
SRTMC EXECUTIVE BOARD MEETING NOTIFICATION

WHEN: Wednesday, August 21, 2019

TIME: 1:00 PM

WHERE: WSDOT – Spokane County Conference Room
2714 N. Mayfair Street, Spokane WA 99207

REFERENCE DOCUMENTS (Attached):

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Board Rules & Procedures Documents	Page 7
SRTMC Lease & Relocation Presentation Preview	Page 12
Regional ITS Architecture- Planning Primer-Executive Summary	Page 23

EXECUTIVE BOARD MEETING AGENDA

1. Call to Order
2. Roll Call / Record of Attendance
3. Public Comments
4. **Action – Consent Agenda**
 - a) June 19, 2019 Meeting Minutes
5. **Information & Discussion**
 - a) Interlocal Agreement-Clarification of Board Relationships & Roles – Susan & Mike
 - b) SRTMC facility lease renewal and relocation cost estimates – Becky
 - c) ITS Architecture Presentation to SRTC-TTC – Becky
 - d) ITS/Operations/Technology Regional Project – Mike & Becky
6. **Action – Approval of Operating and Executive Board Rules and Procedures**
7. **Executive Board Comments**
8. Adjournment

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EXECUTIVE BOARD MEETING MINUTES

1. **Call to Order:** 1:03 PM
2. **Roll Call / Record of Attendance:** John Dickson (County), Bill Helbig (CoSV), Sabrina Minshall (SRTC), Susan Meyer (STA), Mike Gribner (WSDOT), Scott Simmons (CoS), Glenn Wagemann (WSDOT), Becky Spangle (SRTMC)
3. **Public Comments:** No public comments were made.
4. **Action – Consent Agenda**
 - a) **June 19, 2019 Meeting Minutes**

Motion was made by Mike Gribner, seconded by Susan Meyer. Vote unanimous, motion carried.
5. **Information & Discussion**
 - a) **Interlocal Agreement-Clarification of Board Relationships & Roles – Susan & Mike**

At the June Executive meeting, there were discussions regarding making changes to the current Interlocal agreement to better clarify relationships between the SRTMC Executive and Operating Boards. Mike and Susan met after the meeting and determined that a revision to the inter-local agreement would not be necessary. However, to fulfill the need to clarify the board relationships and roles, it was agreed



that a letter or memorandum of understanding between the boards would be a proper way to accomplish this. Mike worked with Becky to draft a document outlining the Executive board's roles and relationships and Susan is reviewing it. The letter will be sent to the Executive Board Chair for review.

b) SRTMC facility lease renewal and relocation cost estimates – Becky

Becky recapped that the SRTMC's lease at the Intermodal center is set to expire at the end of December 2019. Becky has been working with the building management to start on a new lease agreement for which she was presented with 5 and 3 year options. The 5 year term would be an initial 37% increase for first year with a 3% increase each additional year. For the 3 year term, the initial estimated cost would be a 68.4% increase for first year, with a 3% increase each additional year. Becky provided some preliminary cost estimates to move the TMC to three candidate facilities:

- \$591K – Relocation facility on fiber line
- \$637K - STA Plaza
- \$2.1M - Emergency Operations Center (EOC)

The Board ultimately determined the current goal would be to pursue a 3 year lease renewal with the intent to continue exploring relocation options. It was agreed that the intermodal facility is no longer a good long-term option for the SRTMC. There was general agreement that 2022 was a good target date for relocation which could coincide with programed SRTMC equipment replacement funding. Scott Simmons suggested renegotiating the 3 year term option to match the rates given for the first three years of the five year term. The Executive Board agreed that Becky was the appropriate person to work on negotiations with the property management company.

c) ITS Architecture Presentation to SRTC-TTC – Becky

Becky requested consent from the Executive Board to present the Regional ITS Architecture Plan (final draft) to the Transportation Technical Committee (TTC) at the meeting scheduled on 08/28. Becky mentioned that she had incorporated all comments and feedback she had received to date from SRTMC partner agencies. The goal for the presentation is to get feedback from the TTC on how best to incorporate the Regional ITS Architecture into the planning process. Becky will send The final draft architecture plan to the TTC committee tomorrow morning so that they have it to review prior to meeting. Becky will provide a copy of the presentation to the Executive Board for their information. Sabrina suggested sending the FHWA Primer "Applying a Regional ITS Architecture to Support Planning for Operations" to the TTC to reference during the presentation as well. Becky agreed to include the Primer with the draft architecture plan.

d) ITS/Operations/Technology Regional Project – Mike & Becky

Mike presented to the board his reasoning behind having the Operating Board develop an ITS project implementation and investment plan. Mike shared how revenue discussions with the Legislature will be happening over the course of the year and he wants us to be prepared with a regional investment plan that the partners can stand behind when seeking funding. A copy of the Spokane Region ITS Project Implementation (draft) was provided to the Executive Board members for their review and consideration. Mike asked that they contemplate how to take this plan forward.



Becky shared that the Operating Board held a workshop last week to discuss the high priority regional objectives which are outlined in the Regional ITS Architecture Plan. These priorities were used to develop the implementation plan. The priority objectives include: centralized data collection, increase system performance analysis and reporting, increase data integration / sharing for all agencies, communications and infrastructure expansion, and SRTMC relocation and expansion. The package includes cost estimates for all projects listed. There was discussion about how the implementation plan could be used to support grant requests. Sabrina discussed how the SRTC will be researching previously awarded grants to get ideas for how to speak to the benefits that these objectives can provide and how to quantify results. Quantified benefits and results is an element that may be missing from the implementation plan and should be included.

This will be an agenda topic at the October Executive Board meeting.

6. **Action – Approval of Operating and Executive Board Rules and Procedures**
Motion made to approve Executive Board Rules and Procedures by Susan Meyer seconded by Mike Gribner. Vote unanimous, carried.
7. **Executive Board Comments**
No further comments were made.
8. **Adjournment:** 2:29 PM