

Regional Basemap Committee

Minutes

TUESDAY ~ APRIL 21, 2015 ~ 2:00 P.M.
WASHOE COUNTY ADMINISTRATION
SLIDE MOUNTAIN CONFERENCE ROOM
1001 EAST NINTH STREET, RENO, NEVADA

MEMBERS

Valerie Johnson, Chair
Jon Walker, Vice-chair
Neil Bandettini
Gary Beekman
Doug Campbell
Matt Gingerich
Mike Gump
Rebecca Reid

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

Chair Beekman called the meeting to order at 2:00 p.m.

PRESENT: Neil Bandettini, Gary Beekman, Doug Campbell, Matt Gingerich, Valerie Johnson, Rebecca Reid and Jon Walker.

ABSENT: Mike Gump.

2. PUBLIC COMMENTS [Non-action item]

There were no public comments.

3. APPROVAL OF NOVEMBER 13, 2014, MEETING MINUTES [For possible action]

It was moved by Member Johnson, seconded by Member Gingerich, to approve the November 13, 2014, minutes, as submitted. The motion carried: Members Bandettini, Campbell, Gingerich, Johnson, Reid, Walker and Chair Beekman assenting; and Member Gump absent.

4. ELECTION OF OFFICERS: [For possible action] – 1) Chair; and 2) Vice-chair

Chair Beekman opened nominations for Chair and nominated Valerie Johnson.

Member Walker seconded the nomination.

Member Johnson accepted the nomination.

It was moved by Chair Beekman, seconded by Member Gingerich, to close nominations for Chair and elect Valerie Johnson as Chair of the Regional Basemap Committee. The motion carried: Members Bandettini, Beekman, Campbell, Gingerich, Reid, Walker and Chair Johnson assenting; and Member Gump absent.

Chair Beekman turned the meeting gavel to Chair Johnson.

Chair Johnson opened nominations for Vice-chair.

Member Reid nominated Jon Walker. Member Bandettini seconded the nomination.

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Member Walker accepted the nomination.

It was moved by Chair Johnson, seconded by Member Campbell, to close nominations for Vice-chair and elect Jon Walker as Vice-chair of the Regional Basemap Committee. The motion carried: Members Bandettini, Beekman, Campbell, Gingerich, Reid, Walker and Chair Johnson assenting; and Member Gump absent.

5. BASEMAP COMMITTEE FUND UPDATE [Non-action item] – *An update and discussion regarding the Basemap fund.*

Gary Beekman – Washoe County Technology Services, noted that subscriber fees of \$18,200.00 and data sales of \$22,983.25 were included in the \$112,250.03 balance. Mr. Beekman noted that he would address RTC (Regional Transportation Commission), TMWA (Truckee Meadows Water Authority) and Stantec subscriber fees under agenda item 7.

6. INTERLOCAL AGREEMENT [For possible action] – *A review, discussion and possible action on how to proceed with Interlocal agreements of 1998 and 2001 that outline and govern the Regional Basemap Committee.*

Gary Beekman – Washoe County Technology Services, commented that the Washoe County District Attorney's Office (WCDA) that had opined the Interlocal Agreement, as currently written, did not allow the inclusion of a private company (NV Energy) and that there had been multiple questions on how the group had been formed originally. During the course of the discussions other agencies, within Washoe County, indicated a desire to be involved in the process. Mr. Beekman emphasized that legal counsel had indicated that the Interlocal Agreement as currently written could not be amended and would therefore need to be rewritten in its entirety. It is thought that a rewrite of the Interlocal Agreement and approval by the four (4) member agencies would take a minimum of one (1) year, if not longer. Mr. Beekman pointed out that the member agencies had put money into the Basemap fund twice in the past and that one of the other issues was opening the membership to other agencies. Other discussion noted that the Interlocal Agreement had been approved by legal counsel of the four member agencies originally. Other discussion focused on the Interlocal Agreement that formed WCRCS (Washoe County Regional Communications System) and the 800 MHz Users and Joint Operating Committees. It was noted that agencies can be sponsored as users of the WCRCS by existing member agencies. As the discussion continued, it was pointed out that NV Energy is a public utility as defined in NRS (Nevada Revised Statutes). Other discussion noted that WCRCS is developing an MOU (Memorandum of Understanding) that includes NV Energy as a partner with NDOT (Nevada Department of Transportation) and Washoe County in the development of a new communications system. Discussion then pointed out that opening the membership to others is a long-term goal and would be a benefit of a rewritten Interlocal Agreement.

Mr. Beekman then outlined internal discussion about billing each agency for \$10,000.00 with a long-term goal of rewriting the Interlocal Agreement. Mr. Beekman noted that some departments (Washoe County) did not favor bringing other entities on board.

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During the discussion it was noted that the member agencies would most likely not have an issue with the \$10,000.00 cost as budgets are still in development. It was pointed out that a revised Interlocal Agreement would need to be reviewed by member agency's legal counsel and approved by their respective governing body. It was noted that the WCRCS Interlocal Agreement is only subject to approval by the six (6) original members.

It was moved by Member Beekman, seconded by Member Reid, to direct that the Subcommittee review and provide guidance on possible updates to the Interlocal Agreement and provide an update to the Regional Basemap Committee. The motion carried: Members Bandettini, Beekman, Campbell, Gingerich, Reid, Walker and Chair Johnson assenting; and Member Gump absent.

7. **INVOICING** [For possible action] – *A review, discussion and direction on invoicing of subscribers and members.*

Member Beekman made the following motion based on the previous discussion.

A motion by Member Beekman to invoice current subscribers Stantec, TMWA (Truckee Meadows Water Authority), RTC (Regional Transportation Commission) and current members Washoe County, City of Sparks, City of Reno and NV Energy was withdrawn.

It was moved by Member Beekman, seconded by Member Reid, to invoice current subscribers Stantec, RTC (Regional Transportation Commission) and TMWA (Truckee Meadows Water Authority) for the annual \$10,000.00 fee as well as member agencies Washoe County, City of Reno, City of Sparks and NV Energy for \$10,000 for fiscal year 2015-2016 for data deliverables from the Regional Basemap Committee, including vector data sets and acquired imagery. The motion carried: Members Bandettini, Beekman, Campbell, Gingerich, Reid, Walker and Chair Johnson assenting; and Member Gump absent.

8. **2015/2016 ORTHOPHOTO FLIGHT** [For possible action] – *A review, discussion and possible action to approve, modify, or deny the continued work on creating and releasing an RFP (Request for Proposal) for a fall 2015 or Spring 2016 orthophoto flight.*

Gary Beekman – Washoe County Technology Services, noted that some work had already been done on an RFP (Request for Proposal) by Member Jon Walker based on the 2010 RFP. Mr. Beekman noted that the 2010 RFP had considered one-half, one and two foot photos as well as building footprints in the scope of work.

Member Reid drew attention to the ongoing development to the east of the Truckee Meadows, which includes the Tesla Factory and other large scale development and question whether that should be included in the over-flight as well.

Member Beekman suggested that the Subcommittee review the RFP template along with the areas that need to be included in the overflight. Mr. Beekman noted that there had been some discussion

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about 3 and 6 inch that may be useful internally as well as the Truckee River Flood Management Project.

During the discussion it was suggestion that building footprints might not need to be included and that funding limitations may restrict the level of detail. Other discussion focused on the need to emphasize the requirement for minimal or no leaf or snow coverage during the flights and perhaps remove areas such as Gerlach and other townships from the overflight based on the recommendations of the Subcommittee. It was suggested that input on the flight areas be obtained from TMWA and other subscribers during the development of the RFP. Other discussion suggested edge-matching with the previous overflight data.

It was moved by Member Beekman, seconded by Member Gingerich, to direct the Subcommittee to finalize a recommended scope of work and RFP (Request for Proposal) for submittal to the Basemap Committee prior to forward to Washoe County Purchasing. The motion carried: Members Bandettini, Beekman, Campbell, Gingerich, Reid, Walker and Chair Johnson assenting; and Member Gump absent.

9. **SUBCOMMITTEE UPDATE** [For possible action] – *A review, discussion and possible action to approve, deny to otherwise modify recommendations of the Subcommittee. Recommendations include: 1) Opening membership to additional members; 2) \$10,000.00 annual membership fee; 3) Revision of Interlocal Agreement to incorporate suggested modifications; and 4) Future imagery capture.*

Member Beekman noted that most of the subject matter had already been discussed under previous agenda items.

During the discussion it was noted that the Subcommittee needed to review the two previous items so that the Regional Basemap Committee could meet and take final action to assure the RFP (Request for Proposal) is completed and submitted for either a late fall or early spring flight. Other discussion noted that the second phase of the Southeast Connector was underway. Discussion then focused on oblique and birds-eye Pictometry. As the discussion continued, it was pointed out that about 90-percent of the Washoe County Assessor's Office Pictometry project was completed.

Discussion then noted that an RFP issued in Minnesota included specifics on the leaf, snow coverage and other conditions that could be used as a guide in the development of the Washoe County RFP.

10. **SET NEXT MEETING DATE** [For possible action] – *A review, discussion and possible action to select a date for the next Basemap Committee meeting.*

A consensus was reached to meet at 2:00 p.m., June 16, 2015.

11. **REGIONAL BASEMAP COMMITTEE MEMBER AND/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.*

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No new agenda items were identified. Chair Johnson directed that the Subcommittee Update item be moved to the first item after approval of meeting minutes.

12. PUBLIC COMMENT [Non-action item]

There were no public comments.

13. ADJOURNMENT [Non action item]

Chair Johnson adjourned the meeting at 2:57 p.m.

AS APPROVED BY THE REGIONAL BASEMAP COMMITTEE IN SESSION ON JUNE 16, 2015