

Regional Basemap Committee

Minutes

Thursday ~ December 14, 2017 ~ 10:00 A.M.
WASHOE COUNTY ADMINISTRATIVE COMPLEX
BUILDING A – SLIDE MOUNTAIN 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 Korbolic
Rebecca Reid

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

Chair Johnson called the meeting to order at 10:00 a.m. A quorum was established.

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

ABSENT: Mike Gump.

Stephan Hollandsworth – Deputy District Attorney, was also present.

2. PUBLIC COMMENTS [Non-action item]

There were no public comments.

3. APPROVAL OF SEPTEMBER 28, 2017, 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 Reid, to approve the September 28, 2017, minutes as written. The motion carried with Member Gump absent.

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 Korbolic – Washoe County Technology Services, provided copies of the latest update (copy on file) dated November 14, 2017, noting that all LiDAR data has been acquired and is being processed. Member Korbolic noted that the pilot data should have been done already and that he would reach out to Carol Ostergren at the USGS to ascertain the status of the pilot data. Per the project calendar, the final delivery of all the data is expected in May 2018.

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

Quinn Korbolic – Washoe County Technology Services, provided an update on the fund and provided a handout (copy on file) showing a balance of \$110,374.19. Thus far for Fiscal Year 2017-18, the

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sale of data has brought in \$17,675.00, which is close to the \$24,000.00 that was budgeted for this fiscal year, so we are on target to reach that goal.

- 6. MODIFICATIONS TO THE INTERLOCAL AGREEMENT** [For possible action] – A review, discussion, and possible action to further modify the revised Interlocal Agreement approved on Sept. 28, 2017, including considering adding other levels or types of subscribers and fees to the Agreement and changes proposed by the Committee agencies' respective legal counsel.

Chair Johnson opened the agenda item noting that there are several changes to discuss and that she had asked that the additional language and other modifications be outlined by Quinn Korbulic.

Member Korbulic outlined the modifications to Section 6 Membership and Subscription Costs. Previously Section 6.2 stated that the subscribers' annual fee would be the same as the members' annual fee, but this was modified with "unless otherwise agreed upon by participating agencies". This change and subsection 6.2.1 will allow the BMC to develop alternative subscription models and fees, such as having an online-only subscription model with subscribers accessing a web service only.

During the discussion about Section 6.1, it was noted that language about the costs for data products being shared equally by the members could mean that the annual fee for members could change considerably from year to year, depending on the data products to be acquired. Member Walker noted for example that many years ago each member had to contribute \$100,000 in one year, and with current reduced budgets this would not be feasible, whereas the current annual member fee of \$10,000 is feasible. Of some concern is the potential for another economic downturn that may affect an agency's ability to remit membership fees. It was noted that if a member requests additional data products that are beyond the BMC's usual data products, instead of drastically increasing the annual member fee, the member that requested that additional product would pay the additional cost. For example, the Washoe County Assessor's Office has expressed interest in partnering on the next data acquisition flight, but they also require oblique imagery and would pay the additional cost for it.

It was noted that the draft agreement has different sections about the BMC setting the fees for members and the fees for subscribers. Under Section 6.5, the BMC will determine the annual member fees, as opposed to having a specific dollar amount listed in the agreement.

Stephan Hollandsworth – Deputy District Attorney, suggested that language could be added to limit the amount that member fees could be increased each year, such as 2 or 5 percent in the first year, to avoid double digit increases.

As discussion continued, it was pointed out that the BMC has the option of not increasing member fees, and it was noted that it is possible that some member agencies may be able to contribute more than the set fee. Other discussion pointed out that members have the option of withdrawing as a member agency. It was noted that, under 6.7, in the event a member agency is unable to pay fees there is a one-year grace period, and under 6.8, the BMC would have the ability to remove an agency if fees are not paid for two consecutive years.

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It was suggested that the word “equally” be stricken from 6.1. The BMC agreed that 6.1 would be replaced with the language from 6.5 and clarification would be added that the fees would be determined for the intent of purchasing Digital Orthophoto Imagery and Digital Elevation Data.

Discussion then focused on Section 5.4 pertaining to when the BMC's annual proposed budget should be presented, in order to allow each participating member time to prepare its budget request for the next fiscal year. It was determined that Section 5.4 would be changed to specify that the presentation of the proposed budget would occur in the first quarter of each calendar year.

It was also noted that the RFP for the 2016 data acquisition flight was released in late summer, which resulted in a very tight timeline for getting BCC (Board of County Commissioners) approval. The BCC voted on the selection in January, only a few months before the flight needed to occur. In the future, the RFP for a data acquisition flight should be released in early summer of the year preceding the flight, so that proposals can be received and voted on by the BMC in late summer and then taken to the BCC (Board of County Commissioners) for final approval in the fall.

Other modifications were discussed. The word “digital” was added to 1.1 to further define orthophoto imagery. It was noted that the reference to licensing requirements in 7.3 was incorporated into 7.1, the opening paragraph in 7.3 was deleted, and subsection 7.3.1 was moved up to 7.1.1 and subsection 7.3.2 was moved up to 7.1.2.

Chair Johnson will work with Mr. Korbolic to incorporate the modifications as discussed into the draft agreement and submit to Mr. Hollandsworth for legal review. Mr. Hollandsworth noted that he did not have contact information for legal counsel for the Cities of Reno and Sparks. Each agency will send the draft agreement to its respective legal counsel for review.

Mr. Hollandsworth also suggested that the final document be a “take it or leave it” for new members. The intent is to avoid having to go through the legal review process again.

It is hoped that any changes proposed by legal counsel would be brought to the March 2018 Basemap Committee meeting for final approval, and then the agreement would subsequently be presented to each agency's governing board for approval. It was suggested that, if legal counsel from member agencies finish reviewing the draft agreement before the March meeting, then a special Basemap meeting could be scheduled before March.

It was moved by Member Gingerich, seconded by Member Campbell, to accept the recommended modifications. The motion carried with Member Gump absent.

7. RETENTION AND STORAGE OF DIGITAL DATA [For possible action] – A review, discussion and possible action regarding the retention of digital data paid for by the Regional Basemap Committee (such as orthophotography, elevation and lidar data) and storage options (such as on-premise servers and cloud infrastructure services).

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Chair Johnson opened the agenda item, noting that the data paid for by the Basemap Committee is stored on Washoe County servers. The intent is to discuss retention, storage options, and other storage solutions such as cloud storage.

Member Walker noted that some agencies may not have a fast Internet connection for accessing cloud-based data, and also if the County determines additional storage is needed then the BMC should provide assistance for network infrastructure and architecture.

Member Korbolic noted that currently the image database is 10 terabytes and that because of a redundant system, two copies are stored.

Gary Zaepfel, with Washoe County Technology Services, reported on the sizes of data received in the past few years: 1.3 terabytes of imagery from Pictometry in 2013, 1.8 terabytes of imagery from Pictometry in 2015, 800 gigabytes of imagery and elevation data from Geophex in 2016, and 1.6 terabytes of imagery from Pictometry in 2017. Various iterations of the data are stored on three different servers, and there are numerous archived DVDs and external hard drives of delivered data. The imagery data on the servers are backed up to tape, which is overwritten every 90 days. For planning for storage of future imagery and elevation products, the average size of each of the last four data acquisition flights is 1.5 terabytes.

Member Korbolic noted that the County is looking at different ways to manage the BMC data and reviewing best practices for storing and serving imagery. The County would be willing to utilize a cloud storage solution, especially if it can be paired with ArcGIS Online and sharing the data via web services.

Member Walker commented that if cloud solutions aren't feasible and additional on-premise storage is needed, then the City of Sparks may have server space that could be used, and he will check with the Sparks IT department if needed.

Member Campbell also noted that, regarding cloud storage, the region will be using it for storing the very large amounts of data that will come from police body-worn cameras, and its usage is becoming more common.

As the discussion continued, it was noted that .TIF images are about three to four times the size of .JPG images, but the quality of the .JPG is comparable to that of the .TIF. Perhaps obtaining imagery in .TIF and other older legacy formats is no longer needed, which could reduce the size and costs of storage and possibly reduce the costs of future data acquisition projects. It was recommended that member agencies survey their respective staff to determine the preferred file formats for imagery and to report their findings to Mr. Korbolic and Mr. Zaepfel.

No specific action was taken.

- 8. REQUEST FOR PROPOSAL, DIGITAL ORTHOPHOTOGRAPHY AND ELEVATION DATA**
[For possible action] – A review, discussion and possible action regarding a Request for

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Proposal (RFP) for release in 2018 for multi-year digital orthophotography and elevation data acquisition flights in 2019 and subsequent years.

Chair Johnson noted that the Subcommittee had not yet met to discuss the issue and suggested it be retained on the March meeting agenda.

Member Korbolic commented that the Washoe County Assessor's Office may become a partner to purchase imagery in 2019 and that the future RFP will need to include their requirements as well.

No specific action was taken.

- 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, March 8, 2018, at 10:00 a.m.

The March 8, 2018, meeting agenda may include, but is not limited to: 1) Election of Officers: Chair and Vice-chair.

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

There were no public comments.

- 11. ADJOURNMENT** [Non action item]

Chair Johnson adjourned the meeting at 11:07 a.m.

AS APPROVED BY THE REGIONAL BASEMAP COMMITTEE IN SESSION ON MARCH 8, 2018.