



West Virginia Statewide Addressing and Mapping Board Meeting Minutes

Ramada Hotel, South Charleston, WV
Thursday, January 20, 2005 @ 1:00 pm.

Board Members Present:

Robert Anthony, Retired, Department of Transportation
Jim Caruthers, Putnam County Commission
Jimmy Gianato, McDowell County 911 Director
Craig Neidig, Chairman, State GIS Coordinator
Jim Priester, Marion County Assessor
Frederick Smart, Director, Harrison County 911
Tom Williams, E911 Service Manager, Verizon

Board Members absent:

Jack Bowden, Raleigh County 911
Steve Kappa, Office of Emergency Services
David Tarbett, Citizen Member, Mason County
Martha Walker, Commissioner, WV PSC

Counsel, Staff:

Joe Starsick, Counsel, Bowles Rice McDavid Graff & Love
Leigh Cielensky, Executive Assistant and Recording Secretary

Absent: Kathy Buckley, Verizon
Dannie Walker, WV Public Service Commission

Project Management Team:

Joe Seppi, Michael Baker, Jr., Inc.
Dave Price, Michael Baker, Jr., Inc.

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

Addressing Contractor:

Bruce Heinrich, microDATA GIS
Neil Cadle, microDATA GIS
Cynthia Smell, microDATA GIS

RTI/Marshall University:

Sean Litteral

WVU GIS Technical Center:

Kurt Donaldson

Guests

Michelle Barron, Kanawha County 911(METRO)
Gerry Smith, USPS
Larry Newell, Marshall County 911
Song Yoo, RTI
Michael Lewis, RTI
Rex Thaxton, MountainCad
Melissa Scott, Anderson & Associates

Cathy Collins, Upshur County 911
Brian Boley, Hampshire County
Joe Mazgaj, WVOES
Lynda Yates, Doddridge/Ritchie Counties 911
Rick Lawson, ESRI
Susan Moore, Anderson & Associates

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 1:26 pm. A quorum was established. Chairman Neidig reviewed the agenda and associated handouts.

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

Craig requested an addition to the agenda under new business. Everyone should have received a letter from the Ethics Commission and remember to send them back by February 1.

Approval of Previous Minutes

A motion was made to approve the minutes from the December 9, 2004 meeting pending a date correction.

Motion to approve the December 9, 2004 minutes.

Moved:

Fred Smart

Second:

Jimmy Gianato

Motion passed unanimously.

Reports of Officers

Craig Neidig, Jimmy Gianato, Tom Williams, Fred Smart

Craig Neidig's Report

None at this time.

Jimmy Gianato's Report

None at this time.

Tom Williams' Report

None at this time.

Fred Smart's Report

None at this time.

Report of Counsel

Joe Starsick, Board Counsel

Please refer to Board Counsel's written report on file with the recording secretary.

Motion to approve Report of Counsel.

Moved: Tom Williams

Second: Bob Anthony

Motion passed unanimously.

Old Business

- **Federal Partnerships** – Craig reported that we have given some sample elevation data to **USGS** for evaluation. Kurt has detailed this in his report. The **USGS** is very impressed with the data. but there are some methodology issues that need to be worked out. We received the \$375,000.00 check from the **USDA** at the end of December 2004. The check was deposited in our Federal account. Craig received an email requesting access to our data (everyone has a copy) from the **Census Bureau**. As part of their TIGER Improvement Program, they are requesting a copy of our road vector files for internal use only as part of the independent test for accuracy. Craig would like for the Board to take this under consideration. Craig suggested to Census that the file to check would be of Kanawha County as a good check of urban and rural areas. Several months ago we did receive a draft memorandum of understanding. Craig will re-email that out. Some high-level officials from the Census are interested in coming to a future Board meeting to discuss data sharing.

A motion to provide the road planimetric data to the Census Bureau with a written agreement.

Moved: Jimmy Gianato

Second: Jim Caruthers

Motion passed unanimously.

- **Baker Contract Renewal** – the Baker contract renewal was finally approved in December.
- **Advertising/Newspaper insert** – Leigh reported on the progress of the advertising insert for the newspaper.
- **Website** – Leigh reported that Baker has been working very hard on the website redesign and has submitted several templates for us to consider. Joe hoped to have the new design up by the March meeting.
- **Legislative Rules** -- Craig called for a vote on the Legislative Rules regarding the disbursement of remaining funds to the counties at the completion of the project.

Motion to accept the Legislative Rules as drafted with any technical changes that Board Counsel may deem necessary to make and submit them to the Legislature.

Moved: Jimmy Gianato

Second: Fred Smart

Motion passed unanimously.

New Business

- **Meeting Dates** – Craig reported we have been asked to participate in the **WVACO's** meeting March 13-15, 2005. Last year we were an exhibitor and sponsor. This year Craig volunteered to

give a presentation but since then discovered that it is at the same time as his State GIS Coordinator's meeting. Tom Williams volunteered to give the presentation instead.

Motion to sponsor and be an exhibitor at the WVACo meeting March 13-15, 2005.

Moved: Jim Priester
Second: Jimmy Gianato

Motion passed unanimously.

- **WV Expo** is March 23-24, 2005. We will be part of the Baker exhibit, and have been requested to give a presentation (schedule pending).
Assessor's Meeting is scheduled for May 22, 2005
- **Data Requests** – Leigh will enquire with the State Treasurer's Office about setting up an e-commerce account for data requests through the new website. There was further discussion on what data would be released by the Board.

Motion was made to make for Counsel, Baker and the Chair to make any necessary modifications to clarify the language on our data sharing agreements.

Moved: Jimmy Gianato
Second: Jim Priester

Motion passed unanimously.

- **Meetings** – As necessary Craig would like to meet before the regular board meeting for informational presentations, informal issues with the project managers and contractors. A Rules subcommittee meeting will need to be planned before the Legislative Session begins February 9, 2005.
- **BAE Contract Extension** – Discussion was held on BAE Contract Extension and a motion was made.

Motion was made to authorize Craig to do what is necessary to extend BAE's contract with the assistance and advice of Counsel.

Moved: Tom Williams
Second: Jim Caruthers

Motion passed unanimously.

Motion was made to present an award for Martha Walker in recognition of her work and service on the Board.

Moved: Jimmy Gianato
Second: Fred Smart

Motion passed unanimously.

Report of WVU Tech Center

Kurt Donaldson, WVUTC

Please refer to WVU Tech Center's written report on file with the recording secretary.

Report from Rahall Institute/Marshall University

Dr. Richard Begley, Dave Lawson, RTI

Mike Lewis gave the report for Dave Lawson. Please refer to RTI's written report on file with the recording secretary.

Report of Addressing Contractor

Bruce Heinrich, microDATA GIS

Please refer to Addressing Contractor's written report on file with the recording secretary.

- Concerns were voiced about some counties not having the proper computer equipment to run the TEAM 1 software and a discussion on this was held.

Report of Project Manager

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

Please refer to Project Manager's written report on file with the recording secretary.

Motion was made to approve all reports as presented (Baker, BAE, microDATA, RTI):

*Moved: Fred Smart
Second: Bob Anthony*

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

The month of December financial reports are included in the packet. Several invoices for payment were discussed including the Project Manager's recommendations for contractor payments. A motion was made to approve the payments as presented.

Motion to approve invoices for payment was made.

*Moved: Jim Priester
Second: Fred Smart*

Motion passed unanimously.

Good of the Order/Discussion

None at this time.

Next Meeting

The next regular Board meeting is scheduled for March 3, 2005 at Verizon Headquarters, Charleston, WV.

Closing

Motion was made to adjourn.

Moved: Fred Smart
Second: Bob Anthony

Board meeting adjourned at 3:05 pm.

Minutes submitted by:

Leigh A. Cielensky, Executive Assistant

Date

Minutes Approved by:
West Virginia Statewide Addressing and Mapping Board

Craig Neidig, Chairman

Date