



West Virginia Statewide Addressing and Mapping Board

Meeting Minutes
Metro 9-1-1 Center
Charleston, WV

Thursday, August 4, 2005 @ 1:00 pm.

Board Members Present:

Jack Bowden, Raleigh County 911
Jim Caruthers, Putnam County Commission
Hussein Elkhansa, Department of Transportation/Division of Highways
Jimmy Gianato, McDowell County 911 Director
Craig Neidig, Chairman, State GIS Coordinator
Frederick Smart, Director, Harrison County 911
Tom Williams, E911 Service Manager, Verizon

Board Members absent:

Jim Priester, Assessor, Marion County
David Tarbett, Citizen Member, Mason County

Counsel, Staff:

Leigh Cielensky, Executive Assistant and Recording Secretary
Dannie Walker, WV Public Service Commission – (phone)

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

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

WV GIS Technical Center:

Kurt Donaldson

RTI/Marshall University:

Absent: Dave Lawson
Sean Litterell

Guests

Michelle Barron, Kanawha County Metro 9-1-1
Lynda Yates, Doddridge/Ritchie Counties 9-1-1
Matt Taylor, Kanawha County Metro 9-1-1
Becky Pollastrini, Fayette County 9-1-1
Richard Filipek, Raleigh County 9-1-1
Mike Miller, Randolph County 9-1-1
Julie Stanko, Verizon

Joe Mazgaj, WV DHSEM
Terry Hall, Verizon
David Neal, Fayette County 9-1-1
Kevin White, Fayette County 9-1-1
Cathy Collins, Upshur County 9-1-1
Greg Skidmore Harrison County 9-1-1

Opening

Craig Neidig presided as Board Chairman and Leigh Cielensky served as recording secretary at the August 4, 2005 WVSAMB meeting held at Metro Emergency Operations Center located in Charleston, West Virginia. Chairman Neidig called the meeting to order at 1:08pm. He thanked Carolyn Charlock and Michelle Barron and the staff of Metro911 for allowing us to have our meeting at their center and for providing lunch. Roll call was taken and a quorum was established. Chairman Neidig reviewed the agenda and associated handouts. Chairman Neidig welcomed new board member Hussein Elkhansa from the Department of Transportation, Division of Highways, replacing Robert Anthony, who retired from DOH. Craig thanked Bob for his contributions to the Board and hoped that we would be able to get Bob to appear at a future meeting to properly thank him for his work on the Board. Craig reported on Dave Tarbett's fainting spell at the July 21, 2005 meeting, We understand he is doing well and is now back at work. Also on another note, our Counsel Joe Starsick was hospitalized on Wednesday. Craig and Leigh will keep folks updated on his condition.

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

None at this time.

Approval of Previous Minutes

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

Motion to approve the July 7, 2005 minutes.

Moved: Fred Smart
Second: Hussein Elkhansa

Motion passed unanimously.

Reports of Officers

Craig Neidig, Jimmy Gianato, Tom Williams, Fred Smart

Craig Neidig's Report

- Craig reported on the meeting on July 15 with FEMA mapping partners to discuss use of the SAMB data for flood mapping and improving hydrographic data for the state. The meeting went well and the group plans to continue to meet on a regular basis. The same day he also held a meeting with representatives from Digital Globe on the possibility of doing imagery update for the State on a continual basis. He wants to continue some pilot projects with them, one of which would be expanding the proof of concept model like they did for Jefferson County. Another project would be Wyoming County looking at surfacing mining, flooding and timbering issues as a more rural county.

No other reports at this time.

Report of Counsel

Joe Starsick, Board Counsel

No report at this time.

Old Business

- **Website** – Ongoing with changes done by Baker and by Leigh.
- **Federal Partnerships** – The FEMA CTP's asked if we would release the bridge and culvert data. It would benefit the hydrologic models. Releases would again go through the GIS Tech Center. He requested a motion be made to amend the motion adopted at the last meeting to include bridge and culvert data for the CTP's current production of counties.

Motion to allow inclusion of bridge and culvert data for the CTP's current flood map production of counties.

Moved: Jimmy Gianato

Second: Tom Williams

Motion passed unanimously.

- **Data Requests** – Requests continue to come in. Details are included in the Baker report. The emergency rules have been approved and we can now invoice for the data. Permanent rules on the current legislative rules to collect the fees have also been filed and refiled the rules on the funding to go back to the counties at the end of the project. These are on the Legislative Rule Making Committee agenda for the next term.
- **Upcoming Events**
 - URISA Addressing Conference, Austin, TX August 14-17 (Sewall)
 - Sewall had to withdraw so there will not be a presentation.
 - State Auditor's Annual Training for County Clerks, Snowshoe Resort, Snowshoe, WV August 14-17, 2005
 - Cyndy Smell will be representing the Board at the County Clerk's meeting.
 - County Commissioners Training August 7-9
 - Jim Caruthers will be representing us at the County Commissioners meeting.
 - Sheriff's Meeting
 - Jack Bowden is scheduled to attend the Sheriff's Meeting in September.

New Business

At the July 21 meeting we decided to form a committee to look into how the Board is going to sunset and how the transition is going to work. It will have five members of the Board, plus Joe Starsick on the committee. Terry Keating, Joe Seppi and microDATA will also have some input into this committee on how to accomplish the sunset transition. Our goal would be to present to the Legislature during the upcoming session and propose some legislative rules and other things during the 2007 session.

Report of WV GIS Technical Center

Kurt Donaldson, WVGISTC

See written report on file with the recording secretary.

Report from Rahall Institute/Marshall University

Sean Litteral

No written report submitted.

Report of Addressing Contractor

Bruce Heinrich, microDATA GIS

See written report on file with the recording secretary.

MicroDATA is going to implement a FAQ on their website for counties where they can ask questions, make comments and Brian will be able to respond quickly and efficiently. We will also have a link on the Board's website to the microDATA site for these questions.

Report of Project Manager

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

See written report on file with the recording secretary.

Motion was made to approve reports as submitted.

Motion to approve reports as submitted.

*Moved: Jack Bowden
Second: Fred Smart*

Motion passed unanimously.

Sub-Committee Reports

Technical Committee

Tom Williams, Chairman

None at this time.

Public Relations Committee

Craig Neidig, Chairman

Leigh passed out some of the promotional materials that the Board had approved previously. Craig thanked Leigh for getting them.

Rules Committee

Jimmy Gianato, Chairman

Rules have been submitted as discussed earlier.

Finance Committee

Craig Neidig, Chairman

Leigh provided the Board Members with two reports. One was for the fiscal year 2005 ending and fiscal year 2006 beginning. Leigh reviewed the individual payments (see attached list on file with the Recording Secretary). A motion was made to pay the invoices.

Motion to pay invoices.

*Moved: Fred Smart
Second: Jim Caruthers*

Motion passed unanimously.

