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**SRTMC OPERATING BOARD MEETING NOTIFICATION**

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**WHEN:** Wednesday, October 16, 2019  
**TIME:** 2:30 PM – 4:00 PM  
**WHERE:** SRTC Office – Conference Room  
421 W Riverside Ave Suite 504

**REFERENCE DOCUMENTS (Attached):**

September Meeting Minutes	Page 3
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Acyclica Data Sharing Letter	Page 11

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**OPERATING 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) September 18, 2019 Meeting Minutes
  - b) September Activity Report
  - c) September Expenditures
- 5) **SRTMC Staff Updates**
  - a) IT Update 10 Minutes – Steve & Ryan
  - b) Operations Update 10 Minutes - Mike
- 6) **Information & Discussion**
  - a) Recap of Executive Meeting Takeaways 20 Minutes – All
  - b) SRTMC Lease Negotiations Update 10 Minutes – Becky
  - c) Acyclica Road Trend Units Available 5 Minutes – Becky
  - d) Lane Closure Policies Best Practices 10 Minutes – All
- 7) **Action – Approval and Signature for Acyclica Data Sharing**



- 8) Agency Updates
- 9) Future Agenda Item
- 10) Adjournment

**SRTMC OPERATING BOARD MEETING MINUTES**

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1) **Call to Order:** Meeting was called to order at 2:31

2) **Roll Call / Record of Attendance**

Glenn Wagemann (WSDOT),  
Ken Knutson (CoS),  
Frank Bezemer (STA)  
Kathleen Weinand (STA),  
Nate Thompson (Spokane County)  
Harley Dobson (Spokane County)  
Eve Nelson (SRTC),  
Becky Spangle (SRTMC)  
Mike Kress (SRTMC),  
Steve Milatz (SRTMC)

3) **Public Comments:** No public in attendance, no public comment.

4) **Action – Consent Agenda**

- a) September 18, 2019 Meeting Minutes
- b) September Activity Report
- c) September Expenditures

Motion was made to approve items a, b, and c by Ken Knutson, seconded by Frank Bezemer

No discussion

Vote to approve was unanimous

Motion carried

5) **SRTMC Staff Updates**

- a) IT Update -- Steve & Ryan

Ryan was not present and Steve discussed that they have been working on research for IP-based hardware items required by the SRTMC. Ryan has also been working on the video wall solution with some new equipment we received in. Steve also pointed out that Ryan had generated a script to capture screenshots of the I-90/Medical Lake work at the request of the project office during the 10-day closure for construction. Ryan then made a motion video of the time-lapse photos and worked with WSDOT Communications who will be posting the video on the WSDOT YouTube channel.

- b) Operations Update -- Mike

Mike explained that he has been working with the Ops staff to get prepared for winter with procedures and staffing. He has been working on multi-jurisdictional road info issues and has been working with Mike and Eve at SRTC for assistance on the



project. It will require multiple people, however, to be able to get it tailored for TMC Operators. He has been working to get the DOT radio system setup into a different format, to roll out new processes and procedures so they are prepared for the ER rollout of the new radio systems. Eve had a question about a \$2M HAR radio replacement project that was identified in the TIP, but Becky was able to clarify that the description of the project in the TIP erroneously included HAR updated, but in fact was just SRTMC equipment preservation/replacement. Mike clarified that the radios he was discussing was the 800 MHz system used to talk to the maintenance personnel in the field. *Follow up at end of meeting:* Wanted to thank Frank for getting him in touch with Jay at STA—he has been helpful working through the road information stuff and he knows a lot and starting the coordination with the STA Ops who will be visiting the TMC to better learn about what and how we do Ops at the TMC.

## 6) Information & Discussion

### a) Recap of Executive Meeting Takeaways -- All

Becky said the executive meeting was very positive and she was pleased they approved the items, good conversation and no surprises. Sabrina had brought up SRTMC representation at SRTC for the TTC should be considered as absence of it has caused gaps in the past and it is good that the conversation is happening

Glenn: Positive discussion on what the ten year-look might be for the TMC, with the possibility that there might be other agency partners on the staff. Example: Signal timing-how do we create timing plans that can be put in place

Glenn--Operation discussion about educating the SRTC exec board. Becky--critical to have people understand the need for operational strategy can provide. Eve--good future agenda item, capture and provide snippets, real life examples, projects that the TMC is working on so when grants come up, people are aware of what the TMC is doing.

Mike—Future Operations Forum--ask, put out a survey to identify topics and build on that for the next one

Glenn attempted to show the time-lapse video of the I-90/Medical Lake project, but it was too large and was taking a long time to buffer. This prompted some questions about the roundabout model used, interchange construction, and what was accomplished during the 10-day closure. Nate commented that some of the contractors on County's part of the project may have been pulled away to work on the roundabout.

### b) SRTMC Lease Negotiations Update – Becky

Becky noted for the past two months, the property management company (PMC) refused to negotiate the lease amounts

About two weeks ago, Scott Simmons from the City was able to step in and the PMC contacted Becky to say they were going to accept the three-year term at the five-year rate which is only a 38% increase instead of a 64% increase with the ability to end at the end of three years or extend for a fourth or fifth year which gives the SRTMC options.

Still have not seen a written document so once that comes in, she will send it out for review and have it approved and signed before the end of the year.

Ken posed the question about whether the Executive Board Chair would sign. Becky stated that she would like that, but also that the last lease was signed by the SRTMC Manager on behalf of the DOT which would also work, so Becky will have those discussions and do whatever is required as long as everyone is in agreement. During those three years, we need to be planning and having the conversations of where the SRTMC will be located so we do not find ourselves three years down the road in the same predicament and we find ourselves somewhere else at the end of the agreement-that is the goal.

c) Acyclica Road Trend Units Available – Becky

Becky shared that a vendor had sent an unsolicited quote for 17 previous demonstration units that could be purchased for about \$2,500 when they retail new for about \$3,500-\$4,000 and has forwarded the information on to the Board. The units offer speed, travel time, and origin/destination information.

Acyclica-based so they could tie into the existing cloud data platform

There was some discussion about whether partner funds might be used. Agencies could also just purchase them if they wanted to use their own funds.

Future discussion item in November

The existing units are on-line and Becky can send out invitation to anyone that needs it. Some of the intersections with controller information are still not completely hooked up to a harness, but there are routes out there that she set up.

Eve brought up that the next meeting conflicts with the TTC, and requested a reschedule. Becky agreed to look at dates, and the members agreed that Tuesday the 19<sup>th</sup> of November would work for the next meeting.

d) Lane Closure Policies Best Practices – All

The need for a region-wide daytime lane closure policy was brought up for discussion along with the need to bring it to the TTC committee at SRTC.

We need to identify which roadways (ex. 3<sup>rd</sup> and Division) should be considered for restrictions by the policy. This could be a goal for January or February of next year.

Glenn stated he could not find the policy from Seattle DOT, Becky found an FHWA policy fact sheet and can send it out to everyone. Would help to frame the policy for agencies, contractors, and utilities.

Eve noted that the Board should use the SWOT analysis (strengths, weaknesses, opportunities, and threats) to research the policy and do a whitepaper before presenting to the SRTC.

Eve also noted how such a policy could have impact on union rates, projects (requirement to work at night, weekends).

Kathleen mentioned that such a policy could also have an impact on the STA stop improvements as they are usually small dollar contracts on smaller arterials and dependent on what roads would be included might make the jobs less attractive to contractors.

Glenn talked about how delay avoidance should be built into projects (ex. wider shoulders, fewer lanes taken by first responders during an event) and that it may be difficult when dealing with smaller projects.

Glenn stated that the goal would be region-wide, could include arterials, and may not just apply to main roads.

Nate explained that the County currently reviews projects and determines how to have the least impact on the travelling public.



Mike discussed some recent examples where project information for closures was not fully released and did not always match what was in the traffic control plan which resulted in traffic delays and possible public safety issues;

Eve agreed that what we are getting at is perfect, but states that this should be an analysis of what we have in place now and what changes we need to make.

Glenn and Ken both stated that approvals are often decentralized and do not always come through a Traffic Engineer.

Glenn stated that the need is there to start the discussion as it would probably take a year of work and research and anticipated it would not be ready until sometime in the 2021 timeframe, but the Board needs to do the work to get everyone there. He asked everyone to think about the higher-volume roads and how they would be affected by work during the day or during commute times.

Kathleen asked about including volume thresholds and thought this should include a larger group early on.

Eve stated she thinks this would be a policy, systems, and environmental change as not only is this a policy change, but jurisdictions would have to alter their procedures and how their systems work and we should use procedures for PS&E development.

#### 7) **Action – Approval and Signature for Acyclica Data Sharing**

Becky reminded the group that she previously sent out memo/letter and was thinking everyone would need to sign it. Consensus she received back was that there are really only two groups that own the devices: SRTMC and the City of Spokane.

Glenn will sign on behalf of SRTMC and the City will sign in order to agree to merge the two groups into a single group so entire routes can be configured.

All devices are viewable, but cannot make routes using devices in different groups.

Motion was made to approve having the documents signed by SRTMC and CoS so they can be sent to Acyclica.

Motion to approve made by Ken Knutson, seconded by Eve Nelson

No questions or discussion

Vote to approve was unanimous

Motion carried

Becky will send out copies of the documents

#### 8) **Agency Updates**

a) CoS-Tactics server updates support newer version of SEPAC controllers, deployed to several testing sites, but will take some time to get fully fielded based on technician workloads

b) County-Geiger—Contractor will try to be done with west end from Amazon to 902 this year. Harley states that the roundabout to Hayford is done with temporary striping except for the signal. Signal poles were ordered at the start, but are not expected to ship until the end of the month.

c) WSDOT-Nothing to add

d) STA-Close to opening the STC transit center, delayed trying to get a signal pole so they can safely exit, but are hoping to have it open by Thanksgiving. Planning for big route changes in 2022, open forums to discuss, mapping app and trying to get the work out. Frank also brought up how the new train coupling activity in the Sprague, Freya, Fancher areas off 3<sup>rd</sup> Ave have been causing delays of up to 30 minutes for STA bus routes. City has not had much success getting the railroad to modify their operations that



have recently moved to Spokane from Hermiston, Oregon. STA may have to look at changing routes as there are no viable ways to avoid the delay areas

9) **Future Agenda Items**

- a) Next meeting will be Tuesday, November 19, 2019 at 1:00 PM, location TBD (from general discussion)
- b) Ways to educate/inform SRTC Board about what the TMC does to improve other stakeholders' understanding (from general discussion)
- c) Demonstrate existing Acyclica locations and discuss purchase of demonstration units with Partner Funds (from general discussion)
- d) Becky will check with Acyclica to see if they can provide training using local data especially traffic signal performance measures (Map 21) data training is complex, but needs the intersection controller data (from discussion)
- e) No other items brought up

10) **Adjournment:** Meeting was adjourned at 3:56