CENTRAL COAST
ITS COORDINATOR PROJECT

CCITS COORDINATING GROUP
MEETING AGENDA

November 8th, 2006 ♦ 10:00 AM – 3:00 PM
Caltrans District 5 Office Building ♦ 50 Higuera Street ♦ Sycamore Room (Basement) ♦ <u>No</u> video or teleconferencing ♦ San Luis Obispo (CA)

1. ITS OUTREACH MATERIALS
- CCITS Video/DVD
  - ➢ Screen/review DVD/video (DRAFT)
- CCITS Video/DVD "Fact Sheet"
  - ➢ Discuss Fact Sheet (near-FINAL)
  - ➢ Obtain ITS Project pictures from Santa Cruz, Monterey, & San Benito
- CCITS Agency Presentation Materials
  - ➢ Discuss presentation materials (DRAFT)
  - ➢ Agency Presentations
    - ➢ County/Agency Boards (approx. 5-mins. in length)
    - ➢ TTACs (approx. 10-mins. in length)
  - ➢ Santa Barbara
  - ➢ San Luis Obispo
    - ➢ Show 7-min. CCITS DVD/Video to Board (October '06)
    - ➢ CCITS Presentation to Board (December '06)
  - ➢ Monterey
    - ➢ Presentation to TTAC more likely of value than to Board
    - ➢ Show 7-min. CCITS DVD/Video to Board
  - ➢ San Benito
  - ➢ Santa Cruz

2. CCITS WEBSITE
- Discussion re: the potential to add the CCITS Turbo Arch databases (each of the 3 MPOs) to the CCITS Website
  - ➢ IDEA – Provide interactive capabilities via HTML or VB Script
  - ➢ IDEA – Post PDFs (reports, diagrams, etc.) on website for view/download
  - ➢ Does the CCITS Coordinating Group want to do this??

3. ARCHITECTURE MAINTENANCE PLAN

- CCITS Coordinating Group still needs to approve the CCITS Architecture Maintenance Plan (FINAL)
  - ➢ Please note that the individual County/Agency Architecture Maintenance Plans (FINAL) have already been approved by each Agency
  - ➢ The only item holding up payment was/is the overarching "CCITS Region" Architecture Maintenance Plan (FINAL)
  - ➢ At the 6/16/06 CCITS meeting:
    - ➢ Caltrans indicated that it does NOT look good re: them being the Agency to take the "lead role" re: maintenance of the CCITS Regional Architecture
    - ➢ Due to the re-structuring of the CCITS Turbo Architecture to the three (3) MPOs (AMBAG, SLOCOG, & SBCAG), the need for an overarching "CCITS Region" Architecture Maintenance Plan does not appear to be necessary anymore
  - ➢ Therefore, no further changes need be made to the overarching "CCITS Region" Architecture Maintenance Plan (FINAL)
- With the re-structuring of the CCITS Turbo Architecture to the three (3) MPOs (AMBAG, SLOCOG, & SBCAG), these Agencies need to:
  - ➢ Coordinate changes to their own MPO Turbo Arch database re: Regionally-Significant ITS Projects
  - ➢ Conduct Quarterly Meetings where System Engineering Review Forms (SERFS) per MPO are "coordinated/exchanged" with the other MPOs
  - ➢ Each MPO then needs to implement changes to their own MPO Turbo Arch database

4. AGENCY AGREEMENTS

- Discuss Agency Agreements (near-FINAL)
  - ➢ Development as operational-type agreement
  - ➢ Provision of opening statement that provides an overview, content, description, background, intention, or purpose of the agreement (aka understanding of what both Agencies are trying to accomplish)
  - ➢ Provision of a "sample"/totally-filled out agreement that has contact information (Agencies/staff), purpose/understanding, & "why" am I doing this language

5. REGIONAL ITS ARCHITECTURE

- Operational Concepts (Roles & Responsibilities)
  - ➢ Per Agency comments, adjusted Operational Concepts within Turbo Architecture (as necessary)
- Functional Requirements
  - ➢ Per Agency comments, adjusted Functional Requirements within Turbo Architecture (as necessary)
- Interconnects/Flows
  - ➢ Per Agency comments, adjusted System Interconnects/Flows within Turbo Architecture (as necessary)
- Architecture Data Flows
  - ➢ Based on System Interconnects, re-built the interface, adjusted the Architecture Flows, & removed invalid Architecture Flows
- Standards
  - ➢ Reviewed Turbo-generated Standards for "reasonability"
- Agency Agreements
  - ➢ Added Agency Agreements associating/linking CCITS Agencies
  - ➢ Associated/linked Agency Agreements with Local or Regional Architecture

6. ARCHITECTURE IMPLEMENTATION PLAN

- Document Direction
  - ➢ CCITS Coordinating Group wants to "hold-off" on providing detailed comments on the DRAFT until Turbo Architecture "shadow" training is provided
  - ➢ AMBAG document "direction"
- "Chapter 7 – Regional ITS Architecture Guidance (Version 2)"
  - ➢ TransCore to provide such as an "Appendix"
  - ➢ FHWA approved this course of action
- "User Guide" (1-page)
  - ➢ Discussion re: DRAFT
  - ➢ If I have an ITS Project, what do I need to do to get my project deployed/added into the CCITS Architecture (aka the correct MPO Turbo Arch database) & SERF

7. TURBO ARCHITECTURE "SHADOW" TRAINING
- AMBAG's efforts to determine Iteris' "tentative schedule"
    - ➢ Encourage folks who did not attend NHI Training to attend this training
        - ➢ Caltrans D5 offered to "host" again as a training location (if desired)
        - ➢ AMBAG to check if NHI will come to SLO again
    - ➢ Iteris to provide up to a day-long (8-hour) class
        - ➢ Use CCITS-specific Turbo Architecture files
        - ➢ Provide "hands-on" training that includes:
            - ➢ (a) Scenario that begins with project applicant (City X) wanting to do a "Local" ITS Project (Affect to Local Architecture only)
            - ➢ (b) ITS Project that "touches" other Regions (from both the perspective of instigating Region & other Affected Region)
            - ➢ (c) Scenario similar to (b) with Caltrans as ITS Project applicant
            - ➢ (d) Adding a new (& modifying an existing) Project/Stakeholder to the Architectures with necessary relationships to other Projects/Stakeholders
            - ➢ (e) Update/overhaul of Central Coast ITS Architecture
        - ➢ Provide one-on-one "shadow" training (2-4 hours as requested)

8. CCITS AGENCY UPDATES (as time permits)

9. OTHER BUSINESS (as time permits)

10. NEXT MEETING