

02 November 2007

WV Statewide Addressing
and Mapping Board
Greenbrooke Bldg Suite 201A
1124 Smith Street
Charleston, WV 25301

RE: Monthly Status Report
Delivery Order: SAM0201. Project Manager in the Implementation of a Statewide Addressing and Mapping System.
Timeframe: 04 October 2007–02 November 2007
Percent complete: 17% (Year 6)

Dear Mr. Chairman and Board Members:

Baker is now 17% complete with its Year 6 project work. Since the presentation of the last full monthly status report on 04 October 2007 in Charleston, West Virginia, the Project Manager (PM) has focused its energies on the following activities:

1. The PM Addressing Liaison Team conducted 36 meetings since the last report of 04 October. They met with addressing coordinators, provided ongoing training on the WVSAMS, assisted with various confidentiality agreements, worked with prospective county vendors, delivered final leave behind cards (LBCs) for entry, worked with the USPS to facilitate postal conversion, and prepared ESN requests with Verizon.
2. The PM continues to improve the WVSAMS, and is now focusing on TN matching tools, on support of GPS units, and continued improvement of current tools, reports, and map layout. TEAM 2 integration into SAMS was completed this month. Some of the tools currently undergoing improvements include: generation of notification letters in USPS Format, addressing algorithm refinement, and Site/Unit user interface improvements.
3. The PM assisted in the preparation of the WVSAMB's Legislative Audit Update, which was a progress report of addressing/board activities since the previous legislative audit report dated December 2006.
4. The PM continues to prepare plot files and shape files for the counties.
5. The PM has maintained the SAMB Website (www.addressingwv.org).

Not including 36 regular site visits conducted since 07 September 2007 by the county liaisons, the PM has attended the following meetings:

1. 04 October Participated in Board Meeting at Verizon in Charleston.
2. 05 October Participated in E911 Council Meeting at Harrison EOC in Nutter Fort.
3. 11 October Participated in meeting with Board members and RTI representatives to begin formalization of the process for making RTI the backup data center, per legislative mandate.

4. 22-24 October Sponsored and participated in the fall WV APCO conference at Canaan Valley State Park, and participated in a panel discussion on relevant issues.

Mapping

- The PM continues to populate the order tracking database, and to work with WVSAMB to track delivered data and sent/received (paid) invoices. To date, WVSAMB has received orders for data in excess of \$32,000. There were two new requests since the last status report, including the data delivered to Clear Track Ahead, LLC, as requested in at the previous board meeting. The recent requests are listed below:

Agency/Organization	<i>Number of Tiles</i>	<i>Data Extent</i>	<i>Date Sent</i>	<i>License Included</i>	<i>Amount</i>
CLEAR TRACK AHEAD, LLC	Entire County	Harrison, Pocahontas, Greenbrier, Ritchie, Doddridge and Wood Counties	October 04	Y	N/A
SUSTAINABLE LAND FUND	5	Tucker County	October 21	Y	\$698.90
				TOTAL AS OF 31 OCT	\$32,422.10

Coordination of County Addressing Activities

- The Project Manager has asked for pilot data deliveries from counties who are developing their databases outside of the WVSAMS (those using contractors or in-house methods). It is imperative that the PM review a preliminary delivery in order to assure compliance with the WVSAMS data specifications. A pilot will help to assure compliance and acceptance when counties send their final datasets to the state in order to receive monetary disbursements. The first pilot data will be loaded by 9 Nov with the balance of that county loaded by 30 Nov if the pilot is successful. One other contractor doing multiple counties has indicated willingness to do a pilot, but will not have data available until after 1 Jan 08.
- Intensive work continues at the county level with 36 premise visits to individual County Addressing Coordinator locations since the last Board report of 04 October 2007. Liaisons attended the 911 Council meeting and previous board meeting. In addition to the 36 recorded personal visits, questions were fielded by telephone and by email.
- The County Addressing Liaison staff anticipates two recommendations for payment for the final 50% reimbursement at the December Board meeting. Jefferson and Webster Counties have indicated that final data from contractors will be ready for conflation and have been working closely with the field liaisons and programmer staff to put their data in proper format for WVSAMS.
- Currently, Boone and Mason Counties continue their postal conversions with the USPS. Several zip codes in Mason County are currently being notified of their new addresses. In addition, counties have returned edit sheets to the USPS and are waiting for conversion. Those counties include Wirt, Braxton, Fayette, Marion, McDowell and Mercer Counties.
- The majority of work this month was focused on the follow up after delivery of the GPS units.

System Development & Administration

- Development of the Job functionality is completed to support the use of the handheld field applications. The functionality has been deployed to the live site and is available for use.

- TEAM 1 data loading is completed. TEAM 2 loading is completed.
- Linear topology and relational attribute checks are continually being added in order to search for anomalies such as incorrect ranging along streets or gaps. The addressing algorithms are being refined to increase efficiency as well.
- TN Matching functionality continues to be improved. A spec document was completed and the base forms are being built. The process will ingest the ad hoc report from the appropriate telecom and output an XML form specifying the appropriate changes. Several ad hoc reports from both Verizon and Frontier have been loaded and the interface is being tested to deal with “real” world data processing. Backend processes to increase match rates prior to manual input are also being examined.
- The development team continues to enhance the WVSAMS application based on user input. The following functions are being added or improved:
 1. The Site form has been updated to aid in data input. This was done based on suggestion from County Personnel.
 2. Additional themes to meet user requests.
- The County Data Upload process is being refined to allow for County users to perform the upload. This refinement includes
 1. Validation steps with appropriate messaging for proper feedback to the User
 2. Working with the upload process to avoid timeout issues
 3. Completion Report Messaging
- Working with RTI/WV in order to initiate the Backup Procedures/Process to RTI.

The PM wants to remind all of the stakeholders of this project that for any given step in addressing there are many methods that can be used to affect significant progress. The PM liaisons will help counties (and their contractors) find the best approach to their unique situation while ensuring that The State’s standards are met.

Thanks to the Board and please feel free to contact me any time at (304) 769-2115.

Sincerely,

MICHAEL BAKER JR., INC.

Joseph R. Seppi
Deputy Project Manager/Contract Manager