



West Virginia Statewide Addressing and Mapping Board

Meeting Minutes

WVU Jackson's Mill Conference Center
Weston, WV

Friday, November 3, 2006 @ 1:30 pm.

Board Members Present:

Jack Bowden, Director, Raleigh County 911
Kathy Buckley, Verizon
Cathy Frye, Director, Upshur County 911
Hussein Elkhansa, Department of Transportation/Division of Highways
Jimmy Gianato, Director, Division of Homeland Security and Emergency Management
Craig Neidig, Chairman, State GIS Coordinator
Jim Priester, Assessor, Marion County
Frederick Smart, Director, Harrison County 911
Dannie Walker, WV Public Service Commission

Board Members absent:

Jim Caruthers, Commissioner Putnam County Commission
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
Michelle Barron, Michael Baker, Jr., Inc.
Ken Beezley, Michael Baker, Jr., Inc.
Terry Hall, Michael Baker, Jr., Inc.
Rob Rickard, Michael Baker, Jr., Inc.
Scott Treaster, Michael Baker, Jr., Inc.

Absent:

None

WV GIS Technical Center:

Kurt Donaldson

RTI/Marshall University:

Dave Lawson

Guests

Please see list of guests on file with the Recording Secretary.
Special Guest – James Spears, Cabinet Secretary, Department of Military Affairs and Public Safety.

Opening

Craig Neidig presided as Board Chairman and Leigh Cielensky served as recording secretary at the November 3, 2006 WVSAMB meeting, held at Jackson's Mill located in Weston, West Virginia. Chairman Neidig called the meeting to order at 1:27pm. Roll call was taken and a quorum was established. Chairman Neidig reviewed the agenda and associated handouts. Handouts included the Agenda, Minutes from October 5, 2006, Invoices for payment, Financial Status Report and Report of PM, RTI, and GIS Tech Center. Counsel did not have a written report.

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

None at this time.

Approval of Previous Minutes

Motion to approve the October 5, 2006 minutes.

*Moved: Hussein Elkhansa
Second: Fred Smart*

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.

- **Legislative Audit** – Joe reported on his interview with the Legislative Auditor's Office, as did Kathy Buckley. The Board is continuing to cooperate with all requests for information.
- **E9-1-1 Council** – The E9-1-1 Council at their November 3, 2006 meeting made a motion to endorse and support the WVSAMB with their pending legislation to extend the life of the Board beyond the sunset date.

Motion to accept the Report of Counsel as presented.

*Moved: Jim Priester
Second: Dannie Walker*

Motion passed unanimously.

Old Business

- **GPS Units Purchase Order**

The bids for the GPS units will be open on November 28, 2006 at 1:00pm. By the December 7 meeting we should have some news on bid recommendation.

- **Legislative Liaison**

In view of the E9-1-1 Council's support of the Board's continued existence beyond the scheduled sunset (voted on this morning), Board Counsel recommended that the Board reconsider their previous motion of a legislative liaison.

Motion was made to retract the motion from the October 5, 2006 meeting to retain a legislative liaison.

Moved: Dannie Walker
Second: Jack Bowden

- Discussion: Jim Priester thanked the E9-1-1 Council on behalf of the Board for their support in the upcoming legislative session regarding the sunset of the board.

Motion passed unanimously.

- **Legislative Audit**

- As you are aware several board members have been contacted by the legislative auditor's office. The Legislative Auditor's may be in contact with some of the counties. Please be as open and as truthful as possible.
- We hope to review the Sunset language and will circulate the draft.
- Jimmy mentioned that we have done a tremendous amount of work and there is value to what has been done and we hope the value of completing this project that it is realized. Dannie thought that the auditors were being fair-minded and looking for the truth even through all of the technical issues. There was also some focus on Verizon's point of view of this project that they felt was important.

- **PR Press**

Craig has been considering a response to some of the negative press coverage the Board has recently received. Craig will circulate a draft before release.

- **Data Request**

There have been a few data requests and they are listed in the PM report.

New Business

- Discussion to invite Kanawha County Commissioner Kent Carper to the December 7 Board Meeting.

Motion was made to invite Commissioner Carper to our December Board Meeting.

Moved: Fred Smart
Second: Jim Priester

- Discussion: Craig will draft the letter of invitation and send it around for Board members to review before it is sent to Mr. Carper.

Motion passed unanimously.

Sub-Committee Reports

Financial Reports

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

Motion to accept Financial Report and approve invoices for payment.

Moved: Fred Smart
Second: Jim Priester

Motion passed unanimously.

Report of WV GIS Technical Center

Kurt Donaldson, WVGISTC

Written report on file with the recording secretary.

- Berkeley County is looking at re-flying their county.
- Discussion was held on releasing trails and rails data to the GIS Tech Center with limited release as it is raw data and not a final product. Releasing all planimetric data would be by request.
- Discussion was held on allowing the Tech Center to serve as a clearinghouse for all SAMB planimetric data, including RTI requests.

Motion was made to allow release of the railroad and trails layers to the GIS Tech Center, and for the Tech Center to serve as the main distribution point for the SAMB planimetric data.

Moved: Hussein Elkhansa
Second: Jack Bowden

Motion passed unanimously.

Report from Rahall Transportation Institute/Marshall University

Dave Lawson

Written report on file with the recording secretary.

- See discussion in Report of WV GIS Technical Center. Mr. Lawson thanked the Board for their consideration of their ongoing data requests.

Report from US Postal Service

Gerry Smith

No written report at this time.

- Discussion was held for Joe Starsick to review the Confidentiality Agreement from the USPS prior to the next meeting.

Motion for Joe Starsick to review the USPS Confidentiality Agreement by the December 2006 meeting.

*Moved: Fred Smart
Second: Hussein Elkhansa*

Motion passed unanimously.

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

Written report on file with the Recording Secretary

Other discussion:

- Terry touched on the reimbursement model. 10% for county plans (we have received work plans from 23 counties) 40% conflation or fieldwork, 50% deliverables. The PM will have best estimate of completeness column.
- Joe reported the microDATA May database has been completely replaced with the new database. Baker is continuing to load, scrub and organize the data.
- Discussion was held on finalizing the project plan.
- The Baker PO has been approved by Purchasing.
- The GPS Unit RFQ is submitted and awaiting the bid opening on November 28.
- Tom introduced his Team. He discussed which counties each of them would be responsible for, how they can help their counties with any RFP's and help work with your contractors, etc.
- Mike described his process for converting microDATA's data and working with Verizon along with source data from utility companies.

Motion to accept the PM Report.

*Moved: Dannie Walker
Second: Jimmy Gianato*

Motion passed unanimously.

Informational Reports

No reports.

Good of the Order/Discussion

- Cathy Collins is retiring as Upshur County 911 director. Craig acknowledged Cathy's contributions and long-standing dedication to the project and her service as a Board Member. Board members and guests gave her a round of applause.
- Secretary Jim Spears (DMAPS), acknowledged the hard work of the Board and the importance of the addressing project for state emergency management and homeland security. He offered his support in moving forward with completing the project as soon as possible. The Chairman

