

Regional Basemap Committee

Draft Meeting Minutes

Thursday ~ December 8, 2022 ~ 10:00 A.M.

Teleconferenced with Teams and Phone Options

MEMBERS

Jon Walker, Chair, City of Sparks
Gary Zaepfel, Vice-Chair, Washoe County
Eric Friedlander, City of Reno
Kevin Gorges, NV Energy

Alternates

Jacob Fausett, City of Reno
Sean Chambers, City of Sparks
Jay Johnson, Washoe County
Rob Cushing, NV Energy

1. CALL TO ORDER AND ROLL CALL [Non-action item]

Chair Walker called the meeting to order at 10:02 a.m. A quorum was established.

PRESENT:

City of Reno	Eric Friedlander (primary)
City of Sparks	Jon Walker (primary)
NV Energy	Kevin Gorges (primary)
Washoe County	Gary Zaepfel (primary) Jay Johnson (alternate)

ALSO PRESENT: Deputy District Attorney Jen Gustafson, Washoe County; Aaron Smith, Washoe County; Quinn Korbolic, Washoe County; and Kevin Johnson, Truckee Meadows Water Authority

2. PUBLIC COMMENTS [Non-action item] – Comment heard under this item will be limited to three minutes per person and may pertain to matters both on and off the Regional Basemap Committee agenda. At the discretion of the chair or a majority of the members present during a meeting, the Regional Basemap Committee may also hear public comment during individual agenda items, with such comment likewise limited to three minutes per person. No discussion or action may be taken upon any matter raised under this public comment section until the matter has been specifically included on an agenda.

There was no response to the call for public comment.

3. APPROVAL OF SEPTEMBER 8, 2022 MEETING MINUTES [For Possible Action] – Committee members may identify any additions or corrections to the draft minutes as transcribed.

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It was moved by Member Friedlander, seconded by Vice-Chair Zaepfel, to approve the September 8, 2022, minutes as submitted. There was no Committee discussion or response to call for public comment. Upon a vote, the motion carried unanimously.

4. BASEMAP COMMITTEE FUND UPDATE [Non-action item] – An informational update on the Basemap Committee fund. Quinn Korbulic – Washoe County Technology Services

Quinn Korbulic, Washoe County Technology Services, reviewed his presentation slide two, noting that data sales have been small for the year, at \$4,200, mostly in contour sales.

The slide features the Washoe County logo on the left and the title '#4 Basemap Committee Fund Update' in the center. Below the title, there are two bullet points: 'Fund Balance: \$189,349' and 'FY22 Data Sales:'. To the right of these points is a table with two columns: 'Date' and 'Cost Product'. The table lists several transactions with their respective dates and costs, totaling -\$4,200.00.

Date	Cost Product
7/7/2022	-240.00 CONTOURS
7/20/2022	-330.00 ORTHO 90 & CONTOURS 240
7/21/2022	-165.00 ORTHOPHOTO
8/17/2022	-720.00 CONTOURS
9/26/2022	-240.00 CONTOURS
9/28/2022	-480.00 CONTOURS
10/31/2022	-2,025.00 ORTHO & CONTOUR
Total	-4,200.00

5. CONTOUR DATA – SPRING 2023 [For possible action] – A review, discussion and possible action to amend the 2019 Pictometry Imagery contract to obtain contour data during the third aerial imagery acquisition in Spring 2023. Gary Zaepfel – Washoe County Technology Services

Vice-Chair Zaepfel referenced the Eagleview Quote included in the agenda packet and stated that contours are generated every 3 years, with the last one taking place in 2019.

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Budget Proposal

Proposal for: Washoe County, NV
Project Name: LiDAR 0.7M
Contract Term: 1 Year(s)

EagleView Rep: Ruth Zipfel
Expiration Date: 9/30/2022
Targeted Capture: 2023-b-Spring


Qty	Product	List Price	Discount (%)	Subtotal
1633	LiDAR-PURCHASED-0.7m postings (sq mi) Custom Area	\$202.60	20	\$264,676.64
1633	LIDAR-DEM and 1ft Contours (sq mi)	\$55.00	20	\$71,852.00
1	Media Drive Capacity 931G - Drive Model 1T - EXTPOWER	\$199.00	100	\$0.00
TOTAL:				\$336,528.64

TOTAL: \$336,528.64

Vice-Chair Zaepfel then discussed options for contours. One option would be to focus on just the new areas developed since 2019. Quinn Korbolic stated that topography does not change significantly, therefore the areas of change can be identified with the Eagleview product and generate the contours in-house, which will save a substantial amount of money. He further stated that the down side to this option contours with boundary lines that do not match up. Chair Walker agreed that this option is a better value and does not believe the edge matching would be consequential. Member Friedlander also agreed, stating that the new contours could be marked with 2023 to differentiate between old and new contours. Chair Walker further stated that this option would allow the work to be done sooner. Vice-Chair Zaepfel stated that he will be meeting with Eagleview staff to discuss the flight for next year and suggested that a decision not be made until after that meeting. Kevin Johnson, TMWA, commented that there were some areas that were missed in the 2019 contours that had to be redone and that caused some issues for his agency. He is concerned that this issue will happen again. Vice-Chair Zaepfel stated that Washoe County will get input from agencies and members to get input on which areas will need to be captured. DDA Gustafson suggested a call for public comment and a motion to either take action or table the item. There was no public comment. It was moved by Member Friedlander, seconded by Member Gorges to table the item until the next meeting or potentially a special meeting. Upon a vote, the motion carried unanimously.

6. FY24 BASEMAP BUDGET [For possible action] - A discussion and possible action to approve the Fiscal Year 2023/2024 Basemap fund budget. Quinn Korbolic – Washoe County Technology Services

Quinn Korbolic, Washoe County Technology Services, reviewed his presentation slide three and four, noting that the estimates are dependent on decisions to be made regarding contours, and that 2023 is the last year of the current contract with Eagleview, therefore the long-range plan will be to look at other vendors and options moving forward. He further clarified that this budget exists as a line item within the larger Washoe County Technology Services budget, and therefore has flexibility within the total amount budgeted for the year.



#6 Basemap Budget FY24

Basemap Interlocal Section 6:

6. Membership and Subscription Costs.

6.1 Each Participating Agency shall contribute a membership fee each year ("Annual Fee"). The initial Annual Fee is \$10,000.


6.2 Each year, the Base Map Committee shall review and approve the Annual Fee based on, among other factors, the costs of Digital Orthophoto Imagery and Digital Elevation Data.

6.2.1 The Base Map Committee may increase or decrease the Annual Fee, but the Base Map Committee shall not increase the fee by more than ten percent of the previous year's fee, except as provided in section 6.2.2.

6.2.2 The Base Map Committee may increase the Annual Fee by more than ten percent of the previous year's fee only by a unanimous vote.

FY 24 Budget with current Fees

	FY24
Data Sales	\$ 10,000
Basemap Fees	\$ 72,000
Revenue	\$ 82,000
Professional Services	\$ 80,293
Expenditures	\$ 80,293
Fund Balance	\$ 120,074



#6 Basemap Budget FY24

Basemap Revenue and Spending by Fiscal Year

	FY19	FY20	FY21	FY22	FY23	FY24	FY25
Revenue	\$ 102,635	\$ 75,120	\$ 66,905	\$ 87,520	\$ 82,000	\$ 82,000	\$ 82,000
Expenses	\$ 26,520	\$ 62,833	\$ 89,353	\$ 80,293	\$ 80,293	\$ 80,293	-
Balance	\$ 200,528	\$ 212,815	\$ 189,727	\$ 196,954	\$ 120,074	\$ 120,074	\$ 202,074

Basemap Revenue and Spending by Fiscal Year w/ Contours

	FY19	FY20	FY21	FY22	FY23	FY24	FY25
Revenue	\$ 102,635	\$ 75,120	\$ 66,905	\$ 87,520	\$ 82,000	\$ 82,000	\$ 82,000
Expenses	\$ 26,520	\$ 62,833	\$ 89,353	\$ 80,293	\$ 160,587	\$ 161,000	-
Balance	\$ 200,528	\$ 212,815	\$ 189,727	\$ 196,954	\$ 118,367	\$ 39,367	\$ 121,367

7. REGIONAL BASEMAP COMMITTEE MEMBER OR STAFF ANNOUNCEMENTS, REQUESTS FOR INFORMATION, AND SELECTION OF TOPICS FOR FUTURE AGENDAS [Non-action item] – No discussion among committee members will take place on this item. The next scheduled meeting is set for Thursday, March 9, 2023, at 10:00 a.m.

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Chair Walker stated that the Contour Data item will need to be on the next agenda. Vice-Chair Zaepfel stated that Elections of Officers will need to be on the next agenda. DDA Gustafson formally introduced herself as the new DDA for the Committee. Member Johnson announced that he will be retiring in January and the Committee will need a new Alternate member for Washoe County.

8. **PUBLIC COMMENT** [Non-action item] – Comment heard under this item will be limited to three minutes per person and may pertain to matters both on and off the Regional Basemap Committee agenda. No discussion or action may be taken upon any matter raised under this public comment section until the matter has been specifically included on an agenda.

There was no response to the call for public comment.

9. **ADJOURNMENT** [Non-action item]

Chair Walker adjourned the meeting at 10:30 a.m.

DRAFT