

Appendix L: Steering Committee Meetings

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Agenda

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

**Tuesday, July 27, 2003
63085 N. Business 97
Bend, OR
Welcome Center Conference Room
1:00 p.m. – 3:00 p.m.**

- | | | |
|------|---------------------------------------|------------|
| I. | Introductions | 5 Minutes |
| II. | What is ITS? | 15 Minutes |
| III. | Project Overview | 20 Minutes |
| | A. Scope of Work | |
| | B. Project Schedule | |
| IV. | Stakeholder Consensus | 10 Minutes |
| | A. Key Stakeholders | |
| | • City of Bend | |
| | • Oregon Department of Transportation | |
| | • Deschutes County | |
| | • City of Redmond | |
| | • Bend MPO | |
| | • Oregon State Police | |
| | • Deschutes County 911 | |

Meeting Minutes

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

Tuesday, July 27, 2004
63085 N. Business 97
Bend, OR
Welcome Center Conference Room
1:00 p.m. – 3:00 p.m.

Attendees:

<input checked="" type="checkbox"/> Bonner, Carolyn (Bend MPO)	<input checked="" type="checkbox"/> Mackay, Jill (IBI Group)
<input checked="" type="checkbox"/> Doty, Chris (City of Redmond)	<input checked="" type="checkbox"/> Magee, Michael (City of Bend)
<input checked="" type="checkbox"/> Foster, David (ODOT Region 4)	<input checked="" type="checkbox"/> McCarrol, Joel (ODOT Region 4)
<input checked="" type="checkbox"/> Fuller, Kent (City of Bend)	<input checked="" type="checkbox"/> McGill, Galen (ODOT ITS Unit)
<input checked="" type="checkbox"/> Gray, Wanda (City of Bend Dial-a-Ride)	<input checked="" type="checkbox"/> Peters, Jim (DKS Associates)
<input checked="" type="checkbox"/> Judd, Gary (Deschutes County)	<input checked="" type="checkbox"/> Price, Nathaniel (FHWA)
<input checked="" type="checkbox"/> Lewis, Robin (City of Bend)	<input checked="" type="checkbox"/> Spencer, Doug (ODOT ITS Unit)
<input checked="" type="checkbox"/> Maciejewski, Chris (DKS Associates)	<input checked="" type="checkbox"/> Wolfe, Laura (Deschutes County 911)

SCOPE OF WORK	ACTION ITEMS
<p>DKS Associates and IBI Group summarized the scope of work for the project:</p> <ul style="list-style-type: none"> • Task 1: Current and Future Transportation System Conditions • Task 2A: Interview Summary, Needs Assessment, and Existing Institutional Framework • Task 2B: Regional Architecture • Task 2C: Concept of Operations • Task 3A: Communications Requirements • Task 3B: Deployment Plan • Task 4: Executive Summary and Final Report 	<p>TAC members will send DKS existing conditions information as requested.</p>
PROJECT SCHEDULE	ACTION ITEMS
<p>DKS distributed a project schedule that includes a weekly breakdown, as well as project milestones such as meetings and deliverables.</p> <ul style="list-style-type: none"> • TAC meetings will be held monthly. 	
STAKEHOLDER CONSENSUS	ACTION ITEMS
<p>Wanda Gray (City of Bend):</p> <ul style="list-style-type: none"> • Add Commute Options for Central Oregon to stakeholder list 	<p>Wanda will provide DKS with Commute Options contact.</p>

<p>Kent Fuller (City of Bend):</p> <ul style="list-style-type: none"> • Freight advisory committee through MPO. 	<p>DKS will coordinate with Scott Ferguson for contact.</p>
<p>Joel McCarrol (ODOT Region 4):</p> <ul style="list-style-type: none"> • Add Eric Brown at Oregon State Police as a stakeholder. 	<p>Joel will provide DKS with the contact information.</p>
<p>INFORMATION NEEDED</p>	<p>ACTION ITEMS</p>
<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 	<p>Steering Committee members will send DKS any outstanding information needed for the project, as requested.</p>
<p>DOCUMENTS TO REVIEW</p>	<p>ACTION ITEMS</p>
<p>DKS provided the following list of potential documents to review:</p> <ul style="list-style-type: none"> • TSPs, CIPs, TIPs (Bend, Redmond, Deschutes County) • Bend Transportation/Parking Strategic Plan • Bend Interim Transportation Implementation Plan • Bend Urban Area Transit Feasibility Study • ODOT Critical Infrastructure • Emergency Response Plans (Evacuation, fire warning, etc.) • Road Condition Warning Policies • 1999 ODOT Highway Plan • ODOT ITS Strategic Plan • Oregon STIP • OTIA Project List 	

<p>The following comments and additional documents were identified:</p> <ul style="list-style-type: none"> • Bend TSP, CIP, and TIP are available on Bend website • Transportation/Parking Strategic Plan should be included • The Transit Feasibility Study should be included • No formal emergency/evacuation plans. Informal plans exist – Deschutes River Woods subdivision. • Sheriff has a new radio system – get contact from Gary • Include the Sisters Alternate Route Plan (for congestion) • Region 4 has a prioritized list of projects] • Include the 1999 Job Commute Plan. 	<p>Wanda will send DKS the Transportation/Parking Strategic Plan and the Transit Feasibility Studies.</p> <p>DKS will coordinate with Gary for emergency/evacuation plans.</p> <p>Gary will provide DKS with a contact at the Sheriff's office.</p> <p>Joel will send DKS a copy of the Sisters Alternative Route Plan and the prioritized list of projects.</p> <p>Wanda will send the 1999 Job Commute Plan to DKS.</p>
PROJECT EXPECTATIONS	ACTION ITEMS
<p>Joel McCarrol (ODOT Region 4):</p> <ul style="list-style-type: none"> • Compliance with architecture rules • Provide a plan for communications backbone • Develop a comprehensive plan for the area 	
<p>Mike McGee (City of Bend):</p> <ul style="list-style-type: none"> • Plan should be flexible and adaptive for the growing area <ul style="list-style-type: none"> - Should be able to revisit in five years and be able to follow the plan • Incremental phasing is important– show early success 	
<p>Carolyn Bonner (Bend MPO):</p> <ul style="list-style-type: none"> • How will ITS help with the TSM component of the RTP? • How can collected data help planning efforts? 	
<p>Gary Judd (Deschutes County):</p> <ul style="list-style-type: none"> • Plan should coordinate with TSPs for a regional effort 	
<p>Wanda Gray (City of Bend):</p> <ul style="list-style-type: none"> • Make sure all stakeholders are included in the process. • Share resources • Add St. Charles Hospital to expanded stakeholders. 	
<p>Jim Peters (DKS):</p> <ul style="list-style-type: none"> • Add Sheriff to expanded stakeholders • Add Bend Police to expanded stakeholders 	<p>DKS will coordinate with the City of Bend and Deschutes County for contacts.</p>
<p>Robin Lewis (City of Bend):</p> <ul style="list-style-type: none"> • Add Bend Fire to expanded stakeholders • Add City IT Manager to expanded stakeholders 	<p>DSK will coordinate with the City of Bend for contacts.</p>

Doug Spencer (ODOT ITS Unit):	
<ul style="list-style-type: none"> • Develop Communications architecture • Establish consensus with stakeholders 	
David Foster (ODOT Region 4):	
<ul style="list-style-type: none"> • No existing communication standards – plan for communication infrastructure • Central data storage is important. 	
Gary Judd (Deschutes County):	DKS will coordinate with County GIS staff for data needs.
<ul style="list-style-type: none"> • Use County GIS Department for mapping and data resource 	
Ken Fuller (City of Bend):	
<ul style="list-style-type: none"> • Clear way of communicating benefits of ITS • Good chance for Bend to plan for the future <ul style="list-style-type: none"> - Explain the benefit of not having to retrofit • Communication and advertising is key 	
Chris Doty (City of Redmond):	
<ul style="list-style-type: none"> • Need a plan to grow into • User friendly • Include funding strategy 	
Laura Wolfe (Deschutes County 911):	
<ul style="list-style-type: none"> • 911 can help with GIS mapping • Support for emergency services 	
Robin Lewis (City of Bend):	
<ul style="list-style-type: none"> • Show how each project is an integral piece of the system • Communicate to other agency staff – get ideas rolling • Maintenance should be included 	
Nathaniel Price (FHWA):	
<ul style="list-style-type: none"> • Be sure the plan is used when done • Tied into phased implementation 	
Galen McGill (ODOT ITS Unit):	
<ul style="list-style-type: none"> • Improve agency coordination on operations • Find early winner projects to make ITS visible and beneficial • Form as ongoing group to continue ITS coordination after the Plan 	
FUNDING OPPORTUNITIES	ACTION ITEMS
DKS asked for potential funding applications the group is aware of in the next 6 to 8 months.	
Wanda Gray (City of Bend):	DKS will review the grant information provided by Wanda
<ul style="list-style-type: none"> • US DOT and FTA has grant program with application due soon 	
Joel McCarrol (ODOT Region 4):	
<ul style="list-style-type: none"> • STIP has \$360k/yr for ITS <ul style="list-style-type: none"> - The region is not eligible for CMAQ funds 	
Galen McGill (ODOT ITS Unit):	
<ul style="list-style-type: none"> • Track proposed Federal bill for funding. 	

MISSION, GOALS, AND OBJECTIVES	ACTION ITEMS
DKS discussed project mission statements, provided two examples (TransPort and Eugene-Springfield), and presented a draft version for the Bend ITS Plan.	
<p>The following comments and additions were identified:</p> <ul style="list-style-type: none"> • Agency coordination should be stressed • Real time information is important • Make information accessible • Kiosks can be used to provide information • Cable channel 48 provides traveler information • Add accessible information as an objective • Add an objective for useable data and growth • Objectives for road and weather information for staff is key for management of facilities • Mission should include utilizing existing capacity, infrastructure to handle growth • Accessible tourist/weather information should be stressed in objectives • Archiving data needs a goal/objective - Create a new goal for information/data • Reducing congestion is an economic/efficiency benefit – should we have an economic/freight oriented goal? • Need existing infrastructure utilization objective • Travel time objective should be for all modes, not just auto • Improving freight/economy is covered with an objective under Goal 2 	DKS will edit the Mission, Goals, and Objectives and email a revised version to the group for review.
NEXT STEPS	ACTION ITEMS
<ul style="list-style-type: none"> • Steering Committee meetings will be the 2nd Tuesday of every month • DKS will send out the meeting minutes with a copy of the PowerPoint presentation. 	DKS will send meeting dates, minutes, and presentation.
NEXT MEETING	
<p>Steering Committee Meeting Agenda: Finalize Mission, Goals, and Objectives, Discuss Draft Current and Future Transportation Conditions, Interview Summary September 14, 2004 1:00 PM to 3:00 PM Welcome Center Conference Room</p>	

Agenda

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

Tuesday, September 14, 2004

63085 N. Business 97

Bend, OR

Welcome Center Conference Room

1:00 p.m. – 3:00 p.m.

- | | | |
|------|--|------------|
| I. | Comments on Previous Meeting Minutes | 5 Minutes |
| | A. April 2 Project Meeting (Minutes sent out on April 8) | |
| II. | Finalize Mission, Goals and Objectives | 15 Minutes |
| | Background: The working group in the last meeting discussed draft goals. | |
| | Action Requested: Finalize project mission, goals, and objectives. | |
| III. | Update on Project Status | |
| | A. Existing Conditions | 30 Minutes |
| | B. Interview Results/Status | 40 Minutes |
| IV. | Expanded Stakeholder Meeting | 15 Minutes |
| | A. Finalize Expanded Stakeholder List | |
| | B. Discuss Meeting Format | |
| | C. Discuss Meeting Location | |
| V. | Next Steps | 10 Minutes |
| VI. | Next Meeting: October 12, 2004? | 5 Minutes |

Meeting Minutes

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

Tuesday, September 14, 2004
63085 N. Business 97
Bend, OR
Welcome Center Conference Room
1:00 p.m. – 3:00 p.m.

Attendees:

<input checked="" type="checkbox"/> Coffey, Peter (DKS Associates)	<input checked="" type="checkbox"/> Kashima, Karen (City of Bend)
<input checked="" type="checkbox"/> Doty, Chris (City of Redmond)	<input checked="" type="checkbox"/> Lewis, Robin (City of Bend)
<input checked="" type="checkbox"/> Ferguson, Scott (Bend MPO)	<input checked="" type="checkbox"/> McCarrol, Joel (ODOT Region 4)
<input checked="" type="checkbox"/> Fijol, Robert (FHWA)	<input checked="" type="checkbox"/> Peters, Jim (DKS Associates)
<input checked="" type="checkbox"/> Judd, Gary (Deschutes County)	<input checked="" type="checkbox"/> Spencer, Doug (ODOT ITS Unit)

MEETING #1 MINUTES	ACTION ITEMS
<p>DKS Associates asked if anyone had difficulties accessing the meeting minutes or PowerPoint presentation from the August Meeting from the DKS ftp site, or if anyone had comments on the minutes:</p> <ul style="list-style-type: none"> • No comments were made about the minutes. • No problems were noted with the ftp site. 	
REVIEW MISSION/GOALS/OBJECTIVES	ACTION ITEMS
<p>DKS presented a revised version of the project mission/goals/objectives for group review. The following comments were made:</p> <ul style="list-style-type: none"> • Under Goal 3, change “create one central location...” to “Disseminate regional and local traveler information by a variety of media”. • Under Goal 3, add a policy to “provide one central location for dissemination of all regional and local traveler information.” • Goal 6, change title from “Collect” to “Monitor”. • Under Goal 6, change “create and manage a central...” to “Develop a transportation database”. • Under Goal 6, change “Collect and record traffic volume...” to “Collect and record transportation data such as”. 	<p>DKS will update the mission/goals/objectives as requested and redistribute the document to the committee.</p>

REVIEW CURRENT AND FUTURE CONDITIONS CHAPTER	ACTION ITEMS
<p>DKS reviewed the draft Current and Future Conditions chapter, which was distributed to the committee on September 8, 2004. Information that is still needed to finish the chapter includes:</p> <ul style="list-style-type: none"> • Travel Demand Forecasts – 2025 v/c ratios • Bend CIP Projects 	<p>Robin will provide DKS with the recently adopted Bend CIP project list.</p>
<p>The following comments were made on the travel demand forecast model:</p> <ul style="list-style-type: none"> • ODOT has refinement models for the SunRiver and Parkway areas. • The Bend 2025 model is under development to replace the model used to develop the Bend TSP. Growth in the area has exceeded previous expectations and the old model does not accurately reflect the current growth projections. • As a placeholder, the Bend ITS Plan can use the Bend TSP future forecast v/c plot (Figure 17 from the TSP). 	<p>DKS will coordinate with ODOT and Bend staff to gather the various refinement models and incorporate the TSP model forecasts.</p>
<p>The following comments on the draft chapter were identified:</p> <ul style="list-style-type: none"> • ODOT no longer has safety corridors in the Bend area, remove these from the safety figure in the chapter. • Do not use cross-hatching to show the insert areas on the figures. • Add a Redmond Urban Area insert to the figures. • Add the Bend MPO boundary to the figures – TPAU has the boundary in a shapefile. • The signals on Business 97 south of Greenwood are Bend, not ODOT signals. • Review the video detection system on Empire – there is possibly a PEEK system. • There is one DMS within the project boundary. • ODOT uses NuMetrics Histar for temporary data collection – mobile count stations for Bend. • The communication system figure is difficult to read (triangles) – Robin has additional mapping of the downtown area. • Doug will inquire to Galen about drop locations from Bend Cable and mapping of Bend Cable fiber, which can be added to the communication system map. • Is it possible to show the area's cell phone coverage on a communication system map? Can we map the proposed City wireless network? 	<p>DKS will incorporate comments into a revised chapter.</p> <p>DKS will follow up with ODOT and Bend Cable to determine if it is possible to map fiber locations.</p>

REVIEW OF STAKEHOLDER INTERVIEWS	ACTION ITEMS
<p>DKS provided a handout listing all of the needs and information identified during the stakeholder interviews (conducted August 19-20). DKS presented a summary of the interviews, highlighting key information in the following categories:</p> <ul style="list-style-type: none"> • Traffic Management • Incident Management • Traveler Information • Public Transportation Management • Emergency Management • Information Management • Maintenance and Construction Management • Regional Strengths • Regional Weaknesses • Regional Challenges • Regional Opportunities 	
<p>The following additional needs were identified by the committee:</p> <ul style="list-style-type: none"> • Traffic Management <ul style="list-style-type: none"> • Need more real-time traffic coordination plans – demand responsive. • Traffic signals need to be networked for real-time status. • Event coordination for the Deschutes County Expo and Fairgrounds is needed (regular events, issues with the ramp at US 97, issues with airport traffic, need VMS signs). • Parking Management • Emergency Management <ul style="list-style-type: none"> • Need real-time sharing of information between agencies. • Agencies aren't always notified during an emergency. • ODOT does not have a full-time incident responder. • It is difficult to close Lave Butte because the Sheriff, OSP, ODOT don't have radio communications • Maintenance <ul style="list-style-type: none"> • Identify current construction projects and post information for travelers. 	<p>DKS will incorporate the comments into the Needs Assessment Chapter.</p>
USER NEEDS WORKSHOP	ACTION ITEMS
<p>DKS presented the list of expanded stakeholder to invite to the workshop. The following additional stakeholders were identified:</p> <ul style="list-style-type: none"> • Central Oregon Commission on Transportation • Redmond Airport • Central Oregon Community College • OSU extension • Sisters/Camp Sherman Fire Department • St. Charles Hospital 	<p>DKS will look for participants and these agencies and invite them to the expanded stakeholder workshop.</p>

NEXT MEETING

User Needs Workshop

October 12, 2004

9:30 to 11:30

Deschutes County Conference Room

Steering Committee Meeting #3

Agenda: Review of Needs Assessment Chapter, ITS Architecture, Operational Concept

October 12, 2004

11:30 to 1:30

Deschutes County Conference Room

Agenda

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

Tuesday, October 12, 2004

1300 NW Wall Street

Bend, OR

DeArmond Conference Room – Deschutes Services Center

11:30 a.m. – 1:30 p.m.

- | | | |
|------|---|------------|
| I. | Comments on User Needs Chapter | 10 Minutes |
| II. | Introduction to National ITS Architecture and Terminology | 20 Minutes |
| | A. Why are We Creating an Architecture? | |
| | B. ITS Terminology | |
| | C. Turbo Architecture | |
| III. | Bend 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? | |
| IV. | Introduction to Operational Concept | 15 Minutes |
| V. | Next Steps | 5 Minutes |
| VI. | Next Meeting: November 9, 2004? | |

Meeting Minutes

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

Tuesday, October 12, 2004
Deschutes Services Center
Bend, OR
DeArmond Conference Room
11:30 a.m. – 1:30 p.m.

Attendees:

<input checked="" type="checkbox"/> Peter Coffey (DKS Associates)	<input type="checkbox"/> Sgt. Eric Brown (OSP)
<input type="checkbox"/> Chris Doty (City of Redmond)	<input checked="" type="checkbox"/> Robin Lewis (City of Bend)
<input type="checkbox"/> Scott Ferguson (Bend MPO)	<input checked="" type="checkbox"/> Joel McCarrol (ODOT Region 4)
<input checked="" type="checkbox"/> Nahaniel Price (FHWA)	<input checked="" type="checkbox"/> Peters, Jim (DKS Associates)
<input type="checkbox"/> Gary Judd (Deschutes County)	<input checked="" type="checkbox"/> Doug Spencer (ODOT ITS Unit)
<input type="checkbox"/> Laverne Esselstyn (Deschutes County 911)	<input checked="" type="checkbox"/> Jill MacKay (IBI Group)
<input checked="" type="checkbox"/> Chris Maciejewski (DKS Associates)	<input type="checkbox"/> Wanda Gray (City of Bend)
<input checked="" type="checkbox"/> Dave Foster (ODOT)	<input checked="" type="checkbox"/> Hau Hagedorn (ODOT)
<input checked="" type="checkbox"/> George Kolb (Deschutes County)	<input checked="" type="checkbox"/> Galen McGill (ODOT)

REGIONAL AND NATIONAL ITS ARCHITECTURE OVERVIEW	ACTION ITEMS
<p>DKS provided an overview of Regional ITS Architecture, including What is 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 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>IBI Group led a presentation that described each of the pre-defined market package areas, including:</p> <ul style="list-style-type: none"> • Traffic Management • Traveler Information • Public Transportation Management • Emergency Management • Information Management • Maintenance & Construction Management • Commerical Vehicle Operations 	
<p>IBI Group introduced the software tool that is used to create the ITS architecture – Turbo. IBI provided handouts that listed the Bend Area stakeholders, system inventory, and sample market packages that will be used as input to the Turbo files.</p>	
<p>The following comments were made regarding the stakeholders list:</p> <ul style="list-style-type: none"> • The Redmond IT Dept. should be listed with the City of Redmond – although IT departments are important, there is no separate spot for them in the National ITS Architecture. • The Freight Advisory Committee should be removed. • COIC should be removed – contact them to verify what their role might be. • FHWA should not be listed as a stakeholder as they don't own any of the systems in the Bend area. • Can we combine fire and police under the City/County as a stakeholder? They have similar needs but have a different physical location. <ul style="list-style-type: none"> • The County Sheriff is elected and is separate from other county staff. • County fire is a fire protection district. • Rural fire districts should be listed separately from the City fire and police. • Greyhound should be removed from the private transit providers. • Sisters Chamber of Commerce should be added. 	<p>DKS and IBI will follow up with COIC to determine their potential role in the Architecture.</p> <p>IBI will incorporate the comments into a revised stakeholder list.</p>
<p>The following comments were made regarding the inventory report:</p> <ul style="list-style-type: none"> • Deschutes County maintenance should not be mapped to transit management. • Add a hazard alert description for the existing reverse 911. Deschutes County 911 is the associated stakeholder. • TOC – transportation, not traffic, operations center. Title as the Bend TOC. • Personal Info Access – the public should be listed as the stakeholder. • Check to see if the 511 Telecommunications should be listed separately. 	<p>IBI will incorporate the comments into a revised inventory report.</p>

<ul style="list-style-type: none"> • The field devices should be broken out by jurisdiction. • ODOT does maintain/operate all of the signals in the study area, including the County signal in SunRiver. • The Office of Emergency Management is separate from OSP. • Kiosks should be mapped to a non-ODOT stakeholder. 	
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<p>The following comments were made regarding the sample market packages:</p> <ul style="list-style-type: none"> • There is no need for emissions monitoring in the Bend Area. • In-vehicle signing should be added as a future ITS application. • Dynamic Ridesharing – check with Wanda Gray (Bend Transit) and Jeff Monson (Commute Options for Central Oregon) to see if this would fit into the region. • Traveler Information Council is a statewide stakeholder. • The City of Bend also has (in addition to ODOT) a traffic incident responder. • Early warning systems do not fit into the Bend Area. • Evacuation should be added under emergency management. • Where do we list data exchange between EMS systems/agencies? • Information Management – virtual warehouse should be used vs. a warehouse. • Winter maintenance should be added to maintenance and construction management. • How do we address commercial vehicles? <ul style="list-style-type: none"> • Most commercial vehicle packages are part of the statewide ITS architecture. • Only include packages relating to weigh-stations. 	<p>IBI and DKS will incorporate the comments when creating the architecture and deployment plan.</p> <p>DKS will follow up with Wanda and Jeff regarding the dynamic ridesharing.</p>
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REGIONAL ITS ARCHITECTURE MAINTENANCE	ACTION ITEMS
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<p>Architecture maintenance was discussed to determine who (what agency) would maintain the architecture and how updates would be done. The following comments were made:</p> <ul style="list-style-type: none"> • ODOT Salem ITS Unit will support maintaining the ITS architecture. • There needs to be a local champion/group to keep the momentum moving forward. • Further discussion about Architecture maintenance will be conducted at the last steering committee meeting. 	<p>ODOT staff will follow up with local agencies to discuss architecture maintenance.</p>
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OPERATIONAL CONCEPT	ACTION ITEMS
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<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>	
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<p>IBI and DKS will be conducting Operational Concept Meetings with agency staff.</p>	<p>IBI will schedule meetings.</p>
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NEXT MEETING

Operational Concept Meetings
IBI will schedule – week of October 25

Steering Committee Meeting #4
Agenda: Review Operational Concept, discuss Deployment Plan
November 18, 2004
2:00 to 4:00
Location TBD.

Agenda

**Regional ITS Operations & Implementation Plan
For Bend Metropolitan Area
*Steering Committee Meeting #4***

**Thursday, November 18, 2004
ODOT Region 4 - 63055 N Hwy 97
Bend, OR
Main Conference Room
2:00 p.m. – 4:00 p.m.**

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|------|---|------------|
| I. | Review/Approve Meeting Minutes | 5 Minutes |
| II. | Workshop Debrief | 5 Minutes |
| III. | Operational Concept | 60 Minutes |
| IV. | Deployment Plan Introduction – Preliminary Project List | 45 Minutes |
| V. | Next Steps | 5 Minutes |
| VI. | Next Meeting: December 14, 2004 | |

Meeting Minutes

Regional ITS Operations & Implementation Plan For Bend Metropolitan Area *Steering Committee Meeting #4*

Thursday, November 18, 2004
ODOT Region 4 Offices
Bend, OR
Main Conference Room
2:00 p.m. – 4:00 p.m.

Attendees:

<input checked="" type="checkbox"/> Chris Doty (City of Redmond)	<input checked="" type="checkbox"/> Carl Rhodes (OSP)
<input checked="" type="checkbox"/> Tyler Deke (Bend MPO)	<input checked="" type="checkbox"/> Robin Lewis (City of Bend)
<input checked="" type="checkbox"/> Nahaniel Price (FHWA)	<input checked="" type="checkbox"/> Joel McCarrol (ODOT Region 4)
<input type="checkbox"/> Gary Judd (Deschutes County)	<input checked="" type="checkbox"/> Peters, Jim (DKS Associates)
<input type="checkbox"/> Laverne Esselstyn (Deschutes County 911)	<input type="checkbox"/> Doug Spencer (ODOT ITS Unit)
<input checked="" type="checkbox"/> Chris Maciejewski (DKS Associates)	<input checked="" type="checkbox"/> Jill MacKay (IBI Group)
<input checked="" type="checkbox"/> Dave Foster (ODOT)	<input checked="" type="checkbox"/> Wanda Gray (City of Bend)
<input checked="" type="checkbox"/> Robert Fijol (FHWA)	<input checked="" type="checkbox"/> Robert Bussabarger (City of Bend)
<input checked="" type="checkbox"/> Tony Tirico (City of Bend)	<input checked="" type="checkbox"/> Galen McGill (ODOT)

BEND USER NEEDS WORKSHOP DEBRIEF	ACTION ITEMS
<p>DKS asked for feedback about the November workshop and how to increase attendance for the January workshop (including additional expanded stakeholders to invite). The following comments were received:</p> <ul style="list-style-type: none"> • Invite Joe Sadony and Kevin Furlong from Deschutes County IT Department. • Key stakeholders should talk to the expanded stakeholders to encourage attendance. • Key stakeholders should review the list of expanded stakeholders. 	<p>DKS will email the key stakeholders the current project contact list.</p>
REVIEW OF OPERATIONAL CONCEPT	ACTION ITEMS
<p>IBI Group led a discussion to review the Operational Concept focusing on the flow diagrams. Updated diagrams were distributed to the group. Each diagram was discussed separately.</p>	

<p>The following comments were made on the Traffic Operations and Management Flow Diagram:</p> <ul style="list-style-type: none"> • The physical connection for City, County, and other agency access to ODOT devices would be routed through the ODOT TOC, with software controlling priority levels. • OSP would access data through dispatch in Salem, which needs to be linked to the ODOT TOC. • The diagram is meant to show flow logic, not physical connections. The diagram should show agency connections directly to field devices even though they may access through the ODOT TOC. • When the network is designed, stakeholders should consider pooling communications resources between agencies and field devices. 	<p>IBI Group will update the Operational Concept as noted.</p>
<p>The following comments were made on the Traveler Information Flow Diagram:</p> <ul style="list-style-type: none"> • Where do roadway closures fit into the diagram? Road closures, delays, and planned special events are part of the data flow from local traffic management systems. • TripCheck should be used as the main information interface. • The Bend Regional ATIS would be a local clearinghouse for data, with direct links to TripCheck. • ODOT Region 4 data would have direct flows to both the Bend Regional ATIS and TripCheck. 	<p>IBI Group will update the Operational Concept as noted.</p>
<p>The following comments were made on the Emergency and Incident Management Flow Diagram:</p> <ul style="list-style-type: none"> • Forest Service has a dispatch center and shares information with other agencies – they should have a link to the system. • Provide a link from 911 to County/City maintenance for incidents such as HAZMAT. 	<p>IBI Group will update the Operational Concept as noted.</p> <p>IBI Group will check with USFS about a data link.</p>
<p>The following comments were made on the Public Transportation Management Flow Diagram:</p> <ul style="list-style-type: none"> • There should be 2 diagrams for public transportation – one for the existing dial-a-ride system and one for the future fixed route transit district. 	<p>IBI Group will update the Operational Concept as noted.</p>
<p>No comments were made on the Information Management Flow Diagram.</p>	
<p>The following comments were made on the Maintenance & Construction Management Flow Diagram:</p> <ul style="list-style-type: none"> • City and County data would flow through the Bend Regional ATIS before ODOT TOC. • The flow diagram should be for both planned and real-time events. • Transit data should flow back to City/County Public Works. • ODOT/OSP Road and Weather Reports should flow through ODOT Region 4 TOC. • TripCheck does not request data from equipment, it only 	<p>IBI Group will update the Operational Concept as noted.</p>

collects the data sent to it.	
DEPLOYMENT PLAN INITIAL PROJECT LIST	ACTION ITEMS
DKS provided a handout including an initial deployment plan project list, graphics showing ITS devices on plan corridors, a sample detailed project description, and proposed ITS project scoring criteria. Stakeholders were asked to review the project list and provide comments. DKS led a discussion of the planned ITS Corridor Safety and Efficiency Improvement projects.	
The following comments were received on Corridor Project 1 – Century Drive (to Mt. Bachelor): <ul style="list-style-type: none"> • OSP and ODOT has met with Ernie Pool at Mt. Bachelor about increased traffic operations efforts during the ski season. Mt. Bachelor is willing to cooperate. • Automated speed enforcement would be a low priority project and would require a legislative change. • Place VMS before the chain-up areas. • Place VMS on S. Century Drive for people leaving Sunriver towards Mt. Bachelor. 	DKS will update the Deployment Plan as noted.
The following comments were received on Corridor Project 2 – Hwy 97 (Bend to Sunriver): <ul style="list-style-type: none"> • ODOT is considering an automated deicing system for the planned Hwy 97/S. Century Drive interchange. • Delete the southbound VMS near Lava Butte due to lack of power and communication – locate further north near the existing weigh station. • ODOT is planning weigh-in-motion for the existing weigh station. 	DKS will update the Deployment Plan as noted.
The following comments were received on Corridor Project 3 – Hwy 97 (Bend Parkway): <ul style="list-style-type: none"> • VMS will be difficult to get approved on the Parkway – aesthetics. • The Empire RR crossing is grade separated and doesn't need advanced warning. 	DKS will update the Deployment Plan as noted.
The following comments were received on Corridor Project 4 – Hwy 97 Business (3 rd Street): <ul style="list-style-type: none"> • City of Bend would like turning movement information from the data stations. 	DKS will update the Deployment Plan as noted.
No comments were received on Corridor Project 5 – Empire/27 th /Knott.	

<p>The following comments were received on Corridor Project 6 – Reed Market Road:</p> <ul style="list-style-type: none"> • Add an advanced signal timing system near 3rd Street. • Reed Market RR crossing is high priority. 	<p>DKS will update the Deployment Plan as noted.</p>
<p>The following comments were received on Corridor Project 7 – Newport/Greenwood/Hwy 20:</p> <ul style="list-style-type: none"> • Add CCTV/PTZ at Newport/9th. • City of Bend is installing a count detector on the Portland Rd. bridge. 	<p>DKS will update the Deployment Plan as noted.</p>
<p>The following comments were received on Corridor Project 8 – Hwy 20 (Bend to Sisters):</p> <ul style="list-style-type: none"> • Add VMS NB before Cooley – to replace the NB VMS on the Parkway. 	<p>DKS will update the Deployment Plan as noted.</p>
<p>The following comments were received on Corridor Project 9 – ORE 126 (Sisters to Redmond):</p> <ul style="list-style-type: none"> • Planned couplet, need two cameras for 11th. • ATRs are planned near 67th and east of Sisters. • PTZ camera at Eagle Crest interchange is low priority. • Check with Sisters crew about weather station locations. 	<p>DKS will update the Deployment Plan as noted.</p> <p>ODOT will check with Sisters Maintenance Crew about weather station location.</p>
<p>The following comments were received on Corridor Project 10 – Hwy 97 (Bend to Redmond):</p> <ul style="list-style-type: none"> • In-vehicle warning system could be applied to all state highway entrances into Bend and Redmond. • Cooley/Hwy 97 will be an interchange in the future, not the first signal entering town. • Have complete CCTV/PTZ coverage along the corridor. 	<p>DKS will update the Deployment Plan as noted.</p>
<p>The following comments were received on Corridor Project 11 – Hwy 97 (Redmond):</p> <ul style="list-style-type: none"> • Add VMS on Hwy 97 southbound on north end of the city. • Add VMS northbound south of Yew Avenue. • CCTV/PTZ at the fairgrounds is a good project. • Move the data station near Highland north a few blocks. • Move the data station south of Kingwood north of Maple. 	<p>DKS will update the Deployment Plan as noted.</p>
<p>The following comments were received on Corridor Project 12 – Hwy 97 (Redmond Parkway):</p> <ul style="list-style-type: none"> • RR crossing at Negus Way will be grade separated in the future. • Put CCTV/PTZ at Maple overpass. 	<p>DKS will update the Deployment Plan as noted.</p>

<p>DKS asked the group to review the proposed project ranking criteria and score each criteria as high, medium, or low priority. These rankings will be used to develop the project scoring matrix.</p> <ul style="list-style-type: none"> • ODOT would like the resulting project rankings compared to the existing ODOT ITS device rankings for consistency. 	<p>Key stakeholders will send criteria ranking to DKS.</p> <p>DKS will coordinate with ODOT staff to compare the project rankings to the existing ITS device rankings.</p>
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<p>NEXT MEETING</p>
<p>Steering Committee Meeting #5 Agenda: Review Deployment Plan Project Phasing, Discuss Communications Plan Thursday December 16, 2004 9:30-11:30 Welcome Center Conference Room</p>

Agenda

**Regional ITS Operations & Implementation Plan
for the Bend-Redmond Area
*Steering Committee Meeting #5***

**Thursday, December 16, 2004
63085 N. Business 97
Bend, OR
Welcome Center Conference Room
9:30 a.m. – 11:30 a.m.**

- | | | |
|------|--|------------|
| I. | Communications Plan | 70 Minutes |
| II. | Deployment Plan Projects/Rankings | 40 Minutes |
| III. | Workshop Format | 5 Minutes |
| IV. | ITS Funding Opportunities | 5 Minutes |
| V. | Next Meeting: Deployment Plan Workshop | |

Meeting Minutes

Regional ITS Operations & Implementation Plan For Deschutes County *Steering Committee Meeting #5*

Thursday, December 16, 2004
Welcome Center Conference Room
Bend, OR
9:30 a.m. – 11:30 a.m.

Attendees:

<input type="checkbox"/> Chris Doty (City of Redmond)	<input type="checkbox"/> Carl Rhodes (OSP)
<input checked="" type="checkbox"/> Tyler Deke (Bend MPO)	<input type="checkbox"/> Robin Lewis (City of Bend)
<input type="checkbox"/> Nahaniel Price (FHWA)	<input checked="" type="checkbox"/> Joel McCarrol (ODOT Region 4)
<input type="checkbox"/> Gary Judd (Deschutes County)	<input checked="" type="checkbox"/> Peters, Jim (DKS Associates)
<input type="checkbox"/> Laverne Esselstyn (Deschutes County 911)	<input type="checkbox"/> Doug Spencer (ODOT ITS Unit)
<input checked="" type="checkbox"/> Chris Maciejewski (DKS Associates)	<input checked="" type="checkbox"/> Jill MacKay (IBI Group)
<input checked="" type="checkbox"/> Dave Foster (ODOT)	<input checked="" type="checkbox"/> Wanda Gray (City of Bend)
<input checked="" type="checkbox"/> Joe Sadony (Deschutes County)	<input checked="" type="checkbox"/> Robert Bussabarger (City of Bend)
<input checked="" type="checkbox"/> Tony Tirico (City of Bend)	<input checked="" type="checkbox"/> Galen McGill (ODOT)
<input checked="" type="checkbox"/> Scott Gillespie (City of Bend)	<input checked="" type="checkbox"/> Tim Beuschlein (Bend Police)
<input checked="" type="checkbox"/> James Wittenburg (ODOT)	<input checked="" type="checkbox"/> Adrian Pearmine (IBI Group)

COMMUNICATIONS SYSTEM DISCUSSION	ACTION ITEMS
<p>IBI Group led a discussion reviewing the existing communication system inventory, plans for future systems, and preferences for communication to ITS devices. The group verified that as a region, there is no agency owned fiber – all fiber use is through lease or franchise agreements. Comments on specific areas were collected (e.g. Sisters, Redmond, Bend).</p>	
<p>The following comments were noted for Sisters:</p> <ul style="list-style-type: none"> • Bend Cable has fiber running to Sisters. • Sisters does not have a franchise agreement, however they are planning to install a POP (point of presence) in front of the Sheriff's office. 	

<p>The following comments were noted for Redmond:</p> <ul style="list-style-type: none"> • Redmond has a franchise agreement with Bend Cable that is 5 years old. • The agreement includes fiber connections between City facilities for use by the City and other public agencies. • There is an existing connection between City Hall and the local public schools (10 Mbps - Quantam), which rides the same fiber as the connection to the County. • There is an existing dark fiber route from City Hall to the new fire station to the wastewater treatment plant to the school district office near the airport. From there, it breaks and goes to the City Public Works office. • City Hall is the center of the communication network – our plan should include communication hub here. • The CCTV in Redmond is transmitted via 5.8 MHz to Redmond City Hall – ODOT accesses the video through the Internet. • Bend Cable is moving fiber as part of the ORE 126 couplet project – this could be an opportunity to tie into the Hwy 97 Bypass. 	
<p>The following comments were noted for Deschutes County:</p> <ul style="list-style-type: none"> • The county is interested in extending fiber to La Pine – they would be interested in partnering with other agencies. • The county does not have a franchise agreement with Bend Cable – they lease the fiber. 	
<p>The following comments were noted for the City of Bend existing communications system:</p> <ul style="list-style-type: none"> • The city has 18 drops in the current franchise agreement with Bend Cable – 10 are in use and 2 are reserved for use at additional city sites. • The franchise agreement is up for renewal in 2012. 	
<p>The group raised a concern of the future of franchise agreements. Recent litigation has come up in the state questioning if the franchise agreements are legal – the product of the service is an issue. In the future, franchise agreements will likely become letters of intent. Bend Cable is likely to maintain current service, but additional connections will be unlikely. Service will probably be provided in good faith, but will not be specifically written into an agreement.</p>	
<p>The following information was provided from City staff on the planned wireless network:</p> <ul style="list-style-type: none"> • The estimated cost for the network is \$896,000. • The initial network is designed for 80% coverage. The city intends to eventually have 100% coverage. • The site survey for the network has been completed – mapping will be available by January 12. • The city is also planning a redundant backhaul wireless network, adding equipment to the wireless network towers, to provide a 4.9 MHz system that would provide redundant communications path to key public facilities. This will also include 4.9 or 5.8 MHz point- 	

<p>to-point to key sites.</p> <ul style="list-style-type: none"> • The city is planning to build towers for the 802.11 network and backhaul redundancy. • The wireless network will initially be unlicensed, but in the future will be a 4.9 MHz licensed network for public safety use. • There are 246 initial access points planned for the network. 	
<p>City of Bend staff also brought up a plan to extend the microwave network (from St. Charles Hospital) to Madras and LaPine. This network would provide additional redundancy to the communication system. Eventually, there should be a complete tri-county communication system.</p>	
<p>The following comments were noted regarding possible funding sources for the communication system:</p> <ul style="list-style-type: none"> • Joint agency applications are a great opportunity to find funding. • Homeland Security funding is available, but the portion that can be allocated to communications is small (restricted by the State). • CDC has significant funding for communications – they are willing to spend the funds and need to be steered in the right direction. This funding is filtered through the Health Access Network. The County Health Dept. could be a partner for applying for this funding. • The City of Bend is planning to fund the wireless network infrastructure by selling a seized property. • ODOT funds can likely be used for capital investment in the communication system. 	
<p>The group then discussed the preferred strategy for building a communication system for the ITS plan. The following comments were noted:</p> <ul style="list-style-type: none"> • ODOT is interested in using wireless (particularly licensed) to establish connections to field devices. Fiber in-fill would be pursued when possible in the future. • The group agrees with an Ethernet style communication system. • Conduit should be installed with new road construction to allow for future fiber expansion. • The City of Bend is open to using public facility buildings as communication hubs. • ODOT is willing to use public facilities for hubs as long as 24-7 access is possible. 	
<p>The group was asked for input on the accuracy of the existing system inventory and the preliminary communication system map mark-ups. The following comments were noted:</p> <ul style="list-style-type: none"> • 27th Street is high-priority for Bend and should be a primary route. • The 800 MHz radio system is a Deschutes County system – used by US Forest Service, Bend Police, City of Bend, Bend Dial-a-Ride, City of Redmond. 	<p>IBI Group will change the designation of 27th Street to a primary route.</p>

REVIEW OF DEPLOYMENT PLAN PROJECT SCORING	ACTION ITEMS
<p>DKS Associates distributed handouts that included the scoring and ranking of each deployment plan project, as well as preliminary cost estimates for the top ten projects. The group was asked to review the top ranked projects to see if it met their expectations. In addition, the group was asked to look at low ranking projects to see if there were any surprises. The following comments were noted:</p> <ul style="list-style-type: none"> • Project 14 (Incident Response Program Vehicles) should probably be ranked higher. • Project 3 (TOCS Software) is funded and underway. Project 3 should be to connect TOCS to other systems in the region. • Systems integration projects ranked surprisingly low (Project 22 and 27). • Project 36 (Ambulance-Hospital Info System) is ranked low considering the near-term funding opportunities. • Projects 26-29 (Emergency Mgmt.) could be combined into one project – this should rank higher. ODOT prefers that these be listed separately as each one is a different connection or improvement. • If project 22 is implemented (Integration between traffic management and emergency management), some of the other emergency management projects might not be needed. • The descriptions of projects 22 and 27 should be expanded to clarify the difference between the two. • The project rankings should also be provided in a list sorted first by project type (e.g. traffic operations) – this will be more useful for some staff. • There should be a category for funding opportunity with the rankings. 	<p>DKS will add ranking categories for funding opportunities and support of other projects.</p> <p>DKS will provide the group with a revised ranking list, including one sorted by project type.</p>
OTHER ITEMS	ACTION ITEMS
<p>DKS asked the group to consider revising the project name (currently “Bend Metropolitan Area ITS Plan”) to reflect the larger study area. The group agreed to call the project the “Deschutes County ITS Plan”.</p>	<p>DKS will update the plan documents with the new project name.</p>

NEXT MEETING
<p>Deployment Plan Workshop Tuesday, January 18, 2005 9:30-12:00 Deschutes County Services Building Barnes Conference Room</p>

Agenda

**Regional ITS Operations & Implementation Plan
for Deschutes County
*Steering Committee Meeting #6***

**Tuesday, March 1st, 2005
63085 N. Business 97
Bend, OR
Welcome Center Conference Room
9:30 a.m. – 11:30 a.m.**

- | | | |
|------|--|------------|
| I. | Comments on ITS Chapters | 15 Minutes |
| II. | Next Steps for Plan Implementation | 15 Minutes |
| III. | Draft Executive Summary | 15 Minutes |
| IV. | Recommendation for Plan Continuation | 75 Minutes |
| | A. Architecture Maintenance | |
| | B. ITS Plan Maintenance | |
| | C. Incorporate ITS Plan into RTP/TSPs/SDCs | |
| | D. Project Requirements | |
| | E. Ongoing Steering Committee Meetings | |

Meeting Minutes

Regional ITS Operations & Implementation Plan For Deschutes County *Steering Committee Meeting #6*

Tuesday, March 1, 2005
Welcome Center Conference Room
Bend, OR
9:30 a.m. – 11:30 a.m.

Attendees:

<input type="checkbox"/> Chris Doty (City of Redmond)	<input type="checkbox"/> Carl Rhodes (OSP)
<input checked="" type="checkbox"/> Tyler Deke (Bend MPO)	<input checked="" type="checkbox"/> Robin Lewis (City of Bend)
<input checked="" type="checkbox"/> Nahaniel Price (FHWA)	<input checked="" type="checkbox"/> Joel McCarrol (ODOT Region 4)
<input checked="" type="checkbox"/> Gary Judd (Deschutes County)	<input checked="" type="checkbox"/> Peters, Jim (DKS Associates)
<input type="checkbox"/> Laverne Esselstyn (Deschutes County 911)	<input type="checkbox"/> Doug Spencer (ODOT ITS Unit)
<input checked="" type="checkbox"/> Chris Maciejewski (DKS Associates)	<input type="checkbox"/> Jill MacKay (IBI Group)
<input type="checkbox"/> Dave Foster (ODOT)	<input type="checkbox"/> Wanda Gray (City of Bend)
<input type="checkbox"/> Joe Sadony (Deschutes County)	<input type="checkbox"/> Robert Bussabarger (City of Bend)
<input checked="" type="checkbox"/> Tony Tirico (City of Bend)	<input checked="" type="checkbox"/> Galen McGill (ODOT)

FIVE-YEAR DEPLOYMENT PLAN	ACTION ITEMS
<p>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.</p>	
<p>The following comments were noted:</p> <ul style="list-style-type: none"> • The Bend Parkway should be a higher priority project and should be included in the 0-5 Year Plan. • The description of projects funded by other sources needs to be clarified in the project tables. • Local agency funding cycles are different than the phasing identified in the ITS plan (ODOT STIP is '06-'09)– the plan should include a note that the projects can be reorganized into phasing that matches local agency funding cycles. • City of Bend funds are developed for 1-year and 4-year plans – funding levels vary significantly with changes to Council. • Data collection at non-signal locations (e.g. the Portland Street Bridge) should be included as a high priority project as the City of Bend is currently designing a station and will consider installations at bottleneck locations if successful. The City has the project budgeted in the '06-'07 cycle. • The Operations & Maintenance Costs listed in the project cost 	<p>DKS will update the deployment plan phasing, descriptions, and O&M costs as noted.</p>

<p>estimates seem generally high. ODOT has found O&M costs typically around 1.7% of the capital costs- national databases typically report higher values. The statewide ITS maintenance budget is currently \$2.5 million for 2 years.</p> <ul style="list-style-type: none"> • Consider summarizing O&M costs by plan area. • O&M costs should be reduced to a total of 1.7% of the capital to avoid discouraging project implementation. Add a note to the table that additional O&M costs may occur depending on the type of project. • The Redmond Parkway should be called the Redmond Reroute. After the reroute, the old Hwy 97 alignment in Redmond will be called Hwy 97 Business. 	
<p>PLAN IMPLEMENTATION GUIDELINS/FUNDING ITS PROJECTS</p>	<p>ACTION ITEMS</p>
<p>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.</p>	
<p>The following comments were noted:</p> <ul style="list-style-type: none"> • The City of Bend Police wireless network should be used as an opportunity to establish communication to ITS devices. • The City of Bend downtown parking garage is under construction and is including conduit to potentially link data collection and kiosks to a transportation information system. • The region should pursue public/private partnerships to fund projects (e.g. Century Drive improvements with Mt. Bachelor). 	
<p>MEASURING ITS BENEFITS</p>	<p>ACTION ITEMS</p>
<p>DKS presented several sources that can be used for researching performance measures, benefits, and costs. The following comments were noted:</p> <ul style="list-style-type: none"> • The ODOT ITS website includes links to benefit studies. • The plan should mention the importance of before/after studies to measure project benefits. • The plan should acknowledge that the Data Warehouse could be useful in the near-term for other planning purposes. • Portland State University might be an option for storing/managing collected data. • OSU Cascades and COCC may also be options for data management. 	<p>DKS will update the plan and/or Executive Summary as noted.</p>

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. The following comments were noted:</p> <ul style="list-style-type: none"> • ODOT is willing to update the Turbo Architecture files if supplied the data from local agencies. • FHWA is planning to allow ODOT and the MPOs to monitor compliance with the regional architecture. • The architecture diagrams in the Deployment Plan should be used as examples for project development. • Systems engineering needs to be done with each project at a level appropriate with the scope/type of the project. • The group should meet in January each year (when construction projects are typically done) to update the architecture. Additional meetings may be needed if major projects are being implemented. • An Architecture Change Log form should be used to track changes to the architecture. • ODOT and the Bend MPO will jointly lead the effort to maintain the local architecture. 	
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. The following comments were noted:</p> <ul style="list-style-type: none"> • Bend MPO will pursue implementing ITS as a separate category in the RTP. • The Bend RTP needs to be in-place by October 2005. The Bend TSP will then be updated. • Having a separate ITS category would allow the ITS plan to be updated as part of the RTP update cycle. • ODOT supports incorporating ITS as a separate plan element. • Because the MPO is limited to the Bend urban growth area, ITS projects outside of the MPO will be difficult to include and maintain in the RTP. However, the group agrees that the plan should be a separate element of the RTP and RTP updates should trigger a regional ITS update. • The City of Bend is interested in bringing ITS projects into the SDC if possible – have other agencies done this? 	

PROJECT DEVELOPMENT REQUIREMENTS	ACTION ITEMS
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.	
PLAN CONTINUATION	ACTION ITEMS
<p>DKS led a discussion to identify next steps for plan implementation. The following comments were noted:</p> <ul style="list-style-type: none"> • Tyler Deke (Bend MPO) will be the lead/contact point for continuing the ITS Plan steering committee and coordinating meetings and updates. ODOT Region 4 will provide support as needed. • A 3-5 page ITS document is needed that can sell policy decision makers on ITS – it should easily convince them of the benefits. FHWA and ODOT have brochures and documents that may be useful. • The ITS plan will be presented to the COACT – if successful, it should be presented to other local commissions/committees. 	
NEXT STEPS	ACTION ITEMS
The preparation of the final plan and distribution of plan copies will be completed by DKS. Any comments should be sent to DKS by March 10, 2005.	DKS will email the group a distribution list of plan copies for review.