



West Virginia Statewide Addressing and Mapping Board

Meeting Minutes

Verizon Headquarters - Charleston, WV
Thursday, April 6, 2006 @ 1:00 pm.

Board Members Present:

Jack Bowden, Director, Raleigh County 911
Jim Caruthers, Commissioner Putnam County Commission
Hussein Elkhansa, Department of Transportation/Division of Highways
Jimmy Gianato, Director, Office of Homeland Security and Emergency Management
Craig Neidig, Chairman, State GIS Coordinator
Jim Priester, Assessor, Marion County
Frederick Smart, Director, Harrison County 911
David Tarbett, Citizen Member, Mason County
Dannie Walker, WV Public Service Commission (by phone)
Tom Williams, E911 Service Manager, Verizon

Board Members absent:

None

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.
Andrea Griffith, Semaphore Hill Associates

Absent:

None

Addressing Contractor:

Brian Blake, microDATA GIS
Neil Cadle, microDATA GIS
Cynthia Smell, microDATA GIS

Absent:

Bruce Heinrich, microDATA GIS

WV GIS Technical Center:

Kurt Donaldson

RTI/Marshall University:

Dave Lawson

Guests

Matt Taylor, Kanawha County Metro 9-1-1
Michelle Barron, Kanawha County Metro 9-1-1
Becky Pollastrini, Fayette County 9-1-1
Gerry Smith, USPS

Ken Beasley, Wirt County 9-1-1
Kevin White, Fayette County 9-1-1
Evan Carfagna, USPS
Greg Skidmore, Harrison County 9-1-1

Opening

Craig Neidig presided as Board Chairman and Leigh Cielensky served as recording secretary at the March 2, 2006 WVSAMB meeting, held at the Verizon HQ 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, minutes from previous meeting (February 16, and March 2, 2006), and invoices for payment, financial status reports and newspaper article in the Register-Herald. There were written reports from GIS Tech Center, Addressing Contractor and Project Manager. There were no written reports from Legal Council or RTI.

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

None at this time.

Approval of Previous Minutes

Motion to approve the minutes from the February 16 and March 2, 2006 meeting.

Moved:

Fred Smart

Second:

Jack Bowden

Motion passed unanimously.

Reports of Officers

Craig Neidig, Jimmy Gianato, Tom Williams, Fred Smart

No reports of Officers at this time.

Report of Counsel

Joe Starsick, Board Counsel

No written report.

- MicroDATA Change Order: Have not heard from the Purchasing Division if any changes are needed to the document.
- Sunset Rules: We will be filing the final rules for fees and county reimbursement. The rules are due May 11.
- New Rules: We will need to modify existing rules or do another set of rules for the GPS devices and the payment of improving the TN match rate to the counties.
- Proposed Extension of Board: We need to seriously think about extending the life of the Board, probably for one year. If so, we will need to draft proposed legislation and find legislative sponsors.

Motion for Joe Starsick to proceed with drafting of Emergency Rules to purchase the GPS units and the TN match rate payment for the counties.

*Moved: Jim Priester
Second: Tom Williams*

Motion passed unanimously.

Motion for Joe Starsick to begin drafting proposed legislation to extend the life of the Board.

*Moved: Tom Williams
Second: Fred Smart*

Motion passed unanimously.

Motion to accept Report of Counsel.

*Moved: Fred Smart
Second: Tom Williams*

Motion passed unanimously.

Old Business

- **Federal Partnerships**
None at this time.
- **Data Requests**
None at this time.
- **Sunset Rules:**
None at this time.

- **Upcoming Events**

Leigh discussed the upcoming E9-1-1 Conference to be held April 10-14, 2006 at the Embassy Suites in Charleston. MicroDATA will have two sessions and the Board will have a Q&A Session.

New Business

- **Trimble GeoXM GPS Units for counties**

After several reviews of various GPS Units, the PM has recommended that the Board purchase Trimble GeoXM Units for the counties that will help them with continued address maintenance.

Motion to authorize the Chairman to initiate the procurement of the Trimble GPS Units.

*Moved: Tom Williams
Second: Jim Priester*

Motion passed unanimously.

- **WV Executive Magazine**

Craig was approached by the WV Executive Magazine to advertise the Project in two of their upcoming issues. A feature article on the project may also be considered. After discussion, the board concurred against advertising in the magazine at this time, but would like to see a possible feature article.

Report of WV GIS Technical Center

Kurt Donaldson, WVGISTC

Written report on file with the recording secretary.

- Reminder that the GIS Forum and Workshops is scheduled for May 15-19 in Morgantown.

Report from Rahall Institute/Marshall University

Dave Lawson

No written report.

Report from US Postal Service

Gerry Smith

No written report.

Report from Verizon DBMC

Tom Williams/Debbie Vaughan

No written report.

Report of Addressing Contractor

Bruce Heinrich/Brian Blake, microDATA GIS

Written report on file with the recording secretary.

Other discussion:

- MicroDATA is working on a two-page document that will explain the process of continuing to work on the TN match rate after the 30-day period.
- MD is hiring a new field tech.
- Help Desk is up and running; the extension is 850.
- There was an issue with Jefferson County's data. Not sure if the data received was current.
- MD will run one zip code in McDowell County through the whole system, including sending it to Verizon and the USPS.

Motion to accept the Report of Addressing Contractor as presented.

Moved: Jim Priester
Second: Tom Williams

Motion passed unanimously.

Report of Project Manager

Terry Keating, Project Manager, Joe Seppi, Deputy Project Manager/Contract Manager, Andrea Griffith

Written report on file with the recording secretary.

Other discussion:

- Discussion between the PM and microDATA on accounting for match rate changes from MD to counties. Another table would be added and MD would populate the Site ID, E site St. ID table will be added to the Baker dump file.
- Andrea had several questions concerning the trails and waterways received from Sewall..
- There were two additional sales of data in March.
- Andrea has been working on daily basis with McDowell County and updating the Best Practices and will have copies for the workshop.
- Discussion was held on how to match multiple addresses at one fixed address.

Motion to accept the Report of PM as presented.

Moved: Jack Bowden
Second: Jimmy Gianato

Motion passed unanimously.

Sub-Committee Reports

Financial Reports –Leigh presented 3 invoices for payment and asked for a motion to approve payment.

Motion was made to pay invoices.

Moved: Jim Caruthers
Second: Tom Williams

Motion passed unanimously.

Informational Reports

No reports at this time.

Good of the Order/Discussion

- Ken Beezley, addressing coordinator from Wirt Co., submitted an article from the Wirt County Journal about the March meeting.
- Discussion was held on the gaps in the boundary lines of the counties. They do not match up with the new roads information. Craig explained that the boundary lines are defined in the State Code and would have to be changed legislatively. For now the 1:24000 boundaries need to be used. Counties should work with their neighbors to identify any gaps and figure out how to respond in ambiguous areas. Craig requested that samples of these gaps be sent to him as a pdf. Craig has identified this as a serious mapping issue not only for emergency response, but also for Census updates and redistricting, and has discussed the reappointment of the WV Boundary Commission with the surveyors and Governor’s Office.
- WV ESRI sales representative Rick Lawson requested clarification where the Board and PM stood on what software the counties could use to update their information in the maintenance phase of the addressing project after microDATA’s final delivery. The Board has issued no formal directive on what GIS platform counties should consider. The SAM system was designed and implemented as a low cost, low overhead way for counties to maintain a common basic level of updating for the address database statewide. The SAM should be the first choice for those counties that do not have the staff, funding, or resources to maintain a stand-alone GIS system. Counties that do implement a stand-alone GIS system, whether through microDATA or other vendors, need to make sure it links to the SAM to maintain consistency in the updates for statewide coverage in case of a regional or national emergency, such as flooding or biological

epidemic. Mr. Tarbett emphasized that a unified, yet open addressing system has always been the Board's policy and motivation, despite rumors and misrepresentations to the contrary by various outside parties.

- In Boone County the USPS has completed one zip code and is working on four other zip codes now.

Closing

Motion was made to adjourn.

*Moved: Dave Tarbett
Second: Tom Williams*

Meeting adjourned at 2:45pm.

Next Meeting

The next Board meeting is scheduled for Thursday, May 4, 2006 at 1:00 PM at Verizon Headquarters, Charleston, WV.

Minutes submitted by:

Leigh A. Cielensky, Executive Assistant / /
Date

Minutes Approved by:

West Virginia Statewide Addressing and Mapping Board

Craig Neidig, Chairman / /
Date