

Regional Basemap Committee

Minutes

Thursday ~ September 28, 2017 ~ 11:00 A.M.
WASHOE COUNTY ADMINISTRATIVE COMPLEX
BUILDING A – MOUNT ROSE CONFERENCE ROOM
1001 EAST NINTH STREET, RENO, NEVADA

MEMBERS

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

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

Chair Johnson called the meeting to order at 11:00 a.m. A quorum was established.

PRESENT: Neil Bandettini, Doug Campbell, Matt Gingerich, Mike Gump, Valerie Johnson, Quinn Korbulic, Rebecca Reid and Jon Walker.

ABSENT: None.

Stephan Hollandsworth – Deputy District Attorney, was also present.

2. PUBLIC COMMENTS [Non-action item]

There were no public comments.

3. APPROVAL OF JUNE 8, 2017, MEETING MINUTES [For possible action]

It was moved by Member Walker, seconded by Member Gingerich, to approve the June 8, 2017, minutes, as submitted. The motion carried unanimously.

4. UNR, USGS LIDAR ACQUISITION [Non-action item] – Informational update on the Basemap Committee partnership with UNR and USGS to acquire LiDAR data for Southern Washoe County and Carson City.

Quinn Korbulic – Washoe County Technology Services, commented that after the previous meeting the kickoff had been held and that planes should be airborne now or soon to begin data collection. Of some concern is the snowpack that has already accumulated in the higher elevations, which affects ground surface data, and trees dropping leaves, which affects the USFS (United States Forest Service) need for leaf-on conditions. The USFS joined in funding the project. Mr. Korbulic noted that after the flights are completed the data should be available in Spring 2018. Additionally Washoe County is submitting specific square-mile pilot areas including desert and mountainous areas. Mr. Korbulic believes that Washoe County will download the entire dataset once it's completed, making it somewhat easier for member agencies to access the data. Two different densities are being used for this particular project, with QL1 (8 lidar returns per square meter) for the mostly urban areas including the Carson Range and QL2 (4 lidar returns per square meter) in rural areas.

5. BASEMAP COMMITTEE FUND UPDATE [Non-action item] – An informational update on the Basemap Committee fund.

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Quinn Korbolic – Washoe County Technology Services, noted that the fund currently has a balance of \$103,729.00, after payment of \$110,000.00 to the USGS for the lidar project. Mr. Korbolic noted that data sales total about \$11,000.00 thus far in this fiscal year, and subscribers have been billed with many having already remitted payment. Mr. Korbolic noted that the County's current accounting system requires research to determine whether or not a subscriber has paid.

6. UPDATE ON PARCEL DATA DISTRIBUTION [Non-action item] – An informational update on Washoe County's updated parcel data distribution policy.

Gary Zaepfel – Washoe County Technology Services, provided an overview of the sales of complete and partial parcel data sets, noting that over time the process has changed. The County now has permission from the Washoe County Assessor's Office to distribute parcel data at no-charge so long as the purchaser does not further distribute, sell or modify the data. Currently, Washoe County is working with FIS to allow online credit card purchases of GIS data, such as aerial photos and contours, as well as in-person office purchases.

Larry Grube - Summit Engineering, noted that Summit Engineering uses the parcel base for projects and will continue to pay for the data.

Mr. Zaepfel noted that Summit Engineering would not have to pay for the data unless it was being resold.

7. MODIFICATIONS TO THE INTERLOCAL AGREEMENT [For possible action] – A review, discussion and possible action to adopt the modified Interlocal Agreement for Sharing and Distribution of GIS Basemap Data Sets and Development of Data Licensing Requirements, including consideration of agencies to possibly add to the Committee and Agreement.

Quinn Korbolic – Washoe County Technology Services, recalled previous iterations of the updated draft Interlocal Agreement. Mr. Korbolic noted that language was added to cover the possible distribution of other data sets of regionally significant infrastructure, such as fire hydrants, storm drain systems and the like, which would further enhance the data available, without users having to search through the different databases that are currently in place. The intent is to provide a central data source and/or distribution network of regionally significant infrastructure data, as was suggested by the Truckee Meadows Regional Planning Agency. Mr. Korbolic noted that there has been some "high-level" discussions with Levi Kleiber of TMWA and others.

Member Gump left the meeting at 11:20 a.m.

Mr. Korbolic explained that the first step is to seek approval of this body to forward the draft document to legal counsel of each of the member agencies for further review, with modifications being sent back to him for review and comment by Stephan Hollandsworth, before submitting to governing bodies for final approval.

Mr. Hollandsworth noted that legal staff could contact him via email about topics for future discussion.

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Member Gump returned to the meeting at 11:22 a.m.

It was moved by Member Gingerich, seconded by member Walker, to adopt the draft Interlocal agreement as written and share the draft with member agencies for review. The motion carried unanimously.

Member Gingerich left the meeting at 11:25 a.m.

- 8. REQUEST FOR PROPOSAL, DIGITAL ORTHOPHOTOGRAPHY AND ELEVATION DATA**
[For possible action] – A review and discussion of plans for imagery and elevation data acquisition for 2018 and subsequent years. Possible action to develop and release a Request for Proposal for acquisition of imagery and elevation data 2018 and subsequent years.

Chair Johnson opened the agenda item and recalled previous discussion that suggested that aerial photography be done every other year. Chair Johnson noted that Quinn Korbolic updated the RFP from the 2016 Orthophoto Project in anticipation of the Committee wanting a Spring 2018 flight, but that one consideration would be updating the RFP for a multi-year contract proposal that could begin with a flight in 2019.

During the discussion it was questioned whether a multi-year contract, such as a three-flight contract, might be a viable alternative and thus lower overall costs. Other discussion focused on whether the project should be for 6-inch or 3-inch orthophotography, or alternating by acquiring 3-inch imagery in only the second of three flights. It was suggested that, since the Washoe County Assessor's Office may become a new member of the Basemap Committee, they be asked to provide input on the level of imagery resolution they require. As the discussion continued, it was pointed out that the Assessor's Office also needs oblique aerial photography.

Chair Johnson commented that she would convene the subcommittee to begin discussion of the future RFP and would provide a preliminary update at the December 14, 2017, Basemap Committee meeting.

Quinn Korbolic – Washoe County Technology Services, suggested that the RFP be prepared for distribution in spring/summer 2018 with the project to commence in early 2019.

Chair Johnson commented that perhaps there should be some consideration of specific years for flights and number of flights rather than a timeline of flights. Also discussed was collecting elevation data only in the second of the three flights.

Discussion again focused on the level of detail in the orthophotos. It was noted that in most instances the 6-inch orthophotos provide a sufficient level detail. Other discussion suggested that those agencies that need a higher level of detail should perhaps be willing to cover the additional expense.

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Discussion then turned to the placement of survey control targets for flights, which was previously done by member agencies' survey staff, but which could be impacted by the retirement of County survey staff and other agencies' heavy workload. It was suggested that this process could be included in the RFP, thus allowing the contractor to either subcontract the work or conduct the work internally. Also suggested was reviewing the UNR/USGS's contract for the lidar acquisition project to see the language they used for the placement of survey control targets by their contractor.

Larry Grube - Summit Engineering, noted that their engineers prefer the 3-inch imagery for projects.

- 9. 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, December 14, 2017, at 10:00 a.m.

The December 14, 2017, meeting agenda may include, but is not limited to: 1) Update from the Orthophoto Project RFP Subcommittee; and 2) Interlocal Agreement update; and 3) Consideration of the 2018 quarterly meeting schedule.

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

There were no public comments.

- 11. ADJOURNMENT** [Non action item]

Chair Johnson adjourned the meeting at 11:45 a.m.

AS APPROVED BY THE REGIONAL BASEMAP COMMITTEE IN SESSION ON DECEMBER 14, 2017.