



West Virginia Statewide Addressing and Mapping Board

Verizon Headquarters - Charleston Room
Charleston, WV

Thursday, September 4, 2008 @ 1:00 PM
Meeting Minutes

DRAFT

Board Members Present:

Jack Bowden, Director, Raleigh County 911
Kathy Buckley, Verizon
Hussein Elkhansa, Member, DOT
Jimmy Gianato, Chairman & Director, Div. of Homeland Security and Emergency Management
Fran King, Clay County Commission
Ron Kyle, Director, Monongalia County
Dean Meadows, Wyoming County 911
Jim Priester, Assessor, Marion County
David Tarbett, Citizen Member, Mason County

Absent:

Mike Albert, PSC
Katherine Kapo, WV GIS Coordinator

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.
Andrea Griffith, Semaphore Hill Associates
Terry Hall, Michael Baker, Jr., Inc.

WVU GIS Tech Center:

Kurt Donaldson

RTI:

Dave Lawson

Guests

List of guests on file with Recording Secretary.

Opening

Jimmy Gianato presided over the meeting and Leigh Cielensky served as recording secretary at the Thursday, September 4, 2008. The WVSAMB meeting held at the Verizon Headquarters in Charleston, WV. Chairman Gianato called the meeting to order at 1:11PM. Roll call was taken and it was established

that we have a quorum. Associated handouts included agenda, August 7, 2008 and August 21, 2008 minutes, August financial report, invoices for payment, the PM Report.

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

None at this time.

Approval of Previous Minutes

Motion to accept the minutes of August 7, 2008 as submitted.

Moved: Hussein Elkhansa
Second: Dave Tarbett

Motion passed unanimously.

Motion to accept the minutes of August 21, 2008 as submitted.

Moved: Dean Meadows
Second: Hussein Elkhansa

Motion passed unanimously.

Report of Officers

Jimmy brought up the agreement between the Board and DHSEM and deferred that to counsel, Joe Starsick for his report. Jimmy also reported that he has been working with the State Auditor's Office on an escrow account.

Jim Priester reported on his visit with Rob Rickard to Upshur County. They had a 9:00am meeting with Upshur County. Everything seemed to go well at the meeting.

Report of Counsel

Joe Starsick, Board Counsel

Joe reported on the intergovernmental agreement between the board and Jimmy's office. The Attorney General's Office has made some minor changes to form and it is ready to be executed.

Motion was made to accept the report of Counsel.

Moved: Hussein Elkhansa
Second: Jack Bowden

Motion passed unanimously.

Motion to authorize Hussein Elkhansa as Vice Chairman to sign the intergovernmental agreement between the Board and DHSEM.

Moved: Dean Meadows
Second: Fran King

Motion passed unanimously.

Old Business

None at this time.

New Business

Mid-month meeting – Need to reschedule the September 11 meeting date. This date will not work.

Mid-month Conference Call – The call will be scheduled for September 18, 2008 at 11:00AM. Leigh will send out a reminder. The next regular board meeting is scheduled for October 2, 2008.

Election of Officers – **The election of officers was under consideration. It was indicated that the board wanted the officers to remain the same.**

Motion to keep the same officers in their position for another year: Jimmy Gianato as Chairman, Hussein Elkhansa as Vice Chairman, Jim Priester as Treasurer and Dave Tarbett as Secretary.

Moved: Dean Meadows
Second: Jack Bowden

Motion passed unanimously.

RTI Report

The hardware that RTI obtained nearly 5 years ago is coming to the end of life and will be taken out of service. However, RTI is in the process of obtaining new hardware that will be used to store the WVSAMB imagery data and also used to backup the WVSAMS system hosted by the WVDHSEM. RTI is in the process of setting up a new facility in the West End of Huntington. This facility will have a metropolitan ethernet connection to the Capitol complex so that data can be exchanged without exposure to the public Internet. RTI anticipates using this facility to host the hardware mentioned above to backup WVSAMS. RTI and WVDHSEM can work together to have a warm failover site for WVSAMS, if desired, at the new RTI facility.

Report of Project Manager

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

Baker is 97% complete with its year 6 project work. The PM has held training sessions. Counties that have been slow have picked up the pace. Rob has been busy with helping out Upshur County. We have provided training, document samples on such topics as RFP's to Upshur County. The PM is happy to recommend Cabell and Greenbrier for their 40%. We anticipate Wood County receiving their 50% by the next meeting.

Motion to approve and accept the report of the PM.

Moved: Hussein Elkhansa
Second: Jack Bowden

Motion passed unanimously.

Financial Report

August 2008 Financials

The financial report for August 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: Hussein Elkhansa
Second: Fran King

Motion passed unanimously.

Motion to pay Cabell and Greenbrier Counties their 40% reimbursements after October 2, 2008.

Moved: Hussein Elkhansa
Second: Fran King

Motion passed unanimously.

Next Meeting

The next regular Board meeting date is Thursday, October 2, 2008 at Verizon Headquarters in Charleston, WV.

Motion to Adjourn.

Moved: Dave Tarbett
Second: Jack Bowden

Meeting adjourned at 2:00pm.

Minutes submitted by:

Leigh A. Cielensky, Executive Assistant / /
Date

Minutes Approved by:

West Virginia Statewide Addressing and Mapping Board

James J. Gianato, Chairman / /
Date