



West Virginia Statewide Addressing and Mapping Board

Verizon HQ - Charleston Room
Charleston, WV

Thursday, April 5, 2007 @ 1:00 pm.

Board Members Present:

Jack Bowden, Director, Raleigh County 911
Kathy Buckley, Verizon
Jim Caruthers, Former Putnam County Commissioner
Cathy Collins Frye, Former Director, Upshur County 911 (by telephone)
Hussein Elkhansa, Department of Transportation/Division of Highways
Craig Neidig, Chairman, State GIS Coordinator, WV Geological & Economic Survey
Jim Priester, Assessor, Marion County
David Tarbett, Citizen Member, Mason County
Dannie Walker, WV Public Service Commission

DRAFT

Board Members Absent:

Jimmy Gianato, Director, Division of Homeland Security and Emergency Management
Frederick Smart, Former Harrison County E9-1-1 Director

Counsel, Staff:

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

Project Management Team:

Joe Seppi, 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.

Absent:

Dr. Terry Keating, AERO-METRIC, Inc
Tom Williams, Michael Baker, Jr., Inc.

WV GIS Technical Center:

Absent: Kurt Donaldson

RTI/Marshall University:

Absent: Dave Lawson

Guests

20 guests were present at this meeting. A list of guests is on file with the Recording Secretary.

Opening

Craig Neidig presided as Board Chairman and Leigh Cielensky served as recording secretary at the April 5, 2007 WVSAMB meeting, held at Verizon Headquarters located in Charleston, West Virginia. Chairman Neidig called the meeting to order at 1:12 PM. Roll call was taken and a quorum was established. Chairman Neidig reviewed the agenda and associated handouts. Handouts included the agenda: Financials, invoices for payment, Baker Report, County Activity Report, Enrolled HB2525 and a handout about the WV Association of Geospatial Professionals. There were no reports from the GIS Tech Center and RTI.

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

Frank Chapman from Putnam County has several questions concerning road signs.

Approval of Previous Minutes

Motion to approve the March 1, 2007 minutes.

Moved: Jack Bowden
Second: Hussein Elkhansa

Motion passed unanimously.

Reports of Officers

Craig Neidig, Jimmy Gianato, Tom Williams, Dannie Walker

Dannie Walker also announced that he would be retiring from the PSC effective June 30, 2007. The PSC is seeking his replacement, who would also serve as the PSC representative on the Board.

Report of Counsel

Joe Starsick, Board Counsel

No Written report on file.

Joe gave a verbal report on the status of HB2525.

Motion to accept report of Counsel as presented.

Moved: Jim Caruthers
Second: Dannie Walker

Motion passed unanimously.

Old Business

FOIA Request / Correspondence with Commissioner Carper

We have not received any other communications regarding the FOIA request.

GPS Units

The original award to Charleston Blueprint was protested by another vendor and Purchasing rescinded the award. Craig will be working on the language for the rebid. The time frame for a re-award would be mid-May at the earliest. Craig apologized about the turn of events, but there is nothing we can do other than do what Purchasing tells us and move the new RFQ along as quickly as possible.

SAMS Equipment

Craig will follow up with IS&C on the status of the SAMS computer purchases and the the timeline for installation.

Board Continuation (HB2525)

Governor Manchin signed HB2525. Joe Starsick passed out copies of the bill. The significant changes in the bill were summarized by Counsel:

- The board is hereby continued, on the first day of July, 2007 the Secretary of DMAPS or his or her designee shall serve as chairperson of the board.
- Any member serving on the Board on the first day of January 2007 shall continue to serve until the first day of July 2010 unless replaced by the Governor.
- On or before the first day of July, 2007 the board or a subcommittee of the board, will commence meetings to develop a plan to transfer a backup copy of the aerial map database and to periodically transfer updated entries to the database to RTI and it shall make all non-sensitive data available to state agencies upon request.
- On the first day of July 2007 the will utilize legal counsel approved by the Secretary of DMAPS.
- The board will terminate on July 1, 2009 after which it will have one year to wind up its affairs.
- Upon final termination of the board, county commissions shall maintain and update the addressing and mapping system within their respective jurisdictions under the standards established by the board as updated thereafter by the DHSEM/DMAPS.
- Upon final termination of the board, the powers and duties of the board shall be transferred to DHSEM.
- Prior to final termination, DHSEM may propose rules for legislative approval in accordance with the provisions of article three, chapter twenty-nine-a of this code, which shall become effective only upon final termination of the board. There is nothing however that would prevent us from entering into an inter-governmental agreement with DHSEM dealing with details on the transfer of the board. It would be counsel's recommendation that the Board enter into an agreement with DHSEM.
- Effective the first day of July 2010 the statewide addressing and mapping board shall become an advisory board within DHSEM and members will serve at the will and pleasure of the Governor.

Data Requests

Craig and Andrea have had several requests that are listed in the PM report.

Logan County Letter

Board Counsel needs to examine further records on the microDATA contract before we can fully answer Marilyn Crosby's questions regarding the county's legal options.

Transition to DMAPS

We will probably need to work out a more formalized agreement of understanding between DMAPS and the Board.

Finance Subcommittee

At the last meeting Craig re-appointed members to the Finance subcommittee. Craig would like to schedule a meeting of the subcommittee before the next regular meeting. As a reminder, Mr. Starsick mentioned that this meeting would need to be listed in the Secretary of State's register as per the open meetings law.

Replacements for vacant Board positions

There has been no further update from the Governor's Office regarding the status on the reappointments to fill the Board's vacancies. Jimmy is monitoring that activity.

New Business

None at this time.

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: Hussein Elkhansa
Second: Jack Bowden*

Motion passed unanimously.

Report of WV GIS Technical Center

Kurt Donaldson, WVGISTC

No report.

Report from Rahall Transportation Institute/Marshall University

Dave Lawson

No report.

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

Written report submitted and on file with the recording secretary.

- The Addressing Liaisons conducted 61 meetings this past month. Even as we speak right now, Mike Emanuel is in Hancock County. Rob and Tom were in Jefferson County yesterday. There is always someone out in the counties somewhere.
- Baker is continuing to do the software development on the SAMS. The big push right now is to get the TEAM data ingested into the database. The hang-up on this was there were multiple versions of TEAM software and each version required structural alterations to the database. Mike Emanuel is imported some of the counties such as Tucker, Greenbrier, Mercer, Summers, Logan. Next week will be the TEAM 2 data imports.
- Craig covered the hardware situation and Joe would like an ETA so he can schedule developers to install the software on the machines when they come.
- Joe, Craig, Terry and Tom had a meeting with Oracle Corp. representatives this morning to discuss consolidating the licenses of the board for the SAMS and of DHSEM for the mining applications. There has been some confusion over the invoices. The plan is to have all the invoices go directly to Jimmy's Office and then the board will reimburse DHSEM through an intra-governmental agreement. This will all need to be worked out and we hope to have effective July 1, 2007.
- The PM would like to recommend that we schedule a meeting with NAVTEQ as another option for enhancement and management of the SAMS data. NAVTEQ is a commercial data provider. Their format is what drives Google and Mapquest etc. that West Virginian's use everyday to get directions off the web. The Addressing Liaisons report that some counties are asking why the SAMS data is not available on those types of public websites. According to the PM, if NAVTEQ can get a copy of the data, they are offering to do all the work at no cost to the state. Joe will try to see if NAVTEQ can come to our June meeting.
- The PM received work plans from Pendleton and Grant counties. The PM recommends that the first installment of the 10% disbursement to those counties be approved by the Board.
- Jefferson County is the first county to be approved for the 40% second installment by the PM. The PM recommends that the 40% disbursement be approved by the Board.
- The PM would like to setup some additional workshops. There are numerous new addressing coordinators that would benefit from the training. We need to identify a facility that has a training room with computers. Dannie mentioned that PSC has a training room with computers with Internet access. Hussein also mentioned that DOT has used training facilities at the Marshall Graduate College in South Charleston.

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

Moved: Jack Bowden
Second: Jim Caruthers

Motion passed unanimously.

Motion to approve the 10% disbursement checks to Grant and Pendleton Counties.

Moved: Dannie Walker
Second: Hussein Elkhansa

Motion passed unanimously.

Motion to approve the 40% disbursement check to Jefferson County.

Moved: Dave Tarbett

Second: Hussein Elkhansa

Motion passed unanimously.

Informational Reports

No reports.

Good of the Order/Discussion

- Frank Chapman, Putnam County 911 Director, has an issue with a developer regarding non-compliant street signage, the county's ordinance and whether or not the Commission should grant a variance regarding signs. There was discussion on what constituted "functional equivalency" for size and legibility of signs. The issue of liability for the developer and the County was also raised. Frank requested that Craig attend an April 10 Putnam county commission meeting where the issue will be on the agenda. Dave Tarbett and Michelle Barron also volunteered to attend on behalf of the Board.
- Eric Meadows of Thrasher Inc. had questions regarding the Census LUCA Program and the upcoming LUCA workshops.
- Dannie gave some clarification on the AEP confidentiality agreement for access to their customer data. AEP wants a separate agreement with every county. Dannie and the Board can work with AEP to get them the proper contact in the county.

Next Meeting

The next regular Board meeting is scheduled for May 3, 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: Dannie Walker

Second: Hussein Elkhansa

Meeting adjourned at 2:25 PM.

Minutes submitted by:

Leigh A. Cielensky, Executive Assistant

____/____/____
Date

Minutes Approved by:

West Virginia Statewide Addressing and Mapping Board

Craig Neidig, Chairman

____/____/____
Date