



West Virginia Statewide Addressing and Mapping Board

Verizon HQ - Charleston Room

Charleston, WV

Thursday, May 17, 2007 @ 1:00 pm.

Board Members Present:

Jack Bowden, Director, Raleigh County 911

Kathy Buckley, Verizon

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

Board Members Absent:

Jim Caruthers, Former Putnam County Commissioner

Cathy Collins Frye, Former Director, Upshur County 911

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:

Dr. Terry Keating, AERO-METRIC, Inc

Joe Seppi, Michael Baker, Jr., Inc.

Andrea Griffith, Semaphore Hill Associates

Michelle Barron, Michael Baker, Jr., Inc.

Tom Williams, Michael Baker, Jr., Inc.

WV GIS Technical Center:

Absent: Kurt Donaldson

RTI/Marshall University:

Absent: Dave Lawson

Guests

15 guests were present at this meeting. A list of guests is on file with the Recording Secretary. Special guest, Delphine Coffey, WV Development Office State Data Center.

Opening

Craig Neidig presided as Board Chairman and Leigh Cielensky served as recording secretary at the May 17, 2007 WVSAMB meeting, held at Verizon Headquarters located in Charleston, West Virginia. Chairman Neidig called the meeting to order at 1:10 PM. Roll call was taken and a quorum was established. Chairman Neidig reviewed the agenda and associated handouts. Handouts included the agenda, April 5, 2007 minutes, April financials, list of invoices for payment, Baker Report, County Activity Report, and a memo from Counsel, Joe Starsick. There were no written reports from the GIS Tech Center and RTI.

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

None

Approval of Previous Minutes

Motion to approve the April 5, 2007 minutes.

*Moved: Hussein Elkhansa
Second: Jim Priester*

Motion passed unanimously.

Reports of Officers

Craig Neidig, Jimmy Gianato, Tom Williams, Dannie Walker

Jimmy is in DC visiting Senator Byrd's office. Jim Priester brought an article from the WV Times on addressing in Marion County. Dannie Walker introduced Jerry Bennett, who will be replacing Dannie at the PSC after July 1, 2007.

Report of Counsel

Joe Starsick, Board Counsel

No Written report on file.

- Joe gave a verbal report on the status of the agreement between the Board the WVGES. The document is ready for signatures.
- According to HB2525 the June meeting will be Joe's last meeting unless he is appointed by DMAPS/DHSEM on July 1, 2007.
- Discussion was held on the transition to DMAPS/DHSEM. Numerous questions were asked. List of items to discuss: budget, monitor counties (Baker) transition, continuation of counsel, Baker contract extension, name changes on contracts.
- Action items will be to discuss these issues with Jimmy and setup a meeting prior to next Board meeting.

Motion to accept report of Counsel as presented.

*Moved: Jim Priester
Second: Hussein Elkhansa*

Motion passed unanimously.

Old Business

- **GPS Units**

We received 5 bids on the GPS units on May 10. Craig summarized the vendors and bid amounts. Craig, Joe Seppi and Terry are currently reviewing the bids. Discussion was held on the procurement procedures and the length of time it takes.

Motion to allow Craig to make a recommendation on the GPS bids to the Purchasing Division.

Moved: Dave Tarbett
Second: Hussein Elkhansa

Motion passed unanimously.

- **SAMS Equipment**

All the equipment has been received by IS&C except the wiring so the new system has not been networked yet. Once this is done, Mike Emanuel will be able to load data into the system.

- **FY08 Expenditure Schedule**

Craig summarized the FY08 SAMB budget that he submitted to the Budget Office.

- **Appointments**

The Governor's Office needs home addresses for the new appointments. Dannie will provide contact information to Craig on the PSC Commissioners regarding the appointment to the Board from the PSC. Craig will write a letter requesting a name be submitted to the Governor's Office for consideration. Also two names have been submitted for the Commissioner position on the Board.

- **GES and WVSAMB Agreement**

Jimmy requested in his absence that the agreement be renewed between the Geological Survey and the Board for administrative support.

Motion to renew the agreement between the state Geological Survey and the Board.

Moved: Jim Priester
Second: Dannie Walker

Motion passed unanimously.

New Business

Logan County Request

Michelle Barron reported that Logan County is requesting an example letter be written by the Board on the subject of non-participation and the liability issues that will occur if a municipality refuses to cooperate with the addressing portion of this project when addressing problems have been pointed out. It was also suggested that Craig touch base with Mark Markovich of the WV Municipal League.

Motion to authorize Craig and Joe Starsick to look into the issue of non-participation of municipalities and come back to the Board with a draft memorandum to the counties.

Moved: Jim Priester
Second: Jack Bowden

Motion passed unanimously.

Financial Report

Leigh presented a list of invoices for payment and the April financials. Copies of the original invoices are on file with the Recording Secretary.

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

Moved: Jim Priester
Second: Jack Bowden

Motion passed unanimously.

Report of WV GIS Technical Center

Kurt Donaldson, WVGISTC

Kurt attended the LUCA meeting in Morgantown. There will be another series of 5 hour workshops that will get into more specifics of the program. The LUCA Program is done every 10 years and the Boundary Annexation Program Survey is done 3 times every 10 years. It is very important that the municipalities get the most accurate boundaries for their incorporated areas. The GIS Tech Center is continuing to work on the hydro layer after receiving funding from the USGS to continue working on the statewide streams database.

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 67 meetings in April-May. They met with addressing coordinators, provided on-going training on the WVSAMS, assisted with various confidentiality agreements, worked with prospective county vendors, delivered final leave behind cards (LBC's) for entry, worked with the USPS to facilitate postal conversion and prepared ESN requests for Verizon.

Fifty-three county work plans have been approved for the 10% disbursement. Jefferson County is the first County to receive their 40% disbursement. The PM has reviewed Raleigh County's 40% disbursement request to the Board and recommends approval by the Board.

Motion to accept the PM's recommendation to approve the 40% disbursement to Raleigh County.

Moved: Dannie Walker
Second: Jim Priester

Abstained: Jack Bowden

Motion passed unanimously.

Tom Williams reported that Mingo County is using volunteer firemen to help verify addresses and phone numbers. The county commission has agreed to use the county disbursement funds to reimburse the firemen on a per address basis. The station that gets the most completed will have a picnic at the end of the summer. This may offer a model to other counties to help complete their verification process.

Motion to approve the PM's report.

Moved: Jack Bowden
Second: Jim Priester

Motion passed unanimously.

Informational Reports

Delphine Coffey, WV Development Office and State Data Center, handed out documents about the Census Bureau's Local Update of Census Addresses (LUCA) program, and the importance of the addressing project and local 911 offices to improve the results of LUCA and other Census programs in preparation of the 2010 Census. Delphine reported the WV project has been attracting a lot of positive attention across the country. There will be future opportunities for the counties to contribute to upcoming Census activities.

Good of the Order/Discussion

- The July 5 board meeting will be moved to Thursday July 12, 2007.
- Craig announced that he has accepted the position of WV Geospatial Liaison with the US Geological Survey and his last working day for the state is June 8, 2007.
- Joe Starsick announced that he has accepted a position with the law firm of Goodwin and Goodwin. His move will be effective June 1, 2007. He will continue to have an office at Verizon.
- There was discussion on the continuing problems of synchronizing the USPS and Verizon TN databases, and which one needs to be done first. Baker needs the phone updates for the whole state, not each individual county, but each county currently has a paid subscription to get its updates. We need to work with Verizon to rectify this impasse.

Next Meeting

The next regular Board meeting is scheduled for Thursday, June 7, 2007 at 10:00AM at Verizon HQ, Charleston Room. Please call the office at 558-5300 for updated information.

Closing

Motion to adjourn.

*Moved: Dannie Walker
Second: Jim Priester*

Meeting adjourned at 3:25 PM.

Minutes submitted by:

Leigh A. Cielensky, Executive Assistant / /
Date

Minutes Approved by:

West Virginia Statewide Addressing and Mapping Board

Craig Neidig, Chairman / /
Date