

MINUTES OF THE
MARICOPA ASSOCIATION OF GOVERNMENTS
TELECOMMUNICATIONS ADVISORY GROUP

April 27, 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
Alan Delorea for 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
Layne Sutton, Goodyear	Rosemarie Booth for Ralph Velez, Tolleson
Lynn Dunn for Horatio Skeete, Litchfield Park	*Sabra Mousavi, ADOT
*Cary Parker, Maricopa County	Randi Alcott, RPTA

*Members neither present nor represented by proxy

OTHERS PRESENT

Mike Ciccarone, Fountain Hills	Heidi Pahl, MAG
Shane Dille, Gila Bend	Audrey Skidmore, MAG
Robin Fohrenkam, Gila River Telecommunications Inc.	Rita Walton, MAG
Clayton Hollister, Intellisys Group	Paisley Saltmarsh, Scottsdale
Michel Maeso, Intellisys Group	Michael O'Neil, Surprise
Jill Reff, Intellisys Group	Tom Hill, US West
Marty Waverly, Intellisys Group	Andrew Knox, VTEL

1. Call to Order

The meeting was called to order at 10:07 a.m. by Debbie Kohn. Shane Dille participated in the meeting by telephone.

2. Approval of March 23, 2000 Meeting Minutes

It was moved by Jamie Oman-Saltmarsh, seconded by Peter Putterman and unanimously recommended to approve the March 23, 2000 meeting minutes.

3. MAG Regional Videoconferencing System Project

Rita Walton introduced the Intellisys Group staff. Michel Maeso gave a description and history of Intellisys Group, formerly EIS. Marty Waverly, the Project Manager, gave a presentation on

Intellisys Group's staff that would be working on the MAG Regional Videoconferencing System Project and their service and support capabilities. Mr. Maeso explained that Intellisys Group has done many custom room designs and looks forward to implementing the MAG custom room.

Sondra Finkbeiner stated that the Town of Cave Creek is constructing a building that will house their teleconference room and she asked if Intellisys Group could help design their teleconference meeting room. Marty Waverly responded that Intellisys Group could do this.

Randi Alcott asked how long it would take for a technician to be on site to diagnose a teleconferencing problem. Marty Waverly stated within four business hours.

John Laue commented that Intellisys Group should ensure that US West can provide services in the timeframe agreed to in the working schedule that will be established between Intellisys Group, MAG and US West. Mr. Laue also stated that Intellisys Group should get assurance from US West that cable pairs are available before they commit to a schedule.

Marty Waverly noted that Intellisys Group has one point of contact at US West to ensure the delivery and installation of network is on schedule. Jill Reff added that Intellisys Group has been working closely with Bob Bobbett and Karen Brown of US West.

Tom Hill of US West, commented that a site can be qualified to receive network but not have cable pairs available. Mr. Hill said that he would check on the availability of cable pairs at each of the sites in the MAG Regional Videoconferencing System.

Peter Putterman asked if Intellisys Group could send member agencies the schedule for delivery and installation of network after US West has confirmed that network and cable pairs are available. Michel Maeso stated that Intellisys Group's Project Manager will ensure that network is available prior to notifying the member agencies of the network delivery and installation dates.

John Laue asked if the network adapters are internal or external and who is providing them. Michel Maeso responded that the network adapters are external and that Intellisys Group will be providing the network adapters for the end sites.

Rita Walton mentioned that one of the reasons that Intellisys Group has this project is because they agreed to coordinate all aspects of the project including, project management, equipment and network. Ms. Walton noted that Intellisys Group and US West have been working together as a team to resolve any issues.

Andrew Knox, VTEL representative, gave a demonstration of the VTEL equipment.

Debbie Kohn asked for an explanation of the hub and end site videoconferencing equipment. Marty Waverly responded that the end sites would receive a VTEL Galaxy 2500, single 32 inch monitor, Quad BRI videoconferencing system. He further stated that the Palo Verde room at the hub site would receive a VTEL Galaxy 2500, dual monitor, T1/CSU, SmartTrak and SmartView

system and the Saguaro room at the hub site would be a custom room with a VTEL Galaxy 5500 codec. Rita Walton pointed out that the 32 inch monitors are larger than the monitors that the end sites were originally going to receive.

Debbie Kohn asked Mr. Knox to give a demonstration of the icons on the monitor. Mr. Knox obliged.

Debbie Kohn asked if the SmartTrak and SmartView options were included in the demonstration unit. Mr. Knox replied yes. He stated that VTEL is the only company in the marketplace that has SmartView capability of placing a document on a document camera and sending it automatically.

John Laue asked if 'picture in picture' is a fixed size. Andrew Knox replied that it can be two sizes, small and medium, and then demonstrated this to the MAGTAG.

Debbie Kohn asked if the near site could see itself in 'picture in picture.' Andrew Knox replied yes, that with a two monitor system the document being shared is usually displayed on the right monitor and the far end site is on the left monitor with the near site displayed as a 'picture in picture' on the left monitor.

Shane Dille asked if the videoconferencing units can be connected to the agency network. Marty Waverly responded yes, if the agency desires.

John Laue asked if the videoconferencing equipment allowed for screen prints. Andrew Knox replied with the correct software yes, otherwise the screen image should be saved to the hard drive and printed later.

Michael O'Neil asked if the network interface card was included with the basic videoconferencing system that the member agencies would receive. Marty Waverly replied yes.

Jamie Oman-Saltmarsh asked if the old VTEL models need to be upgraded to talk to the new VTEL Galaxy models. Andrew Knox responded no not yet, although they may eventually need to be upgraded if the network moves from H.320 to H.323.

Layne Sutton asked if the City of Goodyear could use their existing 32 inch monitor, document camera and whiteboard with the base system. Michel Maeso replied that there could be a service issue if the equipment is not purchased through Intellisys Group although Goodyear could use the 32 inch monitor through S-Video. Mr. Maeso noted that if Goodyear uses their existing whiteboard, that when they annotate on the whiteboard it will not automatically appear on the monitor. He also noted that without SmartView software the document camera will not automatically sense motion and send the image or picture of the document.

At this time, Heidi Pahl distributed the draft costs for purchasing optional videoconferencing equipment. Jim Hull asked if the prices will be held constant for one year on the optional videoconferencing equipment hand-out. Ms. Walton replied yes. Rita Walton explained that MAG would get a final order form to the member agencies by next week and that the order form would have to be signed by the Agency Manager.

Debbie Kohn asked who has ownership of the optional videoconferencing equipment. Rita Walton replied that MAG will place inventory stickers on all videoconferencing equipment whether it was purchased by MAG or by the member agency. She also noted that MAG would keep track of how much of each piece of equipment is owned by FHWA and how much is owned by the member agencies.

Shawn Woolley asked for a demonstration of document sharing. Andrew Knox demonstrated document sharing of an Excel spreadsheet with both parties collaborating on the spreadsheet. Sondra Finkbeiner asked who saves the spreadsheet. Mr. Knox replied that the person who starts the application is the person who saves it.

Lynn Dunn asked if there was any chance of getting a virus. Andrew Know replied yes, but the user has a choice of accepting the file with the virus.

Peter Putterman asked for the codec's PC architecture. Michel Maeso replied an Intel Pentium 500 MHZ microprocessor, DVD drive, modem, 3.5" floppy drive, 6.4 GB hard drive and 128 MB RAM.

Randi Alcott asked if the monitor can be used as a Proxima when not in a video call. Andrew Knox replied yes but it is not as good quality as the Proxima.

Rita Walton thanked Intellisys Group and VTEL for an excellent presentation and demonstration and announced that to get a copy of the presentation please contact Heidi Pahl.

4. Integration of the MAG Regional Videoconferencing System

Debbie Kohn stated that due to time constraints she would like to know if MAGTAG would agree with postponing this agenda item to the May MAGTAG meeting. Jamie Oman-Saltmarsh moved to postpone agenda item four until the next MAGTAG meeting.

5. Member Agency Authorization for the MAG Regional Videoconferencing System

Heidi Pahl announced that seven member agencies have not yet submitted the letter of authorization from their Agency Manager to the MAG Executive Director. Ms. Pahl stated that

the purpose of the letter is to allow MAG to install network (ISDN BRI or T1) on the premise of the end site for the videoconferencing project. She read the list of member agencies who had not yet submitted a letter.

6. Telework Program

Randi Alcott announced that the Regional Public Transportation Authority (RPTA) issued a Request for Proposals (RFP) for a telework consultant. Ms. Alcott noted that the proposals are due May 17, 2000. Sondra Finkbeiner volunteered to be the MAGTAG representative on the selection committee to review the telework proposals.

7. Fiber Optics Infrastructure

Jim Hull announced that he has received a few more responses to the fiber optics infrastructure survey.

8. MAG Unified Planning Work Program (UPWP) and the Transportation Improvement Program (TIP)

Rita Walton distributed a summary sheet for the Regional Wide Area Network (WAN) Study. Ms. Walton explained that the Regional WAN Study was in the TIP for \$300,000 in 2001 and has been moved forward with the close-out funds from fiscal year 2000. She mentioned that the purpose of the Regional WAN Study is to identify wide area network opportunities and prepare a plan for implementation of a regional network solution. She noted that this Study will benefit both Intelligent Transportation Systems (ITS) and TAG as both committees have needs for fast real-time communications. Additionally, the Study is intended to be a joint regional project from both committees.

Debbie Kohn announced that Kimley-Horn and Associates Inc. have developed the first draft of the MAG ITS Strategic Plan Update. She mentioned that she would like Kimley-Horn to give a presentation at a future MAGTAG meeting.

Debbie Kohn asked for volunteers to form a Regional WAN working group to assist in the creation of a draft RFP. Debbie Kohn, Shawn Woolley, Jim Hull and Jamie Oman-Saltmarsh volunteered to participate in the Regional WAN working group.

9. Update on Electronic Access Survey

Heidi Pahl distributed two handouts: the draft responses to the additional electronic access survey questions and the draft recommendations for the Regional Connections Project. Ms. Pahl listed the member agencies that have not yet responded to the additional survey questions. She then explained the recommendation for the Regional Connections Project.

Heidi Pahl noted that on May 26, 1999, the MAG Regional Council approved the FY 2000 Unified Planning Work Program, which contained a request for funds to ensure that 100 percent of interested member agencies have e-mail, Internet access and a web presence. Ms. Pahl stated that the purpose of Regional Connections is to ensure regional electronic connectivity. She noted that she had surveyed all member agencies to determine the level of electronic access at each agency. From that, Ms. Pahl determined that six member agencies need additional e-mail and Internet connectivity. These agencies are Buckeye, El Mirage, Guadalupe, Surprise, Tolleson and Youngtown. Additionally, she noted that six member agencies need a web page. She said that these agencies are Buckeye, Gila River Indian Community, Guadalupe, Tolleson, Youngtown and Wickenburg.

Ms. Pahl explained that the draft recommendations for e-mail and Internet connectivity include: five dial-up e-mail accounts with multiple simultaneous log-ins, at least one e-mail account needs to be routed to a specific person/contact (e.g. MAGTAG Representative), one registered domain name, an Internet access appliance (e.g. WEBRAMP), network adapters for computers, a color ink jet printer and two Pentium computers.

Heidi Pahl noted that depending on availability and cost, the Regional Connections Project will purchase two computers to meet cities' minimum configuration or the following minimum configuration: a Pentium II 400 MHZ or better microprocessor, CD ROM drive, 3.5" floppy drive, 6.4 GB hard drive, 128 MB RAM, 10/100 BaseT network interface card.

Heidi Pahl stated that the cost of connecting the six member agencies with e-mail and Internet is \$30,000. She added that there is no cost for creating the basic web page as MAG staff will be responsible for that. The basic web page will contain the City Logo, a photo of the city/town, with a contact person, phone number, fax number, e-mail address and mailing address.

Heidi Pahl asked the MAGTAG members if MAG should provide phone lines as part of the Regional Connections project. Mark Johnson stated that the Town of Guadalupe can provide the phone lines and other MAGTAG members agreed that each agency should provide the phone lines.

Several MAGTAG members offered assistance with e-mail and Internet trouble-shooting as well as creation of a basic web page.

It was moved by Jamie Oman-Saltmarsh seconded by Jim Hull to recommend providing the equipment, ISP access, and peripherals at an estimated cost of \$30,000.

10. Announcements and Public Input

Debbie Kohn announced that she resigned her position as Assistant to the Assistant City Manager at the City of Avondale but that she would be continuing her MAG activities.

11. Date of Next Meetings

Debbie Kohn announced that the date of the next meeting is May 25, 2000 at the MAG office.

The meeting was adjourned at 12:08 p.m.