



# CENTRAL COAST ITS COORDINATOR PROJECT

## CCITS COORDINATING GROUP MEETING AGENDA

September 11<sup>th</sup>, 2007 ♦ 9:30 AM – 3:00 PM

Caltrans District 5 Office Building ♦ 50 Higuera Street ♦ Sycamore Room (Basement) ♦  
Teleconferencing Available ♦ San Luis Obispo (CA)

### 1. ITS OUTREACH MATERIALS (DONE)

- CCITS Video/DVD
  - Screened/reviewed DVD/video (Draft Final or FINAL)
  - **Comments**
    - Fix/replace SCMTD message sign "flicker" (5:45)
    - Update TAMC telephone # (ending credits)
    - Fix English/Commonwealth driving (wrong-side-of-road) (1:13)
    - Replace CCITS Implementation Plan "cover" & ensure "Fall 2007" title/identification (All time references including (3:35, 7:06, & 8:21 at a minimum)
    - Replace Monterey message sign (7:45)
  - TRG to distribute 25 copies to the CCITS Coordinating Group
  - TRG offered to send PDF file copies of the DVD label to the CCITS Coordinating Group
  - Each Agency to look into "hosting" the CCITS DVD on their website for potential streaming video viewing to the public)
  - Potential for CCITS website to host DVD/video??
  - **ACTION ITEMS**
    - TRG & Caltrans Film Crew to address comments (per above)
    - TRG & Caltrans Film Crew to inform CCITS Coordinating Group by "when" FINAL CCITS DVD copies will be submitted
- CCITS Video/DVD "Fact Sheet"
  - TRG distributed sample copies of Fact Sheet (FINAL)
  - TRG to distribute copies to the CCITS Coordinating (per below)
    - SLOCOG = 40 (received 15 at 9/11/07 meeting)
    - FHWA = 25
    - MST = 40
    - SCMTD = 15
    - Caltrans D5 = 40
    - SBCAG = 40
    - TAMC = 40
    - CHP Coastal Division = 20
    - SCCRTC = 35
    - TAMC = 40
    - SBtCOG = 25
    - AMBAG = 40

- TRG offered to send PDF file copies of the Fact Sheet to the CCITS Coordinating Group
- CCITS Agency Presentation Materials
  - Template DONE (Feb '07 SBCAG Sample)
  - As Agency presentations are scheduled, TransCore developing “tailored” presentations
  - Scheduled
    - AMBAG 9/12/07
    - SLOCOG 10/3/07
    - SCCRTC 10/4/07 (SCCRTC may want to move until the Nov '07 Transportation Policy Workshop since CCITS Implementation Plan may not yet be FINAL)
  - Tentatively Scheduled
    - SBtCOG 11/1/07 (TAC (2:00 PM))
    - TAMC 11/1/07 (TAC) (9:30 AM)
    - SBCAG 11/15/07 (TAC)
  - **ACTION ITEMS**
    - All Agencies to review “CCITS Agency Presentation Schedule” & contact TransCore w/ comments, updates, revisions, etc.
    - TransCore to post the PowerPoint file re: the “CCITS Agency Presentation (SBCAG Template)” on our external FTP site
    - TransCore to post the PowerPoint file re: the “AMBAG Board CCITS Presentation (9/12/07)” on our external FTP site

## 2. CCITS WEBSITE (DONE)

- CCITS Website
  - Discussed what CCITS Coordinating Group would like to have posted
  - Discussed Iteris' e-mail (dated 7/13/07)
  - AMBAG has offered to “host” the CCITS website (based on requirements per Iteris' e-mail & Group discussion)
  - Iteris to continue to host/clean-up CCITS website until website files submitted to AMBAG
  - Iteris to provide all CCITS website HTML files to AMBAG (at end of CCITS Project)
- Iteris offered to place PDF/HTML pages of the CCITS Architecture on the CCITS website
  - Just snapshot of Turbo database files as submitted at the end of the project (static)
  - Not dynamic update to website based on Turbo file modifications (dynamic is more what the Group wants though)

### 3. TURBO ARCHITECTURE “SHADOW” TRAINING (DONE)

- Iteris provided/completed training Feb '07 (AMBAG, SLOCOG, & SBCAG)
- Discussed Iteris' remaining budget (~\$3,300)
  - SBCAG wants Iteris to review their next Turbo Architecture update (2-3 years out though)
  - SCCRTC wants access to/insight into all/other ITS Projects throughout the State (in order to incorporate/identify applicable ITS Projects for Santa Cruz)
  - AMBAG noted that the CCITS Project ends 12/31/07 so that folks need to identify near-term items for Iteris to complete

### 4. REGIONAL ITS ARCHITECTURE

- Architecture Data Flows
  - TransCore “dispositioned” AMBAG, SCCRTC, & SLOCOG comments
  - TransCore, AMBAG, SCCRTC, & FHWA have agreed-upon the FINAL direction
- FINAL Turbo Database (3 MPOs – AMBAG, SLOCOG, & SBCAG)
  - TransCore in process of developing FINAL
  - TransCore to submit FINAL Turbo Databases on CD-ROM to AMBAG, SLOCOG, & SBCAG
- Turbo Reports
  - One (1) PDF file copy of each to AMBAG, SCCRTC, SBtCOG, TAMC, SLOCOG, & SBCAG
    - All Turbo-generated reports (System Inventory, Concept-of-Operations, Functional Requirements, Market Packages, & ITS Standards)
    - TransCore-customized Reports (System Interconnects & Architecture Flows)
- Schedule
  - TransCore to submit by Friday 9/28/07

### 5. ARCHITECTURE “USAGE GUIDE”

- Comments received from AMBAG & FHWA
- TransCore, AMBAG, & FHWA have agreed-upon the FINAL direction
- TransCore in process of developing FINAL & to submit October 2007

## 6. CCITS IMPLEMENTATION PLAN (DRAFT – SUMMER 2007)

- TransCore has received, dispositioned, & received all necessary follow-up information/comments from the following Agencies (DONE)
  - FHWA
  - Caltrans D5
  - AMBAG
  - SBtCOG
  - TAMC
  - MST
  - SLOCOG
  - SBCAG
- SCCRTC Comments (8/27/07 Follow-Up)
  - Sent follow-up to TransCore disposition of comments
  - Added “new” comments received so far from TAC members (focused on the ITS Projects in Appendix A)
  - TransCore to review & disposition (as necessary)
- County Boards
  - Group Question – “...What action(s) are needed from the County Boards to achieve FHWA Requirements??...”
  - FHWA Response – “...Acknowledgement re: ITS Project planning and/or ITS Architecture efforts already accomplished...”
  - FHWA Response – “...Commitment to adding/integrating ITS w/in the Regional Transportation Improvement Plan and/or funding commitments...”
- Document
  - On cover, just “Fall 2007” (no DRAFT, FINAL, etc.)
  - Once “final” direction received, TransCore to submit FINAL document w/in 3-weeks
  - TransCore to send “track-changes” version of FINAL document to AMBAG for review prior to document production
- Main Comment #1 – Roadmap/Flow-Chart
  - Make document more user-friendly
  - Pose questions/get readers to the correct section(s)
  - Bullet point description re: sections and/or graphics depicting such processes, approaches, etc.
  - ACTION ITEMS
    - Iteris to send “Regional ITS Architecture – What’s Next” as input/potential idea (DONE)
    - SCCRTC to send sample/descriptive “table-of-contents vs. reader’s-point-of-view”
    - Caltrans D5 to send “Statewide ITS Architecture” sample guide (DONE)
    - Once all samples/ideas are submitted, TransCore to develop CCITS implementation Plan “road map & submit to Group to finalize (Kathy, Mike, James, Tim, Grace, & Frank)
    - For FINAL, TransCore to use 3-ring binder w/ section tabs

- Main Comment #2 – Section 5.4 (Possible Funding Sources)
  - Group discussed AMBAG & SBCAG comments
  - ACTION ITEMS
    - AMBAG to obtain from FHWA & then send to TransCore
      - Description(s) of available ITS funding sources re: typical ITS Projects applicable to the Central Coast
      - What ITS Projects are available for what type(s) of funding
    - AMBAG to obtain from SBtCOG & then send TransCore information/sample re: funding for potential ITS planning projects (DONE)

## 7. TASK D3 – ITS PROJECT LOG (UPDATE) & METHODOLOGY

- Gathered input re: what the CCITS Coordinating Group really wanted to accomplish w/ this task, what would be a useful product/end-result, etc.
- Discussed TransCore’s “recommended approach” (separate 5-page handout)
- CCITS Coordinating Group determined that they will proceed using TransCore’s approach
  - Caltrans D5 to complete their ITS Project Log on a monthly basis
  - All other Agencies to complete their ITS Project Log on a quarterly basis
  - Add the following columns to “Sample Format ITS Project Log”
    - Inter-Agency Project (Y/N entry)
    - County-Specific Project (Y/N entry)
    - Project Cost
    - Comments
  - Create ITS Project Log using Excel spreadsheet
  - For completed/implemented ITS Project, Agency to start/indicate such using separate entries/rows/list at bottom of ITS Project Log
  - Delete “No./Number” column as Agencies just want to “infer” ITS Project priorities

## 8. TASK D4 – COLLABORATIVE PROJECTS PROTOCOL

- Per TransCore’s recommended approach, Task #'s D3 & D4 will be conducted/performed together due to the collaborative nature of their intent/deliverables
- All comments per Task D4 are included w/in Task D3 (per above)

## **9. CENTRAL COAST – NEXT STEPS**

- Discussed next steps re: “how” the CCITS Coordinating Group (Planning Group) & the CCITS Implementation Group (Technical Group) will proceed
  - Determined that the typical roles & responsibilities of the CCITS Implementation Group will be the same as the CCITS Coordinating Group (aka basically a name change)
  - Each Agency then to invite “ITS Experts” from their Agency and/or County to attend CCITS meetings (as necessary/applicable)
  - AMBAG will continue to lead the CCITS Implementation Group
  - CCITS implementation Group meetings to be bi-annual (2x per year) , unless more frequently needed
- Discussed CCITS “Action Plan (Exhibit 6.2, CCITS Implementation Plan – DRAFT)
  - NO...Do not add “CCITS Implementation Group” column (per Caltrans D5 request)
  - YES...Add typical roles & responsibilities from Task D3 (per above)
  - YES...Add typical roles & responsibilities from Task D4 (per above)

## **10. CCITS CONTRACT AMENDMENT**

- Discussed/approved adjustment to contract to mesh with revised work scope for AMBAG Board consideration at 9/12/07 meeting
  - Delete “What Is ITS Presentation Materials” (Task C1-e)
  - Delete “What is ITS Newsletter” (Task C1-f)
  - Delete “ITS Incorporation into Agency Plans” (Task D2)