



Matthew H. Mead  
Governor  
K. Luke Reiner  
Director

# WYOMING DEPARTMENT OF TRANSPORTATION PUBLIC SAFETY COMMUNICATIONS COMMISSION DRAFT MEETING MINUTES



Mark Harshman  
Chairman  
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## I. CALL TO ORDER

A meeting of the Public Safety Communications Commission was on Wednesday, July 8, 2020. The meeting was held in the Auditorium of the Wyoming Department of Transportation, located at 5300 Bishop Boulevard. Chairman Harshman presided, calling the meeting to order at 10:00 a.m.

## II. ROLL CALL

*The following members were present constituting a quorum:*

Mark Harshman, Chairman	Skip Hornecker, Vice Chairman
Dwane Pacheco, Commissioner	Kebin Haller, Commissioner
Jonathan Downing, Commissioner	Ron Gatti, Commissioner
Paul Bertoglio, Commissioner	Mike Choma, Commissioner
Doug Frank, Commissioner	Martin Armajo, Commissioner
Luke Reiner, Ex Officio	

## III. STAFF INTRODUCTIONS

*The following staff members were present and participated in the meeting:*

Troy Babbitt, Chief Technology Officer	Nathan Smolinski, Telecommunications Program Manager
Katie Pfister, Commission Secretary	Mike Kahler, AG's Office
Ryan Thompson, AG's Office	Neil Gardiner, WyoLink Support Manager
Sandy Scott, Commission Secretary	Susan Elliott, Director's Executive Assistant

## IV. ADJUSTMENTS TO AGENDA

There were no adjustments made to the agenda.

## V. ACTION ITEMS

### 1. Draft Minutes – April 8, 2020

It was moved by Commissioner Hornecker, seconded by Commissioner Frank, and carried to approve the minutes from the April 8, 2020 business meeting.

## VI. UPDATES/DISCUSSIONS

### 1. Director's Update

Director Reiner presented the Director's Update, which included the following.

#### COVID-19 Update

He conveyed that the agencies force is strong and operating well during the COVID environment and includes 20 percent of the workforce out on telework, which he anticipates remaining in effect for the foreseeable future. He highlighted that the agency is providing relay runs throughout the state in order to transport COVID related materials and bring samples back to the state's lab. Additionally, he conveyed that the agency submitted 23 COVID related expenditure to the Governor's office for reimbursement through CARES Act relief package. Major items of note include upgrades and replacement items for the WyoLink

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## VI. UPDATES/DISCUSSIONS (CONTINUED)

### 1. Director's Update (Continued)

#### COVID-19 Update (Continued)

system, upgrades to the Revenue Information System (RIS), and funding support for the Capacity Purchase Agreement (CPA). He also noted that COVID specific meetings are no longer taking place, and updates will now be provided as part of the standard bi-weekly meetings moving forward.

#### Federal Update

He conveyed that items under consideration at this time include a fourth stimulus package that includes \$50B in federal funding for departments of transportation, and reauthorization of the Fund America Surface Transportation (FAST) Act. He stressed that due to the substantial reduction in fuel tax revenues, that the Highway Trust Fund (HTF) could be depleted by FY2021, forcing the agency to utilize its borrowing authority in order to provide contractor payments until federal reimbursements come in, a process which could have significant delays.

#### State Budget Update

He conveyed that traffic counts are down but have stabilized to roughly 10 percent below the average for the past 3 years, which equates to a roughly \$11M shortfall by September. Additionally, he explained that the agency is in the process of building its next Operating Budget, and provided a presentation regarding the guiding principles being utilized during its build, which included the following:

- Ensuring a vibrant, safe and competent workforce, as employees remain the agencies top priority.
- Aligning expenditures with available revenue amounts and sources.
- Focusing on addressing identified critical life safety issues.
- Prioritizing WYDOT asset preservation based on conditions of the asset in order to meet established goals, including pavement, bridges, communications assets, information technology systems, facilities, fleet, and roadside features.
- Improving operational effectiveness and efficiency, including aligning the fleet with the mission, building needs, information technology software and hardware, and agency staffing.
- Prioritizing activities to minimize negative impacts to the public.
- Addressing mobility and capacity through system improvements and enhancements to support and grow Wyoming's economy.

He also noted that the agency has taken the following actions in order to reduce expenditures and align with revenues:

- Lowered Wyoming highway standards (stayed within national safety standards) as funding became constrained; i.e. narrower roadway shoulders, steeper side slopes, etc.
- Reduced positions (manpower) by 10% since 2010
- Changed highway program strategy from Highway Improvement Program to Asset Preservation Program
- Reduced employee training costs – moved to more on-line training to reduce travel and per diem costs
- Fleet Management – increased mileage prior to trade in, have retained equipment longer and delayed purchase of very expensive equipment such as Rotary Snow Blowers

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## VI. UPDATES/DISCUSSIONS (CONTINUED)

### 1. Director's Update (Continued)

#### State Budget Update (Continued)

- Lengthened life of computers to 5 years
- Facilities and Equipment – Deferred on-going maintenance and building replacement to place funds on the roadway for the benefit of traveler safety and effectiveness of the highway system for the public
- Reduced maintenance budgets significantly— i.e., roadway-patching, chip sealing, etc.
- Wholesaled purchase of fuel for flight operations
- Coordinated bulk purchases with other public agencies

He also provided a brief presentation regarding a list of state-funded budget modifications, which included the following items for immediate focus and consideration:

- A fleet study to find possible fleet reductions or proper types of vehicles
- Looking into Statewide building leases to possibly reduce the number of leases
- A study of the long term viability, safety, impacts of e-permitting, and need of ports of entry
- Study the location and hours of driver services to see if reduced coverage is an option
- Hiring timing, i.e., not filling vacant positions for three months unless authorized by executive staff
- Repurposing Industrial Road Program (IRP) carry-over funds
- Limiting living snow fence funds paid to the State Forestry Division to secure rights-of-way and plant trees
- Eliminating National Highway Transportation Safety Administration matching funds for grants
- Reviewing employee out-of-state travel
- Eliminating FY2021 exception request items from the budget
- Reducing ride requirements to trigger repaving secondary roads
- Limiting new WyoLink tower development to those essential to WYDOT operations
- No longer providing funding to small communities for community snowplow operations on state highways
- Reducing winter maintenance activities to save overtime pay
- No longer appropriating funds for the Industrial Road Program
- Not applying for discretionary grants that require state matching funds
- Closing select rest areas
- Opening seasonal mountain passes later to allow snowmelt
- Letting fewer state funded new construction projects
- Reducing summer maintenance activities

### 2. Chief Technology Officer's Update

Mr. Babbitt presented the Chief Technology Officer's Update, which included the following.

#### CARES Act Requests Update

He provided a brief presentation on CARES Act Relieve funding requests provided by his department, which

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## VI. UPDATES/DISCUSSIONS (CONTINUED)

### 2. Chief Technology Officer's Update (Continued)

#### CARES Act Requests Update (Continued)

included the following requests:

- Quantar Base Station Radio Replacement to Current GTR Model (\$8,528,379): Request is asking to fund the 70% local share with CARES Act funding. (Note: This is the amount not funded with general funds in the FY21/22 budget.)
- DC Power System/Plant Replacement (\$717,945): Request is for the 0242 portion of the budget that was taken out.
- DC Power System/Plant Replacement (\$502,561): Request is for 70% of the other half that was taken out.
- WyoLink System Maintenance Agreement (\$11,283,108): Request would fund system and software services for 4 additional years (total of 6 years).
- Highway Patrol Radio's/WyoLink (\$4,120,000): Requested amount would replace 3/5's of the WHP's operating fleet.
- Maintenance Radio's/WyoLink (\$3,900,000): Requested amount would replace all of WYDOT's operating fleet.
- WyoLink T1 to Ethernet Migration (\$516,000): Request would convert legacy & obsolete T1 networking to a modern Ethernet-based network.
- WyoLink Channel Expansion (\$1,590,000): Request would add 2 additional channels on 3 sites experiencing a steady increase in usage resulting in the site not being available for immediate use.
- WyoLink Inter Subsystem Interface (ISSI) Connection (\$150,000): Request would provide expanded interoperability allowing connection with other vendor systems and technologies (LMR/LTE).
- WyoLink & WYDOT Microwave/Backhaul Upgrade (\$21,000,000): Request would upgrade the end of life microwave equipment WyoLink utilizes to a state of the art (Broadband Ethernet) network capable of carrying other WYDOT technologies (i.e., cameras, VSL, DMS, etc.).
- Installation of Fiber Optics at WyoLink sites (\$55,000,000): Request would harden connectivity for robust reliability and would promote collocation opportunities for Broadband providers.
- Additional WyoLink Towers (\$17,000,000): Request would provide coverage to known areas with existing coverage gaps, 17 new sites at \$1,000,000 each. (Note: Anticipate three could be built by Dec 30, 2020, contracted for other 9 sites.)

#### NG911 Update

He conveyed that the Annual 911 Report is due by the end of July, and commended Mr. Morgan of Laramie, and Mr. McClain of Park County for their efforts toward collecting surveys from all of the various municipalities and PCAP's. He also noted that Mr. Smolinski is currently in the process of hiring a 911 Coordinator, a newly developed position under his program.

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## VI. UPDATES/DISCUSSIONS (CONTINUED)

### 3. Emergency Communications Program Update

Mr. Smolinski presented the Emergency Communications Program Update, which included the following.

#### 16-Tower Buildout Update

He reviewed the 16-Tower Buildout report, which included the following updates:

- Buffalo: Site active, with reported coverage in previous known trouble spots.
- Orin Junction: Site completed, fiber installed, and scheduling circuit turn-up between the provider and ETS.
- Wright: Site active, with reported coverage improvements in previous known trouble spots.
- Jackson: Site electrical work underway. FNE optimization will be scheduled after, followed by testing & activation.
- Alcova: BLM agreement completed. Zoning hearing scheduled for August 11, and decision on August 18. Scheduling construction and utilities upon approval.
- Alva: Broke ground on June 23; fiber installation under way.
- Greybull: Cleared for groundbreaking; schedule to follow.
- Lusk: Right-of-Way finalizing easement agreements with the City of Lusk and Attorney General's office (site required additional surveys). Scheduling construction and utilities upon agreement.
- Rock Springs (Blairtown – Tank Hill): Relocation of the site was required. City of Rock Springs has approved the application to erect the new 180' tower. Surveys & environmental work underway.
- Newcastle: Right-of-Way is finalizing easement agreements with the City of Newcastle, local landowner and Attorney General's office (decision expected from the city the week of July 6). Scheduling construction and utilities upon agreement.
- Ten Sleep (Meadowlark): USFS agreement completed. Additional GEO survey required due to soil conditions, scheduled for the week of July 27 (required for final design).
- Rock Springs (14 Mile Hill): BLM agreement completed. Scheduling for final GEO survey (required for final design). Tribal and BLM paleontologist will be on-site for construction monitoring. Due to antelope winter migratory route, construction may only occur between May 1 and November 15.
- Evanston: Right-of-Way finalizing agreement with private landowners. Scheduling construction and utilities upon agreement.
- North Big Horn County (Little Sheep Mtn.): NEPA and SHPO under review with BLM requirements. Coordinating with utility providers for delivery of services. Adjacent tower owner has requested more data to mitigate possible interference concerns. Spring-Summer 2020 target.
- Northern Goshen County: New location identified on State Lands, and survey underway. Summer-Fall 2020 target.
- Bondurant: Holding discussions with Sublette and private landowner for a possible collocation option on Kissmet Mtn. Summer-Fall 2020 target.

#### Statewide Interoperability Coordination Update

He conveyed that part of the CARES Act funding request includes support for providing an RFP for the bulk purchase of radio's, which would provide some aid to local municipalities. He also clarified that the

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**VI. UPDATES/DISCUSSIONS (CONTINUED)**

**3. Emergency Communications Program Update (Continued)**

*Statewide Interoperability Coordination Update (Continued)*

request regarding ISSI would help to link systems together, including tying Sublette County's two systems together, as well as to help link together LTE and LMR.

*Bi-Directional Amplifiers (BDA's)*

Mr. Gardiner conveyed that he and his team would like to provide WyoLink as a resource to officials looking to get Bi-Directional Amplifier systems set up, as it directly affects the WyoLink system as a whole should any of these amplifiers malfunction.

**4. Public Comment**

There was no public comment.

**VII. ADJOURNMENT**

It was moved by Commissioner Bertoglio, seconded by Commissioner Frank, and carried to adjourn the meeting. Chairman Harshman adjourned the meeting at 11:35 a.m., on Wednesday, July 8, 2020.