



West Virginia Statewide Addressing and Mapping Board

Meeting Minutes

Verizon - Greenbrier/Kanawha Rooms

Charleston, WV

Thursday, December 7, 2006 @ 1:00 pm.

Board Members Present:

Kathy Buckley, Verizon

Jim Caruthers, Commissioner Putnam County Commission

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, WV Geological & Economic Survey

Jim Priester, Assessor, Marion County

Frederick Smart, Director, Harrison County 911

David Tarbett, Citizen Member, Mason County

Dannie Walker, WV Public Service Commission

Board Members absent:

Jack Bowden, Director, Raleigh County 911

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.

Scott Treaster, Michael Baker, Jr., Inc.

Absent:

Rob Rickard, Michael Baker, Jr., Inc.

WV GIS Technical Center:

Kurt Donaldson

RTI/Marshall University:

Dave Lawson

Guests

Please see list of guests on file with the Recording Secretary. The Chair recognized Jennifer Webb from the West Virginia Commissioners Association representing Executive Director Vivian Parsons.

Opening

Craig Neidig presided as Board Chairman and Leigh Cielensky served as recording secretary at the December 7, 2006 WVSAMB meeting, held at Verizon located in Charleston, West Virginia. Chairman Neidig called the meeting to order at 1:13pm. Roll call was taken and a quorum was established. Chairman Neidig reviewed the agenda and associated handouts. Handouts included the Agenda, Minutes from November 3, 2006, Invoices for payment, Financial Status Report for November and Report of PM, and RTI. Board Counsel and GIS Tech Center did not submit a written report.

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

None at this time.

Approval of Previous Minutes

Motion to approve the November 3, 2006 minutes.

*Moved: Fred Smart
Second: Hussein Elkhansa*

Motion passed unanimously.

Reports of Officers

Craig Neidig, Jimmy Gianato, Tom Williams, Fred Smart

- Craig reported on his teleconference with Census officials regarding activities for the upcoming 2010 Census. In January 2007 they will start contacting counties for data, maps and addressing information.
- Tom and Craig attended the December Braxton County Commission meeting to answer questions about the project. Braxton County is making good progress.
- Chairman Neidig recognized Jim Caruthers for his work on the Board. The Board appreciates all the support of this project that Jim has shown during his term as Putnam County commissioner. The meeting attendees gave Jim a round of applause.

Report of Counsel

Joe Starsick, Board Counsel

No written report.

- **Legislative Audit** –The Board is continuing to cooperate with all requests for information. We hope the report will come out within the next three weeks.
- **microDATA Letter of Credit** – Joe and Craig are working with Purchasing on the release of the letter of credit.

Motion to accept the Report of Counsel as presented.

Moved: Dannie Walker
Second: Fred Smart

Motion passed unanimously.

Old Business

- **Correspondence with Commissioner Carper**

Attached are copies of letters sent by Kanawha County Commissioner Carper and our responses to him. Mr. Carper was unable to attend today's meeting. Discussion was held that in addition to answering Mr. Carper's request regarding the board's expenses, the report from the Dept. of Administration should be forwarded to all county commissions in January when new commissioners take office after the November 2006 election.

Motion was made to send to all county commissioners the information regarding the project's financial history.

Moved: Jim Priester
Second: Hussein Elkhansa

Motion passed unanimously.

- **GPS Units Purchase Order**

Bids were opened on November 28. Six bids were received. Baker is doing the technical review of the bids for the GPS units.

- **Legislative Audit**

Craig and Leigh have been in contact with the Legislative Auditor's Office and are providing them requested information.

- **Sunset Review**

Further action on sunset plans is deferred until we see the outcome of the Legislative Audit. The audit will be released sometime before the next legislative session.

- **Data Request**

We are continuing to get requests for elevation data, including one for 30 tiles.

- **Project Plan**

Discussion held for the PM to do what it needs to do to finalize the PM Plan.

Motion to authorize the PM Team to finalize the Plan for completing the project.

Moved: Jim Priester
Second: Fred Smart

Motion passed unanimously.

New Business

None at this time.

Sub-Committee Reports

Financial Reports

- Leigh reviewed the latest auditor's statement (November) 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: Jim Priester
Second: Fred Smart

Motion passed unanimously.

Report of WV GIS Technical Center

Kurt Donaldson, WVGISTC

No written report.

Report from Rahall Transportation Institute/Marshall University

Dave Lawson

Written report on file with the recording secretary.

- RTI has received the planometrics from the Tech Center but they are not available yet for download.

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

Written report on file with the Recording Secretary

Other discussion:

- Joe Seppi reported that his Team will be adding to each PM report a monthly update on each county's progress. Baker has contacted 46 of the 55 counties.
- The reporting tools are being worked on.
- Tom reported on the Intrado meeting
- Tom reported on his Team's activities and meetings with the counties.

Motion to accept the PM Report.

Moved: Jim Caruthers
Second: Jim Priester

Motion passed unanimously.

Informational Reports

None at this time.

Good of the Order/Discussion

- Rusty Harvey from Greenbrier County asked if the counties will need to sign another agreement with the USPS? **Discussion: The answer is yes; each county will sign a confidentiality agreement with the USPS.**
- Nick Nicklow from Preston County thanked Scott Treaster for his assistance on their RFP to hire an addressing contractor.
- Pleasants County voiced their concerns on the workload for the county and that the reimbursement amount will not be enough to cover their expenses.

Next Meeting

The 2007 schedule for board meetings was discussed (see meeting agenda for specific dates). The January 4, 2007 and January 11, 2007 will be PM status conference calls. January 16 is the next regular board meeting and will be held in conjunction with the 911 conference in Charleston. February 1 and March 1 are scheduled as regular board meetings. The board is scheduled to sunset April 1. Meeting dates for the remainder of 2007 will be scheduled if the board is renewed. All meetings will be posted on the website and registered with the Secretary of State's office (meeting times and dates subject to change). Call 558-5300 for further information and meeting schedule updates/changes.

Motion to adopt meeting schedule for January, February, and March 2007 as discussed.

Moved: Fred Smart
Second: Cathy Collins Frye

Motion passed unanimously.

The next regular Board meeting is rescheduled for Tuesday, January 16, 2007 at 1:30 (NOTE date and time change) Please call the office at 558-5300 for further information.

Closing

Motion was made to adjourn.

Moved: Dannie Walker
Second: Jim Priester

Meeting adjourned at 2:14pm.

Minutes submitted by:

Leigh A. Cielensky, Executive Assistant

Date

Minutes Approved by:

West Virginia Statewide Addressing and Mapping Board

_____ *Craig Neidig, Chairman*

____/____/____
Date