

Regional Basemap Committee

Minutes

FRIDAY ~ OCTOBER 23, 2015 ~ 2:00 P.M.

WASHOE COUNTY ADMINISTRATION

BUILDING A – 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 Johnson called the meeting to order at 2:00 p.m.

PRESENT: Gary Beekman, Doug Campbell, Valerie Johnson, Rebecca Reid and Jon Walker.

ABSENT: Neil Bandettini, Matt Gingerich and Mike Gump.

Kobe Harkins was also present.

2. PUBLIC COMMENTS [Non-action item]

There were no public comments.

3. APPROVAL OF JUNE 16, 2015, MEETING MINUTES [For possible action]

Hearing no discussion Chair Johnson asked for a motion.

It was moved by Member Reid, seconded by Member Beekman, to approve the June 16, 2015, minutes, as submitted. The motion carried: Members Beekman, Campbell, Reid, Walker and Chair Johnson assenting; and Members Bandettini, Gingerich and Gump absent.

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

Member Beekman noted that the current balance is \$194,585.03 with one outstanding invoice. Responding to Member Reid's inquiry about the unpaid invoice, Member Beekman noted that NV Energy had not yet paid the invoice. Member Beekman noted that this year's current receipts included \$34,830.00 from subscriptions and \$740 from data sales for a total of \$35,570. The next billing cycle will be July 1, 2016

Member Reid will follow-up on the NV Energy outstanding invoice.

5. 2015/2016 ORTHOPHOTO FLIGHT [Non-action item] – *An update and discussion regarding the release of the RFP (Request for Proposal) for a Spring 2016 orthophoto flight and the timeframe for reviewing the responses to the RFP.*

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Member Beekman noted that the final RFP (Request for Proposal) had been sent on October 22, 2015 and that responses are due by November 5, 2015. Member Beekman suggested that the subcommittee conduct the initial review and scoring of the proposals with a recommendation to the full Committee of the top two or three vendors.

Chair Johnson commented that each agency's Committee members should review and score the proposals. Their scores and reviews will be provided to the subcommittee to determine the final vendors to be interviewed.

Member Beekman commented that legal counsel had been asked about the interview process needed to be an open public meeting. Any vendor interviews will be held on December 10 and/or December 11, 2015. Member Beekman also noted that purchasing had recommended that all member agencies be involved in the interview process. Member Beekman recalled that the BCC (Board of County Commissioners) had posted an agenda with the notation that a quorum of members may be present, which allows a meeting to move forward even if a quorum is not present. Also, Member Beekman noted that the Truckee Meadows Flood Project has received a significant amount of data over the past few years and may be asked for additional funds should the proposal quotes exceed the current budget. Member Beekman noted that the additional funds could be paid as a Journal Entry, which is a process that has been done in the past by Washoe County Public Works to fund additional survey areas they requested.

Members Beekman, Reid, and Walker, Chair Johnson, and Kobe Harkins from Washoe County will serve on the Subcommittee to review vendor proposals.

It is anticipated that the Subcommittee will convene the first week of November 2015.

- 6. 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 on Tuesday, December 15, 2015.

- 7. 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.*

No new agenda items were identified.

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

There were no public comments.

- 9. ADJOURNMENT** [Non action item]

Chair Johnson adjourned the meeting at 2:30 p.m.

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AS APPROVED BY THE REGIONAL BASEMAP COMMITTEE IN SESSION ON DECEMBER 15, 2015.