



COMPASS
COMMUNITY PLANNING ASSOCIATION
of Southwest Idaho

REGIONAL GEOGRAPHIC ADVISORY COMMITTEE

March 26, 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/agenda022609.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

III. CONSENT AGENDA

1:40

*A. Approve February 26, 2009 Meeting Minutes

IV. ACTION ITEMS

1:45

*A. RGAC Bylaws

The Bylaws have been modified to reflect approval from last meeting.

Ross Dodge

V. INFORMATION/DISCUSSION ITEMS

1:50

A. Preliminary Plat Workflow

Presentation on Ada County workflow

Presentation on Canyon County workflow

Discussion on individual agency workflow

Anne Kawalec
Ross Dodge

2:45

B. Agency Report

Report on Ada County activities and the relationship between the IT and Assessor's office.

Nathan Bentley

VI. OTHER

2:55

A. New Business or Announcements

B. Next Meeting: April 23, 2009, Time TBD at COMPASS

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
FEBRUARY 26, 2009
COMMUNITY PLANNING ASSOCIATION



****MINUTES****

ATTENDEES: Nathan Bentley, Ada County Information Technology, *Chair*
 Mike Borzick, City of Kuna
 Rod Collins, City of Nampa, *Vice Chair*
 Brian Emmen, Idaho Transportation Department
 Tina Fenske, City of Garden City
 Jim Hetherington, City of Boise
 Anne Kawalec, Ada County Assessor's Office
 Kathy Knapp, Canyon Highway District
 Gary Shane Lim, City of Meridian
 Dave Marston, City of Caldwell
 Chuck Spencer, Ada County Highway District

MEMBERS ABSENT: Mike Bruse, Canyon County Assessor's Office
 Miguel Gaddi, Public Participation Committee
 Leon Jensen, Canyon County Development Services
 Todd Milich, Nampa Highway District
 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 1:32 p.m.

AGENDA ADDITIONS/ANNOUNCEMENTS

Ross Dodge stated that a correction should be made to the description of Item V-C: "Staff will report on the status of the **centerline file** projects."

OPEN DISCUSSION

None.

CONSENT AGENDA

A. *Approve January 22, 2009 Meeting Minutes*

Tina Fenske moved and Rod Collins seconded to approve the January 22, 2009 meeting minutes as written. There being no further discussion, the motion was unanimously approved.

ACTION ITEM

A. 2010 Regional Ortho Project

Ross Dodge gave a brief history of the 2010 Regional Ortho Project.

Ross stated that the COMPASS Directors would like a recommendation on the following two options:

- Postpone the flight to 2011 to see if economics change.
- Conduct an Ada only project with assistance to Caldwell. Ross said that this option continues the project within the scope of those who can participate and the deadline for a Memorandum of Agreement (MOA) would be June 2009.

This item will be on the March 2009 Executive Committee agenda as follow-up to the presentation given to the COMPASS Board last year. A recommendation from this committee to the Executive Committee is requested.

Chair Bentley stated that a monetary check is not needed at this time but a pledge to support will be required. From a general consensus, is this project still viable? Ada County needs this project and is anticipating doing everything possible to move it forward.

Discussion:

- Until the City Council gives approval, a guarantee cannot be made.
- If the project was going to be delayed and if that money was already budgeted and allotted, would it be possible to put it into an enterprise fund in order to not lose the funding that has been earmarked? Or, even though the project has been delayed for a year can there be an agreement to put that money in the bank at the end of the fiscal year and be held by COMPASS for the funding this project?
- Do we think the situation in Canyon County would change for the better in that year?

Kathy Knapp commented that she cannot reply on behalf of Canyon County because the Canyon Highway District is a separate entity and the Canyon Highway District Board has said "no" because it is not an integral part of their daily work or something that is relied on.

Anne Kawalec stated that if proceeding, a Request for Proposal (RFP) would have to go out quickly. The money cannot be rolled over unless there is something on the table.

Ross replied the details with regard to the RFP and MOA will have to follow but that this is not contingent on a recommendation to the Executive Committee on whether or not to continue with this project. For those who can participate (Ada County and City of Caldwell), do we proceed as a 2010 project? Ross said that at this point, the project would have to be re-scoped with less sections and the cost allocation model refigured. Do we want to start over with a new project or drop the project?

Anne Kawalec moved and Jim Hetherington seconded to start over with a new project with those who can participate.

Discussion:

Kathy asked if a new project is started and people do realize they can get Involvement, will they be able to get involved at a later date?

Ross replied that yes it would work at some point if someone came in at a certain time and contributed to the project. It all depends on the timing.

After further discussion, *the motion was unanimously approved.*

INFORMATION/DISCUSSION ITEMS

A. RGAC Bylaws

Ross Dodge reviewed the revised Bylaws.

After discussion, *there was a consensus from committee members present that Ross makes the changes as presented and brings the Bylaws back to the group in March 2009 for approval.*

B. 2009 Project List

Ross Dodge continued this discussion from the last meeting on RGAC's 2009 Project List for Project Prioritization. He emphasized the foundational mission of RGAC is to promote compatibility of regional data. He gave a PowerPoint presentation on preliminary plat data and why this is important. After the presentation, Ross asked the group if focusing on correcting the workflow of one specific data layer is a direction that would be valuable for the committee's participation. If yes, than how do we fix the errors and handle the distribution of information?

Discussion:

Anne Kawalec commented that the Ada County Assessor's office cannot fix mistakes unless they are contacted. The problem with preliminaries is that they can stay on record forever and the Assessor's office is not contacted when they need to be removed.

Tina Fenske stated that she doesn't see anything until it is finalized and relies on the County Assessor for that information. Tina asked if it would increase the accuracy if she entered the data and sent it to the Assessor's office as part of the packet; or, is there someone who is creating the data? How does it go from the packet form into GIS?

Ross replied that this is precisely the reason for this discussion: to make everyone aware of this issue, determine where the broken links reside, and decide how to improve the workflow in order to make Ada County Assessor's work easier; not to highlight or discuss the errors in the current data.

Chuck Spencer commented that in the late-90s the Ada County Highway District went through this process and starting mapping detailed preliminary plats and found that it was very difficult to keep up this process. Chuck asked if this discussion is about adding details to the preliminary plats; do we want to again go back to the actual lot layout of the plat?

Anne replied the Ada County Assessor's office is interested in the parcels that are incorporated in the preliminary plat layers.

Eric Adolfson commented that simply better information about the preliminary polygon is all that's needed; the number of lots and type is critical information as is currency of the data.

Anne replied that if more information is needed, the routing sheet will have to be changed.

Shane Lim stated that the City of Meridian's Planning Department is running 300 foot radius lists and the GIS department is notified early on that there is a preliminary plat, or some sort of land use action, which has been tracked in a shape file. He was unclear what was delivered to the County.

Jim stated that Boise Planning was responsible for preliminary plat data. Does this mean that his staff will now have to maintain this data; because he doesn't see that happening?

Ross responded that as the GIS Manager, he is in a position to evaluate how the City provides this information to the County and work with the Planning Department to improve operations so as to streamline the workflow and ensure consistency.

Rod Collins commented that the City of Nampa has a staff person in planning who draws the preliminary plat and from there it is connected to a database. Nampa's information does not go to the Canyon County Assessor's office; each city does their own preliminary plat information and the county does everything outside the cities.

After further discussion, Ross suggested the committee discuss a schema for a two-county preliminary plat data layer and figure out the workflow to get that done.

Anne stated that she would provide a presentation on Ada County's workflow for the March 2009 Agency Report.

C. Regional Centerline File

Eric Adolphson presented an update of the two-county centerline project.

Ross commented that staff created a regional centerline file but Eric spent a lot of time making all the spatial alignments and tables and therefore this is not something that staff will be doing on a regular basis. The idea was that if the spatial alignments are taken care of, they would be connected and run the model to do the schema. Follow-up needs to be done on additional alignment issues.

After discussion, Brian Emmen stated that the Idaho Transportation Department would be willing to share any information that would be helpful with the centerline project (i.e., congestion data).

D. Agency Report

Ross Dodge presented a review of the various projects on which COMPASS is currently working.

Chair Bentley stated that at RGAC's March 2009 meeting, he would give an Agency Report regarding the workflow between Ada County Information Technology and the Ada County Assessor's office.

OTHER

A. New Business/Announcements

None.

B. Next Meeting: Thursday, March 26, 2009, 1:30 p.m., at COMPASS.

A suggestion was made to add a discussion item to RGAC's March 2009 agenda regarding RGAC's scheduled meeting time.

ADJOURNMENT

There being no further discussion, the meeting adjourned at 3:00 p.m.

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Regional Geographic Advisory Committee (RGAC) Bylaws

(Approved as Amended March 26, 2009)

Article I

NAME

1. The name of this committee shall be the Regional Geographic Advisory Committee, hereinafter referred to as RGAC. RGAC is a multi-agency and multi-disciplinary committee of Ada County and Canyon County Geographic Information Systems (GIS) data managers. 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 RGAC is to be a coordinated body of co-operative GIS professionals providing a visionary forum to promote compatibility of regional data and the expansion of data and to advise COMPASS on investment in and policies regarding GIS. RGAC will also be a forum for exchanging ideas and data related to regional geographic information.

Article III

MEMBERS

1. RGAC shall be composed of representatives from agencies with an interest in regional geographic data. Members shall have GIS technical experience with agency administrative 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. An illustrative list of Membership is as follows:
 - COMPASS member agencies with GIS capabilities and an interest in regional data
 - Emergency Service Agencies
 - Utility Companies
 - Non-Profit GIS firms
 - Federal Agencies
2. Voting is limited to COMPASS members only. Others are ex-officio representatives.
3. 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.
4. Other agencies may be represented on 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 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 Chairperson shall preside over all meetings of RGAC, and shall see that all recommendations and resolutions of RGAC are presented to the COMPASS Board for consideration. A COMPASS staff person shall be the coordinating staff for RGAC and shall not serve as chairperson.

Article V
MEETINGS

1. Meetings of RGAC shall be held on a quarterly or as needed basis at a location selected by the committee. Special meetings of RGAC may be called by the Chairperson upon reasonable notice to all members of RGAC.
2. RGAC members may have items placed on the agenda at any time. Unless otherwise specifically agreed upon by RGAC, all matters before RGAC shall be disposed of by consensus.
3. Meetings of 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.

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
 - Coordinating a multiple county ortho photography project
 - Developing a regional centerline and land use data set
 - Coordinating data provided to emergency services to aid common dispatching

Article VII
SUB-COMMITTEES

1. Occasionally RGAC may create a sub-committee to examine details regarding specific issues to help RGAC make informed decisions. The mission, members, meetings, and duties of these committees are independent of RGAC but will give monthly reports to 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 RGAC, however, voting shall be deferred until the next regularly scheduled meeting at which the Bylaws change was proposed.