



SRTMC OPERATING BOARD MEETING NOTIFICATION

WHEN: Wednesday, January 18, 2023
TIME: 1:00 PM – 3:00 PM
WHERE: Microsoft TEAMS Meeting

REFERENCE DOCUMENTS:

November 2022 Meeting Minutes
November 2022 Activity Reports
December 2022 Activity Reports
December 2022 Expenditure Summaries

OPERATING BOARD MEETING AGENDA

- 1) **Call to Order:** 1:00 PM
- 2) **Roll Call / Record of Attendance:** Gerald Okihara (CoS), Ryan Kipp (CoSV), Nate Thompson (County), Melinda Rehfeldt (STA), David Fletcher (SRTC), Glenn Wagemann (WSDOT), Ken Knutson (WSDOT), Ryan Medenwaldt (SRTMC), Mike Kress (SRTMC), Steve Milatz (SRTMC).

- 3) **New Operating Board Chair:** Nate Thompson (County), 2023

Motion made by Glenn, seconded by Ryan K. Vote unanimous, carried.

The original chair rotation would select WSDOT as next in line, but this seat was decided to be skipped considering Ken would re-selected as chair after just serving while employed with the City of Spokane.

- 4) **Public Comments:** No public comments were made.

- 5) **Action – Consent Agenda**

- a) November 2022 Meeting Minutes
- b) November 2022 Activity Reports
- c) December 2022 Activity Reports
- d) December 2022 Expenditure Summaries

Motion to approve action items 5a-5d made by Glenn seconded by Gerald. Vote unanimous, carried.



6) **SRTMC Staff Updates**

a) IT Update - Steve/Ryan

Steve has been working on updating documentation for start of new year. Worked on server hardware troubleshooting and firmware updates to resolve issues. Steve worked with Ken and Glenn on SRTMC Ops/Exec budget reports based on past feedback. He is working with Ken and WSDOT finance office to move 2022 partner fund collections into a work order to allow charges to be processed. Steve has also worked on workstation updates and had a discussion with vendor on server replication software migration and purchase plan.

Ryan worked on an SRTMC website update to provide CCTV overlays when opening cameras in Fullscreen mode. This is in response to local media stations utilizing the cameras in their traffic broadcast(s) to easily identify cameras as well as to ensure owning agency recognition. Ryan also identified and alleviated an issue with bandwidth utilization tied to CCTV streams provided on the SRTMC website, he discussed limiting stream access will need to become an integral part of the website rebuild project.

b) Operations Update – Mike

Mike has been involved in supporting operations staff during winter storm events and helping cover operator shifts. Mike has been involved in getting the TMC Operations part-time position filled and out for advertisement. He expects to see position announcement go out in the next few weeks. He has also been working on coordinating TIM training in the region and specifically working with the West Plains Fire Depts. and WSDOT emergency manager Shane Allen to expand trainings in the WSDOT south central and north central regions. Mike believes there has been a degradation in utilization of the TIM training principles across first responders at incidents in the region. It seems the long hiatus in hosted trainings as well as high staff turnover is likely a contributing factor.

7) **Information & Discussion**

a) Exec Board meeting – all

No date has been selected yet, Ken will be coordinating with the board members using a doodle poll to pinpoint day and time. Expect to occur sometime in late January or early February. The meeting agenda will mostly be comprised of discussing the budget and any follow up discussion on the approved work plan.

Glenn discussed a draft of the 2022 expenditures and proposed 2023 budget for approval at the operating board level before being sent to the Executive Board. Overall, 2022 budget expenses was \$1,058,19 for a difference of \$167,449 of the estimated \$1,225,639 budget. This is mostly contributed to unfilled positions and staff off charging labor to WSDOT TMC Equipment Replacement Project funds. Additionally, there was a reduction in training, travel, and service costs. The 2023 budget will be based on the 2022 estimate budget considering vacant positions (TMC Manager, TMC Operator – Part Time) are expected to be filled in addition to an expected 2% labor increase. The overall 2023 proposed budget is \$1,243,419 which is ~1.5% increase over 2022 estimated budget. Revenues for 2021-2023 grant funds was \$1,834,000 with expenditures through 2022 at \$1,119,727. The remaining funds available for 2023 is \$634,273. The 2023 budget plans to expend the remaining 2021-2023 grant balance which an addition ~\$32K of the available \$2,104,115 2024-2026 grant funds planned to be expended. All the available



\$316,000 WSDOT 2021-2023 funds will be expended which expenditures will then carry into the new 2023-2025 WSDOT funding cycle. The 2023 budget expenditures estimate to use \$194,272 of the available \$1,070,630 WSDOT 2023-2025 funds. Roughly \$66,671 of the available \$187,767 partner funds (including 2023 collections) will be expended leaving a remaining balance of \$121,096.

There have been recent developments within WSDOT that Glenn shared that there is excess in 2021-2023 funds available which the agency is willing to offer an additional \$320,000 to help fund the TMC's operating costs. These dollars will need to be expended by the end of June 2023. As such, expenditures against the SRTMC 2023 grant funds will likely be suspended in the interim shifting charges against the 2024-2026 SRTMC grant funds to most likely resume Q1 or Q2 of 2024. There are internal discussions whether WSDOT would be willing to provide a budget that would be capable to fully fund the TMC although this is still highly speculative.

A motion to approve the 2023 Proposed Budget for review by the SRTMC Executive Board was made by Glenn, seconded by Nate. No further discussion, carried.

b) TMC Relocation update – Glenn

Glenn provided the most current proposed TMC remodel plans. WSP just provided a 30-day notice that they will be vacating the premises which currently occupies a significant portion of the building. There are challenges that this section of the building is at ground level, while the planned section for the TMC remodel is 4' above ground. This would require a build out to include either a ramp or lift to provide access between both sides of the building. It is unclear at this time whether the additional space will be sought to be acquired as part of the TMC re-model with the understanding this would increase overall costs. A permit has been issued for remodel plans and contracting is scheduled to take place within the next few weeks. The goal is the project will begin construction in 2023 and completed by early 2024 including fiber relocation to a new communications building located on WSDOT property.

c) Lease extension

The lease extension was intended to be completed in June. Previous contract was 5-year contract with 3 years fixed rate, and two 1-year extensions but previously did not disclose cost. Information was recently shared that the rate will be at the current Consumer Price Index (CPI) estimated at a 7% increase. The board has agreed upon the one-year extension which the second-year extension will need to be revisited in June 2023.

d) INRIX trial access

Glenn reached out to INRIX late December and was scheduled to have a meeting in the coming weeks. There have been additional discussions between WSDOT and Iteris to demo Clear Guide which is a competing product. At a minimum, access would be provided to each board member and may acquire additional accounts if there are more interested users. Acquisition of either of these products would grant access to third party data across Spokane County and could provide various performance measures such as signal performance (INRIX), hard braking stats, origin & destination, etc. without the need of dedicated hardware installed in the field. The demo would include brief training to help users understand the capabilities of the platform and how to use it. Ryan Kipp also suggested looking



into other products on offer by Waze or Google which may provide similar metrics at competitive pricing.

e) Agency updates

City of Spokane – Thor / Freya corridor fiber splicing not yet completed which was expected to be concluded in 2022. The contractor has returned to the jobsite and while some splicing has occurred, all splicing for live circuits still pending completion.

City of Spokane Valley – The City has selected a new signal technician and will be conducting a meeting with Spokane County regarding the position's roles and responsibilities. The City has several projects in the design phase which there will be more information to share as the summer months approach.

Spokane Transit Authority – completion of a minor service changes last weekend which transitioned smoothly. STA is gearing up for the major City Line service implementation scheduled to take place in July.

Spokane Regional Transportation Council – Last month, the SRTC board accepted unified list of priorities and legislative agenda for 2023. They also begun work on their two year unified planning work program. David will be switching roles with Eve to serve as the 2023 SRTMC Ops Board member.

WSDOT – No updates provided.

Spokane County – No updated provided.

f) Future agenda items

No further discussion.

g) Adjournment: 2:20 PM

Motioned by Ryan K., seconded by Gerald. Vote unanimous, carried.