

February 2018 SRTMC Ops Board Agenda

Date: February 21, 2018

Time: 1:00-3:00 PM

City of Spokane Valley City Hall Building
10210 E. Sprague Ave. Spokane Valley, WA 99206
N212 Second Floor Conference Room

Call to Order

Roll Call/Record of Attendance

Public Comments

Consent Agenda

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

Old Business

- SRTMC Manager Vacancy Announcement Update
 - 10 Minutes-Becky/Ken
- Status of IT work
 - 15 Minutes-Ryan/Steve
- Operations Update
 - 10 Minutes-Mike
- ATMS Update
 - 10 Minutes-Staff
- Grant List/Cost Review for O&M and Projects
 - 15 Minutes-Becky/All
- SRTMC Access Policy/Lock Replacement
 - Steve

New Business

-

Agency Updates

- 10 minutes – All

Future Agenda Items

Adjournment

Meeting was called to order at 1302

Roll Call/Record of Attendance: Steve Milatz, Ray Wright, Mike Kress, Ryan Kipp, Fred Nelson, Eve Nelson, Ryan Medenwaldt, Glenn Wagemann, and Becky Spangle

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

Eve asked how the public is informed of the meetings and it was discussed that the meeting dates and times are on the website for the public to see.

Consent Agenda

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

b) Approval of SRTMC activity reports

c) Approval of October meeting minutes

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

Old Business

- **SRTMC Manager Vacancy Announcement Update**

Becky Spangle began by introducing herself and mentioned her operations background in the WSDOT Traffic Office and most recently being an Assistant Project Engineer in the WSDOT project office. Ken Heale also spoke about this being his last meeting and thanked everyone for their involvement and participation in his time with the board. Glenn presented Ken with a certificate for his time and dedication in the SRTMC Ops Board.

- **Status of IT Work**

Steve mentioned they are still working on some issues before closing on the Parsons contract. Glenn informed the board that Parsons has submitted a final invoice to close the OAT and enter the warranty period. He has prepared a draft letter stating that there are still outstanding items that have not been resolved and payment will not be issued until they are corrected. Glenn mentioned five critical items remain unresolved, including integration of the Log with iNET, media block failures and 13hrs to perform backup of system. Glenn added that Parsons believes the Log integration to iNET is outside of the original contract request and does not want to move forward in trying to resolve. Glenn, Ken and Becky will hold a conference call with Parsons regarding these issues. Eve asked if there was a process for resolution already defined. Ken said that the resolution process is defined in the contract. Ryan M discussed the previous patch performed by Parsons that came back with significant issues. Parsons has been looking into the issues and will

re-deploy February 22 to attempt to resolve. Ryan M will then test the components and determine whether they have been resolved or not. Steve and Ryan have been working with Doug Rice from WSDOT Signals on the I-90/Harvard VDS to establish communication. They looked into the serial server and the replacement unit has now been successfully updated in iNet. Steve worked with HQ WSDOT to reconfigure a default internet circuit to use Visionary for a faster connection. He also worked with WSDOT Traffic to setup the iNET ATMS workstation. He worked on a licensing issue with WSDOT. He coordinated with Kar- Gor Inc. to provide Intelight training, which was conducted in February. Steve and Ryan attended first aid training. Ryan worked with WSDOT employee to re-label pictures on iNet for the Cameras on SR26. He previously designed an application for wiper control, which has now been deployed on all SRTMC workstations. Ryan worked on an issue with the iNet CCTV script, Ryan M re-wrote the script, sent it to the vendor and is now resolved and working. He also updated CCTV/DMS inventory configuration in iNet to apply devices in for use in a direction of travel. Ryan M is still working to correctly update all fields on how iNet pulls information. Ryan M brought up a recent security vulnerability that allows people to get through hardware level and access personal information. A virus update was release, all workstations have been patched and a new update has been re-deployed so he will be working to incorporate them.

- **Operations Update**

Mike has continued working with Ryan M and Steve on iNet. He has been working with Ryan M and the TMC Operators on procedures with iNet. He spent time reviewing other states' TSMO plans and spoke with Becky and Monica Harwood from WSDOT to implement a TSMO program plan. Mike mentioned he would like to advocate and set up a program plan for SRTMC. He worked on TIM training with the State Troopers today. They conducted a rehearsal for the first TIM training, which will take place in Pullman on February 27. Mike also mentioned that progress is continuing on the Statewide Work Zone database.

- **ATMS Update**

Steve touched on an issue with Parsons where they are having breaks in the system for no apparent reason. After a patch is performed, items that worked in the past with no issues, come back with new unrelated issues. They are currently working on these issues as well as any new issues that arise. He mentioned they have received good input and feedback from the TMC Operators. Steve added the Tableau server was updated and installed desktop professionals client. They have been unable to get username and passwords to work and are working on this issue. Glenn wanted to add that overall the ATMS program is a great program, it does what is expected and more, there are just a few critical issues that need to be resolved. Steve attended ATMS training and spoke to an Intelight engineer who informed him of an update coming that will allow Parsons to integrate Intelight and iNet. The timeframe for this update is unknown.

- **Grant List/ Cost Review for O&M and Projects**

Becky spoke about the project list for the grant funding, mentioning that off the top funding will be requested for maintenance and operations. This information was presented to the SRTC Executive Board for action next month. She added that there will be a meeting this Friday, February 23 with some members of the SRTC board to discuss off the top funding. Glenn added that Sabrina still has some questions about the amount being requested, as it differs from previous years. Ken informed that additional items have been included that were not before, such as; ongoing licenses and fees, utilities, rent, copiers and printing. The previous grant request was

for labor only and did not incorporate any additional costs. The additional costs, not previously included, are partly due to the fact that SRTC paid most of that portion when sharing the building. Steve has put together a spreadsheet for software and hardware replacement cycles and lifespan for costs to include in the budgets and grant requests. The spreadsheet also breaks down the costs for each position within the SRTMC. Ray mentioned some issues Ben has with the amount of funding being requested from the previous grant cycle to this grant cycle. It was added that when the 2014 request was made it was only based off of 2014 and not increasing over the years, and only included 80 percent of one IT position.

- **SRTMC Access Policy/ Lock Replacement**

Steve provided a hand out for the new SRTMC physical access policy. He mentioned it has become more critical to be able to keep track of who is accessing the TCM and server room. It is also vital for emergency purposes during any unexpected event or evacuation. Steve put together an access list to show who has full access and a log to track visitors. Steve spoke about the lock replacements in the TMC that were originally quoted at 2k, a formal quote was received at \$4800. He is currently looking at other options and receiving additional quotes. They will return to this once more options are evaluated and advised they will bring the new solution and costs before the board before they proceed with the work.

New Business

- Nothing to report

Agency Updates

- **WSDOT**- Nothing new
- **Spokane County** – Not in attendance
- **STA**- Nothing new
- **COSV**- Currently looking into updating the ITS master plan that has not been updated since 2011.
- **COS**- Not in attendance
- **SRTC**- Eve watched a webinar on a National ITS survey she will be sending out to board members to look at ITS options that are being used and deployed. The SRTC is starting a monthly messaging program to get information out to the public; March's will be on construction.

Future Agenda Items

Adjournment

Adjourned 1448