



West Virginia Statewide Addressing and Mapping Board Meeting Minutes

Verizon Headquarters ♦ Charleston Room
1500 MacCorkle Avenue ♦ Charleston, West Virginia
Thursday, October 2, 2003

Attendance

Board Members Present:

Robert Anthony, Manager, Department of Transportation
Jack Bowden, Raleigh County 911
Jimmy Gianato, McDowell County 911 Director
Jim Priester, Marion County Assessor
Frederick Smart, Director, Harrison County 911
David Tarbett, Citizen Member, Mason County
Tom Williams, E911 Service Manager, Verizon

Board Members absent:

Clinton Beaver, Putnam County Commission
Craig Neidig, Chairman, State GIS Coordinator
Steve Kappa, Director, West Virginia Office of Emergency Services
Martha Walker, Commissioner, West Virginia Public Service Commission

Counsel, Staff:

Joe Starsick, Counsel, Bowles Rice McDavid Graff & Love
Leigh Cielensky, Executive Assistant
Absent: Kathy Buckley, Verizon
Dannie Walker, WV Public Service Commission

Project Manager Team:

Marc Levesque, Acadia Research, LLC
Dr. Terry Keating, ZI Imaging Inc.
Joe Seppi, Michael Baker, Jr., Inc.
Dave Price, Michael Baker, Jr., Inc.
Andrea Griffith, Michael Baker, Jr., Inc.

Mapping Contractor:

Mario Chuliver, BAE SYSTEMS ADR Inc.
Bob Hickey, BAE SYSTEMS ADR Inc.

Guests:

Michelle Barron, Kanawha County Metro 911

Dave Lawson, Marshall University/RTI
Shellie Ingraham, Timmons Group
Harry Berger, Kanawha County Assessor's Office
Charles "Rusty" Harvey, Greenbrier County 911
G. Bosen, Dunbar Fire Department
Frank LaFone, WVGISTC
John Marchetti, BAE SYSTEMS, Inc
Al Babcock, Citizen

Opening

Jimmy Gianato presided as Acting Board Chairman while Craig Neidig is out on sick leave and Leigh Cielensky served as recording secretary for the board. Chairman Gianato called the meeting to order at 1:10 pm. A quorum was established. Chairman Gianato reviewed the agenda and associated handouts.

Additional Discussion Items for Agenda (non-voting items only)

None at this time.

Approval of September 4, 2003 Minutes

Motion to approve September 4, 2003 Minutes:

*Moved: Fred Smart
Second: Tom Williams*

Motion passed unanimously.

Reports of Officers

Craig Neidig, Jimmy Gianato, Tom Williams, Fred Smart

Jimmy Gianato's Report

Jimmy reported on Craig's condition and the content of several letters he received from Senator Byrd's Office.

Tom Williams' Report

No report at this time.

Fred Smart's Report

No report at this time.

Report of Counsel

Joe Starsick, Board Counsel

Kanawha County – Redraft of the Kanawha County Agreement will be given to the Executive Committee to look over so it can be submitted back to Steve Sluss.

US Department of Agriculture – Joe will make necessary changes to this agreement.

Motion to accept the Report of Counsel.

*Moved: Tom Williams
Second: Jim Priester*

Motion passed unanimously.

Report of Project Manager

Dr. Terry Keating, Project Manager; Joe Seppi, Deputy Project Manager/Contract Manager, Marc Levesque, Addressing Manager, Dave Price, Baker Team, Andrea Griffith, Baker Team

Scanning Review - Please refer to the written report on the October update of Scanning Review submitted by the Project Management team.

Public Meetings – Joe Seppi discussed the first public meeting was held on September 30, 2003 in Morgantown. It was well done and Andrea did a great job. The PowerPoint presentation is available on CD.

Coordinator Workshops - Marc Levesque discussed the upcoming addressing coordinator workshops. A tentative agenda is being sent out to the registered participants. The workshops will consist of detailed training for the coordinators. The coordinators will receive continuing educational credit for attending this workshop from the WV Department of Education.

Motion to accept the Project Managers Report.

*Moved: Tom Williams
Second: Jack Bowden*

Motion passed unanimously.

Report of Mapping Contractor

Mario Chuliver, BAE SYSTEMS ADR

Please see written report of Mapping Contractor. Also the Kanawha County data is excellent and BAE will be able to use.

Motion to accept the Project Managers Report.

*Moved: Jim Priester
Second: Fred Smart*

Motion passed unanimously.

Sub-Committee Reports

Technical Committee

Tom Williams, Chairman

None at this time.

Public Relations Committee

Craig Neidig, Chairman

None at this time.

Rules Committee

Jimmy Gianato, Chairman

None at this time.

Finance Committee

Craig Neidig, Chairman

Leigh provided the financial reports for the month of September 2003 to each member. Several invoices for payment were discussed and they were:

Jimmy Gianato for mileage to attend Cabell County Commission meeting - \$96.40

Jimmy Gianato – travel for vendor interviews and Board meeting - \$244.86

McDowell County Commission for Jimmy Gianato for mileage for vendor interviews and Board meeting - \$91.40

Michael Baker invoice for professional services for August and payment of retention fee - \$31,546.98

Craig Neidig – travel expenses to NSGIC meetings - \$586.66

Bowles Rice – legal services for Joe Star for August - \$4,361.25

WVNET – website hosting and maintenance for July, August and September @ 135.95 total = 407.85

BAE Invoices

P-Card invoice for September for \$1,797.72

- Embassy Suites for 9/4 meeting - \$380.88

- North Bend State Park for 7/10 meeting \$1,253.30

- FedEx Shipping - \$60.26

- FedEx Shipping - \$18.28

- WV State Auditor's Office - \$85.00 (registration fee for Tom Williams to attend Boards and Commissions meeting)

Motion to approve payment of invoices:

Moved:

Dave Tarbett

Second:

Tom Williams

Motion passed unanimously.

Motion to approve Craig's travel if not prior approved:

Moved:

Jim Priester

Second:

Tom Williams

Motion passed unanimously.

Old Business

Status of Agreements – Status of agreements are all in the process of being completed.

EOI/Shortlist/Vendor Interviews – All of the presentations by the three short listed vendors were very good.

Promotional Materials – A discussion was held on the purchase of promotional items and a motion was made to allow up to \$5,000.00 for this.

Motion to allow the purchase of promotional items on a budget of \$5,000.00:

Moved:

Jim Priester

Second:

Tom Williams

Motion passed unanimously.

New Business

Mason County – Mason County will be used for the initial postal conversion test project after a motion was made. The email from Dave Tarbett will be added as part of the permanent record.

Motion to approve Mason County to be the test project for the initial postal conversion:

Moved: Jim Priester
Second: Bob Anthony

Motion passed unanimously.

Informational Reports

None at this time.

Good of the Order/Discussion

None at this time.

Next Meeting

The next meeting is scheduled for: Thursday, October 23, 2003 at 1:00 pm at Verizon Headquarters, Charleston Conference Room, 1500 MacCorkle Avenue, Charleston, WV.

Closing

A motion was made to adjourn.

Moved: Dave Tarbett
Second: Tom Williams

The Board meeting was adjourned at 2:13pm.

Minutes submitted by:

Leigh A. Cielensky, Executive Assistant / /
Date

**Minutes Approved by:
West Virginia Statewide Addressing and Mapping Board**

Jimmy Gianato, Acting Chairman / /
Date