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**SRTMC EXECUTIVE BOARD MEETING NOTIFICATION**

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**WHEN:** Wednesday, October 16, 2019

**TIME:** 1:00 PM

**WHERE:** SRTC Office – Conference Room  
421 W Riverside Ave Suite 504

**REFERENCE DOCUMENTS (Attached):**

August 21, 2019 Meeting Minutes	Page 3
Operating Board Rules & Procedures Document	Page 6
CY2020 Work Plan	Page 11
CY2020 Budget Plan	Page 23

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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) August 21, 2019 Meeting Minutes
5. **Information & Discussion**
  - a) Memorandum of Clarification of Board Relationships – Mike
  - b) SRTMC facility lease renewal update – Becky
  - c) CY2020 Work Plan & CY2020 Budget Plan – Becky
  - d) Regional ITS Project Implementation Plan next steps – Mike
6. **Action – Approval of Operating Board Rules and Procedures**
7. **Executive Board Comments**
8. Adjournment

**EXECUTIVE BOARD MEETING MINUTES**

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1. **Call to Order:** Meeting was called to order at 1:04
2. **Roll Call / Record of Attendance:**
  - John Dickson (County)
  - John Hohman (CoSV),
  - Sabrina Minshall (SRTC)
  - Mike Gribner (WSDOT)
  - Glenn Wagemann (WSDOT)
  - Becky Spangle (SRTMC)
3. **Public Comments:** No public comments
4. **Action – Consent Agenda**
  - a) August 21, 2019 Meeting Minutes
    - Motion to approve made by Mike Gribner, seconded by John Hohman
    - Questions or discussion: none
    - Vote to approve: unanimous
    - Motion carried
5. **Information & Discussion**
  - a) Memorandum of Clarification of Board Relationships – Mike Gribner requested that discussion could be delayed as he believes they are not through the review process yet and suggested it be moved to the next meeting when Susan Meyer (Spokane Transit Agency-STA) could be present for the discussion
  - b) SRTMC facility lease renewal update – Becky reported that with the help of Mike Gribner and Scott Simmons at City of Spokane (CoS), the property management company has verbally agreed to a three-year lease renewal with the five-year annual rates, with two, one-year extension options. These terms mean a 37% increase for the first year with a 3% increase each additional year with a three-year lease commitment. Once the formal agreement is received from the property management company, Becky will present to the Board for formal approval at the December meeting.
  - c) CY2020 Work Plan & CY2020 Budget Plan – Becky went over the work plan and budget plan for the 2020 calendar year starting with the work plan and the following notable 2019 accomplishments:
    - Spokane Region ITS Architecture document finalized
      - Presented to TTC last month and last week to the SRTC Board which went well and she anticipates acceptance of the plan at next month's SRTC Board meeting
    - Arterial Data Collection project implemented
    - First Regional Operations Forum held
      - Great attendance with great feedback
      - Mike Gribner asked that consideration be made in the next one to be more of a hard-sell to get elected officials in and educate them on what the TSMO strategies are, how they work, and what the cost benefit is. Becky noted that Al French has spoken favorably about the forum on several occasions. Mike Gribner wants to have some discussions about what the forum will need to accomplish and how we need to get it done. Sabrina Minshall suggested we



do the forum in smaller time chunks and coordinate the times with SRTC board meetings.

- SRTMC equipment replacement and asset inventory
  - Becky discussed some project funds received through WSDOT for equipment replacement
- Researched solutions for converting SRTMC analog systems to IP (digital)
- Executive & Operating Board Rules of Procedure approved

Becky further discussed the Arterial Data Collection project, and what the cloud-based website can provide including real-time data that is available. The system can send alerts when certain events occur which expands monitoring coverage territory where there are no cameras to zoom in on these events. Sabrina Minshall suggested that we need to think about how to effectively use the data like being able to make on-the-fly signal timing changes when there are backups. Becky Spangle explained that the devices and data allow for traffic signal performance measurement at 10 intersections at a time. We can use that data to gain understanding of where efficiencies can be gained and what changes to implement. We will need collaboration among partners to implement. John Hohman stated that it requires a lot of work and time to coordinate signals, so it will require work to get a jurisdiction's plans in place before they can effectively integrate those plans with other jurisdictions. Mike Gribner said we have formed up this regional organization and it might not be unreasonable to ask others for assistance to get there. Sabrina Minshall stated that there are certain decisions that make sense to centralize as a systems approach, and then how do we fund that, but that can be worked out if the goal is about the system. Glenn Wagemann said there is a possibility that the TMC could have operators from other jurisdictions that operate as one with the existing staff from the SRTMC.

John Dickson asked about the events chart showing different types of incidents (e.g., dead animals, collisions) and whether the numbers have increased over the past few years and Becky Spangle said that the numbers of each type of incident is close to the same numbers as last year. Glenn Wagemann states that the IRT response numbers have gone up and that non-reoccurring congestion has been increasing. Sabrina Minshall shared that they have about 40% of causes of congestion in the current congestion management plan, but still need to figure out what that broader percentage looks like. Glenn Wagemann said the Acyclica data should help fill in some of the gaps. Mike Gribner discussed that the impact for safety in an urban area like Spokane are much higher than for congestion and that needs to be part of the story that is told, but that is different for rural Spokane County. The metrics we develop need to take these into account so we address the appropriate societal costs. John Dickson agreed that the primary focus should be on safety and then congestion, but must be messaged well.

2020 Priorities and Objectives were discussed and included:

- Spokane Region ITS & TSMO Project Planning & Implementation
  - Last year's focus was on the ITS Architecture plan



- This year's focus is moving into the implementation of projects, priorities captured in the implementation plan, and seeking funding and revenue
- Regional Data Collection and Reporting
  - What are we going to do with the data
  - How we can obtain operational data from other existing sources
- Coordinated Incident and Congestion Management
- ITS Infrastructure and IT Support
  - Finding gaps in communications
  - Developing communication plan,
  - Determine what we need for communications in the region
- SRTMC Infrastructure and Equipment Management
- Financial Stewardship
- Day to Day Operation of SRTMC

Becky also summarized the Work Goals for 2020 and showed a milestone list and stated that input is welcomed and accepted throughout the year for other items that can be added. Becky Spangle stated that the goal summary was not in a prioritized order and Mike Gribner suggested she take the numbers out of the chart. Sabrina Minshall suggested two areas that should be added to better integrate with work that the SRTC is doing. First, the Regional Operations Data Warehousing and Report Generation (Page 7, item # 2 of Work Plan), add another bullet called Participation in SRTC DATA Project. The description of this goal would be to help define the DATA plan and implementation for the region. Sabrina Minshall will send out information on the DATA Acronym and project so the goal can be specific. Also, add a ninth work goal summary to include Integration of data into that DATA project and outcomes to insure integration with planning at the SRTC. Discussion followed regarding increasing SRTMC involvement thorough TTC involvement or project team level involvement. Just because WSDOT is participating, it should not be assumed that SRTMC is also represented. Becky Spangle sees a critical need for operational planning to be included. She sees the SRTMC as the operational branch of the SRTC and believes that was the intent when the SRTMC was founded. Mike Gribner stated that the conversation will need some additional vetting to understand the changing environment.

The second area Sabrina felt should be added to the Work Plan is in the Financial Stewardship section on p. 9, fourth bullet, "Develop performance measures demonstrating SRTMC value to system users, partners, and stakeholders". Sabrina would like to have a bullet added where the SRTMC staff participates in the MTP development process. Mike Gribner asked about the difference in participating by supplying data and participating by supplying intellectual or governing input. Sabrina Minshall shared that developing key performance indicators would be more than just data, and might impact financial resources and SRTC needs someone from the SRTMC engaged to help develop policy recommendations that come to the SRTC Board.

Becky shared the Performance Measurement Goals as provided in the Work Plan and said they were goals that could be measured and reported on for the year. In regard to responding to identifiable incidents within five minutes, John



Dickson asked about the reporting timeframes and Becky Spangle explained that even though the reports can be generated weekly/monthly, operationally, the information is met as a daily goal. There was also discussion over the stakeholder satisfaction goal which includes a satisfaction survey for SRTMC service to be completed by SRTMC stakeholders. Mike Gribner asked who the stakeholders included. Becky sent out the survey to SRTMC Partner Agency operations staff, but that list can be expanded. Questions would need to be updated to get more feedback and include a broader group. Mike Gribner suggested the it include the SRTC Board as part of the stakeholders. Sabrina Minshall mentioned the possible need to include the media. Becky Spangle also cited examples of the Weather Service being interested in partnering with the TMC to combine travel information with weather information. Mike Gribner stated that there is a sensitivity to ensure the stakeholders are aware that the SRTMC is staying together and people are seeing value with the organization and will continue to fund it and that once we are comfortable, we should develop the stakeholder list. Glenn Wagemann brought up his perspective that members of the SRTC Board may have different takes on the SRTMC and the questions would have to be crafted to ensure they would look at the survey from an organizational, not personal position. Sabrina Minshall agreed that the questions would have to be geared to their position on the Board and identify how it serves the Region.

Becky started the discussion of the 2020 budget plan. She discussed the 2019 budget vs. actual expenditures. The M&O and capital expense projections were \$1,757,011. The actual (to date) and projections through EOY are \$1,533,010. With a EOY expense projection to be \$224,000 under spent for the equipment grant because of slow procurement processes, but we are still working to finalize it by the end of the year and can work to extend any deadlines if there is carryover. Becky provided the 2020 anticipated expenditures and funding sources with all expenditures totaling \$1,379,100 for the year. Sabrina Minshall asked for clarification on the WSDOT provided M&O funds as to whether these were State or Federal and Becky Spangle confirmed they are State funds. Sabrina Minshall suggested that the SRTMC consider hiring a grant writer on a contracted basis who has the understanding of the processes and can develop grant packages with input from the subject matter experts in the organization to build additional capacity and build value. Mike Gribner has also thought about that but would also like to better understand the grant universe to identify the what's and how's of bringing a writer on board. John Hohman has a grant writer on staff, but they also contract out on Federal grants on a cycle basis. Becky compared the Management and Operation expenses for 2018 (actuals), 2019 (anticipated), and 2020 (estimated):

- 2018-- \$989,187 (54% STP Grant, 46% WSDOT funds)
- 2019-- \$1,008,010 (54% STP Grant, 46% WSDOT funds)
- 2020-- \$1,086,100 (54% STP Grant, 46% WSDOT funds)

Becky Spangle Stated that the 8% increase from 2019 to 2020 is mostly due to labor cost increases as IT staff were reclassified and received raises and all WSDOT employees had a 3% increase in January and in July of 2019. Becky stated that she is capturing the future annual 3% increases in the long-term budget and confirmed that these amounts also include employee benefit amounts and increases.



Becky compared the Capital expenses for 2018(actuals), 2019 (anticipated), and 2020 (estimated):

- 2018-- \$194,210
- 2019-- \$742,011—includes the anticipated \$224K carryover of equipment funds
- 2020-- \$293,000—mostly the design component of the WSDOT equipment preservation funds

Becky discussed the future of the SRTMC:

- Management and Operations funding has been secured through June 2023 with STP and WSDOT funding
- It is anticipated that the current WSDOT funding levels in support of SRTMC operations will continue beyond 2023 which supports approximately 46% of the total cost
- If grant funding is not solicited beyond 2023, other sources of funds will be required to fund the other 54% and keep the SRTMC operating at the same level of service
- Electrical preservation funding from WSDOT has been programmed to replace SRTMC Equipment in the 2021-2023 biennium and account for future enhancement, capacity, and integration of SRTMC systems
- The lease for the SRTMC will be extended until December 2022 with the option to extend for one or two, one-year periods
- Consideration for a new location for the SRTMC would include determining what some options are such as partner agency available space, what a different location should look like, should expansion be considered to bring in other agency operations into a common facility.

Becky finished by presenting some 2020 agenda items which included discussion of the 10 year budget forecast and unfunded needs, SRTMC partner dues & membership, and options and solutions for relocation and expansion of the SRTMC. John Dickson also noted that we need to be thinking about the ten-year plan and what we might look like 5-6 years from now. Mike Gribner agreed and also stated that moving the SRTMC would result in a significant cash outlay and the conversation cannot take place in a vacuum and must consider how we will secure the other 54% of the funding for future years. Sabrina Minshall suggested that the Executive Board have a standing agenda item (not necessarily for every meeting, but most) that the executive group discuss strategy for education and outreach to keep it intentional about how we message.

With the addition of items recommended by Sabrina Minshall, a motion to adopt the 2020 Work Plan and 2020 Budget was made.

- John Dickson asked for a motion to approve the Plan and Budget with those enhancements
- Motion made by Mike Gribner, seconded by John Hohman
- No questions or discussion
- Vote to approve was unanimous
- Motion carried

d) Regional ITS Project Implementation Plan next steps

Mike Gribner would like to get it integrated into the effort to be housed in the SRTC conversation as an “ask”. Sabrina Minshall stated that it is a TIP line item for discussion.



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

Becky Spangle sent out a draft and incorporated some comments that were specific to the Operating Board, but is nearly identical to the Executive Board rules and Procedures

- Mike Gribner made a motion to approve it recognizing that the Board and relationship letter still has not been vetted, but those will define what identified as missing out of the document , seconded by John Hohman
- No questions or discussion
- Vote to approve was unanimous
- Motion carried
- The approved procedures will be signed by John Dickson, Executive Board Chair, and by Glenn Wagemann, Operating Board Chair

7. **Executive Board Comments**

The members of the Board agreed upon that the next meeting should be held on December 18, 2019 from 1-2 PM, in a location to be determined with the agenda items to include:

- Finish the clarification of the Board responsibilities
- Approval of the SRTMC Lease Agreement

Sabrina Minshall made remarks to the Board saying that Becky Spangle did a really good presentation at the SRTC board meeting in October

8. **Adjournment**

Meeting was adjourned at 2:23 PM