



West Virginia Statewide Addressing and Mapping Board

WV State Fire Training Center
Weston, WV

Thursday, August 7, 2008 @ 1:00 PM
Meeting Minutes

Board Members Present:

Kathy Buckley, Verizon
Katherine Kapo, WV GIS Coordinator –by phone
Fran King, Clay County Commission
Ron Kyle, Director, Monongalia County
Jim Priester, Assessor, Marion County
David Tarbett, Citizen Member, Mason County – by phone

Absent:

Mike Albert, PSC
Jack Bowden, Director, Raleigh County 911
Hussein Elkhansa, Member, DOT
Jimmy Gianato, Chairman & Director, Div. of Homeland Security and Emergency Management
Dean Meadows, Wyoming County 911

Quorum: YES

Counsel, Staff:

Joe Starsick, Counsel, Goodwin & Goodwin
Leigh Cielensky, Executive Assistant and Recording Secretary
Jerry Bennett, Public Service Commission

Project Management Team:

Mike Emanuel, Michael Baker, Jr., Inc.
Michelle Barron, Michael Baker, Jr., Inc.
Andrea Griffith, Semaphore Hill Associates

Guests

List of guests on file with Recording Secretary.

Opening

Jim Priester presided over the meeting and Leigh Cielensky served as recording secretary at the Thursday, August 7, 2008 WVSAMB meeting held at the State Fire Training Center in Weston, WV. Treasurer Priester called the meeting to order at 1:12PM. Roll call was taken and it was established that we have a quorum. Associated handouts included agenda, July 10, 2008 minutes, July financial report, invoices for payment, the PM Report, interagency agreement.

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

None at this time.

Approval of Previous Minutes

Motion to accept the minutes of July 10, 2008 as submitted.

Moved: Fran King
Second: Ron Kyle

Motion passed unanimously.

Report of Officers

Ron Kyle reported that he and Andrea met with the Randolph County addressing coordinators and the commission to discuss opportunities to complete the project. Randolph County has gone through some personnel changes recently but they are gearing up to complete this project and thought the meeting was very informative.

Fran reported that she had attended the county commissioners required training that the State Auditor's Office recently held. Fran spoke with numerous commissioners regarding the deadline letters and the status of each commissioner's county in the project. This resulted in phone calls to Leigh and to the PM Liaisons.

Report of Counsel

Joe Starsick, Board Counsel

Joe reported on the intergovernmental agreement between the board and Jimmy's office. Made the changes that were requested and forwarded them to Jimmy.

Motion was made to accept the report of Counsel.

Moved: Ron Kyle
Second: Fran King

Motion passed unanimously.

Motion to forward the agreement to the Attorney General's Office for review and to have Hussein sign the document.

Moved: Ron Kyle
Second: Fran King

Old Business

None at this time.

New Business

Mid-month Conference Call – The call will be scheduled for August 21, 2008 at 11:00AM. Leigh will send out a reminder.

Election of Officers – postpone until next meeting.

Report of Project Manager

Mike Emanuel, Project Manager, Andrea Griffith, Michelle Barron, Rob Richard, Terry Hall, Scott Treaster, Project Management Team

Baker is 87.5% complete with its year 6 project work. The PM held initial training sessions with DHSEM in Beaver, PA on July 29-31. Training centered on WVSAMS administration and database management, addressing standards and reference documents and county progress status. Documentation for the support of the DHSEM transition is being prepared and will be completed in the coming month. There will also be a training workshop on August 18 and it will be held at Jimmy's Office. The PM has recommends two counties for their 40% reimbursement this month and they are Calhoun and Putnam.

Motion to approve the 40% disbursement to Calhoun and Putnam Counties and to accept the report of the PM.

Moved: Ron Kyle
Second: Fran King

Motion passed unanimously.

Financial Report

July 2008 Financials

The financial report for July was given by Leigh. Included in the report were the total disbursements to counties to date. Leigh also presented invoices for payment.

Motion was made to pay the invoices as presented for payment.

Moved: Ron Kyle
Second: Fran King

Motion passed unanimously.

Informational Reports and County Issues

Willie Parker, County Administrator spoke on behalf on the Upshur County Commission. Mr. Parker stated that the Board had not been in touch with Upshur County regarding the addressing the project. Mr. Parker was told that Jimmy Gianato, the Chairman of this Board was in fact Upshur County's Liaison and had indeed been touch with the commission and the addressing coordinator on numerous occasions. Mike Emanuel and Jim Priester both spoke to Mr. Parker and indicated that the Board would be willing to help Upshur County in any way possible to complete their project in a timely manner. The PM would have Rob Rickard call to discuss and evaluate the needs of the county ASAP.

Next Meeting

The next regular Board meeting date is Thursday, September 4, 2008 at Verizon Headquarters in Charleston, WV.

Motion to Adjourn.

Moved: Ron Kyle
Second: Fran King

Meeting adjourned at 1:45pm.

Minutes submitted by:

_____ / ___ / ___
Leigh A. Cielensky, Executive Assistant Date

Minutes Approved by:

West Virginia Statewide Addressing and Mapping Board

_____ / ___ / ___
James J. Gianato, Chairman Date