



West Virginia Statewide Addressing and Mapping Board SAMB Minutes

Verizon Office Building ♦ Greenbrier Conference Room
Charleston, West Virginia
Thursday, October 24, 2002

Attendance

Board Members Present:

Robert Anthony, Manager, Department of Transportation
Clinton Beaver, Putnam County Commission
Jack Bowden, Raleigh County 911
Jimmy Gianato, McDowell County 911 Director
Craig Neidig, Chairman, State GIS Coordinator
Jim Priester, Marion County Assessor
Frederick Smart, Director, Harrison County 911
David Tarbett, Citizen Member, Mason County
Martha Walker, Commissioner, West Virginia Public Service Commission
Tom Williams, E911 Service Manager, Verizon

Board Members absent:

Steve Kappa, Director, West Virginia Office of Emergency Services

Counsel, Staff:

Joe Starsick, Counsel, Bowles, Rice, McDavid, Graff and Love
Dannie Walker, WV Public Service Commission (Acting Recorder)
Kathy Buckley, Verizon
Absent: Leigh Cielensky, Executive Assistant

Project Manager Team:

Joe Seppi, Michael Baker, Jr.
Marc Levesque, Acadia Research, LLC
Absent: Terry Keating, Lucerne International

Guests:

Frank Chapman, Putnam County 911
Michelle Barron, Kanawha County 911
Ron Kyle, Monongalia County 911
Jim Ellers, WV Public Service Commission
David Hippchen, WV Public Service Commission
Irene Brodley, National Imagery and Mapping Agency (NIMA)

Opening

Craig Neidig presided as Board Chairman called the meeting to order at 1:12pm. October 24, 2002. A voting quorum was established. Chairman Neidig reviewed the agenda and associated handouts.

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

- None

Modifications/Approval of Minutes of October 8, 2002 Meeting

Motion to approve minutes:

*Moved: Jack Bowden
Second: Fred Smart*

Passed unanimously.

Reports of Officers

Craig Neidig, Jimmy Gianato, Tom Williams

- Craig reported that the EOI for Aerial Photography and Mapping had been submitted to Purchasing on October 23, 2002.
- Craig thanked Terry Keating, Joe Seppi, Joe Starsick, and Baker for helping with the EIO.
- Craig and Leigh will work with Fred to design a monthly Treasurer's Report. Craig suggested that we have the Treasurer's Report on the agenda the second meeting of the month. That should give time for most of the previous month's transactions to clear.

Report of Counsel

Joe Starsick, Counsel

- EOI has been submitted to Purchasing. Joe commended everyone for all the hard work put into the EOI.
- Rules Committee is coming along and has made a lot of progress and will basically follow the NENA standards.

- Intergovernmental Agreement - Intergovernmental agreement between the Geological and Economic Survey and the Board was drafted by Jeff Matterly and himself and revised by Craig with comments by the Geological and Economic Survey. Joe will run the agreement by Jimmy Gianato for further comment then to the Board.
- Joe reported that he will be out for the November 7th meeting but Jeff Matherly will attend in his place.
- Dave Tarbett expressed concern that the Bond requirements were not required for the EOI. Joe and Craig explained that a Professional Liability clause is included in the EOI as a substitute for the bond requirements.

Motion to approve Report of Counsel:

Moved: Tom Williams
Second: Robert Anthony

Passed unanimously.

Report of Project Manager

- Joe Seppi presented the Project Manager's Report.
 - Completed 15% of the scheduled work for this year. Main activities have been:
 - Drafting technical specifications for the EOI. (Terry Keating).
 - Working on content and maps for the EOI. (Joe Seppi)
 - Working on Rules and county guidebook. (Marc Levesque)
 - Reported on working on content for presentations at the West Virginia E-911 Conference in January, 2003.
 - Submitted a written draft report for the Board's approval. (See attachment to minutes).
 - Add OES and DEP as candidates to serve as a data repository for the project and to operate and maintain the ultimate system.

Motion to approve Report of Project Manager:

Moved: Fred Smart
Second: Dave Tarbett

Passed unanimously.

Sub-Committee Reports

Technical, Public Relations, Rules, Finance

Technical Committee

Craig Neidig, Chairman

- Craig received permission from Navtech to receive a three-month evaluation copy of their roads database for West Virginia. Navtech provides data to On-Star and other vehicle navigation sources. The data will be provided to Baker for the to assess its use for the project.

Public Relations Committee

Steve Kappa, Chairman

- Tom Williams made contact with a representative from the West Virginia Press Association and suggested that we use that as an outlet for press releases to the media. Tom will follow up with WVPA to get more details.

Rules Committee

Jimmy Gianato, Chairman

- Marc gave a report on the progress on the Rules Committee. Marc had another productive meeting with Jeff Bice at the USPS. The committee has made substantial progress on drafting of the rules and content of the addressing guidebook. They should be able to wrap up most of the rules writing at the November meeting.

Finance Committee

Craig Neidig, Chairman

- Craig is working with Kathy Buckley and Matt Papanou from Verizon to provide them with financial statements of the Board's activities for the first year.

Informational Reports

Irene Brodley of the National Imagery and Mapping Agency made a formal presentation to the Board on West Virginia GIS Support. She discussed NIMA organization, contract vehicles that the State might use, and possible cooperative efforts with USGS and FEMA, especially regarding Homeland Security. She was excited about the level of effort in West Virginia. Only two other states, New Mexico and are working on similar programs that NIMA has talked to.

Old Business

- Reviewed action items from the October 10, 2002 meeting.

New Business

- Jim Ellars and David Hippchen from the West Virginia Public Service Commission reported that they are looking developing a GIS within the agency and are interested in working the WVSAMB to insure that the data will be mutually compatible between the systems.

Good of the Order/Discussion

- Dave Tarbett expressed concern that the EOI was not adequately covering detailed mapping for all the populated areas of West Virginia especially the urbanized areas and urban clusters. Mr. Tarbett thought this should be made a priority and that unpopulated areas, even though they might have high growth potential, should be avoided in the initial round of mapping. Craig, Joe Seppi, and Joe Starsick reiterated that the 400 scale mapping is more than adequate to meet the addressing requirements for the non-urbanized areas. Also funding is not sufficient to map all urbanized areas at 100 scale unless there is additional funding provided by the counties. The maps are an attempt to demarcate those areas of the most highly dense contiguous populated areas to promote efficiency and cost reductions during the mapping and addressing process. All discussants concurred that all populated areas will be mapped in the most detail that can be afforded, that will meet the needs of the project.
- Next WVSAMB meeting is scheduled for November 7, 2002, location TBA.

Closing

A motion was made to adjourn.

Moved: Dave Tarbett
Second: Fred Smart

Passed unanimously.

The Board meeting was adjourned at 3:55pm.

Minutes submitted by:

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

Minutes Approved by:
West Virginia Statewide Addressing and Mapping Board

_____/____/____
Craig A. Neidig, Chair *Date*