

Appendix M: Meeting Minutes and Agendas

Meeting #1	December 15, 2004	Agenda and Meeting Minutes
Meeting #2	February 2, 2005	Agenda and Meeting Minutes
Meeting #3	March 17, 2005	Agenda and Meeting Minutes
Meeting #4	April 21, 2005	Agenda and Meeting Minutes
Meeting #5	June 1, 2005	Agenda and Meeting Minutes
Meeting #6	August 8, 2005	Agenda and Meeting Minutes

Agenda

Regional ITS Operations & Implementation Plan For Salem Metropolitan Area *Kick-Off Meeting*

Wednesday, December 15, 2004
ODOT Region 2 Office
455 Airport Road, SE, Salem, OR 97301
Building E Conference Room
1:00 p.m. – 3:00 p.m.

- | | | |
|------|--|------------|
| I. | Introductions | 5 Minutes |
| II. | Project Overview/Project Purpose | 20 Minutes |
| | A. Scope of Work | |
| | B. Project Schedule | |
| III. | Stakeholder Consensus | 15 Minutes |
| | A. Key Stakeholders (Main Contact and Back-up) | |
| | • City of Salem | |
| | • Oregon Department of Transportation | |
| | • Mid Willamette Valley Council of Governments | |
| | • City of Keizer | |
| | • Marion County | |
| | • Salem Area Mass Transit District (Cherriots) | |
| | • Willamette Valley 911 | |
| | • Oregon State Police | |
| | • Polk County | |
| | • Federal Highway Administration | |
| | B. Expanded Stakeholders | |

- IV. Information Needed by DKS Associates: 10 Minutes
- Traffic Signal Locations and Controller Details
 - Traffic Signal Systems
 - Hardware and Software System Platforms
 - System Detectors
 - Bus Priority Equipment
 - Transit Infrastructure
 - Communications Infrastructure (twisted pair, fiber, radio, WAN, etc...)
 - Leased Lines or Phone Drops
 - ITS Devices (CCTV cameras, dynamic message signs, etc...)
 - Existing and Future (2025) Traffic Volumes, V/C, and LOS for Study Area Corridors
- V. List of Documents to Review (up to 10): 10 Minutes
- ODOT ITS Strategic Plan
 - I-5 State of the Interstate Report
 - ODOT STIP (2004-2007)
 - Oregon Transportation Plan Update
 - Marion County Transportation System Plan
 - Marion County Comprehensive Plan/CIP?
 - Polk County Transportation System Plan?
 - City of Salem Transportation System Plan
 - City of Salem Capital Improvement Program
 - Salem-Keizer Transit Strategic Business Plan
 - SKATS Regional Transportation System Plan
 - SKATS TIP
- VI. Project Expectations 25 Minutes
- VII. Mission, Goals, and Objectives 25 Minutes
- VIII. Next Steps 10 Minutes

Meeting Minutes

Regional ITS Operations & Implementation Plan For Salem Metropolitan Area *Kick-Off Meeting*

Wednesday, December 15, 2004
ODOT Region 2 Facilities
Building E meeting room
1:30 p.m. – 3:00 p.m.

Attendees:

<input checked="" type="checkbox"/> Anderson, Edward (ODOT ITS Salem)	<input checked="" type="checkbox"/> Kelley, Jolene (City of Salem)
<input checked="" type="checkbox"/> Black, Craig (ODOT Region 2)	<input checked="" type="checkbox"/> Kissler, Rob (City of Keizer)
<input checked="" type="checkbox"/> Bradford, Adam (ODOT ITS Salem)	<input checked="" type="checkbox"/> McCarthy, Mike (Marion County)
<input checked="" type="checkbox"/> Dollar, Dan (ODOT Region 2)	<input checked="" type="checkbox"/> McGill, Galen (ODOT ITS Unit)
<input checked="" type="checkbox"/> Erickson, Bruce (ODOT Region 2 Traffic)	<input checked="" type="checkbox"/> Morris, Russ (Salem PD Control Unit)
<input checked="" type="checkbox"/> Fijol, Robert (FHWA Oregon)	<input checked="" type="checkbox"/> Peters, Jim (DKS Associates)
<input checked="" type="checkbox"/> Geisler, Aaron (Polk County)	<input checked="" type="checkbox"/> Price, Nathaniel (FHWA Oregon)
<input checked="" type="checkbox"/> Hottmann, Kevin (City of Salem)	<input checked="" type="checkbox"/> Snook, Alan (DKS Associates)
<input checked="" type="checkbox"/> Jackson, Ray (SKATS/MWVCOG)	

INTRODUCTIONS	ACTION ITEMS
A brief round of introductions was conducted.	
PRESENTATION	ACTION ITEMS
<p>DKS distributed a presentation covering the following topics and used this as an outline for a presentation:</p> <ul style="list-style-type: none"> • What is ITS? • The Scope of ITS is Broad • A Focus on Operations • A Glimpse Into the Future • ITS Provides Regional Opportunities • Why Are You Here • Scope of Work • Project Schedule • Stakeholder Consensus • Information Needed • Documents to Review • Project Expectations • Mission, Goals, and Objectives • Goal Ideas 	

<ul style="list-style-type: none"> • Goals • Next Steps 	
SCOPE OF PROJECT	
DKS presented the scope of the project as it has been identified to date and identifies the schedule milestones as well as key deliverables.	
INFORMATION NEEDED	ACTION ITEMS
<p>DKS recently emailed a list of information needed for the current and future transportation conditions portion of this project. Some information has already been received and other information is still being gathered. The information needed includes:</p> <ul style="list-style-type: none"> • Traffic signal locations and controller details • Transit infrastructure and bus priority equipment • Communications Infrastructure • Leased Lines or Phone Drops • ITS Devices • Existing and Future Traffic Volumes • Existing signal system Synchro files • Facility locations • Crash data • Software systems for Transportation Management 	Steering Committee members will send DKS any outstanding information needed for the project, as requested.
DOCUMENTS TO REVIEW	ACTION ITEMS
<p>DKS provided the following list of potential documents to review:</p> <ul style="list-style-type: none"> • TSPs, CIPs, TIPs (Salem, Keizer, Polk and Marion Counties) • Cherriots Strategic Business Plan • ODOT Critical Infrastructure • SKATS TSP • Emergency Response Plans (Evacuation, fire warning, etc.) • Road Condition Warning Policies • 1999 ODOT Highway Plan • ODOT ITS Strategic Plan • Oregon STIP • OTIA Project List 	Steering Committee members will direct DKS as to whether these documents are available, and if they are where they can be obtained for review.

PROJECT EXPECTATIONS	ACTION ITEMS
<p>Steering Committee members were asked what their project expectations were. The following is a summary of topics/ideas that were outlined by the Steering Committee members for the project expectations:</p> <ul style="list-style-type: none"> • 24-hour/7 days a week access to traffic data • Identify grant/funding for projects • Identify a list of improvements and an order for them to be implemented • A plan that succeeds and is efficient • A plan that can fit in with OTIA 3, with some potential for tying into bridge projects • Make dreams become reality through projects that can be implemented • Coordination and ease of getting data out (from) the system • Plan that sets stage, grows, allows you to apply and identify funding sources and helps to identify how we can “do it better” • Allow for projects that can go after federal funding and other funding sources • Convert all the “planning” stuff into operational stuff • An easy to implement plan • Maximize existing infrastructure • Project list that is ready to implement • Improved agency coordination and cooperation • Coordinated signal timing • Explore the newest technologies out there • Coordinated utilities with multiple projects • Coordination on multiple jurisdictions • Coordination with 911 response centers 	<p>DKS will utilize this list to help identify goals and objectives for the project.</p>
MISSION, GOALS, AND OBJECTIVES	ACTION ITEMS
<p>DKS discussed project mission statements, provided three examples, and presented a draft version for the Salem ITS Plan.</p>	<p>Steering Committee members reviewed the draft mission statement and made some minor modifications. Additional goals and objectives would be identified/developed later that supported the mission statement.</p> <p>DKS will edit the Mission statement and bring the revised statement to the next meeting as well as draft Goals and Objectives for the group to review.</p>

NEXT STEPS	ACTION ITEMS
<ul style="list-style-type: none"> Next Steering Committee meeting will be the Wednesday February 2nd, 2005. 	DKS will send out notification of meeting dates and times.
NEXT MEETING	
<p style="text-align: center;"> Steering Committee Meeting Agenda: Finalize Mission, Goals, and Objectives, Discuss Draft Current and Future Transportation Conditions, review Interview Summary Wednesday February 2, 2005 1:30 PM to 3:30 PM ODOT Northwest Transportation Operations Center </p>	

Agenda

**Regional ITS Operations & Implementation Plan
For Salem Metropolitan Area
*Steering Committee Meeting #2***

**Wednesday, February 2, 2005
ODOT NW Transportation Operations Center
3225 State Street, Salem, OR 97301
Large Conference Room
1:30 p.m. – 3:30 p.m.**

- | | | |
|------|---|------------|
| I. | Finalize Mission, Goals and Objectives | 15 Minutes |
| II. | Update on Project Status | 15 Minutes |
| | A. Existing Conditions | 30 Minutes |
| | B. Interview Results/Status | 40 Minutes |
| III. | Expanded Stakeholder Meeting (March 16 th ?) | 15 Minutes |
| | A. Finalize Expanded Stakeholder List | |
| | B. Discuss Meeting Format and Location | |
| IV. | Next Steps | 5 Minutes |

Meeting Minutes

Regional ITS Operations & Implementation Plan For Salem Metropolitan Area *Meeting #2*

Wednesday, February 2, 2005
ODOT Region 2 Operations Center
Large Conference Room
1:30 p.m. – 3:30 p.m.

Attendees:

<input checked="" type="checkbox"/> Anderson, Edward (ODOT ITS Salem)	<input checked="" type="checkbox"/> Kissler, Rob (City of Keizer)
<input checked="" type="checkbox"/> Dollar, Dan (ODOT Region 2)	<input checked="" type="checkbox"/> McCarthy, Mike (Marion County)
<input checked="" type="checkbox"/> Erickson, Bruce (ODOT Region 2 Traffic)	<input checked="" type="checkbox"/> McGill, Galen (ODOT ITS Unit)
<input checked="" type="checkbox"/> Geisler, Aaron (Polk County)	<input checked="" type="checkbox"/> Peters, Jim (DKS Associates)
<input checked="" type="checkbox"/> Hottmann, Kevin (City of Salem)	<input checked="" type="checkbox"/> Price, Nathaniel (FHWA Oregon)
<input checked="" type="checkbox"/> Jackson, Ray (SKATS/MWVCOG)	<input checked="" type="checkbox"/> Snook, Alan (DKS Associates)
<input checked="" type="checkbox"/> LaFreniere, Joe (Salem Area Mass Transit)	<input checked="" type="checkbox"/> Sularz, Brandy (DKS Associates)

DISCUSSION : MISSION STATEMENT & GOALS	ACTION ITEMS
<p>Jim Peters initiated discussion regarding the appropriate name for the project study area, mission statement and goals and objectives. An agreement was reached upon the Salem-Keizer Metropolitan Area. There was also discussion about somehow incorporating the importance of economic productivity (freight, local businesses) within the mission statement. Additional discussion regarding specific wording of goals and objectives resulted in some possible changed wording with respect to goal number (2) and the addition of a goal dedicated to incident response: Goal (9) was added as : Improve the management and operations during incidents and emergencies. Goal (2) was modified to avoid confusion with the public with respect to adding more lanes to improve capacity, the new goal is: Enhance management of the transportation system to improve operational efficiencies.</p> <p>A suggestion was also made to include a pilot project as an outreach tool for goal (7), something with a high benefit-cost ratio to showcase the benefits to the public. It was then decided to include the pilot project as a strategy for deployment.</p>	<p>Steering Committee members and DKS will work with the wording to come up with the incorporation of economic productivity into the mission statement.</p>
DRAFT REPORT CURRENT AND FUTURE CONDITIONS	ACTION ITEMS
<p>The draft report was available January 31st.</p>	<p>Steering Committee members</p>

<p>DKS presented an update on the current and future conditions and solicited input from the committee members regarding the accuracy of the data that was collected and included in the draft report. Specific input was collected on the current and future congestion maps, existing and planned traffic signals, accident sites and communication infrastructure. The following areas were included in the presentation:</p> <ul style="list-style-type: none"> • Current and Future Conditions • Stakeholder Interview Summary 	<p>will review the draft and send comments by February 16th.</p> <p>DKS will modify the current and future congestion maps based on the specific areas that were designated as “problem” areas from the meeting. Further input may be submitted by the committee members with the draft comments.</p> <p>DKS will correct a legend discrepancy for the SPIS sites in Marion county and City of Salem, switch the top title of map sheets to Salem-Keizer, and update the existing and planned signal map.</p>
<p>USER NEEDS</p>	<p>ACTION ITEMS</p>
<p>DKS presented preliminary results and a list of needs collected from the personal interviews conducted with key stakeholders. A summary of the needs were presented in the following functional areas:</p> <ul style="list-style-type: none"> • Traffic Management Needs • Incident Management Needs • Traveler Information Needs • Public Transportation Needs • Emergency Management Needs • Information Management Needs • Maintenance and Construction Management Needs • Regional Strengths, Weaknesses, Challenges and Opportunities <p>Freight mobility was specifically discussed as a major statewide issue because of the OTIA projects. Needs for managing mobility and minimizing delay in construction zones was specifically discussed. Additionally, the group discussed the potential to provide images from the existing Salem video detection cameras on ODOT’s TripCheck website because this could be a potential early-winner project for deployment. The policy issues regarding public privacy were also discussed and the group recommended talking to policy makers prior to providing video images from Salem cameras on TripCheck.</p>	<p>DKS will provide a draft needs chapter in approximately three weeks.</p>
<p>EXPANDED STAKEHOLDER MEETING</p>	<p>ACTION ITEMS</p>

<p>The next meeting will include an expanded list of stakeholders. Open discussion was conducted for a list of possible attendees. Suggestions were:</p> <ul style="list-style-type: none"> • Freight lobbyists • Polk County Commissioners • Marion County Commissioners • Transit Board • City of Salem City Council • Chemeketa Area Regional Transportation System (CARTS) • Regional Advisory Committee • Oregon Housing Authority (OHAS) • Chamber of Commerce • Travel Information Council • Oregon Trucking Association <p>Additional discussion about the importance of including these parties early on, as well as the importance of providing the necessary information about the meeting to encourage participation for those that may not have an ITS background (i.e. short bullets, real life examples).</p> <p>The expanded stakeholder meeting location will be the NWTOC to facilitate the amount of people that may attend and provide an opportunity to view the Transportation Operations Center.</p>	<p>Steering Committee members will assist DKS with obtaining contact information for expanded stakeholders list.</p> <p>DKS will draft invitation and send draft to Steering Committee members for review and date selection.</p>
NEXT STEPS	ACTION ITEMS
<ul style="list-style-type: none"> • The expanded stakeholder meeting is tentatively scheduled for Wednesday March 16, 2005, but is not confirmed. 	<p>DKS will send out a few options for the expanded stakeholder meeting to key stakeholders.</p>
NEXT MEETING	
<p>Expanded Stakeholder Meeting Agenda: User Needs Wednesday March 16, 2005 (tentative) ODOT Northwest Transportation Operations Center</p>	

Agenda

**Regional ITS Operations & Implementation Plan
For Salem Metropolitan Area
*Steering Committee Meeting #3***

**Thursday, March 17, 2005
ODOT NW Transportation Operations Center
3225 State Street, Salem, OR 97301
Large Conference Room
11:30 a.m. – 1:30 p.m.**

- | | | |
|------|---|------------|
| I. | Comments on User Needs Chapter | 10 minutes |
| II. | Finalize Mission, Goals and Objectives | 5 Minutes |
| III. | Introduction to National ITS Architecture and Terminology | 20 Minutes |
| | A. Why are We Creating an Architecture? | |
| | B. ITS Terminology | |
| | C. Turbo Architecture | |
| IV. | Salem-Keizer Metropolitan Area Regional ITS Architecture | 70 Minutes |
| | A. Stakeholders | |
| | B. Inventory | |
| | C. Physical Architecture | |
| | D. User Services | |
| | C. Market Packages | |
| | D. How Will the Region Maintain the Architecture? | |
| V. | Introduction to Operational Concept | 15 Minutes |
| VI. | Next Steps | 5 Minutes |
| VII. | Next Meeting: April 21, 2005? | |

Meeting Minutes

Regional ITS Operations & Implementation Plan For Salem Metropolitan Area *Meeting #3*

Thursday, March 17, 2005
ODOT Northwest Transportation Operations Center
Large Conference Room

Attendees:

<input checked="" type="checkbox"/> Anderson, Edward (ODOT ITS Salem)	<input type="checkbox"/> LaFreniere, Joe (Salem Area Mass Transit)
<input type="checkbox"/> Dollar, Dan (ODOT Region 2)	<input type="checkbox"/> Kissler, Rob (City of Keizer)
<input type="checkbox"/> Erickson, Bruce (ODOT Region 2 Traffic)	<input checked="" type="checkbox"/> McCarthy, Mike (Marion County)
<input type="checkbox"/> Geisler, Aaron (Polk County)	<input checked="" type="checkbox"/> McGill, Galen (ODOT ITS Unit)
<input checked="" type="checkbox"/> Hockett, Terry (City of Salem)	<input checked="" type="checkbox"/> Peters, Jim (DKS Associates)
<input type="checkbox"/> Hottmann, Kevin (City of Salem)	<input checked="" type="checkbox"/> Price, Nathaniel (FHWA Oregon)
<input checked="" type="checkbox"/> Jackson, Ray (SKATS/MWVCOG)	<input checked="" type="checkbox"/> Sularz, Brandy (DKS Associates)

FINALIZE MISSION STATEMENT & GOALS	ACTION ITEMS
The revised mission statement, goals and objectives were finalized.	DKS will incorporate the final goals and objectives into the final User Needs Assessment Chapter.
DRAFT USER NEEDS ASSESSMENT	ACTION ITEMS
No additional comments were made on the existing chapter.	DKS will update the draft document based on the new input from the User Needs Workshop.

REGIONAL AND NATIONAL ITS ARCHITECTURE OVERVIEW	ACTION ITEMS
<p>DKS provided an overview of Regional ITS Architecture, including What is a Regional ITS Architecture and Why Do We Need It? The key highlights of the presentation include:</p> <ul style="list-style-type: none"> • The architecture describes what the region wants to do for transportation improvements and provides a framework for ITS integration. • The architecture identifies key stakeholders and their relationships, providing a blueprint for system integration. • The architecture is not prescriptive and is not a design document. • The architecture is needed to integrate complex systems and to meet FHWA ITS funding policy. 	<p>DKS will provide a draft Architecture chapter in approximately two weeks and submit it to the Steering Committee.</p>
<p>DKS presented an overview of the established National ITS Architecture, focusing on the physical architecture, terminology, and example market packages.</p>	
REVIEW AND SELECTION OF POTENTIAL ITS SOLUTIONS (MARKET PACKAGES)	ACTION ITEMS
<p>DKS introduced Turbo, the software tool that is used to create the ITS architecture. DKS provided handouts of the existing stakeholders and inventory that was output from the Turbo file.</p> <p>DKS also provide handouts of the preliminary selections of user service bundles and market packages. The market packages are organized in the following categories to simplify the selection of packages:</p> <ul style="list-style-type: none"> • Archived Data Management • Advanced Public Transportation Systems • Advanced Traveler Information Systems • Advanced Traffic Management Systems • Advanced Vehicle Safety Systems • Commercial Vehicle Operations • Emergency Management • Maintenance and Construction Management 	
<p>The following comments were made regarding the stakeholders list:</p> <ul style="list-style-type: none"> • Rail should be added as a stakeholder. • Oregon Travel Information should be added as a stakeholder as they will provide information for use with TripCheck • Add taxi companies to the listing of public transportation providers • Remove CherryLift from the category of public transportation providers, as they are part of Cherriots. 	<p>DKS will revise the stakeholder list based on these comments.</p>

REVIEW AND SELECTION OF POTENTIAL ITS SOLUTIONS (MARKET PACKAGES) ...CONTINUED	ACTION ITEMS
<p>The following comments were made regarding the inventory list:</p> <ul style="list-style-type: none"> • Add the following inventory items: <ul style="list-style-type: none"> • Construction Project Website • Ferry Operations • Maintenance Management System • Marion County Traffic Cameras – Planned • Marion County Website • Add the City of Salem as the associated stakeholder under the City of Salem Traffic Management element inventory. • Change the MWVCOG inventory by eliminating traffic management 	<p>DKS will revise the inventory list based on these comments.</p>
<p>The following comments were made regarding the preliminary market package list:</p> <ul style="list-style-type: none"> • Archived Data Management <ul style="list-style-type: none"> • Add ITS Data Warehouse associated with MWCOG • Eliminate ITS Virtual Data Warehouse • Advanced Public Transportation Systems <ul style="list-style-type: none"> • Add Transit Passenger and Fare Management • Advanced Traveler Information Systems <ul style="list-style-type: none"> • Add Yellow pages & Reservation, Dynamic Ridesharing and In-vehicle signing • Advanced Traffic Management Systems <ul style="list-style-type: none"> • Add Standard railroad grade crossing • Add Railroad operations coordination • Add Parking facility Management • Add Regional Parking Management • Advanced Vehicle Safety Systems <ul style="list-style-type: none"> • Add Intersection Safety Systems • Add Intersection Collision Avoidance (Marion County) • Commercial Vehicle Operations <ul style="list-style-type: none"> • Add weigh-in-motion (Marion County) • Emergency Management <ul style="list-style-type: none"> • Eliminate transportation infrastructure protection • Add Mayday support • Maintenance and Construction Management <ul style="list-style-type: none"> • Add maintenance and construction vehicle and equipment tracking (Marion County) • Add winter maintenance (ODOT, City of Salem, Marion County) 	<p>DKS will incorporate these changes into the Turbo Architecture file.</p>

OPERATIONAL CONCEPT	ACTION ITEMS
<p>DKS presented an introduction to Operational Concept for an ITS plan, which includes defining inter and intra-agency relationships, the flow of data, and the agency roles and responsibilities.</p>	
NEXT STEPS	ACTION ITEMS
<ul style="list-style-type: none"> The next meeting has tentatively been scheduled for April 21st from 2:00 -4:00 at the City of Salem Public Works Conference Room 	<p>DKS will submit the final User Needs Assessment chapter to the Steering Committee next week.</p> <p>DKS will submit a draft Architecture chapter to the Steering Committee on April 14th.</p>
NEXT MEETING	
<p style="text-align: center;">Steering Committee Meeting #4 Agenda: Operational Concept Thursday April 21, 2005 (tentative) 2:00 -4:00 p.m. City of Salem</p>	

Agenda

**Regional ITS Operations & Implementation Plan
For Salem-Keizer Metropolitan Area
*Steering Committee Meeting #4***

**Thursday, April 21, 2005
City of Salem Public Works
555 Liberty Street, SE
Main Conference Room
2:00 p.m. – 4:00 p.m**

I. Comments on Architecture Chapter/User Needs Workshop 10 Minutes

- A. Status of Salem-Keizer Regional Architecture – Draft Architecture Chapter was provided on April 20, 2005. Please review the stakeholder report, inventory report, and user service/market package selection.

Deadline for Comments: May 12, 2005

Subtask	Status
Description of Region	Complete
Inventory	Complete
Selection of Market Packages	Complete
Draft Chapter	Complete – April 20
Interconnects	Underway – May 27
Information Flows	Underway – May 27
Final Chapter	June 17

II. Deployment Plan Introduction 30 Minutes

- A. Discuss the preliminary project list
- B. Discuss the proposed scoring methodology and rate the categories.

III. Operational Concept

60 Minutes

Purpose: The purpose for the operational concept is to define each stakeholder's current and future roles and responsibilities in the implementation and operation of the regional systems. It provides an "executive summary" view of the way the region's systems and stakeholders will work together to provide ITS services. It describes a "day in the life" of the regional surface transportation system.

Objective: Work together to come to an agreement on the implementation and operations roles and responsibilities.

A. The Salem-Keizer operational concept will be defined for the following ITS services:

- Regional Traffic Control
- Incident Management
- Traveler Information
- Public Transportation Services
- Maintenance and Construction
- Archived Data

The operational concept for each ITS service is described with a graphic, description of roles and responsibilities and soon to be text in the draft chapter.

B. Work together on the incident management operational concept.

C. Discuss specific details on the operational concept for the other ITS services.

IV. Next Steps

5 Minutes

A. Draft Operational Concept Chapter – April 29th

B. Deployment Plan Workshop – June 23rd

V. Next Meeting: May 19, 2005?

Meeting Minutes

Regional ITS Operations & Implementation Plan For Salem Metropolitan Area *Meeting #4*

Thursday, April 21, 2005
City of Salem Public Works
Large Conference Room
2:00 p.m. – 4:00 p.m.

Attendees:

<input type="checkbox"/> Anderson, Edward (ODOT ITS Salem)	<input type="checkbox"/> Kissler, Rob (City of Keizer)
<input type="checkbox"/> Dollar, Dan (ODOT Region 2)	<input type="checkbox"/> McCarthy, Mike (Marion County)
<input type="checkbox"/> Erickson, Bruce (ODOT Region 2 Traffic)	<input checked="" type="checkbox"/> McGill, Galen (ODOT ITS Unit)
<input type="checkbox"/> Geisler, Aaron (Polk County)	<input checked="" type="checkbox"/> Peters, Jim (DKS Associates)
<input checked="" type="checkbox"/> Hottmann, Kevin (City of Salem)	<input checked="" type="checkbox"/> Price, Nathaniel (FHWA Oregon)
<input checked="" type="checkbox"/> Jackson, Ray (SKATS/MWVCOG)	<input type="checkbox"/> Snook, Alan (DKS Associates)
<input type="checkbox"/> LaFreniere, Joe (Salem Area Mass Transit)	<input checked="" type="checkbox"/> Sularz, Brandy (DKS Associates)

DRAFT REGIONAL ARCHITECTURE CHAPTER		ACTION ITEMS
<p>The draft report was available April 20th.</p> <p>DKS discussed the status of the Regional Architecture chapter.</p>		<p>Steering Committee members will review the draft and submit comments to DKS Associates by May 12th.</p>
Subtask	Status	
Description of Region	Complete	
Inventory	Complete	
Selection of Market Packages	Complete	
Draft Chapter	Complete – April 20	
Interconnects	Underway – May 27	
Information Flows	Underway – May 27	
Final Chapter	June 17	

DEPLOYMENT PLAN INTRODUCTION	ACTION ITEMS
<p>A preliminary project list was presented to the Steering Committee members for discussion and review. The following comments were noted:</p> <ul style="list-style-type: none"> • A bridge plan project should replace the evacuation route management project; copies of the plan need to be distributed police, fire, ODOT and other public agencies. • ODOT is going to map the detour routes into GIS. • Railroad crossing information would be beneficial to have at ODOT TOC. Portland Western blocks Commercial and Liberty Street for 20 to 25 minutes sometimes, contributing to traffic delays and impacts emergency responders. Many of the freight shipments do not follow a specific schedule. • The City of Salem would like to allow ODOT to control Salem field devices with limited functionality. They would also like to share control of any message signs that ODOT owns, specifically on Riverfront Park Events or detour routes. • The central signal system upgrade in the City of Salem would be a long term project, but could be considered as part of the 20-year plan. • Vehicle tracking would also be useful on incident response vehicles. A separate project for GPS on incident response vehicles should be added. <p>A potential project ranking criteria was also presented as one method to determine deployment project priority. Seven categories were ranked as high, medium or low by each of the Steering Committee members. These categories included:</p> <ul style="list-style-type: none"> • Safety/Crash Prevention • Traffic Volumes/Congestion • Key Decision Point • User Need-Workshop Rankings • State-Wide Consistency • Part of an improvement project • Other <p>One additional suggested criterion was the operation and maintenance cost of the deployment project.</p>	<p>DKS will modify the deployment list based on the comments and discussion.</p> <p>DKS will obtain current bridge closure plan from Dan Dollar.</p> <p>DKS will incorporate the results from the ranking criteria into a project scoring matrix.</p>

OPERATIONAL CONCEPT	ACTION ITEMS
<p>DKS presented an introduction to the operational concept. The Salem-Keizer operational concept will be defined for the following ITS services:</p> <ul style="list-style-type: none"> • Regional Traffic Control • Incident Management • Traveler Information • Public Transportation Services • Maintenance and Construction • Archived Data <p>Graphic flow diagrams that described roles and responsibilities for each of the program areas listed above were presented and discussed.</p> <p>The following comments were noted:</p> <ul style="list-style-type: none"> • MWVCOG will store a subset of data for the regional data warehouse. • Railroad crossing occupation information should also go to Emergency Management Center • An exchange of information between the transit operations center and the emergency operations center should be added. • Video images from emergency management vehicles (fire, police) should not be included as an information flow to the 911 center. 	<p>DKS will provide a draft Operational Concept chapter in one week.</p>
NEXT STEPS	ACTION ITEMS
<ul style="list-style-type: none"> • The next Steering Committee Meeting is tentatively scheduled for Wednesday June 1, 2005 at the Mid-Willamette Valley 911 Center • The Deployment Plan Workshop is tentatively scheduled for June 23rd. 	<p>DKS will send a confirmation e-mail about time and location of Steering Committee meeting #5.</p>
NEXT MEETING	
<p>Steering Committee # 5 Agenda: Communication Requirements and Deployment Plan Wednesday June 1, 2005 Mid Willamette Valley 911 Center</p>	

Agenda

**Regional ITS Operations & Implementation Plan
For Salem-Keizer Metropolitan Area
*Steering Committee Meeting #5***

**Wednesday, June 1st, 2005
Mid-Willamette Valley 911 Center
595 Cottage Street, NE
10:00 a.m. – 12:00 p.m.**

- | | | |
|------|---|------------|
| I. | Communications Plan | 70 Minutes |
| II. | Deployment Plan Status | 30 Minutes |
| | <ul style="list-style-type: none">• Discuss project list changes• Discuss project phasing | |
| III. | Workshop Format | 20 Minutes |
| | <ul style="list-style-type: none">• Expanded Stakeholders• Speaker (Theme: Regional ITS Implementation and Coordination) | |
| IV. | Next Meeting: Deployment Plan Workshop | |

<ul style="list-style-type: none"> • Marion County Traffic Management Center should be changed to Marion County Public Works • Lancaster/Silverton hub location is a good one because of existing right-of-way • Cherriots transit management center should be shown on the communication map • Dan Dollar is working with Department of Corrections to obtain easement for fiber in the ground to go under Hawthorne and over the freeway to the east side of Interstate 5 • ODOT plans to include fiber on Interstate 5 north of State Street • City of Salem plans to include fiber on Portland Road (Hyacinth to Silverton Rd) 	
--	--

DEPLOYMENT PLAN	ACTION ITEMS
<p>An existing project list was presented. The projects were in order of priority, based on preliminary phasing. Draft graphics of the existing and proposed field devices were also presented for review and comments by the steering committee members.</p> <p>The status of the deployment plan was presented. New projects that were added to the list included:</p> <ul style="list-style-type: none"> • Incident Management on West Salem Bridges • Hazardous Material Management • Adaptive Signal Timing • Interactive Traveler Information • Integrate Transit Information with Regional Trip Planner • Program Management Category <p>An additional project for weigh-in-motion on Brooklake Road and 99 East was suggested and will be added to the project list.</p>	<p>DKS will modify the deployment list based on the comments and discussion.</p> <p>DKS will submit a draft Deployment Plan chapter on June 10th.</p>

DEPLOYMENT PLAN WORKSHOP	ACTION ITEMS
<p>A tentative agenda was suggested for the deployment plan workshop, including a guest speaker to discuss Integrating Regional ITS Projects, Planning to Implementation.</p> <p>A draft invitation was also presented for review. There was additional discussion regarding the relatively low turnout at the last expanded stakeholder workshop.</p>	<p>The steering committee will review the draft invitation and submit comments.</p> <p>The steering committee will review the existing contact list and add contact information for other expanded stakeholders that should be included in the Deployment Plan Workshop</p> <p>DKS will send out the deployment plan workshop invitation to the expanded stakeholder group by Friday, June 3rd.</p>
NEXT MEETING	
<p style="text-align: center;">Deployment Plan Workshop Marion County Senator Hearing Room June 28th, 2005 9:00-noon</p>	

Agenda

Regional ITS Operations & Implementation Plan for Salem-Keizer Metropolitan Area *Steering Committee Meeting #6*

Mid-Willamette Valley Council of Governments
105 High Street, SE

Monday August 8th, 2005
2:00 p.m. – 4:00 p.m.

- | | | |
|------|--|------------|
| I. | Project Status | 10 Minutes |
| | a. 5-Year Deployment Plan | |
| II. | How is the ITS Plan Implemented? | 10 Minutes |
| | a. How will the projects be phased? | |
| | b. Should conduit be installed on ITS corridors as part of other projects? | |
| | c. How will the projects be funded? | |
| III. | How can we measure benefits of ITS projects? Capacity improvement? Reliability improvement? | 10 Minutes |
| | a. Established performance measures | |
| | b. http://www.oregon.gov/ODOT/CS/PERFORMANCE/ | |
| | c. http://www.wsdot.wa.gov/accountability/default.htm | |
| | d. www.benefitcost.its.dot.gov | |
| | e. ITS Deployment Analysis System (IDAS) | |
| IV. | Recommendation for Plan Continuation | 60 Minutes |
| | i. Maintaining the ITS Architecture | |
| | ii. Incorporating the ITS Plan into RTP/TSPs/SDCs | |

iii. Project Requirements

1. Systems Engineering

2. ITS Architecture Compliance

- V. Where do we go from here? 15 Minutes
- a. Designate a lead agency to continue to coordinate ITS project implementation
- VI. Review Draft Executive Summary 10 Minutes
- VII. Next Steps 5 Minutes

Meeting Minutes

Regional ITS Operations & Implementation Plan For Salem Metropolitan Area *Meeting #6*

August 9, 2005
Mid-Willamette Valley Council of Governments
105 High Street, SE
2:00 p.m. – 4:00 p.m.

Attendees:

<input checked="" type="checkbox"/> Anderson, Edward (ODOT ITS Salem)	<input checked="" type="checkbox"/> Chris Maciejewski
<input checked="" type="checkbox"/> Dollar, Dan (ODOT Region 2)	<input checked="" type="checkbox"/> Kissler, Rob (City of Keizer)
<input type="checkbox"/> Erickson, Bruce (ODOT Region 2 Traffic)	<input checked="" type="checkbox"/> McCarthy, Mike (Marion County)
<input type="checkbox"/> Geisler, Aaron (Polk County)	<input checked="" type="checkbox"/> McGill, Galen (ODOT ITS Unit)
<input checked="" type="checkbox"/> Hottmann, Kevin (City of Salem)	<input checked="" type="checkbox"/> Peters, Jim (DKS Associates)
<input checked="" type="checkbox"/> Jackson, Ray (SKATS/MWVCOG)	<input type="checkbox"/> Price, Nathaniel (FHWA Oregon)
<input type="checkbox"/> LaFreniere, Joe (Salem Area Mass Transit)	<input checked="" type="checkbox"/> Sularz, Brandy (DKS Associates)

FIVE-YEAR DEPLOYMENT PLAN	ACTION ITEMS
DKS led a discussion summarizing the Executive Summary and the high priority projects included in the 0-5 Year Deployment Plan. The discussion included project descriptions, cost estimates (capital, operations & maintenance, and staffing), and priorities for implementation.	
PLAN IMPLEMENTATION GUIDELINES/FUNDING ITS PROJECTS	ACTION ITEMS
DKS presented guidelines for implementing the ITS Plan, which include adjusting project phasing (when funding is available, partnerships with other agencies are made, or other improvement projects provide an opportunity), breaking projects into multiple phases, and implementing components of the ITS Plan with other construction projects (e.g. installing conduit for future fiber paths). The presentation also noted potential funding sources that can be pursued to fund projects in the plan.	
MEASURING ITS BENEFITS	ACTION ITEMS
DKS presented several sources that can be used for researching performance measures, benefits, and costs.	

RECOMMENDATIONS FOR PLAN CONTINUATION	ACTION ITEMS
<p>DKS led a discussion to explain the need to maintain the regional ITS Architecture. The group was asked to choose when the plan would be updated and how changes would be tracked.</p> <p>It was decided that Mid Willamette Valley Council of Governments (MWVCOG) will lead the steering committee to help guide the implementation and management of ITS projects in the Salem-Keizer metropolitan area. ODOT staff will serve as a joint manager of the Regional Architecture and will conduct the updates to the Turbo architecture file.</p> <p>Dan Dollar suggested a yearly review of operations and roles and responsibilities along with the architecture update.</p>	
INCORPORATING ITS PROJECTS INTO THE RTP/TSP/SDC	ACTION ITEMS
<p>DKS presented two options for incorporating the ITS plan into the local planning process. The first option would integrate the plan into the existing planning policy framework and would adopt the project list with the appropriate modal plans, where possible. The second option would implement ITS as a new component to local plans and would include a stand alone project list and a separate funding scoring criteria. DKS also discussed TPR issues relating to the ITS Plan implementation.</p> <p>From the City of Salem's and City of Keizer's perspective, it would be useful to have the plan adopted by the MWVCOG so the plan holds some weight with their respective Council members.</p> <p>After some discussion, the group agreed that the SKATS RTSP should be amended to remove the existing references to ITS and replace it with the complete ITS plan. This will enable other agencies (i.e. the City of Salem and the City of Keizer) to incorporate the ITS plan into their TSPs.</p> <p>The current SKATS RTSP was adopted in June, 2005. MWVCOG will lead the effort to amend the SKATS RTSP to include the ITS Plan.</p>	
PROJECT DEVELOPMENT REQUIREMENTS	ACTION ITEMS
<p>DKS lead a brief discussion summarizing the FHWA system engineering requirement and how it would apply to projects in the ITS Plan. Key points included that each project would need to describe the portions of the architecture being deployed and identify applicable ITS standards.</p>	

PLAN CONTINUATION	ACTION ITEMS
<p>DKS led a discussion to identify next steps for plan implementation.</p> <p>The ITS plan will be presented to the SKATS TAC on September 13th.</p> <p>The Steering Committee discussed the possibility of a pursuing an initial project as a group and potentially apply for a grant. The Incident Management Plan for the West Salem Bridges was suggested and could include the deployment of highway advisory radio, cameras, and dynamic message signs as well as coordination with numerous agencies</p>	
NEXT STEPS	ACTION ITEMS
<p>The preparation of the final plan and distribution of plan copies will be completed by DKS.</p>	<p>DKS will email the group a distribution list of plan copies for review.</p>