



West Virginia Statewide Addressing and Mapping Board

Verizon Headquarters - Charleston Room
Charleston, WV

Thursday, April 3, 2008 @ 1:00 PM
Meeting Minutes

Board Members Present:

Mike Albert, PSC

Jack Bowden, Director, Raleigh County 911

Kathy Buckley, Verizon

Jimmy Gianato, Chairman and Director, Division of Homeland Security and Emergency Management

Fran King, Clay County Commission

Ron Kyle, Director, Monongalia County

Craig Neidig, Member, U.S. Geological Survey

Jim Priester, Assessor, Marion County

Dean Meadows, Wyoming County 911

David Tarbett, Citizen Member, Mason County

Board Members Absent:

Quorum: Yes

Counsel, Staff:

Joe Starsick, Counsel, Goodwin & Goodwin

Leigh Cielensky, Executive Assistant and Recording Secretary

Jerry Bennett, Public Service Commission

Project Management Team:

Richard McDonald, Michael Baker, Jr., Inc.

Mike Emanuel, Michael Baker, Jr., Inc.

Michelle Barron, Michael Baker, Jr., Inc.

Terry Hall, Michael Baker, Jr., Inc.

Andrea Griffith, Semaphore Hill Associates

Rob Rickard, Michael Baker, Jr., Inc.

Scott Treaster, Michael Baker, Jr., Inc.

WV GIS Technical Center:

Kurt Donaldson

RTI/Marshall University:

Absent: Dave Lawson

Guests

William Rowan, Gilmer/Lewis County 911

Paul Smith, Kanawha County 911

James Gum, Gilmer/Lewis County 911

Paul Bragg, Braxton County 911

Amanda Edwards, Wayne County 911

Mike Tatum, Cabell County 911

Jim Sorgman, Kanawha County 911

Danny Myers, Braxton County 911

Katherine Kapo, WV GIS Coordinator's Ofc

Greg Lay, Boone County 911

Jim Copenhaver, Harrison/Taylor Counties 911
Gary Buchanan, Calhoun County 911
Shawn Wolford, Greenbrier County 911
Richard Filipek, Raleigh County 911
Mellie Fragomene, Verizon 911 DBMC
Tim Greenan, Doddridge/Ritchie Counties 911
Frank Chapman, Putnam County 911
Ken Beezley, Arbormetrics
Matt Taylor, Pocahontas County 911

Danny Yeomans, Boone County 911
Eric Meadows, Thrasher
Mike Davis, Cabell County 911
Larry White, FEMA GIS
Clark Nicklow, Preston County 911
Bob Hickey, Photo Science
Jason Owens, Putnam County 911
Patrick Beets, Clay County 911

Opening

Jimmy Gianato presided as Board Chairman and Leigh Cielensky served as recording secretary at the Thursday, April 3, 2008 WVSAMB meeting held at Verizon Headquarters in Charleston, WV. Chairman Gianato called the meeting to order at 1:07 PM. Roll call was taken and a quorum was established. Chairman Gianato reviewed the agenda and the associated handouts. Handouts included the agenda, minutes from the February 19, 2008 conference call meeting, minutes from the March 7, 2008 meeting, conference call minutes from the March 20, 2008 meeting, financials from March, 2008, Baker's report and Monthly County Percent Complete Report. An oral report was given by the Board's Counsel and WVUGIS Tech Center. No report from RTI.

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

None at this time.

Approval of Previous Minutes

Motion was made to approve the minutes from the February 19, 2008 conference call meeting, minutes from the March 7, 2008 meeting, conference call minutes from the March 20, 2008 meeting.

Moved: Dean Meadows
Second: Jack Bowden

Motion passed unanimously.

Report of Officers

Hussein reported on the standard details on highway and street signs. DOT is adopting these standards. Jimmy and Hussein will meet with Secretary Paul Maddox on DMV issues. A motion was made to draft a letter on behalf of the Board to Secretary Maddox.

Motion to draft a letter on behalf of the Board on DMV issues to Secretary Paul Maddox.

Moved: Craig Neidig
Second: Ron Kyle

Motion passed unanimously.

Report of Counsel

Joe Starsick, Board Counsel

Non-participation – Joe reported that so far we have not sent any letters to any municipalities or towns regarding non-participation in the project.

Connected Nations – Connected Nations is now in compliance on their website. On the maps on the website the disclaimer is present.

Motion was made to accept the Connected Nations compliance on the copyright information on their website.

Moved: Ron Kyle
Second: Mike Albert

Motion passed unanimously.

Motion was made to approve Report of Counsel.

Moved: Jim Priester
Second: Craig Neidig

Motion passed unanimously.

Old Business

Non-Participation – Jack lead the discussion was held on non-participation by municipalities. Putnam, Fayette and maybe Wyoming will need some action by the Board in the form of a letter to be sent to municipalities within these 3 counties. Jack has contacted everyone on our original list and has talked several times to the Municipal League’s attorney. Harrison County is concerned because some of the cities and towns that they are dealing with are larger. Discussion was held to send letters to the communities in Fayette and Putnam along with any other non-cooperating town with Jimmy Gianato and Joe Starsick’s signature on the letters. The letters would be copied to Jack, the county commission president and the E9-1-1 Director.

A motion was made to send letters to the communities in Fayette (Smithers and Mt. Hope) and Putnam (Eleanor) along with any other non-cooperating town with Jimmy Gianato and Joe Starsick’s signature on the letters.

Moved: Jack Bowden
Second: Dean Meadows

Motion passed unanimously.

Oracle – Jimmy recommended that we enter into an agreement with Oracle, pay the invoices and maintenance.

Motion was made to enter into an agreement with Oracle and pay the invoices and maintenance.

Moved: Craig Neidig
Second: Jim Priester

Motion passed unanimously.

AEP – Michelle has made numerous attempts concerning the AEP data to the company’s attorney. Discussion followed with a motion being made for Joe Starsick to make a courtesy call to AEP’s attorney to request that they send us the data and if necessary remind them of the PSC motion.

Motion was made for Joe Starsick to make a courtesy call to AEP’s attorney to request that they send us the data and if necessary remind them of the PSC motion.

Moved: Jack Bowden
Second: Hussein Elkhansa

Motion passed unanimously.

Sunset Committee – The Sunset Committee is scheduled to meet on April 18.

Mid-month conference call - The Mid-month conference call meeting is set for April 17. Leigh will be sending out notices on both meetings.

New Business

½ Numbers – Discussion was held on the ½ number issue and how it could be added so that the ½ number would pass validation. Also it was mentioned to refer back to the standards and only the ones that would need to be grandfathered in. There would be no new ½ numbers. Mike Emanuel would talk with some of the counties having this issue and would have a recommendation by the mid-month conference call.

Report of WV GIS Technical Center

Kurt Donaldson, WVGISTC

Kurt reported on the 2008 GIS Conference to be held June 9-12, 2008.

Report from Rahall Transportation Institute/Marshall University

Dave Lawson

No report at this time.

Report from US Postal Service

Gerry Smith

No report at this time.

Report from Verizon DBMC

Julie Miller

No report at this time.

Report of Project Manager

Mike Emanuel, Project Manager, Andrea Griffith, Michelle Barron, Rob Richard, Terry Hall, Scott Treaster, Project Management Team

Please review written report.

Dick McDonald spoke about Tom, Andrea and Mike and the continued support of the Baker Team. Mike Emanuel stressed how important Andrea is to the completion of this project. There have been assignments for the liaisons and they are all here today so please take the time to meet with your liaison. Berkeley County is going to share their new photography. This will bring about an issue with edge matching. Jim Priester mentioned at this time that some counties are struggling with personnel changes. Randolph County has their computers back and Rob Rickard has begun working with them. One side note from Upshur County is that the Addressing Coordinator is running for the office of the Assessor.

Intensive work continues at the county level with site visits to individual County Addressing Coordinators with questions fielded by telephone and also by email.

Baker is continuing to improve the WVSAMS and is now focusing on TN matching tools, on support of GPS units and continues to improve current tools, reports and map layout.

The Addressing Liaisons have 4 recommendations for payment this month. Preston, Marion, Berkeley and Gilmer Counties have made significant progress and are now eligible for their 40% payment. The PM recommends that the Board approve these payments.

Currently Boone and Mason counties continue their postal conversions with the USPS to complete their addressing projects. In addition counties have returned edit sheets to the USPS and are waiting for conversion. Those counties include Calhoun, Kanawha, Wirt, Braxton, Fayette, Marion, McDowell and Mercer Counties. Several counties have their edit sheets approved and had their residents notified of their new physical addresses including Kanawha, Wirt, Braxton, Fayette and Marion counties. This past month, Calhoun and Wirt Counties returned completed edit sheets to the USPS and notifications for new addresses were sent for zip codes in Wirt and Braxton Counties.

Additional training workshops have been scheduled to assist counties/agencies with SAM's functionality and addressing issues. These include: April 7 – SAMS Workshop at Harrison County EOC in Nutter Fort from 9:00AM to 3:00PM. The week of April 14 SAMS New User Class at WVDMAPS EOC with date and time to be determined.

Linear topology and relational attribute checks are continually being added in order to search for anomalies such as inordinately short road segments and null street types.

TN Matching functionality continues to be improved with the initial development completed and the site has been reviewed by the Addressing Liaisons and select counties. Based on that input, changes are being implemented. In addition, testing of the backend processes continue to be conducted and a test of OLD/NEW list has been submitted to Verizon for evaluation.

The process for doing full system backup to RTI was finalized and the backup process was started in December. RTI now has a full system backup of WVSAMS.

WVDOH has provided Street Centerlines and GPS data for the US Highway, State and County Routes. This information will be used to enhance the street information within WVSAMS. In particular, the milepost information will be applied to the appropriate streets.

A motion was made to approve the 40% disbursements based on the PM recommendations to Marion, Berkeley, Preston and Gilmer counties.

Moved: Hussein Elkhansa
Second: Jim Priester

Motion passed unanimously.

Discussion was held on road naming issues for Doddridge/Ritchie and Nicholas Counties. A suggestion was made for Joe Starsick to draft a form letter be written, quoting from the statute language and the rules and standards.

Motion for Joe Starsick to draft a letter on behalf of the Board on road naming issues.

Moved: Hussein Elkhansa
Second: Ron Kyle

Motion passed unanimously.

Motion to accept report of the Project Manager.

Moved: Hussein Elkhansa
Second: Kathy Buckley

Motion passed unanimously.

Financial Report

March 2008 Financials

Leigh presented a list of invoices included in the Board's packet for payment. Leigh also presented the March 2008 financial reports.

Motion to accept the Financial Report and approve the invoices for payment.

Moved: Hussein Elkhansa
Second: Dean Meadows

Motion passed unanimously.

Discussion was held that members would like to see what we owe on outstanding liabilities verses our balance. A suggestion was made to add another one or two columns to the spreadsheet showing deductions for each county from the beginning balance allotted to the counties for disbursement and what is still pending. Kathy Buckley said that she could help with this.

Informational Reports

None at this time.

Good of the Order/Discussion

Road Naming Issues - Shawn Wolford from Greenbrier County mentioned that they are also having some road naming issues.

Sunset of the Board – Mike Albert asked questions concerning the sunset of the Board and it was asked if Joe Starsick could draft a memo on the Sunset of the Board.

A Motion was made for Joe Starsick to draft a memo detailing the Sunset of the Board.

Moved: Mike Albert
Second: Jack Bowden

Motion passed unanimously.

Upshur County – Discussion was held on Upshur County. The Board would like to take positive action to help Upshur County in any way that we can. The Board also recommends that we document all attempts and the county's lack of progress.

Motion was made for Jimmy to send a letter offering the Board's assistance to help Upshur County on the Statewide Addressing and Mapping Project.

