



February 2019 SRTMC Ops Board Agenda

Date: February 20, 2019

Time: 2:30-4:00 PM

WSDOT – Spokane County Conference Room
2714 N. Mayfair St, Spokane WA 99207

1. Call to Order
2. Roll Call/Record of Attendance
3. Public Comments
4. Action - Consent Agenda
 - a) SRTMC expenses to include grant and partner funds
 - b) SRTMC activity reports
 - c) January meeting minutes
5. Action – Approval of SRTMC Operating Board Rules and Procedures
 - a) Signed by Chair and SRTMC Manager
6. IT Status Report - 10 Minutes-Ryan/Steve
7. Operations Update - 10 Minutes-Mike
8. Information and Discussion
 - a) Spokane Regional ITS Architecture Plan update – 15 Minutes-Becky
 - b) Arterial Data Gathering update
9. Agency Updates
10. Future Agenda Items
11. Adjournment



February 2019 SRTMC Ops Board Meeting Minutes

Date: February 20, 2019

Scheduled Time: 2:30-4:00 PM

WSDOT – Spokane County Conference Room
2714 Mayfair St, Spokane WA 99207

1. **Call to Order:** 14:12

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

Mike Kress (SRTMC), Eve Nelson (SRTC), Fred Nelson (STA), Ken Knutson (CoS), Ray Wright (CoSV), Nate Thompson (County), Glenn Wagemann (WSDOT), Ryan Medenwaldt (SRTMC), Steve Milatz (SRTMC). Becky Spangle (SRTMC).

3. **Public Comments:**

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

4. **Action - Consent Agenda**

- a) **SRTMC expenses to include grant and partner funds**
- b) **SRTMC activity reports**
- c) **January meeting minutes**

Motion to approve was made by Fred Nelson seconded by Ken Knutson. Vote unanimous, motion carried.

5. **Action – Approval of SRTMC Operating Board Rules and Procedures**

a.) **Signed by Chair and SRTMC Manager**

Becky shared that the executive board recommended putting a hold on approving the SRTMC Operating Board Rules and Procedures document due to an anticipated rewrite to include rules and procedures for the executive board along with a thorough review and clarification of language for the whole document which the executive board is taking the lead on.

Motion to table the action items was made by Ray Wright, seconded by Eve Nelson. Vote was unanimous, motion carried.

6. **IT Status Report - 10 Minutes-Ryan/Steve**

Steve has been working with WSDOT and Verizon on moving cellular devices into a VPN pool for networked equipment for added security. He also updated that the new database server has been shipped and received which he has begun installation of the core database application. Steve assisted vendor with configuration and setup of external SQL reports on the server for ramp meter device reports. SRTMC IT met with Parsons to discuss a cost proposal for ramp meter module and video wall integration for the ATMS system. Finally, Steve has also been working on transferring account information for licensed products purchased by the ATMS vendor.

Ryan worked on configuring new decoder hardware and has also been testing and evaluating various demo software and hardware for new video wall integration solutions. He also worked on resolving ongoing application issues affecting SRTMC staff. Lastly, Ryan worked with Mike Kress to generate a list of condensed form input fields in the ATMS system that will help improve workflow efficiency.

7. Operations Update - 10 Minutes-Mike

Mike recapped he worked with SRTMC IT on the ATMS input field reduction as well as the creation of a priority list of open ticket items that the SRTMC would like to focus on during the ATMS maintenance period. Mike projected that the labor expenses for operations will be higher this month due to weather conditions which required more double coverage, overtime, and call outs. Mike has also coordinated an onsite visit with Lisa Ballard to assist with Tableau software training and report building. Lastly, he has continued work with Becky and Glenn on the Regional Operations Forum.

8. Information and Discussion

a.) Spokane Regional ITS Architecture Plan update – 15 Minutes-Becky

Becky has completed the first draft of the document and presented an overview of the document to the board members. The current draft contains all projected projects and goals which listed the needs and functional objectives of each item. Becky discussed the possibility to reduce the list to more short-term goals if the board deemed it beneficial. She discussed with the board scheduling a workshop in March to review the document and determine a prioritized list of projects in the document.

Eve asked whether there was any discussion at the Executive board to present the document to the Transportation Technical Committee (TTC).

Becky stated that this was not in the current plan, but was supportive of the idea.

b.) Arterial Data Gathering update

Becky updated the board that the Arterial data gathering devices have shipped and should arrive early next week and she anticipated deployments to begin shortly thereafter.

9. Agency Updates

- City of Spokane: Started deployment of their arterial data gathering devices on Market/Freya/Greene which run from Francis to Sprague.
- STA: No updates to provide.
- SRTC: Currently in the process of hiring new planners and anticipated that the SRTC may be filling the operations board with a different member in the coming months.
- City of Spokane Valley: No updates to provide.
- Spokane County: The Bigelow Gulch / Argonne to Evergreen Rd project is out to bid and they are also working to hire a new Signals Chief.
- WSDOT: Completed their Dedicated Short-Range Communication (DSRC) equipment installation on Pines Rd. at Mission and Sprague. The units are still in test, but will provide Signal Phasing and Timing (SPAT) data to compatible vehicles currently on the market. The data will also be accessible from a mobile application that will be released in the coming months.



10. Future Agenda Items

Next month the board will be conducting a workshop to review the ITS Architecture Plan and regional projects list.

11. Adjournment: 15:30

Ray Wright made a motion to adjourn, seconded by Ken Knutson. Vote was unanimous, motion carried.