



# West Virginia Statewide Addressing and Mapping Board Meeting Minutes

Verizon Headquarters Charleston Conference Room  
Charleston, West Virginia  
Thursday, June 26, 2003

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## **Attendance**

### **Board Members Present:**

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  
Martha Walker, Commissioner, West Virginia Public Service Commission

### **Board Members absent:**

Robert Anthony, Manager, Department of Transportation  
Clinton Beaver, Putnam County Commission  
Jack Bowden, Raleigh County 911  
Steve Kappa, Director, West Virginia Office of Emergency Services  
Tom Williams, E911 Service Manager, Verizon

### **Counsel, Staff:**

Joe Starsick, Counsel, Bowles Rice McDavid Graff & Love

**Absent:** Kathy Buckley, Verizon  
Dannie Walker, WV Public Service Commission  
Leigh Cielensky, Executive Assistant

### **Project Manager Team:**

Marc Levesque, Acadia Research, LLC  
Joe Seppi, Michael Baker, Jr., Inc.  
Andrea Griffith, Michael Baker Jr., Inc.

**Absent:** Dr. Terry Keating, ZI Imaging Inc.

### **Mapping Contractor:**

Mario Chuliver, BAE SYSTEMS ADR Inc.

**Guests:**

Walt Simpson, GDT  
Ron Kyle, Monongalia County 911  
Michelle Barron, Metro 911  
Barry J. Jones, Timmons Group  
Mike Miller, Randolph County 911  
Scott Strom, L. Robert Kimball & Assoc.  
Michael Dolhancryk, PlanGraphics, Inc.

Joseph Mazgaj, WV OES  
Kurt Donaldson, WVGISTC  
John Ferketic, James W. Sewall Company  
Bob Plymale, RTI  
Sean Litteral, Marshall University  
Dave Lawson, Marshall University/RTI

## Opening

Craig Neidig presided as Board Chairman and called the meeting to order at 1:30 pm. A quorum was established. Chairman Neidig reviewed the agenda and associated handouts.

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

*None at this time.*

### Approval of June 5, 2003 Minutes with modification

**Motion to approve June 5, 2003 Minutes with modification:**

*Moved: Fred Smart*  
*Second: Jim Priester*

**Motion passed unanimously.**

### Reports of Officers

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

**Craig Neidig** – Craig requested \$650,000 deposit from Verizon for this quarter. Craig had a teleconference call with some members of the Bureau of Census and Jo Vaughan from the Legislative Services Office about the requirements from Census would be and what they would require from us. At this point they have not made any commitment or any in-kind services and will continue my conversations with them. But they are definitely interested in our data. I need to send them some information about the mapping specifications they requested.

**Fred Smart** – The Tucker County Commission had a meeting last night (June 4) on Addressing Ordinance. Fred attended this meeting and spoke about the project, the addressing ordinance, and answered questions.

### Report of Counsel

*Joe Starsick, Board Counsel*

**Addressing EOI** – The latest draft of the Addressing EOI has been posted on the PM website. The EOI is ready to go to the Division of Purchasing. The Board's Executive Committee met yesterday and was very satisfied that it is ready to go. It is not available today in paper form publicly because of vendors in that are present. The EOI is a highly technical document and

quite detailed. The document is something to be proud of. Joe Seppi, Craig, Fred, Jimmy, Tom, Marc and Joe Starsick have all worked extremely hard on the document. My recommendation to the Board is to authorize either the Chairman or the Executive Committee to send the document over to the Purchasing Division as soon as it is ready subject to any technical changes from the Project Manager. Any changes would largely be typographical changes.

**RTI Agreement** – Joe Starsick and Bob Plymale met with Dave Tincher, Director of the Purchasing Division last week to discuss sole sourcing our data warehousing and associated needs with the Rahall Transportation Institute (RTI) and what he expected the Board to do with respect to that. Mr. Tincher’s instructions were that the specific situation was not addressed in the Purchasing Division Handbook but that in his opinion it did fall under the sole source guidelines. His instructions to Counsel were to have the Board’s Chairman send him a letter with a proposed contract and ask for it to be ruled sole sourced. Please note the RTI agreement is attached to your packet. There are two or three minor typographical changes to be made to the document. Joe Starsick recommended to the Board that they authorize him to go ahead and fix and send the package over to Purchasing. The only thing that the Division of Purchasing requested to be included is a WV-96 form.

**Motion to approve Report of Counsel as submitted:**

*Moved: Fred Smart*  
*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*

#### ***Marc Levesque’s Report***

**Addressing EOI** – The EOI is ready to go. It is one of the most comprehensive documents for addressing services. The document is covering a lot of bases. There was a lot of hard work that went into this EOI. Our target date for the EOI to be out is early July. There will be a mandatory pre-bid conference on the EOI after its release, hopefully in late July.

#### ***Joe Seppi’s Report***

**Drinko Library – Marshall University** – Several board members toured the Drinko Library at Marshall University and met with the staff who run it. We were specifically looking at the facility’s ability from a physical standpoint to implement the system design that we have envisioned here. We think it does meet our requirements with just a few minor modifications and security.

**West Virginia University** – The PM also met with West Virginia University on site. Met with Kurt Donaldson, Greg Elms and Trevor Harris where we toured the GIS Technical Center. After meeting with them, I feel the confusion surrounding their role in the project has been cleared up.

**Federal and State Partnerships** - There has been a lot of activity on forming federal and state partnerships. We have been pursuing, as you know WVDOT and partnerships on the federal level.

**Q/A and Deliverable Acceptance Report** - Andrea has been working on the Q/A and Deliverable Acceptance Report for BAE's first couple of invoices for the aerial photography. Joe provided copies of handouts to the Board. Andrea, Joe and several Baker photogrammetrists reviewed the flight logs and photo samples. Joe also clarified some issues with Mark Mead at PhotoScience. Based on their review, the photo deliverables are acceptable. Right now it appears that 3 flight lines (30-40 exposures) might have to be reflown because of foliage, but we won't know this until all the photos are scanned and QC'd. Nevertheless, given the bad flying conditions the flight crews did a phenomenal job under the circumstances. Recommend payment to BAE invoice less retainage. BAE did send an invoice for retainage payment, but we do not recommend payment on the retainage until next year in case more photos need to be flown as a worst case. For the record BAE invoices for payment are invoices 5033-03 and 0044-03A.

**Motion to accept the Project Managers Report.**

*Moved: Jim Priester*  
*Second: Dave Tarbett*

**Motion passed unanimously.**

### **Report of Mapping Contractor**

*Mario Chuliver, BAE SYSTEMS ADR*

**BAE Retainage** – Mario had a question about the contract, specifically regarding invoicing for retainage. Craig and Counsel mentioned that the state typically doesn't pay the retainage until the project is completed. Discussion was held on whether retainage could be paid at the end of a specific task or quarterly. Craig will get a determination from the Purchasing Division.

**Flying** – Mario concurred with the PM on the excellent job by the flight contractors.

**Survey Operations** – The survey operations have been suspended for the time being to give us a chance to review the actual scans of the film in order for us to complete our target recovery operations. We normally do this with contact prints but we were having a pretty dismal rate of recovery. Using the scans, 85-90% of the targets have been recovered, which is good considering the amount of time the targets were on the ground. No further field work should be required. The control and the survey report should be ready for delivery at the end of July due to the delay of the surveying operations

**Scanning** – Scanning is continuing. We have about 1800 scans completed. We have all the tie lines scanned and a good number of the mapping lines that cover the analytic block for the pilot project area. Please refer to the scans and the analytic block on the handout. The website shows updates.

**Pilot Project** – The start of the pilot project has been delayed about four weeks to adjust for the move to Kanawha and Putnam Counties. It was originally to have begun at the end of June, but will now begin August 1 to accommodate the processing of the larger AT block with 1900 photos. This should not effect the overall delivery schedule. The pilot area will be one 50K by 50K block over the edge of Kanawha and Putnam counties that is representative of urban and rural coverages. Processing will be simpler. This will also synchronize better with the proposed data sharing with Kanawha County. Reference was made to the blow-up photo of Kimball in McDowell County.

**Contact Copies** – At the request of the PM, an order has been placed for 10 contact copies of an area in Charleston for the meeting Tuesday with the Governor's staff.

**Other News** – Darren Gessler has left BAE to take a job with Allegheny County, PA. Mario will be assuming some of Darren’s functions. Invoicing now will be done by Brian Reeves, a BAE accountant. Brian can be reached at the same phone number as Mario’s and his email address is breeves@adrinc.com

**Motion to accept BAE Report:**

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

**Motion passed unanimously.**

## **Sub-Committee Reports**

### **Technical Committee**

*Tom Williams, Chairman*

Tom Williams is not in attendance but as per Craig, the EOI is in fact now completed.

### **Public Relations Committee**

*Craig Neidig, Chairman*

Craig reported that the Board has had several requests for presentations. Volunteers are needed to make the following presentations.

- One is the public meeting/open forum with Doddridge/Ritchie County on July 9, 2003 at 7:00 pm at North Bend State Park that is being organized by Terry Snodgrass and Lynda Yates.
- The second is on July 17<sup>th</sup> and to give a short 15 minute informal presentation to the Miss Utility of West Virginia Annual Meeting to be held at Snowshoe Resort. Craig has a conflict that day. Joe Seppi may be able to attend this meeting.
- On August 3<sup>rd</sup>, 2-5 pm, the County Commission Annual Meeting is taking place at Snowshoe. They are requesting a detailed presentation on the project with a question and answer period. Craig may be able, or perhaps enlist Bud Beaver.
- On Friday, August 8<sup>th</sup> at 2:00 pm to meet with the Morgan County Commission.
- On August 13<sup>th</sup> at 10:00am a presentation to the State Emergency Response Commission (SERC) conference in Charleston. Jimmy Gianato will do this presentation.

**County Participation** – Since the last meeting we have received several letters from counties on participation in the project. They are: Tyler, Wayne, Grant, Raleigh, Lewis, (municipalities in Lewis are Jane Lew and Weston), Braxton, Mercer and Mineral Counties. We have a total of 42 counties signed up and we have 4 counties that we need to recontact to clarify some issues. Leigh has been sending out thank you letters to the counties and municipalities who have replied, along with extra copies of the Handbook.

**Municipalities** – Since the last meeting we have also received letters from municipalities on participation in the project. They are: Buffalo, Nitro, East Bank, Davis, Glen Dale, South Charleston and Montgomery. We also have the Upper Kanawha Valley Enterprise Community that also wants to support us. We also received a letter from the new mayor of the City of Charleston, Danny Jones. As part of the official record we would like to acknowledge and thank

the Municipal League for sending out copies the *West Virginia E 9-1-1 Addressing Handbook* and contacting all the municipalities for us.

**Regional Meetings** – Still need to get together some type of presentation for our proposed upcoming regional meetings. We are running short of manpower for all of these meetings and requests especially with having to stick close by with the Addressing EOI at this point and with Craig’s impending absence. We will have to accommodate people/meetings as best we can. We may want to put some type of presentation on the website in case we cannot get to the meetings. We will continue to work on this. Ron Kyle volunteered his services to help with the presentations if needed

**Rules Committee**

*Jimmy Gianato, Chairman*

*None at this time.*

**Finance Committee**

*Craig Neidig, Chairman*

Since Leigh has been out, the Financial Report is incomplete at this time. Hopefully when she returns, we can have the June financial reports and a year-end report. Craig did receive approval of the Budget Request for FY 2004.

We have two invoices for payment. They are:

Bowles Rice McDavid Graff and Love \$2,750.00 for the month of May.

**Motion to approve payment of Bowles Rice McDavid Graff and Love invoice:**

*Moved: Martha Walker*  
*Second: Jimmy Gianato*

**Motion passed unanimously.**

On the recommendation of our Project Manager we have two outstanding invoices from BAE for the aerial photography to approve. The invoice numbers are 1044 and 5033. These invoices would be minus the retainage. Total amount for each invoice is \$260,995.50 for a grand total of \$521,991.00.

**Motion to approve payment of the two BAE invoices minus retainage.**

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

**Motion passed unanimously.**

**Old Business**

**EOI** – As per the recommendation of Counsel and the Technical Committee, Chairman Neidig asked for a motion to approve the Addressing EOI subject to any minor technical or clerical issue

to send to the Purchasing Division. There was discussion on the inclusion of the Performance Bond provision in the EOI. Need the recommendation of Purchasing on this. Fred Smart and Craig again acknowledged the work of the Technical Committee.

**A Motion to approve the Addressing EOI, subject to any minor technical or clerical revisions, to send to the Purchasing Division.**

*Moved: Dave Tarbett*  
*Second: Martha Walker*

**Motion passed unanimously.**

**RTI Agreement with the WVSAMB** – Refer to the copy of the RTI Agreement in the meeting packet as described by Counsel and as per the recommendation of the PM. Chairman Neidig asked to entertain a motion to for the Board to accept the RTI Agreement.

**A Motion to accept the RTI Agreement with the WVSAMB subject to any minor technical changes and forward to the Purchasing Division for approval:**

*Moved: Dave Tarbett*  
*Second: Jimmy Gianato*

**Motion passed unanimously.**

**DOT Agreement** – The DOT Agreement is still being reviewed by DOT. Joe Seppi has had several conversations and Craig had also spoken with Norm Roush. No action has been forthcoming from DOT. RTI may be able to assist.

**Kanawha County** – Craig contracted Harry Berger and was informed that Steve Sluss the County Attorney has been on vacation. Discussion was held on the Kanawha County data and what the county and the Board would each receive. Mark Levesque has requested to see the list of the Kanawha County data.

## **New Business**

**Mod to Baker contract** – The Baker Team and Joe Seppi has been doing a great job and going over and above the original scope of work that we intended. This whole endeavor this last year has taken more time than anybody had anticipated. This not only goes for Joe's role, but also for the Board. A lot of us had put in more time than we ever anticipated. Chairman Neidig asked Joe to prepare a description of the additional work effort and what the costs would be. Joe has given a copy to the Executive Committee. I will redraft it and send it out to the whole Board either by email or on the project website for everybody to look at. The Executive Committee feels that it is a reasonable offer. Joe has done an outstanding job as has the whole Michael Baker team. This will be on the agenda for the North Bend meeting.

## **Informational Report**

[Before the start of the Board Meeting, Kurt Donaldson from the GIS Technical Center at WVU gave a presentation on the data and types of services they would be able to provide support to the SAMB.]

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

On Tuesday, July 1<sup>st</sup> we have scheduled a meeting with Congressman Rahall's office, the Governor's office, Secretary Martin and others to discuss additional funding for this project, especially as it relates to meeting the requirements of Federal agencies regarding Homeland Security and other matters. The meeting will take place in the Governor's Press Conference Room at 1:00 pm.

## **Next Meeting**

The next meeting is scheduled for Thursday, July 10, 2003 at 1:00 pm at North Bend State Park, Cairo, West Virginia.

## **Closing**

**A motion was made to adjourn.**

*Moved: Martha Walker  
Second: Dave Tarbett*

**The Board meeting was adjourned at 2:45pm.**

**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