

July 2017 SRTMC Ops Board Agenda  
1300 19 July 2017, WSDOT, 2714 N Mayfair,  
Spokane WA 99207, Stevens County conference room

Call to Order

Roll Call/Record of Attendance

Public Comments

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 June meeting minutes

Old Business

- Status of IT work
  - 15 Minutes-Ryan/Steve
- ATMS update
  - 10 Minutes-Ken
- Regional ITS architecture plan update
  - 5 Minutes-Ken

New Business

- Semiannual satisfaction survey results
  - 15 Minutes-Ken/Board
- 2018 Budget and Work Plan
  - 45 Minutes-Ken/Board

Agency Updates

- 10 minutes – All

Future Agenda Items

Adjournment

Meeting was called to order at 1302

Roll Call/Record of Attendance: Ryan Kipp, Andy Schenk, Nate Thompson, Ken Heale, Katie Kempel, Steve Milatz, Ryan Medenwaldt, Glenn Wagemann, Ray Wright, Ryan Stewart, Mike Kress and Elden Denhert (MH Corbin)

**Public comment was called for. No public comment**

### **Consent Agenda**

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

**b) Approval of SRTMC activity reports**

**c) Approval of May Meeting Minutes**

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

### **Old Business**

- **Status of IT work –**

Ryan M has been making sure Parsons has everything they need for the upcoming SIT test, which is scheduled for next week. He also put together a document to help Parsons with the media blocking issue. He has been testing the web service to verify it is working properly. There was an issue with Iteris on how often it is getting records from INet. The expected volume of records have been reduced to half. It is assumed it is a polling issue and they are working to resolve it. Steve attended the Vicon conference to view new equipment that was demonstrated. He spent time working with the WSDOT HR recruiter on the IT position announcement and will conduct interviews mid-August. WSDOT supplied new video monitors and he is looking into installation. Steve worked with WSDOT to purchase a new server for the HAR and it has been received. Installation will begin after the SIT and OAT testing for the ATMS. Steve worked with WSDOT electricians on electrical issues at the SRTMC. A contractor was hired to complete the work to reduce load on the generator and to reconfigure circuits. The annual generator test has been performed and everything ran as planned.

- **ATMS Update –**

Ken had a conference call this morning to prepare for testing, which will start on Tuesday. He mentioned a few minor issues that will need to be resolved prior to the testing. Once Ken receives the SIT document from Parsons, he will have until Monday to approve it. Training for the ATMS is scheduled for July 27<sup>th</sup> and 28<sup>th</sup>. Marc Knickerbocker from Ergosynch will be here Tuesday morning to help us make sure nothing is missed in the testing. Andy asked if the training will still be provided in the event that the test fails. Ken advised that it will depend on what issues arise and whether they can be tolerated or not. If not, the training will not take place. Ken advised that workstations at all agencies will begin deployment next week.

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

Ken has completed the plan and captured all agencies information on one document. He will meet with Anna (SRTC) to go over grading criteria. Ken is asking every agency to pick their top two projects and to tie together the ones that bring more regional significance. Ryan Stewart of SRTC added that the applications discussion will likely start in December and will take place in March 2018. He mentioned some funds may be taken off the top for the Regional Traffic Survey which hasn't been performed since 2005.

### **New Business**

- **Semiannual satisfaction survey results -**

Ken presented the results and all were “not applicable” or “excellent”. Overall, everyone is happy with the service provided. Andy mentioned everyone is happy at COS. Communication has been good and working relationships are doing well.

- **2018 Budget and Work Plan –**

Ken started by getting the Board Chair's approval on asking Mike Kress from SRTMC to begin attending board meetings and to provide an operational update. Andy approved Mike speaking. Mike began by thanking the board for approving his position reallocation. He mentioned he has been working with WSDOT Ferries division and contractors to be able to update information on their webpage. He has been working on getting TIM training and so far has not received any positive information. Mike mentioned he will conduct training alone if need be. He has spoken to a few trainers that attended the Portland training with him to see if they want to take part but have not heard back yet. He spent time coordinating the generator load test and inspection.

Ken began going over the work plan and added we are supposed to have the plan ready for Board approval in August. With ATMS testing and the ITS architecture plan work, Ken felt he might not have it ready for August. He would like to push Board approval back to September so it is ready for the Executive meeting in October. The Board verbally approved pushing the work plan approval into the September Board meeting. Ken has asked Mike to look at all the performance measures and come up with any improvements. Feedback from the Executives on the last work plan was that the performance measures were more tasks than measures. Ken asked the Board for suggestions to provide more of a performance measure. Andy asked Mike if any data can be pulled that would provide information that could be used a goal rather than a task. Mike passed out a worksheet that he put together to show performance measures

in terms of short term and long term for SRTMC Operations. Ken mentioned that objective #4 and #5 performance measures will most likely stay consistent. Glenn mentioned objective #4 performance measure and wondered if it is possible to log the timing in order to be able to track when an issue is resolved. Ken and Steve agreed it's something they can look into and is very plausible. Ken went over the budget has put together a biennium spend plan. He advised they will use the remaining funds from the equipment grant over the next two years. Ken presented the O&M grant, which included the new pay scales for employees and SRTMC monthly costs. The average monthly costs from the grant is around \$45k a month. The grant should last until approximately March 2018 and the follow on grant is projected to last until October 2020-March 2021. Ken is deciding whether to use the ATMS grant to pay for the license fees. The grant will have money remaining after projected expenses for the ATMS. Once Ken receives the WSDOT traffic operations numbers, he will have the budget document ready for the September board meeting.

### **Agency Updates**

- **WSDOT**- Provided an update on the I-90 ops study, received about 30 attendees at the open house. The next step is to pick strategies that will reduce crashes.
- **STA**- Not in attendance
- **Spokane County**- Nate accepted the Traffic Engineer position. Will be closing Market St north of Francis for 1 week.
- **COS**- Paved 2 lanes on Monroe and Lincoln On July 18th and will now progress to pave the remaining lanes on the other side. Altamont to Napa is now open.
- **COSV**- Sullivan and Euclid is currently under construction using a temporary traffic signal. Ray mentioned that City management is working together with Ken to assess the City/local benefits of the SRTMC to present to City Council later this year.
- **SRTC**- Ryan Stewart thanked Ken on behalf of Eve for the SRTC Board presentation.

### **Future Agenda Items**

### **Adjournment**

Adjourned 1438