

April 2017 SRTMC Ops Board Agenda
1300 19 April 2017, WSDOT Regional Office, 2714 N Mayfair
Stevens County conference room

Call to Order

Roll Call/Record of Attendance

Public Comments

Executive overview

- Introduction
 - 5 minutes-Fred
- ATMS Update
 - 10 minutes-Ken
- Performance Measure/Budget update
 - 15 minutes- Ken
- Arterial data gathering plan
 - 10 minutes-Ken
- SRTMC staff discussion
 - 15 minutes-Ken
- Q and A/Next steps
 - 5 minutes-All

Consent Agenda

- 5 minutes -Fred
 - a) Approval of SRTMC expenses to include grant and partner funds
 - b) Approval of SRTMC activity reports
 - c) Approval of March meeting minutes

Old Business

- Status of IT work
 - 15 Minutes-Ryan M/Steve
- ATMS update
 - 10 Minutes-Ken
- STA Update
 - 5 Minutes-Steve
- Regional ITS architecture plan status update
 - 5 Minutes-All
- Arterial data gathering planning document
 - 10 Minutes-All

Agency Updates

- 10 minutes – All

Future Agenda Items

Adjournment

Executive meeting was called to order at 1302

Roll Call/Record of Attendance: Executives: John Hohman COSV; Susan Meyer STA; Mike Gribner WSDOT; Gary Kaesemeyer COS; Chad Coles Spokane County. Operations Board members: Fred Nelson, Andy Schenk, Nate Thompson, Ryan Kipp, Glenn Wagemann, Steve Milatz, Ryan Medenwaldt, Katie Kempel, and Ken Heale.

Public comment was called for. There was no one in attendance. No public comment.

Executive Overview

- **Introduction**

Fred began by giving the executives' an update on the current ongoing projects. This included:

- ATMS passed factory acceptance test
- ATMS passed site acceptance test
- Website being used heavily during weather events
- Progress made towards STA hook up
- City of Spokane, City of Spokane Valley, Spokane County GIS information is populated so events can be posted on the website
- Currently in planning phase for arterial data gathering

- **ATMS Update**

It has been a 6 to 7 month process working with Parsons on upgrading software for the ATMS. The level test procedures will be developed in May and sent to Ken for approval. Integration testing will start mid-June with the operation acceptance testing following. The anticipated time of completion is August.

- **Performance Measure/ Budget update**

Ken starting by going over the four grants available, of which we are currently working out of three. The 2011 CMAQ grant currently has \$327k remaining, which SRTMC is intending to use for the procuring arterial data gathering equipment. The O&M grant is scheduled to last to approximately August 2018. Once that O&M grant is expended the 2017-2019 O&M grant will be used and should be fully expended between October 2020 and March 2021. There is currently \$1.1m remaining on the ATMS grant. Some of the funds will be used to change signal controllers for COSV, which will cost around \$100k. The remainder will be used for ongoing site

license and maintenance fees and is projected to last until approximately 2023. Ken went over the performance measure #3 of the work plan, coordinated incident management. The majority of response times in January, February and March were successful. The hits on the SRTMC website were over 12k in January with 41% being new users. 11.8k hits in February, 4,200 in March and 1,600 so far in April, the numbers decrease when weather improves.

- **Arterial data gathering plan**

Ken has been working with Carole Richardson from Plangineering and Eve from SRTC on putting together an arterial data gathering plan. Currently we can receive data from highways, but when incidents occur we don't have the capability to receive data from the arterials. Ken has been putting a plan together and working with the agencies to be able to extract data from arterials. A list has been made by priority and Ken has asked each agency to review each one and determine if there is already hardware in place that can be utilized. The goal is to have the list completed and prioritized sometime this summer. Ken has asked the Operations Board for concurrence that SRTMC will get support for installation and maintenance if the SRTMC purchases the hardware. The ATMS project has to be completed before the start of arterial data gathering can begin but would like to make the technological decision by late summer/early fall. The goal is to be operational by next summer. Susan asked where funding is coming from and Ken responded it will be from the 2011 CMAQ equipment grant. Glenn added that WSDOT will also be doing updates to I90 core to be able to receive more accurate real time data. Upgrading the system will provide travel times.

- **SRTMC staff discussion**

Ken has asked Steve to make a list of short term, long term and mid-term projects that the SRTMC IT personnel are working on. The current plan was that only 1 person was needed for SRTMC IT. This list was created to decide whether a 2nd full-time permanent position is needed. Going over the list it has been determined that the workload is too much for one person to accomplish. There is a temporary position now that Ken would like to reallocate to permanent. Ken has already brought it up to Operations Board but is also seeking approval from the Executives since the salary will come out of the grant money. Susan Meyer asked to look at the grant impact and where the money would be coming from. The expenses currently run approximately \$36k a month including Ryan M's current salary. Susan asked if the need for the permanent position is based off long-term work and not just from current temporary projects. Steve mentioned new projects and technology that are constantly being installed and upgraded which create more work for the IT staff. Mike Gribner mentioned meeting with Ken regarding the same concerns, he believes that there is enough evidence and grant money to support the change. This position will have a big part in supporting dashboards when Tableau launches which is a long term, constant role. Gary Kaesemeyer asked if the position change was reflected in the remaining grant money and estimated time of funds expiration. The salary was included in

the grants and Ken is confident that the approximately \$36k a month expenses will remain consistent throughout the coming years, including Ryan M's position. Mike Gribner said this will benefit all agencies and allow a cost efficient way to manage all IT connections and perform the up keep. In creating this position, it may free up money to be used on other future projects. Andy talked about needing IT for managing transportation and traffic. Fred mentioned it will have a very minimal impact on the budget. Ken also mentioned that the original grants were projected to last to the beginning of 2019, which we have already extended almost 2 years. It was mentioned that the CMAQ grant has one more call for applications and will then no longer be available. Susan said we need a long-term financial strategy for once the grants expire we need something more stable. The goal would be to have a decision made today and start the hiring process to have the position started by the end of July.

A motion to approve the reallocation of SRTMC IT position was made by Susan Meyer, seconded by Mike Gribner. No discussion, unanimous approval. Motion carries.

- **Q and A/ Next steps**

Comment to Address funding piece and include in the future agendas.

Mike Gribner congratulated Ken Heale on winning the Leadership Award and stated he is in the running for the Governor's Award which will be announced in June

Executive meeting adjourned at 1415

SRTMC Board Meeting was called to order at 1417

Consent Agenda

a) Approval of SRTMC expenses to include grant and partner funds

b) Approval of SRTMC activity reports

c) Approval of March meeting minutes

A motion to approve was made by Andy, seconded by Glenn. No discussion, unanimous approval. Motion carries.

Old Business

- **Status of IT work –**

Ryan M has spent time setting up a new KVM unit for Vicon. He routed network cables for the Intelight training and integration with the Inet system. He has been working with Parsons on making sure they everything ready for the ATMS. Steve participated in the Intelight training.

Received the Wowza server and has been working with Parsons on the ATMS implementation. Steve has been working on the network to allow for large influx of all the laptops and equipment that is being added.

- **ATMS Update –**

Ken mentioned the signal piece has become an issue, he would like to have more signals deployed from WSDOT. The timeframe between Intelight and Parsons has taken longer than anticipated, with responses sometimes taking two weeks. Parsons will be back May 15th for more onsite integration, the remainder can be done remotely. They will return for the site acceptance test mid-June.

- **STA update –**

Fred asked Steve for a timeframe to have everything ready. Steve mentioned that once the groundwork is completed the rest will be a matter of a physical connection and testing.

- **Regional ITS architecture plan status update –**

Steve will be re-sending a google drive link to all agencies for the ITS architecture plan. Ken has asked everyone be prepared to discuss the project list during the May meeting.

- **Arterial data gathering planning document**

Ken asked for an update on communication capabilities where the data gathering device would go per the plan. Nate mentioned that right now Spokane County does not have a plan on how they will receive communication. COS has communication in almost all of their signals and COSV has only about a third of their signals connected.

Agency Updates

- **WSDOT**- None
- **Spokane County** – There will be re-wiring at Argonne and Upriver, which will result in light outage on Sunday.
- **STA**- The bid for the West Plains Transit Center went out on Monday. Will have real time information available.

They have re-configured their website to a responsive web design, which optimizes the look for phones and tablets.

The new real time information will go live with the May service change.

Have a new HR Director and a new Maintenance Manager.

- **COSV-** Ray Wright is the new Senior Traffic Engineer and will be making a decision on who will fill the full-time position on the Ops Board. Currently working on scope ITS corridor on N Sullivan/Indiana to Trent design for 2017 that will include three cameras.
- **COS-** Current ongoing construction all over Spokane.

Future Agenda Items

Be prepared in May for the ITS architecture plan update

Adjournment

Adjourned 1451