
SRTMC EXECUTIVE BOARD MEETING NOTIFICATION

WHEN: Wednesday, June 19, 2019

TIME: 1:00 PM

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

REFERENCE DOCUMENTS (Attached):

February 20, 2019 Meeting Minutes	Page 3
Work Plan Update	Page 6
Budget Summary	Page 7
ATCMTD Grant Fact Sheet	Page 8

EXECUTIVE BOARD MEETING AGENDA

1. Call to Order
2. Roll Call / Record of Attendance
3. Public Comments
4. **Action – Consent Agenda**
 - a) February 20, 2019 Meeting Minutes
5. **Information & Discussion** – Facilitated by Becky Spangle
 - a) Work Plan and budget update
 - i. Regional Operations Forum
 - b) Spokane Region ITS Architecture Plan update
 - c) SRTMC Operating & Executive Board Rules and Procedures
 - d) SRTMC facility/location and the future
 - e) ATCMTD Grant
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:** 12:59 AM
2. **Roll Call / Record of Attendance:** John Dickson (County), John Hohman (CoSV), Sabrina Minshall (SRTC), Scott Simmons (CoS), Mike Gribner (WSDOT), Susan Meyer (STA), Glenn Wagemann (WSDOT), Becky Spangle (SRTMC)
3. **Public Comments:** No public comments were made.
4. **Action – Consent Agenda**
 - a) **February 20, 2019 Meeting Minutes**

Two revisions were requested for misspelling errors on the attendee list. With these modifications, a motion to approve was made by Mike Gribner, and seconded by Sabrina Minshall. All in favor, motion carried.
5. **Information & Discussion** – Facilitated by Becky Spangle
 - a) **Work Plan and budget update**

Becky highlighted some of the key items completed referenced in the Work Plan:

 - Ops board Completion of ITS workshop (update of regional projects listed in ITS Architecture Plan)



- Arterial Data collection Project – devices procured and dispersed across agencies for install with plans to use the data for performance measurements.
- SRTMC is testing ramp meter integration into the Advanced Transportation Management System (ATMS).
- Posting of VMS Travel Times has been postponed until September 2019. This was due to planned upgrades to existing Vehicle Detection Systems and the hosting platform which will improve data accuracy and accessibility.
- The SRTMC is currently looking to use remaining equipment grant funds to convert existing analog camera system components, at the SRTMC, to a digital (IP) format by end of 2019.
- Remaining ATMS grant funds will cover the warranty and maintenance periods.
- Partner funds will be used to help cover expenses for the Regional Operations Forum.

i. Regional Operations Forum

- Scheduled for July 10th – 11th. Contract with consultant completed, the event will be hosted at the Centennial Hotel, Spokane. The 11th will be a half day with a keynote speaker followed by a full day workshop on the 11th. The topics discussed will cover traffic system management & operation strategies, and how these concepts can be adopted regionally across all participating agencies.

b) Spokane Region ITS Architecture Plan update

- Current plans are to present the ITS Architecture Plan to the SRTC Transportation Technical Committee (TTC). Further discussion regarding the document and how it will be presented to SRTC will occur during the August Executive board meeting.

c) SRTMC Operating & Executive Board Rules and Procedures

A draft of the Executive Board Rules and Procedures document has been started, but Susan stated that significant modifications were still required. The board discussed updating the interlocal agreement (ILA) to help clarify and distinguish roles between the Operating board and the Executive board. The following actions were assigned:

- Becky will distribute 2016 Interlocal Agreement and Operating Board Rules and Procedures document (Draft) to Executive board members by June 28th. (Becky)
- Distribute Revised Draft of Executive rules and procedures document to Executive board members by July 19th. (Susan Meyer)



- Meet and discuss Interlocal Agreement and determine what if any revisions or amendments might be needed. Send suggested revised language to Executive board members. (Susan Meyer, Mike Gribner)
- Prepare to approve Executive Board Rules and Procedures document at August Executive Board Meeting.
- Scheduled Executive meeting on August 21st.

d) SRTMC facility/location and the future

The SRTMC's current lease at the Intermodal Center expires December 31st, 2019. Current funding has been budgeted until 2022 at the current rental rate, but current concerns are tied to potential rate increases upon renewal. The board expressed a need to know the costs to relocate the TMC in order to make a determination. The board also discussed whether there would be interest for other partner agencies to lease space at the intermodal center. The board also discussed if there were any potential facilities within the various agencies that would have capacity to house the SRTMC. Becky is currently trying to determine an estimate of what it would cost to relocate based on available fiber infrastructure. Becky will send copy of current lease agreement to Executive board members.

e) ATCMTD Grant

Becky received notice on April 1st that no funding was awarded to the SRTMC based on the project that was submitted for the Advanced Transportation and Congestion Management Technologies Deployment (ATCMTD) Grant. Current plans are to reapply for the 2020 ATCMTD Grant potentially with assistance of a consultant, but would require strong coordination across the agencies for a regionally focused project that would meet the necessary criteria. Becky will send list of 2018 grant recipients to Executive board members.

6. Action – Approval of Operating and Executive Board Rules and Procedures

No action taken, tabled until next meeting.

7. Executive Board Comments

Introduction of Frank Bezemer has been selected as the new STA Operations Board member.

Becky was accepted to attend the National Operations Academy. The event will take place in Baltimore, Maryland Nov 5-15th. The training will cover transportation systems management and operations (TSMO) strategies.

John Hohman announced Ray Wright's retirement from City of Spokane Valley and that today will be his last day serving with the Operations board. He served with CoSV for 5 years.

8. Adjournment: 2:42 PM



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