



West Virginia Statewide Addressing and Mapping Board SAMB Minutes

Ramada Plaza Hotel Executive Board Room
South Charleston, West Virginia
Thursday, November 7, 2002

Attendance

Board Members Present:

Robert Anthony, Manager, Department of Transportation
Jack Bowden, Raleigh County 911
Craig Neidig, Chairman, State GIS Coordinator
Jim Priester, Marion County Assessor
Frederick Smart, Director, Harrison County 911
David Tarbett, Citizen Member, Mason County

Board Members absent:

Clinton Beaver, Putnam County Commission
Jimmy Gianato, McDowell County 911 Director
Steve Kappa, Director, West Virginia Office of Emergency Services
Martha Walker, Commissioner, West Virginia Public Service Commission
Tom Williams, E911 Service Manager, Verizon

Counsel, Staff:

Leigh Cielensky, Executive Assistant
Mark Dillinger, Counsel, Bowles, Rice, McDavid, Graff and Love
Absent: Joe Starsick, Counsel, Bowles, Rice, McDavid, Graff and Love
Absent: Dannie Walker, WV Public Service Commission (Acting Recorder)
Absent: Kathy Buckley, Verizon

Project Manager Team:

Joe Seppi, Michael Baker, Jr.
Terry Keating, Lucerne International
Absent: [Marc Levesque, Acadia Research, LLC](#)

Guests:

Ron Kyle, Monongalia County 911
Pete Crowell, PlanGraphics

Opening

Craig Neidig presided as Board Chairman and Leigh Cielensky served as recording secretary for the board. Chairman Neidig called the meeting to order at 1:14pm. November 7, 2002. A voting quorum was established. Chairman Neidig reviewed the agenda and associated handouts.

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

- None

Modifications/Approval of Minutes of October 24, 2002 Meeting

Motion to approve minutes:

*Moved: Fred Smart
Second: Robert Anthony*

Passed unanimously.

Reports of Officers

Craig Neidig, Jimmy Gianato, Tom Williams

- Craig reported that the EOI had been released by Purchasing.

Report of Counsel

Mark Dillinger, Counsel

- Mark Dillinger reported on the Interagency agreement for Joe Starstick who was unable to attend meeting.
 - Craig suggested that a clause added to agreement on arbitration or mediation in case of any disputes between the Geological and Economic Survey the Statewide Addressing and Mapping Board.
 - Hour changes – agreement will reflect this change to show 18.35 hours for the Board. The majority of hours will belong to the Survey with 51% to the Board's 49%.
 - Yearly Increment - to be included in agreement.
 - Merit Raise – to be included in agreement and the Survey would ask the Board if they are willing to pay 49 % of a merit increase.
 - Clerical services changed to administrative services
 - Voting on agreement was tabled until next meeting.

Motion to approve Report of Counsel:

Moved: Jim Priester

Second: Fred Smart

Passed unanimously.

Report of Project Manager

- Terry Keating and Joe Seppi presented the Project Manager's Report.
 - Progress report is current to 2 weeks ago.
 - Joe Seppi reported on Project Website. User name and passwords have since been emailed. Content has been posted to the site, such as memorandums, PDF maps of the statewide index counties that are eligible for the 100-scale mapping. There is on-line help and the user can be notified when things are posted on the site. Subscribers can individualize their notifications. The web-site address is www.bakerprojects.com:/WVSAMB.
 - Terry is pleased to recognize Craig's announcement that the EOI is out. The EOI was sent to about 25 vendors and an organization called MAPPS, which in turn will send out the EOI to about 160 companies.
 - We will create another set of specifications for the addressing. Part of that work is already underway.
 - The EOI will not have a cost proposal associated with it. The procedure for the evaluation/negotiation process will begin with Baker having a range on what the mapping should cost from an independent source on 100-scale, 400-scale maps, centerlines. This will help when we are at the negotiation table with the vendor(s).
 - The process of the evaluation will consist of a committee of 5 people selected. Several outside representatives will be on the evaluation committee from Department of Environmental Protection, Division of Highways, WVU GIS Tech Center. Baker will be advisers to the evaluation committee. Baker will be reading the proposals, and will help the committee to understand the processes. Board members are encouraged to participate as much as possible with the selection. Enough copies of the proposals have been ordered to provide each Board Member, Evaluation Committee and the Project Manager with a copy of each proposal.
 - This particular EOI is somewhat different than is normally done. The vendors normally would tell us how to do our project. In our EOI we are very specific on our requirements. We tried to use where possible DOH guidelines and industry standards in the EOI.
 - System Design – We have not done much in the way of hardware, software system except we have received a hardware/software system to receive the data.
 - Local Government Participation Plan – We haven't done much with the Local Government Participation Plan yet. We have met with representatives of Kanawha and other counties already to understand some of their expectations.

- We have attended 10 meetings so far including WVSAMB, Rules, Metro 911, and talked to the county assessor's office, Purchasing Division, U.S. Postal Service, and the Tax Department.
- Addressing Contractor for the state should be less money.
- Need local addressing managers to help address databases for each assessor.
- Leigh will send out letters and maps to 911 Directors and County Commissioners on WV Statewide Mapping Project Optional 1 inch = 100 feet mapping area. A due date will be included in the letter. May need to have negotiations with the counties. May need to have a meeting and some PR on this.
- Joe Seppi had been contacted by the PR firm Charles Ryan and Associates. Joe referred the firm to Craig. Charles Ryan and Associates are interested in working with the Board and it was suggested that we interview them so that we can direct the PR towards the action items and press releases. Joe Seppi had spoken with several individuals from another agency that uses Charles Ryan and Associates for their services and they can help the Board speak with a single voice. The Board wants to be pro-active on the issue of publicity. Charles Ryan and Associates have worked with Pete Crosswell of PlanGraphics with the Division of Highways and the Board may be able to piggyback off the statewide contract.
- Evaluation Committee – The rules need to be set-up for the committee. Rank the vendors, have frank discussions on the vendor's qualifications, shortlist to 3 vendors, decide on a vendor and then proceed with cost negotiations.
- Received a copy of the Navtech data. This is straight centerline data. Should we spend money and digitize the roads layers or buy licensed data. There will be a certain cost with getting all this data in the system. This is will be a matter of licensing data versus purchasing data. Some states have been concerning with licensing because of the ripple effect. The Project Manager will help the Board evaluate this issue.
- Joe Seppi has been working the mapping framework.
- Marc Leveque has been actively working with the Rules Committee. Marc has suggested some property numbering guidelines, which are based on some existing addressing guidelines from 911 and NENA standards. He also has some road naming guidelines some of which have come from Division of Highways. There are guidelines for suffixes, which should be applied to the streets. There is a complete list of responsibilities most of which has already been presented to the Board on what the addressing rules and responsibilities are. We expect by the next meeting the Rules Subcommittee to have this pretty much in place. In addition Marc will be bringing a draft/outline of the guidebook to the next meeting. This book will be used for PR and as a training tool. We hope to have this in place before the end of the year.
- County Addressing Inventory –Starting to get a collection of each county and will need to know what the status is for each county. This will be an issue to be addressed in the Addressing RFP.
- Action Items – Action items were discussed. Need to add due dates and completion dates on the action items.

Motion to approve Report of Project Manager and accept first payment invoice:

*Moved: Dave Tarbett
Second: Fred Smart*

Passed unanimously.

Sub-Committee Reports **Technical, Public Relations, Rules, Finance**

Technical Committee

Craig Neidig, Chairman

- EOI – SAM0202 – The Evaluation committee will have a high demand on time because of time constraints. The EOI will open on November 27, 2002 at 1:30pm. The first cut will occur the week of December 2nd and the second cut the week of December 9th. Interviews will occur the week of 16th.
- Dave Tarbett made a motion that the Evaluation Committee be composed of all Board Members.
- Dave Tarbett discussed the merits of the evaluation committee on the EOI – SAM0202 to be made up of all board members.
- Craig Neidig was concerned that an “all” board committee would have scheduling and commitment problems when the review would be a full time effort for several weeks in December.
- Fred Smart highly recommended that all Board Members attend as much as possible the evaluation committee meetings.
- There was not a second on the motion.
- Notify all Board members of times and locations for evaluation committee meetings.
- Discussion was held that the Board would be fully engaged in the process of the selection and give final approval to the evaluation committee’s recommendation.
- Spent \$874.00 on the production of maps for the targeted counties and into the EOI.
- Approved payment to Michael Baker, Jr for September/October, 2002.
- Craig Neidig requested additional \$650,000 funds from Verizon for this quarter.
 - Verizon because of the incentive rate agreement has to have all their payments to the Board before the end of 2005.
 - This is another reason why the interest bearing accounts needs to be investigated further. This fund will be sitting around for almost a year and a half without collecting interest otherwise.
- Stakeholder letter to federal contacts needs to be drafted as soon as possible.

Public Relations Committee

Steve Kappa, Chairman

- *None at this time.*

Rules Committee

Jimmy Gianato, Chairman

- Rules Sub-Committee did not meet and will reconvene on November 21st. Also see report of Project Manager.

Finance Committee

Craig Neidig, Chairman

- Leigh Cielensky provided to the Board copies of a new monthly balance sheet. It was agreed upon that the set up looked very good and she would add a beginning and ending balance to it.

Informational Reports

- *None at this time.*

Old Business

- Agenda Items
 - Please see Report of Counsel for report on interagency agreement. Will vote on the agreement on November 21, 2002.
 - Please see Report of Project Manager where some actions items were discussed.
 - Agreement between Kanawha, Putnam Counties and the Board still need to be worked on.
 - Send out WVSAMB logo to everyone
 - Leigh Cielensky will add balance fields to the Financial report
 - Leigh Cielensky will continue to work on the web site.
 - Craig Neidig and Joe Seppi will work on stakeholdering letter and map for federal agencies.

New Business

- As most of you know, Clinton Beaver lost his bid for re-election as a Putnam County Commissioner. Craig will talk to Clinton about a possible replacement and asked the Board for any additional recommendations.
- Craig recommended that the Board continue to meet twice a month until the next Legislative session is finished.

Good of the Order/Discussion

- Jim Priester is going to be speaking to Doddridge and Ritchie County 911 people this evening on the Board's activities.
- Tentatively schedule 2003 WVSAMB meetings for January 9th and January 30th.
- Next WVSAMB meeting is scheduled for November 21, 2002, at 1:00pm..Kanawha Conference Room, Verizon Office Building, 1500 MacCorkle Avenue, Charleston.

Closing

A motion was made to adjourn.

Moved: Fred Smart

Second: Jim Priester

Passed unanimously.

The Board meeting was adjourned at 3:02pm.

Minutes submitted by:

_____ / /
Leigh A. Cielensky, Executive Assistant *Date*

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

_____ / /
Craig A. Neidig, Chair *Date*