



# West Virginia Statewide Addressing and Mapping Board WVSAMB Minutes

Verizon Office Building Charleston Conference Room  
Charleston, West Virginia  
Thursday, February 13, 2002

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## Attendance

### Board Members Present:

Robert Anthony, Manager, Department of Transportation  
Clinton Beaver, Putnam County Commission  
Jack Bowden, Raleigh County 911  
Jimmy Gianato, McDowell County 911 Director  
Craig Neidig, Chairman, State GIS Coordinator  
Jim Priester, Marion County Assessor  
Frederick Smart, Director, Harrison County 911  
David Tarbett, Citizen Member, Mason County  
Tom Williams, E911 Service Manager, Verizon  
Martha Walker, Commissioner, West Virginia Public Service Commission

### Board Members absent:

Steve Kappa, Director, West Virginia Office of Emergency Services

### Counsel, Staff:

Joe Starsick, Counsel, Bowles Rice McDavid Graff & Love  
Leigh Cielensky, Executive Assistant  
Kathy Buckley, Verizon

Absent: Dannie Walker, WV Public Service Commission

### Project Manager Team:

Joe Seppi, Michael Baker, Jr.  
[Marc Levesque, Acadia Research, LLC](#)

Absent: Terry Keating, Lucerne International

## **Guests:**

Terry Snodgrass, Doddridge/Ritchie County 911  
Michelle Barrone, Kanawha County Metro 911  
Frank Chapman, Putnam County 911  
Ron Kyle, Monongalia County 911  
Jack MacDonald, WV State Auditor's Office  
Terry Brown, Wood County 911  
Darren Gessler, BAE Systems Inc.  
Matt Gravely, Kanawha County Metro 911  
Robert Rickard, Michael Baker, Jr., Inc.

## **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 1:03pm. February 13, 2003. A voting quorum was established. Chairman Neidig reviewed the agenda and associated handouts.

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

- None

## **Motion to approve December 19, 2002 Minutes**

**Motion to approve minutes:**

*Moved: Fred Smart*  
*Second: Jimmy Gianato*

*Passed unanimously.*

## **Reports of Officers**

***Craig Neidig, Jimmy Gianato, Tom Williams, Fred Smart***

- Craig reported to the Board on the progress of the EOI-SAM0202. It has moved from the Purchasing Division to the Attorney General's Office.
- On Friday, February 7, 2003 Kurt Donaldson from the WVU GIS Tech Center sponsored a "WV Framework Data" meeting with a variety of stakeholders interested in the SAMB source data, especially the orthophotos, roads, elevation and hydrology. Craig and Joe Seppi represented the Board. Twenty-seven representatives from federal, state, and local agencies attended, as well as some vendors and contractors. There was a lot of good discussion. There was much interest on how the WVSAMB is going to approach the public domain issue, such as: When would the board be comfortable releasing the data, what might be released early, what may be released at a later date? Craig and Joe explained that the Board was just beginning to examine those issues and that there would be further discussion with the state GIS Steering Committee and other GIS users as we proceed. It was recommended the WVSAMB come up with a data policy as soon as possible. Unfortunately, funding issues were not discussed because BAE System's final contract had not been approved, and Joe and Craig were uncomfortable talking about monetary figures. There were mostly technical people in the meeting so the SAMB

needs to go to their bosses or go to the national offices in Washington DC to get some direct support.

- Jimmy Gianato sent names from various federal agencies for a meeting with the congressional group to Congressman Rahall to send out the invitations. No date has been set yet.
- Tom Williams reported indirect contact with Rahall Transportation Institute by John Ruddick (Verizon) regarding RTI housing the data eventually and space on Marshall University's mainframe. Marshall would contact Craig to schedule a meeting and a presentation to the board.

## **Report of Counsel**

*Joe Starsick, Counsel*

- **Emergency Rules** – Emergency Rules were filed on December 28, 2002. By operation of law, those emergency rules went into effect forty-five (45) days after filing on or February 11, 2003.
- **EOI** – The BAE contract is indeed supposed to be at the Attorney General's Office. The Purchasing Division advised us that it takes approximately three (3) weeks on average to get a contract approved. We will need to come up with a plan to get the contract expedited. Purchasing Division does not want us to publicly announce the agreed upon dollar amount of the contract. Joe did not know of any state law that prohibits this, but we should follow the Purchasing Division's advice and we have to appreciate all of their efforts on our behalf to expedite this EOI. Craig, Dr. Keating, Tom and Jimmy worked hard on getting this contract where it is today. They negotiated for the better part of two days and deserve a lot of credit for the work that went into it. Also wish to thank Joe Seppi, there were many times that he was working on this way past midnight.
- **Condemnation Authority/Rights of Entry** – Our contractor will, in some instances have to enter upon private property to set up necessary equipment to do an appropriate fly-over. The Board ought to have the authority to condemn temporary easements whenever that is necessary. We are hoping that it will not be necessary at all, at least in limited instances. Craig has drafted a letter of authorization on Board stationery that our contractor can use out in the field to persuade property owners that we do have the right to do this and to allow entry. Joe also spoke with Division of Highways lawyers to obtain their right of entry and condemnation forms and to discuss how they have historically handled similar situations.
- **Addressing Handbook and Model Ordinance** – The committee met again this morning. Marc Levesque is doing an outstanding job in putting together the handbook and we had a lot of input. Joe was given a number of tasks and modifications to the Ordinance and will have these done by the first of March.

**Motion to approve Report of Counsel with modifications:**

*Moved:* Tom Williams

*Second:* Jack Bowden

*Passed unanimously.*

## **Report of Project Manager**

*Dr. Terry Keating, Project Manager*  
*Joe Seppi, Deputy Project Manager/Contract Manager*  
*Marc Levesque, Addressing Manager*

- **Joe Seppi report**

- As per the Board's request from the December 19, 2002 meeting provided handouts of the last two status reports and invoices for the months of December 2002 and January 2003.
- **December 2002 Activity** – Activity in December revolved around the vendor selection process for the EOI. Prepared for and attended nine meetings. At a December 6, 2002 meeting with Norm Roush of the Division of Highways we verbally reached an agreement to become partners. A formal MOU needs to be finalized.
- **January 2003 Activity** – From December to January 2003 the Project Manager has completed 38% of the project for the first year. The main accomplishment for January has been the final selection and contract negotiation process. This was a very time consuming and exhausting process but I am happy to say we made it. Also during this time period, we gave two 90-minute presentations at the 911 Telecommunicators Conference. Marc gave one about the addressing and Terry spoke on the mapping projects. Both talks were well received.
- **Aerial/Mapping Vendor Selection** – This task is 99% complete. The reason for the 1% is because the contract is still not official yet.
- **System Design** – This task is 25% complete. We are in the process of talking to various stakeholders including Marshall University, Rahall Transportation Institute, WVU GIS Tech Center. By the end of the month we hope to present to the Board conceptual system architecture that lays out CPU, data storage, telecommunications, and software infrastructure. We would need someone to do the operations and maintenance and it will have to be housed somewhere. Dow Technical Center may be a potential partner for that.
- **Local Government Participation Plan** – This task is approximately 30% complete. There was some progress with Terry and Marc at the 911 Telecommunicators Conference in getting the word out. The formal plan for participation and getting the word out will be a part of the Addressing Guidebook.
- **RFP Specifications** – This task is 50% complete. The mapping part is finished and the addressing will be our next big challenge.
- **Meetings** – The PM prepared for and attended 9 different meetings. We also attended a meeting on February 8, 2003 for federal and state stakeholders. We are going to have some issues that we are going to have to address with public domain and we may need to rethink our concept for getting partners and what partnership really means to other federal and state agencies.
- **GANNT Chart** – Joe have prepared and brought with him the latest project GANNT Chart. It is eight feet long.

- **Marc Levesque report**

- **Addressing Plan** - Last month, Marc put out an addressing plan for the next 6 to 8 months along with a draft of the addressing handbook on the project web site. I put some tasks in the timetable. The mapping contract is getting close to happening and the flights to begin. That's the piece to give us the building blocks to do the addressing. There is a lot of stuff that has to be happening at the same

time. Marc outlined some of those in terms of getting the handbook out, getting a second round of letters out, updating the website, some regional educational presentations and getting out the Addressing RFP as well. Basically we can add a month to the timelines at this point. Having the Addressing contractor on board needs to coincide with some counties that we can start working with. Given the steps that the counties need to accomplish to start this process, especially road inventory naming, this is going to take some time. If we have the addressing contractor on board by this Fall, this is be a good intersection time to have the contractor on board and mapping data turned to vectors and the counties ready to start working with them. Kanawha and Putnam Counties would be at the head of the line to begin working with the addressing vendor.

- **Meetings** – Had two meetings this morning (2/13/03). One with Tom Williams and the Verizon database people to discuss their needs for data from the addressing contractor. A second meeting was to discuss the handbook.
- **Addressing Handbook** – The handbook clearly outlines the steps that the counties will need to take and we can turn this into a checklist for the counties. Once the counties have gone through the list, they are ready to begin working with the contractor. Marc’s recommendation is that the checklist be included in the letter to the counties forewarning them that this project is coming soon. Craig will work on the letter. There is a separate section in the handbook for both city-type addresses and for counties and municipalities with no city-type addresses. This was deliberate for several reasons. Even though 90% of the text is the same in the two sections, there are some subtle differences and there is one step that is very different. The second reason is that the legislation stipulates that we need to respect the efforts that have already been completed. The handbook honors this by having a separate section for that group of counties and municipalities that have already done some work. The committee went though the handbook and spent most of the time on the ordinance, which Joe Starsick is going to do some work on. The rest of the comments were fairly minor and are headed in the right direction at this point. If anyone has any questions or comments after today, please email them to Marc. Marc will take another pass over the handbook and try to enhance the readability hopes have another draft on the project web site by the first of March. This will be the Board’s next time to look at it. Marc recommends that the Board approve the release of the document a month from today (3/13/03).
- **Addressing RFP** – Marc has begun work on the Addressing RFP. Marc has collected some RFP’s that have been used in other states and by some counties outside of West Virginia. The database people at Verizon are going to help define some the database elements and other requirements.
- **Post Office** – Some discouraging news -- Jeff Bice is being reassigned to a different position within the Charleston office. He has promised not to abandon our cause and will be accessible. The new addressing point of contact and her name is Barb Mousseau from the Roanoke, VA Office.

### **Motion to accept the Project Manager’s Report**

**For December 2002 and January 2003 with modification:**

*Moved: Fred Smart*  
*Seconded: Robert Anthony*

*Passed unanimously.*

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

### **Technical Committee**

*Craig Neidig, Chairman*

- Everybody knows where the mapping contract stands. One thing the Board needs to come to grips with relatively quickly is if we are going to incorporate any of the 100-scale areas for this round of mapping, or if we are going to have to wait until next year. We pretty much need to let BAE know by the end of February if that is going to happen. BAE has been in contact independently with several of the counties including Wood, Putnam, and Ohio. We negotiated a per tile set price, a minimum of 100 tile blocks would have to be mapped, and the price is good through the end of 2004. The price schedule is out there if the counties want to use it. The negotiations were very tight. The 100-scale mapping was going to be icing on the cake if we could afford it. It turns out that we could not afford it so we have to go back to our original goal to get mapping predominately of the rural areas of the state to accomplish our goals of mapping for 9-1-1 and we are still going to be able to do this. We are not giving up on other fronts. There is still some potential that some funding for mapping might shake loose with Homeland Security. We hope to get some of the federal agencies to come to the table, and are still talking with them. If not for this year, then definitely something for next year. We also negotiated in the Enhanced Elevation Model mainly for the Division of Highways benefit, but a lot of other state agencies are interested in this. This was also part of our framework discussion last week. We are hoping to have additional partners contribute for the elevation data also.

### **Public Relations Committee**

*Steve Kappa, Chairman*

- *None at this time. Also see: Realignment of subcommittees under Old Business.*

### **Rules Committee**

*Jimmy Gianato, Chairman*

- Permanent rules will need to be submitted by June 15, 2003.

### **Finance Committee**

*Craig Neidig, Chairman*

- **P-Card Report for September, October, November and December 2002.**
  - Jack MacDonald, Purchasing Card Administrator for the State Auditor's Office conveyed that the Board's P-Card preliminary report that he reviewed looked to

be in good order. He commended the Board for the work that Leigh has done on the report. Jack commented on the future of the purchasing card. One issue is what each agency's internal controls are regarding use of the cards. He expressed that the WVSAMB is actually ahead of the game with their internal controls.

- Leigh presented a final copy of the SAMB 2002 P-Card report to Mr. Macdonald.

- **Financial Reports**

- New reports reflect all revenue and expenditures for December 2002 and January 2003.
- Calendar year 2002 report of all revenue and expenditures
- P-Card Report included the statement for January
- Invoices for payment discussed and approved for payment.

**Motion to approve financial report and invoices approved before payment.**

*Moved: Jim Priester*  
*Seconded: Dave Tarbett*

*Passed unanimously.*

## Old Business

- **Realignment of subcommittees**

- Craig will assume the chair of the Public Relations subcommittee and continue with the Finance subcommittee
- Tom Williams will chair the Technical subcommittee for the Addressing Phase
- Jimmy Gianato will continue to chair the Rules subcommittee
- Marc Levesque recommended that we have a joint meeting scheduled in the morning of March 13, 2003 for the Rules and Technical subcommittees.
- **Briefing Notebooks** -- Leigh reviewed the new Briefing Books. Craig thanked Leigh for trying to keep us all organized. Additional items to be included in the book are mission, vision statement, and Five-year budget plan.

## New Business

- **Missouri GIS Conference** - Craig has been invited to give a presentation at the Missouri GIS Conference on March 25, 2003. They have offered to pay for airfare and hotel. The only cost to the Board would be for food. Request the Board's approval for expenses to attend.

**A motion to approve trip for Craig Neidig to attend the Missouri GIS Conference.**

*Moved: Tom Williams*  
*Second: Fred Smart*

*Passed unanimously.*

- **Survey Authorization Letter** – At the request of BAE, Craig composed a survey authorization letter on WVSAMB letterhead. It would explain what the surveyors are doing and if they have any questions to please call Craig. It had been reviewed and approved by Baker, BAE, and Joe Starsick. Craig will email this letter to the Board. It

was suggested that BAE place the letter in plastic or laminate for display if possible. Craig will not issue the letter until the contract is finalized. It was also suggested the letter be posted on the SAMB website.

- **Printing expenses for the Addressing Guidebook** – Leigh has been working with the WV Geological Survey on printing. She will get price quotes for the Addressing Guidebook for 500, 1000 and 1500 copies, plus CD's spiral bound as opposed to a notebook format. Martha Walker suggested that WV Prison Industries also be contacted for a price quote.

## **Informational Report**

- **Dr. Richard Bagley, Rahall Transportation Institute** – Discussed storage issues, the role they would like to play and their relationship with Dow Technical Center. RTI is very interested in being a resource to the WVSAMB. Their Federal grant also provides a dollar for dollar match. A request for a motion was made for the Executive Committee with the Project Manager to meet with Rahall Transportation Institute to discuss alternatives, options and plans to present back to the Board.

**A motion to approve Executive Committee and Project Manager to meet with Rahall Transportation Institute.**

*Moved: Jimmy Gianato*

*Second: Jim Priester*

*Passed unanimously.*

## **Good of the Order/Discussion**

- On a personal note, Craig wanted to let the Board know that on the recommendation of his doctor he most likely will be having some surgery performed in early summer.
- Next WVSAMB meeting is scheduled for February 27, 2003, at 1:00 pm. Charleston Conference Room, Verizon Office Building, 1500 MacCorkle Avenue, Charleston, West Virginia.

## **Closing**

**A motion was made to adjourn.**

*Moved: Tom Williams*

*Second: Clinton Beaver*

*Passed unanimously.*

*The Board meeting was adjourned at 3:05pm.*

**Minutes submitted by:**

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*Leigh A. Cielensky, Executive Assistant* Date

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

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*Craig A. Neidig, Chair* Date