



West Virginia Statewide Addressing and Mapping Board

Meeting Minutes

Alan B. Mollohan Innovation Center

Fairmont, WV

Thursday, June 2, 2005 @ 1:00 pm.

Board Members Present:

Robert Anthony, Retired, Department of Transportation

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:

Jack Bowden, Raleigh County 911

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:

Dr. Terry Keating, ZI Imaging Inc.

Joe Seppi, Michael Baker, Jr., Inc.

Andrea Griffith, Semaphore Hill Associates

Absent: Marc Levesque, Acadia Research, LLC

Addressing Contractor:

Bruce Heinrich, microDATA GIS

Neil Cadle, microDATA GIS

Cynthia Smell, microDATA GIS

Absent: Brian Blake, microDATA GIS

WV GIS Technical Center:

Kurt Donaldson

RTI/Marshall University:

Sang Yoo

Absent: Sean Litteral

Dave Lawson

Guests

Greg Skidmore, Harrison County 911
Ryan Thorne, Monongalia County 911
Lynda Yates, Doddridge/Ritchie Counties 911
Michelle Barron, Kanawha County Metro 911
Terry Hall, Verizon
Hussein Elkhansa, WVDOT
Dave Michael, Morgan County 911
Michael Yonker, Morgan County 911
Larry Newell, Marshall County 911
Cathy Collins, Upshur County 911

William Rowan, Lewis/Gilmer County
Steve Lipscomb, Summers County 911
Brian Boley, Hampshire County 911
Darla Stemple, Tucker County 911
Cindy Murphy, Tucker County 911
Joe Mazgaj, WV Div of Homeland Security
Jennifer Swisher, Hampshire County
Frank Chapman, Putnam County 911
Ron Kyle, Monongalia County 911
Roger Willard, Monongalia County 911

Opening

Craig Neidig presided as Board Chairman and Leigh Cielensky served as recording secretary for the board at the June 2, 2005 WVSAMB meeting held at the Alan B. Mollohan Innovation Center located in Fairmont, West Virginia. Chairman Neidig called the meeting to order at 1:12 pm at the. A quorum was established. Chairman Neidig reviewed the agenda and associated handouts

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

None.

The Board will go into Executive Session right before the meeting is adjourned to discuss a legal matter that has come to the Board's attention.

Approval of Previous Minutes

A motion was made to approve the minutes from the May 5, 2005 meeting with one correction made.

Motion to approve the May 5, 2005 minutes.

Moved: Fred Smart
Second: Jim Priester

Motion passed unanimously.

Reports of Officers

Craig Neidig, Jimmy Gianato, Tom Williams, Fred Smart

Craig Neidig's Report

- Craig reported on his USGS elevation summit meeting in Denver, Colorado where he gave an overview of the SAMB elevation data. Craig and Joe Seppi worked on the article for *GeoWorld* magazine that has been accepted for publication in July.

Jimmy Gianato's Report

- *None at this time.*

Tom William's Report

- *None at this time.*

Fred Smart's Report

- *None at this time.*

Report of Counsel

Joe Starsick, Board Counsel

No written report submitted at this time.

Other than the matter for the executive session, counsel will be getting together with Craig to discuss and complete a few other matters regarding rules, etc.

Old Business

- **Website** – Joe Seppi reported that the website is current and constantly being updated. Recent updates included were changes to the “About –Future” portion of the website.
- **Federal Partnerships** – The \$166,000.00 from the USGS has been approved by the USGS. What needs to be done next is an agreement with the GIS Technical Center to direct funding for the elevation data. Craig thanked Kurt for his efforts on the elevation pilot project.
- **USDA** has started to publish the county-wide orthoimagery for the state. They have released about 15 counties at this point in time. The rest will be completed over the remainder of the year.
- **Census Bureau** - After the Board’s approval, a sample dataset for Putnam County was sent to Census Bureau for accuracy assessment for use in TIGER updates.
- **AEP** - We have received a request from AEP asking for a copy of the non-compressed orthoimagery for the entire state. Craig and Kurt talked with representatives from AEP and are awaiting further communications from them.
- **Up-Coming Events** – The 2005 WV Statewide Technology Conference is in Morgantown in August. Craig thought the attendance and program looked good this year and it would be a good opportunity if the Board had an exhibit at the conference. Leigh has agreed to attend the conference. Registration for the event is \$350 for two people. Craig asked for a motion for registration and travel expenses for Leigh to attend.

Motion to register as an exhibitor and have Leigh attend the WV Statewide Technology Conference in Morgantown, WV August 9-11, 2005.

Moved: Jim Caurthers
Second: Jimmy Gianato

Motion passed unanimously.

New Business

- **Proposed meeting dates for next six months** – The first Thursday of each month for the remainder of 2005 (July 7, Aug. 4, Sept. 1, Oct. 6, Nov. 3, Dec. 1). These dates were accepted.
- **Nomination for new officers** – Craig asked for any nominations for new officers. A motion was made to reappoint existing officers for another year: They are: Craig Neidig, Chairman; Jimmy Gianato, Vice Chairman; Tom Williams, Secretary; Fred Smart, Treasurer.

Motion to reappoint current Board Officers for another year.

Moved: Tom Williams
Second: Jim Priester

Motion passed unanimously.

- **Articles for WVACo and WVCCA** – Both associations contacted the board and requested short update articles on the Project. Craig will submit the articles.

- **Public Relations** - Discussion was held on possible public relations/media venues for the Project. Dannie Walker is going to check on the Library Channel and Joe Starsick is going to contact NPR about their Focus on West Virginia segment.

Report of WV GIS Technical Center

Kurt Donaldson, WVGISTC

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

- Kurt brought copies of maps that the WVGISTC produced of county school locations and fire station locations.

Report from Rahall Institute/Marshall University

Sang Yoo, RTI

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

Report of Addressing Contractor

Bruce Heinrich, microDATA GIS

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

- There was continuing discussion on the ALI matching with the Verizon database.
- Bruce agreed to type up a memo on road naming issues on how to deal with unnamed roads/driveways in TEAM 1 clear some of this issue up for the counties. The memo will be sent on the 911 listserve, on the SAMB website and sent to the addressing coordinators.
- Bruce is also going to check on networking the TEAM 1 software so that multiple users can use it within each county to speed up the TEAM process. Bruce will also add this to the memo.

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.

Motion was made to approve all reports:

*Moved: Tom Williams
Second: Jim Priester*

Motion passed unanimously.

Motion to approve all reports to the Board.

*Moved: Tom Williams
Second: Jimmy Gianato*

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 May 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: Jim Priester
Second: Tom Williams*

Motion passed unanimously.

Informational Reports

Due to time constraints, Michelle Barron will give her report on road naming issues in Kanawha County at the July Board Meeting.

Good of the Order/Discussion

- Several questions were asked of microDATA GIS regarding TEAM 1-2 and the driveway issue.
- Jim Priester thanked everyone on the Board and the E9-1-1 Council for making the trip to Fairmont for the meetings.

Motion was made for the Board to move into Executive Session.

*Moved: Jim Priester
Second: Tom Williams*

Motion passed unanimously.

MINUTES OF THE EXECUTIVE SESSION ARE UNDER SEAL

The Board recessed from Executive Session at 3:16pm.

Closing

Motion was made to adjourn.

*Moved: Dave Tarbett
Second: Bob Anthony*

Meeting adjourned at 3:25pm.

