



# West Virginia Statewide Addressing and Mapping Board

## Meeting Minutes

Verizon Headquarters

Thursday, May 5, 2005 @ 1:00 pm.

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### **Board Members Present:**

Robert Anthony, Retired, Department of Transportation  
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  
Tom Williams, E911 Service Manager, Verizon

### **Board Members absent:**

#### **Counsel, Staff:**

Leigh Cielensky, Executive Assistant and Recording Secretary  
Dannie Walker, WV Public Service Commission

**Absent:** Kathy Buckley, Verizon  
Joe Starsick, Counsel, Bowles Rice McDavid Graff & Love

#### **Project Management Team:**

Joe Seppi, Michael Baker, Jr., Inc.  
Marc Levesque, Acadia Research, LLC  
Andrea Griffith, Semaphore Hill Associates

**Absent:** Dr. Terry Keating, ZI Imaging Inc.

#### **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:**

**Absent:** Sean Litteral  
Dave Lawson

### **Guests**

Greg Skidmore, Harrison County 911

Brenda Slaughter, Braxton County

Rachel Chapman, Jackson County 911  
Lynda Yates, Doddridge/Ritchie Counties 911  
Richard Filipek, Raleigh County 911  
Mike Miller, Randolph County 911  
Hussein Elkhansa, WV DOT  
Rick Lawson, ESRI  
Kevin White, Fayette County 911  
Cathy Collins, Upshur County 911  
Roger Willard, Monongalia County 911

Keith Winter, Jackson County 911  
Brian Boley, Hampshire County 911  
Michelle Barron, Kanawha County Metro 911  
Terry Hall, Verizon  
David R. Neal, Fayette County 911  
Becky Pollastrini, Fayette County 911  
Jennifer Swisher, Hampshire County 911  
Frank Chapman, Putnam 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 1:12 pm. A quorum was established. Chairman Neidig reviewed the agenda and associated handouts.

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

None.

## **Approval of Previous Minutes**

A motion was made to approve the minutes from the April 7, 2005 meeting.

**Motion to approve the April 7, 2005 minutes.**

*Moved: Fred Smart*  
*Second: Tom Williams*

**Motion passed unanimously.**

## **Reports of Officers**

*Craig Neidig, Jimmy Gianato, Tom Williams, Fred Smart*

### *Craig Neidig's Report*

- Craig worked with Linda Lyter on the 2006 budget and will give more details at the June meeting. He will also email his activity report for the Board.

### *Jimmy Gianato's Report*

- Jimmy received a phone call from Brian Kastick at the Governor's Office wanting to know what our appropriations from USDA was for.

### *Tom William,*

- *None at this time.*

### *Fred Smart*

- Fred noted Team One versus Team Two differences regarding driveways and roads, use of community names versus zip codes, house number postings, and the Board sunset date.

## **Report of Counsel**

*Joe Starsick, Board Counsel*

*Peter McCray gave the Report of Counsel in Joe Starsick's absence.*

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

**Motion to approve Report of Counsel.**

*Moved:* Jim Priester  
*Second:* Jimmy Gianato

**Motion passed unanimously.**

## **Old Business**

- **Website** – Baker updated the progress categories on the interactive county map on the SAMB website.
- **Federal Partnerships** – Board members have a copy of the agreement with the USGS in their packet. This agreement is for \$61,350.00 to send USGS a copy of the orthophotos of the Charleston Urban Area for homeland security. There will be a separate agreement with USGS for use of the elevation data. This is on hold pending a funding review by the USGS. The amount was originally for \$166,000.00.

**Motion to accept and sign the orthoimagery agreement with the USGS.**

*Moved:* Jimmy Gianato  
*Second:* Fred Smart

**Motion passed unanimously.**

## **New Business**

- **New Board Member – OES** - Craig asked the members if there was any news of a replacement for Steve Kappa's position and also asked for a motion to authorize Craig to write a letter to MAPS Secretary Jim Spears requesting a replacement on the Board.

**Motion to authorize Craig to write a letter to Secretary Jim Spears requesting a replacement for the OES position on the Board.**

*Moved:* Jim Caruthers  
*Second:* Jack Bowden

**Motion passed unanimously.**

- **Acknowledgement** – Tom Williams suggested that the Board send a letter of acknowledgement of support and thanks to Phyllis Gatson, Kanawha County Assessor for her cooperation with the Board.

**Motion to authorize Craig to send letter of acknowledge of support and thanks to Phyllis Gatson, Assessor, Kanawha County.**

*Moved:* Tom Williams  
*Second:* Jimmy Gianato

**Motion passed unanimously.**

## **Report of WV GIS Technical Center**

*Kurt Donaldson, WVGISTC*

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

Craig Neidig thanked Kurt for all his hard work and told the Board his work is very much appreciated. Kurt presented to the Board a number of posters related to the pilot project.

## **Report from Rahall Institute/Marshall University**

*Sean Litteral, RTI*

**No Report.**

## **Report of Addressing Contractor**

*Bruce Heinrich, microDATA GIS*

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

Discussion was held on length of time it takes for microData to get paid. Leigh and Craig said they would try to process payments faster after approval by the project manager. The last two payments were delayed due to clerical errors. However the current process is generally good, and the one month lag between invoices received, Baker review, and approval would still apply.

## **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.**

- Presentation by Mark Millman and Zak Bensalem on the system interface.

**Motion was made to approve all reports:**

*Moved:*

*Jim Priester*

*Second:*

*Bob Anthony*

**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*

Joe Starsick is working on the Emergency rules regarding licensing of the SAMB data.

### **Finance Committee**

*Craig Neidig, Chairman*

The month of April financial reports are included in the packet. Leigh reviewed the individual payments. The Project Manager's recommendations for contractor payments were discussed. (Also see PM written Report).

**Motion was made to pay all invoices:**

*Moved:*

*Tom Williams*

*Second:*

*Jimmy Gianato*

**Motion passed unanimously.**

