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Comment [it-gis2]: Decided By whom? Is 15 enough, I counted 17 agencies that have GIS and are members

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Chairperson shall preside over all meetings of the RGAC, and shall see that all recommendations and resolutions of the RGAC are presented to the COMPASS Board for consideration. A COMPASS staff person shall be the coordinating staff for the RGAC and shall not serve as chairperson.

Article V
MEETINGS

1. Meetings of the RGAC shall be held on a quarterly or as needed basis at a location selected by the committee. Special meetings of the RGAC may be called by the Chairperson upon reasonable notice to all members of the RGAC.
2. The agenda for the RGAC shall be set by the Chairperson or his/her designee. RGAC members may have items placed on the agenda at any time. Unless otherwise specifically agreed upon by the RGAC, all matters before the RGAC shall be disposed of by consensus.
3. The Chairperson shall provide all competing points of view to the COMPASS Board when consensus is not achieved. Meetings of the RGAC will be conducted in an informal manner unless a member requests that a specific item be dealt with according to Roberts' Rules of Order and the request is supported by a majority of members present.

Comment [it-gis3]: The current agenda content is provided by COMPASS staff is this a direction change or was it the intended direction?

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Comment [it-gis4]: Again a role change for the Chair from what is currently practiced

Article VI
DUTIES

1. Duties of the RGAC will be as follows:
 - Work to promote regional GIS planning and issues through education to the COMPASS Board and general public.
 - Advise COMPASS Board and staff about investments and policies related to improving GIS.
 - Provide a forum in which to plan a vision for regional GIS cooperation including but not limited to:
 - Developing an enterprise or federated GIS with central data repository
 - Providing accurate, consistent, and compatible data to the Census Bureau
 - Coordinating a two-multiple-county ortho-photography project
 - Developing a regional centerline and landuse data set
 - Coordinating data provided to emergency services to aid common dispatching

Comment [YUN5]: Not a necessary limitation

Article VII
SUB-COMMITTEES

1. Occasionally the RGAC may create a sub-committee to examine details regarding specific issues to help the RGAC make informed decisions. The mission, members, meetings, and duties of these committees are independent of the RGAC but will give monthly reports to the RGAC.

Article VIII
AMMENDMENTS TO BYLAWS

1. These Bylaws may be amended by an affirmative vote of a simple majority of the members present subject to approval by the COMPASS Board. A Bylaws change shall be presented for consideration at a regularly scheduled meeting of the RGAC, however, voting shall be deferred until the next regularly scheduled meeting at which the Bylaws change was proposed.

Project Goals and Directions List

We discussed the projects/goals/direction this committee should take. Following are bullet items of our discussions. Obviously we can't do them all this year, but let us identify 2 or 3 to tackle:

Regional Data Projects

1. Orthophotography
 - 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?
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.

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?

Federation

5. Strategies or game plan for moving forward with a regional, federated GIS
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?
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)
8. Developing a data, hardware, software list of each agencies holdings – this will give us a better idea of resources needed for #4
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 #4, but not all agencies have the hardware, software, budget, personnel, etc. to do that in the short term. #5 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 #4.
10. Regional data distribution
 - a. how... ZIP files on COMPASS Website?
 - 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?

Informational

12. Briefings or presentations from outside agencies or projects that may be of interest to committees goals
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.

Other

14. 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.