



West Virginia Statewide Addressing and Mapping Board

Verizon Headquarters - Charleston Room
Charleston, WV

Thursday, October 4, 2007 @ 1:00 pm

DRAFT

Board Members Present:

Kathy Buckley, Verizon

Hussein Elkhansa, Department of Transportation/Division of Highways

Jimmy Gianato, Chairman and Director, Division of Homeland Security and Emergency Management

Dean Meadows, Wyoming County 911

Craig Neidig, Member, U.S. Geological Survey

David Tarbett, Citizen Member, Mason County

Board Members Absent:

Jack Bowden, Director, Raleigh County 911

Jim Caruthers, Former Putnam County Commissioner

Ron Kyle, Director, Monongalia County 911

Jim Priester, Assessor, Marion County

Counsel, Staff:

Joe Starsick, Counsel, Goodwin & Goodwin

Leigh Cielensky, Executive Assistant and Recording Secretary

Jerry Bennett, Public Service Commission

Project Management Team:

Joe Seppi, Michael Baker, Jr., Inc.

Tom Williams, Michael Baker, Jr., Inc.

Michelle Barron, Michael Baker, Jr., Inc.

Terry Hall, Michael Baker, Jr., Inc.

Andrea Griffith, Semaphore Hill Associates

WV GIS Technical Center:

Absent: Kurt Donaldson

RTI/Marshall University:

Absent: Dave Lawson

Guests

Audrey Lake, Gilmer/Lewis County 911

David Matthews, Gilmer/Lewis County 911

Gary Buchanan, Calhoun County 911

Judy Shremshock, Wirt County 911

Julie Perdue, Wirt County 911

Mike Tatum, Cabell County 911

Greg Skidmore, Harrison County 911

John Cease, Clear Track Ahead

Greg Horne, James W. Sewell

JR VanOoteghem, Cabell County 911

Amanda Edwards, Wayne County 911

Tim Greenan, Ritchie/Doddridge Counties

Dannie Myers, Braxton County 911

Paul Bragg, Braxton County 911

Jim Copenhaver, Harrison County 911

Susan Cease, Clear Track Ahead

David Leviner, Datacaster

Opening

Jimmy Gianato presided as Board Chairman and Leigh Cielensky served as recording secretary at the October 4, 2007 WVSAMB meeting held at the Verizon Headquarters in Charleston, WV. Chairman Gianato called the meeting to order at 1:17 PM. Roll call was taken and a quorum was established. Chairman Gianato reviewed the agenda and the associated handouts. Handouts included the agenda, minutes from the September 7, 2007 meeting, Baker's report and Monthly County Percent Complete Report and Clear Track Ahead Information packet. An oral report was given by the Board's Counsel.

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

None

Approval of Previous Minutes

Motion to approve the September 7, 2007 minutes with noted modifications.

*Moved: Hussein Elkhansa
Second: Dean Meadows*

Motion passed unanimously.

Reports of Officers

- Jimmy reported that Scott Cosco of the Governor's Office needs a letter from the Public Service Commission with their recommendation of appointment to the Board.
- The County Commission Association is working on their appointment.
- A backup set of data has been provided to RTI as per HB2525. The Board will have to certify to the Chairman that the Board has met this requirement.

Report of Counsel

Joe Starsick, Board Counsel

Non-Participation in Project

Craig and Leigh drafted a letter for nonparticipating municipalities and have forwarded the letter to me for further wordsmithing. Tom will provide in an email a list of any nonparticipating municipalities and towns so that Jack Bowden can discuss with the Municipal League.

Motion to approve Report of Counsel.

*Moved: Craig Neidig
Second: Dean Meadows*

Motion passed unanimously.

Old Business

Miss Utility

Craig offered to take action to reach Miss Utility to discuss their recent survey.

Replacement for PSC Board position

See officers report.

New Business

Clear Track Ahead

Susan Cease from Clear Track Ahead did a short presentation on Rail Trail right of way. Susan answered numerous questions about her projects within the state. Susan has requested use of the SAMB data. The data that she is requesting is already out in the public domain and instructions were giving to her on how to obtain the information she needs.

Financial Report

August Financials

Leigh presented a list of invoices for payment and the September financials. Copies of the original invoices are on file with the Recording Secretary. We are paying the first 5 invoices and will request an itemization from OOT for the 6th invoice.

Motion was made to approve invoices for payment and approve financial report.

Moved: Dean Meadows
Second: Hussein Elkhansa

Motion passed unanimously.

Report of WV GIS Technical Center

Kurt Donaldson, WVGISTC

No Report

Report from Rahall Transportation Institute/Marshall University

Dave Lawson

No report.

Report from US Postal Service

Gerry Smith

Terry Hall reported for Gerry Smith. The USPS has been working with Boone and Mason County with trying to complete their edit sheets. After Boone and Mason are complete Gerry will work on all other counties. If Gerry sends you an edit sheet back that needs corrections done, please send it back immediately. Jack Bowden wanted to know if USPS had hired additional people to help with the edit sheets yet. The answer is no.

JR from Cabell County also discussed a concern in addressing that he is experiencing. JR wanted to know if he could send to the USPS a Rural Route of new addresses instead of the whole zip code for that area.

Report from Verizon DBMC

Julie Miller

No report.

Report of Project Manager

Joe Seppi, Project Manager, Andrea Griffith, Project Management Team, Tom Williams, Project Management Team

Please review written report.

Baker is now in the final year of the project. The PM has conducted 32 meetings with addressing coordinators, provided on-going training on the WVSAMS and the GPS units. Joe will check on the price that he can get for the licenses for the software for the GPS units. We have been working on a database and system update with IS&C personnel. Tom will provide a list of counties who are using a contractor to the Board. This past month, the PM held three training workshops throughout the state, and continues to deliver units to and train counties not in attendance. The PM plans to do a follow-up training class. The PM hopes to have a prototype of SAMS (streets & address ranges) by March.

Motion to approve 40% disbursement to Wirt and Clay Counties.

Moved: Dave Tarbett
Second: Hussein Elkhansa

Motion passed unanimously.

Informational Reports

No reports.

Good of the Order/Discussion

FYI – The Post Office between Wirt and Calhoun Counties is closing.

Next Meeting

The next regular Board meeting is scheduled for Friday, November 2, 2007 at 1:00PM at the Raleigh County EOC in Beckley, WV. Please call the office at 558-5300 for updated meeting information.

Closing

Motion to adjourn.

Moved: Dave Tarbett
Second: Hussein Elkhansa

Meeting adjourned at 3:06 PM.

Minutes submitted by:

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

Minutes Approved by:

West Virginia Statewide Addressing and Mapping Board

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