

MEETING NOTES OF THE
MARICOPA ASSOCIATION OF GOVERNMENTS
REGIONAL COMMUNITY NETWORK WORKING GROUP

October 8, 2008
MAG Office
302 North First Avenue
Phoenix, Arizona

MEMBERS ATTENDING

**Randy Jackson, Surprise, Chair
Debbie Albert, Glendale
Lydia Warnick, ADOT
Ramon Georges, Phoenix
Michael Reese, Avondale
**Mike Molsey, Glendale

**Mark, Avondale
Debra Bieber, Chandler
Marshall Riegel, Phoenix
Brian Moberly, Surprise

OTHERS PRESENT

Deanna Townsend
David Haines
Leo Luo, MAG
Sarath Joshua, MAG

Craig Chenery, MAG
Audrey Skidmore, MAG
Kiran Guntupalli, MAG

**Participated via telephone conference call.
+Participated via video conference call.

I. Welcome

The meeting commenced at 8:30 a.m. by Debbie Albert. All working group members introduced themselves.

2. Report on RCN Phase IA

Kimley Horn and ADOT provided a brief update on Phase IA, Active Electronics. David Haines of Kimley Horn stated that ADOT, Kimley Horn, PDI, MAG, Glendale, Peoria and Phoenix have partnered together for PS&E for Phase IA conduit fiber path installation. Construction has already started in Glendale, Peoria and ADOT right of way. Specifically 59th Avenue and Glendale, 83rd Avenue and Peoria and 83rd Avenue and Durango.

The Active Electronics Selection Team gathered on September 4th to finalize the equipment list. There was also a meeting with the vision field office to finalize the equipment list and discuss connecting the vision office into the network. Kimley Horn planned to deploy the Active Electronics scope to the Active Electronics Selection Team for review by Friday, October 10th. The review cycle is two weeks then will be submitted to the on-call turn key solution provider by the end of the month.

Everyone who was invited to the original meetings was invited to the Active Electronics Selection Team that met in October. This included all MAG Member Agencies who are a part of MAG ITS and MAGTAG. There was wide participation, including Valley Metro Rail, MCDOT, MAG, Surprise, Phoenix Public Transit, Street Transportation and IT ADOT, MAG, Chandler, Mesa, Goodyear, Avondale, Peoria, Glendale and Gilbert.

3. Roles, responsibilities and cost of network management and discussion on a lead and a support agency

Debbie Albert opened the discussion on the network management roles and responsibility. David Haines of Kimley Horn created a draft document detailing the roles and responsibilities of the network manager as requested at the last meeting. He suggested this document serve as a starting point for creating a more formal plan and that the group identify a focus group to take the document from draft to a final version. David Haines also raised the need to do risk assessments before performing expansions of the RCN services and infrastructure to account for required support and ensure adequate bandwidth.

The group decided to move forward with the entire working group plus members of the TAG and ITS committees reviewing the document and providing input.

The group requested information on staffing requirements for taking over the network management role at the end of the initial year. Kimley-Horn will provide some feedback on this once they have held that role for a while.

There was also discussion on the role of the network manager and IT staff in the scheduling of videoconferencing. Audrey Skidmore explained the existing structure in place to support these needs.

Finally, there was a discussion of a proposed escalation procedure to make sure the network manager was not overwhelmed with calls unrelated to the RCN. David Haines indicated that the concept envisioned that each agency using the network would identify one person in their IT department to be the first call.

The group also discussed the collection of fiber repair contact information from participating member agencies in preparation for activation of the network.

4. Discussion items for next meeting on November 5, 2008 at 8:00 a.m

The next meeting will be held in the MAG Cholla Room at the earlier time of 8:00 a.m.