

Regional Basemap Committee

Draft Meeting Minutes

Thursday ~ March 10, 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
Rob Cushing, NV Energy

Alternates

Greg Johnson, City of Reno
Sean Chambers, City of Sparks
Rebecca Reid, NV Energy
Jay Johnson, Washoe County

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 Rob Cushing (primary)

Washoe County Gary Zaepfel (primary)
Jay Johnson (alternate)

ALSO PRESENT: Deputy District Attorney Trenton Ross, Washoe County; Aaron Smith, Washoe County

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 DECEMBER 10, 2021, 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 Vice-Chair Zaepfel, seconded by Member Friedlander, to approve the December 10, 2021, 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 indicated that the current fund balance is \$189,349 and to date in FY22, approximately \$10,000 worth of data sales, with a projection of \$12,000 for FY22. There were no questions from the Committee regarding this item.

5. BASEMAP COMMITTEE FUND PROJECTIONS, EXPENDITURES, AND PRODUCTS [For Discussion Only] – An informational discussion on future revenue projections, expenditures, and products for FY22 – FY25. Quinn Korbulic/Gary Zaepfel – Washoe County Technology Services

Quinn Korbulic, Washoe County Technology Services, reviewed his presentation slide three, noting that there are two payments due for EagleView in FY23. Additionally, the goal in FY25 is to have a new contract in place with an aerial image acquisition company that will lead to a new payment due.


The slide features the Washoe County Nevada logo (1861) in the top left corner. The title is '#5 Fund Projections, Expenditures, Revenue'. Below the title, there are two bullet points: 'Revenue: ~ \$70k/year' and 'Existing liabilities: EagleView Contract: \$481,764 (Basemap portion is: \$240,882)'. At the bottom, a table shows financial data from FY19 to FY25 for Revenue, Expenses, and Balance.

	FY19	FY20	FY21	FY22	FY23	FY24	FY25
Revenue	\$ 102,635	\$ 75,120	\$ 66,905	\$ 72,000	\$ 70,000	\$ 70,000	\$ 70,000
Expenses	\$ 26,520	\$ 62,833	\$ 89,353	\$ 80,293	\$ 160,587	\$ 80,293	\$ -
Balance	\$ 200,528	\$ 212,815	\$ 189,727	\$ 181,434	\$ 90,847	\$ 80,554	\$ 150,554

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Chair Walker suggested that Mr. Korbolic skip ahead to Agenda Item #7, as it pertains to this discussion. Mr. Korbolic, reviewed his presentation slides four, five, and six, outlining the different options available for increasing the Annual Fee and the projected increased costs in the coming years.



#7 Review of Basemap Fees

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 23 Budget with current Fees

	FY23
Data Sales	\$ 10,000
Basemap Fees	\$ 60,000
Revenue	\$ 70,000
Professional Services	\$ 160,587
Expenditures	\$ 160,587
Fund Balance	\$ 90,847




#7 Review of Basemap Fees

- Revenue scenario 1 – Basemap fee \$11,000: ~ \$76k/year

	FY19	FY20	FY21	FY22	FY23	FY24	FY25
Revenue	\$ 102,635	\$ 75,120	\$ 66,905	\$ 72,000	\$ 76,000	\$ 76,000	\$ 76,000
Expenses	\$ 26,520	\$ 62,833	\$ 89,353	\$ 80,293	\$ 160,587	\$ 80,293	\$ -
Balance	\$ 200,528	\$ 212,815	\$ 189,727	\$ 181,434	\$ 96,847	\$ 92,554	\$ 168,554

- Revenue scenario 2 - Basemap fee \$12,000 : ~82k/year

	FY19	FY20	FY21	FY22	FY23	FY24	FY25
Revenue	\$ 102,635	\$ 75,120	\$ 66,905	\$ 72,000	\$ 82,000	\$ 82,000	\$ 82,000
Expenses	\$ 26,520	\$ 62,833	\$ 89,353	\$ 80,293	\$ 160,587	\$ 80,293	\$ -
Balance	\$ 200,528	\$ 212,815	\$ 189,727	\$ 181,434	\$ 102,847	\$ 104,554	\$ 186,554



#7 Review of Basemap Fees

- Revenue scenario 3 - Basemap fee \$15,000 : ~ \$90k/year

	FY19	FY20	FY21	FY22	FY23	FY24	FY25
Revenue	\$ 102,635	\$ 75,120	\$ 66,905	\$ 72,000	\$ 90,000	\$ 90,000	\$ 90,000
Expenses	\$ 26,520	\$ 62,833	\$ 89,353	\$ 80,293	\$ 160,587	\$ 80,293	\$ -
Balance	\$ 200,528	\$ 212,815	\$ 189,727	\$ 181,434	\$ 110,847	\$ 120,554	\$ 210,554

Chair Walker stated that the fee has been \$10,000 for many years and he believes the City of Sparks would be amiable to an increase. Member Friedlander asked if there was a potential to step up the increases, e.g. \$12,000 for FY23/24, \$15,000 for FY25 and beyond. Mr. Korbulic clarified that the Interlocal Agreement calls for the fee to be reviewed every year, therefore there would be an opportunity to follow a gradual increase. It was moved by Member Friedlander, seconded by Member Cushing, to increase the Membership Annual Fee to \$12,000. Upon a vote, the motion carried unanimously.

6. UPDATE ON PICTOMETRY DIGITAL ORTHOPHOTOGRAPHY FLIGHT #2 [For Discussion Only] – An informational update and discussion of the 2021 digital orthophotography products. Gary Zaepfel – Washoe County Technology Services

Vice-Chair Zaepfel informed the Committee that all photography is in house. He discussed options for distributing the data to Committee members, noting that a 4 TB drive, minimum, is necessary. Member Friedlander noted that he has one of the portable drives from the last distribution of data. Data will be mosaiced and uploaded to the Washoe Regional Mapping System within about a month.

7. REVIEW OF PARTICIPATING AGENCY AND SUBSCRIBER ANNUAL FEE [For Possible Action] – A review, discussion, and possible action to modify the Annual Fee for Basemap Committee membership. Quinn Korbulic – Washoe County Technology Services

Discussed as outlined above.

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- 8. REVIEW OF MEETING FORMAT** [For Possible Action] – A review, discussion, and possible action to modify the current meeting format of the Basemap Committee. Jon Walker – City of Sparks

Chair Walker stated that he is fine with the current hybrid format but is also open to meeting in person. Member Friedlander agreed that either is fine, but it is personally easier for him to attend virtually. Vice-Chair Zaepfel suggested Washoe County hosting the meetings from the 230 Edison office. Mr. Korbolic stated that Washoe County as a whole is moving to hybrid meetings and agreed that the County can provide the physical location with a virtual option. Aaron Smith, Washoe County, suggested having virtual meetings, with one in-person meeting per year. Chair Walker recommended this item be continued to the next meeting in order to reassess the needs of the Committee.

- 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, June 9, 2022, at 10:00 a.m.

There was no response to the call for announcements.

- 10. 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.

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

Chair Walker adjourned the meeting at 10:39 a.m.