

Agenda

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

Wednesday, April 2, 2003
ODOT District 5 Office
644 A Street, Springfield, OR 97477
Conference Room
10:00 a.m. – 12:00 p.m.

- | | | |
|------|--|------------|
| I. | Introductions | 5 Minutes |
| II. | Project Overview | 20 Minutes |
| | A. Scope of Work | |
| | B. Project Schedule | |
| III. | Stakeholder Consensus | 15 Minutes |
| | A. Key Stakeholders (Main Contact and Back-up) | |
| | • Oregon Department of Transportation | |
| | • City of Eugene | |
| | • City of Springfield | |
| | • Lane County | |
| | • Lane Council of Governments | |
| | • Lane Transit District | |
| | • 911 | |
| | • Fire | |
| | • Police | |
| | • Public Agency Network | |
| | B. Expanded Stakeholders | |

IV.	Information Needed by DKS Associates:	10 Minutes
	<ul style="list-style-type: none"> • 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 (2015) Traffic Volumes, V/C, and LOS for 10 State Highways and 5 Local Arterials 	
V.	List of Documents to Review (up to 10):	10 Minutes
	<ul style="list-style-type: none"> • 1999 ODOT Highway Plan • ODOT ITS Strategic Plan • TransPlan (October 2001) • Lane Transit District Plan/BRT Plan • I-5 State of the Interstate Report • Eugene Arterial and Collector Street Plan • Downtown Vision Study • City of Eugene Capital Improvement Program (2002 – 2007) • City of Springfield Capital Improvement Program (2003 – 2008) • Lane County Capital Improvement Program (2003 – 2007) 	
VI.	Project Expectations	20 Minutes
VII.	Mission, Goals, and Objectives	30 Minutes
VIII.	Next Steps	10 Minutes

Meeting Minutes

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

Wednesday, April 2, 2003
ODOT District 5 Office
644 A Street, Springfield, OR 97477
Conference Room
10:00 a.m. – 12:00 p.m.

Attendees:

<input checked="" type="checkbox"/> Anderson, Edward (ODOT ITS Unit)	<input checked="" type="checkbox"/> McGill, Galen (ODOT ITS Unit)
<input checked="" type="checkbox"/> Barnett, Brian (City of Springfield)	<input checked="" type="checkbox"/> Mulholland, Dan (LCOG- PANet)
<input type="checkbox"/> Chastain, Ed (Lane County)	<input checked="" type="checkbox"/> Parrott, Steve (Lane Transit District)
<input checked="" type="checkbox"/> Coffey, Peter (DKS Associates)	<input checked="" type="checkbox"/> Pearmine, Adrian (IBI Group)
<input checked="" type="checkbox"/> Ehrich, Don (ODOT District 5)	<input checked="" type="checkbox"/> Peters, Jim (DKS Associates)
<input checked="" type="checkbox"/> Fynn, Robert (ODOT Region 2 Traffic)	<input checked="" type="checkbox"/> Price, Nathaniel (FHWA)
<input checked="" type="checkbox"/> Hurtado, Renee (DKS Associates)	<input checked="" type="checkbox"/> Reiff, Bud (LCOG)
<input type="checkbox"/> Larsen, Tom (City of Eugene)	<input type="checkbox"/> Schwetz, Thomas (LCOG)
<input checked="" type="checkbox"/> Lien, Jason (Lane County)	<input checked="" type="checkbox"/> Stinchfield, Tom (Lane County)

SCOPE OF WORK AND SCHEDULE	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: Benefits Analysis • Task 3B: Communications Requirements • Task 3C: Develop a Transportation Operations Center Strategy • Task 4: Executive Summary and Final Report 	<p>Ed Anderson will follow up with Rob Bertini at Portland State University about his progress with the IDAS software that will be used for Task 3A: Benefits Analysis.</p>
<p>Draft Product Deliverable Process:</p> <ul style="list-style-type: none"> • Ed Anderson will distribute draft deliverables to the steering committee • Comments from each agency can be sent directly to DKS Associates as long as a copy is sent to Ed 	<p>DKS will set up a spreadsheet to track major comment items (non-editorial) and their associated action items.</p>

<p>A project schedule was distributed that includes a weekly breakdown as well as project milestones such as meetings and product deliverables.</p>	<p>Steering Committee members will check their calendars to make sure meeting dates fit into their schedules.</p>
<p>What happens after the plan is adopted?</p> <ul style="list-style-type: none"> • Who manages the plan? • Who updates the plan? • Who approves updates to the plan? • How does the plan fit in with the TransPlan? 	<p>Bud will follow up with Tom Schwetz to answer some of the questions about what to do with the plan after it is adopted.</p>
<p>INFORMATION NEEDED</p>	<p>ACTION ITEMS</p>
<p>DKS Associates recently e-mailed out a list of information needed for the current and future transportation conditions portion of the project. Some information has already been received and other information is still being gathered.</p>	<p>Steering Committee members will send DKS any outstanding information needed for the project.</p>
<p>The regional architecture should be consistent with the ODOT statewide architecture.</p>	<p>Ed Anderson will supply DKS with the ODOT statewide architecture.</p>
<p>Although LCOG has provided DKS with 1998 volumes from their traffic demand model, Bud mentioned that more current traffic volumes may be available from the following people:</p> <ul style="list-style-type: none"> • Jim Dixon (City of Eugene) • Bob Wilson (City of Springfield) • Ed Chastain (Lane County) 	<p>DKS will follow up with the appropriate people if more up-to-date traffic volumes are needed as part of the recurrent congestion mapping.</p>
<p>STAKEHOLDER CONSENSUS</p>	<p>ACTION ITEMS</p>
<p>Move the Federal Highway Administration from the expanded stakeholder list to the key stakeholder list.</p>	<p>DKS will update the stakeholder list.</p>
<p>Add the Coburg Police Department, which was recently added to the metropolitan area, to the expanded stakeholder list.</p>	<p>DKS will update the stakeholder list.</p>
<p>Should neighborhood associations and community planning organizations be included as expanded stakeholders? Arguments for not including them:</p> <ul style="list-style-type: none"> • This is not a traditional plan like a transportation system plan that requires an extensive public involvement process. It is more of an operational plan. • The scope of work does not include an extensive public involvement process. • Presentation to Metropolitan Area Policy Committee (MPC) may be more informational than a traditional presentation. <p>Arguments for including them:</p> <ul style="list-style-type: none"> • The MPC may require involvement from the public before they will adopt a final plan. 	<p>LCOG (Bud or Tom) will manage involvement with MPC to determine what MPC will require for them to adopt a plan and assign funding to it. This will drive the decision about whether or not to include public involvement.</p>

STAKEHOLDER INTERVIEWS	ACTION ITEMS
<p>Interviews will be conducted with the following key stakeholders and other key agencies:</p> <ul style="list-style-type: none"> • ODOT (Traffic Management, Region 2, District 5) • City of Eugene • City of Springfield • Lane County • Lane Council of Governments • Public Agency Network • Lane Transit District • Central Lane Communications • Police Representatives • University of Oregon 	<p>DKS will set up interviews (30 minutes to 1 hour), preferably for April 23 and 24.</p> <p>DKS will contact Lynn Reeves at Central Lane Communications to set up an interview.</p> <p>Don will provide DKS with contact information for local police representatives and the University of Oregon.</p>
<p>Although special events such as the Lane County Fair and Country Fair create unique traffic needs, organizers from those events will not be included in the expanded stakeholder questionnaires because of their limited knowledge of ITS. The input from Lane County and the Cities of Eugene and Springfield during the interview process should address these special events needs.</p>	<p>DKS will inquire about special events traffic conditions when conducting interviews with affected agencies.</p>
PROJECT EXPECTATIONS	ACTION ITEMS
<p>Galen McGill (ODOT ITS Unit):</p> <ul style="list-style-type: none"> • Regional approach to managing and operating traffic • Better agency coordination • Ongoing approach to carrying out the plan • Deployable plan that includes projects that make sense, meet the region's goals and objectives, and provide the greatest benefits • Fulfill each agency's requirements to meet federal rules 	
<p>Ed Anderson (ODOT ITS Unit):</p> <ul style="list-style-type: none"> • Determine criteria used to justify ITS (ie. Why put a variable message sign at a specific location?) 	
<p>Robert Fynn (ODOT Region 2):</p> <ul style="list-style-type: none"> • Use ITS as a partner to help traffic management • Show benefits • Identify unique funding • Identify projects that provide the greatest benefits • Road map for region for funding and ranked project list 	
<p>Don Ehrich (ODOT District 5):</p> <ul style="list-style-type: none"> • Achieve better operational relationships with regional agencies • Use public resources as effectively as possible • Interface between urban and rural corridors 	

<p>Brian Barnett (City of Springfield):</p> <ul style="list-style-type: none"> • Looking for a self-managing plan because the City does not have the resources to provide day-to-day operations support • Projects with the most bang for the buck • Interface between agencies should be seamless and make sense 	
<p>Tom Stinchfield (Lane County):</p> <ul style="list-style-type: none"> • Look at the benefits ramp metering may provide to the region because regional corridors continue to grow more congested (i.e. Beltline Hwy) 	
<p>Jason Lien (Lane County):</p> <ul style="list-style-type: none"> • Benefits should be directed at the traveling public since they are the ultimate beneficiary 	
<p>Bud Reiff (Lane Council of Governments):</p> <ul style="list-style-type: none"> • Reduce the need for capacity improvements by using less expensive ITS elements that address transportation demand • Get more capacity out of the existing system • More data availability 	
<p>Dan Mulholland (Lane Council of Governments/Public Agency Network):</p> <ul style="list-style-type: none"> • Determine how the Public Agency Network can be used as a resource to the group for communications • Interface transportation communications with electrical utilities 	
<p>Steve Parrott (Lane Transit District):</p> <ul style="list-style-type: none"> • Improve relationships and coordination, particularly to reduce project duplication efforts • Determine best utilization of resources • Include transit as an equal partner • Improve efficiency • Find federal funds for implementation 	
<p>Nathaniel Price (Federal Highway Administration):</p> <ul style="list-style-type: none"> • Development of regional architecture • Integration of regional activities • Incorporate ITS into traditional planning 	
<p>Other General Comments:</p> <ul style="list-style-type: none"> • Safety is a new focus, especially in Springfield- the enhancement of operations will help improve public safety • Homeland security may provide a revenue source • Cameras may not be welcomed by the public in the City of Springfield based on their resistance to video detection; ODOT views cameras as a useful tool to clear incidents, so this is something that will require public relations if utilized • Transit priority at traffic signals and through other strategies would help transit vehicles get through congestion 	<p>DKS will incorporate each agency's project expectations into the project mission statement, goals, and objectives.</p>

MISSION, GOALS, AND OBJECTIVES	ACTION ITEMS
<p>DKS Associates discussed project mission statements, provided two examples (TransPort and Clackamas County), and presented two potential options for the Eugene-Springfield ITS Plan. Comments on the draft mission statements:</p> <ul style="list-style-type: none"> • Keep the mission statement short (similar to TransPort). • Phrase the statement in the traveler's perspective. • Agency coordination is a key element of the plan. • Keep the term "security" out of the statement. 	<p>DKS will send out a revised draft mission statement along with goals and objectives. The Steering Committee will then review these items and provide comments to DKS (as well as copy Ed Anderson).</p>
<p>Due to limited time, goals and objectives were not specifically discussed. However, many of the goals and objectives were conveyed in the project expectations discussion.</p>	
NEXT MEETING	
<p>Steering Committee Meeting Agenda: Finalize Mission, Goals, and Objectives, Discuss Draft Current and Future Transportation Conditions, Interview Summary Wednesday, May 21, 2003 10:00 a.m. – 12:00 p.m. ODOT District 5 (Springfield)</p>	

Agenda

Regional ITS Operations & Implementation Plan For Eugene-Springfield Metropolitan Area *Steering Committee Meeting #2*

Wednesday, May 21, 2003
ODOT District 5 Office
644 A Street, Springfield, OR 97477
Conference Room
10:00 a.m. – 12:00 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 |
| III. | Update on Project Status | |
| | A. Existing Conditions | 15 Minutes |
| | B. Interview Results/Status | 30 Minutes |
| IV. | Expanded Stakeholder Meeting | 15 Minutes |
| | A. Expanded Stakeholders? | |
| | B. Meeting Format | |
| | C. Meeting Location | |
| V. | Next Steps | 10 Minutes |

Meeting Minutes

Regional ITS Operations & Implementation Plan For Eugene-Springfield Metropolitan Area *Steering Committee Meeting #2*

Wednesday, May 21, 2003
ODOT District 5 Office
644 A Street, Springfield, OR 97477
Conference Room
10:00 a.m. – 12:00 p.m.

Attendees:

<input checked="" type="checkbox"/> Anderson, Edward (ODOT ITS Unit)	<input checked="" type="checkbox"/> McGill, Galen (ODOT ITS Unit)
<input checked="" type="checkbox"/> Barnett, Brian (City of Springfield)	<input checked="" type="checkbox"/> Mulholland, Dan (LCOG- PAN)
<input checked="" type="checkbox"/> Chastain, Ed (Lane County)	<input checked="" type="checkbox"/> Parrott, Steve (Lane Transit District)
<input checked="" type="checkbox"/> Coffey, Peter (DKS Associates)	<input type="checkbox"/> Pearmine, Adrian (IBI Group)
<input checked="" type="checkbox"/> Ehrich, Don (ODOT District 5)	<input checked="" type="checkbox"/> Peters, Jim (DKS Associates)
<input checked="" type="checkbox"/> Fynn, Robert (ODOT Region 2 Traffic)	<input type="checkbox"/> Price, Nathaniel (FHWA)
<input checked="" type="checkbox"/> Hurtado, Renee (DKS Associates)	<input checked="" type="checkbox"/> Reiff, Bud (LCOG)
<input checked="" type="checkbox"/> Larsen, Tom (City of Eugene)	<input type="checkbox"/> Schwetz, Thomas (LCOG)
<input checked="" type="checkbox"/> Lien, Jason (Lane County)	<input type="checkbox"/> Stinchfield, Tom (Lane County)

PREVIOUS MEETING MINUTES	ACTION ITEMS
The previous meeting minutes from the April 2, 2003 Kick-Off Meeting were approved.	DKS will send out the final meeting minutes with comments incorporated.
MISSION, GOALS, AND OBJECTIVES	ACTION ITEMS
<p>Mission Statement:</p> <ul style="list-style-type: none"> • Option #2, with modifications, was preferred by the Committee. • “Metropolitan” was removed from the statement since the Census considers Coburg and other outlying areas part of the urbanized area. • “Integrated” was removed from the “agency coordination” phrase since coordination implies integration. • “Partnerships” was added to the statement. 	DKS will send out the final mission, goals, and objectives.
<p>Goal 5 and Associated Objectives:</p> <ul style="list-style-type: none"> • “Metropolitan” was removed from the goal statement. • The last two objectives (“Integrate with other regional transportation plans.” and “Incorporate ITS into traditional 	

<p>transportation plans.”) were replaced with “Integrate the ITS Plan with the Central Lane TMA regional transportation plan and other transportation plans in the region.”</p>	
CURRENT & FUTURE CONDITIONS DOCUMENT	ACTION ITEMS
<p>The “Current and Future Transportation Conditions” draft document was transmitted to the Committee via the DKS FTP site on Friday, May 16.</p> <p>The final “Current and Future Transportation Conditions” document will be sent out on Thursday, June 12. The final document will incorporate comments received by the Steering Committee.</p>	<p>The Steering Committee will review the draft document and respond with comments by Friday, May 30.</p> <p>DKS will send out a copy of the document in Word for those who wish to comment electronically.</p>
<p>Several maps were not quite ready with the release of the draft document:</p> <ul style="list-style-type: none"> • Facilities Map • Transit Infrastructure • Communications Infrastructure 	<p>DKS will post updated graphics, including the incorporation of comments received at the Committee Meeting, on their FTP site for Committee review.</p>
<p>Study Area Corridor Comments:</p> <ul style="list-style-type: none"> • Extend the limits of River Road to Irvington Drive. • Extend the limits of Main Street to 58th Street. • Include South A Street in the name of the Main Street corridor since they form a couplet. • Corridors to add: McVay Highway • The study area corridors listed in the report were taken directly from the scope of work. No additional travel time runs will be conducted if study area corridors are added or limits are extended. 	<p>DKS will update the study area corridor list and map.</p>
<p>Recurrent Congestion and Key Bottleneck Comments:</p> <ul style="list-style-type: none"> • Include both AM and PM peak period congestion on the same map. Refer to it as “Peak Period Recurrent Congestion.” • Extend congestion limits at the following locations: River Road (extend north to Irving Road and south to Howard Avenue), Main Street (extend east to Pioneer Parkway East), Barger Avenue (extend west to Terry Street). • Additional congestion locations: Coburg Road (Crescent Avenue to Willakenzie Road), Mohawk Boulevard (19th Street to Olympic Street). • Capacity constrained intersections: Beltline Highway/River Road, Beltline Highway/Coburg Road, Beltline Road/Gateway Street, 11th Avenue/Chambers Street, Franklin Boulevard/McVay Highway, 30th Avenue/I-5/McVay Highway, Pioneer Parkway/Q Street. 	<p>Bud will send DKS AM peak period v/c plots for 1998 and 2015.</p> <p>DKS will look at the AM peak v/c plots from regional model.</p> <p>DKS will check to see if travel time runs corroborate recurrent congestion locations identified from the PM peak v/c plots.</p> <p>DKS will incorporate comments onto the existing and future congestion maps and distribute them for additional review.</p>

<p>Traffic Signal Comments:</p> <ul style="list-style-type: none"> • There are two signals shown on River Road and one on Coburg Road that do not exist. • There is also a planned signal at the I-5 Ramps and Van Duyn Road. 	<p>DKS will incorporate comments into the traffic signal map, the text, and the appendix.</p>
<p>Communications Infrastructure Comments:</p> <ul style="list-style-type: none"> • Add radio tower locations. 	
<p>Incident Management Comments:</p> <ul style="list-style-type: none"> • Include a reference to the I-5 detour routes from the <i>Major Incident Management Plan (1998)</i> to help with ITS planning. 	<p>DKS will add the I-5 detour routes to the current and future conditions document.</p>
<p>Emergency Management Comments:</p> <ul style="list-style-type: none"> • The Local Emergency Preparedness Committee is working on the establishment of a common radio frequency. They meet once a month and it may be worthwhile to talk to them about the ITS Plan. Linda Cook at Lane County Sheriff's Office is the main point of contact. 	<p>DKS will follow up with Linda Cook to check on the Local Emergency Preparedness Committee's status.</p>
<p>Special Events Comments:</p> <ul style="list-style-type: none"> • UO basketball games frequently conflict with the PM peak due to east coast television programming. • Eugene Celebration occurs every year on the same weekend as a home UO football game. It is a multiple-day event and affects bus routes. • Springfield has several events throughout the year including a Christmas Parade, a Festival at Island Park, and the Springfield Cruise, which includes the closure of Main Street. 	
EXPANDED STAKEHOLDER MEETING	ACTION ITEMS
<p>List of Expanded Stakeholders to Include:</p> <ul style="list-style-type: none"> • Add the Convention and Visitors Association of Lane County Oregon (CVALCO) to get the tourist angle. • The transportation departments of the three main school districts should be invited. • ODOT, Eugene, and Springfield would like to update their list of agency staff to invite. 	<p>DKS will update the expanded stakeholder list and coordinate with ODOT, Eugene, and Springfield to finalize the list of agency staff to invite.</p>
<p>Meeting Format Options:</p> <ul style="list-style-type: none"> • Formal presentation with large group discussion. • Formal presentation with small group discussions, ending with a large group discussion. • Formal presentation with an open house format after the presentation. • An open house format. <p>No strong preferences were indicated by the Committee for the format of the Expanded Stakeholder Meeting.</p>	<p>DKS will coordinate with Galen and Ed to determine the most appropriate format for the meeting.</p>
<p>Meeting Location:</p> <ul style="list-style-type: none"> • The Expanded Stakeholder Meeting will be held at the City of Springfield. 	<p>DKS will coordinate with Brian to set up this meeting.</p>

NEXT MEETING: WEDNESDAY, MAY 21, 2003

City of Springfield (Room to be Determined)

Expanded Stakeholder Committee Meeting
Agenda: Finalize User Needs
9:00 a.m. – 10:30 a.m.

Steering Committee Meeting #3
Agenda: ITS Architecture, Concept of Operations
10:30 a.m. – 12:00 p.m.

Agenda

Regional ITS Operations & Implementation Plan For Eugene-Springfield Metropolitan Area *Steering Committee Meeting #3: Architecture*

Wednesday, June 25, 2003
Springfield City Hall
225 5th Street, Springfield, OR 97477
Library Meeting Room
11:00 a.m. – 1:00 p.m.
Lunch Provided

- | | | |
|------|---|------------|
| I. | Purpose of Meeting | 10 Minutes |
| | A. Introduce Federal Requirements for Regional Architecture Development | |
| | B. Confirm Preliminary Market Packages | |
| | C. Introduce Concept of Operations | |
| II. | Why Are We Here? | 15 Minutes |
| | A. Federal Rulemaking, ITS Requirements, etc... | |
| | B. ITS Architecture Process and Required Elements | |
| | C. Where are we at? | |
| III. | National ITS Architecture Overview | 15 Minutes |
| | A. Terminology | |
| | B. Turbo Architecture | |
| | C. Market Packages | |
| IV. | Preliminary Market Packages | 60 Minutes |
| | A. Traffic Management | |
| | B. Traveler Information | |
| | C. Emergency Management | |
| | D. Transit Management | |
| | E. Construction & Maintenance | |
| V. | Introduction to Concept of Operations | 15 Minutes |
| VI. | Next Steps | 5 Minutes |

Meeting Minutes

Regional ITS Operations & Implementation Plan For Eugene-Springfield Metropolitan Area *Steering Committee Meeting #3*

Wednesday, June 25, 2003
City of Springfield City Hall
225 5th Street, Springfield, OR 97477
Library Meeting Room
11:00 a.m. – 1:00 p.m.

Attendees:

<input checked="" type="checkbox"/> Anderson, Edward (ODOT ITS Unit)	<input checked="" type="checkbox"/> McGill, Galen (ODOT ITS Unit)
<input checked="" type="checkbox"/> Barnett, Brian (City of Springfield)	<input type="checkbox"/> Mulholland, Dan (LCOG- PAN)
<input checked="" type="checkbox"/> Chastain, Ed (Lane County)	<input type="checkbox"/> Parrott, Steve (Lane Transit District)
<input checked="" type="checkbox"/> Coffey, Peter (DKS Associates)	<input type="checkbox"/> Pearmine, Adrian (IBI Group)
<input checked="" type="checkbox"/> Ehrich, Don (ODOT District 5)	<input checked="" type="checkbox"/> Peters, Jim (DKS Associates)
<input checked="" type="checkbox"/> Ferchland, Mike (City of Eugene)	<input checked="" type="checkbox"/> Price, Nathaniel (FHWA)
<input checked="" type="checkbox"/> Fynn, Robert (ODOT Region 2 Traffic)	<input checked="" type="checkbox"/> Reiff, Bud (LCOG)
<input checked="" type="checkbox"/> Hurtado, Renee (DKS Associates)	<input checked="" type="checkbox"/> Schwetz, Thomas (LCOG)
<input checked="" type="checkbox"/> Larsen, Tom (City of Eugene)	<input type="checkbox"/> Stinchfield, Tom (Lane County)
<input type="checkbox"/> Lien, Jason (Lane County)	<input checked="" type="checkbox"/> Sumarraga, Jill (IBI Group)

NATIONAL ITS ARCHITECTURE OVERVIEW	ACTION ITEMS
<p>Jill Sumarraga provided an overview of the National ITS Architecture, which is a “regional framework for ensuring institutional agreement and technical integration for the implementation of ITS projects or groups of projects.” More information about the architecture, including terminology, may be found online at: http://itsarch.iteris.com/itsarch/</p>	
<p><u><i>Federal ITS Requirements:</i></u></p> <ul style="list-style-type: none"> • The FHWA Rule and FTA Policy require an ITS architecture to be in place for all ITS projects that request funding from the Highway Trust Fund or the Transit Account. • All ITS projects must be approved by local stakeholders and fit into the regional ITS architecture. 	<p>IBI Group will develop a regional ITS architecture that will meet FHWA and FTA requirements.</p>
<p>Turbo Architecture is a software program developed by Iteris that is used to manage ITS inventory, market packages, and interconnects and flows.</p>	<p>IBI Group will create a Turbo Architecture file of the regional ITS architecture.</p>

MARKET PACKAGE SELECTION	ACTION ITEMS
<p>Jill described market packages, which define the components and interfaces needed to implement a particular solution to a regional transportation need. The market packages are essentially the “building blocks” of the ITS architecture. A handout was provided with definitions of select market packages for discussion.</p>	
<p>In Turbo Architecture, market packages are defined in one of three ways:</p> <ol style="list-style-type: none"> 1) Existing- the market package is already in place. 2) Planned- the market package is either programmed or desired. 3) Not Planned- the market package is not appropriate for the region at this time. 	
<p>The Steering Committee verified which market packages should be included in the architecture for six of the eight user services areas as described herein. No market packages were selected in the service areas of Commercial Vehicle Operations (CVO) or Vehicle Safety since the statewide ODOT architecture addresses CVO and vehicle safety is primarily a private sector initiative.</p>	<p>IBI Group will incorporate the selected market packages into the regional ITS Architecture.</p>
<p><u>Advanced Traffic Management Systems (ATMS):</u></p> <ul style="list-style-type: none"> • Network Surveillance Existing • Probe Surveillance Planned • Surface Street Control Existing • Freeway Control Planned • Traffic Information Dissemination Existing • Regional Traffic Control Planned • Incident Management System Planned • Traffic Forecast and Demand Management Planned • Standard Railroad Grade Crossing Planned • Railroad Operations Coordination Planned • Parking Facility Management Planned • Reversible Lane Management Planned • Speed Monitoring Existing 	
<p><u>Advanced Traveler Information Systems (ATIS):</u></p> <ul style="list-style-type: none"> • Broadcast Traveler Information Planned • Interactive Traveler Information Existing • In-Vehicle Signing Planned 	
<p><u>Emergency Management (EM):</u></p> <ul style="list-style-type: none"> • Emergency Response Existing • Emergency Routing Planned • Roadway Service Patrols Existing 	
<p><u>Advanced Public Transportation Systems (APTS):</u></p> <ul style="list-style-type: none"> • Transit Vehicle Tracking Planned • Transit Fixed-Route Operations Planned 	<p>IBI Group will verify these market packages with Steve Parrott.</p>

<ul style="list-style-type: none"> • Demand Response Transit Operations Existing • Transit Passenger and Fare Management Planned • Transit Security Existing? • Transit Maintenance Existing? • Multi-Modal Coordination Planned • Transit Traveler Information Planned 	
<p><u>Maintenance and Construction Management (MC):</u></p> <ul style="list-style-type: none"> • Maintenance & Construction Vehicle Tracking Planned • Maintenance & Construction Vehicle Maintenance Planned • Road Weather Data Collection Planned • Weather Information Processing & Distribution Existing • Winter Maintenance Existing • Roadway Maintenance & Construction Existing • Work Zone Management Existing • Work Zone Safety Monitoring Planned • Maintenance & Construction Activity Coordination Existing 	
<p><u>Archived Data Management (AD):</u></p> <ul style="list-style-type: none"> • ITS Data Mart Existing • ITS Data Warehouse Planned • ITS Virtual Data Warehouse Planned 	
<p>Market packages that do not currently apply to the metropolitan region, but may need to be added in the future depending on statewide and regional policies and initiatives:</p> <ul style="list-style-type: none"> • Electronic Toll Collection • Emissions Monitoring and Management • Advanced Railroad Grade Crossing 	<p>The Steering Committee will add additional market packages in the future should they decide to implement projects in market packages not already included in the regional ITS architecture.</p>
REGIONAL ITS ARCHITECTURE MAINTENANCE	ACTION ITEMS
<p>The regional ITS architecture must be maintained over time. This should be a collaborative effort by the Steering Committee.</p>	<p>Steering Committee needs to decide which agency will maintain the Turbo Architecture file.</p>
CONCEPT OF OPERATIONS	ACTION ITEMS
<p>Jill provided background on the Concept of Operations, which is a framework that identifies relationships and flows (data, video, status, request, control) between agencies.</p>	<p>The Concept of Operations will be discussed more in depth at the next Steering Committee Meeting.</p>
<p>Adrian will set up interviews with the key stakeholders to verify agency relationships and flows.</p>	<p>IBI Group will be in touch with stakeholders to set up meetings to discuss the Concept of Operations.</p>

ITS PLAN ADOPTION PROCESS	ACTION ITEMS
<p>Thomas Schwetz provided an update regarding ITS Plan adoption in the Eugene-Springfield metropolitan area:</p> <ul style="list-style-type: none"> • LCOG is currently updating the Regional Transportation Plan (RTP) and must have updates completed by January 5, 2005. • LCOG intends to add the ITS Plan to the RTP update. • We may want to extend the ITS Plan horizon to match with the new RTP date of 2021. • The RTP will include a public involvement process that provides an opportunity for the public to provide input to the plan. Tom suggested that the public involvement for the ITS Plan be included as part of the RTP update and no additional public involvement would need to be included in the current planning process. • The Steering Committee agreed plan refinements, if necessary, could be made based on public input from the RTP process. 	
NEXT MEETING	
<p><i>Steering Committee Meeting #4</i> Agenda: Concept of Operations, TOC Strategy, and Benefits Analysis Thursday, August 7, 2003 (Still To Be Confirmed) 10:00 a.m. – 12:00 p.m. ODOT District 5 (Springfield)</p>	

Agenda

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

Monday, August 4, 2003
ODOT District 5 Office
644 A Street, Springfield, OR 97477
Conference Room
10:00 a.m. – 12:00 p.m.

- | | | |
|------|---|------------|
| I. | Comments on Previous Meeting Minutes | 5 Minutes |
| | A. June 25 Expanded Stakeholder Meeting (Minutes sent out on July 3) | |
| | B. June 25 Steering Committee Meeting (Minutes sent out on July 3) | |
| II. | Architecture Update | 15 Minutes |
| | A. Comments on Draft Architecture Chapter | |
| | B. Final List of Market Packages | |
| | C. Review Sample Turbo Architecture Outputs | |
| III. | Concept of Operations Update | 30 Minutes |
| | A. Review Process and Goals | |
| | B. Introduce Flow Diagrams to be Included in Report | |
| | C. Discuss Interaction Between Architecture and Concept of Operations | |
| | D. Next Steps | |
| IV. | Traffic Operations Center (TOC) Strategy Discussion | 45 Minutes |
| | A. Description of TOC Options | |
| | B. Summary of Input from Stakeholders to Date | |
| | C. Steering Committee Consensus on Preferred Strategy | |
| V. | Introduction to Benefits Analysis | 15 Minutes |
| | A. Summary of Scope for Benefits Analysis | |
| | B. Gather Input from Steering Committee on Impact Values | |
| VI. | Next Steps | 5 Minutes |
| | A. Schedule Next Steering Committee Meeting (Aug. 27 or Sept. 3?) | |

Meeting Minutes

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

Monday, August 4, 2003
ODOT District 5 Office
644 A Street, Springfield, OR 97477
10:00 a.m. – 12:00 p.m.

Attendees:

<input checked="" type="checkbox"/> Anderson, Edward (ODOT ITS Unit)	<input type="checkbox"/> Lien, Jason (Lane County)
<input checked="" type="checkbox"/> Barnett, Brian (City of Springfield)	<input checked="" type="checkbox"/> McGill, Galen (ODOT ITS Unit)
<input checked="" type="checkbox"/> Chastain, Ed (Lane County)	<input type="checkbox"/> Mulholland, Dan (LCOG- PAN)
<input checked="" type="checkbox"/> Coffey, Peter (DKS Associates)	<input checked="" type="checkbox"/> Parrott, Steve (Lane Transit District)
<input checked="" type="checkbox"/> Ehrich, Don (ODOT District 5)	<input checked="" type="checkbox"/> Pearmine, Adrian (IBI Group)
<input checked="" type="checkbox"/> Ferchland, Mike (City of Eugene)	<input checked="" type="checkbox"/> Peters, Jim (DKS Associates)
<input checked="" type="checkbox"/> Fynn, Robert (ODOT Region 2 Traffic)	<input checked="" type="checkbox"/> Price, Nathaniel (FHWA)
<input checked="" type="checkbox"/> Hurtado, Renee (DKS Associates)	<input type="checkbox"/> Reiff, Bud (LCOG)
<input checked="" type="checkbox"/> Larsen, Chuck (ODOT)	<input checked="" type="checkbox"/> Schwetz, Thomas (LCOG)
<input checked="" type="checkbox"/> Larsen, Tom (City of Eugene)	<input type="checkbox"/> Stinchfield, Tom (Lane County)

PREVIOUS MEETING MINUTES	ACTION ITEMS
The previous meeting minutes from the June 25 th Expanded Stakeholder Meeting and Steering Committee Meeting were approved.	DKS will finalize the meeting minutes.
REGIONAL ITS ARCHITECTURE	ACTION ITEMS
The Draft Regional ITS Architecture chapter was distributed to the Steering Committee on Wednesday, July 30. Appendix K: Inventory Report and Appendix L: Market Packages were distributed on Thursday, July 31.	The Steering Committee will review the Draft Regional ITS Architecture and provide comments to DKS by Wednesday, August 13.
<p><u>Comments on Appendix K: Inventory Report</u></p> <ul style="list-style-type: none"> • Include the City of Coburg in the inventory. • Central Lane Communications should be mapped to the Emergency System Operator entity instead of the Information Service Provider and Other ISP entities. • Separate Emergency Operations Centers (EOC's) by agency: Lane County, City of Eugene, City of Springfield, and City of Coburg. 	IBI Group will incorporate the comments into Appendix K.

<ul style="list-style-type: none"> • Combine ODOT Region 2/District 5 MCO Field Devices, ODOT Region 2/District 5 Roadside Equipment, and ODOT Salem TOC Roadside Equipment into one category. • Determine difference between Roadside Equipment and Field Devices. • Rename ODOT Salem TOC as ODOT Northwest TOC. • Rename MCO as Maintenance/Construction or drop the term altogether. • ODOT does not have any plans for TripCheck kiosks. • Also map Rail Operators to the Roadside Devices entity. 	
<p><u>Market Package Update</u></p> <ul style="list-style-type: none"> • Based on input from LTD, <i>Transit Security</i> and <i>Transit Maintenance</i> were added to the Architecture. • <i>Interactive Traveler Information</i> was added to the Architecture since it applies to TripCheck. • Although implementation is very far out, <i>In-Vehicle Signing</i> was included in the Architecture. 	
<p><u>Comments on Market Packages</u></p> <ul style="list-style-type: none"> • Include the emergency management agencies as a key stakeholder for the market packages associated with data warehouses. • Add some of the FHWA graphics to Appendix L: Market Packages to show examples of how the market packages work. 	<p>IBI Group will incorporate the comments into the Regional ITS Architecture Chapter and Appendix L.</p>
<p>Architecture Flows will be included in the final version of the Regional ITS Architecture chapter and in Appendix M.</p>	<p>IBI Group will add architecture flows to the Regional ITS Architecture Chapter and Appendix M.</p>
<p>CONCEPT OF OPERATIONS</p>	<p>ACTION ITEMS</p>
<p><u>Concept of Operations Database</u></p> <ul style="list-style-type: none"> • Adrian has created a database based on recent interviews that he will distribute electronically for Steering Committee review. • In the database, it is implied that the lead agency will have funding responsibilities (ie. extracting funds, matches, etc...). 	<p>IBI Group will electronically distribute the Concept of Operations Database for review by the Steering Committee.</p>
<p>TRAFFIC OPERATIONS CENTER (TOC) STRATEGY</p>	<p>ACTION ITEMS</p>
<p><u>Statewide ODOT TOC Strategy</u></p> <ul style="list-style-type: none"> • ODOT is working towards a system that would provide statewide traveler information (ie., TripCheck, 511). • ODOT is developing Traffic Operations Center Software (TOCS) for use at TOC's throughout the state and will include architecture for the electronic exchange of information between agencies (statewide and local). 	<p>IBI Group will summarize ODOT's current statewide TOC strategy in a Draft TOC Strategy chapter.</p>

<ul style="list-style-type: none"> • ODOT’s current statewide TOC strategy will support either Regional TOC’s or Virtual TOC’s. For example, the Northwest TOC can manage Region 2 on a day-to-day basis and there can be a Field Office TOC in Eugene-Springfield for a local agency link to the Northwest TOC. 	
<p><u>Eugene-Springfield TOC Strategy</u></p> <ul style="list-style-type: none"> • Based on agency interviews, it was determined a Regional TOC is not in the best interest for the area based on the following: <ul style="list-style-type: none"> ▪ No local champion. ▪ Lack of staff and funding. ▪ Limited ITS infrastructure. ▪ No need for inter-jurisdictional signal coordination due to physical topography limits. ▪ The ODOT Northwest TOC in Salem is set up to operate all of Region 2. • Recommendation: Work towards the Regional TOC functionality in a virtual TOC atmosphere. • If the local agencies ever determine that a Regional TOC is needed (ie. as more equipment is deployed), it would make the most sense for ODOT District 5 to champion it and provide a space for it at their new Glenwood facility. ODOT roadways have the most traffic in the region. LTD would possibly be interested in co-location. • Tie the TOC to the regional EOC’s so that major events can be managed from an EOC. (See below for protocol). 	<p>IBI Group will document all findings in a Draft TOC Strategy chapter.</p>
<p><u>Current Emergency Protocol in Eugene-Springfield</u></p> <ul style="list-style-type: none"> • Several Emergency Operations Centers (EOC’s) exist in the region: Lane County, City of Eugene, City of Springfield, City of Coburg. • Each City is in charge of local emergencies and Lane County takes the lead when there is a prolonged regional emergency. • Mutual aid agreements are in place between the local agencies. • Fire/police agencies are in the lead during emergency situations. • Transportation agencies play a supporting role during an emergency. • Primary functions of an EOC: (1) public relations and information distribution, (2) initiates formal proceedings and the use of a planned hierarchy. • The Steering Committee does not want to change the current emergency/EOC process by creating a separate Regional TOC for emergency purposes only. • The Steering Committee would like to be able to provide information/video images to each EOC from transportation devices/systems. 	<p>IBI Group will document all findings in a Draft TOC Strategy chapter.</p> <p>DKS/IBI Group will check with emergency personnel about their information needs at the EOC’s.</p>

<p><u>Factors to Consider for a Virtual TOC or a Field Office TOC</u></p> <ul style="list-style-type: none"> • Day-to-day functions will be handled by the Northwest TOC in Salem. • Transportation problems in Eugene-Springfield are mostly related to emergencies and incidents. • City of Eugene and Springfield operations are mostly driven by complaints and malfunctioning devices. • Existing systems to connect to TOC: emergency management CAD system, LTD CAD system, traffic signal system, system detectors, University of Oregon Stadium Operations and Security (SOS). • Information sharing will be limited to existing technology (ie. interfaces will need to be developed). • LTD would like to be able to exchange information, particularly during emergencies/incidents, but there is currently no protocol in place. • LTD buses could be used for probe information. • Consider information interfaces with local media so the media can distribute information. • ODOT is okay with sharing the control of their equipment with the Cities when IGA's are in place. • Not really a need for ODOT or Lane County to control any of the Cities' equipment unless it is a "flip-switch" type of application to implement a field device in response to an incident. • The City of Springfield would like to have access to the central signal system at the Springfield EOC. • Control issues will need to be worked out on a project-by-project basis, particularly for incident management. 	<p>IBI Group will document all findings in a Draft TOC Strategy chapter.</p>
<p>BENEFITS ANALYSIS</p>	<p>ACTION ITEMS</p>
<p>A Benefits Analysis Sub-Committee was formed for review and input regarding the benefits analysis procedure. Volunteers for the Sub-Committee include: Bud Reiff, Robert Fynn, Tom Larsen, and Brian Barnett. Tom Schwetz and Ed Anderson will be copied on all Sub-Committee correspondence.</p>	<p>DKS will be in touch with the Sub-Committee for input.</p>
<p><u>ITS Deployment Analysis System (IDAS)</u></p> <ul style="list-style-type: none"> • IDAS software will be used for the benefits analysis. • IDAS uses the regional travel demand model as a base for evaluation. The Eugene-Springfield travel demand model has been brought into IDAS and is being calibrated. • The Sub-Committee will need to review default values for performance measures. • In particular, the emissions factors will need to be checked for conformity with the ODOT-FHWA model tailored for the Eugene-Springfield region. • Determine if IDAS evaluates transit benefits. 	<p>DKS will coordinate with Bud Reiff regarding regional emissions factors.</p> <p>DKS will finish calibrating the travel demand model in IDAS.</p> <p>DKS will check to see if IDAS evaluates transit benefits.</p>

<ul style="list-style-type: none"> • Vehicle miles traveled (VMT) will be an important performance measure to consider for an ITS project in Eugene-Springfield. 	
<p><i>IDAS Test Project: Ramp Meters on Beltline Highway</i></p> <ul style="list-style-type: none"> • To test the IDAS software’s capabilities, a ramp metering project on Beltline Highway will be evaluated in IDAS. • The Sub-Committee will be asked to evaluate the default impact values for ramp meter benefits. The default values will be compared to ramp metering data from the Portland metropolitan area. • Consider evaluating a transit queue-jump lane on the ramps if IDAS will allow. • Once the Sub-Committee has determined the benefits analysis for ramp metering on Beltline Highway is a success, other ITS projects will be evaluated in IDAS for the rest of the Eugene-Springfield network. 	<p>DKS and the Benefits Analysis Sub-Committee will test out the IDAS software with a ramp metering project on Beltline Highway.</p>
NEXT MEETING	
<p><i>Steering Committee Meeting #5</i> Agenda: Benefits Analysis and Deployment Plan Wednesday, September 3, 2003 10:00 a.m. – 12:00 p.m. ODOT District 5 (Springfield)</p>	

Agenda

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

Wednesday, September 3, 2003
ODOT District 5 Office
644 A Street, Springfield, OR 97477
Conference Room
10:00 a.m. – 12:00 p.m.

- | | | |
|------|--|------------|
| I. | Comments on Previous Meeting Minutes | 5 Minutes |
| | A. August 4th Steering Committee Meeting (Minutes sent out on August 15th) | |
| II. | Implementation Plan | 90 Minutes |
| | A. Discuss List of Projects | |
| | B. Project Phasing Criteria | |
| | C. Implementation Plan Workshop Format | |
| III. | Concept of Operations Update | 10 Minutes |
| | A. Review Key Points from Draft Concept of Operations | |
| | B. Next Steps | |
| IV. | Benefits Analysis | 10 Minutes |
| | A. Summary of Benefits Analysis Results | |
| | B. Discuss Benefits Results from Initial Project | |
| V. | Next Steps | 5 Minutes |
| | A. Schedule Expanded Stakeholder Committee Meeting (Oct 1. or Oct. 8?) | |

Meeting Minutes

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

Wednesday, September 3, 2003
ODOT District 5 Office
644 A Street, Springfield, OR 97477
10:00 a.m. – 12:00 p.m.

Attendees:

<input checked="" type="checkbox"/> Anderson, Edward (ODOT ITS Unit)	<input checked="" type="checkbox"/> McGill, Galen (ODOT ITS Unit)
<input checked="" type="checkbox"/> Barnett, Brian (City of Springfield)	<input type="checkbox"/> Mulholland, Dan (LCOG- PAN)
<input checked="" type="checkbox"/> Chastain, Ed (Lane County)	<input checked="" type="checkbox"/> Parrott, Steve (Lane Transit District)
<input checked="" type="checkbox"/> Coffey, Peter (DKS Associates)	<input checked="" type="checkbox"/> Pearmine, Adrian (IBI Group)
<input checked="" type="checkbox"/> Ehrich, Don (ODOT District 5)	<input checked="" type="checkbox"/> Peters, Jim (DKS Associates)
<input type="checkbox"/> Ferchland, Mike (City of Eugene)	<input checked="" type="checkbox"/> Price, Nathaniel (FHWA)
<input checked="" type="checkbox"/> Fynn, Robert (ODOT Region 2 Traffic)	<input checked="" type="checkbox"/> Reiff, Bud (LCOG)
<input checked="" type="checkbox"/> Hurtado, Renee (DKS Associates)	<input type="checkbox"/> Schwetz, Thomas (LCOG)
<input type="checkbox"/> Larsen, Tom (City of Eugene)	<input type="checkbox"/> Stinchfield, Tom (Lane County)
<input type="checkbox"/> Lien, Jason (Lane County)	

PREVIOUS MEETING MINUTES	ACTION ITEMS
The previous meeting minutes from the August 4 th Steering Committee Meeting were approved.	DKS will finalize the meeting minutes.
DRAFT DEPLOYMENT PLAN MAP	ACTION ITEMS
<p><u>Comments on Draft ITS Deployment Plan Map:</u></p> <ul style="list-style-type: none"> ▪ Use the term “Proposed” instead of “Planned” for all equipment to be deployed as part of the ITS Plan. ▪ Show the Jasper Road Extension on the map. ▪ The new extension of Pioneer Parkway to the north will be named MLK Parkway. ▪ I-105 technically extends from 6th/7th Ave to I-5. Eugene-Springfield Highway includes all of I-105 and extends to the east to Main St. ▪ Add a parking management icon and proposed locations to the map. ▪ Add icon for reversible lane management on MLK/Centennial Blvd. ▪ Add icons to indicate highway advisory radio (HAR) coverage. ▪ Add a ramp meter on the I-5 southbound ramp at 30th Ave. 	DKS will update the Draft ITS Deployment Plan Map based on the comments received at the meeting.

<ul style="list-style-type: none"> ▪ Add more dynamic message signs along Beltline Hwy. ▪ Add a CCTV camera to Franklin Blvd west of the Willamette River Bridge. ▪ Add system detectors at the following locations: <ul style="list-style-type: none"> Northwest Expressway north of Beltline Hwy Northwest Expressway south of Beltline Hwy Franklin Blvd west of the Willamette River Bridge 30th Ave west of I-5 30th Ave west of Lane Community College ▪ Move the system detector on Beltline Hwy currently shown between Delta Hwy and Coburg Rd closer to Delta Hwy. ▪ There may be other existing weather stations deployed by the following agencies: <ul style="list-style-type: none"> Lane Regional Air Pollution Authority Department of Forestry Eugene Airport ▪ Incorporate comments regarding the Draft Deployment Plan Project List. 	
<p>Some type of numbering system for the proposed field devices will help with securing project funding. Numbering could be added to the map or a table could be created to include this information as well as the project interdependencies for each device (ie. a CCTV camera may be needed for both freeway arterial surveillance/management and incident management).</p>	<p>DKS will work with Robert to develop a numbering system for the proposed ITS devices.</p>
<p>DRAFT DEPLOYMENT PLAN PROJECT LIST</p>	<p>ACTION ITEMS</p>
<p>The Draft Deployment Plan Project List was discussed in great detail.</p>	<p>DKS will update the Draft ITS Deployment Plan Project List based on the comments received at the meeting.</p>
<p><u>General Comments on Draft Project List:</u></p> <ul style="list-style-type: none"> ▪ Include the lead agency for each project. 	
<p><u>Projects to Add to Draft Project List:</u></p> <ul style="list-style-type: none"> ▪ Develop Beltline Highway Incident Management Operational Plan- This project should include documentation of alternate routes and descriptions of operational procedures when each alternate route is used during an incident. ▪ Develop an Evacuation Route Plan. ▪ Integrate Central Signal Systems with Transit Systems and Emergency Management Systems- This project should provide a place holder for the future when either the City of Eugene or the City of Springfield updates or replaces their central signal systems. The new system could include interaction between emergency and transit vehicles in real-time using the AVL on vehicles. ▪ Incident Notification System- This project will create a system for notifying subscribers about incidents (when, where, impacts, duration, etc...) 	

<ul style="list-style-type: none"> ▪ Automated Passenger Counting- This is an existing LTD project under testing that may be fully operational later this fall. ▪ Transit Fleet Maintenance and Security System- This is an existing LTD project under development. ▪ CAD/AVL for Paratransit- The existing LTD AVL project does not include paratransit. ▪ Transmit Bus Video Data Back to Dispatch. 	
<p><u>ES-TM-02: Regional Freeway Surveillance and Management</u></p> <ul style="list-style-type: none"> ▪ Although ramp meters are shown at specific locations on the Draft ITS Deployment Plan Map, the project description will describe the deployment in more global terms regarding system-wide ramp metering and will include a cautionary note that each ramp meter location will need to be reviewed in detail prior to deployment to determine feasibility and applicability. ▪ In the future, particular attention will need to be paid to freeway-to-freeway connections such as Delta Highway at Beltline Highway. These interchanges may or may not be ideal locations for ramp meters. 	
<p><u>ES-TM-03: Regional Arterial Surveillance and Management</u></p> <ul style="list-style-type: none"> ▪ Separately list the equipment (ie. CCTV) similar to all of the freeway surveillance and management projects. 	
<p><u>ES-TM-07: Develop I-105/ORE 126 Incident Management Corridor Plans</u></p> <ul style="list-style-type: none"> ▪ Replace “I-105/ORE 126” with “Eugene-Springfield Highway” in the project title. ▪ Approach this project as the development of an operational plan instead of an incident management plan. ▪ Document alternative routes. ▪ Go ahead and show field devices on alternate routes such as Q St, Marcola Rd, and 42nd St. 	
<p><u>ES-TM-08: 30th Avenue Signal Timing Coordination Near I-5</u></p> <ul style="list-style-type: none"> ▪ Conduit already exists between the two signals that need to be coordinated. ▪ Consider this project as planned. 	
<p><u>ES-TM-09: Transit Signal Priority</u></p> <ul style="list-style-type: none"> ▪ Emphasize that the goal of this project is to support bus operations and schedule adherence. ▪ Add the following corridors to the list: <ul style="list-style-type: none"> S A St W 11th Ave Gateway Rd Harlow Rd MLK/Pioneer Pkwy Willamette Rd 	

<p><u>ES-TM-10: Traffic Signal Interconnect</u></p> <ul style="list-style-type: none"> ▪ Extend the Main St interconnect from 28th Ave to 69th Ave. ▪ Include interconnect for the Jasper Road Extension. 	
<p><u>ES-TM-11: Integrate Regional Virtual TOC with UO SOS Room</u></p> <ul style="list-style-type: none"> ▪ Emphasize that integration will include a two-way information flow between agencies/entities. ▪ Also include ES-TM-04 as a related project. 	
<p><u>ES-TM-15: Highway Advisory Radio</u></p> <ul style="list-style-type: none"> ▪ This project may already be programmed in the new STIP or Draft STIP. ▪ HAR is most effective when static radio frequency information signs are enhanced with flashing beacons. ▪ Deploy HAR information on the entry points to the metropolitan area (north, south, east, and west) as well as several locations in the central core. 	
<p><u>ES-TM-17: Congestion/Incident Information Mapping</u></p> <ul style="list-style-type: none"> ▪ Dependent on installation of system detectors. 	
<p><u>ES-TM-19: Rest Area Surveillance System</u></p> <ul style="list-style-type: none"> ▪ Include several cameras at both of the rest areas. 	
<p><u>ES-TM-21: Road Weather Information Systems</u></p> <ul style="list-style-type: none"> ▪ Add the Coburg area as a deployment site. 	
<p><u>ES-TM-22: Advanced Railroad At-Grade Crossings</u></p> <ul style="list-style-type: none"> ▪ Add the following deployment sites: Centennial Blvd East of 28th St (Not Yet Constructed) Olympic St East of 28th St Irving Rd West of Northwest Expressway Irvington Rd West of Northwest Expressway 42nd St at Weyerhouser 	
<p><u>ES-TM-23: Integrate Freeway Management Systems and Central Signal Systems</u></p> <ul style="list-style-type: none"> ▪ Include the incident management projects under the “Relativity to Planned Projects”. ▪ Description should include that this ties in with pre-planned incident management operations. 	
<p><u>ES-CO-01: Document Communications Design Standards</u></p> <ul style="list-style-type: none"> ▪ Include end electronics in the documentation. 	
<p><u>ES-EM-01: Provide Interface Between Traffic Management Systems and Emergency Dispatch Centers</u></p> <ul style="list-style-type: none"> ▪ Include LTD in this interface. ▪ Include the UO SOS Room in this interface. 	
<p><u>ES-EM-03: Traffic Adaptive Emergency Response and ES-EM-04: Emergency Vehicle Fleet Management System</u></p> <ul style="list-style-type: none"> ▪ Combine these two projects. 	

<ul style="list-style-type: none"> ▪ Eugene and Springfield emergency management agencies are currently working on CAD/AVL systems. ▪ Potential future tie between emergency vehicle AVL and traffic signal systems. 	
<p><u>ES-EM-05: Integration of Traffic Management Information with Mobile Data Terminals</u></p> <ul style="list-style-type: none"> ▪ Include ES-EM-03 in the “Relativity to Planned Projects.” 	
<p><u>ES-EM-06: Incident Response Fleet Management System</u></p> <ul style="list-style-type: none"> ▪ Include transmission of AVL data back to the NWTOC. 	
<p><u>ES-MC-01: Maintenance Fleet Management System</u></p> <ul style="list-style-type: none"> ▪ Data should also be available at ODOT’s District office. 	
<p><u>ES-MC-02: Construction Zone Safety Enhancements During I-5 Bridge Reconstruction</u></p> <ul style="list-style-type: none"> ▪ Consider deployment of permanent DMS for cost efficiency. 	
<p><u>ES-MC-03: Maintenance and Construction Activity Coordination System</u></p> <ul style="list-style-type: none"> ▪ Include special events as part of this coordination system. 	
<p>RANKED DRAFT DEPLOYMENT PLAN PROJECT LIST</p>	<p>ACTION ITEMS</p>
<p>DKS distributed a ranked list of the proposed ITS deployment projects. Due to time restrictions, it was not feasible to review the ranked list during the meeting. Several items of note about the ranked list include:</p> <ul style="list-style-type: none"> ▪ Not all of the goals and objectives address some of the items identified as regional needs with high benefits such as traveler information and travel demand management. For this reason, associated projects appear lower on the list. ▪ The Ranked Project List is only a starting point for identifying project phasing priority. The criteria that will be used for project phasing include: <ul style="list-style-type: none"> Relation to Planned Projects Project Dependencies Costs Benefits Technical & Institutional Feasibility Ranked Project List ▪ Projects will eventually be identified as high, medium, or low priority after the ranking process has been completed and the other factors have been considered. 	<p>DKS to e-mail the Steering Committee an updated Draft Deployment Plan List and Ranked List.</p> <p>Steering Committee members will review the ranked project list paying particular attention to goal and objective weights as well as overall project scores.</p>
<p>May want to add a column to the Ranked Project List for a group amended score to adjust overall project scores based on where the Steering Committee feels a project should fall in the rankings based on all of the other factors.</p>	<p>DKS will work with the Steering Committee to explore this option.</p>

CONCEPT OF OPERATIONS		ACTION ITEMS
IBI Group highlighted several agency relationship flows that needed clarification.		IBI Group will incorporate the comments into the Concept of Operations chapter.
<p><i>Traffic Operations and Management</i></p> <ul style="list-style-type: none"> For traffic control for UO football games, leave the agency flow as it is today with the Eugene and Springfield Police Departments having the ability to control transportation field devices (ie. traffic signals). Police control will likely continue to be needed for some level of control in the future regardless of ITS project deployment. 		
<p><i>Incident Management</i></p> <ul style="list-style-type: none"> Do not include direct data flows between OSP vehicles and ODOT incident response vehicles. Information between the two agencies should occur between their dispatch centers and not from vehicle-to-vehicle. Include data flows between LTD buses and First Responder vehicles. As technology develops, First Responders may be able to access video camera images on board LTD buses. This data flow will not likely occur as a real-time two-way flow of information. Video flows between First Responder vehicles and Central Lane Communications are not within the scope of this project. 		
<p><i>Public Transportation Management</i></p> <ul style="list-style-type: none"> Include a flow between LTD and the Financial Clearinghouse Entity since it may become a possibility depending on developments such as Smart Cards. Smart Cards are not a likely regional project but may tie in to other projects on a statewide or nationwide level. 		
NEXT MEETING		
<p><i>Expanded Stakeholder Meeting</i> Agenda: Deployment Plan Date in October to be Determined 9:00 a.m. – 11:00 a.m. City of Springfield Library Room (Tentative)</p>	<p><i>Steering Committee Meeting #6</i> Agenda: Deployment Plan, Benefits Analysis, Communications Plan, TOC Strategy Immediately Following Expanded Stakeholder Meeting 11:00 a.m. – 1:00 p.m. (Lunch to be Provided) City of Springfield Library Room (Tentative)</p>	

Agenda

Regional ITS Operations & Implementation Plan For Eugene-Springfield Metropolitan Area *Steering Committee Meeting #6*

Tuesday, October 14, 2003
Springfield City Hall
225 5th Street, Springfield, OR 97477
Library Meeting Room
12:00 p.m. – 2:00 p.m.
Lunch Provided

- | | | |
|------|---|------------|
| I. | Comments on Previous Meeting Minutes | 5 Minutes |
| | A. September 3rd Steering Committee Meeting (Minutes sent out on September 5th) | |
| II. | Implementation Plan | 30 Minutes |
| | A. Finalize Project List | |
| | B. Finalize Project Phasing | |
| III. | Communications Plan | 45 Minutes |
| | A. Review Strategies and Recommendations | |
| IV. | Benefits Analysis | 30 Minutes |
| | A. Summary of Benefits Analysis Results | |
| | B. Discuss Next Project to Analyze | |
| V. | TOC Strategy | |
| VI. | Next Steps | 5 Minutes |
| | A. Schedule Final Steering Committee Meeting (Nov. 13?) | |

Meeting Minutes

Regional ITS Operations & Implementation Plan For Eugene-Springfield Metropolitan Area *Steering Committee Meeting #6*

Tuesday, October 14, 2003
City of Springfield City Hall
225 5th Street, Springfield, OR 97477
Library Meeting Room
12:00 p.m. – 2:00 p.m.

Attendees:

<input checked="" type="checkbox"/> Anderson, Edward (ODOT ITS Unit)	<input checked="" type="checkbox"/> McGill, Galen (ODOT ITS Unit)
<input checked="" type="checkbox"/> Barnett, Brian (City of Springfield)	<input type="checkbox"/> Mulholland, Dan (LCOG- PAN)
<input type="checkbox"/> Chastain, Ed (Lane County)	<input checked="" type="checkbox"/> Parrott, Steve (Lane Transit District)
<input checked="" type="checkbox"/> Coffey, Peter (DKS Associates)	<input checked="" type="checkbox"/> Pearmine, Adrian (IBI Group)
<input checked="" type="checkbox"/> Ehrich, Don (ODOT District 5)	<input checked="" type="checkbox"/> Peters, Jim (DKS Associates)
<input checked="" type="checkbox"/> Ferchland, Mike (City of Eugene)	<input checked="" type="checkbox"/> Price, Nathaniel (FHWA)
<input checked="" type="checkbox"/> Fynn, Robert (ODOT Region 2 Traffic)	<input checked="" type="checkbox"/> Reiff, Bud (LCOG)
<input checked="" type="checkbox"/> Hurtado, Renee (DKS Associates)	<input type="checkbox"/> Schwetz, Thomas (LCOG)
<input checked="" type="checkbox"/> Larsen, Tom (City of Eugene)	<input type="checkbox"/> Stinchfield, Tom (Lane County)
<input type="checkbox"/> Lien, Jason (Lane County)	

PREVIOUS MEETING MINUTES	ACTION ITEMS
The previous meeting minutes from the September 3 rd Steering Committee Meeting were approved.	DKS will finalize the meeting minutes.
COMMUNICATIONS PLAN	ACTION ITEMS
<p><u>Comments on Communications Chapter</u></p> <ul style="list-style-type: none"> • Add a pro and con assessment of leased (ie. Public Agency Network) versus owned communications. • Consider trading assets with PAN to share or trade the O&M costs. • Consider how to include the radio piece of voice and data communications in the communications or deployment plan. LTD hopes to add four additional radio sites by the end of the fiscal year. 	DKS and IBI Group will update the Communications chapter.
<p><u>Comments on Communications Map</u></p> <ul style="list-style-type: none"> • EWEB is currently installing fiber to the airport (Kent June at the City of Eugene has more information). 	DKS and IBI Group will update the Communications map.

<ul style="list-style-type: none"> Remove the agency designation assigned to the communications hubs. Prioritize infrastructure in the same format as the deployment plan map (ie. 0 – 5 Years, 6 – 10 Years, 11 – 20 Years). There will be two four-inch conduits installed along the first BRT corridor on Franklin Blvd/Main St from Walnut west to the Eugene Transit Center. 	
<p><i>Comments on Figure 5-16: Communications Corridors</i></p> <ul style="list-style-type: none"> Change the title of the figure to “Proposed Backbone Communications Corridors.” Remove agency affiliation. 	DKS and IBI Group will coordinate with Steve and Galen about final content of Figure 5-16
BENEFITS ANALYSIS	ACTION ITEMS
Point out that the benefits analysis for Beltline Highway is for the peak hour and not the entire day.	DKS will update the Benefits Analysis accordingly.
<p>Suggestions for another project to analyze in IDAS for the Benefits Analysis.</p> <ul style="list-style-type: none"> Gateway Traffic Responsive Signal Timing I-5 Freeway Surveillance and Management <p>Gateway Traffic Responsive Signal Timing was selected for analysis.</p>	DKS will finalize the Benefits Analysis for the Gateway project and the 20-year plan.
PLAN IMPLEMENTATION	ACTION ITEMS
TPC may be the best group to manage the implementation of this project, especially the coordination of individual projects as they happen. The TPC can also help with the regional endorsement if federal funding is pursued.	This topic will be discussed in more detail at the last Steering Committee Meeting.
MPC PRESENTATION	ACTION ITEMS
The presentation of the ITS plan for approval by the MPC is scheduled for Thursday, November 13.	DKS and IBI Group will coordinate with ODOT and LCOG.
LAST MEETING	
<p><i>Steering Committee Meeting #7</i> Agenda: Executive Summary, Final Report, Plan Maintenance, MPC Presentation Wednesday, November 5, 2003 9:30 a.m. – 11:30 a.m. ODOT District 5 (Springfield)</p>	

Agenda

Regional ITS Operations & Implementation Plan For Eugene-Springfield Metropolitan Area *Steering Committee Meeting #7*

Wednesday, November 5, 2003
ODOT District 5 Office
644 A Street, Springfield, OR 97477
Conference Room
9:30 a.m. – 11:30 a.m.

- | | | |
|------|--|------------|
| I. | Comments on Previous Meeting Minutes | 5 Minutes |
| | A. October 14 th Expanded Stakeholder and Steering Committee Meeting
(Minutes sent out on November 4 th) | |
| II. | Comments on Draft Executive Summary | 10 Minutes |
| III. | Recommendations for Plan Continuation | 45 Minutes |
| IV. | 2005 Federal Funding Opportunity | 15 Minutes |
| V. | MPC Meeting: November 13 | 20 Minutes |
| | A. Summary of Presentation Strategy | |
| VI. | Benefits Analysis | 15 Minutes |
| | A. Summary of Benefits Analysis Results | |
| VII. | Next Steps | 5 Minutes |

Meeting Minutes

Regional ITS Operations & Implementation Plan For Eugene-Springfield Metropolitan Area *Steering Committee Meeting #7*

Wednesday, November 5, 2003
ODOT District 5 Office
644 A Street, Springfield, OR 97477
9:30 a.m. – 11:30 a.m.

Attendees:

<input checked="" type="checkbox"/> Anderson, Edward (ODOT ITS Unit)	<input checked="" type="checkbox"/> McGill, Galen (ODOT ITS Unit)
<input checked="" type="checkbox"/> Barnett, Brian (City of Springfield)	<input type="checkbox"/> Mulholland, Dan (LCOG- PAN)
<input checked="" type="checkbox"/> Chastain, Ed (Lane County)	<input checked="" type="checkbox"/> Parrott, Steve (Lane Transit District)
<input checked="" type="checkbox"/> Coffey, Peter (DKS Associates)	<input checked="" type="checkbox"/> Pearmine, Adrian (IBI Group)
<input checked="" type="checkbox"/> Ehrich, Don (ODOT District 5)	<input checked="" type="checkbox"/> Peters, Jim (DKS Associates)
<input checked="" type="checkbox"/> Ferchland, Mike (City of Eugene)	<input type="checkbox"/> Price, Nathaniel (FHWA)
<input checked="" type="checkbox"/> Fynn, Robert (ODOT Region 2 Traffic)	<input checked="" type="checkbox"/> Reiff, Bud (LCOG)
<input checked="" type="checkbox"/> Hurtado, Renee (DKS Associates)	<input type="checkbox"/> Schwetz, Thomas (LCOG)
<input checked="" type="checkbox"/> Larsen, Tom (City of Eugene)	<input type="checkbox"/> Stinchfield, Tom (Lane County)
<input type="checkbox"/> Lien, Jason (Lane County)	

PREVIOUS MEETING MINUTES	ACTION ITEMS
The previous meeting minutes from the October 14 th Expanded Stakeholder Meeting and Steering Committee Meeting were approved.	DKS will finalize the meeting minutes.
DRAFT EXECUTIVE SUMMARY	ACTION ITEMS
<p><u>Comments on Draft Executive Summary:</u></p> <ul style="list-style-type: none"> ▪ The graphic quality of the pdf file needs fine-tuning. ▪ Under Why Develop an ITS Plan, add a bullet about how ITS helps facilitate multi-agency coordination and interoperability for system operations. ▪ Under Expected Benefits, list a range of benefit/cost ratios and the overall ITS Plan benefit/cost ratio, which is approximately 10:1. (See Benefits Analysis section for additional discussion items). ▪ Under Expected Benefits, provide a brief description of the IDAS software tool used. ▪ Under Project Approach, the text refers to five interest areas, but six are listed. ▪ Under ITS Deployment Plan, add captions on some of the pictures to describe the picture content. 	DKS will update the Draft Executive Summary based on the comments received at the meeting.

<ul style="list-style-type: none"> ▪ Under ITS Deployment Plan, include a brief discussion of the three program areas that do not currently have their own subsections even if they do not have any projects planned for the first five years of implementation. ▪ In Table 3, the AVL project also includes automatic passenger counting and computer-aided dispatch. The project cost is \$1.8 million. ▪ In Table 4, clarify that the \$200,000 cost includes the portable dynamic message signs and the variable speed limit signs. 	
BENEFITS ANALYSIS	ACTION ITEMS
<p>DKS has left a message with Cambridge Systematics to try and get questions answered about various benefits output variables provided by the IDAS software.</p>	<p>DKS will follow up with Cambridge Systematics regarding the IDAS software.</p>
<p>In the Benefits Analysis chapter, list a range of benefit/cost ratios and the overall ITS Plan benefit/cost ratio, which is approximately 10:1. Highlight that safety improvements (ie. lives saved due to reduced accidents) are heavily weighted in the benefits. These cost savings are linked to national averages provided by IDAS.</p>	<p>DKS will incorporate this information in the Benefits Analysis chapter.</p>
<p>ODOT has cost information associated with crashes and fatalities that they use for analysis purposes. This information should be compared to the values used in IDAS.</p>	<p>DKS will talk to Chris Monsere at ODOT about accident costs.</p>
ITS PLAN CONTINUATION	ACTION ITEMS
<p><u>Plan Adoption</u></p> <ul style="list-style-type: none"> ▪ The ITS Plan will be incorporated into the RTP Update, which will ultimately be adopted by MPC. ▪ Do other agencies such as the individual Cities or the emergency management agencies need to adopt the ITS Plan separately? ▪ May want to establish a Memorandum of Understanding (MOU) that establishes the ITS Plan as a guiding document for the region. An MOU meets federal requirements and an IGA will not be needed. 	<p>Tom Larsen will check with the City of Eugene and Bud will check with the emergency management agencies about plan adoption requirements.</p> <p>Discuss establishing an MOU at the next Steering Committee meeting.</p>
<p><u>Regional Architecture Management</u></p> <ul style="list-style-type: none"> ▪ The regional architecture (including the Turbo Architecture file) will need to be updated as new projects are added to the ITS Plan in the future. ▪ Galen volunteered the ODOT ITS Unit for this role since they are very familiar with ITS architecture. 	<p>The ODOT ITS Unit will be the lead agency for management of the regional architecture.</p>
<p><u>Metropolitan Policy Committee (MPC)</u></p> <ul style="list-style-type: none"> ▪ The purpose of the MPC is to promote intergovernmental cooperation and coordination between and among local governments and to carry out MPO responsibilities. ▪ Members include the Eugene City Manager, the Springfield City Manager, the Coburg City Administrator, the Lane County Administrator, the Lane Transit District General Manager, a 	

<ul style="list-style-type: none"> ▪ The Committee may want to consider a co-chair or a rotating chair so that responsibilities can be shared. 	
MPC MEETING ON NOVEMBER 13TH	ACTION ITEMS
<p>DKS will present the Eugene-Springfield ITS Plan to the MPC at their November 13th meeting at 11:30 a.m. (The Steering Committee will receive copies of the Draft Executive Summary on November 6.) At the meeting, Tom Schwetz will do a short introduction prior to the DKS presentation.</p>	<p>Steering Committee members are encouraged to attend the MPC Meeting. Galen, Don, Robert, Tom S., and Bud plan to attend.</p>
<p>The DKS presentation will include the following:</p> <ul style="list-style-type: none"> ▪ Background information on the ITS Plan (collaborative effort, multi-modal, multi-agency, best use of taxpayer dollars, benefits in safety and efficiency, etc...) ▪ Recommend the ITS Plan as an element of the TransPlan/RTP Update ▪ Recommend the Steering Committee carry the ITS Plan forward as a subcommittee to TPC ▪ Recommend an annual update to the MPC on plan status 	
2005 FEDERAL FUNDING OPPORTUNITY	ACTION ITEMS
<p>Every year ODOT identifies projects that may be eligible for federal funding. Robert had sent out an e-mail to the Steering Committee last week about this and is in the process of putting together a project list for his ODOT manager by this Friday. The current funding application is for projects with a planned 2005 construction schedule.</p>	
<p>The local match is the limiting factor to funding opportunities:</p> <ul style="list-style-type: none"> ▪ 50% Federal Funds ▪ 50% Local Funds: <ul style="list-style-type: none"> 20% Local Match 30% Local Match or Other Funds (ie. Federal, State) <p>ODOT will only apply for federal funding that can be matched with local funds.</p>	
<p>Possible sources for 20% local match:</p> <ul style="list-style-type: none"> ▪ Lane County CIP projects (most funding is non-federal) ▪ Communications projects in the City of Eugene (potential funding from telecommunications tax) ▪ I-105 auxiliary lane project scheduled for next year (not sure about the type of funding sources) ▪ I-5/Beltline interchange improvements ▪ Pioneer Parkway extension project ▪ Game Farm Road improvements ▪ New signal at Main Street/ORE 126 ▪ Jasper Road Extension ▪ Potential \$50,000 match from District 5 funds 	<p>Steering Committee members will contact Robert with any potential local funding sources and verification of potential sources discussed at the meeting.</p>

Possible sources for 30% other local funds: <ul style="list-style-type: none"> ▪ STIP Projects (funding comes from federal/state sources) ▪ LTD Projects (funding comes from FTA) ▪ LTD West End Extension (\$30,000 - \$50,000) 	
Potential projects to include in funding application depending on funding sources: <ul style="list-style-type: none"> ▪ I-5 construction enhancements and permanent ITS devices that tie in to the I-5 bridge construction ▪ ITS project components associated with local matching funds 	At this point, Robert will only include the bottom line cost in the application and will include project specifics later.
DEPLOYMENT PLAN & COMMUNICATIONS PLAN	ACTION ITEMS
<u>Comments</u> <ul style="list-style-type: none"> ▪ Add a project to develop regional wireless network strategies. ▪ Remove the ODOT fiber optic cable along I-5 from the map. The fiber actually runs somewhere along the railroad lines west of I-5. 	The Steering Committee will provide any Deployment Plan or Communications Plan comments to DKS by Tuesday, November 11.
NEXT STEPS	
DKS will present the Eugene-Springfield ITS Plan to the MPC on Thursday, November 13 following an introduction from Tom Schwetz. Steering Committee members are encouraged to attend (11:30 a.m. at the Library Meeting Room in Springfield City Hall).	
DKS and IBI Group will finalize the Executive Summary and the Final Report by the end of the month.	
Don Ehrich will set up the next Steering Committee Meeting.	