



West Virginia Statewide Addressing and Mapping Board WVSAMB Minutes

Verizon Headquarters Knowledge Center Conference Room
Charleston, West Virginia
Tuesday, April 29, 2003

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

Board Members absent:

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:

Dr. Terry Keating, ZI Imaging Inc.
Joe Seppi, Michael Baker, Jr., Inc.
Absent: Marc Levesque, Acadia Research, LLC

Mapping Contractor:

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

Guests:

Terry Snodgrass, Doddridge/Ritchie County 911
Michelle Barron, Kanawha County Metro 911
Jim Sorgman, Kanawha County Metro 911
Barry J. Jones, Timmons Group
Tony Parrott, MicroData GIS
Charles Harvey, Greenbrier County 911
Harry Berger, Kanawha County Assessor's Office
Chris Holmes, L.R. Kimball
Henry L. Becker, MSAG

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 1:02pm. April 29, 2003. 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.

Motion to approval April 14, 2003 Minutes with modifications

Motion to approve minutes:

*Moved: Fred Smart
Second: Robert Anthony*

Motion passed unanimously.

Reports of Officers

Craig Neidig, Jimmy Gianato, Tom Williams, Fred Smart

- **Craig Neidig** - The Governor's Press Conference about the project was held on Monday, April 14, 2003. It was a nice event that got some media coverage in press, TV and radio. We will post pictures from the press conference on the Board's website and try to obtain photographs from the Governor's photographer. I have been working on the agreements. Mr. Seppi, Bob Hickey and I took a field trip to New England (see below) and will provide the Board with a written report.
- **Fred Smart** reported that the Harrison County Commission has appointed him as a temporary Addressing Coordinator for the county and the Board should be receiving a letter from the Commission stating participation in the Statewide Addressing and Mapping project.
- **Tom Williams** met with the Summers County Commission and Steve Lipscomb, Summers County 911 Director on Monday, April 28 in Hinton. The commission was very receptive of the presentation and the Addressing Handbook and taking immediate action to approve a countywide addressing ordinance. Summers County has added the first reading of the addressing ordinance to their agenda for the next meeting and they are also preparing a letter of participation for the Board.

- **County Agreement Tracking** - Jimmy Gianato suggested that we do a spreadsheet with the 55 counties to keep track of the letters received and the addressing coordinators listed. The board concurred and Leigh will implement.
- **Addressing Handbook** - The 911 Council will help to mail out copies of the Addressing Handbook to members that have not yet received it. Craig spoke with the County Association about getting the book out to other county officials. This would be about 500 copies if we mail to everybody, or we can mail to just the county clerks, assessors, sheriffs and Presidents of the County commissioners with a cover letter. The County Association would be able to address and mail the books for us for a fee. WVACo will also put inserts in the monthly WVACo newsletter.
- **USGS** – Craig has accepted an invitation to attend to the National Digital Orthophotography (NDOP) Meeting on June 5 to talk about the project.

Report of Counsel

Joe Starsick, Board Counsel

Intergovernmental Agreements – I have been working on the Intergovernmental Agreements. In the DOT agreement, DOT had some concern over the intellectual property rights. We have redrafted the agreement with the executive committee’s approval. Under this redraft DOT can use its enhanced and translated data for any purpose that its wants to for DOT purposes. The WVSAMB would retain ownership and be able to use the baseline data and enhanced and translated data for any purpose that the Board wants in connection with the Statewide Addressing and Mapping Project. The agreement seems to be fair and reasonable to both parties. I would suggest that we forward it to DOT.

List of data to be attached to the intergovernmental agreements to the counties – This list will be sent to the counties and we are going to ask the counties for data where it is available if at all.

Agreement with Rahall Appalachian Transportation Institute – This morning’s discussion with RTI was certainly positive and promising. This is a statement of work of what the Rahall Appalachian Transportation Institute (RTI) will do for the Board. This will be a very good thing not only for the RTI and the Board and the counties will receive some of the benefits. If RTI can get the funding this might also provide the counties with hardware and software in order to access the data that would be stored with RTI providing funding is met. This agreement will be sent this afternoon to RTI for their counsel to review and approve. Of note are the provisions of the Board’s roles and intellectual property rights. RTI’s use of the data will be very carefully restricted unless prior written permission from the Board is given. This agreement is at no cost to the Board. RTI will be able to leverage our data for federal matching funds. This will be a win-win situation for everyone involved including the citizens of the State of West Virginia.

Addressing EOI – Marc Levesque continues to work on it.

Motion to approve Report of Counsel:

Moved: Jack Bowden

Second: Fred Smart

Motion passed unanimously.

Report of Project Manager

Dr. Terry Keating, Project Manager

Joe Seppi, Deputy Project Manager/Contract Manager

Marc Levesque, Addressing Manager

Dr. Terry Keating's Report.

The Project Management Team has been active in several areas and I am going to have Joe Seppi report on some of the addressing EOI, the New England trip and the agreement work and system design elements.

Aerial Scans – Mario from BAE will give us a report on the aerial scans (see BAE Report below). The scans is in the process and the next thing is to turn all of these scans into a stitched mosaic so that they register with the face of the earth. This process is called aerial triangulation. That process cannot start until the scans are done.

Addressing EOI – We have the EOI broken down into just a few basic elements. We will need some decisions either 911 Service Centers or Counties. First we will need to explain what the format of the planimetric is for the GIS data is to the contractor. We can list all of the stuff that we are collecting that they can use. They will then load that data into whatever system they are using and process that data. Then they have to confirm the completion what is in the addressing handbook. The work in the addressing handbook has to be pretty much complete so that the addressing contractor can then start taking action. We will have a real critical step getting the addressing managers going on what is in the handbook. Then next thing the addressing contractor will need to do is confirm completion of the work and if necessary assist with completion of that work. Relevant files for addressing use will be prepared and then they will start assigning addresses and link the old with the new addresses together. Create the Master Street Address Guide, establish the emergency service zones, provide assistance with the US Postal Service for address convergence and develop the KIL data for the telephone company. We will specify percent completion. Decide how to use structures and complexes with private business exchange going into the building with numerous extensions. Develop some exception criteria on how we are going to measure whether or not the contractor is completed. We will also specify what the quality assurance requirements are for the contractor. This will describe the scope of services in the EOI.

System Implementation – The preliminary system design is under way. We are working more on the server side equation as opposed to what the counties would have on their client side. I think we are going to have interest for the addressing contractor to actually put a process in place while they are doing the addressing for extra support and maintenance.

Budget Tracking – Not much budget tracking going on yet as have only one invoice from BAE so far. We have a very well designed payment schedule designed for BAE as they deliver things.

County Addressing Manager Training – Questions were asked of the PM on when to expect training for the newly assigned county addressing managers. Hope to have an answer by the next meeting from Marc Levesque on this.

Pilot Project – Discussion was held on how the pilot county projects will be implemented.

Joe Seppi's Report

Addressing EOI – A draft of the Addressing EOI has been delivered by Marc Levesque last week on the agreed upon time frame. At this time I would recommend that everyone take a look

at the draft and start writing notes and emails with questions and comments to get ready for next week so we can spruce it up.

Intergovernmental Agreements – I have been very busy with the agreements for DOT, RTI and the counties mainly on the technical specs as they relate to system design. Everything is intertwined. The addressing solicitation will have a lot to do with the agreement and the nature of the agreement that we will have with them. Everything is coming together nicely. We hope to have these agreements signed soon.

New England Trip – Craig Neidig, Bob Hickey and I visited three state offices of 9-1-1 services, a couple of state gis service offices and several vendor offices. The purpose of the trip was to compile information that will be useful in writing the Addressing EOI and creating a vision for the long-term operation and maintenance of West Virginia's Statewide E9-1-1 system. The New England trip was very valuable and there were a lot of lessons learned. We collected numerous materials including public relations material and documentation of standards (samples were passed around).

BAE Invoice – The PM has reviewed BAE's first invoice. We had a couple of formatting changes and they will be re-submitting their invoice today along with a report that is formatted along the lines of PM report. The PM can certify BAE's first invoice as Project Manager at this time for \$16,040.00 and it covers Tasks I and II in their contract for meetings and coordination of some of the initial startup costs. BAE has provided us with sample scans of the imagery and I have to say that our photogramatists looked at the samples and thought they looked good. Dr. Keating will elaborate on this further. At the next meeting Mario will be bringing a hard copy of the dark, medium and light tone samples. We can post them up and let people look at them from a distance to decide on what tone and contrast they like. BAE also provided us with sample plots for the plotting package that they will have to produce.

Aerial/Mapping Vendor Selection – The surveys are nearly complete for all of the control that are needed for the aerial photography. The aerial photography in the BAE report (see below) shows roughly 40% complete but we are going to hear from BAE and we are hearing that it is now more like 70%. We have had some good flying weather over the weekend. There were 6 airplanes in the air over the weekend and there are 5 airplanes in the air today. We are right at the edge of having a sufficient success with getting the entire mapping we need done this year to get the addressing contractor started. So even if we miss the last 30% of the state, and have to finish it next spring, since it is not a fall activity, we are not in jeopardy of running out of maps for the addressing contractor. The occasional exception to that would be if one or two of the flight lines are missing in the western part of the state. We may have to do more surveying if one or two of the flight lines are missing. The concentration is primarily on the western part of the state to complete that. At the northern part of the state, quite a bit appears to have been acquired. The higher elevations are being left until last. Some of the other areas are quite marginal right now. For E911 addressing, 30% leaf coverage is probably okay. In Charleston, the leaves are already out and photography should not be flown anymore. I am feeling a lot better about the photography than I was two weeks ago. The weather has improved and a lot has been done.

Sample Photography - We are at the point now where we would love to see some sample photography so that the Board could perhaps go into the counties and start showing some progress. Perhaps BAE could take some select film that is already processed and scan them, put them into a viewer or plot them out on an electrostatic plotter. Maybe we could get a few copies, of CD's or DVD's that we could do some selling on. We are also in the process now as the Project Managers where we will have to accept this film and we will have to begin evaluating the film imagery that has been collected. So, now we are in Phase II. Phase I was surveying, Phase

II is flying, Phase III is scanning, Phase IV will be aerial triangulation and Phase V will be collecting elevations.

System Design – We have had several discussions with RTI. They are proposing to be the repository of all the data that would be collected so that it could be distributed statewide, either by network or other means. We are looking at the storage requirements that have been specified. For the addressing part of the project, we are also looking at generic database models as well as ESRI since that is the GIS of choice for most of the State agencies. We are also making sure that we understand the dispatch systems that are out here or that would be put in place, we want to make sure that both the mapping and addressing are targeted correctly for these systems.

Standards Development – We have completed the mapping standards and we are working on addressing standards. Marc adheres to the NENA standards. We will certainly be using those and we will have to develop some standards of accuracy requirements along with quality assurances. We are currently collecting existing RFP's. Joe went to the States of Maine, Vermont, and New Hampshire looking at live projects and how they went, what additional requirements should have been added to these projects. It's not only standards, but also practical experience that we are looking at. By the next board meeting you would have a draft of Expression of Interest that will specify most of the standards we are looking at. We will be working directly with the committees to make sure that what we are coming up with will work.

Local Government Participation Plan – Local Government Participation is another area that we are working on right now. At this point, what we are trying to do is collect from each of the counties what mapping is available. So we have asked them to provide us with what mapping they have. We have collected most of that, but we are going to get validation. BAE will be the team to contact those counties to determine whether or not they have useable mapping and if so, it will be their choice on whether or not they want to integrate with the overall mapping efforts. We would like to generally cooperate with those maps or at least tell the counties when those maps when they are not appropriate for this and what might be wrong with it.

Addressing Handbook – The Addressing Handbook that we have now is really the most direct link and the most important local government participation we have.

Draft EOI Specifications – We are now getting sample EOI's and it should be draft form in a couple of weeks.

System Implementation – I think what we are going to recommend to the Board is that RTI draft up a proposal and working relationship they would like to have with the Board and then see if it would be of interest to the Board. It makes sense to try and support and work with them.

Meetings & Cost/Budget Tracking - The Project Managers have attended a number of meetings since the last report. We are doing some budget tracking in general and we are thinking about putting together another project website which would serve as a county chat room with county participation in the program, and we are working on additional communication issues as well.

Anticipated Activities for May - The PM plans to attend meetings with County Government officials to finalize transfer of mapping to BAE, RTI, WVDOT, US Coast Guard or other members of the TSA Grant selection team. The PM will finalize a list of addressing contractors to receive the Addressing EOI when it is ready for distribution. A draft of the Addressing EOI should be completed. We will begin to examine raw aerial photography and will continue to work with BAE.

Motion to accept the Project Mangers Report.

Moved: Tom Williams
Second: Jim Priester

Motion passed unanimously.

Report of Mapping Contractor

BAE SYSTEMS ADR (Mario Chuliver, Robert Hickey)

Mario Chuliver's Report

Progress Report – The aerial photography for all intents and purposes is complete. A couple of weeks ago we really had our doubts, but we are pleased and excited that the photography is complete. We would like to take this opportunity to commend the performance of PhotoScience and the support companies. We still have exposures to examine, but at this point we are very happy with the results. Another significant action has been an internal BAE Project Kick-off meeting we had April 14-15. One of the reasons for this meeting was to have the whole team in one place at one time to exchange information and pass along requirements, establish lines of communication, discuss all the operational functions and operational issues that would come up during the course of the project as well as taking care administrative duties. I was very pleased with the results.

Technical Operations Tasks – The Aerial Photography, Mapping Flight lines is now 99.99% complete with approximately 8,227 exposures acquired. The Targeting is 100% complete with 151 targets being set in support of the aero triangulation procedures and 50 targets were set as QA/QC blind points. The GPS Survey Operations tasks are 20% complete. 41 out of a total of 201 targets have been surveyed. This task is moving along and hope to have this completed in about three (3) weeks.

Website – We are trying hard to keep the website updated and will be adding info to it.

Invoice - The invoice is separate from the report. The report covers considerably more ground than the invoice at this time.

Subcontractor Modifications – BAE's subcontractors for the photo scanning have been finalized and need to be approved by the Board. (A report was distributed). The Project Managers have reviewed the firms and have no problems with them. **Action: This item will be added to the agenda for a vote at the May 8 meeting.**

Robert Hickey's Report

Network News Source LLC- The Network News Source LLC has picked up on the publicity received from Governor Wise's Office on the Press Conference. They have approached BAE in coming to our New Jersey facility to do a television news broadcast specific to mapping products and how the State of West Virginia Program as an example how these mapping products are used in support of Homeland Defense and Emergency Management. They are going to provide a production team that will supply scripting and talent. We have the opportunity to provide input and review of the scripting and the draft product that would be produced. Obviously we would be interested to get the Board's authorization to proceed with this and get Board involvement. It would also involve a number of Board members come to the facility for this. NSS says that over 800 television stations would be notified about this and two satellite feeds. BAE's Austin, Texas office did a similar project. There is a nominal production fee but this would allow us to have basic input into the product and allow us to use the product without copyright infringements. NNS is anxious to move forward as rapidly as possible. Bob will try and get as much information about this project and report back to the Board as soon as possible. It was strongly recommended that they try and do some filming here in West Virginia.

Motion to accept BAE April invoice for payment:

Moved: Jimmy Gianato

Second: Tom Williams

Motion passed unanimously.

Motion to accept the April BAE Report:

Moved: Tom Williams

Second: Jimmy Gianato

Motion passed unanimously.

Sub-Committee Reports

Technical Committee

Tom Williams, Chairman

The Technical Committee will meet on Thursday, May 8, 2003 at 10:00am, Charleston Conference Room. Please have read the draft of the EOI that Marc has posted on the Baker website and have all of your modifications ready to discuss.

Public Relations Committee

Craig Neidig, Chairman

We picked up several copies of public relations materials from the states we visited on our field trip to New England. Have also contacted the Purchasing Division for examples of RFP's for a public relations firm for advertising.

Rules Committee

Jimmy Gianato, Chairman

Our emergency rules will soon become permanent rules. The only burning matter that we have right now is privacy issue on the data. Recommend we discuss this issue when Marc Levesque arrives in town next week.

Finance Committee

Craig Neidig, Chairman

The latest check from Verizon for \$640,000.00 was received and Craig will deposit it in the Treasurer's Office. Craig reviewed the new expenditure schedule for 2004 FY. The submitted budget for FY04 is \$5,250,000. Invoices submitted for payment since the last meeting are:

- \$13,211.85 - Baker invoice
- \$ 135.95 – WVNET Web Hosting/Maintenance
- \$ 14.74 - IS&C
- \$ 3,175.04 - Bowles Rice invoice
- \$ 105.51 - Travel for Jimmy Gianato
- \$ 110.02 - Travel for Jimmy Gianato

§ 804.63 – Embassy Suites invoice for Meeting rooms for EOI negotiations
(*needs itemized)

Motion to approve payment of invoices (except the Embassy Suites invoice*):

Moved: Tom Williams
Second: Jimmy Gianato

Motion passed unanimously.

Motion to approve the expenditure schedule for FY2004:

Moved: Tom Williams
Second: Jack Bowden

Motion passed unanimously.

Old Business

- Need to work with the Municipal League, County Association and 911 Council to disseminate the new Addressing Handbook and publicize the project more. Jimmy will contact Lisa Dooley at the Municipal League and Vivian Parsons at WVACo.
- Discussion was held for Steve Kappa to contact by email the county OES Directors on the handbook. Jack Bowden will write a draft letter.
- Reminder to be looking at meeting dates for July-December 2003. Use the events calendar on the Baker website to schedule upcoming events, especially planned conference attendance by board members,
- Reappointment or nomination of officers for the up coming year will be done at the June 5, 2003 meeting.
- Finalize draft intergovernmental agreements and distribute them.

Motion to authorize Joe Starsick to make modifications to the intergovernmental agreements and distribute them.

Moved: Jimmy Gianato
Second: Jim Priester

Motion passed unanimously.

Motion to authorize Craig Neidig to sign data-sharing agreement letters with the counties.

Moved: Jimmy Gianato
Second: Tom Williams

Motion passed unanimously.

New Business

None at this time.

