



West Virginia Statewide Addressing and Mapping Board

Meeting Minutes

Verizon Headquarters – Charleston, WV
Thursday, December 8, 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
Jimmy Gianato, Director, Office of Homeland Security and Emergency Management
Craig Neidig, Chairman, State GIS Coordinator
Jim Priester, Assessor, Marion County
Frederick Smart, Director, Harrison County 911
Tom Williams, E911 Service Manager, Verizon

Board Members absent:

David Tarbett, Citizen Member, Mason County

Counsel, Staff:

Jeff Matherly, Bowles Rice McDavid Graff & Love
Dannie Walker, WV Public Service Commission
Leigh Cielensky, Executive Assistant and Recording Secretary

Absent: Kathy Buckley, Verizon

Joe Starsick, Counsel, Bowles Rice McDavid Graff & Love

Project Management Team:

Dr. Terry Keating, ZI Imaging Inc.
Joe Seppi, Michael Baker, Jr., Inc.
Andrea Griffith, Semaphore Hill Associates
Mark Millman, CMSDK Group
Absent: Marc Levesque, Acadia Research, LLC

Addressing Contractor:

Brian Blake, microDATA GIS – (phone)
Cynthia Smell, microDATA GIS
Neil Cadle, microDATA GIS
Absent: Bruce Heinrich, microDATA GIS

WV GIS Technical Center:

Kurt Donaldson

RTI/Marshall University:

Sean Litteral

Guests

Matt Taylor, Kanawha County Metro 9-1-1
Lynda Yates, Doddridge/Ritchie County 9-1-1
Shirley Lawson, Cabell County 9-1-1
Mike Davis, Cabell County 9-1-1
Rex Thaxton, Mountain CAD
Becky Pollastrini, Fayette County 9-1-1
Jason Owen, Putnam County 9-1-1

Michelle Barron, Kanawha County Metro 9-1-1
Richard Filipek, Raleigh County 9-1-1
Michael Tatum, Cabell County 9-1-1
Jerry Gilbert, Engineering Perfection
Jerry Workman, Mountain CAD
Kevin White, Fayette County 9-1-1
Frank Chapman, Putnam County 9-1-1

Opening

Craig Neidig presided as Board Chairman and Leigh Cielensky served as recording secretary at the December 8, 2005 WVSAMB meeting held at the Verizon HQ 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

The minutes from the November 3 and 17, 2005 meeting were reviewed. A motion was called to approve both sets of minutes.

Motion to approve the November 3 and 17, 2005 meeting minutes.

Moved: Jimmy Gianato
Second: Jack Bowden

Motion passed unanimously.

Reports of Officers

Craig Neidig, Jimmy Gianato, Tom Williams, Fred Smart

No report at this time.

Report of Counsel

Jeff Matherly, Board Counsel

No report at this time.

Old Business

- **Federal Partnerships**
 - US Census has sent Craig a draft press release, which was forwarded to the Governor's Office for review. A copy of the press release was distributed. A motion was called for Board approval of the press release.

Motion to approve the press release between the US Census and the WVSAMB.

Moved: Hussein Elkhansa
Second: Fred Smart

Motion passed unanimously.

- **Data Requests** – Larry Evans from the WV Department of Environmental Protection requested use of the preliminary elevation datasets being produced for the USGS for two projects. One for mapping surface mines in the southern coalfields and the other for a water and wastewater project in the eastern panhandle.

Motion to provide Department of Environmental Protection with the requested elevation datasets.

Moved: Jimmy Gianato
Second: Hussein Elkhansa

Motion passed unanimously.

- **Sunset Rules** - A sunset meeting was held this morning with several board members and Joe Seppi, Jeff Matherly and Terry Keating. The committee is looking at moving control of the project under Jimmy's direction at the office of Homeland Security and Office of Emergency Management. The PM and Jimmy are looking at the costs and organization to do this. The committee is also looking at having an advisory board that would be made up of current members of the WVSAMB and other agencies that have a vested interest in addressing. The committee is also working on proposed legislation. Terry is preparing a presentation of the structure of the operation, as well as staffing and funding levels.
- **Upcoming Events**
 - Discussion was held on the Board continuing its associate membership with WVACO and to have a booth at their February 5-7, 2006 meeting.
 - The 9-1-1 Council meeting/conference has been moved to the Spring of 2006.
 - The Legislative Session begins January 11 to March 11, 2006. There will be any number of activities involving the Board at up-coming legislative committee meetings.

Motion to approve the Board's associate membership with WVACO, and to have a booth at the February 5-7 2005 WVACO meeting.

Moved: Jim Priester
Second: Tom Williams

Motion passed unanimously.

New Business

- Craig announced the NENA Conference will be held June 10-15 in Pittsburgh, PA and that the Board or microDATA should think about doing a presentation and/or exhibit.
- Next WVSAMB meeting dates are: January 5 and 19, 2006. We may schedule a weekly teleconference if needed.
- New website: www.mapwv.gov MapWV is a public gateway to online mapping resources in West Virginia. It allows mapping professionals or the casual user access to a wealth of high-quality maps and geographical data via the Internet. It was developed at the WV GIS Technical Center with a grant from the USGS.

Report of WV GIS Technical Center

Kurt Donaldson, WVGISTC

See written report on file with the recording secretary.

Report from Rahall Institute/Marshall University

Sean Litteral

No report.

Report from US Postal Service

Gerry Smith

No report.

Report from Verizon DBMC

Tom Williams/Debbie Vaughan

No report.

Report of Addressing Contractor

Brian Blake, microDATA GIS (for Bruce Heinrich)

See written report on file with the recording secretary.

- MicroDATA and the Board finalized the list of motivated counties that are ready to begin work on Team 2.
- Joe Seppi requested that Cyndy Smell contact Allegheny Power to assure them of confidentiality of their data.
- MD would provide to counties forms for TN matching. Telephone and addresses with photos of every unaddressable site for counties to verify this information.

Report of Project Manager

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

See written report on file with the recording secretary.

- There were questions raised by the PM as to why microDATA's invoices have been decreasing the past several months instead of increasing at this point in the project.
- There was discussion of whether or not the call center implemented by microDATA fits into the exiting scope of work of the contract. The board and PM feel it falls under the "other work as required" category, but is not being invoiced by mD.
- MD outstanding invoices were conditionally approved pending receipt of an acceptable delivery of the McDowell and Doddridge pilot projects, and several other requests on behalf of the Board.

- Tom Williams expressed his and the Board's displeasure with microDATA's performance on the addressing portion of this project and for attempting to dump more work on the counties. Tom's statement received a round of applause from the 911 directors in the audience.

Sub-Committee Reports

- **Financial Reports** – Leigh reported on the 2005 Payment Processing Seminar and the P-Card Coordinator's Seminar that she attended. Leigh will also be on the transition team for the P-Card Program to help implement the card statewide. Leigh provided each member with the financial reports for the month of November. Leigh presented the invoices for payment.

Motion following the advice of our Project Manager that microDATA's invoice for August be conditionally approved, and all other invoices be paid.

Moved: Fred Smart
Second: Hussein Elkhansa

Motion passed unanimously.

- Craig asked Brian to relay a message to Bruce not to expect any further invoice payments until there is a satisfactory resolution to several issues, including the pilot project delivery for McDowell County.
- Hussein requested Bruce's presence at the next Board meeting. Bruce has not attended a meeting in several months.
- Jim Caruthers requested that a copy of the video the interview between microDATA and the Board be sent to microDATA.
- The Board will provide to microDATA a letter outlining the scope of the TN match rate expected and the deliverables and the quality of the deliverables that determines the ultimate success of the project.
- Craig requested an additional \$5,000 for Leigh to purchase promotional items for up-coming events.

Motion to have Leigh purchase promotional items up to a limit of \$5000 for up-coming events.

Moved: Jim Priester
Second: Jack Bowden

Motion passed unanimously.

Informational Reports

No reports at this time.

Good of the Order/Discussion

- Jim Caruthers - Putnam County is going to have a public meeting on December 15, 2005 at 7pm. Three subdivisions need to have their streets renamed. Craig and Neil said they would attend.
- Jim Priester – Town of Whitehall is having a road-naming problem with the county. The town is requesting one name and the county wants another name. The Town of Whitehall is getting ready to pass an ordinance. The Board held a discussion of this issue facing the town and county.

