



## Second Judicial District Court Washoe County Law Library

### AGENDA

A meeting has been scheduled for the Law Library Board of Trustees Video Subcommittee on Tuesday, April 13, 2021, at 12:00 PM. **This meeting will be held by teleconference only due to concerns for public safety resulting from the COVID-19 emergency and pursuant to the Governor of Nevada's Declaration of Emergency Directive 006 Section 1 which suspends the requirement in NRS 241.023(1)(b) that there be a physical location designated for meetings of public bodies where members of the public are permitted to attend and participate.**

Members of the public may attend the ZOOM webinar by accessing the following link: <https://washoecourts.zoom.us/j/99617025627?pwd=eEt5aXhla0RLWlJmL2wyWUF1UIRuZz09> **Passcode: 344632.** This option will require a computer with audio and video capabilities. The Board Chair may order the removal of any person whose statement or other conduct disrupts the orderly, efficient or safe conduct of the meeting. Warnings against disruptive conduct may or may not be given before removal. The viewpoint of a speaker will not be restricted, but reasonable restrictions may be imposed upon the time, place and manner of speech. Irrelevant and unduly repetitious statements and personal attacks which antagonize or incite others are examples of speech that may be reasonably limited.

**NOTE:** Items on the agenda may be taken out of order; combined with other items; removed from the agenda; moved to the agenda of another later meeting; or may be voted on in a block. Items with a specific time designation will not be heard prior to the stated time, but may be heard later.

**Accessibility.** In compliance with the Americans with Disabilities Act, those requiring accommodation for this meeting should notify the Washoe County Law Library at (775) 328-3250, 24 hours prior to the meeting

**Time Limits.** Public comments are welcomed during the Public Comment periods for all matters, whether listed on the agenda or not, and are limited to three minutes per person. Additionally, public comment of three minutes per person will be heard during individual action items on the agenda. Persons may not allocate unused time to other speakers.

**Public Comment.** As required by the Governor's Declaration of Emergency Directive 006 Section 2, members of the public may submit public comment by logging into the Zoom webinar listed above, via email to [emily.reed@washoecourts.us](mailto:emily.reed@washoecourts.us) or by leaving a voice message at: (775) 325-6625. Voice messages received will either be broadcast into the record during the meeting, or transcribed for entry into the record. The Board will make reasonable efforts to include all comments received for public comment by email and voicemail into the record. Please try to provide comments by 4:00 p.m. on April 12, 2020.

**Responses to Public Comments.** The Board of Trustees can deliberate or take action only if a matter has been listed on an agenda properly posted prior to the meeting. During the public comment period, speakers may address matters listed or not listed on the published agenda. The Open Meeting Law does not expressly prohibit responses to public comments by the Board of Trustees. However, responses from Board members to unlisted public comment topics could become deliberation on a matter without notice to the public. On the advice of legal counsel and to ensure the public has notice of

all matters the Board of Trustees will consider, Board of Trustees may choose not to respond to public comments, except to correct factual inaccuracies, ask for staff action or to ask that a matter be listed on a future agenda. The Board of Trustees may do this either during the public comment item or during the following item: “Board Comment – Limited to Announcements or Issues for Future Agendas”.

Supporting documentation for agenda items provided to the Law Library Board of Trustees is available to members of the public in the lobby of 1 S. Sierra Street, Reno, Nevada 89501, and online at <https://www.washoecourts.com/LawLibrary>. Ms. Emily Reed, Assistant Court Administrator, is the person designated by the Law Library Board of Trustees to respond to requests for supporting materials. Ms. Reed is located at the Second Judicial District Court and may be reached by telephone at (775) 325-6625 or by email at [emily.reed@washoecourts.us](mailto:emily.reed@washoecourts.us).

The agenda will be:

- 12:00 PM
1. Roll Call
  2. Public Comments
  3. Approval of Minutes from Subcommittee meeting of March 16, 2021. For possible action.
  4. Status update and discussion regarding the informational video project; possible action to determine format, length, and subject matter of the informational videos. For possible action.
  5. Review of potential video production companies (Digiman Studio, Full Circle Productions Media, Sosu TV, and Reynolds School of Journalism) including a comparison of costs, availability, and quality; possible recommendation to the Law Library Board to negotiate a contract for video production. For possible action.
  6. Discussion regarding adding subcommittee members; possible recommendation to the Law Library Board to add up to two additional subcommittee members. For possible action.
  7. Set future meeting dates. For possible action.
  8. Board Comment – Limited to Announcements or Issues for Future Agendas
  9. Public Comments
  10. Adjournment

The agenda for this meeting has been posted at the following locations: the Second Judicial District Court Website (<https://www.washoecourts.com/>), the Nevada Public Notice Website (<https://notice.nv.gov/>) and the Washoe County Law Library Website (<https://www.washoecourts.com/LawLibrary>). Pursuant to Section 3 of the Declaration of Emergency Directive 006, the requirement in NRS that notice agendas be physically posted within the State of Nevada has been suspended.

WASHOE COUNTY LAW LIBRARY  
SECOND JUDICIAL DISTRICT COURT

**Law Library Board of Trustees**

**Meeting Minutes**

SUBCOMMITTEE MEETING

March 16, 2021 at 12:00 noon

1. Roll Call:

Subcommittee Board Members Present:

Mike Kattelman, Rost Olsen, Gary Silverman

Also present were:

Emily Reed, Assistant District Court Administrator, Sarah Bates, Law Librarian, Sheila Mansfield, Law Library and Lindsay Liddell, Deputy District Attorney.

2. Public Comments:

Mike Kattelman called for public comment. No public was on video meeting so there was no public comment.

3. Approval of Minutes from Subcommittee Meeting of February 16, 2021. For possible action.:

Majority of members having read the minutes, Mr. Olsen moved for approval of the minutes of the February 16, 2021 meeting. Mr. Kattelman seconded the Motion. The Motion carried and the minutes were approved.

4. Nomination and Election for Subcommittee Officer Position of Chair. For possible action.

Mr. Kattelman moved to nominate Mr. Olsen as Chair of the Committee. Mr. Silverman seconded the Motion. The Motion carried and Mr. Olsen was nominated as Chair of the Subcommittee. Mr. Kattelman stated that he would finish out this meeting as pro tem Chair and there were no objections.

5. Status update, discussion, and next steps for the informational video project. For possible action.

Discussion was held on the scripts presented by the subcommittee members. Mr. Kattelman presented his 13 proposed topics and indicated he may add 2 others. An additional topic regarding discovery was also discussed. Further discussion was held regarding an attempt to make the videos simple and easy to understand and using a straight talk method as opposed to using a script.

Ms. Liddell commented on how any production ideas should first be presented to the Law Library Board of Trustees for approval before going forward with filming to abide by the open meeting laws.

At this time, Mr. Kattelman moved that the subcommittee members scripts should be presented at the next Law Library Board of Trustees for approval so that filming could begin. Mr. Olsen seconded the Motion. The Motion carried.

Mr. Silverman asked about enforcement of existing Orders and felt this should be added to the list of topics. Mr. Kattelman moved to add the enforcement of Orders to the list of topics. Mr. Olsen seconded the Motion. The Motion carried.

More discussion regarding the production of the videos was held, including possible production companies and possible funding. A list of possible production companies and their bids will be presented at the next Law Library Trustees Meeting scheduled for May 5, 2021.

Further discussion was held regarding an additional topic of minor guardianship to be added to the list of topics. Mr. Silverman moved to amend the topic list to include minor guardianships. Mr. Kattelman seconded the motion. Motion carried.

More discussion was held about keeping this simple and inexpensive. The goal would be to get the videos produced and online by the end of summer. Mr. Silverman questioned whether a production company was necessary. Discussion was held on this issue. Mr. Kattelman stated that the subcommittee was more focused on content than production and that the Law Library Trustees Board would decide on who produces the video and how much should be spent. Ms. Reed said that all scripts should be forwarded to the Law Library Board of Trustees so they can approve the content as well. Mr. Kattelman said that some examples would be available for the Board for the May 5<sup>th</sup> meeting.

6. Discussion regarding adding board members and possible recommendation to the Law Library Board of Trustees to appoint two additional members. For possible action.

There was additional discussion on whether more members should be added to the subcommittee. Mr. Kattelman moved to take the issue of adding additional members to the subcommittee to the Law Library Board of Trustees meeting to avoid any open meeting issues. Mr. Olsen seconded the Motion. After more discussion, Mr. Kattelman withdrew his motion it was tabled until the next meeting.

Mr. Kattelman asked that each subcommittee member pick one subject to record a vignette to be shown at the next meeting.

7. Set future meeting dates. For possible action.

Next meeting was set for April 13, 2021, at 12:00 noon by Zoom.

8. Board Comment – Limited to Announcements or Issues for Future Agendas:

None.

9. Public Comments:

None.

10. Adjournment at 1:30 p.m.

## Bates, Sarah

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**Sent:** Tuesday, April 13, 2021 12:15 PM  
**Subject:** Video cost proposal: Digiman Estimates  
**Attachments:** WashoeLawLibraryInStudio.pdf; WashoeLawLibraryOnLocation.pdf

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**From:** Frank Haxton <[frank@digimanstudio.com](mailto:frank@digimanstudio.com)>  
**Sent:** Thursday, April 8, 2021 6:22 PM  
**To:** Mansfield, Sheila <[Sheila.Mansfield@washoecourts.us](mailto:Sheila.Mansfield@washoecourts.us)>  
**Subject:** Digiman Estimates - Law Library Videos

[**NOTICE:** This message originated outside of Second Judicial District Court, State of Nevada -- **DO NOT CLICK** on **links** or open **attachments** unless you are sure the content is safe.]

Hi Sheila,

Thank you for considering us for this project. We would love to help create these videos and feel we would be a perfect fit!

We have included (2) estimates.

-The first is the cost for going on location to a single attorneys office and editing 3 videos, this would then be multiplied by 3 if you had 3 locations that you would like us to film at.

-The other estimate is based on all 3 attorneys coming to our studio and filming on the same day, this includes editing 9 videos total.

You will see there is only a slight price difference for going to all 3 locations so that might be easiest/preferred for each attorney.

Please feel free to reach out with any questions or concerns. We are always happy to chat about what will work best for everyone.

After you are able to decide which route you would like to take, we can certainly adjust things as needed.

Cheers!

### Frank Haxton

*Owner/Photographer*

**Mobile: 775.741.1375**

4690 Longley Lane, #124 | Reno, NV



[DigimanStudio.com](http://DigimanStudio.com)

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The information contained in this email is intended solely for the individual or entity to which it is addressed, and may contain information that is privileged and confidential. If you received this correspondence in error, please notify me by phone or email and destroy any and all copies of the correspondence. *Thank you.*



## Estimate and Assignment Confirmation

**Client:**

Washoe County Law Library  
Sheila Mansfield

**Date:** 4/8/2021

Description	Cost Breakdown
Overview: Washoe County Law Library Educational Videos for Advertising, Marketing and Web Additional Details:	
Filming one Attorney on location at Attorneys Office -3 seperate video topics using 2 camera setup, estimated edited video to be 5 mins each. Atelepromptor is available to use if desired. Broll filming is not included in this estimate. Deliverables: 1080p video footage using multiple cameras, professional lighting and audio	
Editing services to include multicamera edit, underlying music bed (as needed), animated type to come in over video while attorney is talking and any provided graphics that attorneys would like included.	
Provided by Client: Location coordination, art direction, access to required areas. Propping, all areas cleaned / camera ready prior to scheduled shoot. Scripts for interviews. Any graphics that are relevant to presentation that attorneys would like included in video. Production Date: TBD, estimate based on no more than 3 hours on locaiton including setup and tear down	
Creative Fee Videography Second Videographer Post Production Editing Services (2 edit revisons per video included) Delivery of Electronic Media	1,200.00 3,980.00
Terms: 30% Deposit on project total required to reserve this booking. Balance Due Net 30 days after completion of assignment. Add 3.5% processing fee if paying by credit card.	
Usage of provided media exclusively provided to above listed client and may not be resold or used by other vendors, suppliers or contractors to advertise their business without permission of Digiman Studio and additional license fees.	
<b>Total</b>	<b>\$5,180.00</b>

Estimate is good for 30 days from date listed. Should final production exceed the above estimated total, additional charges are incurred. If no changes to the scope of work are made, Digiman guarantees the price as quoted. Any changes, additions or deletions may necessitate additional charges over and above those already incurred, estimated or quoted. Digiman Studio reserves the right to revise quote upon review of supplied materials. Any revision to quote to be agreed in writing by client. All images creative copyright retained with Digiman Photography Inc. Usage is provided to the client upon payment in full.

SIGNATURE \_\_\_\_\_



## Estimate and Assignment Confirmation

**Client:**

Washoe County Law Library  
Sheila Mansfield

**Date:** 4/8/2021

### Description

### Cost Breakdown

Overview: Washoe County Law Library Educational Videos for Advertising, Marketing and Web  
Additional Details:

Filming (3) Attorneys at Digiman Studio on white background

-3 separate video topics per attorney using 2 camera setup, estimated edited video to be 5 mins each. A teleprompter is available to use if desired. Broll filming is not included in this estimate.

Deliverables: 1080p video footage using multiple cameras, professional lighting and audio

Editing services to include multicamera edit, underlying music bed (as needed), animated type to come in over video while attorney is talking and any provided graphics that attorneys would like included.

Provided by Client: art direction, Scripts for interviews. Any graphics that are relevant to presentation that attorneys would like included in video.

Production Date: TBD, estimate based on One Full Day videography in studio

Creative Fee Videography

2,400.00

Second Videographer

Post Production Editing Services (2 edit revisions per video included)

11,950.00

Delivery of Electronic Media

Terms: 30% Deposit required to reserve this booking. Balance Due Net 30 days after completion of assignment. Add 3.5% processing fee if paying by credit card.

Usage of provided media exclusively provided to above listed client and may not be resold or used by other vendors, suppliers or contractors to advertise their business without permission of Digiman Studio and additional license fees.

**Total**

**\$14,350.00**

Estimate is good for 30 days from date listed. Should final production exceed the above estimated total, additional charges are incurred. If no changes to the scope of work are made, Digiman guarantees the price as quoted. Any changes, additions or deletions may necessitate additional charges over and above those already incurred, estimated or quoted. Digiman Studio reserves the right to revise quote upon review of supplied materials. Any revision to quote to be agreed in writing by client. All images creative copyright retained with Digiman Photography Inc. Usage is provided to the client upon payment in full.

SIGNATURE \_\_\_\_\_



## Bates, Sarah

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**Sent:** Tuesday, April 13, 2021 12:13 PM  
**Subject:** Video cost proposal: Full Circle Productions Media

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**From:** ryan croke <[fullcircleproductionsmedia@gmail.com](mailto:fullcircleproductionsmedia@gmail.com)>  
**Sent:** Tuesday, April 6, 2021 6:55 AM  
**To:** Mansfield, Sheila <[Sheila.Mansfield@washocourts.us](mailto:Sheila.Mansfield@washocourts.us)>  
**Subject:** Re: Production of How To Videos

[**NOTICE:** This message originated outside of Second Judicial District Court, State of Nevada -- **DO NOT CLICK** on links or open **attachments** unless you are sure the content is safe.]

Sheila,

Thank you for your time on the phone yesterday. As we discussed it would be \$1,200 a day (10 hour day ) for my self with all camera gear / audio/ lighting. Editing is \$85 hour. Let me know when you get some more information on this project and we can talk again to come up with a plan that works best for both of us.

Thank you!

Ryan

Ryan Croke / Full Circle Productions media  
[www.fullcircleproductionsmedia.com](http://www.fullcircleproductionsmedia.com)  
[fullcircleproductionsmedia@gmail.com](mailto:fullcircleproductionsmedia@gmail.com)  
Ryancrokecinematographer.com  
858-220-4012

## Bates, Sarah

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**Sent:** Tuesday, April 13, 2021 12:11 PM  
**Subject:** Video cost proposal: SoSu.TV

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**From:** Dana Hatjakes <[reply@bidsketch.com](mailto:reply@bidsketch.com)>  
**Sent:** Wednesday, April 7, 2021 3:23 PM  
**To:** Mansfield, Sheila <[Sheila.Mansfield@washoecourts.us](mailto:Sheila.Mansfield@washoecourts.us)>  
**Subject:** New Proposal Information from SoSu.TV

[**NOTICE:** This message originated outside of Second Judicial District Court, State of Nevada -- **DO NOT CLICK** on links or open **attachments** unless you are sure the content is safe.]

-please reply above THIS line-

Hi Sheila,

Thank you for your interest in SoSu.TV video production services.  
Below you'll find a proposal based on the sample video provided. We can make modifications based on the scope of the project but this gives you a general estimate.

You've received a new proposal from SoSu.TV.

You can view this proposal by clicking on the link directly below.

<https://sosutv.bidsketch.com/client/portal/info/1nw1xx-zomz-afe>

If you have any questions or concerns, please feel free to reach out! Thanks again for the opportunity!

Regards,  
Dana Hatjakes  
[dana@sosu.tv](mailto:dana@sosu.tv)

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## How To Video Series

# Washoe County Law Library

April 07, 2021 | *Prepared by:* Dana Hatjakes

*Prepared for:* Sheila Mansfield

# Government Communication Challenges

With viewers saturated by media like never before, Washoe County Law Library needs to make strategic decisions regarding how it presents itself in order to create engaging content that keeps viewers coming back. Washoe County Law Library needs experienced television producers to:

- Cultivate unique content to actively engage citizens and increase transparency
- Analyze government communications best practices and implement into video strategies
- Reach new viewers using a combination of online and broadcast techniques

Without compelling stories and format, Washoe County Law Library leaves its effective communication to chance in an overwhelmingly saturated market.

## Introduction

Having produced hundreds of videos for businesses and governments alike, SoSu.TV can hone your message into a compelling video that communicates the training process through visual storytelling. We will produce content that will engage employees and/or constituents as they are guided through the training process. Our professional video ninjas have years of experience in brand storytelling and can weave interviews and b-roll into a film that is greater than the sum of its parts. Simply put, we design, compose, shoot and edit with your brand in mind.

## Project Description

- SoSu.TV will aid in screenwriting based on supplied copy points and key messaging
- SoSu.TV will provide two cameras and on-location production gear with supporting personnel to shoot how-to videos and fully support the completion of this project
- SoSu.TV will animate graphics as needed upon supplied artwork
- SoSu.TV will edit raw footage into a compelling video for customized how to video campaign
- SoSu.TV will deliver 10 how-to videos (2-3 minutes per video)
- Washoe County Law Library will provide branding artwork to SoSu.TV
- Washoe County Law Library will provide copy points and key messaging
- Washoe County Law Library will provide interviewees

## Fee Summary

**Full Day Shoot with Crew** (1 Day @ \$2,500/day) **\$2,500**

SoSu.TV will provide one master cinematographer with full crew including two producers, line producer, and audio producer.

SoSu.TV will provide two 4K/HD cameras, one go-pro POV camera, audio capture and recording equipment, lighting / light modifiers, grip, gaff and other necessary production equipment.

Shoot day will include mock training set-ups, judge interview, and necessary b-roll for concepts.

**Video Editing** (8 Days @ \$800/day) **\$6,400**

Video editing by a trained video editor. Our producers are trained in the art of video editing, including current trends as well as traditional documentary/cinema cutting. The core focus is emotional engagement, weaving in your brand's message with lyrical flow. Editing line item includes royalty-free music and encoding for multiple outputs / social video platforms and commercial television or PSA rotation.

**Graphic Design** (3 Days @ \$800/day) **\$2,400**

SoSu.TV will develop graphics animation with supplied art. Our motion graphics experts can take your .eps and put it on wheels with motion graphics that fall in-line with your brand and draw your viewers eye through the video.

**One hour client revisions** **\$0**

SoSu.TV will provide one hour of revisions per video. Additional rounds of edits will be billed at the rate of \$85 per hour.

**1 hour client revisions** **\$0**

1 hour of client revisions. We believe you can have it your way. So, the first round of edits to your project are on us. Additional edits are billed out at \$75/hr.

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**Project Total** **\$11,300**

# 5 Reasons Why Governments Choose SoSuTV

- SoSu.TV has a proven track record in developing content strategies for government agencies
- SoSu.TV has successfully produced thousands of hours of content and hundreds of thousands of views
- SoSu.TV integrates branding, graphic design, animation and cinematography into everything we do.
- SoSu.TV has built a reputation for documentary and news-style storytelling
- SoSu.TV is reliable and efficient in turning your project around

## Next Steps

To take advantage of this proposal and proceed with the project as outlined, Washoe County Law Library's next steps must be to:

- Accept the proposal as-is
- Discuss desired changes with SoSu.TV
- Finalize and sign the contract
- Submit 50% deposit upon contract approval
- Final payment will be due upon project completion
- Once completed, SoSu.TV will contact Washoe County Law Library to schedule a project launch meeting to make introductions, develop a project timeline and gather information before beginning the work.

We are happy to make changes to project scope on Washoe County Law Library's request at any time, but may be subject to additional billing.

## Terms and Conditions

Once the project fee is paid in full to SoSu.TV, any elements of text, graphics, photos, contents, trademarks, or other artwork furnished to Washoe County Law Library for inclusion in the television show are owned by Washoe County Law Library.

SoSu.TV assumes Washoe County Law Library has permission from the rightful owner to use any code, scripts, data, and reports provided by Washoe County Law Library for inclusion in its materials, and will hold harmless, protect, and defend SoSu.TV from any claim or suit arising from the use of such work.

SoSu.TV retains the right to display graphics and other web content elements as examples of their work in their portfolio and as content features in other projects.

SoSu.TV provides full refunds up until 48 hours before shoot date. Refunds are not honored after this time.

This agreement becomes effective only when signed by agents of Washoe County Law Library and SoSu.TV. Regardless of the place of signing of this agreement, Washoe County Law Library agrees that for purposes of venue, this contract was entered into in NEVADA and any dispute will be litigated or arbitrated in NEVADA.

The agreement contained in this contract constitutes the sole agreement between Washoe County Law Library and the SoSu.TV regarding all items included in this agreement.