



West Virginia Statewide Addressing and Mapping Board

Meeting Minutes

Verizon HQ - Charleston Room

Charleston, WV

Thursday, October 6, 2005 @ 1:00 pm.

Board Members Present:

Jack Bowden, Director, Raleigh County 911

Jim Caruthers, Commissioner, Putnam County Commission

Hussein Elkhansa, Department of Transportation/Division of Highways

Craig Neidig, Chairman, State GIS Coordinator

Jim Priester, Assessor, Marion County

David Tarbett, Citizen Member, Mason County

Tom Williams, E911 Service Manager, Verizon

Board Members absent:

Jimmy Gianato, Director, Office of Homeland Security and Emergency Management

Frederick Smart, Director, Harrison County 911

Counsel, Staff:

Jeff Matherly, Bowles Rice McDavid Graff & Love

Leigh Cielensky, Executive Assistant and Recording Secretary

Dannie Walker, WV Public Service Commission

Absent: Kathy Buckley, Verizon

Joe Starsick, Counsel, Bowles Rice McDavid Graff & Love

Project Management Team:

Dr. Terry Keating, ZI Imaging Inc.

Andrea Griffith, Semaphore Hill Associates

Rob Rickard, Michael Baker, Jr., Inc.

Absent: Marc Levesque, Acadia Research, LLC

Joe Seppi, Michael Baker, Jr., Inc.

Addressing Contractor:

Brian Blake, microDATA GIS

Jay Nohl, microDATA GIS

Neil Cadle, microDATA GIS

Cynthia Smell, microDATA GIS

Jason Heinrich, microDATA GIS - By teleconference)

Absent: Bruce Heinrich, microDATA GIS

WV GIS Technical Center:

Kurt Donaldson

DRAFT

RTI/Marshall University:

Sang Yoo

Absent: Dave Lawson
Sean Littereral

Guests

Michelle Barron, Kanawha County Metro 9-1-1
Paul Bragg, Braxton County Metro 9-1-1
Joe Mazgaj, WV DHSEM
Lynda Yates, Doddridge/Ritchie County 9-1-1
Richard Filipek, Raleigh County 9-1-1
Robert LaMacchio, U.S. Census Bureau
Linda Frantz, U.S. Census Bureau
Chandra Inglis-Smith, RTI
Pat Epperhart, City of Charleston – OES/HS

Melissa Sargent, Putnam Co Planning Comm.
Nicki Barnette, Putnam Co Planning Comm.
Frank Chapman, Putnam County 9-1-1
Rachel Chapman, Jackson County 9-1-1
Gerry Smith, USPS
Kevin White, Fayette County 9-1-1
David Neal, Fayette County 9-1-1
Becky Pollastrini, Fayette County 9-1-1

Opening

Craig Neidig presided as Board Chairman and Leigh Cielensky served as recording secretary at the October 6, 2005 WVSAMB meeting held at Verizon Headquarters located in Charleston, West Virginia. Chairman Neidig called the meeting to order at 1:12pm. Roll call was taken and a quorum was established. Chairman Neidig reviewed the agenda and associated handouts.

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 September 22, 2005 meeting.

Motion to approve the September 22, 2005 meeting minutes.

Moved: Hussein Elkhansa
Second: Jack Bowden

Motion passed unanimously.

Reports of Officers

Craig Neidig, Jimmy Gianato, Tom Williams, Fred Smart

Chairman Neidig and Jeff Matherly went to the Rules hearing yesterday, October 5, 2005. Several questions were asked which we think we satisfactorily answered. We had a couple of minor recommendations to the Rules which Jeff and Craig will work on. Senator Unger from Berkeley County spoke with Jeff and Craig with several recommendations for the Board for long term and the sunseting of the Board. We would like to seek the support of the County Commission Association and the Land Surveyors. Craig will forward to Terry some of the supporting documents.

Report of Counsel

Jeff Matherly, Board Counsel

No written report submitted.

Jeff reported that he is happy to be here. He has on occasion filled in for Joe in his absence before over the years. Jeff is spending some time getting up to speed with things currently. One item Jeff is working on is the agreements with some of the power companies in connection with billing addresses. We have had some language issues with the agreements and are working with the companies on these changes.

Old Business

- **Federal Partnerships**

- The USGS is in the process of sending us a deposit. At this time we have not received it.
- The Census Bureau – Bob LaMacchio, Chief, Geography Division of the Census Bureau has agreed to speak to us today regarding a cooperative and beneficial agreement between Census and the Board. Various questions and a discussion followed.

Motion was made to release road center-line data to Census Bureau for conflation of the Tiger data.

Moved: Hussein Elkhansa
Second: Jim Caruthers

Motion passed unanimously.

A suggest was made by Craig that a joint press release be done on this.

- **Rules Committee** – We will be getting back to the Legislative Rule making Committee on the suggested changes to the Rules.
- **Data Requests** – The Baker report includes a report on the data requests for the month. Total amount collected has been over \$8,000.00.
- **WVSAMB/GES Agreement** – Table discussion on the agreement until the next meeting since Jimmy is not present.
- **Upcoming Events**
 - **Cabell County Rotary Club Meeting** – October 13, 2005 to be held at Granny K's Restaurant in Milton.
 - **Capitol Dome – WV State Quarter Celebration** – October 14, 2005 to be held at the State Capitol grounds. We will have a booth with information and give-aways.
 - **P-Card Seminar** – December 1, 2005 Registration is free for this event to be held at the Days Inn in Flatwood. This training is also mandatory for all P-Card Coordinators. Room and meal charges will be incurred for this event.
 - **Payment Processing Seminar – November 15-18, 2005.** Registration fee is \$175.00 for this training event to be held in Morgantown. Room and meal changes will be incurred for this event.
 - **December Meeting Date** – December 8, 2005 is the new date for the WVSAMB meeting. If we need to have two meetings in December then we will consider the 22nd.

New Business

No New Business at this time.

Report of WV GIS Technical Center

Kurt Donaldson, WVGISTC

See written report on file with the recording secretary.

Craig reported that the USGS is ecstatic about the quality of the data and Kurt's work. Terry Keating also recognized Kurt's work to take this project on, to get it done, get it delivered in a timely fashion and he thought it was outstanding work.

Report from Rahall Institute/Marshall University

Sean Litteral

See written report on file with the recording secretary.

Report from US Postal Service

Gerry Smith

No written report.

Report from Verizon DBMC

Tom Williams/Debbie Vaughan

No written report. There is concern as Tom has related before to get this conversion done in a timely fashion.

Motion to approve the WVGIS Technical Center Report.

Moved: Jim Caruthers
Second: Jim Priester

Motion passed unanimously.

Report of Addressing Contractor

Brian Blake, microDATA GIS (for Bruce Heinrich)

- **See written report on file with the recording secretary.**
 - **Action Item:** Craig will contact Allegheny Power
 - **Action Item:** Brian will contact Sewell directly on the work on the waterways and trail work.
 - **Action Item:** Brian will send out an email to Craig, Joe Seppi, Jeff Polczynski – (Jefferson County 9-1-1) Tom Williams, Jimmy Gianato to set up a conference call for next week on Jefferson County's data.
 - **Action Item:** Gerry Smith is requesting street names and block names sooner. Brian and Tom Williams will respond to this and copy the PM.

Report of Project Manager

Terry Keating, Project Manager, Joe Seppi, Deputy Project Manager/Contract Manager, Andrea Griffith

Motion to approve the payment of the Project Manager.

*Moved: Jim Caruthers
Second: Jack Bowden*

Motion passed unanimously.

Motion to conditionally approve microDATA's July payment.

*Moved: Jim Caruthers
Second: Hussein Elkhansa*

Motion passed unanimously.

Motion to approve Invoices for IS&C for \$39.99, the Auditor's Office for \$16.00 and Bowles Rice McDavid Graff and Love for \$3,475.00.

*Moved: Hussein Elkhansa
Second: Jim Priester*

Motion passed unanimously.

Sub-Committee Reports

No reports at this time.

Informational Reports

No reports at this time.

Good of the Order/Discussion

None at this time.

Closing

Motion was made to adjourn.

*Moved: Dave Tarbett
Second: Jim Priester*

Meeting adjourned at 3:10pm.

Next Meeting

The next Board meeting is scheduled for Thursday, October 20, 2005 at 1:00 PM at Harrison County Emergency Services, Nutter Fort, WV.

Minutes submitted by:

_____ / /
Leigh A. Cielensky, Executive Assistant Date

**Minutes Approved by:
West Virginia Statewide Addressing and Mapping Board**

_____ / /
Craig Neidig, Chairman Date