

# Regional Basemap Committee

## Draft Meeting Minutes

**Thursday ~ March 14, 2024 ~ 10:00 A.M.**  
**Washoe County Administration Complex**  
**1001 East Ninth Street, Reno, Nevada, 89512**  
**Technology Services Conference Room**  
**Building C, Second Floor, Suite C220**

## **MEMBERS**

Jon Walker, Chair, City of Sparks  
Gary Zaepfel, Vice-Chair, Washoe County  
Eric Friedlander, City of Reno  
Kevin Gorges, NV Energy

## **Alternates**

Jacob Fausett, City of Reno  
Paulo Vandenberg, Washoe County  
Sean Chambers, City of Sparks  
Rob Cushing, NV Energy

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

Chair Walker called the meeting to order at 10:03 a.m. A quorum was established.

#### **PRESENT:**

City of Reno            Eric Friedlander (primary)

City of Sparks        Jon Walker (primary)

NV Energy            Kevin Gorges (primary)

Washoe County      Gary Zaepfel (primary), Paulo Vandenberg (alternate)

**ALSO PRESENT:** Deputy District Attorney Jen Gustafson, Washoe County; Quinn Korbolic, Washoe County

### **2. INSTRUCTIONS FOR PROVIDING PUBLIC COMMENT VIA TEAMS/TELEPHONE [Non-action item]. DDA Jennifer Gustafson**

DDA Gustafson gave directions for commenting in the meeting via Teams and telephone.

### **3. 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.

# Regional Basemap Committee – Draft Meeting Minutes

March 14, 2024  
Page 2 of 5

**4. ELECTION OF OFFICERS** [For Possible Action] - A discussion and possible action to nominate and elect the Regional Basemap Committee Chair and Vice-Chair for a period of one year

Vice-Chair Zaepfel nominated Jon Walker, City of Sparks, to continue as Committee Chair. Chair Walker accepted the nomination. The motion was approved unanimously. Member Friedlander nominated Gary Zaepfel, Washoe County, to continue as Committee Vice-Chair. The motion was approved unanimously.

**5. APPROVAL OF SEPTEMBER 20, 2023 MEETING MINUTES** [For Possible Action] – Committee members may identify any additions or corrections to the draft minutes as transcribed.

It was moved by Member Gorges, seconded by Member Friedlander, to approve the September 20, 2023, minutes as submitted. There was no Committee discussion or response to call for public comment. Upon a vote, the motion was approved unanimously.

**6. BASEMAP COMMITTEE FUND UPDATE** [Non-action item] – An informational update on the status of the Basemap Committee fund. Quinn Korbolic – Washoe County Technology Services.

Quinn Korbolic reviewed the current fund balance, data sales data, and expected revenue/expenses. Chair Walker inquired whether all subscription invoices have been sent out and if there were any payments outstanding. Mr. Korbolic replied that all invoices have been sent, with City of Sparks outstanding.

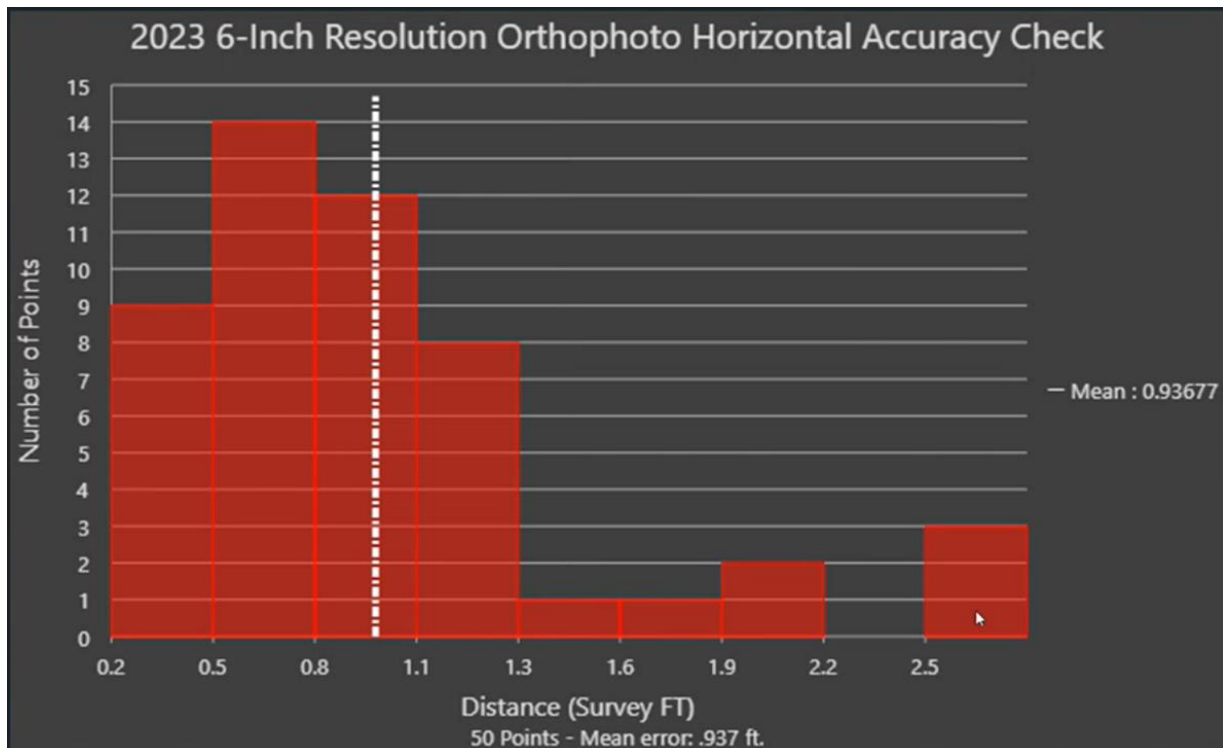
**#6 Basemap Committee Fund Update**

- Fiscal Year 2023/2024 Year-to-date:
  - Balance: \$149,859.92
  - Revenue:
    - Data Sales: \$5,580
    - Subscription/Membership: \$72,000
      - Paid: \$24,000
      - Expected: \$48,000
  - Expected Expenses:
    - N/A

Payment	Type
\$90	ORTHOPHOTO
\$240	CONTOURS
\$165	ORTHOPHOTO
\$240	CONTOURS
\$240	CONTOURS
\$330	ORTHOPHOTO
\$240	CONTOURS
\$165	CONTOURS
\$480	CONTOURS
\$90	ORTHOPHOTO
\$240	CONTOURS
\$165	ORTHOPHOTO
\$240	CONTOURS
\$165	ORTHOPHOTO
\$240	CONTOURS
\$240	CONTOURS
\$1,200	CONTOURS
\$165	ORTHOPHOTO
\$240	CONTOURS
\$165	ORTHOPHOTO
\$240	CONTOURS
\$5,580	TOTAL

**7. UPDATE ON EAGLEVIEW/PICTOMETRY INTERNATIONAL AERIAL IMAGERY FLIGHT #3**  
[Non-action item] – An informational status update of the 2023 aerial imagery acquisition project. Gary Zaepfel – Washoe County Technology Services.

Vice Chair Zaepfel stated that all products from the 2023 flight have been received. He reviewed the formats available and clarified that individual drives are being copied in house at 9<sup>th</sup> street and that anyone needing a copy can bring a 2TB drive in to him. He also presented information on the accuracy of the data.



**8. BASEMAP COMMITTEE DATA PRICING** [For Possible Action] – A discussion and possible action to increase the fee that customers purchasing 6-inch resolution aerial imagery pay from \$165 per tile to \$210 per tile, and to increase the fee customers purchasing 2-foot resolution contour data pay from \$240 per tile to \$285 per tile. Gary Zaepfel – Washoe County Technology Services.

Member Zaepfel presented information regarding the need for an increase in data pricing. He stated that the fees have not been increased in several years and that the proposed new fees were calculated based on cumulative price increases between 2016 and 2023, 28.5%. Chair Walker called for public comment on the item. There was no public comment. Member Friedlander moved to increase the fees as written in the item, Member Gorges seconded the motion. Upon a vote, the motion was approved unanimously.

- 9. REGIONALLY SIGNIFICANT DATA** [For Possible Action] – A review, discussion, and possible action to designate specific geospatial data including, but not limited to, tax assessor parcels and E911 addresses as regionally significant. Discussion topics may include, but are not limited to, additional geospatial data that may be considered regionally significant, data maintenance responsibilities, public access availability, and data distribution channels. Quinn Korbulic – Washoe County Technology Services.

Quinn Korbulic presented information regarding potential future development, maintenance, and distribution of Regionally Significant Geospatial Data. Chair Walker asked if Mr. Korbulic had thoughts on how to solve issues when adding new addresses to E911. Mr. Korbulic stated that this is an example of how the region can collaborate on maintaining and housing the data. He also cited the Truckee Meadows Regional Planning Authority’s regional stormwater data set and Washoe County’s regional tree canopy cover data set as potentials for collaborative uses. Chair Walker stated that this is something that has been discussed in the past and should be considered but is concerned how the turnaround time on accessing the data would be affected. Mr. Korbulic responded that there should be a QC/QA process added to the current processes, along with a weekly data update. Chair Walker further commented that there will need to be guidelines for how the public accesses the data. Mr. Korbulic suggested forming a working group to discuss who should be included in the collaboration. Member Friedlander suggested regional and city parks as potential data sets. DDA Gustafson clarified that a subcommittee would be subject to open meeting laws, however an informal working group would not. She cautioned to avoid having a quorum of the Regional Basemap Committee during a working group meeting, as that would be in violation of open meeting laws Mr. Korbulic suggested adding this item to future Regional Basemap Committee agendas as an ongoing item. Chair Walker called for public comment on the item. There was no public comment.



## #9 Regionally Significant Geospatial Data

### Regional Basemap Committee Interlocal Agreement:

#### Definitions:

- “Regionally Significant Geospatial Data” means geospatial data that have applications and impact across multiple agencies, organizations, and departments such that changes in the data made by one agency or organization might impact the operations of another agency.

#### Basemap Committee Roles and Responsibilities:

- The Base Map Committee may facilitate the development, maintenance, and distribution of Regionally Significant Geospatial Data.



## #9 Regionally Significant Geospatial Data

- Regionally Significant Data may include:
  - Parcels
  - Addresses
  - Streets

**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 scheduled meeting is set for Thursday, June 13, 2024, at 10:00 a.m.

Member Friedlander inquired about the hours/staffing of the Washoe County GIS office for dropping off a drive. Member Zaepfel suggested contacting him directly to assure someone would be in the office.

**11. 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.

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

Chair Walker adjourned the meeting at 10:51 a.m.