



West Virginia Statewide Addressing and Mapping Board

Verizon HQ - Charleston Room
Charleston, WV

Thursday, February 1, 2006 @ 1:00 pm.

Board Members Present:

Kathy Buckley, Verizon
Jim Caruthers, Former Putnam County Commissioner
Cathy Collins Frye, Former Director, Upshur County 911
Hussein Elkhansa, Department of Transportation/Division of Highways
Jimmy Gianato, Director, Division of Homeland Security and Emergency Management – arrived late
Craig Neidig, Chairman, State GIS Coordinator, WV Geological & Economic Survey
Jim Priester, Assessor, Marion County
Frederick Smart, Director, Harrison County 911
David Tarbett, Citizen Member, Mason County
Dannie Walker, WV Public Service Commission

Board Members absent:

Jack Bowden, Director, Raleigh County 911

Counsel, Staff:

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

Project Management Team:

Dr. Terry Keating, Lucerne International
Joe Seppi, Michael Baker, Jr., Inc.
Tom Williams, Michael Baker, Jr., Inc.
Andrea Griffith, Semaphore Hill Associates
Michelle Barron, Michael Baker, Jr., Inc.
Ken Beezley, Michael Baker, Jr., Inc.
Terry Hall, Michael Baker, Jr., Inc.

WV GIS Technical Center:

Kurt Donaldson

RTI/Marshall University:

Dave Lawson

Guests

20 guests were present at this meeting. For a complete listing, please contact the recording secretary.

Opening

Craig Neidig presided as Board Chairman and Leigh Cielensky served as recording secretary at the February 1, 2007 WVSAMB meeting, held at Verizon Headquarters located in Charleston, West Virginia. Chairman Neidig called the meeting to order at 1:09pm. Roll call was taken and a quorum was established. Chairman Neidig reviewed the agenda and associated handouts. Handouts included the agenda; handout from Board Counsel on Legally Binding License WVSAMB and the PM had a sample handout of the county reimbursement confirmation form to be sent with the county's checks. GIS Tech Center and RTI did not have written reports.

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

No additions to the agenda.

Approval of Previous Minutes

Minutes were deferred to February 15, 2007 meeting.

Reports of Officers

Craig Neidig, Jimmy Gianato, Tom Williams, Fred Smart

- Craig attended the mandatory Ethic's Commission Training Session on January 24 for state agency managers and directors that was held at the Department of Environmental Protection.
- Craig answered questions at the House Veterans Affairs committee hearings regarding HB2525 on January 31. Several other board members were in attendance. Jimmy and Secretary Spears also make comments in support of the bill.
- Jimmy reported on the latest version of HB2525. In the latest draft, the Board would be continued two years until July 2009 and one more year to close out business. The Secretary of DMAPS or his designee would be the Chairman of the Board. The board composition would be the same but continue as an advisory board to DMAPS. DMAPS would appoint an attorney for the Board.

Report of Counsel

Joe Starsick, Board Counsel

No Written report on file. Handout of draft legislation provided.

- **First 10% Installment** – Recommend that disbursement checks be made out to the County Commissions and the checks delivered to the E9-1-1 directors to present to the Commissions.
- **Freedom of Information Request (FOI)** – Craig and Leigh have responded to the FOI request and invited Mr. Carper to come to the office to make copies of any records he wanted. Joe also recommended that we work closely with the Attorney General's Office on proper procedures.
- **Revised Licensing Agreement** – Joe made some changes to incorporate county addressing work.
- **GES and WVSAMB Agreement** – Renewal of the agreement between the WVGES and the WVSAMB needs to be renewed with a few changes.
- **Procedural Rules** – Our procedural rules do not include any language about fees to answer FOI requests.

Motion to accept the Report of Counsel as presented.

Moved: Jim Priester
Second: Jim Caruthers

Motion passed unanimously.

Motion for Joe Starsick to research and modify the Procedural Rules to include fees for FOI requests.

Moved: Fred Smart
Second: Kathy Buckley

Motion passed unanimously.

Motion to approve the revision of WVSAMB data license agreement for use by the counties and their contractors.

Moved: Fred Smart
Second: Jim Priester

Motion passed unanimously.

Old Business

- **FOIA Request / Correspondence with Commissioner Carper**

Board members took issue with what Mr. Carper has been saying in the newspapers and on TV. and couldn't believe the media did not even bother to verify his statements. We are all volunteers who work on this project along with our real jobs. We are very proud of what we have accomplished. Mr. Carper has been personally invited several times to attend our meetings. Members wondered why the Director of Kanawha County Metro 9-1-1 has not appeared before the Board to discuss any issues or problems that Kanawha County is experiencing. The Board is more than happy to assist Kanawha County with their needs. We now need to have closure to this subject. It is approaching harassment. It was suggested that we just go ahead and send Mr. Carper copies of the requested items. He obviously does not want to come to Craig's office and examine the records, as we have invited him to do in accordance with statute. Despite what has been reported, we have complied with his request.

Motion was made for Craig and Joe Starsick to draft a letter describing our actions and asking for advice on the FOI request to go to Dawn Warfield at the Attorney General's Office.

Moved: Jimmy Gianato
Second: Jack Bowden

Discussion: Craig has talked to Dawn Warfield for assistance. There is no standard policy for the State on what agencies charge for FOI requests. Each agency drafts its own rules and sets its own prices.

Motion passed unanimously.

- **GPS Units** - We can proceed with the purchase of the GPS units. Counties will be able to purchase additional units from this contract for one year after the award. (see also report of Project Manager).

Motion for Craig to proceed with GPS award recommendation to Purchasing.

Moved: Fred Smart
Second: Kathy Buckley

Motion passed unanimously.

- **WVGES/Board Agreement** – The renewal of the agreement between the Survey and the Board will be deferred until the decision on the Board’s extension has been made.

New Business

None.

Financial Report

Leigh presented a list of invoices for payment (a copy of invoices is in the board’s packet and on file with the Recording Secretary).

Motion to accept and approve submitted invoices for payment.

*Moved: Jim Priester
Second: Hussein Elkhansa*

Discussion: Items 2 and 4 were removed from consideration for payment at this time.

Motion to pay items 1 and 3 passed unanimously.

Report of WV GIS Technical Center

Kurt Donaldson, WVGISTC

No report at this time.

Report from Rahall Transportation Institute/Marshall University

Dave Lawson

RTI has offered to be a back up for the SAMS data. There is a meeting on Monday, February 5 with Ed Dolly of WVOT and Mike Emanuel from Baker. Board members expressed appreciation to RTI and WVGIS Tech Center for cooperating to provide assistance to the counties.

Report from US Postal Service

Gerry Smith

No report.

Report from Verizon DBMC

Julie Miller

No report.

Report of Project Manager

Terry Keating, Project Manager, Joe Seppi, Deputy Project Manager/Contract Manager, Andrea Griffith, Project Management Team, Tom Williams, Project Management Team

No written report. The following items were discussed verbally.

- **GPS Units** – Baker tested both the Trimble and Magellan units in the field. Both work fine for the SAMS application. Baker will send its report to Craig for the recommendation to Purchasing. There are some questions about differences in some of the technical specifications between the two brands that need to be clarified with Purchasing by Craig before a final selection can be made.
- **SAMS Hardware** – The system is starting to show strain so the installation of the new SAMS hardware is critical. Craig has been working with GOT on moving the requisition.
- **PSC Meeting** – Joe, Craig and Jimmy met with representatives of the Public Service Commission to demonstrate the SAMS as a possible model to use for their coal haul road and truck weight management.
- **Training** – Andrea trained Joe Mazgaj, GIS Analyst for DHSEM on SAMS. His first assignment will be entering and correcting ESZ information.
- **System Tools** - The latest deployment has improved validation and reporting tools. There have been other requests by the counties to add tools for addressing ranging, delineate multiple segments, etc.
- **County work plans** - Brooke and Wetzel counties submitted work plans that have been approved by the PM.

Motion to approve the initial 10% disbursement of funds to Brooke and Wetzel Counties.

Moved: Fred Smart
Second: Jimmy Gianato

Motion passed unanimously.

- Ken Beazley is now a full-time employee for Baker.
- Terry Hall is now the liaison between the USPS, the telephone companies and ESM assignment. Confidentiality agreements have been sent to all the counties from the USPS.
- Tom’s addressing liaisons will be meeting February 7 and 8 with Mike Emanuel for refresher course on the SAMS system, new tools of the system, to share their experiences with the counties.
- At this point, no county is ready for the 40% level of disbursement. There are several counties that are close, however.
- AEP Customer Database – Dannie will make a new request to AEP detailing what we want/need.
- Gerry Smith (USPS) and Terry Hall have been meeting about the USPS database. Boone County is should be ready to submit in March and Mason County shortly there after. Mike Emanuel has a sample of the spreadsheet on how the USPS wants to receive the data.

Motion to accept the Project Manager’s report as presented.

Moved: Jim Caruthers
Second: Jim Priester

Motion passed unanimously.

Informational Reports

No reports.

Good of the Order/Discussion

None.

Next Meeting

The next regular Board meeting is rescheduled for February 15, 2007 at 1:00 at Verizon HQ, Kanawha Room. Please call the office at 558-5300 for further information.

Closing

Motion was made to adjourn.

*Moved: Fred Smart
Second: Hussein Elkhansa*

Meeting adjourned at 3:00pm.

Minutes submitted by:

Leigh A. Cielensky, Executive Assistant / /
Date

Minutes Approved by:

West Virginia Statewide Addressing and Mapping Board

Craig Neidig, Chairman / /
Date