



MEETING NOTICE

TO: North East Texas Regional Mobility Authority Board Members
FROM: Gary Halbrooks
DATE: Tuesday, July 12, 2022
SUBJECT: **July Board Meeting**

The next meeting of the NET RMA is scheduled as follows:

DATE: Tuesday, July 12, 2022
TIME: 1:30 PM
PLACE: NET RMA Offices
1011 Pruitt Place
Tyler, TX 75703

Enclosed please find the agenda and other pertinent information for your review prior to the meeting. Should you have any questions, please call Megan Page at 903.630.7894.

NORTH EAST TEXAS REGIONAL MOBILITY AUTHORITY (NET RMA)
BOARD OF DIRECTORS REGULAR MEETING
Tuesday, July 12, 2022, 1:30 PM
NET RMA Offices
1011 Pruitt Place
Tyler, TX 75703

1. CALL TO ORDER AND DECLARATION OF QUORUM.

Notice of this meeting was posted with the Secretary of State's Office and on the NET RMA website and office on Friday, July 8, 2022.

Gary called the meeting to order at 1:32: in Tyler, Texas and virtually.

Colleen – reminder that the meeting is virtual

2. WELCOME & INTRODUCTION OF BOARD MEMBERS.

Gary Halbrook, Robert Messer, Dave Spurrier, Jason Ray, Larry Morse, Andrea Williams-McCoy, Robbie Shoults, Ben Hamilton, Marica Daughtrey are all here to form a quorum.

3. CHAIR'S REPORT.

Gary Halbrooks

Gary – Board Governance has been wrapped up and the two documents came out of it need to be executed by board members. Gary and Marcia have both executed the documents.

4. OPEN PUBLIC FORUM/COMMENT PERIOD.

No comments

Gary – Various people have gotten calls from DVs about needing to pay for their toll tag. There has been a little bit of push back.

5. DISCUSSION, CONSIDERATION AND APPROVAL OF THE MINUTES FOR THE JUNE 14, 2022 REGULAR BOARD MEETING.

Gary – Motion to approve the minutes. Larry Morse and Robbie Shoults 2nd. Motion approved.

6. COMMITTEE REPORTS.

Larry Morse – there will be a meeting in Upshur County for the second phase of US 271.

7. REVIEW AND ACCEPTANCE OF NET RMA FINANCIAL STATEMENTS.

Dianne – Total revenue is under by 5%, total revenue and fees (video, net) is under budget by 3%, total operating revenue is under budget by 4%, total operating expense is over by 2%. Toll 49 operating expenses is over budget by 2%, total other income budget is over by 1%, and total net income is under budget by 14%.

Discussion occurred between Robert Messer, Dianne, and Everett.

Gary – Entertains a motion. Marcia Daughtrey and Ben Hamilton 2nd. Motion is approved.

8. COMPREHENSIVE TOLL 49 TOLLING TRANSACTION REPORT.

CDM Smith

Justin – Region is performing strongly. Toll 49 only performed lower than the state 3 times in the past year. Growth has been strong in year 2022 compared to 2021. Truck transactions are peaking in the Spring and Summer months. There was an increase in 2020 and no negative impact. Monthly transactions – 2022 has performed about the same as 2021. Truck monthly transactions were not as affected by the Segment 4 opening. We are lagging in the forecasted transactions, but this is affected by the winter weather this year. Overall, we are still seeing growth.

Robert – We may have a little bit of ramp up or are we at where we are going to stay?

Justin – Overall, we are at where we are going to be.

Robert – Is revenue consistent with population growth?

Justin – Overall growth should follow the demographic growth in the region.

Marcia – Californians are moving to East Texas, so we will have growth in East Texas.

9. UPDATE ON PUBLIC OUTREACH EFFORTS ON NTTA PARTNERSHIP.

Hahn Public

Andrea – Quick intro – just as a reminder, we have been working with Hahn for two years and has been very successful.

David – Last month we talked about buck slips, letters, etc. To alert the community about the transition, we have sent out letters to all DVs to spell out the situation. We also sent out an email to all prepaid customers and local officials.

Kami – We have done adds to promote the NTTA toll tag and toll 49. Chet Garner is on the landing page, and there is also a radio ad circulating. We are also doing additional static ads. 65% are on the phones. We can also target people who drive more frequently. We also have digital radio ads on Spotify and Pandora. We also have built boards and posters. Garner is also sharing ads on his social media – two-month promotion.

David – We are updating the safe driving campaign from last year. QUESTIONS?

Andrea – Thank you, that was great

Robert – Do we know where are drivers are coming from?

David - We don't know

Colleen – We had an agency do a study for us, but solely based on pay by mails.

Robert – Curious, what percentage of our users are smith county?

Everett – We should be able to know where our NTTA tag users are located. Right now, we believe TX tag and NTTA tags are about 50/50.

Robert – Should we do anything with that?

Everett – We need to wait about 6 months.

10. UPDATE ON TRANSITION TO SICE AND NORTH TEXAS TOLLWAY AUTHORITY (NTTA) TOLLING SERVICES.

Glenn – The board was interested in a summary of the process. At this point we do not have that, but I have an update of the in-depth process of what we have gone through. I have asked Cori to give an in depth and detailed presentation to update the board.

Cori – SICE began installation in May. There was a delay due to supply chain, but no project delays were caused by SICE. SICE installed the final equipment on June 24th with testing completed on June 27th. Transition was 3-4 days faster than expected. Toll way was only closed at night. They did multiple steps in their testing to benefit the system and its performance (see slide deck for details). Overall, there are 4 stages of testing, and it must be sent to NTTA and NET RMA for approval. NTTA is now processing all transactions, and overall caused very little disruption to customers or agency. This was the smoothest transition I have ever had so far. Questions?

Glenn – I don't really have anything to add, but I just thought it was important for the board to understand the complexity of this transition.

THE POWER POINT HAS BEEN ATTACHED TO THE MINUTES DUE TO AMOUNT OF DETAIL IN EACH PRESENTATION.

- 11. DISCUSSION, CONSIDERATION AND POSSIBLE ACTION TO APPROVE SUPPLEMENTAL WORK AUTHORIZATION NO. 1.1 WITH SICE, INC. FOR CONTINUED TOLL COLLECTION SYSTEM INSTALLATION AND MAINTENANCE SERVICES FOR TOLL 49.
(RESOLUTION 22-12)**

Glenn Green & Ron Fagen

We are asking to the board to approve this WA because of the small delay. Overall, we are only paying difference of about \$10,000 more cause we are not paying the maintenance fee.

Marcia Daughtrey and Robert Messer 2nd. Motion is approved.

- 12. DISCUSSION, CONSIDERATION AND POSSIBLE ACTION TO APPROVE THE NET RMA INVESTMENT POLICY AND TO APPOINT INVESTMENT OFFICERS.
(RESOLUTION 22-13)**

Action Item

Robert Messer and Dan Droege 2nd. Motion is approved.

Diane and Glenn are the investment officers. They will both have annual training to be able to do what they are supposed to do.

- 13. EXECUTIVE DIRECTOR'S REPORT.**

A. Update on Toll Tag Signage on Toll 49

We do not have an estimate for the cost of the sign change, but I will be reporting back to the board. There are NTTA signs out there, this is just to replace the current TX Tags we have.

B. Update on Segment 1 Overlay Project

Project is moving well and according to plan. At this point, we are ahead of schedule. We are doing the overlay on the first part of the road that was built. This is re-enforcing the pavement structure we have now. I have already gotten lots of comments about the improvement of the road. There was a concern about working at night, but the guys out on the road are happy to work at night during the hot days of summer. There is some science and engineering with determining when the road overlay needs to happen. We take this into account to benefit our customers overall. We have paid about half of what needs to be paid, and they will be resuming construction tomorrow night. Before we even put the asphalt on the road, we make molds out of the hot mix to make sure we are aware of what we have. There is very stringent control testing. To make sure the road is up to standard, we have a bonus and penalty structure in the contract. 19 days have been charged to the contract and 61 days are available.

By working at night, we are only impacting 10% of our total customer base. We are moving 40% faster than other projects like ours, but we are also getting a really good product.

Gary – There is a noticeable difference in the new roadway compared to the old.

Robert – Glenn is doing a great job, but who put the old roadway down?

Glenn – Great Question! TxDot put the old roadway down, but the board has allowed us to improve this roadway unlike other roadways are able to do.

14. ADJOURNMENT.

Gary Halbrook – We are adjourned at 2:52.

EXECUTIVE SESSION - PURSUANT TO CHAPTER 551, SUBCHAPTER D, TEXAS GOVERNMENT CODE, IF ANY

- **At any time during the meeting of the NET RMA Board of Directors, the Board may meet in executive session for consultation concerning matters under Chapter 551 of the Texas Government Code, including:**
 - A. Section 551.071. Consultation with Attorney—Consultation with and advice from legal counsel concerning pending/contemplated litigation, settlement offers and negotiations, ongoing disputes and potential disputes, and other legal issues.**
 - B. Section 551.072. Deliberation Regarding Real Property—Discussion of real property purchase, exchange, lease, license, gift, donation, and/or negotiated settlement, including property to be acquired for right-of-way.**
 - C. Section 551.074. Personnel Matters—Deliberation concerning the appointment, employment, reassignment, evaluation, duties, discipline, and/or dismissal of personnel.**

PARTICIPATION BY TELEPHONE CONFERENCE CALL:

One or more members of the Board may participate in this meeting through a telephone conference call, as authorized by Section 370.262, Texas Transportation Code. Under that law, each part of the telephone conference call meeting that by law must be open to the public shall be audible to the public at the meeting location. During the meeting, the identification of each party shall be clearly stated prior to speaking, and the meeting shall be documented by written minutes. On conclusion of the meeting, the written minutes of the meeting will be made available to the public.

OPEN COMMENT PERIOD

The Board will allow an open comment period, **not to exceed one hour**, to receive public comment on any other matter that is under the jurisdiction of the Board, including an item listed on the agenda. Public comment must be made during the open comment period. You must be recognized by the presiding officer.

Each speaker will be allowed a **maximum of three (3) minutes**. For subjects that are not otherwise part of the agenda for the meeting, Board members may neither comment nor question speakers during the open comment period, but may request the presiding officer, or a recognized committee, to investigate the subject further. No action will be taken on matters that are not part of the agenda for the meeting.

NOTE

Enumerated agenda items are assigned for ease of reference only, and will not necessarily be considered by the Board in that particular order. The presiding officer may rearrange the order in which agenda items are considered.

Presenters with audiovisual needs are requested to contact NET RMA at 903.630.7894 at least two working days prior to the meeting.

ACCESSIBILITY STATEMENT FOR DISABLED PERSONS

This meeting site is accessible to disabled persons as follows: wheelchair ramp at the main entrance. If any special assistance or accommodations are needed in order to attend this meeting, please contact the NET RMA at 903.630.7894 at least two working days prior to the meeting so that appropriate arrangements can be made.

Persons with disabilities who plan to attend this meeting and who may need auxiliary aids or services, such as interpreters for person who are deaf or hearing impaired, and readers of large print or Braille, are requested to contact the NET RMA at 903.630.7894 at least two working days prior to the meeting so that appropriate arrangements can be made.

MINUTES

UPDATE ON TRANSITION TO SICE & NTTA TOLLING SERVICES



Project Update

- SICE, Inc. began installation on May 2, 2022
- Original schedule had final installation scheduled May 11, 2022
- Due to supply chain issues, the final installation date was pushed to July 8, 2022
- No project delays caused by SICE, Inc.
- SICE, Inc. installed the final sites on June 24, 2022. The sites were successfully tested and commissioned on June 27, 2022

Project Update

- All sites were transitioned 3-4 days faster than expected, allowing faster completion
- Sites were offline:
 - Installation – Monday nights 8pm – 4am
 - Integration and fine tuning – Tuesday nights 8pm – 12am
 - Systems Testing – Wednesday nights 8pm – 12am (Fagan onsite)

Installation Activities - VES

- Cameras are checked that major errors do not exist and that SICE can communicate with device
- Shoulder cameras removed
- Cameras are then IP'd to SICE system and to the SICE IP Schema
- Cameras are thoroughly cleaned
- SICE configurations are applied to the camera settings
- SICE checks that they have correct communication with system and free of any major errors
- Camera is aligned to SICE specifications
- Transit is used to verify image clarity at different speeds

Installation Activities - AVI

- Reader is checked for communication and errors
- If the reader is model 5204, then a model 6204 reader is installed
- The profile is pulled from the 5204 and added to the 6204
- New network configurations are installed into the reader, the reader is verified for communication and that it is error free
- Transponders are tested and verified for proper reads

Installation Activities - AVC

- Treadles are first diagnosed for errors, and notes are taken if the treadles have active errors on the reader boards. The physical condition of the treadles are also considered
- Opto brain is first IP'd with the correct SICE IP schema address, then the SICE parameters and configuration are implemented
- The treadle SNAP-PAC-RAC is re-wired for the SICE classification methodology
- Treadles are tested for correct triggering and classification
- Vehicles with different axel counts are tested on the treadles at different speeds
- Classification is verified at the zone controller level and at the back office

Installation Activities - AVD

- Lasers are checked for errors via status light physically on the laser
- Using laser software (SOPAS), SICE identifies which lasers are operational
- With the same software, the lasers are IP'd to the SICE IP schema
- The lens of the laser is thoroughly cleaned
- SICE configuration and parameters are installed and calibrated
- The lasers are checked that they are still free of any major errors
- SICE runs vehicles under the lasers to ensure it triggers the correct camera

Installation Activities – Overview Cameras

- IP scan is performed to check which cameras are operational
- With the active cameras and the IP scan performed, the IP's are changed to the correct SICE IP address
- The cameras are aligned to provide verification of the vehicle type and axle count
- Cameras are thoroughly cleaned
- SICE runs vehicles under the cameras to ensure it two overview images are taken

Installation Activities - Power

- UPS are checked for run times and functionality
- Notes are taken if the UPS is short on battery life or if UPS is not working
- IP address are changed to the SICE IP schema
- SICE verifies the UPS can be connected by remote methods and check status again
- Power Supply Units (PSUs) are checked for power and correct output voltage
- Wiring is checked for knicks or poorly connected terminals

Installation Activities – Zone Controllers (ZC) and Switches

- SICE removes all Kapsch equipment from the cabinet, which include ZCs, ICS, switches and DVRs
- ZCs are installed and configured to the TP's vlan and lane capacity
- ZCs are placed in maintenance mode while the installation is in progress
- ZCs are checked for errors and that all processes up and running
- Switches are preconfigured to the SICE toll point VLAN
- SICE tests that all roadside components and cabinet equipment can communicate with the switches and back office

Installation Activities – Integration and Testing

- After all roadside and cabinet components have been installed and are working properly, transits with different transponders, axle counts, license plates and speeds are run through the toll point in various configurations (single car, multiple axle, multiple transponders, no transponders, tailgating, straddling lanes, slow speeds, high speeds, etc.)
- Transits are verified by the ZC's Navagador tool
- When transits have been verified by ZC's Navagador, the transits are then verified by the back office
- Verification includes front and rear images, two overview images, axle counts and transponder status (if any)
- Fagan in on-site to verify all testing is complete, all equipment is functional and free of errors and all transactions are verified
- All transactions are released and sent to NTTA for processing

Schedule Update

ID	Name	Original Completion Date	Revised Completion Date	73	RSE FAT tests	December 20, 2021 7:00 PM	February 23, 2022 7:00 PM
1	Roadside System Implementation and Maintenance	August 8, 2022 7:00 PM	October 11, 2022 7:00 PM	74	RSE FAT Report Submittal	December 20, 2021 7:00 PM	February 23, 2022 7:00 PM
2	NTP	January 4, 2021 9:00 AM	January 4, 2021 9:00 AM	75	TFH FAT tests	December 9, 2021 7:00 PM	January 21, 2022 7:00 PM
3	Drafting and Approval of Project Documentation	October 1, 2021 7:00 PM	October 1, 2021 7:00 PM	76	TFH FAT Report Submittal	December 9, 2021 7:00 PM	January 21, 2022 7:00 PM
4	Preparation and Submittal of Initial Project Documentation	May 11, 2021 7:00 PM	May 11, 2021 7:00 PM	77	TFH Installation	December 15, 2021 7:00 PM	March 17, 2022 7:00 PM
5	Safety Plan	February 16, 2021 7:00 PM	February 16, 2021 7:00 PM	78	TFH SIT Report Submittal	May 18, 2022 7:00 PM	July 21, 2022 7:00 PM
6	PMP and all its components	February 16, 2021 7:00 PM	February 16, 2021 7:00 PM	79	Roadside Equipment Installation	May 11, 2022 7:00 PM	July 7, 2022 7:00 PM
7	Project Schedule	February 16, 2021 7:00 PM	February 16, 2021 7:00 PM	80	Procurement of materials and equipment and transport to the site	October 1, 2021 7:00 PM	October 1, 2021 7:00 PM
8	Certified reused equipment list	May 11, 2021 7:00 PM	May 11, 2021 7:00 PM	81	RSE Pre-installation (all locations)	March 1, 2022 7:00 PM	April 27, 2022 7:00 PM
9	Review of Initial Documentation by NET RMA	May 25, 2021 7:00 PM	May 25, 2021 7:00 PM	82	RSE Progressive Installation	May 11, 2022 7:00 PM	July 7, 2022 7:00 PM
10	Safety Plan revision	February 23, 2021 7:00 PM	February 23, 2021 7:00 PM	83	1. RSE Installation - Stevenson MI	March 8, 2022 7:00 PM	May 4, 2022 7:00 PM
11	PMP and all its components revision	March 2, 2021 7:00 PM	March 2, 2021 7:00 PM	84	1. RSE Site Installation/Commissioning tests - Stevenson MI	March 10, 2022 7:00 PM	May 6, 2022 7:00 PM
12	Project Schedule revision	March 9, 2021 7:00 PM	March 9, 2021 7:00 PM	85	2. RSE Installation - FM16 Ramps	March 15, 2022 7:00 PM	May 11, 2022 7:00 PM
13	Certified reused equipment list revision	May 25, 2021 7:00 PM	May 25, 2021 7:00 PM	86	2. RSE Site Installation/Commissioning tests - FM16 Ramps	March 17, 2022 7:00 PM	May 13, 2022 7:00 PM
14	Initial Documentation Approval by NET RMA (Certified reused equipment not included)	March 9, 2021 7:00 PM	March 9, 2021 7:00 PM	87	3. RSE Installation - SH31	March 23, 2022 7:00 PM	May 19, 2022 7:00 PM
15	Certified reused equipment list Approval by NET RMA	May 25, 2021 7:00 PM	May 25, 2021 7:00 PM	88	3. RSE Site Installation/Commissioning tests - SH31	March 25, 2022 7:00 PM	May 23, 2022 7:00 PM
16	Preparation and Submittal of Design Documentation (Package 1)	April 20, 2021 7:00 PM	April 20, 2021 7:00 PM	89	4. RSE Installation - Saline Creek MI	March 31, 2022 7:00 PM	May 27, 2022 7:00 PM
17	Communication Network Diagram	March 30, 2021 7:00 PM	March 30, 2021 7:00 PM	90	4. RSE Site Installation/Commissioning tests - Saline Creek MI	April 4, 2022 7:00 PM	May 31, 2022 7:00 PM
18	Security Plan	March 30, 2021 7:00 PM	March 30, 2021 7:00 PM	91	5. RSE Installation - FM2493 Ramps	April 7, 2022 7:00 PM	June 3, 2022 7:00 PM
19	Installation Plan	April 20, 2021 7:00 PM	April 20, 2021 7:00 PM	92	5. RSE Site Installation/Commissioning tests - FM2493 Ramps	April 11, 2022 7:00 PM	June 7, 2022 7:00 PM
20	Requirements Traceability Matrix (RTM)	April 6, 2021 7:00 PM	April 6, 2021 7:00 PM	93	6. RSE Installation - FM756 Ramps	April 14, 2022 7:00 PM	June 10, 2022 7:00 PM
21	Review of Design Documentation (Package 1) by NET RMA	May 4, 2021 7:00 PM	May 4, 2021 7:00 PM	94	6. RSE Site Installation/Commissioning tests - FM756 Ramps	April 18, 2022 7:00 PM	June 14, 2022 7:00 PM
22	Communication Network Diagram revision	April 6, 2021 7:00 PM	April 6, 2021 7:00 PM	95	7. RSE Installation - SH110 MI	April 21, 2022 7:00 PM	June 17, 2022 7:00 PM
23	Security Plan revision	April 6, 2021 7:00 PM	April 6, 2021 7:00 PM	96	7. RSE Site Installation/Commissioning tests - SH110 MI	April 25, 2022 7:00 PM	June 21, 2022 7:00 PM
24	Installation Plan revision	May 4, 2021 7:00 PM	May 4, 2021 7:00 PM	97	8. RSE Installation - PCM MI	April 29, 2022 7:00 PM	June 27, 2022 7:00 PM
25	Requirements Traceability Matrix (RTM) revision	April 20, 2021 7:00 PM	April 20, 2021 7:00 PM	98	8. RSE Site Installation/Commissioning tests - PCM	May 3, 2022 7:00 PM	June 29, 2022 7:00 PM
26	Design Documentation (Package 1) Approval by NET RMA	May 4, 2021 7:00 PM	May 4, 2021 7:00 PM	99	9. RSE Installation - SH64 Ramps	May 9, 2022 7:00 PM	July 5, 2022 7:00 PM
27	Preparation and Submittal of Design Documentation (Package 2)	June 2, 2021 7:00 PM	June 2, 2021 7:00 PM	100	9. RSE Site Installation/Commissioning tests - SH64 Ramps	May 11, 2022 7:00 PM	July 7, 2022 7:00 PM
28	Maintenance of Traffic (MOT) Plan	June 2, 2021 7:00 PM	June 2, 2021 7:00 PM	101	Go Live preparation and System Acceptance	July 11, 2022 7:00 PM	September 13, 2022 7:00 PM
29	MOMS Report Matrix	May 25, 2021 7:00 PM	May 25, 2021 7:00 PM	102	System training preparation	December 20, 2021 7:00 PM	February 9, 2022 7:00 PM
30	Master Test Plan	May 25, 2021 7:00 PM	May 25, 2021 7:00 PM	103	System training	December 22, 2021 7:00 PM	February 25, 2022 7:00 PM
31	BOM Approval	May 18, 2021 7:00 PM	May 18, 2021 7:00 PM	104	Go Live (TFH + First RSE)	March 8, 2022 7:00 PM	May 4, 2022 7:00 PM
32	Review of Design Documentation (Package 2) by NET RMA	June 9, 2021 7:00 PM	June 9, 2021 7:00 PM	105	Go Live Validation	May 25, 2022 7:00 PM	July 28, 2022 7:00 PM
33	Maintenance of Traffic (MOT) Plan revision	June 9, 2021 7:00 PM	June 9, 2021 7:00 PM	106	System Acceptance Test (SAT)	June 27, 2022 7:00 PM	August 30, 2022 7:00 PM
34	MOMS Report Matrix revision	June 2, 2021 7:00 PM	June 2, 2021 7:00 PM	107	SAT Report Submittal	July 11, 2022 7:00 PM	September 13, 2022 7:00 PM
35	Master Test Plan revision	June 9, 2021 7:00 PM	June 9, 2021 7:00 PM	108	System Acceptance	July 11, 2022 7:00 PM	September 13, 2022 7:00 PM
36	BOM Approval revision	May 25, 2021 7:00 PM	May 25, 2021 7:00 PM	109	Preparation and Submittal of Design Documentation (Package 5)	August 8, 2022 7:00 PM	October 11, 2022 7:00 PM
37	Design Documentation (Package 2) Approval by NET RMA	June 9, 2021 7:00 PM	June 9, 2021 7:00 PM	110	SDDD As Built including all as built drawings	July 25, 2022 7:00 PM	September 27, 2022 7:00 PM
38	Preparation and Submittal of Design Documentation (Package 3)	September 10, 2021 7:00 PM	September 10, 2021 7:00 PM	111	Succession Plan and Transition Plan	March 29, 2022 7:00 PM	May 25, 2022 7:00 PM
39	Installation verification Checklist	July 8, 2021 7:00 PM	July 8, 2021 7:00 PM	112	System User Manual	December 15, 2021 7:00 PM	February 4, 2022 7:00 PM
40	Equipment Installation Checklist	July 8, 2021 7:00 PM	July 8, 2021 7:00 PM	113	Review of Design Documentation (Package 5) by NET RMA	August 8, 2022 7:00 PM	October 11, 2022 7:00 PM
41	Maintenance Plan	July 8, 2021 7:00 PM	July 8, 2021 7:00 PM	114	SDDD As built including all as built drawings revision	August 8, 2022 7:00 PM	October 11, 2022 7:00 PM
42	FAT Plan & Procedures	June 30, 2021 7:00 PM	June 30, 2021 7:00 PM	115	Succession Plan and Transition Plan revision	April 5, 2022 7:00 PM	June 1, 2022 7:00 PM
43	Integration Test Plan and Procedures	July 22, 2021 7:00 PM	July 22, 2021 7:00 PM	116	System User Manual revision	December 22, 2021 7:00 PM	February 11, 2022 7:00 PM
44	Backup Recovery, and Archive Plan	August 19, 2021 7:00 PM	August 19, 2021 7:00 PM	117	Design Documentation (Package 5) Approval by NET RMA	August 8, 2022 7:00 PM	October 11, 2022 7:00 PM
45	Disaster Recovery Plan	September 10, 2021 7:00 PM	September 10, 2021 7:00 PM	118	NTTA Integration Testing	February 17, 2022 7:00 PM	April 14, 2022 7:00 PM
46	Review of Design Documentation (Package 3) by NET RMA	September 17, 2021 7:00 PM	September 17, 2021 7:00 PM	119	File-based Testing	November 18, 2021 7:00 PM	November 18, 2021 7:00 PM
47	Installation Verification Checklist revision	July 15, 2021 7:00 PM	July 15, 2021 7:00 PM	120	File-based Testing Signoff	November 19, 2021 7:00 PM	November 19, 2021 7:00 PM
48	Equipment Installation Checklist revision	July 15, 2021 7:00 PM	July 15, 2021 7:00 PM	121	Preliminary Integration Test (Smoke Test)	December 23, 2021 7:00 PM	February 7, 2022 7:00 PM
49	Maintenance Plan revision	July 22, 2021 7:00 PM	July 22, 2021 7:00 PM	122	Integration Testing & UAT	February 16, 2022 7:00 PM	April 13, 2022 7:00 PM
50	FAT Plan & Procedures revision	July 22, 2021 7:00 PM	July 22, 2021 7:00 PM	123	Testing Sign off	February 17, 2022 7:00 PM	April 14, 2022 7:00 PM
51	Integration Test Plan and Procedures revision	August 12, 2021 7:00 PM	August 12, 2021 7:00 PM	124	Go Live Readiness	March 9, 2022 7:00 PM	May 4, 2022 7:00 PM
52	Backup Recovery, and Archive Plan revision	August 26, 2021 7:00 PM	August 26, 2021 7:00 PM	125	Go Live	March 16, 2022 7:00 PM	May 11, 2022 7:00 PM
53	Disaster Recovery Plan revision	September 17, 2021 7:00 PM	September 17, 2021 7:00 PM	126	Go Live Support	May 18, 2022 7:00 PM	July 13, 2022 7:00 PM
54	Design Documentation (Package 3) Approval by NET RMA	September 17, 2021 7:00 PM	September 17, 2021 7:00 PM				
55	Preparation and Submittal of Design Documentation (Package 4)	September 17, 2021 7:00 PM	September 17, 2021 7:00 PM				
56	SDDD	August 19, 2021 7:00 PM	August 19, 2021 7:00 PM				
57	NET RMA Business Rules Update	July 29, 2021 7:00 PM	July 29, 2021 7:00 PM				
58	Entity Relationship Diagram (ERD) and data dictionary	August 11, 2021 7:00 PM	August 11, 2021 7:00 PM				
59	ICD's	August 17, 2021 7:00 PM	August 17, 2021 7:00 PM				
60	Implementation Plan	August 5, 2021 7:00 PM	August 5, 2021 7:00 PM				
61	SAT Plan	September 17, 2021 7:00 PM	September 17, 2021 7:00 PM				
62	Review of Design Documentation (Package 4) by NET RMA	October 1, 2021 7:00 PM	October 1, 2021 7:00 PM				
63	SDDD revision	September 24, 2021 7:00 PM	September 24, 2021 7:00 PM				
64	NET RMA Business Rules Update revision	August 5, 2021 7:00 PM	August 5, 2021 7:00 PM				
65	Entity Relationship Diagram (ERD) and data dictionary revision	August 18, 2021 7:00 PM	August 18, 2021 7:00 PM				
66	ICD's revision	August 24, 2021 7:00 PM	August 24, 2021 7:00 PM				
67	Implementation Plan revision	August 19, 2021 7:00 PM	August 19, 2021 7:00 PM				
68	SAT Plan revision	October 1, 2021 7:00 PM	October 1, 2021 7:00 PM				
69	Design Documentation (Package 4) Approval by NET RMA	October 1, 2021 7:00 PM	October 1, 2021 7:00 PM				
70	ETCS development and implementation	May 18, 2022 7:00 PM	July 21, 2022 7:00 PM				
71	RSE System Development and Configuration	December 8, 2021 7:00 PM	December 8, 2021 7:00 PM				
72	TFH System Development and Configuration	December 1, 2021 7:00 PM	December 1, 2021 7:00 PM				

Schedule Update

Task	Original Completion Date	Revised Completion Date
Drafting and Approval of Project Documentation	Fri 10/1/21	Fri 10/1/21
FAT Readiness	Thu 12/9/2021	Thu 3/17/22
NTTA Integration Testing	Thu 2/17/22	Thu 4/14/22
Roadside Equipment Installation	Wed 5/11/22	Thu 7/7/22*
System Acceptance	Mon 7/11/22	Tue 9/13/22
<i>*Actual Completion Date 6/27/2022</i>		

Project Coordination

- All equipment was tested at the SICE test site in Houston in February and March, 2022
- Roadside equipment to NTTA preliminary testing occurred in January 2022
- Final connection testing to NTTA occurred in March 2022
- Fagan observed all testing, including traveling to Tyler to ensure equipment is operating correctly after install (Wednesdays 8pm – 12am)

Project Coordination

Weekly meetings held with both SICE and NTTA from project onset and ongoing until project completion

 Meeting Summary

Roadside Toll Collection System Installation and Maintenance Weekly Meeting

June 21, 2021
1:30pm – 2:30pm
Microsoft Teams Meeting
Teleconference: 1-469-677-9231 | Access Code: 599 321 989

Invitees/Attendees:

- NET RMA – **Glenn Green**, **Dianne Johnston**, Everett Owen, Mark McClanahan
- SICE – Salvador Calatrami, **Alvaro Rincon**, Faisal Hamdi, Sami Aldawood, **Fernando Asensio**, Omar Aklos, **Alfonso Alvarez**, Manuel Sarano Lopez, **Ali Jerjo**
- Fagan Consulting – **Ron Fagan**, **Steve Doolin**, Robbyee Gore, **Carl Sutherland**

- 1. Installation Coordination
 - a. Need spare parts
 - i. Meters
 - ii. Laptop
 - iii. Tools
 - iv. NE turn
- 2. Network Transition
 - a. Shelton work
 - b. Network at site
 - i. May
- 3. Schedule
 - a. FM16, FM2 cutover
 - i. Auto
 - b. Prairie Creek
 - c. Treadle repair
 - i. SH3
 - ii. Salt
 - iii. FM2
 - iv. SH1
- 4. Overhead Classification
 - a. SICE spoke with two different providers. Both would like to agree in order for measurements would be considered a "success." This would be independent of RMA choosing to implement the solution.
 - b. SICE to send write-up to Steve regarding overhead classification methods and equipment when quotes have been obtained.
 - c. Cori sent SICK information to Alvaro for possible test site.
 - d. Alvaro to send this week
- 5. SOC Audit
 - a. Alvaro working with auditor to begin SOC Audit
 - b. The changes to the agreement with Moss Adams sent 5/25
 - c. Agreement should be signed this week with work starting week of 6/27
- 6. Overview cameras, UPS and switches at older locations
 - a. Alfonso/Alvaro gave list of switches with costs
 - b. Cori contacted Lubs for UPS/generator recommendations
 - c. Monitor overview cameras this fiscal year and revisit next fiscal year
 - d. Dianne's goal is to have a draft to Glenn and Everett by June 24th
- 7. Other
 - a. NITA reports
 - i. Cori sending NITA reports to SICE weekly
 - b. SICE reports
 - i. Cori and Dianne working on automated reports list
 - c. Cori to create PowerPoint for Glenn to update the Board during the June meeting
 - i. Schedule/budget on time/on-budget
 - ii. Minimal disruption to customers/agency operations

Item	Task category	Start date	Completion	Responsible	Value	Comments
1	475/2019	4/30/2019	Completed	Agust	2,000,000.00	100% (100%) - Problem with marketing questions
2	475/2019	4/30/2019	Completed	Agust	2,000,000.00	
3	475/2019	4/30/2019	Completed	Agust	2,000,000.00	
4	475/2019	4/30/2019	Completed	Agust	2,000,000.00	
5	475/2019	4/30/2019	Completed	Agust	2,000,000.00	
6	475/2019	4/30/2019	Completed	Agust	2,000,000.00	
7	475/2019	4/30/2019	Completed	Agust	2,000,000.00	
8	475/2019	4/30/2019	Completed	Agust	2,000,000.00	
9	475/2019	4/30/2019	Completed	Agust	2,000,000.00	
10	475/2019	4/30/2019	Completed	Agust	2,000,000.00	
11	475/2019	4/30/2019	Completed	Agust	2,000,000.00	
12	475/2019	4/30/2019	Completed	Agust	2,000,000.00	
13	475/2019	4/30/2019	Completed	Agust	2,000,000.00	
14	475/2019	4/30/2019	Completed	Agust	2,000,000.00	
15	475/2019	4/30/2019	Completed	Agust	2,000,000.00	
16	475/2019	4/30/2019	Completed	Agust	2,000,000.00	
17	475/2019	4/30/2019	Completed	Agust	2,000,000.00	
18	475/2019	4/30/2019	Completed	Agust	2,000,000.00	
19	475/2019	4/30/2019	Completed	Agust	2,000,000.00	
20	475/2019	4/30/2019	Completed	Agust	2,000,000.00	
21	475/2019	4/30/2019	Completed	Agust	2,000,000.00	
22	475/2019	4/30/2019	Completed	Agust	2,000,000.00	
23	475/2019	4/30/2019	Completed	Agust	2,000,000.00	
24	475/2019	4/30/2019	Completed	Agust	2,000,000.00	
25	475/2019	4/30/2019	Completed	Agust	2,000,000.00	
26	475/2019	4/30/2019	Completed	Agust	2,000,000.00	
27	475/2019	4/30/2019	Completed	Agust	2,000,000.00	
28	475/2019	4/30/2019	Completed	Agust	2,000,000.00	
29	475/2019	4/30/2019	Completed	Agust	2,000,000.00	
30	475/2019	4/30/2019	Completed	Agust	2,000,000.00	
31	475/2019	4/30/2019	Completed	Agust	2,000,000.00	
32	475/2019	4/30/2019	Completed	Agust	2,000,000.00	
33	475/2019	4/30/2019	Completed	Agust	2,000,000.00	
34	475/2019	4/30/2019	Completed	Agust	2,000,000.00	
35	475/2019	4/30/2019	Completed	Agust	2,000,000.00	
36	475/2019	4/30/2019	Completed	Agust	2,000,000.00	
37	475/2019	4/30/2019	Completed	Agust	2,000,000.00	
38	475/2019	4/30/2019	Completed	Agust	2,000,000.00	
39	475/2019	4/30/2019	Completed	Agust	2,000,000.00	
40	475/2019	4/30/2019	Completed	Agust	2,000,000.00	
41	475/2019	4/30/2019	Completed	Agust	2,000,000.00	
42	475/2019	4/30/2019	Completed	Agust	2,000,000.00	
43	475/2019	4/30/2019	Completed	Agust	2,000,000.00	
44	475/2019	4/30/2019	Completed	Agust	2,000,000.00	
45	475/2019	4/30/2019	Completed	Agust	2,000,000.00	
46	475/2019	4/30/2019	Completed	Agust	2,000,000.00	
47	475/2019	4/30/2019	Completed	Agust	2,000,000.00	
48	475/2019	4/30/2019	Completed	Agust	2,000,000.00	
49	475/2019	4/30/2019	Completed	Agust	2,000,000.00	
50	475/2019	4/30/2019	Completed	Agust	2,000,000.00	
51	475/2019	4/30/2019	Completed	Agust	2,000,000.00	
52	475/2019	4/30/2019	Completed	Agust	2,000,000.00	
53	475/2019	4/30/2019	Completed	Agust	2,000,000.00	
54	475/2019	4/30/2019	Completed	Agust	2,000,000.00	
55	475/2019	4/				

NET RMA Weekly Meeting

Date: 06/06/2022

Topic: Weekly Meeting

Attendees:

Agency/Company	In Attendance	Name
NETRMA		Exempt/Over:
Fagan Consulting	✓	Ron Fagan
	✓	Regina Gore
	✓	Carl Sutherland
	✓	Steve Dapkin
SIGL		Fernando Roldan-Ace
	✓	Alvaro Rescon Fernandez-Pacheco
	✓	Altamir Alvarez
	✓	Fallah Hamdi
	✓	Jose Antonio Estrada Blaz
	✓	Mameli Stefano Lopez
	✓	Juan Carlos Valencia Diazal
	✓	Antonio Pacharramun Galindo
	✓	Jerry Ali
NTTA		Ruth Overla
	✓	Morris Vincent
	✓	Barb Jewell
	✓	Soorath Soodharan
	✓	Abbece Yeshaneh
	✓	Frank Velez
	✓	Shayen Newari
	✓	Eric
ToiPhut	✓	Arakada Brian
	✓	Grindhar Reddy Mailu
	✓	Trisuran Kaveli
	✓	Manishar Rao Banamukanti
	✓	Arind Pal
	✓	Anil Cherkuri
	✓	Amol Reddygar
	✓	Sushree Kumar Antramraju
	✓	Sameer Pradhan
	✓	Kaila Mallo

Goal: Determine the best way to bring in the transactions with the least amount of work for all.

Notes:

- Items from last meeting – updates are in blue.
 - Veteran/Exempt list –
 - Same plus different effective dates in the Exempt/Vet File. Anush – 3 examples. – TBD by Anush.

NET RMA Weekly Meeting

- 1. DTW, SWL – 200K. To be reviewed in the June release (end of June). The tag is changing multiple times in 1 file. Almost always if the tag is high it is also low and vice versa. Awaits a note that this tag status is not processed in the center of the records in the DTW. Awaits a note that the DTW records are duplicate and not within different tag status code.
- 2. Transactions in email from AW – To DTW is digging into logs to determine what happened. TP wants to generate ODR for the transactions. TP want the dispositions to SDC in a separate disposition file. Awaits – To be reviewed to go to SDC (SDDP). DTW have sent out.
- 3. Invalid characters in the UP – a ticket has been opened for it to clean up the data. License plates with special characters. If a tag is not in the sum every day and runs the tag to remove the special characters until a system solution is determined. Awaits to person on this side. Ask to review from the NETA business side. NETA internal. A long negotiation needs to be reviewed and planned out. Each agency will need to be contacted and coordinated. Burd – Discuss internally with Bill & Swannet.
- 4. BICE Customer Status – RMSE, STEVS, PM2493, PM7566 Done. Transaction files are being sent continuously. Planning to catch up with the schedule this week for 2 additional locations.
- 5. Self ID plates and Transponders to Cost to tag on their job. Updates have been made.
- 6. NETA's system access – set for good.
- 7. Open a discussion – none

[illegible][illegible][illegible]

Project Update

- NTTA is now processing all transactions
- Pay by Mail transactions that were being held until the last site was transitioned have been mailed
- Processed over 1,300 Disabled Veteran Program registrations
- TollTag marketing
- Roadside and back office transitions caused very little disruptions to customers or agency