



West Virginia Statewide Addressing and Mapping Board

Meeting Minutes

Verizon Headquarters

Thursday, April 7, 2005 @ 1:00 pm.

Board Members Present:

Jack Bowden, Raleigh County 911

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

David Tarbett, Citizen Member, Mason County

Jim Priester, Marion County Assessor

Martha Walker, Health and Human Resources, formerly from PSC

Tom Williams, E911 Service Manager, Verizon

Board Members absent:

Robert Anthony, Retired, Department of Transportation

Steve Kappa, Office of Emergency Services

Counsel, Staff:

Joe Starsick, Counsel, Bowles Rice McDavid Graff & Love

Leigh Cielensky, Executive Assistant and Recording Secretary

Dannie Walker, WV Public Service Commission

Absent: Kathy Buckley, Verizon

Project Management Team:

Joe Seppi, Michael Baker, Jr., Inc.

Dr. Terry Keating, ZI Imaging Inc.

Marc Levesque, Acadia Research, LLC

Andrea Griffith

Addressing Contractor:

Bruce Heinrich, microDATA GIS

Neil Cadle, microDATA GIS

Cynthia Smell, microDATA GIS

Brian Blake, microDATA GIS

WV GIS Technical Center:

Kurt Donaldson

RTI/Marshall University:

Sean Litteral

Guests

Greg Skidmore, Harrison County 911
Rachel Chapman, Jackson County 911
Lynda Yates, Doddridge/Ritchie Counties 911
Richard Filipek, Raleigh County 911
Mike Miller, Randolph County 911
Hussein Elkhansa, WVDOT
Gerry Smith, USPS

Brenda Slaughter, Braxton County
Keith Winter, Jackson County 911
Sang tong Yoo, RTI
Brenda Slaughter, Braxton County 911
Terry Hall, Verizon
David R. Neal, Fayette County 911

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 1:07 pm. A quorum was established. Chairman Neidig reviewed the agenda and associated handouts.

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

Craig Neidig presided as Board Chairman and Leigh Cielensky served as recording secretary for the board. Chairman Neidig called the meeting to order at 1:07 pm. A quorum was established. Chairman Neidig reviewed the agenda and associated handouts.

Approval of Previous Minutes

A motion was made to approve the minutes from the March 3, 2005 meeting.

Motion to approve the March 3, 2005 minutes.

Moved: Fred Smart
Second: Jack Bowden

Motion passed unanimously.

Reports of Officers

Craig Neidig, Jimmy Gianato, Tom Williams, Fred Smart

Craig Neidig's Report

- Craig discussed several items from the past month, including issues with Wood County, and contacts the Governor's Office. He confirmed funding agreements with USGS for \$166,00.00 for the elevation data and \$61,000.00 for access to orthoimagery for the Charleston Urban Area Footprint for the Department of Homeland Security. He will email a written report to the Board.
- Craig will make presentations for the Society of Engineers in Huntington. He plans to attend the Cabell County Mapping and Addressing Project Meeting, Kanawha County is having a series of meetings including one tonight. The WV Assessor's, Sheriff's and County Commissioner's Annual Meetings are all coming up. Jack Bowden volunteered to present at Sheriff's meeting. Also the Charleston Daily Mail contacted Craig on doing a feature article on the Project along with Metro 911. No publication date has been set yet.

No report from Jimmy Gianato, Tom Williams, Fred Smart

Report of Counsel

Joe Starsick, Board Counsel

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

There are remaining issues between Verizon and microDATA on permission to get and use billing addresses. Discussion was held and microDATA (Bruce Heinrich) and Verizon (Tom Williams) will work to resolve any outstanding issues prior to the May meeting.

Motion to approve Report of Counsel.

Moved: Jim Priester
Second: Jimmy Gianato

Motion passed unanimously.

Old Business

- **Advertising/Newspaper insert** – Leigh reported that the advertising insert would appear in the Charleston Gazette and Charleston Daily Mail on the day after the meeting, Friday, April 8, 2005.
- **Website** – Baker provided an update on the website design in their report.
- **Federal Partnerships** – SAMB agreed to send data to the Census Bureau along with a data transmittal letter. The data would be of Putnam County. The data will be used for accuracy verification only.
- **Data Requests** – We continue to receive requests for the planimetric data, especially the elevation files. Discussion was held on rules and fee structure and what it would take to have the fee in our rules. A motion was made on emergency rules and fee structure.

Motion was made to authorize Joe Starsick to draft emergency rules to file with the Legislature and include a fee structure to sell copies of the elevation data.

Moved: Jimmy Gianato
Second: Fred Smart

Motion passed unanimously.

- **Promotional Items** – Leigh and Craig reported that the SAMB promotional items were depleted at the WV Expo and WVACo meeting. More items will be needed for upcoming events during the next several months. A motion was made to give Leigh additional funds.

Motion was made to authorize Leigh to expend up to \$5,000 for promotional items for up-coming events.

Moved: Dave Tarbett
Second: Jim Priester

Motion passed unanimously.

New Business

- **Wood County** - Wood County has a new 9-1-1 director. The Wood County Commission also sent a letter to the Governor's Office concerning its responsibilities to the Project. Also the Governor's Office received emails and phone calls from a resident complaining about their address. Discussion was held on whether a meeting was required with the Wood County Commission to update them on the SAMB and remind them of their addressing responsibilities. Craig said he would continue to monitor the situation.
- **Mapping and database issues with microDATA, telecos and counties** – Discussion was held on work between the counties and microData to enter and fix community names, zip code boundaries, and ESZs into TEAM.

- **Legislative Session – HB 3208** – Discussion was held on HB 3208 regarding the proposed increase in cell phone fees. The Board did not take a position on the proposed legislation.

Report of WV GIS Technical Center

Kurt Donaldson, WVGISTC

Please refer to WVGISTC’s written report on file with the recording secretary.

Kurt Donaldson prepared a poster showing some of the conversion steps necessary in the pilot study to convert the SAMB elevation data to a DEM with the cooperation with the U.S. Geological Survey.

Moved: Jack Bowden
Second: Bob Anthony

Motion passed unanimously.

Report from Rahall Institute/Marshall University

Sean Litteral, RTI

Nothing of note to report.

Report of Addressing Contractor

Bruce Heinrich, microDATA GIS

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

Report of Project Manager

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

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

- Joe Seppi discussed a process how the counties could eventually update their databases especially when a new subdivision/new home/is created in their county.
- Dannie Walker said that the PSC could help the board with the utility companies, possibility requiring them to have new customers get a physical addresses before hookup could occur.
- Joe Seppi has been contacted by GeoWorld magazine to do an article about the project. He said he and Craig could co-author an article.

A Motion to authorize Joe Seppi to start writing an article for GeoWorld magazine.

Moved: Jimmy Gianato
Second: Jack Bowden

Motion passed unanimously.

Motion was made to approve all reports:

Moved: Jim Priester
Second: Fred Smart

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 March financial reports are included in the packet. Leigh reviewed the individual payments. Project Manager's recommendations for contractor payments were discussed. (See PM written Report).

Motion was made to pay all invoices and accept financials as presented at this time:

*Moved: Fred Smart
Second: Jack Bowden*

Motion passed unanimously.

Good of the Order/Discussion

None at this time.

Next Meeting

The next regular Board meeting is scheduled for May 5, 2005 at Verizon Headquarters, Charleston, WV.

Closing

Motion was made to adjourn.

*Moved: Dave Tarbett
Second: Jim Priester*

Board meeting adjourned at 3:02pm.

Minutes submitted by:

Leigh A. Cielensky, Executive Assistant / /
Date

**Minutes Approved by:
West Virginia Statewide Addressing and Mapping Board**

Craig Neidig, Chairman / /
Date