May 2018 SRTMC Ops Board Agenda
Date: May 16, 2018
Time: 1:00-3:00 PM
Spokane Regional Transportation Management Center
221 W. 1st Ave #310, Spokane, WA 99201

Call to Order

Roll Call/Record of Attendance

Public Comments

Executive Overview
- Introduction - 5 minutes-Andy
- SRTMC Tour - 10 minutes-Mike/Steve
- iNET Presentation – 5 minutes-Mike/Steve
- Budget Overview - 5 minutes-Becky
- Performance Measures – 5 minutes-Becky
- ATMS Update - 5 minutes- Steve/Ryan
- Discussion on Collection of Partner Funds and use of funds – 10 minutes-Becky
- Next Steps/Q & A - 10 minutes-All

Consent Agenda
- Approval of:
    a) SRTMC expenses to include grant and partner funds
    b) SRTMC activity reports
    c) April meeting minutes
    d) Physical Access Policy for SRTMC

Old Business
- Status of IT work - 10 Minutes-Ryan/Steve
- Operations Update - 10 Minutes-Mike
- Arterial Data Gathering Update - 5 Minutes-Becky

New Business
- ITS Architecture – RAD-IT - 5 Minutes-Becky/Steve
- Funding Opportunity ATCMTD - 5 Minutes-Becky/Eve

Agency Updates
- 10 minutes – All

Future Agenda Items

Adjournment

Executive meeting was called to order at 1304

Roll Call/Record of Attendance: Executives: Sabrina Minshall SRTC; Susan Meyer STA; Mike Gribner WSDOT; Scott Simmons COS; John Hohman COSV; and Chad Coles Spokane County. Ryan Kipp, Ray Wright, Steve Milatz, Ryan Medenwaldt, Andy Schenk, Ken Knutson, Nate Thompson, Katie Kempel, and Becky Spangle.

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

Executive Overview
- **Introduction**

Andy began the meeting by giving a short introduction.

- **SRTMC Tour**

Steve Milatz and Mike Kress hosted a tour of the SRTMC Operations room and server room.

- **Budget Overview**

Becky brought up a breakdown of current grant money. The Equipment grant currently has $325k remaining and the board is planning to use a portion of it for Arterial Data Gathering. She mentioned the 2014-17 STP Operations and Maintenance funds are just finishing up and we will move to the 2017-19 funds this month. The 2014-17 CMAQ funds still have approximately $520k remaining, after closure of the ATMS OAT and licensing fees there will be around $120k remaining. These remaining ATMS funds will be used to cover any upgrades to the ATMS system that were not covered under the original contract but were or will be determined a necessary function of the system as well as ongoing licenses and maintenance agreements. Susan asked what those upgrades might be and Becky said she would have to refer to the list and could provide that list to the group. Sabrina asked what the 2011 CMAQ equipment grant was for, which Becky will look into. Becky added that the 2017-19 STP O&M grant will get us into 2021 and will then move into the approved off the top funding (2018 SRTC call for projects). WSDOT covers $30k-$40k per month for operation and maintenance of the SRTMC (total M & O expenditures are $60k-$75k) and we are currently averaging around $35k per month in WSDOT expended funds for the biennium. There is $56k remaining in previously collected partner funds. There is funding in place for Maintenance and Operations of the SRTMC through 2023.

- **Performance Measures**

Becky brought up a graph of the SRTMC Operator activities on incident entries and time frame. The graph depicts how many incidents have occurred, the type of incident and the timeframe of which it was addressed.

- **ATMS Update**

Becky and Steve spoke about the ATMS progress and that we are currently in the Operations Assessment Testing (OAT), which was initiated in September but is ongoing to make sure Parsons addresses all our needs. Parsons is still working on ongoing issues and just deployed a new patch

this week, which will need to be verified that it has fully resolved the original issues. We will enter the maintenance warranty phase once the OAT is closed. Mike mentioned the Operators are using the new iNet system. The signals interface with the Intelight software is in test phase by Parsons, which will allow for Regional signal communication.

- **Discussion on Collection of Partner Funds and use of funds**

Becky discussed Partner Funds. She informed that they have not collected partner funds for the last three years and the Interlocal Agreement allows for $15k per agency per year. The SRTMC Ops Board is proposing to begin collecting again starting in 2019 and will have more of a discussion and request for approval at the October Executive meeting. She included the anticipated use for the partner funds would be; hardware replacement, software upgrades, federal grant match money for SRTMC related projects, and other uses as approved by SRTMC Ops board and Executive board. Sabrina mentioned that October might be too late to ask for funds for 2019 for other agencies to include into their budgets.

Sabrina initiated a discussion on ITS projects that were prioritized in the ITS Plan for CMAQ funding and mentioned that none of the agencies submitted any of the ITS projects on the list. There was a brief discussion about updating the ITS Architecture and the importance of working on updates to the plan as a partnership and selecting Region priorities. There was a brief discussion about the new ATCMTD Grant opportunity for Advanced Transportation related projects. There was support voiced for submitting an application to include M & O of the SRTMC.

Susan asked if we have a replacement cycle plan for equipment hardware replacements using the partner funds. Steve mentioned that the hardware replacement plan had been provided at the January Executive meeting. Becky said we could provide that information again. Andy mentioned that the $15K per agency of partner funds would not be enough to cover the total costs as shown by the replacement cycle. Susan mentioned October is too late for a partner funds decision if changing the amount of partner funds is part of the discussion. Glenn said any increase to partner funds would be at a later date and Becky said that an amendment to the agreement would have to happen first. It was mentioned that some agencies have been continually budgeting for the $15K in partner funds. Susan asked where the funds for replacement of the hardware has been coming from in the previous years since the grant has not covered equipment. Andy input that WSDOT purchased the monitors for the SRTMC video wall and the ATMS grant, as well as other capital projects, included installation of new hardware. He also added that WSDOT has covered the purchase of replacement parts within the SRTMC. For hardware in the field, it is typically replaced by the agency in whose equipment (cabinet) the failed hardware was located. The remaining $56k partner funds will be used within the next year towards needed replacement items such as servers which have already been ordered ($9K) and a new HVAC unit in the SRTMC server room.

The group discussed the future need to cover the shortfall of funds if grants are not pursued after the 2021-2023 funding cycle. The 2021-2023 grant will fund $1.83M in M&O (36 Months of funding). After 2023, if other funding sources are not found, the partner agencies will have to fund this portion to keep SRTMC at the same operational level. Mike Gribner expressed the ultimate goal would be to have full agency participation.

- **Next Steps/ Q & A**

Executive meeting adjourned at 1441

SRTMC Board Meeting was called to order at 1450

Consent Agenda

    a) **Approval of SRTMC expenses to include grant and partner funds**
    b) **Approval of SRTMC activity reports**
    c) **Approval of April meeting minutes**
    d) **Approval of the Physical Access Policy for SRTMC**

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

Old Business

- **Status of IT work –**

Ryan M began by mentioning the patch deployed by Parsons, with a follow up patch tomorrow, May 17. He mentioned a couple ongoing issues, one of which has been resolved. Steve, Ryan M and Doug Rice from WSDOT Signals have been talking to vendors for the video wall and have received an estimate of one million from Avidex. They are waiting on another discussion from Vicon on additional existing infrastructure. Becky, Steve, Ryan M and Mike Kress attended presentations from arterial data gathering vendors, which support API, but could also cause some issues with integration to the new ATMS system. Steve received the new domain controller and file server last week, and is working on getting them installed. Steve cleared out some equipment from the old i2 and turned over to WSDOT to surplus. Steve mentioned he has not received a data dictionary from Parsons, in order to understand how the data is structured in the data drives. A data dictionary will be critical for understanding how to mine data from iNET for use with Tableau. Steve has been receiving quotes for a new cooling unit in the server room, for which the vendor claims is damaged and non-repairable, and will include an update at the next board meeting.

- **Operations Update –**

Mike has been working on the iNet operations test and ticket items. He met with Becky and Glenn on reducing the use of iNet after watching the operators working around all of the ongoing issues. He has also asked HQ Web Aps group to make a few changes to Log to help capture additional reporting data. Some operators are using iNet while others are mainly using Log and iNet only to activate devices. Mike conducted TIM training last month in Colville, Pullman and Airway Heights, with another on May 23 in Cheney. Mike has hand carried fliers to the local fire departments in attempts to get their participation. He also facilitated his first TMC statewide web apps user group conference. Coordinated with Bob Dehle, the WSDOT IRT Supervisor on getting an IRT approved to work the Saturday during Bloomsday. Glenn mentioned possibly receiving funding for an additional IRT on duty during the Fridays for Bloomsday and Hoop fest. Mike attended a meeting with WSDOT employees on getting a couple additional cameras installed in locations that already have fiber. Participated in Work zone Database Conference calls and anticipates having a fully

usable work zone database by next year's construction season. Ken asked if it would just be for WSDOT or for all agencies use. Mike mentioned that currently it is WSDOT only since it is by milepost and be tied into the TMC log. Glenn asked if there was some way arterials could be added to the application and Mike speculated that there might be a way since City, Valley, and County arterials are already in the ROADS application using faux mileposts. He will contact HQ Web Apps about adding them to the Work Zone Database. Mike also scheduled the generator test, which was fine, but will need a battery and a few other parts. Mike will send the estimate to Becky for repairs once it's received from Pacific Power.

- **Arterial Data Gathering Update –**

Becky touched on the arterial data gathering plans. She has met with a few vendors for possible devices. WSDOT is demo testing four BlueTOAD devices on I-90 from the Stateline to Havana and Freya. The devices have access to a web program for 60 days. WSDOT will also be receiving two DA-300 devices to install on US 395 north of Country Homes that will collect more data. They have received access to COS's website to demo/test the Acyclica program site and the City will get access to the data from the DA-300 devices once installed. Becky mentioned they are still looking into a few other options and have received access to Blyncsy test program to explore. They requested demo of the new BlueMAC Wi-Fi device in July and are currently receiving quotes from all the vendors for price comparisons. Becky will communicate with everyone involved once all options have been researched before the next meeting, along with a presentation.

New Business

- **ITS Architecture-**

Steve touched on the RAD-it program set-up to include all previous ITS architecture plans from 2013. Andy believed we can update the plans as a group, Becky would prefer to update before next year. She also added the need to include big picture goals, priorities, and provide a map with existing and future as this is important to the Executives.

- **Funding Opportunity ATCMTD-**

Becky will work on putting an application together to apply by the June cut-off to start use of the funds after 2019.

- **HVAC Unit replacement-**

Steve received a quote for around $10k to replace the HVAC unit in the server room. It is important to get this replaced as soon as possible with the expected high temperatures. The HVAC unit cools all the server room equipment which will not operate properly or possibly quit working if not kept cool. Andy makes a motion to approve funding of up to $15k of partner agency funds to replace the HVAC unit. Nate seconded. Unanimous decision. Motion carries.

Agency Updates

No agency updates to report

<u>Future Agenda Items</u>

<u>Adjournment</u>
Adjourned 1551