



# West Virginia Statewide Addressing and Mapping Board

Meeting Minutes

Kanawha County - Metro 9-1-1 Center

Charleston, WV

Thursday, October 5, 2006 1:30 pm.

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## **Board Members Present:**

Jack Bowden, Director, Raleigh County 911  
Kathy Buckley, Verizon  
Jim Caruthers, Commissioner Putnam County Commission  
Cathy Collins Frye, Director, Upshur County 911  
Jim Priester, Assessor, Marion County  
Frederick Smart, Director, Harrison County 911  
Dannie Walker, WV Public Service Commission

## **Board Members absent:**

Hussein Elkhansa, Department of Transportation/Division of Highways  
Jimmy Gianato, Director, Division of Homeland Security and Emergency Management  
Craig Neidig, Chairman, State GIS Coordinator  
David Tarbett, Citizen Member, Mason County

## **Counsel, Staff:**

Joe Starsick, Counsel, Bowles Rice McDavid Graff & Love  
Leigh Cielensky, Executive Assistant and Recording Secretary

## **Project Management Team:**

Dr. Terry Keating, Lucerne International  
Joe Seppi, Michael Baker, Jr., Inc.  
Tom Williams, Michael Baker, Jr., Inc.  
Andrea Griffith, Semaphore Hill Associates

## **Absent:**

None

## **WV GIS Technical Center:**

Absent: Kurt Donaldson

## **RTI/Marshall University:**

None present

## **Guests**

Please see list of guests on file with the Recording Secretary.

## **Opening**

Fred Smart presided as Board Chairman and Leigh Cielensky served as recording secretary at the October 5, 2006 WVSAMB meeting, held at the Metro 9-1-1 Center located in Charleston, West Virginia. Chairman Smart called the meeting to order at 1:32pm. Roll call was taken and a quorum was established. Chairman Smart reviewed the agenda and associated handouts. Handouts included the Agenda, Minutes from September 7, 2006, Invoices for payment, Financial Status Report and Report of PM, There was no written reports from RTI, Counsel, and GIS Tech Center.

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

*None at this time.*

## **Approval of Previous Minutes**

**Motion to approve the September 7, 2006 minutes.**

*Moved: Jim Priester  
Second: Jack Bowden*

**Motion passed unanimously.**

## **Reports of Officers**

*Craig Neidig, Jimmy Gianato, Tom Williams, Fred Smart*

No reports at this time.

## **Report of Counsel**

*Joe Starsick, Board Counsel*

**No written report.**

Joe had 4 issues to discuss:

1. The microDATA Change Order has been signed and approved.
2. The Baker Change Order has been signed and approved
3. The legislative audit has been renewed in conjunction with our proposed legislation of extending the life of the Board. A review by the Legislative Auditor when an agency or board is getting ready to sunset is normal as per State Code.
4. As to extending the life of the Board, Joe recommended that the board utilize the services of a lobbyist. Joe's recommendation is Erica Mani.

**Motion to accept the Report of Counsel.**

*Moved: Jim Caruthers  
Second: Dannie Walker*

**Motion passed unanimously.**

**Motion to utilize the services of Erica Mani of Bowles Rice McDavid Graff and Love as our lobbyist.**

*Moved: Jim Caruthers  
Second: Jack Bowden*

Discussion was held on what Erica's initial responsibilities would be. She would monitor and advise the Board on any pending legislation, rules or modifications. Chairman Neidig and Joe Starsick had met with her and she agreed to serve as required or needed by the Board.

**Motion passed unanimously.**

## **Old Business**

- **microDATA Change Order**  
microDATA change order has been signed and approved.
- **Baker Change Order**  
Baker Change Order has been signed and approved.
- **GPS Units Purchase Order**  
The PO is at Purchasing and has not yet been sent out for bid yet.
- **Oracle Renewal**  
The Oracle renewal for the hardware is still being negotiated and the software should move forward.

## **New Business**

- Duane Hamilton, President of the E9-1-1 Council submitted to the Board a recommendation on the disbursement of the money for the counties. Distribution of money could be performance based with milestones of accomplishments. Counties would be given money throughout the process.

## **Sub-Committee Reports**

### **Financial Reports**

Leigh reviewed the latest auditor's statement and presented invoices for payment (copy of invoices on file with the Recording Secretary).

**Motion to accept Financial Report.**

*Moved: Jack Bowden*  
*Second: Cathy Collins-Frye*

**Motion passed unanimously.**

**Motion to approve invoices for payment.**

*Moved: Jim Priester*  
*Second: Jim Caruthers*

**Motion passed unanimously.**

## **Report of WV GIS Technical Center**

*Kurt Donaldson, WVGISTC*

No report at this time.

**Report from Rahall Institute/Marshall University**

*Dave Lawson*

No report at this time.

**Report from US Postal Service**

*Gerry Smith*

No report at this time.

**Report from Verizon DBMC**

*Debbie Vaughan*

No report at this time.

**Report of Project Manager**

*Terry Keating, Project Manager, Joe Seppi, Deputy Project Manager/Contract Manager, Andrea Griffith, Project Management Team, Tom Williams, Project Management Team*

***Report on file with the Recording Secretary***

Other discussion:

- Terry discussed the last 6 months and how painful they have been. This month there has been a lot of good news and energy. The reimbursement model was also briefly discussed.
- Joe discussed the microDATA final delivery to their Beaver, PA office. Joe would like to add to the agenda for next month finalizing “the plan”.
- Tom spoke on the training schedule and the counties that he has met with. Tom and Andrea met with the USPS this morning and it was a very productive meeting. Baker hopes to have new staff on board on or before November 1<sup>st</sup>. Each staff member will be in charge of 8 to 9 counties. We would like to get the staff on board and trained as soon as possible. Tom discussed providing maps to counties in a pdf format and printing on a plotter. If anyone does not have a plotter to let them know.
- Mike discussed the functionality of database as far as sites and streets. Baker is designing a form for counties to enter information from the “leave behind cards” into the system.

**Motion to accept the PM Report.**

*Moved: Jim Priester*  
*Second: Jack Bowden*

**Motion passed unanimously.**

**Informational Reports**

**No reports at this time.**

