

MINUTES OF THE
MARICOPA ASSOCIATION OF GOVERNMENTS
TELECOMMUNICATIONS ADVISORY GROUP

June 22, 2000
MAG Office
302 North First Avenue
Phoenix, Arizona

MEMBERS ATTENDING

Debbie Kohn, Avondale, Chairperson	Jim Hull, Mesa
*Betsy Wise, Carefree	Duncan Miller, Paradise Valley
*Bill Mitchell, Chandler	Sandy Teetsel, Peoria
Peter Putterman, Fountain Hills	Greg Binder, Phoenix
*Shawn Woolley, Gilbert	*Jamie Oman-Saltmarsh, Scottsdale
Jerry Wightman, Glendale	*John Laue, Tempe
John Imig, Goodyear	*Ralph Velez, Tolleson
*Lynn Dunn, Litchfield Park	Craig Stender, ADOT
*Cary Parker, Maricopa County	Randi Alcott, RPTA

*Members neither present nor represented by proxy

OTHERS PRESENT

Mark Johnson, Guadalupe	Rich Semer, KHA Phoenix
Jill Reff, Intellisys Group	Dean Giles, MAG
Martin Waverly, Intellisys Group	Heidi Pahl, MAG
Tony Allen, Intellisys Group	Rita Walton, MAG
Mark Goldstein, IRC	Sarath Joshua, MAG
David Haines, Kimley-Horn & Associates	Stuart Boggs, MAG
Henry Wall, Kimley-Horn & Associates	Karen Brown, US West

1. Call to Order

The meeting was called to order at 1:11 p.m. by Debbie Kohn. Sandy Teetsel participated in the meeting by telephone.

2. Approval of May 25, 2000 Meeting Minutes

Jerry Wightman requested the May 25, 2000 meeting minutes be amended to reflect that the City of Glendale's videoconferencing room is located near the recreation office conference room and not near the City Manager's office. It was moved by Jerry Wightman, seconded by Jim Hull and unanimously recommended to approve the May 25, 2000 meeting minutes as amended.

3. MAG Intelligent Transportation Systems (ITS) Strategic Plan Update

Henry Wall of Kimley-Horn and Associates Inc., gave a presentation on the MAG ITS Strategic Plan Update with focus on the Telecommunications Plan and regional connectivity. Mr. Wall reviewed the target dates for regional fiber optic network connections, as well as which member agencies are affected by the medium and long term strategies, and summarized the current status of the plan. Mr. Wall stated that they are currently collecting comments on the plan with a goal of presenting the final plan to the MAG ITS Committee on July 19, 2000. He noted that the ITS Strategic Plan Update Draft Final Report is due August 16, 2000. He asked that comments from the MAGTAG be submitted by July 5, 2000.

Debbie Kohn asked Kimley-Horn to identify the main points of the Telecommunications Plan. David Haines of Kimley-Horn identified 30 or more agencies to be connected in the next 15-20 years. Ms. Kohn asked Mr. Haines to define 'agency.' Mr. Haines explained that an agency is defined as a fire department, police department, or transit department all of which will have video cameras to see problems on the roads and resolve them.

Jim Hull asked if there was any interest in using existing fiber infrastructure. Dave Haines said yes.

Greg Binder asked if the final plan would include phasing. Henry Wall replied yes, there are three phases in the plan. Phase I is the short term phase 2002-2006, Phase II is the midterm phase 2007-2001, and Phase III is the long term phase 2012-2022.

Debbie Kohn expressed concern that the smaller cities are not recognized in the long term phase. She noted that cities like Avondale and Goodyear will be near 100,000 in population in twenty years. She asked Kimley-Horn to add a couple paragraphs addressing the long term needs of smaller cities. Peter Putterman echoed Ms. Kohn's comments.

Craig Stender announced that the Arizona Department of Transportation (ADOT) has a Request for Proposals (RFP) to lay fiber in rights of way (ROW), but noted that the RFP has been held by a Minnesota Federal Communications Commission (FCC) ruling. He noted that in April and May, meetings with the Governor's office and Government Information Technology Agency (GITA) were held to keep the process going. Mr. Stender said that he would give a brief update at future MAGTAG meetings.

Craig Stender asked if the ITS Plan is envisioned for urban or rural areas. Henry Wall stated that it is for both urban and rural areas to get the best deal for easy accessibility and enabling fiber.

Debbie Kohn thanked Kimley-Horn for making the presentation and stated she looks forward to using the Telecommunications Plan as a basis for the Regional WAN Study.

4. MAG Regional Videoconferencing System Project

Martin Waverly gave a presentation on training for the MAG Regional Videoconferencing System. Debbie Kohn asked when the end user training would be held. Mr. Waverly stated that a training schedule has not been developed yet.

Greg Binder asked if an etiquette tip sheet would be distributed to videoconferencing end users. Martin Waverly responded yes, as part of the end user training course.

Jim Hull requested relative sequence and timing of installation of network and videoconferencing equipment and training. Martin Waverly responded that Intellisys Group is waiting for a network schedule in order to coordinate the delivery and install of videoconferencing equipment. Karen Brown stated that ISDN BRI orders will be issued the last week of June, 2000. She stated that she is confident that the majority of sites will be connected with ISDN BRI within the 90 day time frame. Ms. Brown reviewed the status of each city for their ISDN and analog phone needs. She noted that eight cities were prequalified for ISDN BRI.

Peter Putterman asked how US West determines that the facility is prequalified. Karen Brown stated that US West surveys the facility, performs a loop qualification, and looks at that address in the database to determine if there are any problems for such items as load coils or bridge taps. She noted that those sites that are not prequalified may need engineering work which could take anywhere between 2-8 weeks.

Sandy Teetsel asked for clarification of network availability for the City of Peoria. Karen Brown stated that Peoria is not one of the prequalified sites.

Peter Putterman asked how US West and Intellisys Group work together to coordinate installation of network and videoconferencing equipment. Rita Walton explained that it is the responsibility of Intellisys Group to coordinate network installation with videoconferencing equipment installation.

5. Regional Transportation Plan

Stuart Boggs provided an overview presentation on the Regional Transportation Plan. Debbie Kohn said that input on the Regional Transportation Plan is important to the MAG region for choosing future projects for inclusion in the Transportation Improvement Program (TIP). Jim Hull asked what member agencies were doing about their own interests. Mr. Boggs stated there would be a strong relationship between regional and local interests and local governments will be informed of regional events.

Debbie Kohn asked what the deadline was for comments on the plan. Stuart Boggs stated the second week of July, 2000.

Debbie Kohn thanked MAG for pointing the region in a new direction since the freeway system is almost finished and emphasized that the TAG has an opportunity to influence the direction of the region.

Since the TIP is an important component of the Regional Transportation Plan, Ms. Kohn asked Dean Giles of MAG staff to provide information on the process for future projects' inclusion in the TIP. Mr. Giles presented on the proposed methodology for emission reduction estimates. He referred to April 1999 guidance issued by Federal Highways Administration (FHWA). According to that guidance MPOs are now required to assess emission reduction benefits of CMAQ projects. He indicated that the proposed methodology consists of a quantification of seven types of projects.

Debbie Kohn asked for a definition of CMAQ. Dean Giles explained that CMAQ is Congestion Mitigation and Air Quality.

Dean Giles stated that there is no quantitative method for evaluating emissions reductions of telecommunications projects separately because they fall under projects that include trip

reduction. He noted that when quantitative analysis is not possible they perform qualitative analysis. Debbie Kohn asked what kind of qualitative analysis is being done, is it geography, miles saved, time saved, etc. Mr. Giles responded yes, those are the kinds of qualitative analysis looked at. He explained that the draft methodology is going to all the modal committees in June, 2000 and comments are due by June 30, 2000.

Peter Putterman asked when the draft methodology went to MAG Management Committee. Dean Giles responded June 13, 2000.

Randi Alcott asked when comments on the vanpool averages should be sent to Dean Giles. Mr. Giles reiterated by June 30, 2000.

Debbie Kohn thanked Mr. Boggs and Mr. Giles for their reports.

6. Telework Program

Randi Alcott distributed the Connectivity Guide, a telework guide to help link the home to the office. Ms. Alcott stated that any suggestions or comments about the Guide will be useful to incorporate for future versions.

Randi Alcott explained that the Regional Public Transportation Authority (RPTA) is continuing with marketing activities and will be producing a second *E-workwire* newsletter, as well as more telework advertisements in the newspapers and magazines.

Randi Alcott noted that RPTA has hired T-Manage as the new telework consultant to assist up to 15 employers with comprehensive consultant assistance in setting up and reinvigorating telework programs. Debbie Kohn asked that the Telework consultant consider including government agencies as one of the 15 employers and to choose a diversity of employers.

Randi Alcott stated that the ASU Morrison Institute has been hired to help staff the Governors Commission on the New Economy. The Commission has approximately five "hot teams" to discuss connectivity, e-learning, e-government and other topics. Ms. Alcott suggested that MAG staff or a MAGTAG representative find out more information. Rita Walton volunteered to do so.

Debbie Kohn asked if it would be possible for RPTA to give a presentation to MAG Management Committee and MAG Regional Council on telework initiatives. Randi Alcott responded that it would be best to do so later in the year when criteria for the telework program have been established.

7. Regional Connections

Heidi Pahl stated that since the May 2000 meeting of the MAGTAG, MAG staff made site visits to the five member agencies that need e-mail and Internet connectivity. She noted that after visiting with Buckeye, El Mirage, Guadalupe, Tolleson and Youngtown, MAG staff were able to determine the type of equipment needed at each site. Ms. Pahl noted that as part of the implementation phase, documentation and a conceptual setup drawing for each site was completed. Ms. Pahl thanked Peter Putterman and Shawn Woolley for reviewing the documentation and drawings. She stated that the next step is for each site to review their documentation and drawing and return two letters to MAG so that MAG staff can proceed with ordering the equipment.

Heidi Pahl explained the Regional Connections proposal for each site. She noted that all sites will use Frontier Global Crossings as their Internet Service Provider (ISP) except Buckeye who will use US West as their ISP. She stated that all sites will receive five e-mail accounts, at least 10 MB of web space, a basic web page, a router capable of handling expanded bandwidth, two computers and one color inkjet printer. She mentioned that the five email addresses will have the domain name .az.gov as supplied by the State of Arizona Department of Administration.

Heidi Pahl stated that the Town of Buckeye is the only site that cannot get DSL service therefore they will be getting a 128 access speed ISDN line to connect to the Internet. She noted that Buckeye currently has a local area network (LAN) so the purchase of a router and hub to add to their existing network equipment is necessary.

Heidi Pahl noted that the City of El Mirage has a LAN, therefore MAG needs to purchase a router and hub to add to their existing network equipment.

Heidi Pahl announced that the Town of Guadalupe's anticipated move in date to their new Town Hall is August 1, 2000. Ms. Pahl noted that Regional Connections equipment for Guadalupe will be located in the new building that will have a LAN.

Heidi Pahl stated that the City of Tolleson currently has DSL service and a LAN, therefore MAG needs to purchase a WebRamp device and a hub.

Heidi Pahl said that the Town of Youngtown is the only site that does not have a LAN, therefore MAG will be purchasing a router, hub, patch panel jacks and frame.

Heidi Pahl noted that a condition of the Regional Connections is that the MAGTAG contact at each site receive a computer and e-mail and Internet connectivity. Ms. Pahl said that by the end of summer all MAG member agencies should be connected with e-mail and Internet and have a basic web presence.

Mark Johnson stated that the small cities appreciate the expertise that is being provided under the Regional Connections project.

8. Teleconferencing Policies and Procedures for the MAG Regional Videoconferencing System

Heidi Pahl mentioned that sections 6-9 of the MAG Teleconferencing Policies and Procedures have been written and reviewed by MAG staff. Ms. Pahl noted that sections 6-9 include the maintenance and support plan, the training plan, the communications and marketing plan and the staffing plan. Ms. Pahl announced that a meeting with the policies and procedures working group has been arranged for Monday June 26 at 1:00 p.m. in the MAG Palo Verde room. She noted that there are currently three TAG volunteers participating in the review of the policies and procedures document and welcomed additional input. Ms. Pahl noted that following the incorporation of the comments made by the working group that MAG staff would forward a copy of the revised document to the full MAGTAG for review.

8. Announcements and Public Input

Mark Goldstein announced that he will be presenting at the Law Seminars International (LSI) Third Annual Local Telecommunications Infrastructure Access and Deployment Issues

Conference held August 24 and 25, 2000 in Bellevue Washington. Mr. Goldstein remarked that he would be happy to give his presentation to MAGTAG after he has presented at the LSI conference in August, 2000.

Mark Goldstein announced that the Arizona Partnership for the New Economy (APNE), is looking for opinions and expertise on how Arizona should prepare for the new economy. APNE has formed five teams to discuss relevant issues and develop action plans for these areas. Mr. Goldstein stated that Ms. Alcott mentioned this under the Telework agenda item.

Mark Goldstein also announced that a web site has been developed called the Pennsylvania Technology Atlas which contains organized information on the State of Pennsylvania .

Mark Goldstein noted that John Kelley has left GITA and is now working at Intel.

9. Date of Next Meetings

Debbie Kohn announced that the date of the next meeting is July 27, 2000 from 10:00 a.m. to 12:00 p.m. in the MAG Saguaro room.

The meeting was adjourned at 2:55 p.m.