

Regional Basemap Committee

Minutes

Tuesday ~ September 20, 2016 ~ 2:00 P.M.

WASHOE COUNTY ADMINISTRATIVE COMPLEX
BUILDING A – MOUNT ROSE CONFERENCE ROOM
1001 EAST NINTH STREET, RENO, NEVADA

MEMBERS

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

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

Chair Johnson called the meeting to order at 2:00 p.m. A quorum was established.

PRESENT: Neil Bandettini, Doug Campbell, Matt Gingerich, Valerie Johnson, Quinn Korbolic and Jon Walker.

ABSENT: Mike Gump and Rebecca Reid.

Stephan Hollandsworth – Deputy District Attorney, was also present.

Chair Johnson introduced Mr. Hollandsworth – Deputy District Attorney and welcomed him as legal counsel to the board.

2. PUBLIC COMMENTS [Non-action item]

There were no public comments.

3. APPROVAL OF JUNE 17, 2016, MEETING MINUTES [For possible action]

Hearing no public comment Chair Johnson asked for Board discussion or a motion.

It was moved by Member Gingerich, seconded by Member Korbolic, to approve the June 17, 2016, minutes, as submitted. The motion carried with Members Gump and Reid absent.

4. OPEN MEETING LAW PRESENTATION [Non-action item] – *An informational presentation of the Nevada Open Meeting Law.*

Stephan Hollandsworth - Deputy District Attorney, narrated a PowerPoint presentation (copy on file) to provide an overview and address any questions that may arise as to the intent of NRS 241.010.

Responding to an inquiry by Member Gingerich about the need for an open public meeting as NV Energy is a private company, Member Korbolic stated that a public meeting is necessary since the Regional Basemap Committee administers funds collected by local governments.

Responding to a question by Neil Bandettini about the difference between an Open Public Meeting and a recent Open House sponsored by Washoe County about federal land (BLM) disposal, Mr.

Regional Basemap Committee – Minutes

September 20, 2016

Page 2 of 4

Hollandsworth commented that he did not have sufficient information to properly respond to the inquiry but will try to gather sufficient information for a response at the next meeting.

Mr. Hollandsworth then explained that while members may attend social and professional functions, care must be taken not to discuss matters that may come to the Committee as an action item. Additionally, when items are identified during public comment, the Committee may not engage in any discussion with the speaker or among themselves. However, matters requiring discussion and possible action can be added to a future meeting agenda. Mr. Hollandsworth noted that the Nevada Supreme Court and the Nevada Attorney General's Office had issued opinions on a variety of issues. Additional information on those opinions may be found on the Attorney General's website www.ag.state.nv.us or by contacting Mr. Hollandsworth directly with questions that may arise.

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

Member Korbulic noted that the fund balance stands at \$91,336.47 and includes payments from members and several subscribers. Data sales for the calendar year are at \$16,788. Mr. Korbulic explained that the funds for all Geophex invoices for the orthophoto project were encumbered in the last fiscal year (FY 2016).

6. UPDATE ON THE 2016 ORTHOPHOTO PROJECT [For possible action] – *A review of and discussion regarding the 2016 orthophoto project being conducted by Geophex Surveys.*

Chair Johnson outlined the most recent update from Geophex noting that the 6-inch orthophotos and contours are on target for delivery by the end of November (2016). Additionally, the aero-triangulation report is nearing completion. There is work remaining on the 12-inch orthophotos. Chair Johnson noted that the flights were completed July 12, 2016, about a month and a half later than the original completion date listed in the RFP, due to excessive snow. Chair Johnson noted that she had reviewed the submitted pilot data and found it acceptable and recommended that member agencies also avail themselves of the opportunity to review the data so that concerns and issues may be addressed. Chair Johnson commented that she hoped to receive sample images of downtown locations later this week. Chair Johnson noted that when Geophex provides the first block of project deliverables, there will be only 20 calendar days to review the data and notify Geophex of any problems.

Responding to Chair Johnson's inquiry about an intern to assist with the QA/QC of the project deliverables, Member Korbulic explained that the intern was still in place and that another employee would also assist the intern with the review.

No specific action was taken.

7. MODIFICATIONS TO THE INTERLOCAL AGREEMENT [For possible action] – *A review and discussion of the August 22, 2001 Interlocal Agreement for Sharing and Distribution of GIS Basemap Data Sets and Development of Data Licensing Requirements, including identifying possible changes to the Interlocal Agreement, considering whether and how to add agencies to*

Regional Basemap Committee – Minutes

September 20, 2016

Page 3 of 4

the Committee and Agreement, and discussing agencies to possibly add to the Committee and Agreement.

Chair Johnson opened the agenda item and summarized a previous discussion and recommendations from a sub-committee to keep the membership as is. The intent of adding member agencies is to enhance the ability to fund future flights more frequently.

Member Walker recalled that the Committee had also been informed there was no method to add members under the existing Interlocal Agreement.

Member Korbolic suggested that the ability to add new members also opened the possibility to modify the current membership structure by moving toward a primary and alternate member status, thereby reducing the number of individuals needed for quorum. Currently, each of the four member agencies has 2 voting members, which requires a quorum of 5 members, whereas a primary and alternate structure would reduce a quorum to 3 members of the four member agencies. Other considerations for a revised Interlocal Agreement would include the buy-in cost, the annual membership fee, and the date(s) when any new member would officially join the Committee. Mr. Korbolic noted that ideally the revision would reduce the areas of responsibility for the Regional Basemap Committee, noting that the primary responsibility of the Basemap Committee is orthoimagery and associated products, and that street centerline mapping is the responsibility of the E911 multi-agency editing group and that parcel mapping is the responsibility of the Washoe County Assessor's Office. Other revisions could include providing a different subscription model for data sales and improving the current process of providing data. Mr. Korbolic recommended that the WCRCS (Washoe County Regional Communications System) agreement be used as a model for revising and updating the Regional Basemap agreement. Mr. Korbolic suggested a sub-committee review the WCRCS agreement to develop recommendations for consideration by the Regional Basemap Committee.

During the discussion it was suggested that perhaps language be added that would allow areas outside of Washoe County to directly contract with the vendor of any of the Committee's orthophoto flights. Other discussion suggested that the parcel technical map check fees be reviewed to determine if a portion of the fee is used to fund an employee position or if the fees are being used for other things. It was pointed out that an agenda item could be added to appoint a formal sub-committee at the next meeting.

It was moved by Member Korbolic, seconded by Member Walker, to continue the review of the Interlocal Agreement and begin the process of drafting an updated agreement. The motion carried with Members Gump and Reid absent.

The most recent WCRCS agreement will be forwarded to members for review.

- 8. UPDATE ON LIDAR DATA SHARED WITH UNR SEISMOLOGY LABORATORY** [Non-action item] – *An informational update on the Lidar dataset shared with the University of Nevada, Reno Seismology Laboratory.*

Regional Basemap Committee – Minutes

September 20, 2016

Page 4 of 4

Chair Johnson outlined her discussion with Graham Kent of UNR, who previously worked with Gary Beekman to develop a Memorandum of Agreement for sharing the 2013 lidar dataset at no charge with the UNR Seismology Lab, with the understanding that the Regional Basemap Committee would receive any products developed using the data. Chair Johnson noted that the UNR Seismology Laboratory is in the process of finalizing an Earthquake Fault dataset. UNR will provide a file of that dataset upon its completion.

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

Chair Johnson opened the agenda item noting that it had been proposed that a meeting schedule be set. Chair Johnson suggested the second Thursday of the third month of each quarter as a regular meeting schedule with a start time of 2:00 p.m.

During a brief discussion it was noted that a special meeting could be called by the Chair with proper notice. Other discussion suggested consideration of a special meeting date to begin the process of updating the Interlocal Agreement.

It was moved by Member Korbolic, seconded by Chair Johnson, to set the second Thursday of the third month of each quarter as a regular meeting date with a start time of 2:00 p.m. The motion carried with Members Gump and Reid absent.

- 10. 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 meeting agenda may include but is not limited to: 1) appointment of a sub-committee to review and make recommendations on modifications to the Interlocal Agreement; 2) update on the earthquake fault dataset from UNR; and 3) update on the orthophoto project.

- 11. PUBLIC COMMENT** [Non-action item]

There were no public comments.

- 12. ADJOURNMENT** [Non action item]

Chair Johnson adjourned the meeting at 3:16 p.m.

AS APPROVED BY THE REGIONAL BASEMAP COMMITTEE IN SESSION ON DECEMBER 8, 2016.