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**SRTMC EXECUTIVE BOARD MEETING NOTIFICATION**

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**WHEN:** Wednesday, February 20, 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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SRTMC Interlocal Agreement	Page 12

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**EXECUTIVE BOARD MEETING AGENDA**

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1. Call to Order
2. Roll Call / Record of Attendance
3. Public Comments
4. **Action** – **Consent Agenda**
  - a) November 20, 2018 Meeting Minutes
5. **Information & Discussion** – Facilitated by Becky Spangle
  - a) SRTMC Work Plan schedule update
  - b) Spokane Region ITS Architecture Plan update
  - c) SRTMC Operating Board Rules and Procedures
  - d) Operating and Executive Board roles as defined by Interlocal Agreement
  - e) Executive Board discussion on meeting intervals and structure
6. **Action** – **Selection of Executive Board Chair and Vice Chair**
7. **Executive Board Comments**
8. Adjournment

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## **EXECUTIVE BOARD MEETING MINUTES**

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1. **Call to Order:** 13:03

2. **Roll Call / Record of Attendance:**

Mike Gribner (WSDOT), Sabrina Minshall (SRTC), Susan Meyer (STA), John Hohman (CoSV), John Dickson (Spokane County), Becky Spangle (SRTMC)

3. **Public Comments**

No public comment was made.

4. **Action – Consent Agenda**

a) **November 20, 2018 Meeting Minutes**

Motion to approve made by Mike Gribner, seconded by John Dickson. Vote to approve was unanimous. Motion carried.

5. **Information & Discussion** – Facilitated by Becky Spangle

a) **SRTMC Work Plan Schedule Update**

Becky reported that the work plan document has been completed and distributed to the operating board for review. Progress has been made on the arterial data gathering project to install 32 data collection devices along several major arterials in the region with the goal to provide the agencies the capability to start traffic data performance measures such as speed, travel times and origin-destination information. Installation efforts will be distributed across each agency in accordance to the devices' site jurisdiction. 10 of the 32 devices will be collecting full traffic intersection performance data. The collected data will be made accessible from a single platform which each agency will be provided access to. Sabrina had a question regarding clarification on the funding source of the project. Becky stated that in November a determination was made to use the ATMS grant funds after the 2010 equipment grant was determined to be ineligible to fund the project. John Dickson requested clarification on who would be responsible for on-going maintenance and operation of the devices. Becky stated that the current agreement is the project funds will cover a 5-year warranty for each device in full. Once the warranty period has expired, she felt it could be possible to use SRTMC funds to cover future replacement costs or possibly discontinue support altogether. Mike Gribner felt that depending on the success of the project, the executive members will collectively need to decide whether they will want to continue to fund the project for operations charges. However, Mike's initial impression was the current focus would be on deployment and installation of the devices.

Becky gave an update on the posting of travel times on the variable message signs and stated that there is still additional work that needs to be done to evaluate the accuracy of the calculated speeds with the goal to start posting travel times in the spring. A timeline graphic was presented to the board which reflected on schedule according to

the listed goals and activities. Becky incorporated target dates for each activity and goal which dynamically adjusts and reflect as behind schedule should target dates not be met.

Finally, Becky updated the board regarding the ramp metering project which SRTMC staff has been providing assistance. Currently, there is equipment installed at the US-195 / I-90 Ramp which WSDOT is currently conducting an operational study on. Glenn Wagemann (WSDOT) stated the turn on date is tentatively scheduled to the week of April 8th. Public information will be released prior to the system's activation.

**b) Spokane Region ITS Architecture Plan update**

The database tool used to generate the ITS Architecture Plan document has been completed and revised to include all federal required items and specifics for the Spokane region. The document has been distributed amongst the operational board members for review with a planned scheduled workshop in March. Once the document has been reviewed and agreed upon by each Operations Board member, Becky would like to distribute a draft plan to each stakeholder for feedback. Finally, after feedback can be incorporated into the plan the document will be made available to the executive board to begin finalization in May with a tentatively scheduled approval date in June.

**c) SRTMC Operating Board Rules and Procedures**

The operations board is currently working on a refresh of the rules and procedures document which was last updated in 2016. The executive board determined that the Operations Board's Rules and Procedures refresh should be placed on hold until the Executive Board's Rules and Procedures has been finalized.

**d) Operating and Executive Board roles as defined by Interlocal Agreement**

Becky sought clarification on defining the language for executive sessions due to conflicting information between the document and the inter-local agreement. John Dickson commented his understanding of the difference between executive meetings and executive sessions is that meetings should be made open to the public, while executive sessions are often infrequent in occurrence and are made private to discuss matters such as employee performance, labor, etc. The board members stated similar views that the document in its current state was confusing to follow and first impressions were to re-write the document to make both boards' roles more distinct. Further discussion ensued commenting that there were gaps that did not clearly define the executive board's rules and procedures and powers and functions. The board agreed to plans on amending the document to incorporate the changes and the possibility of amending the inter-local agreement as well.

**e) Executive Board discussion on meeting intervals and structure**

The board was posed the question of how often they want to hold meetings which is currently bi-annually scheduled. Susan believes that this should be driven by the functions and decisions of the executive board and felt the board still requires a more clearly defined structure before deciding. Further discussion was made regarding the relationship and function of SRTC and their role with the SRTMC boards and to ensure this is clearly defined in the document.

**6. Action – Selection of Executive Board Chair and Vice Chair**

As part of the discussion, Mike requested to have WSDOT excluded from the chair rotation. Mike explained his goal is to reduce the agency's influence over the board and better facilitate the other agencies a fair opportunity to lead. A motion was made by Susan Meyer to select John Dickson as chair and John Hohman as vice chair which was seconded by Mike Gribner. Vote to approve was unanimous. Motion carried.

**7. Executive Board Comments**

The board agreed that Susan will work on the first draft of the roles and responsibilities re-write which will then be sent out for review to the other board members. A tentative completion date for the document was scheduled by the end of the second quarter. The next item for approval will be the ITS architecture plan.

**8. Adjournment**

A motion to adjourn was made by Mike Gribner and seconded by Susan Meyer. Vote to approve was unanimous. Motion carried.

Meeting adjourned at: 14:05