

# *Regional Basemap Committee*

## Meeting Minutes

**Thursday, December 12, 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  
Vacant, NV Energy

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

Chair Walker called the meeting to order at 10:04 a.m. A quorum was established.

#### **PRESENT:**

City of Sparks	Jon Walker (primary)
Washoe County	Gary Zaepfel (primary), Paulo Vandenberg (alternate)
City of Reno	Eric Friedlander (primary), Jacob Fausett (alternate)
NV Energy	Kevin Gorges (primary)

**ALSO PRESENT:** Deputy District Attorney Jen Gustafson, Washoe County; Kurtin Graham, 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 – Meeting Minutes

December 12, 2024

Page 2 of 3

- 4. APPROVAL OF JULY 30, 2024, MEETING MINUTES** [For Possible Action] – Committee members may identify any additions or corrections to the draft minutes as transcribed.

It was moved by Member Friedlander, seconded by Member Gorges, to approve the July 30, 2024, minutes as submitted. There was no Committee discussion or response to call for public comment. Upon a vote, the motion was approved unanimously.

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

Vice-Chair Zaepfel reviewed the current fund balance, Data Sales data, and expected revenue/expenses. Chair Walker requested information on when the invoices were sent out. Vice-Chair Zaepfel replied that he didn't know the exact date, but did know that all had gone out.

**#6 Basemap Committee Fund Update**

- Fiscal Year 2024/2025 Year-to-date:
  - Balance: \$147,319.84
  - Revenue:
    - Data Sales (FY25): \$3,300
    - Subscription/Membership: \$12,000
      - Paid: \$12,000**
      - Expected (remaining): \$60,000

Payment	Product
\$320	Contours
\$960	Contours
\$420	Orthophoto
\$960	Contours
\$320	Contours
\$320	Contours
<b>\$3,300</b>	<b>Total</b>

- 6. AERIAL IMAGERY ACQUISITION SERVICES REQUEST FOR PROPOSAL UPDATE** [Non-Action Item] - An informational update on the status of Request for Proposal (RFP) 3263-24 seeking a vendor to provide undated digital orthophotography and elevation data products. Gary Zaepfel – Washoe County Technology Services.

Vice-Chair Zaepfel stated that the Request for Proposals had gone out approximately a month ago, and 3 proposals had been returned by December 10, 2025. He will be gathering two individuals to evaluate the proposals in early January. A special meeting will need to be called to act on selecting a vendor, and then due to the cost, it will need to go before the Board of County Commissioners.

## *Regional Basemap Committee* – Meeting Minutes

December 12, 2024

Page 3 of 3

- 7. 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, categorizing additional geospatial data that may be considered regionally significant, delineating data maintenance responsibilities, public access availability, and data distribution channels. Quinn Korbolic – Washoe County Technology Services.

Vice-Chair Zaepfel stated there may be new items added to the list of regionally significant data, specifically the Hexagon implementation at Dispatch, and further stated that anyone on the Committee is free to add to the list as necessary. Chair Walker mentioned that items such as Snow Plow Route Maps, Congestion Zone Maps, etc. would be helpful to share regionally.

There was no response to the call for public comment.

- 8. 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 13, 2025, at 10:00 a.m.

Vice-Chair mentioned that the next meeting is the annual election of officers.

- 9. 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.

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

Chair Walker adjourned the meeting at 10:18 a.m.

Approved as written in session April 3, 2025.