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**SRTMC EXECUTIVE BOARD MEETING NOTIFICATION**

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**WHEN:** Wednesday, August 19, 2020

**TIME:** 1:00 PM – 2:30 PM

**WHERE:** TEAMS Meeting

**REFERENCE DOCUMENTS (Attached):**

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**EXECUTIVE BOARD MEETING AGENDA**

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1. **Call to Order:** 1:03 PM
2. **Roll Call / Record of Attendance:** Becky Spangle (SRTMC), Susan Meyer (STA), John Dickson (County), Mike Gribner (WSDOT), John Hohman (CoSV), Sabrina Minshall (SRTC), Scott Simmons (CoS)
3. **Public Comments:** No public comments were made.
4. **Action – Consent Agenda**
  - a) February 19, 2020 Meeting Minutes  
  
Motion to approve made by Susan Meyer, Seconded by Mike Gribner. Vote unanimous, carried.
5. **Action**
  - a) **Approval of SRTMC Board Relationship Memorandum**  
Motion to approve made by Mike Gribner seconded by John Dickson. Vote unanimous, carried.
6. **Information & Discussion**
  - a) **SRTMC 10 year Budget look – Becky**  
Per request by the executive board, Becky put together a 10 year budget outlook which covers FY2020-2029. To date, FY2020 is complete and all actual expenses were covered in the packet. \$1,435,032.22 expended, of the



anticipated \$1,418,265.65. There was a \$16,766.57 carry over from 2019. One of the main reasons for the difference was due to software expenditures which came in higher than anticipated. Differences from 2018 to 2020 include increased IT wages due to reclassifications in 2019, increase in software and equipment from WSDOT P3 funding, and ongoing software and licensing costs. Current federal grant dollars are to be expended by end of FY2023. Federal funding currently makes up for 60% of operations and management costs for the SRTMC. Q funding is forecasted to continue at the same allocated rate as reflected in previous years. Questions were raised about potential staff reductions required to meet minimum service expectations in relation to future funding forecasts. Options may be explored to make these determinations as a future agenda item. Prior to the next Executive Board meeting, Susan would like to have a workshop with the rest of the board to explore a deeper conversation in regards to the agency budget impacts from the ongoing pandemic and how this ties to the SRTMC. There is no projected change in annual \$15K partner dues for the upcoming fiscal year.

**b) Status of ATCMTD Grant Application – Becky**

ATCMTD Request for \$1,740,000 of \$3,480,000 total project cost. This is a 3 ½ year project starting in FY2021 – FY2024. The project tasks include: Systems Engineering/Concept of Operations, ATSPM Enhancements/Detection zone upgrades, Traffic Signal Controller & DSRC Capabilities, Incident & Event Action Plan Development, ATMS Module Enhancements, Data Systems & Public Information Dashboards, Fiber Optic Communications & Virtual TMC, and Project Evaluation. The list of projects was determined based on the 2018-2019 Project Implementation Plan. This project would include the use of \$20,000 in partner labor resources from each member agency, excluding SRTC, over the 3 ½ year span. This would require local funds expended by partner agency staff in accordance with the efforts of the project such as equipment installation, system maintenance, etc. The SRTC will provide non-monetary support as the SRTC is primarily federally funded.

Due to short turnaround of the application, a motion to approve submittal of the application with agreement on the use of partner funds for match and \$20K labor resource per agency was made by Scott Simmons, seconded by John Dickson. Vote was unanimous, motion approved.

**c) SRTMC Website Dashboard – Becky**

Item tabled for next board meeting.

**7. Executive Board Comments**

No further comments were made.

**8. Adjournment: 2:28 PM**