

September 2017 SRTMC Ops Board Agenda
1300 20 September 2017, WSDOT Regional Office, 2714 N Mayfair, Spokane County Conference
Room
Spokane WA 99207

Call to Order

Roll Call/Record of Attendance

Public Comments

Consent Agenda

- 5 minutes -Fred
 - a) Approval of SRTMC expenses to include grant and partner funds
 - b) Approval of SRTMC activity reports
 - c) Approval of August meeting minutes

Old Business

- Status of IT work
 - 15 Minutes-Ryan/Steve
- Operations update
 - 10 Minutes-Mike
- ATMS update
 - 10 Minutes-Ken

New Business

- SRTMC Leadership
 - 10 Minutes-Mike Gribner
- 2018 Work plan and budget
 - 60 Minutes-Ken/Board

Agency Updates

- 10 minutes – All

Future Agenda Items

Adjournment

Meeting was called to order at 1303

Roll Call/Record of Attendance: Fred Nelson, Eve Nelson, Barry Greene, Steve Milatz, Glenn Wagemann, Ryan Medenwaldt, Andy Schenk, Ray Wright, Ken Heale, Mike Kress, Ryan Kipp and Katie Kempel.

Public comment was called for. There was no one in attendance. No public comment.

Consent Agenda

a) Approval of SRTMC expenses to include grant and partner funds

A motion to approve was made by Andy, seconded by Ray. No discussion, unanimous decision. Motion carries.

b) Approval of SRTMC activity reports

A motion to approve was made by Glenn, seconded by Andy. No discussion, unanimous decision. Motion carries.

c) Approval of August meeting minutes

A motion to approve was made by Eve, seconded by Andy. No discussion, unanimous decision. Motion carries.

Old Business

- **Status of IT work –**

Ryan M mentioned that the ATMS project is now on-line and he has been working with Parsons on debugging. He also resolved an issue with CCTV images on WSDOT webpage. Ryan has been creating trouble tickets for Parsons in the new system. Steve revisited some testing issues and updated the SIT (Site Integration Test) documentation and participated in the re-testing on September 1st. Steve spent time working on a serial port converter that Parsons provided; the device failed and was sent back for RMA. SRTMC purchased a replacement device to put into service while the other one was being repaired. The original one has been received back from repair and re-installed. Steve worked with COSV on access for the Intelight controllers and obtaining updated license agreements. Steve worked with Matt Johnson and Marc Luiten from WSDOT Signals on an issue with the cell phone pager system getting a busy signal when dialing locally. The vendor advised to restart the equipment which resolved the issue.

- **Operations Update –**

Mike has been continuing with iNet integration. He met with Eve Nelson and Mike Ulrich from SRTC to discuss performance measures. Mike attended a Transportation Management Operations

workshop in Olympia regarding TSMO being integrated within the Department of Transportation. He also interviewed TMC Operators to fill the TSSO4 position, David Adams was selected and had an effective start date of September 16th. Mike is also currently working to fill an open operator position. Mike mentioned the collision that occurred Monday on W I-90 near Freya and that they will be responding to records requests for details on the accident. Fred mentioned STA only missed one scheduled route during the I-90 closure by using the SRTMC's website and camera feed to be able to see where the traffic impacts were.

- **ATMS update –**

Ken started by mentioning they currently have twenty-two trouble tickets in with Parsons, including nine critical bugs that affect operations. Steve added they are still utilizing the old system in some areas while the new system issues are being resolved. He mentioned the SRTMC operators track eight different tours on the cameras; during the SIT, there was one tour, which was successful. Since all eight tours have been added, they have created issues. SRTMC has been using the old I2 system until Parsons can work on the issues. Steve worked with Mike and the TMC Operators helping them access the event log, which was not operating when training was conducted. Steve met with Parsons for their weekly meeting to discuss the issues. He received an email Tuesday that Parsons has solutions to two of the issues. Glenn asked whether the issues will be able to be resolved, or will there be a time when they completely shut down the new system and only utilize the old system. Steve said that most of the new system is working and Parsons is still working with us. Unless there were an instance when we did not accept the system, there should not be a complete shutdown. Ken mentioned the signal interface. He worked with Parson to change the contract, and modified the requirements. Ken had a conference call on Monday to let Parsons know about a few things that have not been resolved and needs to determine how much money to withhold until all requirements are met. Ken mentioned he will not pay full balance until everything has been completed.

New Business

- **SRTMC Leadership –**

Mike Gribner from WSDOT talked about effectively communicating changes through the community. Ken Heale was selected as the new Eastern Region Maintenance Manager and will be performing double duty until a replacement is selected. Mike G mentioned he will go as slow as needed in order to make everyone comfortable. Ken, Glenn Wagemann and Harold White have created a new position description; Mike has sent it to all agencies executives requesting input. He added that it will take a while to run through the DOT system. Mike G mentioned he would like to have the position description approved, finished, and posted prior to the October Executive meeting. He added it takes roughly 3 months to get recruitment from start to finish. Both boards,

SRTC and SRTMC are going to participate in selection. Ryan K asked what Ken's official position is which Ken advised he is now the Eastern Region Maintenance Manager, which is a new position that was created to manage the maintenance side of the operations.

- **2018 Work plan and budget –**

Ken sent out documents prior to the meeting and asked if there are any comments or concerns before presenting. Ken brought up the main spend plan and the ATMS spend plan for review. Andy asked if we have determined what the hold back will be with Parsons. Ken advised he is pursuing half of what is owed or more, but that will need to be determined working with WSDOT contracting and Parsons. Ken brought up the actual budget, which a lot has stayed the same as the previous one. He went over the budget and mentioned the dues collected from partnering agencies. He advised they have not collected in the last three years, so Ken asked if the Board if they wanted to collect in 2018, as there isn't a plan for the \$56k in remaining funds. He went over the equipment fund of \$325k, which will be used for the arterial data gathering. Glenn asked if they have the equipment grant spelled out somewhere in the document to reflect what that grant is used for. Fred and Ken mentioned trying to build a systematic spending plan on replacing equipment each year. Andy asked what the monthly expenses are on the Maintenance and Operations estimated expenditures and suggests including in a breakdown of what those monthly fees are. Ken mentioned that it is on the grant worksheet, but will add to both documents to establish what monthly expenses consist of. Ken discussed building a grant request and adding a three-year replacement cycle into the request. He estimates the replacement cycle would be approximately \$100k a year. Ken brought up the work plan and discussed that he had asked Steve, Ryan M and Mike K to work on the performance measures. They worked with Eve to help determine what the measures should look like. Eve advised adding activities that were not completed or are still in progress and the reasons why. Ray suggests adding how many cameras SRTMC maintains under Accomplishments. Andy suggested including, under Roles and Responsibilities, what equipment the SRTMC monitors. Indicate all the equipment used and number of cameras to show the amount of equipment SRTMC manages, and the relationships they have with each agency. The board went back to Priorities and Objectives and agreed last year that the objectives do not change. Eve suggested including where the funds come from on processes from the performance measures to connect the work plan to the budget. Ray suggests wording parts of the 2018 Priorities and Objectives differently to help others better understand all the details of the technology and projects. Ken mentioned the performance measures being more of a task list as determined by the executives last year. He informed we are not far enough along to be able to determine or convert a task to a performance measure. Fred suggested leaving the performance measures as they are and make changes as needed upon feedback from the October Executive meeting.

Agency Updates

- **WSDOT-** Nothing new
- **Spokane County -** Nothing new

- **SRTC-** The Horizon 2040 long-range plan is moving forward. They expect \$9.9 billion in revenue to come into the region for transportation over next 22 years. This includes all federal, state, local jurisdictions and transit agency revenue, not just SRTC.
- **STA-** Nothing new
- **COSV-** Currently moving to the new City Hall and need to be out of current City Hall by the end of the month. Construction is slowing down.
- **COS-** Right of way management is using a mapping program for permits called Accela ROW Management which will move permits and projects directly to a map. They are purchasing an internal one only for COS and will look into getting additional use to allow SRTMC to view.
-

Future Agenda Items

Executive meeting in October. Working to get documents ready for the Executives.

Fred took a moment to commend Ken on the great work and time he has put into the board and has done a fantastic job.

Adjournment

Adjourned 1501