March 2017 SRTMC Ops Board Agenda
1300 15 March 2017, STA, 1230 W Boone
Southside B 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 February meeting minutes

Old Business
- Status of IT work
  o 15 Minutes-Ryan/Steve
- ATMS update
  o 10 Minutes-Ken
New Business
- SRTMC Branding/Letterhead
  o 5 Minutes/Steve
- STA Update
  o 5 Minutes-Steve
- Regional ITS architecture plan status update
  o 10 Minutes-All
- Arterial data gathering planning document
  o 20 Minutes-All
- SRTMC staff discussion
  o 30 Minutes-Ken

Agency Updates
- 10 minutes – All
Future Agenda Items
Adjournment

Meeting was called to order at 1302

Roll Call/Record of Attendance: Ryan Kipp, Eve Nelson, Glenn Wagemann, Nate Thompson, Andy Schenk, Ken Heale, Katie Kempel, Steve Milatz, Ryan Medenwaldt, Fred Nelson and Sean Messner

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

Consent Agenda

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

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

b) Approval of SRTMC activity reports

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

c) Approval of February 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. worked on an issue with the cron on the SRTMC website. He found there was a delay in timings, he configured the website and data will now be available for public view much faster than the 2 to 3 minutes we were seeing. Ryan M. resolved a cookie library issue on the SRTMC website, which was keeping people from being able to save cameras as their favorites. He has been working with Parsons through the software testing process and preparing for the SIT (site integration test). Ryan M. replicated the web server for the SRTMC website so Parsons can perform underlying tests without affecting the public view of the site. He found some issues with VM backup server and corrected them. Ryan M. worked with Steve to expand partition on drive Tape Backups. Refreshed backup library that had expired but will have additional configuration to perform. Ryan M. reviewed documentation for initial SIT acceptance test for Parsons and found no issues. He performed testing with Matt Johnson from WSDOT Signals for the remote site at US2 and Spotted Rd. Steve received hardware from Parson for the ATMS. Parsons' staff came to perform SAT (site acceptance test) dry runs prior to the test. Intelight is scheduled to install software next week and provide training. Steve mentioned that the new hardware for the WOWZA server has arrived. Steve has been working to prep the ATMS workstations for Parsons that will

be used for the SIT testing. Steve worked with Ryan M. on installing a new keyboard for the Vicon system provided by WSDOT. He found the controller unit failed and worked with WSDOT Signals to resolve

- **ATMS Update –**

Ken mentioned that the site acceptance test (SAT) was conducted and passed. The passing of the SAT will generate a $160k bill. Parsons will be onsite the last week of March and second week of April to begin the integration process. Steve and Ryan M. attended a meeting today to create a list of hardware items that will need to be tested for the ATMS. Steve added that the list needs to include a variety of models and will need to test all versions of hardware to make sure they will all work and communicate with the central software. Ken noted the System Integration Test will be in May or June.

New Business

- **SRTMC Branding/ Letterhead**

The board voted on preferred SRTMC letterhead. Unanimous vote for the updated branded/letterhead. Nate mentioned Spokane County has a new updated logo which will need to reflect on the new letterhead. Nate will send the logo to Steve for incorporation.

- **STA Update**

Steve started working with the IT staff at STA on the communication link. SRTMC currently has a physical tie to the core switch with every agency except STA. STA has requested the video feeds for their dispatch center. Steve mentioned that when we have the new ATMS, SRTMC would benefit from access to the STA data. Steve expects the parts to make the STA connection to arrive soon and will then coordinate with STA for installation.

- **Regional ITS architecture plan status update**

Ken requested an update where everyone is at on the ITS architecture plan. He has asked the board if we should revisit the topic in April or May. COS will be meeting tomorrow. Spokane County is requesting May board meeting. WSDOT can be ready to address in April. COSV requests May due to current design and construction that would affect the plan. It was agreed that each agency would be ready to review their projects during the May Board meeting. Ken is pushing for October to have a combined project list

for Executive review. Eve suggested that we should bring up the funding discussion to the Executives at the next meeting. Andy recommends having each agency list their top priorities and then as a group pick the top priorities to allow funding in that order. Ken suggests each agency to look for opportunities in future projects that may allow the ITS to be installed with an existing project. This would allow them to tie the projects together to save money and condense projects. Eve asked if Ken has relationships with other TMCs'. Ken mentioned he does but they are all either city or WSDOT specific, not multiple jurisdictional. Eve mentioned she can get in contact with DELDOT to get their perspective on securing funding and grant money. Unanimous vote to push plan update to May.

- **Arterial data gathering planning document**

Ken, Carole Richardson (Plangineering), Eve and Sylvia (SRTC) met to create a planning level document for installation of arterial data gathering equipment. SRTMC can possibly purchase the data collectors using money from the equipment grant. Ken mentioned that they need to determine whether it is an appropriate use of the equipment grant. Ken is asking for a commitment from each agency that they can install and pay to operate/maintain the equipment if Ken purchases it. Andy doesn't believe that installing and operating/maintaining the equipment would be a problem for COS as long as it is minimal. The goal in time would be for each agency to have their data go straight to the SRTMC for them to condense and forward back to the agency. Each agency will receive Tableau as part of the ATMS procurement. This will enable each agency to view theirs and others data. Steve added that Tableau could tap multiple databases and pull the data in without having to physically store it. Nate asked about locations without a fiber connection. Ken said wireless could be an option but may generate a monthly bill unless it is a licensed point-to-point type system. Ryan asked what the timeframe would be. Ken anticipates by late fall of this year for procurement and installation could begin early spring of 2018. Eve mentioned this is a good place to start and could allow for bigger things in the future. Ken asked if each agency can commit to installation and continued operations/maintenance. Andy with COS will need time to make sure it is possible. Nate with Spokane County has not discussed it yet, but doesn't see an issue as long as there is not a monthly cell phone bill, but there may not be a radio or connection in some locations in Spokane County. Ryan K. with COSV is not sure due to budget and will need more time to conduct research.

- **SRTMC staff discussion**

Ken has requested to change Mike Kress's job classification to a Transportation Planning Specialist 3 due to duties he has been performing. HR agreed that it was a good job fit for the new tasks he has been

completing. His salary is grant funded and may result in an additional 1k a month in expenses. Eve asked if it would affect his union membership. Ken answered that he would change unions from WSFE to Local 17 but member dues would remain the same. Ken discussed that they are well within allocation and budget to make these changes due to savings from other projects. Fred asked when the change would take place. Ken mentioned it has to go to a board for approval first. Ken will complete paperwork and get it to Glenn for processing.

Ken asked Steve and Ryan M. to put together a list with short-term, mid-term and long-term IT issues to see if there is an ongoing need for a second IT person. Steve discussed the ATMS project and that there are many moving parts behind the scenes that SRTMC performs. In order to stay current they created a list to look at all systems in place, and the level of effort necessary to operate/maintain those systems. Ken mentioned that they brought Ryan in as a temporary employee to help get through the ATMS workload and his current term ends in July. The duties at the SRTMC were initially meant for one person to perform but looking into the long-term issues and day-to-day activities, Ken is requesting to downgrade Ryan M's position from an ITS5 position and creating a full-time permanent position at the ITS 4 level that would report to Steve. Ken added this is a grant-funded position as well and the salary would remain the same. Ken predicts the grant money will expire in October 2020-March 2021 timeframe. He mentioned that Ryan M. was direct appointed as a temporary and cannot be direct appointed to the new position; it would have to be an open competitive position awarded to the most qualified.

Agency Updates

- **WSDOT-** WSDOT has a goal to add another full-time IRT driver in July. They already have the funding and equipment available.
- **STA-** Fred thanked all of the agencies with how they are communicating their projects. STA created a Special Events Coordinator position 3 years ago and it has been extremely helpful.
- **Spokane County:** Sean Messner is moving to Spokane County. The County is currently designing projects and working on repairing washed out roads.
- **COS-** COS has predicted this will be the highest construction dollar amount year ever. There are multiple projects for this year, a lot of impacts, Val will be busy trying to adjust signal timing. Ken Knutson will be gone for 6 months in June or July to be deployed.
- **COSV-** Ryan Kipp will be participating in board meetings from now on. Sean is moving to Spokane County and his last day with COSV will be tomorrow. They are currently designing projects and receiving bids. Sean's position is out for recruitment.

Future Agenda Items

None discussed

Adjournment

Adjourned 1448