

October 2017 SRTMC Ops Board Agenda
1300 18 October 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-Andy
- Executive review
 - 10 minutes-Ken
- 2018 budget and work plan
 - 30 minutes- All
- Q and A/Next steps
 - 15 minutes-All

Consent Agenda

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

Old Business

- Status of IT work
 - 15 Minutes-Ryan/Steve
- ATMS update
 - 10 Minutes-Steve
- Arterial data gathering planning document
 - 10 Minutes-All

Agency Updates

- 10 minutes – All

Future Agenda Items

Adjournment

Executive meeting was called to order at 1300

Roll Call/Record of Attendance: Executives: Susan Meyer STA; Mike Gribner WSDOT; Scott Simmons COS; Gary Kaesemeyer COS; John Hohman COSV; and Chad Coles Spokane County. Ryan Kipp, Ray Wright, Steve Milatz, Ryan Medenwaldt, Eve Nelson, Andy Schenk, Nate Thompson, Kathleen Weinand, Katie Kempel, and Ken Heale.

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

Executive Overview

- **Introduction**

Harold White from WSDOT started by talking about filling Ken Heale's position. He advised they are moving toward the recruitment process and anticipates having the announcement out in a couple of weeks. Harold mentioned that the position will remain a DOT position. Susan Meyer asked if the position description will remain the same, Harold responded that two items were modified to provide more clarification. He added that Susan Meyer (STA) representing SRTC and John Hohman (COSV) representing the SRTMC Executive Board will be part of the interview panel as well as The panelists from WSDOT. Eve suggests having someone with operations experience on the interview panel, such as Ken or someone from WSDOT signals. Harold will be working with Ken drafting interview questions and welcomes suggestions from the board. Eve asked what the timeframe is; Mike Gribner mentioned approximately three to four months once the announcement is made public.

- **Executive review**

Ken started by going over the ATMS update adding they have passed all the testing except the Operations Acceptance test. They are currently working in the new iNet system. The old i2 system is no longer in use. The Operations Acceptance test is a thirty-day test and has an end date of November third. Ken mentioned there are some issues that have been resolved and are currently working on others. Steve Milatz added they are still working with the vendor and that the ATMS workstations are approximately 90% deployed. Ken discussed issues with the SRTMC operation and the back-up power generation during a previous windstorm. It was determined that a redesign of circuitry was necessary to balance the load on the generators. After the redesign, a stress test was performed and it was 100% successful. If there are any issues in the future, everything will remain functional. Ken mentioned the progress on the ITS Architecture plan and that they have received \$120 thousand from WSDOT funds to upgrade aging equipment. Feedback from STA on their video feed has been exceptional. Ken presented some charts on performance measures, which reflect ITS activation time, Gov delivery alerts and time until ROADS entry from April to September 2017.

- **2018 budget and work plan**

Andy started by talking about the Work Plan that they have utilized for the last four years. Ken displayed the work plan and mentioned the layout is the same as last year. The ATMS completion is a new accomplishment added for 2017. Ken discussed items in the 2017 work plan that were not completed, and mentioned that there is still time to complete some of them, while other projects were moved to 2018. Ken explained that two positions within SRTMC staff have been reallocated. Susan asked whether the two reallocated positions within the SRTMC were done through WSDOT or through the board. Ken and Andy mentioned they presented all items to the Operations Board for approval prior to moving forward with any reallocations. Ken spoke on the performance measures, which is still more of a task list, but advised that the next years' work plan will be able to move more toward a performance measure list rather than tasks. Over the next year, we will be able to capture actual performance measures that have a detailed outcome.

Susan asked when the next CMAQ grant application process opens and whether the SRTMC will be applying. Eve mentioned it opens in March 2018 and Ken input that the SRTMC will be applying. Andy added that WSDOT currently covers around 50% of operating costs

Bringing up the budget, Ken mentioned it closely reflects the previous years. The previous partner dues, which amount to \$56k, have not been collected since 2014 and it has been decided that it wasn't necessary to collect in 2018. John asked about the dues and mentioned that COSV incorporates them into their budget, which then goes back into the general fund if they are not spent. He suggested paying them in the future. Ken gave an overview of the Equipment grant from 2011 that has \$325k remaining. These dollars are expected to go towards the arterial data gathering plan. The Operations Board is looking into deploying something to generate flow maps and data gathering on arterials, such as Bluetooth readers. The remaining operations and maintenance grants should last until approximately October 2020 to March 2021, which is when the new STP and CMAQ grants should be available. Susan asked if there is a capitol asset plan. It was discussed among the board and Steve advised that SRTMC staff are working on putting one together to be able to present during the executive meetings. Eve suggested adding the capitol asset plan into the work plan. There will be discussion on this at a later time. There was decision to create a capital asset plan prior to receiving approval to begin paying agency dues.

A motion to approve the 2018 budget and work plan was made by Mike Gribner, seconded by Susan Meyer. No discussion, unanimous approval. Motion carries.

Executive meeting adjourned at 1414

SRTMC Board Meeting was called to order at 1415

Consent Agenda

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

b) Approval of SRTMC activity reports

c) Approval of September meeting minutes

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

Old Business

- **Status of IT work –**

Ryan M has been working with the ATMS, he went over some major bugs of which most have been resolved. He worked on some video wall issues where the video was unresponsive at times. He mentioned they still have some trouble tickets that need to be addressed. He has been working through major items and added that the system is more usable now. Ryan spent time creating a script that can remotely renew access cards. He also spend a lot of time with the weather advisory radio vendor working on the software and a solution. They have deployed new workstations at COS, Spokane County and STA, which is already active. Eve asked if the workstations include the new Tableau. Steve mentioned they are still working on that portion and anticipate to have all the machines out by the end of November. Steve talked about working with Parsons and mentioned they have been very responsive. Steve still has weekly meetings with Parsons and have begun building user device groups. They are pulling back the old i2 systems and preparing to surplus. Steve has been working on pushing out new access decoders, they currently have four cameras per one card. He is working to have each camera to one card.

- **ATMS Update –**

Ken mentioned the SRTMC operators are using the new ATMS.

- **Arterial data gathering planning document –**

Ken went over the data gathering plan. He has it finalized and removed it from draft. He still needs to get a cost on equipment prior to sending the final document out to the Board. He mentioned it took some time to hear from each agency to decide the top needs. Nate noticed there was one signal for the County that was listed under COSV that will need to be corrected. Ken mentioned it is the final document that we will go off of to move forward. Eve asked what the next step is, Ken mentioned we are waiting for costs of needed infrastructure and then they will work on what technology to use as end equipment. He will send final document to all agencies once he receives final costs.

Agency Updates

- **WSDOT**- Steve Milatz will be stepping in for Ken at next month's board meeting
- **Spokane County** – They have hired a new Assistant Traffic Engineer. Barry will need to be removed as the board alternate and be replaced by the new Assistant Traffic Engineer. They will be updating controllers to Intelight controllers.
- **STA**- Currently building the new garage for West Plains. Also working on shifting the way the bus pulls in and out of the Plaza.
- **SRTC**- Eve attended an ITS workshop and would like to bring it back to the board.
- **COSV**- They have 50% of the design completed for the north Sullivan ITS corridor project.
- **COS**- nothing new

Future Agenda Items

Nate asked the board for their opinion on purchasing site licenses for Argonne and Millwood controllers through Intelight, which is approximately \$1000 per license. The board decided to take funds from the ATMS grant and directed Ken to purchase the licenses.

Adjournment

Adjourned 1451