MEETING MINUTES

Vancouver/Clark County ITS Plan
Steering Committee Meeting #6

Wednesday March 8th, 2000
City of Vancouver
601 W. Evergreen
8:30a.m. - 10:30p.m.

Attendants:

☒ Howard Long	☒ Connie Kratovil	☐ Bonnie Martin	☒ Kevin Gray
☐ Heath Henderson	☐ Michael Haggerty	☐ Deb Wallace	☒ Bob Hart
☐ Dale Robins	☒ Eric Levison	☒ Les Rubstello	☐ Stan Markusson
☒ Bill Pierce	☒ Habib Shamskhou	☒ Peter Coffey	☒ Jim Peters
☒ Chris Long	☐ Katlin Smith	☒ Doug Zenn	☐ Hunter Fulghum
☐ Warren Tighe	☒ Arya Rohani	☐ Jim West	

I. WORKSHOP EVALUATION

1. All agreed that the workshop went very well. Below are specific comments made by committee members:
    - Les: Noted that having the neighborhood association representatives at the meeting was very beneficial.
    - Connie: Thought the workshop went well, but was concerned about getting the Port of Vancouver more involved.
    - Kevin: Also thought the workshop went well, but noted that more time should have been spent discussing advanced traveler information.
2. Habib noted that at the next workshop, the participants will be broken into groups to discuss each ITS subject.
    - Richard Bishop will be at the next workshop to speak about the intelligent vehicle initiative (IVI).
    - Dr. Richard Hooper from Iteris, will speak about developing the system architecture for this project.
3. Connie suggested that the minutes from the workshop be distributed to all workshop participants.
    - Possibly e-mail them out to the participants or post them on the web site.
4. Eric asked what was being done to keep Washougal, Battle Ground and Ridgefield aware of the status of this project:
    - All agreed that a presentation should be done on the project at the next RTC regional technical advisory committee (RTAC) meeting. Bob will try to get the VAST project on the agenda for the May meeting for a 15-20 minute presentation. He will also look into having a presentation done at the RTC board meeting.

- Howard noted that he still intends to do a presentation for the local city councils and the County Commission.

II. SITUATION ANALYSIS

Chris distributed a draft copy of the Situation Analysis Report for review. All committee members were asked to have their comments sent in by March 24th.

III. STATUS OF ON-GOING WORK

Habib did a presentation on the next phase of the project, which is the development of the seven operation plans. The seven operation plans are as follows:

- Communications
- Advanced Traveler Information
- Freeway and Arterial Operations and Management
- Freeway and Arterial Incident Management
- Transit Priority
- Transit Operations and Management
- Traffic Signal System Integration

- The presentation discussed the objective of each plan and listed potential strategies for implementing the plan.

IV. SYSTEM ARCHITECTURE OUTLINE AND ACTIVITIES

Arya gave a presentation on the process Iteris would be using to create the system architecture.

1. In response to a question from Bob, Arya confirmed that the system architecture would include a graphic that compares the existing and future architecture.

V. OTHER ITEMS

1. Peter suggested using project funds to send Howard to ITS America.
    - Kevin: Noted that an auditor may question the use of federal funds to send someone to training. Suggested using City of Vancouver funds as a match to the federal funds to pay for the trip.
    - Howard: Noted he checked with the federal agency that issued the grant, and they said the funds could be used for training.
2. Bob noted that he would like to discuss how this project would obtain funding. He was concerned about the level of competition for the funding.
    - Habib: Noted that to compete, a plan is required. He added that through the plan, a "champion" project would be developed for obtaining the first round of funding.
    - Howard: Added that the champion project will be more competitive if it's a bi-state effort.
3. Habib noted that he would bring a sample memorandum of understanding to the next meeting.

NEXT MEETING

City of Vancouver,
601 W. Evergreen
Wednesday, April 12th, 2000
8:30a.m. – 10:30a.m.

ACTION ITEMS

1. (All) Review Situation Analysis report and submit comments at the April 12th meeting.
2. (DKS) Bring MOU to April 12th meeting.

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MEETING MINUTES

Vancouver/Clark County ITS Plan
Steering Committee Meeting #7

Wednesday April 12th, 2000
City of Vancouver
601 W. Evergreen
8:30a.m. - 10:30p.m.

Attendants:

☒ Howard Long	☒ Connie Kratovil	☐ Bonnie Martin	☒ Kevin Gray
☐ Heath Henderson	☐ Michael Haggerty	☐ Deb Wallace	☐ Bob Hart
☐ Dale Robins	☒ Eric Levison	☒ Les Rubstello	☐ Stan Markusson
☒ Bill Pierce	☒ Habib Shamskhou	☒ Peter Coffey	☒ Jim Peters
☒ Chris Long	☐ Katlin Smith	☒ Doug Zenn	☐ Hunter Fulghum
☒ Warren Tighe	☐ Arya Rohani	☐ Jim West	☒ Charles Odimgbe

I. REVIEW OF PREVIOUS MEETING MINUTES AND ACTION ITEMS

There were no comments on the minutes.

II. PROJECT PROGRESS REPORT

1. It was suggested that each agency have a link to the VAST page from their agency's home page.
2. Doug Zenn noted that Pacific Rim would be sending out logo options to the committee before the next meeting.
    - Connie requested that the project “logo” not be called a logo, but instead a project “symbol” to avoid political issues.
        - All agreed to refer to project “logo” as a “symbol”.
3. Jim stated that the web page will be on the internet under the VASTTREK.ORG URL by the end of the week.
4. Doug suggested a paragraph be added to the web page that describes what the public will see at this site in the future.
5. All agreed to send an e-mail to the expanded stakeholder coalition to notify them of the new VAST web site.

III. REVIEW STRATEGIES FOR OPERATION PLANS

1. Habib provided a general overview of how the Operation Plans will be used:
    - Strategies will be identified for each Operation Plan.
    - The strategies will be used to create projects.
    - The projects will be reviewed by the committee and at the June workshop.

- After the workshop, a cost estimate will be created for each project.

2. Traffic Signal System Operation Plan discussion:
    - Charles suggested that the first step in designing the Traffic Signal System Operation Plan is to determine if the signal systems for the City of Vancouver, WSDOT and Clark County will be autonomous or the same.
    - Kevin noted that each agency would probably want to manage their own signals.
    - Habib stated that there are two options for the signal system. The first is to upgrade the existing controllers and system and the second is to upgrade and provide communication between the local agencies.
    - Eric noted that he would like a standard created for the type of traffic signal equipment that should be used by each agency. He added that the standard should have varying levels of complexity so that it can be easily applied to both complex and simplistic traffic signal locations.
    - Kevin stated that he does not want adaptive signal timing to be a strategy for the entire region. The County has already determined that it is not a cost effective solution to their traffic problems.
        - All agreed to reword this strategy so that is will be more general and not have to be applied to every major corridor in the region.
        - It was noted that the strategies need to be worded to fit into each local agency's comprehensive plan.
        - Charles added that the wording must not exclude certain agencies because their needs may change in 10-15 years.
3. Transit Priority Operation Plan discussion:
    - Warren noted that the latest technology for transit priority allows various levels of priority as opposed to the older systems that either provided full priority or none.
    - Charles stated that C-Tran would like to use the same system that Tri-Met is using to avoid having to test a system that is new to the region.
    - The City of Vancouver will be using the same Wapiti software that Portland is using, so the Tri-Met bus priority system should be easily configurable for the Vancouver region.
    - Warren suggested that the transit agencies be provided with the ability to monitor traffic signals and vice-versa for local agencies. The local agencies should have the ability to see when buses activate priority.
    - Charles noted that C-Tran does not want continuous priority for their buses. It should only be used when a bus is behind schedule.
    - Charles added that C-Tran's automatic vehicle locating (AVL) project should be included with the bus priority projects.
    - In response to Habib's question, Charles noted that the strategies in the Transit Priority Operations Plan will meet C-Tran's needs for the next 20 years.
4. Freeway and Arterial Operation and Management Operation Plan discussion:

- Howard is in favor of sharing a traffic management facility with the other agencies in the region.
- Les noted that the WSP/911 portion of the new WSDOT center will no longer be isolated from the part designated to traffic management. Les added that the state is looking for funding to staff the traffic management center 24 hours a day.
- Kevin added that the County would be willing to consider sharing space in WSDOT's TMC.
- Howard noted he would like to add a strategy for installing weather monitoring stations near freeway bridges to monitor them for ice. He would also like to consider including air quality measuring devices.

4. Freeway and Arterial Incident Management Operation Plan discussion:

- Eric suggested that communication to police, fire and other emergency management agencies be included in the incident management operation plan.
    - Chris noted that this is included in the Communication Operation Plan.

NEXT MEETING

City of Vancouver,
601 W. Evergreen
Wednesday, May 10th, 2000
8:00a.m. – 10:30a.m.

ACTION ITEMS

1. (Pacific Rim) Distribute ideas for project symbol.
2. (Pacific Rim) Send e-mail to expanded stakeholder collision to make them aware of the new VASTTREK web site.
3. (DKS) Prepare agenda for June workshop.
4. (DKS) Look for cost effectiveness analysis information for adaptive signal timing.

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MEETING MINUTES

Vancouver/Clark County ITS Plan
Steering Committee Meeting #8

Wednesday May 10th, 2000
City of Vancouver
601 W. Evergreen
8:00a.m. - 10:30a.m.

Attendants:

☒ Howard Long	☒ Connie Kratovil	☐ Bonnie Martin	☒ Kevin Gray
☐ Heath Henderson	☐ Michael Haggerty	☐ Deb Wallace	☒ Bob Hart
☐ Dale Robins	☒ Eric Levison	☒ Les Rubstello	☐ Stan Markusson
☒ Bill Pierce	☒ Habib Shamskhou	☒ Peter Coffey	☒ Jim Peters
☒ Chris Long	☐ Katlin Smith	☒ Doug Zenn	☐ Hunter Fulghum
☐ Warren Tighe	☒ Richard Hooper	☐ Jim West	☒ Charles Odimgbe

I. REVIEW OF PREVIOUS MEETING MINUTES AND ACTION ITEMS

There were no comments on the minutes.

II. PROJECT PROGRESS REPORT

1. Peter noted there will be a Steering Committee Meeting the week prior to the workshop to review all workshop presentations. This meeting will be Wednesday, June 14th from 8:30a.m. to 10:30a.m.

III. ITS AMERICA REPORT

Howard reported the following about the ITS America Conference.

1. Howard learned that the first step in deploying a large ITS project (after developing a plan) is to implement a "showcase" project. This project must be highly visible to the public. Functionality and visibility are more important for this first project that cost/benefit.
2. There is a new program available for creating ITS plan system architectures called "Turbo Architecture." This program is sold by McTRANS for approximately $300.
    - Richard Hooper noted that Iteris is using this program for creating the Vancouver Area's system architecture.
3. Another program called "IDAS" is being sold by McTRANS for performing cost evaluations of ITS projects.

IV. SYSTEM ARCHITECTURE

Richard Hooper did a short presentation on the development of the system architecture for the Vancouver Area.

1. Les commented that a separate table should be made of market packages that exist, but will be expanded.
2. Kevin and Bob noted that is was confusing to include ITS equipment that is under construction or planned in the list of existing equipment.
    - Bob also noted there currently aren't any TMCs that exist in the region.
3. Les added that the only information that is distributed to the media from WSDOT is out of the Public Information office. No real-time traveler information is provided.
4. Habib noted that for the next meeting we will attach specific projects to each of the Market Packages noted in the system architecture. There will also be graphics included with each Market Package.
5. Howard suggested we do not discuss all the Market Packages at the workshop because it may be too much information to display in one presentation.

V. OPERATION PLANS

DKS reviewed the Strategies and Projects that are discussed in the Operation Plan report distributed the Monday prior to the meeting.

Freeway and Arterial Operation and Management

1. Bob stated it was important to show benefits for all projects in order to build support.
2. Les noted that the new WSDOT operations center will only support 2-3 people. WSP will occupy 90% of the allocated space.
3. In response to Eric's questions, Les noted that the State's planned project to widen SR-14 between Camas and Washougal will not include cameras. The widening is between Exits 12 and 32.

Traveler Information

1. Habib noted the Vancouver Area isn't large enough to warrant having its own ATIS plan. Emphasis in this Operation Plan should be placed on working together with Portland/ODOT.
2. Habib added that Portland does not have an ATIS system in place. They have recently approved funding for the development of an ATIS Business Plan. He suggested the Vancouver Area attempt to become part of this plan.
3. Les reported that WSDOT is almost ready to launch a weather/road conditions web site. This site will display information from roadway weather stations that are installed throughout the State of Washington.
4. Les also noted the state is working with Castle Rock (software company) to implement an incident reporting system called "CARS." The installation of CARS will be a field test for Castle Rock. This testing is also being done in a few states throughout the mid-west and in WA. The incident information the system reports will cover the entire state.
    - The deployment of CARS and the weather monitoring system will be discussed at the quarterly Northwest Freeway Operation Group meeting that is to be held May 31st. This group includes representatives from Oregon, Washington and British Columbia.
5. All agreed to remove Strategy #9 (Initiate major ATIS project in the area for possible private sector investment.) from the Traveler Information Operation Plan. This Strategy is not needed since all

agreed with the recommendation of joining the Portland area in the deployment of an ATIS in the region.

Traffic Signal Systems

1. Howard reported that their MIST signal system is still being configured. It will only operate with their new 2070 controllers or 170 controllers with Wapiti's latest software. It will not work with their old Multisonic traffic signal controllers. Howard added that the City has been given approval to proceed with the installation of the adaptive system on Mill Plain.
2. Les suggested we include SR502 in the list of arterials that will receive ITS equipment.
    - Bob noted that corridors that connect rural areas to Urbanized Clark County should be included in the 20-year plan because 20 years from now, the rural areas may see significant development.
    - All agreed to include the major arterials that connect Washougal and Battle Ground to Urbanized Clark County in the ITS plan.

We did not have enough time to discuss the Transit Priority or Communication Operation Plans.

V. WORKSHOP AGENDA

1. Habib asked for suggestions of local politicians or agency directors that could potentially do a short speech before the start of the morning and afternoon sessions of the workshop.
    - All agreed to ask Dean Lookingbill (RTC) to speak before the morning session and Ed Barnes (WA State Transportation Commissioner) to speak before the afternoon session.

NEXT MEETING

City of Vancouver,
601 W. Evergreen
Wednesday, June14th, 2000
8:30a.m. – 10:30a.m.

ACTION ITEMS

1. (DKS) Compile a list of the roadways that will receive ITS equipment (CCTV cameras, detector stations, ATC controllers, probe vehicle detectors, etc.) as part of the Vancouver Area ITS plan. Distribute this list to the Steering Committee for approval.

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MEETING MINUTES

Vancouver/Clark County ITS Plan
Steering Committee Meeting #9

Wednesday June 14th, 2000
City of Vancouver
601 W. Evergreen
8:30a.m. - 10:30a.m.

Attendants:

☒ Howard Long	☒ Connie Kratovil	☐ Bonnie Martin	☐ Kevin Gray
☐ Heath Henderson	☐ Michael Haggerty	☒ Susan Lee	☒ Bob Hart
☐ Dale Robins	☐ Eric Levison	☒ Les Rubstello	☐ Stan Markusson
☒ Bill Pierce	☒ Habib Shamskhou	☒ Peter Coffey	☒ Jim Peters
☒ Chris Long	☒ Katlin Smith	☐ Doug Zenn	☐ Hunter Fulghum
☐ Warren Tighe	☒ Richard Hooper	☒ Arya Rohani	☐ Charles Odimgbe

I. REVIEW OF PREVIOUS MEETING MINUTES AND ACTION ITEMS

There were no comments on the minutes.

II. PROJECT PROGRESS REPORT

1. Bob discussed RTAC meeting.
2. Richard discussed progress of System Architecture. Richard noted the Vancouver Region is one of the first agencies to use the Turbo Architecture program.
3. Howard noted Washington County and Clackamas County will also be doing ITS plans.
    - Howard added that Metro needs to get involved to facilitate regional ITS coordination.
    - Bi-State Transportation committee should be involved in integrating ITS systems between Oregon and Washington.
4. In response to Howard's question, Richard noted Turbo Architecture can be used to keep the region's architecture up to date.
    - Howard asked that the project purchase a copy of Turbo Architecture for the Steering Committee.
5. In response to Bob's question, Habib noted we would not be using IDAS because the program currently has too many flaws.
6. Arya noted USDOT web site has ITS cost analysis information.
7. Habib noted performance criteria will be used to evaluate projects and to determine priority.

III. STATUS OF WORKSHOP OUTREACH PROGRAM

1. DKS distributed a list of people confirmed for the workshop. Asked committee to call anyone who they felt should be at the workshop, but is not on the list.
    - Connie to call representative from the Port. Heidi Rosenburg is no longer with the Port of Vancouver.
    - DKS will call people who were at last workshop, but didn't register for this one.

IV. REHERSAL OF VAST DEPLOYMENT PLAN

DKS displayed presentations that will be shown at the workshop. Comments on the presentation were collected and integrated.

V. REVIEW OF BREAKOUT SESSION

DKS discussed outline for breakout session.

NEXT MEETING

RTC Main Conference Room
1351 Officer's Row
Thursday, July 13th, 2000
8:30a.m. – 10:30a.m.

ACTION ITEMS

1. DKS order copy of Turbo Architecture for Steering Committee.

All other action items were workshop related and have been completed.

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MEETING MINUTES

Vancouver/Clark County ITS Plan
Steering Committee Meeting #10

Thursday July 13th, 2000
RTC Building Main Conference Room
1351 Officer's Row
8:30a.m. - 10:30a.m.

Attendants:

☒ Howard Long	☒ Connie Kratovil	☒ Bonnie Martin	☒ Kevin Gray
☐ Heath Henderson	☐ Michael Haggerty	☐ Susan Lee	☒ Bob Hart
☐ Dale Robins	☐ Eric Levison	☒ Les Rubstello	☐ Stan Markusson
☒ Bill Pierce	☒ Habib Shamskhou	☒ Peter Coffey	☒ Jim Peters
☒ Chris Long	☐ Katlin Smith	☐ Doug Zenn	☐ Hunter Fulghum
☐ Warren Tighe	☐ Richard Hooper	☐ Arya Rohani	☐ Charles Odimgbe

I. REVIEW OF PREVIOUS MEETING MINUTES AND ACTION ITEMS

There were no comments on the minutes.

II. WORKSHOP EVALUATION

1. Bob asked if DKS intended to send workshop participants a copy of the final report.
    - Habib noted that we will send them the Executive Summary pamphlet.
2. CVTV broadcast of the workshop was aired a few days after the workshop.
3. It was noted that everyone should carefully word responses to any questions received from the media about this project.

III. CMAQ APPLICATION INPUT

1. The next cycle of this application is in 2-3 years.
2. CMAQ money can be used as local match to other grants.
3. The following criteria were used for preparing the application:
    - Meet RTC criteria
    - Meet Steering Committee objectives
    - Show early benefits to end users
    - Promote system integration
    - Create a "Champion" project

4. The project is called "VAST II". Total amount requested through grant is 2.9 million.
    - Local match must be between 19 to 40%. Proposed match will be 26%. The higher the match the higher the points received.
    - Project covers ITS planning, freeway operations, signal system integration, traveler information and transit management system.
5. The Following comments were received on each section of the application:

    ITS PLANNING

    - Kevin questioned the money shown allocated to additional ITS planning. Felt $400,000 was too much.
        - Habib noted that additional planning is necessary to develop the scopes of the projects that will occur over the next 2-3 years. This money will be used to evaluate the near term projects, manage their implementation and to hold additional workshops and monthly Steering Committee meetings.
    - Kevin asked if it would be more simplistic and beneficial to submit separate applications for each aspect of the proposed project.
        - Habib noted the project will receive more points if it is shown as an interjurisdictional project. The Federal government likes to see regional projects so it could help us receive more funding in the future.
    - Kevin questioned the total cost of the project and asked the committee to look for opportunities to reduce the requested amount.
    - Les noted the ITS planning section title should be changed to "Coordination and Management of ITS Implementation". He suggested picking a value as a place-holder and shifting funds around once the application is approved.
        - All agreed to reduce this item to $200,000.

    TRANSIT MANAGEMENT SYSTEM

    - C-Tran would like to spend the grant money to implement a transit management software program. The program will manage the vehicle locating system, signal priority, passenger counters, etc. This sub-project will not include the deployment of the field or coach equipment.

    FREEWAY OPERATIONS

    - Total budget for this item would be $1.2 million. All agreed with the elements included in this sub-project (CCTV, VMSs, data stations, traffic management center and integration with Portland).

    TRAVELER INFORMATION

    - This project will be a joint effort with Portland to create ATIS Business Plan for the region. Estimated cost of this sub-project is $250,000.
    - Kevin suggested reducing the budget for this item so that it is proportional to the amount of work that will be done in the Vancouver region instead of splitting the total cost of the Business Plan with Portland.
        - All agreed to reduce budget to $100,000.

TRAFFIC SIGNAL INTEGRATION

- Total budget for this item was $350,000. Howard suggested increasing this to $500,000 since interagency communication network costs will come out of this budget.

6. Total CMAQ money for the region is $5.9 million.
7. All agreed that a signed memorandum of understanding should be included with the application.
8. All questioned who the appropriate lead agency would be. Vancouver will be shown in that role initially. The lead can be changed once the grant is awarded.

A copy of the project description section of the application is attached to the minutes.

IV. WHAT'S NEXT?

1. The next Steering Committee Meeting will focus on reviewing the Draft Implementation Plan.

NEXT MEETING

City of Vancouver Conference Room
601 W. Evergreen
Wednesday, September 13th, 2000
8:30a.m. – 10:30a.m.

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RTC
Federal Project Summary
2001-2003 Transportation Improvement Program

General Information

Lead Agency	City of Vancouver		
Project Name	VAST II ITS Program – Development and Implementation		
Facility Name	Clark County Transportation Infrastructure System	**Length in Miles**	
Termini	Urbanized Area of Clark County	**AADT**	
Contact Person	Howard Long	**E-Mail Address**	Long_Howard@ci.vancouver.wa.us
Phone Number	(360) 696-8290 x8659	**Fax Number**	(360) 696-8588

Project Screening Criteria

Yes	No	Is the project consistent with Metropolitan Transportation Plan (MTP) and local Land Use Plans? (Road projects that add capacity must be listed in the MTP).
N/A	**N/A**	If a road project, is the facility federally classified as a minor arterial or above?
Yes	No	*Is the project an improvement project, rather than a maintenance project?*
Yes	**No**	Does the request for STP-TMA/CMAQ funds exceed $3,000,000 for this project?
Yes	No	Is the project ready to proceed and has a realistic timeline for implementation and a reasonable cost estimate?

Project Funding

Project Phase	Phase Start Date Mo/Yr	Regional Federal Funds	Other Funds	Total Cost
PE	10/01/00	$555,000.00	$145,000.00	$700,000.00
RW	---	0	0	0
CN	10/01/01	$1,745,000.00	$455,000.00	$2,200,000.00
Total		**$2,300,000.00**	**$600,000.00**	**$2,900,000.00**

Certification

Certification is hereby given that the information provided is accurate.

_____

Signature

General Information

Project Description: *(attach 8.5" X 11" vicinity map)(Explain the nature of the project, indicate major work involved, and give a brief comparison of existing and proposed conditions).* VAST II will be the continuation of the first phase, Vancouver Area Smart Trek (previously known as the TIMACS project). The VAST (Vancouver Area Smart Trek) project has already been accepted by the community and has gained tremendous momentum due to two workshops conducted in February 2000 and June, 2000. More than 70 stakeholders participated in each workshop. The Project Steering Committee (consisting of representatives from the City of Vancouver, Clark County, Washington State Department of Transportation, Southwest Washington Regional Transportation Council, City of Camas and C-TRAN) with assistance from consultant team, have been able to build a solid consensus for the VAST implementation plan within the community. The focus of the VAST II program will be on ITS deployment with early implementation of specific projects that provide maximum benefits to transportation users. In general, VAST II will focus on projects that meet the following criteria:

- ❖ Provide early benefits to end-user for public awareness and support that assure program continuation.
- ❖ Include system integration that involves several key stakeholders to assure and further secure consensus of Clark County ITS stakeholders.
- ❖ Be a champion project in the region that could promote VAST at a national level.

The specific projects we intend to conduct as part of the VAST II program are listed below in no particular order:

1) Coordination and Management of Clark County Regional ITS Implementation: Continuation of VAST I Program

   This project will allow the coordination and management process in VAST I to continue into the VAST II program without any interruption for the next two years. VAST II will be coordinated under the leadership of RTC. For the initial task, RTC will manage the activities of the ITS Steering Committee to discuss and define the specific tasks and role of RTC in the coordination and management of ITS activities. Some of the key elements to be considered in this discussion could include:

   - Management of Regional ITS Steering Committee. This will be a continuation of current VAST Steering Committees and may include expanded stakeholders
   - Coordination and management of ITS Implementation

- Bi-State coordination of ITS
- Institutionalizing ITS at regional level
- Managing ITS data warehouse
- Continuing ITS public awareness and outreach program which could include:
    - Issuing quarterly newsletter
    - Conducting annual workshop
    - Setting training program with FHWA

The Steering Committee will assist RTC in developing the scope of activities and resources required for regional ITS Planning in Clark County.

The value of this effort will be $100,000 per year for a total of $200,000 for the two-year program.

2) Transit Management System:

This package is the backbone needed to automate transit functions and service activities. The system platform provides an interface and data capability for deploying future transit management systems including AVL, Signal Prioritization and Traffic Probes. The major portion of this project involves acquiring hardware and software to:

1. Automate the process of assigning vehicles to routes, creating ad hoc routes for paratransit, managing drivers and dispatching and tracking vehicles and drivers once deployed.

2. Schedule, track and record maintenance of the agency's physical resources and assets. Automates service delivery through the generation and tracking of work orders. Tracks inventory and automate ordering.

3. Manage all passenger information systems. Track rider ship, including number of passenger boarding and deboarding data.

4. Serve as conduit for communicating with the agency's customer base. Provides standard dissemination points for both general and time critical information. Facilitates customer feedback and compliant tracking. Track open inquiries and route complaints to the appropriate department. Categorizes customer contacts, provides information based on customer origin, destination and time.

The value of this effort will be $1,000,000.00.

3) Freeway Operations/Incident Management

This project will enhance freeway operations. This project will enhance and expand Washington Department of Transportation (WSDOT) capabilities in freeway and arterial operations with deployment of additional ITS technologies. Some of the key elements of this project include:

- Data Stations on the I-5 corridor and SR-14 for volume, speed and congestion information.
- Video Cameras on I-5, I-205 and SR500 for management and traveler information.
- Communications network connection to ODOT for interagency control and cooperation.
- Traffic Management Center for Incident Management and Control.
- Variable Message Signs on SR14 for traveler information.
- Initial system integration to allow for regional interoperability.

The value of this effort will be $600,000 per year for a total of $1,200,000 for the two-year program.

4) Traffic Signal Integration

A. Main Street and Various Other Locations

This project proposes to improve the regional traffic management system by connecting the City of Vancouver, WSDOT, and Clark County by installing an interagency traffic management and information interconnection system. This system would also provide a traffic signal interconnect on Main Street from I-5 to downtown Vancouver and would upgrade the traffic signal controllers on Main Street to also allow for bus signal preemption.

For the interconnection system, the City of Vancouver will install conduit and fiber optic cables replacing existing wire to link traffic signals. Fiber optics use no electrical connections and are considerably faster and more reliable than electrically wired connections. Costs of fiber optics have been reduced enough that they are now price competitive with standard but outdated equipment.

The specific project components include:

- Installing a traffic management and information interconnection system between the City of Vancouver, WSDOT, and Clark County offices
- Placing fiberoptic interconnect lines in new conduit along the entire corridor
- Replacing traffic signal controllers and cabinets with new equipment to allow for connection to the VAST system and for bus signal preemption.

The Main Street corridor is operating at LOS D; if the project is implemented, the corridor would increase capacity within the same LOS class.

B. Gher Road/112th Avenue

This project proposes to improve the regional traffic management system by connecting the City of Vancouver, WSDOT, and Clark County by installing a an interagency traffic management and information interconnection system. For the interconnection system, the City of Vancouver will install conduit and fiber optic cables. Fiber optics use no electrical connections and are considerably faster and more reliable than electrically wired connections. Costs of fiber optics have been reduced enough that they are now price competitive with standard but outdated equipment.

The specific project components include:

- Installing a traffic management and information interconnection system between the City of Vancouver, and WSDOT offices
- Placing fiberoptic interconnect lines in new conduit along the entire corridor

The SR-500 corridor is operating at LOS E/F, while the Gher Road corridor is operating at LOS D/E; if the project is implemented, the corridor would increase capacity within the same LOS class.

The value of this contract will be $400,000.00.

5) Traveler Information

This project proposed to provide traveler information via web in conjunction with Oregon DOT Region 1 by seeking a regional ATIS business model from the private sector. This activity will be a joint effort by Clark County and Portland area stakeholders for regional traveler information.

The goal and objective of this program as outlined by FHWA are as follows:

Goals: Conceptualize, design, develop and deploy an initial regional public sector traffic and transit information interface that then enables one or more ISP-integrated regional traveler information subsystems to provide pre-trip travel information, en-route driver information, route guidance and traveler services information to subscribers and the general public.

Objectives: - Produce a statement of regional ATIS policies
- Produce a list of data sources with analysis of their usefulness
- Produce a document detailing the strategy for mapping legacy and design of new data sources to standards.
- Produce a public sector traffic and transit information interface
- Publish data from ODOT, City of Portland, Tri-Met, Port of Portland, WSDOT, Clark County, City of Vancouver, Port of Vancouver and City of Camas using the public sector traffic and transit information interfaces.

The value of this contract will be $50,000.00 per year for a total of $100,000.00.

Project Justification: (Describe reason for project submittal, problems project addresses, and how project supports local land use plans and Metropolitan Transportation Plan).

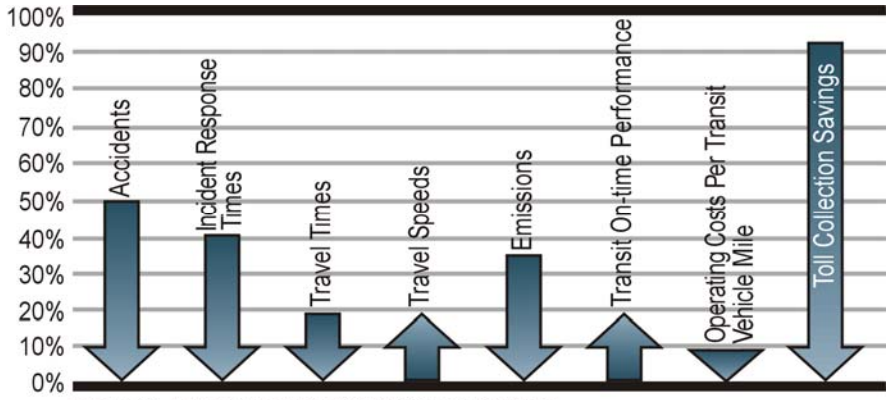
The Clark County Transportation System is the foundation for it's economic vitality – moving workers to jobs, students to school and goods to market. Our citizens demand an integrated transportation system compatible with our neighboring regions and the rest of the nation. Over the decade the population of Clark County is expected to increase significantly with a corresponding increase in vehicle miles of travel. At the same time, consumption of goods will grow, production will expand and congestion is expected to increase significantly. Congestion also has a direct impact on Clark County's environment by creating pollution that impacts our air and water quality. Even though congestion is an ongoing concern, safety also continues to be the most important issue and priority for our community.

Currently, there is no direct traffic management and information connection between the City of Vancouver, Clark County, WSDOT, C-TRAN, RTC and the City of Camas. Information is typically shared offline, or some minor on-line connections between two agencies, but not all agencies.

This project will implement one of the goals of the Metropolitan Transportation Plan, which is to improve system efficiency without adding lanes. The system, which is considered the next generation of traffic control within the industry, interconnects traffic signals along corridors throughout the Vancouver area to a centralized traffic management and control facility. Additionally, the system will provide for transportation information to be transmitted electronically between agencies, and provide for real-time response to traffic management needs. The overall effect of the project is to provide one more major step towards an ultimate transportation system that will be able to adapt itself to varying levels of traffic. It will self-regulate and direct traffic according to the specific circumstances.

The project will provide connections to the City of Vancouver, WSDOT, and C-TRAN. By interconnecting and coordinating traffic signals, system efficiency will be improved and traffic-carrying capacity of this corridor will be increased without adding lanes, potentially reopening the corridor for economic development. Additionally, providing interconnections between corridors and agencies will allow for traveler information to be shared and disseminated through an Intelligent Transportation System (ITS) approach. ITS will enable congestion and incident-responsive corridor traffic signalization. This corridor will also be upgraded to allow for bus traffic signal priority, which will improve transit operations and on-time performance.

Application of ITS Technologies (through the VAST II project) will, for the first time, greatly expand the options for meeting Clark County transportation mobility challenges in an integrated fashion involving all transportation officials. In fact, during the past five years it has been proven through numerous studies that applying computers, electronics and telecommunications (ITS Technologies) is



Source: ITS Deployment Initiatives; CAATS

the only low cost
improvement mechanism to effectively improve the efficiency and safety of our transportation system.

Proposed Federal Funding Source(s): *(i.e., STP-TMA, CMAQ, Section 5307)*
CMAQ

Selection Criteria

Congestion Management: (25 Points Maximum)

1. **Existing Peak Hour Condition (Corridor V/C Ratio).** (RTC staff will calculate)
2. **6 Year Model Peak Hour Condition**. (RTC staff will calculate)
3. **Explain how this project will provide operation improvements?**

Implementation of this project will preserve current facility capacity and further enhance it. One of the first objectives of the VAST II project is to maximize the usage of the current infrastructure without expanding or adding new facilities. This project will provide a real-time mechanism to share traffic and road condition information between the City of Vancouver, and WSDOT which will enable re-routing of traffic during construction or incidents, multi-agency traffic signal coordination, and other information to be shared.

As indicated in the previous chart, several studies show that implementation of ITS projects in the United States increases freeway travel speeds 13-16%, reduce incidents 24-50%, reduce accident response times by 40%, reduce travel times by 13-18%, decrease vehicular emissions by 14-23% and decrease operating costs per transit vehicle by 8.5%. Although the actual results vary by region, by implementing foregoing projects as part of the VAST II program, similar impacts are expected in Clark County.

4. **Explain how this project will support the reduction of single occupant vehicles?**

The Advanced Traveler Information System (ATIS) an element of the VAST program, will provide up-to-date real-time information to travelers in all modes of transportation. Therefore, the traveler could make better and more intelligent decisions on mode of travel on a day to day basis.

VAST web site and ATIS elements of the VAST program will greatly enhance rider information including vanpool and carpooling and travelers of all modes can take advantage of it.

Safety: (15 Points Maximum)

1. **Attach completed Annual Benefit Sheet. (see attached)**
2. **Annual Benefit = $8,356,000.00**

3. **Describe other safety improvements**

The VAST II Program is the initial building block of Clark County's 20 year ITS deployment plan. Future safety improvements of ITS implementation are collision avoidance, reduction of rear-end accidents and prevention of off-road incidents.

Multimodal: (15 Points Maximum)

1. **What modes are accommodated by the improvement project?**

x Automobile/Truck	x Airport
x Railroad	x Pedestrian
x Bicycle	x Transit

__ Other:

2. Transit:

___ Transit Expansion
___ Construct Park and Ride
___ Transit Replacement
_x_ Improves Access to Park and Ride
___ Transit Shelters
___ Bus Pullouts
_x_ Transit Signal Preemption

Explain: Improvement in traffic flow which will improve bus schedule performance.

3. CTR:

a) List CTR Employers in corridor:

All

b) Explain how the project encourages the use of alternatives to the single occupant vehicle for commuting to CTR Employers?

Approximately one third of the VAST II 's program budget is allocated for transit improvement. CTR employers will find it easier to encourage the use of transit by improving transit operations and providing easier access to rider information.

<u>Economic Development</u> (15 Points Maximum)

1. **Employment Growth.** (RTC staff calculates using regional travel model)
2. **Concurrency:** *(Describe the concurrency issues associated with project. Does the project address the concurrency issue).*

3. Freight:

a) Corridor Truck Percentage: ___%

b) Explain how the project improves a truck route?

<u>Financial/Implementation</u> (15 Points Maximum)

1. **Match: 21 %**
2. **List sources and amounts of Match** *(Everything other than regional federal request)***.**

The sources and amounts of all local match funds that include all funds other than regional federal funds are listed in the table below:

Source/Agency	Contribution	Percentage
City of Vancouver	$135,000	4.7%
Clark County	$5,000	0.2%
WSDOT (State)	$250,000	8.6%
City of Camas	$5,000	0.2%
C-TRAN (Transit)	$200,000	6.9%
RTC (Regional Transportation Council)	$5,000	0.2%
TOTAL	$600,000	21%

3. Ready To Implement:

Yes	**No**	Design is Complete

Yes	**No**	Permits/Environmental Process Completed
N/A	**N/A**	*Right of Way Completed/Not Needed*
Yes	**No**	*Project is Ready to Bid/Implement*

Explain:

1. **Partnerships:**
   a) **List participating agencies and dollars ($5,000 minimum):**
   The applicants for VAST II programs are:
   - The City of Vancouver - $135,000.00
   - The City of Camas - $5,000.00
   - Washington State Department of Transportation - $250,000.00
   - C-TRAN - $200,000.00
   - Clark County - $5,000.00
   - RTC (Regional Transportation Council) – $5,000.00

   b) List other obtained grants (Grant/Dollars)**:**

   No other grant.

   c) Is this a Transportation Impact Fee project?
   No.

<u>Air Quality:</u> (15 Points Maximum)

1. **Air Quality Benefit.** (RTC staff will calculate using TCM Tools)

Accident Reduction & Annual Benefit Attachment

This portion of the application contains Accident Reduction Factors used in the calculation of the Annual Benefit for a project. The factors are used to project accident reductions for various types of improvements. They represent the basis for theoretical annual benefits associated with implementing an improvement(s) at a high accident location. The list of factors was prepared using the best available average of recorded historical data from several states. The data is considered sound enough to provide general comparisons of estimated cost calculations. Other factors not listed may be considered if supporting data is submitted.

It is extremely important to recognize that the accident reduction factors listed on the following pages cannot be relied on for predicting the actual result of implementing a specific improvement at a specific location. The data available for preparing accident reduction factors is not of sufficient quantity or precision to allow its use for any more than general averages in comparative cost calculations. Recognizing the limitations of the data, theoretical accident reductions for various types of accidents can be derived by using the reduction factors and formulas as a guide for comparison.

ACCIDENT REDUCTION FORMULA

- Calculate a separate Annual Benefit Sheet for improvement locations with different types of improvements.
- Complete as many worksheets as necessary to ensure that a benefit is realized for every accident that the improvements are addressing, but do not use the same accident more than once.
- Do not combine mid-block and intersection improvement locations on the same Annual Benefit Sheet.
- If more than one improvement is being considered at a location, the projected percent reduction in accidents is not simply the sum of the percent reduction for each improvement.
  - If one improvement reduces accidents of one type by 30 percent, and the second improvement reduces this same type of accident by 25 percent, the total expected percent reduction would be 30 percent of accidents of one type plus a 25 percent reduction of accidents of the same type that are uncorrected by the first improvement or 30 percent + (0.70) 25 percent = 47.5 percent.
  - Do not use more than three accident reduction factors for each location.
  - When multiple improvements are used, the projected accident reduction percent can be determined by the following equation:

$$\mathbf{RED}_{\text{total}} = \text{RED}_1 + \left[\left(\frac{100 - \text{RED}_1}{100}\right) \times \text{RED}_2\right] + \left[\left(\frac{100 - \text{RED}_1}{100}\right) \times \left(\frac{100 - \text{RED}_2}{100}\right) \times \text{RED}_3\right]$$

RED_{total}	*Total projected reduction percent in accidents by type. RED_{total} is used here for the example, however, the same procedure applies for either Fatality & Injury Reduction (RED_{fi}) or PDO Accident Reduction (RED_p).*
RED_1	*The largest reduction percent in a type of accident.*
RED_2	*The second largest reduction percent in a type of accident.*
RED_3	*The third largest reduction percent in a type of accident.*

Accident Reduction Factors

	Type of Improvement	Number of Lanes	Fatality & Injury Reduction	PDO Accident Reduction
INTERSECTION	Add Stop Signs on Minor Leg	2	70	50
	Add Stop Signs on Minor Leg	Multi	20	40
	Add Stop Signs on All Legs	2	65	70
	Add Right Turn Lane	Multi	40	10
	Add Left Turn Lane	2	80	20
	Add Left Turn Lane	Multi	55	5
	Add Left Turn Lane at T Intersection	Multi	60	50
	* Increase Radii at Intersection	All	25	25
	Add Traffic Signals	All	50	30
	Add Left Turn Signal (No Left Turn Lane)	Multi	55	40
	Modify Traffic Signals	All	30	30
	Interconnect Traffic Signals	All	30	30
	Add Pedestrian Signals	2	55	15
	Add Pedestrian Signals	Multi	40	5
	Install Flashing Warning Signals	2	30	50
	Install Flashing Warning Signals	Multi	30	50
	Add Flashing Beacons at Railroad Crossing	Multi	50	80
	Illuminate Intersection or Railroad Crossing	Multi	15	20
MEDIAN	Painted or Raised Median	Multi	10	10
	Concrete Median Barrier	Multi	60	60
DELINEATION	Double Yellow Line	Multi	5	5
	Reflectorized Raised Pavement Marking	Multi	5	5
ROADWAY	* Widen Traveled Way	2	30	40
	Widen Shoulders	2	5	0
	Eliminate Parking (Signing Necessary)	Multi	5	30
	Construct Grade Separation	All	60	60
	Add Two Way Left Turn Lane	All	50	50
	Widen Bridge (Minimum Six Feet)	All	60	60
	* Reconstruct Curve	All	80	80
ROADSIDE	Guardrail at Embankments	All	20	20
	Guardrail at Bridge Ends, Abutments, Piers, Steel Sign Posts	All	20	35
	Flatten Side Slopes	2	20	20
	Energy Absorption Devices	All	50	20
	Breakaway Sign Posts & Illumination Poles	All	50	0

** Use the Full Reduction Percent only when a significant improvement from existing conditions is proposed.*

ANNUAL BENEFIT WORKSHEET

Agency

City of Vancouver

Arterial & Termini

Urbanized Area of Clark County

Accident Grouping and Location

Type of Accidents All Accidents

Location of Accidents Urbanized Area

Accident Group Data

Q_{fi} Factor = **$32,800** Q_p factor = **$5,800**

Average Annual Traffic Growth Rate (TGR)	Accident Time Period in Years (ATP)
7%	1994 - 1996

PDO Accidents	Injuries*	Fatalities*	Total Accidents
5031	3021	21	8946

* Show the actual number of injuries and fatalities, not the number of accidents

Accident Reduction Factor Calculation

Type of Improvement	Fatality & Injury Reduction Percent	PDO Accident Reduction Percent
Recurrent and non-recurrent incidents by applying ITS Technology	15%	10%

$\%\ Reduction_{fi}$ =

$\%\ Reduction_{p}$ =

Annual Benefit Calculation

Average Growth Rate (**G**) = $\frac{TGR^{10} - 1}{2}$ $\frac{1.97-1}{2} = .48$

$$\text{Annual Benefit} = (1+G)\left[\frac{Q_{fi}(\text{Fatalities} + \text{Injuries})}{ATP}(\%\ \text{Reduction}_{fi}) + \frac{Q_p(PDO)}{ATP}(\%\ \text{Reduction}_{p})\right]$$

Annual Benefit	**$**	8,356,200

ANNUAL BENEFIT SUMMARY SHEET

Computed by	Date
Howard Long	7/13/00

Agency

City of Vancouver

Arterial & Termini

Urbanized Area of Clark County

Improvement Location	Annual Benefit per Site
Urbanized area of Clark County including all freeways and arterials, city street networks, transit and all public transit infrastructure.	
Total Project Annual Benefit $	$8,356,200.00

MEETING MINUTES

Vancouver/Clark County ITS Plan
Steering Committee Meeting #12

Wednesday October 11th, 2000
RTC Building Main Conference Room
1351 Officer's Row
8:30a.m. - 10:30a.m.

Attendants:

☒ Howard Long	☐ Connie Kratovil	☒ Bonnie Martin	☐ Kevin Gray
☒ Heath Henderson	☐ Michael Haggerty	☒ Peter Van Wyhe	☒ Bob Hart
☐ Dale Robins	☒ Eric Levison	☒ Les Rubstello	☐ Stan Markusson
☒ Bill Pierce	☒ Habib Shamskhou	☒ Peter Coffey	☒ Jim Peters
☒ Chris Long	☐ Katlin Smith	☐ Doug Zenn	☐ Warren Tighe
☐ Richard Hooper	☒ Tu Ho	☒ Scott Chapman	

I. REVIEW OF PREVIOUS MEETING MINUTES AND ACTION ITEMS

There were no comments on the minutes.

II. REVIEW NEW SECTION OF FINAL REPORT

1. Les noted that ITS related projects can potentially be funded through the following annual budget programs used by the State: I-2 Safety, I-1 Mobility, and P-3 Preservation.
2. Need to expand on how CMAQ grant money can be used to match federal earmarks.
3. The report should include a description of the next project that would be implemented. Also include a schedule that would help monitor funding.
4. It was noted that the future architecture should possibly include Washougal, Battle Ground and other outlying Cities in Clark County because these cities will probably become part of Urbanized Clark County in the next 20 years.
    - The Committee must decide if these agencies should participate in the Steering Committee once this project is complete.

III. REVIEW OF EXECUTIVE SUMMARY

1. Need to identify audience for Executive Summary (e.g. policy makers, general public, elected officials, etc.).
    - All agreed the executive summary should cater to people who have no ITS or transportation engineering experience.

- DKS will have a non-engineer review the document to make sure it is comprehensible for a layperson.

2. It was noted that the executive summary should include the hamburger and sausage diagrams.
3. Howard requested that the strategy descriptions be left in the executive summary.
4. Final report will be submitted in a 4" 3-ring binder so that subsequent information can be added in the future.
5. Habib noted that we will want written approval of the Executive Summary from each agency before it is published.
    - Each agency may want to have the Executive Summary reviewed by their agency manager or council.
    - Final draft will be submitted first week in December for final approval.
6. Pete commented that the maps displayed in the Executive Summary should be enlarged if the intent is to have them legible, otherwise remove the maps.

IV. FUTURE MANAGEMENT OF STEERING COMMITTEE

1. Howard suggested possibly having separate technical and management steering committees in the future. The technical committee would contain the current committee members and the management committee would have people like Connie Kratovil and Deb Wallace.
    - Habib noted that the use of sub-committees of a larger committee is an efficient format for managing programs of this size. Entirely separate committees could be problematic when trying to coordinate expansion of the project.
2. Bi-state coordination should be with the Transport committee, not directly with ODOT.
    - Transport kicked-off their committee meetings on October 12th.

ACTION ITEMS

1. (All) Review Executive Summary and submit comments to DKS at the November 8th Steering Committee Meeting.

NEXT MEETING

Wednesday November 8th, 2000
RTC Building Main Conference Room
1351 Officer's Row
8:30-10:30 a.m.

MEETING MINUTES

Vancouver/Clark County ITS Plan
Steering Committee Meeting #2

Wednesday October 13th, 1999
City of Vancouver, 601 West Evergreen
8:30a.m. – 10:30 a.m.

Attendants:

☒ Howard Long	☐ Connie Kratovil	☒ Bonnie Martin	☒ Kevin Gray
☐ Heath Henderson	☐ Michael Haggerty	☐ Deb Wallace	☒ Bob Hart
☐ Dale Robins	☒ Eric Levison	☒ Les Rubstello	☐ Stan Markusson
☐ Bill Pierce	☒ Habib Shamskhou	☒ Peter Coffey	☐ Jim Peters
☒ Chris Long	☐ Katlin Smith	☐ Doug Zenn	☐ Hunter Fulghum
☐ Warren Tighe	☐ Arya Rohani	☐ Jim West	☐

II. REVIEW OF PREVIOUS MEETING MINUTES

1. All agreed to change the word "coordinated" in the vision statement to "integrated". The new vision statement is as shown in section IV item 1 below.
2. Habib noted that the ITS industry is considering changing the "I" in ITS to stand for Integrated instead of Intelligent.

III. REPORT ON PROJECT PROGRESS

1. Habib reported that DKS is still working to get all their subconsultants under contract.
2. Habib noted Stakeholder interviews will be scheduled between 10/18 and the next meeting (11/10).
    - The interview questions will be distributed prior to the interviews.

IV. SYSTEM ANALYSIS

Habib displayed presentation on Project Goals and Objectives, the Final "Working Vision Statement", and the Strengths, Weaknesses, Opportunities and Threats (SWOT) Analysis.

1. Habib suggested changing the word "regional" in the vision statement to "urban Clark County". The new vision statement is as follows:

   Enhance transportation mobility, efficiency and safety, promoting economic prosperity and livability through the use of ITS technologies and integrated urban Clark County systems.
2. The following changes were suggested for Goal #1:
    - Kevin suggested removing the word "Commitment to" from the beginning of each goal statement.
    - Bob suggested a bullet be added for adherence to the Bi-State ITS plan.

- Eric noted a bullet should be included stating that this plan will integrate with all other regional ITS plans.

3. The following change was suggested for Goal #2:
    - Eric suggested changing the time frame listed in bullet 1 from 20 to 5 years.
4. The following change was suggested for Goal #3:
    - Bob suggested rewording bullet 4 to the following:

      Assure the ITS deployment funding plan is appropriate, realistic and attainable.

The updated goals and objectives and vision statement will be distributed at the next committee meeting.

5. Habib noted only general location information is required for the equipment inventory.
6. The SWOT Analysis and Stakeholder interview forms must be filled out prior to your agency's interview.

V. OTHER ITEMS

1. All agreed to change the name of this project to something other than TIMACS. Peter suggested hiring Karen Ciocia of JD White to help select a new name.
    - Peter will arrange to have a meeting with Karen.
    - Until a new name is selected, the project will be referred to as the "Vancouver/Clark County ITS Plan".
2. Howard noted that the project newsletter will be distributed in a City of Vancouver newsletter that is regularly circulated in all the local newspapers.
    - The City will do the production of the newsletter. The deadline for submitting the ITS Plan newsletter information to the City for the January publication is December 15th.

NEXT MEETING

City Of Vancouver Office, 601 W. Evergreen
Wednesday, November 10th, 1999
8:30a.m. – 10:30a.m.

ACTION ITEMS

1. (Habib) Update project goals and objectives and vision statement based on comments received during 10/13/99 Steering Committee meeting.
2. (Peter) Schedule meeting with Karen Ciocia.
3. (DKS) E-mail proposed stakeholder list with 10/13/99 Steering Committee meeting minutes.
4. (DKS) Distribute Stakeholder Questionnaire and SWOT Analysis to all Steering Committee Members. Schedule interviews with Steering Committee Members.
5. (Steering Committee Members) Fill out Stakeholder Questionnaire and SWOT Analysis prior to interview.
6. (DKS) Contact all committee members prior to the next meeting to verify everyone will be able to attend or will send an agency representative in their place.
7. (Howard) See if the Water Resource Center Conference Room is available during the first week in February for the TIMACS workshop.

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MEETING MINUTES

Vancouver/Clark County ITS Plan
Steering Committee Meeting #3

Wednesday November 10th, 1999
City of Vancouver, 601 West Evergreen
8:30a.m. – 10:30 a.m.

Attendants:

☒ Howard Long	☐ Connie Kratovil	☐ Bonnie Martin	☒ Kevin Gray
☐ Heath Henderson	☐ Michael Haggerty	☐ Deb Wallace	☒ Bob Hart
☐ Dale Robins	☒ Eric Levison	☒ Les Rubstello	☐ Stan Markusson
☐ Bill Pierce	☒ Habib Shamskhou	☒ Peter Coffey	☒ Jim Peters
☒ Chris Long	☒ Katlin Smith	☒ Doug Zenn	☐ Hunter Fulghum
☐ Warren Tighe	☐ Arya Rohani	☒ Jim West	☒ Mark Landers, C-Tran

I. REVIEW OF PREVIOUS MEETING MINUTES/ACTION ITEMS

1. There were no comments on the minutes.
2. All the action items reported in the minutes were completed.

II. MARKET PACKAGE PRESENTATION

1. Chris Long did a presentation on the National ITS Architecture Market Packages.
    - A complete set of the Market Package diagrams was distributed at the meeting.
    - Chris also distributed a checklist of the packages. Each agency was asked to review the list and mark the packages that they feel should be implemented in the Vancouver/Clark County region.

III. REVIEW OF STAKEHOLDER INTERVIEWS

1. Jim Peters did a presentation on the results of the first few Stakeholder interviews.
    - Jim Peters, Katlin and Jim West performed the interviews with each of the Stakeholders.
2. Katlin emphasized that the committee needs to find "Champions" to support the ITS Plan.
3. Kevin noted that a lack of staff time is the largest "Threat" that he has identified for the ITS Plan.
4. Jim West distributed sample equipment inventory diagrams that were created for an ITS Plan that DKS developed in San Jose California.
    - Jim noted that he needs ITS equipment inventory information as soon as possible. He already sent formal requests to each agency for this information. The due date is November 12th.

IV. ATMS/MDI UPDATE AND ITS PLANNING IN OREGON

1. Howard reported the ITS Planning committee in Oregon suggested that all the ITS plans for the region be combined into one large Portland Metropolitan Area plan.
2. Howard told the Oregon committee that DKS could provide them with input as to what should be included in their plan for the Clark County region.
3. Howard emphasized that it is important to make sure our plan fits into the one developed for the Metro Area.
    - Howard would like to consider spending some of the project money on coordinating the two plans. He will look into modifying one of DKS' tasks to include this coordination.
    - Jim West noted that the Clark County region's chances of getting funding will improve if our ITS plan fits into the overall plan for the Metro area.
4. Bob asked how the Oregon ITS Planning Committee's ITS plan is different from ours.
    - Howard noted they are developing their plan specifically for receiving the next round of MDI funding.
    - The Oregon ITS Committee didn't initially use the ITS Architecture to develop their plan. They are now using the ITS Architecture.
5. Habib suggested that DKS start participating in the Oregon ITS Planning meetings to monitor the development of the portion of their plan that includes Vancouver.

V. REPORT ON SELECTION OF NEW PROJECT NAME

1. Doug noted that three of the most important factors to consider when selecting a project name are the following: is it easy to say, is it web friendly and does it apply to all the projects functionality.
2. Bob noted that the name should show that the project is bringing "intelligence" to transportation in this region, but it does not have to use the acronym "ITS". He was in favor of using "Smart" in the name.
3. Habib noted that using the words "Smart" or "Transportation" is not important if the project has good public outreach.
4. Kevin suggested the name "SmartTrek SW" to build off of the success in Seattle.
    - Doug is still trying to determine if it is possible to use "SmartTrek" in this project's name.
5. All agreed to have DKS e-mail out a list of names for the committee to vote on.

VI. OTHER ITEMS

1. Habib noted that the next meeting will be a "working meeting" on the needs assessment. The committee will need to finalize the goals, objectives and needs in order to develop a model for the plan.
2. The committee agreed to schedule the workshop for either the 15th, 16th or 17th of February. Howard will try and schedule the Water Resource Center Conference Room for one of these days.

NEXT MEETING

City of Camas Police Department,
2100 NE 3rd Avenue
Wednesday, December 8th, 1999
8:30a.m. – 12:00p.m.

ACTION ITEMS

1. (Howard) Reserve the Water Resource Center Conference Room for either the 15th, 16th or 17th of February for the Workshop.
2. (All) Return Market Package checklist to Chris Long by November 24th.
3. (All) Provide Jim West with existing ITS equipment inventory information by November 12th.
4. (DKS) Distribute list of names for all the agencies to vote on before the next meeting.

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MEETING MINUTES

Vancouver/Clark County ITS Plan
Steering Committee Meeting #3

Wednesday December 8th, 1999
City Of Camas Police Department
2100 NE 3rd Avenue
8:30a.m. – 11:30 a.m.

Attendants:

☒ Howard Long	☐ Connie Kratovil	☐ Bonnie Martin	☐ Kevin Gray
☐ Heath Henderson	☒ Michael Haggerty	☐ Deb Wallace	☒ Bob Hart
☐ Dale Robins	☒ Eric Levison	☒ Les Rubstello	☐ Stan Markusson
☒ Bill Pierce	☒ Habib Shamskhou	☐ Peter Coffey	☒ Jim Peters
☒ Chris Long	☒ Katlin Smith	☐ Doug Zenn	☐ Hunter Fulghum
☐ Warren Tighe	☐ Arya Rohani	☒ Jim West	

I. REVIEW OF PREVIOUS MEETING MINUTES/ACTION ITEMS

1. There were no comments on the minutes.
2. All the action items reported in the minutes were completed.

II. REPORT ON SELECTION OF NEW PROJECT NAME

1. All agreed the new project name will be "Vancouver Area Smart Trek" (VAST).
    - Howard noted that the name TIMACS will still be used for all internal budget subjects for the City of Vancouver.
    - Michael suggested we verify that potential domain names for VAST are not used on the web yet.

III. REVIEW MARKET PACKAGE SELECTION

Chris distributed summary of selected Market Packages.

1. Chris reviewed the list of Market Packages selected by the agencies and selected by the project's consulting team. The only discrepancy was the consulting team did not select the Reversible Lanes and Electronic Toll packages.
    - All agreed that both packages should be accounted for in the master plan.

IV. REVIEW OF STAKEHOLDER INTERVIEWS

Katlin distributed summary of the stakeholder interviews that were conducted by phone and reported the following.

1. During the ODOT phone interview, they suggested we send someone from our project's committee on an FHWA ITS tour in order to build a project champion.
2. The phone interviews are not complete. A few other agencies such as 911 still need to be interviewed.
3. Most people interviewed would consider attending the workshop.
4. Howard noted that he would like to have the Mayor of Vancouver, the County Director and Don Wagner from WSDOT at the workshop. Howard suggested these people do a brief introduction at the beginning of the workshop.

V. ITS EQUIPMENT INVENTORY UPDATE

1. Jim West has collected all the information he needs from the County, Camas and WSDOT. He has received signal information from Vancouver, but still needs their interconnect maps and Opticom information.
2. Jim West added that he is still working on creating the ITS equipment database.
3. Habib noted that Odetics will be at the next meeting to discuss system architecture.
4. Les explained that the existing and proposed freeway detectors are strategically located to assist with future ramp meter algorithms. They will also be used for collecting planning data.
    - Les noted that most of the detectors shown as future are not funded.
    - Howard noted that the equipment maps should have three categories, Existing, Planned (funded) and Future (unfunded).

VI. AzTECH ITS SYSTEM PRESENTATION

Chris did a presentation on the Arizona AzTech project to provide the committee with an example of how a large scale ITS project can transform from a plan to full deployment.

1. Habib noted that a representative from AzTech will be doing a presentation at the workshop.
2. Bob noted that the AzTech system may be too large to compare to the plan for the Vancouver area. He added that they don't have the physical restrictions that this project does.
3. All agreed that Seattle's system is much more comparable to the Vancouver plan.
4. Habib noted that Pete Briglia from WSDOT will be speaking at workshop about the Seattle Smart Trek project.

VII. REVIEW OF PERFORMANCE CRITERIA

Jim Peters distributed a sample of how performance criteria will be evaluated for this project.

VIII. NEEDS ASSESSMENT WORK SESSION

1. Habib noted that we will review the needs assessment for the project approximately every three months to make sure we are tracking everyone's needs correctly.
2. Three categories for Needs Assessment: Project, Institutional and Technology.

- Institutional
    - Regional - Coordination across state and into Portland
    - Political – Public relations are important as well as the ability to show tangible solution to transportation problems.
    - Local Champions – Need local champions and way to show benefits.
- Technology *(What types of projects are we looking for in this area?)*
    - Adaptive signal control
    - Communication backbone
    - Website with map showing current conditions and video. This will require data stations and video surveillance.
    - Eric suggested each agency compile a list of all the planned ITS projects in their region.
    - Michael suggested AVL or bus management system that can be integrated with Tri-Met.
        - AVL on buses can be used to support numerous other projects.
        - Michael noted that an AVL and bus management system was in their budget before I-695 passed. Michael believes the project will still get done despite their budget cuts.
    - Eric noted Camas is interested in Emergency Management Systems.
    - Eric would also be interested in developing standards for traffic signal controllers and cameras.
    - Look into possibility of central traffic control center for the Vancouver Area agencies. RTC, WSDOT and Clark County will all be located in the same building by the summer of 2000.

3. Michael emphasized that we should focus on coordinating our ITS plan with the one being developed in Portland in order to obtain more federal funding.
4. Habib listed the preliminary agenda for the workshop
    - Morning Session
        - Keynote Speaker
        - Pete Briglia, WSDOT
        - VAST committee member presentations
        - Guest Speaker, AzTech
        - Guest Speaker, Dallas
    - Afternoon Session
        - Lead open discussion – Each agency on panel will display their needs and then the floor will be open to the people attending the workshop.
            - May have someone from Portland on panel.

5. Michael suggested that someone from Tri-Met speak about what they are doing with AVL in Portland.
6. All agreed that a PowerPoint presentation should be created for each agency to use at their City or County council meetings.
    - The presentations will be done prior to the workshop to get council members interested in attending.

NEXT MEETING

City of Vancouver,
601 W. Evergreen
Wednesday, January 12th, 2000
8:30a.m. – 10:30a.m.

ACTION ITEMS

1. (All) Provide Katlin Smith with a list of people you would like invited to the workshop. This list shall include phone numbers and e-mail addresses.
2. (DKS) Distribute draft of workshop agenda.
3. (DKS) Create PowerPoint presentation for council meetings.

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Afternoon Working Session Minutes

VAST ITS Plan
Workshop #1

Wednesday February 16th, 2000
City Of Vancouver Water Resource Center
1:00p.m.-3:30p.m.

Attendance: *See attached list of attendees*

KEY:

#.	Item discussed by panel under each Topic
?	Question from workshop participant
A	Answer or response to question by panel member
C	Comment from workshop participant

The afternoon session was lead by Habib Shamskhou of DKS Associates. All questions during this session were directed to a panel of representatives from each local agencies involved in this project. The panel consisted of the following people:

Howard Long, City of Vancouver	Heidi Rosenberg, Port of Vancouver
Les Rubstello, WSDOT	Bob Hart, RTC
Kevin Gray, Clark County	Dennis Mitchell, ODOT
Charles Odimgbe, C-Tran	Eric Levison, City of Camas

Topic #1: What traveler information services are needed for the Vancouver Area?

1. Panel members discussed existing and proposed traveler information systems/devices in Clark County.

- Les Rubstello: WSDOT has Variable Message Signs (VMS) installed in Clark County, but not all of them are operational. WSDOT has created a "Flow Map" for the area to display freeway condition data, but the devices for collecting the data are not yet deployed. WSDOT is also planning to install a Highway Advisory Radio (HAR) transmitter at the I-5/I-205 interchange.
- Howard Long: Vancouver will have data for a map soon, and would consider sharing an internet map display with WSDOT.
- Kevin Gray: Noted that ODOT has CCTV cameras on the I-5 bridge, throughout Portland and in the mountains display live video images of the roadways.
  - ? Joe Giannoti, Marrion Neighborhood Association: How is the public supposed to find out about the freeway cameras?
  - A Kevin: This project will need to improve advertising of transportation information services.
- Dennis Mitchell: ODOT will display their flow map on the internet within the next few months. They intend to include the Vancouver area on their map, however there won't be

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any data yet. They share data with local traffic reporters via paging system. Local news stations have access to all ODOT cameras. ODOT also has access to cameras installed on the freeways by the news stations.

C John Manix, City of Vancouver: Need to focus more on sharing traffic information via the radio since not everyone has access to the internet. Radio broadcasts of traffic conditions should be more than the occasional report on local radio stations. Reports on local radio stations are sometimes not often enough and they frequently don't report all the problems on the roadways.

A Les: HAR will not meet this need because the signal can only be received within 1-2 miles of the transmitter. Some areas around the country are developing FM stations that are dedicated to reporting traffic conditions.

? Roy Rhine, Washington State Patrol: Will this project expand the use of VMSs in the area? Will they be used in the future to display real-time traffic information?

C Chris Christofferson, Clackamas County: Using VMSs to display current speeds on parallel routes would greatly help commuters determine their optimal commute route.

A Les: WSDOT is working towards installing data collection devices on the freeway to obtain speed information. They are still looking for funding to deploy this equipment. Through the Highway 99 ITS project, the state will install detector stations at three locations on I-5.

C Dan Euliss, Kyocera: Need to find a way to get the local media to report on traffic conditions in the Vancouver area. Most traffic reports focus primarily on Portland freeways and arterials. More effort needs to be placed on alerting the local media about traffic conditions or incidents in the Vancouver area.

A. Kevin: Since the majority of the news media is based in Portland, it may be difficult to get them to report on conditions in Vancouver. Kevin noted that WSDOT and Clark County will soon display camera images from 6 cameras on I-5 and Highway 99 on the web once the Highway 99 ITS project is complete.

Les: This area needs to look into establishing a toll-free number for recording traffic information. He used the Seattle "DOT-HIWY" number as an example of a toll-free number for traffic information.

C Jim Etzkorn, Fairway/164th Neighborhood Association: VMSs on the freeways approaching the Puget Sound area should be used to advertise the traffic information phone number. Another option would be to display the phone number on fixed signs along the freeway so visitors are aware of the number.

C Alex Veliko, Eastside Neighborhood Advisory Group: Noted that there are 3 or 4 major bottlenecks in the Vancouver Area that the local media should be made aware of. News stations in Portland may not know where the traffic problems are in Vancouver.

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Topic #2: What transportation management services are needed for the Vancouver area?

1. Dennis listed the following items as freeway management devices currently in use by ODOT: ramp meters, Closed Circuit Television (CCTV) cameras (and local television station cameras), variable message signs (VMS), and incident response vehicles (COMET trucks).
    - ODOT created an ITS plan in 1993 and estimated that the complete build-out of the plan would cost $80 million and take 18 years. They have spent approximately $12 million since 1996.

? Tad Winiecki, Higherway Transit Research: Is there a way to monitor the movement of trains near at-grade crossings so motorists can be warned when a train is blocking a roadway? Trains can sometimes cause significant delays in traffic.

A Howard: This may be possible with Amtrak trains, but may be more difficult for freight trains.

2. Charles Odimgbe: Noted that transit tracking systems can be used to collect travel- time information.
3. Les noted that WSDOT is hoping to build a traffic management center (TMC) in their new building. They have secured the space in the building, but do not have funding for equipment or staff. The TMC will share space with 911 Emergency Dispatch.

C Since C-Tran is building a new bus facility near one of the major bottlenecks in Vancouver (Fisher's Landing), they should use their location to provide traffic information about this bottleneck to the media or to the operators of one of the future traffic management centers in the Vancouver area.

? Deb Wallace, C-Tran: Should C-Tran be working more with the Vancouver region rather than with Tri-Met in Portland? We also need to determine if the system should be integrated with the TMCs in the local region.

C Les: WSDOT originally considered connecting all of its ITS equipment to the ODOT TMC, but now they are planning on building a separate TMC in their new building as previously mentioned. WSDOT will still share their video and data with ODOT. WSDOT feels having a separate local TMC will be more convenient for emergency dispatch.

C Howard Long: May consider the option of sharing TMC facilities with WSDOT.

C Dennis Mitchell: In Portland, the local agencies don't plan on co-locating their traffic management facilities, but they do intend to share management software to facilitate sharing data.

- ODOT is working with Tri-Met to measure travel time by tracking the existing automatic vehicle locating (AVL) equipment installed on Tri-Met buses.

? Robert Morast, Washington County Department of Land Use and Transportation: Have we considered providing data to major employers?

A Kevin: Clark County could try and work this into the current trip reduction program they have with local companies.

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? Roy Rhine, WSP: Can the signals in downtown Vancouver be changed from pre-timed to actuated?

A Howard: The City of Vancouver is in the process of upgrading their signal controllers in downtown Vancouver.

4. Habib asked Heidi Rosenberg to discuss the Port of Vancouver's transportation concerns.

    - Heidi Rosenberg: Most of the Port's current transportation problems will be fixed through the Mill Plain and 26th Expansion projects that are scheduled to be completed Summer, 2000. After these projects are complete, they will need to re-evaluate the Port's vehicle transportation operations.

        - The Port has 1000 acres of unused land that they still need to determine a use for. Along with this determination, they will need to examine the impact each option will have on the operations of the surrounding roadways.

? Has WSDOT looked into doing Public-Private Partnerships?

A Les: They have not considered it for the operations of their traffic center, but plan to look into it for managing their data.

Topic 3: What public transportation services are needed for this area?

1. Habib asked Charles to discuss C-Tran's vision.

    - Charles: C-Tran does not only want to move people from one place to another, they also want to help reduce pollution by getting people out of their private vehicles and into public transportation.

        - C-Tran supports an integrated ITS system.

        C Howard: Suggested the City of Vancouver and C-Tran should work together to implement transit priority at traffic signals in the region. Proposed sharing the communication medium installed for traffic signals with C-Tran for displaying information at bus shelters.

        C Kevin Gray: Need to look for ways to draw people to public transportation.

    ? Has C-Tran looked into using Commuter Rail between Vancouver and Portland? Commuter rail was used temporarily during a temporary closure of the I-5 bridge.

    A Bob Hart: The commuter rail was not used much during the I-5 bridge construction project, therefore it was determined that it would not be cost effective to continue to operate it. To make the commuter rail a permanent system, significant money would need to be spent to install a dedicated railway.

2. Ken Turner, Tri-Met: Discussed the transit management equipment they currently have installed.

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- By installing automatic vehicle locators (AVL) devices on all their buses they were able to solve many of the service problems that are reported by having the ability to track the locations of their buses.
- Tri-Met is in the process of installing changeable message signs in their bus shelters to indicate the estimated time of arrival of buses.
- He noted that AVL devices have numerous uses beyond providing the locations of buses.

3. Habib asked Eric Levison to discuss the City of Camas' needs.
    - Eric noted that their biggest need is to have a plan that can be implemented because small agencies like the City of Camas do not have the means to develop ITS projects on their own. Camas wants to take advantage of regional decisions that are made for traffic systems.

C John Manix, City of Vancouver: Need to make sure the traveler information provided by this project is suited for the age and/or capability of the user. For example, a large percentage of transit riders are elderly or handicapped, therefore this information must be presented in a way that can be understood and be accessible by these users.

Topic 4: What are the emergency management needs for the Vancouver Area?

C Ward Knable, City of Vancouver Fire Department: The local fire department is concerned about reaching the location of an incident in a timely manner. They need to be aware of any traffic delays they may encounter between them and the incident.
- He noted that they often waste time responding to disabled vehicles on the freeway. They could save time and money if they were given more information about the severity of an incident. This could be provided through the use of surveillance cameras.

C Dennis: Noted that the first ITS system they deployed was the COMET trucks.

Topic 5: What commercial vehicle operation services are needed in the Vancouver Area?

? John Manix, City of Vancouver: How can local neighborhoods find out about the movement of hazardous materials through their area?

A Heidi: The Port of Vancouver has been developing designated hazardous material routes through Vancouver. They have been working with the Fire Department and 911 to identify these routes.

C Habib: Noted that ITS technology can be used to track the movement of hazardous materials and can be used in tunnels to respond to accidents involving hazardous materials.

Topic 6: Automatic Vehicle Control Systems

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1. Habib noted that automatic vehicle control systems will primarily be addressed by the private sector and won't be a large part of the ITS plan developed in this project.

Closing Comments

1. Tim Wolfe: This project should strive towards gaining more private sector involvement.
2. Koorosh Olyai: Strongly recommends emphasizing the use of changeable message signs. He also noted that we should carefully examine the cost effectiveness of all ITS solutions we are considering.
3. Bob Parsons: Emphasized the importance of keeping the project steering committee together.
4. Dennis: Noted that the VAST steering committee should continue to work hard at keeping emergency services involved in this project.

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VAST WORKSHOP #1

Summary of User Needs

Traveler Information

1. Better advertising for existing and future transportation information services.
2. Improved used of the radio for broadcasting traffic conditions.
3. Provide travel time information on VMSs.
4. Encourage local media to provide more information on traffic conditions in the Vancouver Area.
5. Establish toll free telephone number for traffic conditions.
6. Provide adequate advertising of toll-free telephone number once it is established.
7. Provide traveler information that caters to all ages and capabilities

Transportation Management Services

1. Monitor the movement of trains near at-grade intersections.
2. Construct traffic management center(s) for local agencies.
3. Find way to provide traffic information to major employers.
4. Change signal timing in Downtown Vancouver from pre-timed to actuated.
5. Look into public-private partnerships.

Public Transportation Services

1. Examine ways of drawing more people to public transportation
2. Install shared communication medium for transit and traffic management equipment.
3. Deploy AVL devices on all C-Tran buses.
4. Examine various uses of AVL equipment beyond locating buses.
5. Install CMSs in bus shelters to provide estimated time of arrival information.

Emergency Management Services

1. Provide real-time traffic information to fire, police and 911.
2. Provide incident severity information to fire department.
3. Deploy incident response vehicles.

Commercial Vehicle Operation

1. Provide information to residents about movement of hazardous materials in their neighborhoods.
2. Continue development of designated hazardous material routes.

WORKSHOP #1 ATTENDEES

First	Last	Title	Company	Address	City	State	Zip	Work Ph.	Fax	E-Mail
Tim	Wolfe		AZDOT							twolfe@dot.state.az.us
Dick	Essex		Camas School District	1707 NE Ione	Camas	WA	98668	360-817-4416		
Eric	Levison	Director of Public Works	City of Camas	616 NE Fourth Ave.	Camas	WA	98607	360-834-3451	360-834-1535	elevison@ci.camas.wa.us
Connie	Kratovil		City of Vancouver	P.O. Box 1995	Vancouver	WA	98668-1995	360-696-8290	360-696-8588	connie.kratovil@ci.vancouver.wa.us
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John	Manix		City of Vancouver	P.O. Box 1995	Vancouver	WA	98668-1995	360-696-8290		john.manix@ci.vancouver.wa.us
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Royce	Pollard	Mayor	City of Vancouver	P.O. Box 1995	Vancouver	WA	98668-1995	360-696-8121		mayor@ci.vancouver.wa.us
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Ward	Knable		City of Vancouver Fire Department	7110 NE 63rd	Vancouver	WA	98661			ward.knable@ci.vancouver.wa.us
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Kevin	Gray		Clark County	1300 Esther Street	Vancouver	WA	98666-9810	360-397-6118 x5358	360-397-6051	kgray@co.clark.wa.us
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First	Last	Title	Company	Address	City	State	Zip	Work Ph.	Fax	E-Mail
Charles	Odimgbe	Special Project Manager	C-TRAN	2425 NE 65th Avenue	Vancouver	WA	98668	360-696-4494	360-696-1359	charleso@c-tran.org
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Kooroosh	Olyai		Dallas Area Rapid Transit	1401 Pacific Ave.	Dallas	TX	75266	214-749-2866	214-749-3670	olyai@dart.org
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Chris	Long	Associate Transportation Engineer	DKS Associates	10900 NE 8th Street, Suite 900	Bellevue	WA	98004	425-462-5880		cal@dksassociates.com
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Jim	Etzkorn	President	Fairway/164th Neighborhood Association	3019 SE 161st Ave.	Vancouver	WA	98683-3026	360-892-3814		jetz@home.com
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				Plain Blvd.						

First	Last	Title	Company	Address	City	State	Zip	Work Ph.	Fax	E-Mail
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First	Last	Title	Company	Address	City	State	Zip	Work Ph.	Fax	E-Mail
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Bill	Stewart		Vancouver Business Journal	2525 E. Fourth Plain Blvd.	Vancouver	WA	98661	360-695-2442		
Robert	Morast		Washington Co. Dept. of Land Use and Transportation	1400 SW Walnut Street	Hillsboro	OR	97123	503-846-7955	503-846-7910	robert_morast@co.washington.or.us
Massoud	Saberian	Traffic Analyst	Washington Co. Dept. of Land Use and Transportation	1400 SW Walnut Street	Hillsboro	OR	97123	503-846-7953	503-846-7910	massoud_saberian@co.washington.or.us
Roy	Rhine	Trooper	Washington State Police	605 E Evergreen Boulevard	Vancouver	WA	98661	360 696 6162 EXT. 0		
Lynn	Valenter		Washington State University	14204 NE Salmon Creek Ave.	Vancouver	WA	98686	360-546-9567		valenter.@vancouver.wsu.edu
Mike	Beck		WSDOT SW Region	4200 Main Street	Vancouver	WA	98668	360-905-2244		
Tu	Ho	Transportation Engineer	WSDOT SW Region	4200 Main Street	Vancouver	WA	98668	360-905-2270	(360) 905-2211	hob@wsdot.wa.gov
Dave	Hokanson		WSDOT SW Region	4200 Main Street	Vancouver	WA	98668	360-905-2263		hokansd@wsdot.wa.gov
Brian	McMullen		WSDOT SW Region	4200 Main Street	Vancouver	WA	98668	360-905-2055	(360) 905-2222	mcmullb@wsdot.wa.gov
Les	Rubstello	Region Traffic Engineer	WSDOT SW Region	4200 Main Street P.O. Box 1709	Vancouver	WA	98668-1709	360-905-2240	360-905-2211	rubstel@wsdot.wa.gov
Gary	Westby		WSDOT SW Region	4200 Main Street	Vancouver	WA	98668	360-905-2257		
Dick	Malin			1418 Grand Place	Vancouver	WA	98661	360-737=8502		jarm@wa-net.com

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TIMACS

Meeting Notes
for
September 8, 1999

Present: Howard Long, Robert Hart, Matt Ransom, Kevin Gray, Les Rubstello, Keith Molyneau, Peter Coffey and Bonnie Martin.

Absent: Eric Levison, Barbara Gibson.

INTRODUCTIONS:

- Keith Molyneau, Transaid attended the meeting. Introductions of the Steering Committee members present were made.

COMMITTEE ALTERNATES

- Alternates for the Steering Committee members are as follows:
  Stan Markuson for Les Rubstello; Dale Robins for Bob Hart; Heath Henderson for Kevin Gray.
- Include Deb Wallace and Michael Haggerty on the contact list for CTRAN; add Bill Pierce for Transaid.
- Add above people to e-mail list including entire consultant team.

DKS STATUS

- Peter Coffey hasn't seen the contract yet but it is on the way. The project is a go.
- Fee schedule – negotiated hourly rates.
- DKS is in the process of an audit – one month away. The audit will increase or decrease the hourly rate.
- Next step – Howard will get an agreement started with the agencies.
- Council has approved the project.

WORK SCOPE

- The flow chart on the last page ties back to the five work tasks on the schedule.
- There will be a series of different technical groups to meet with.
- A list will be compiled of the Technical Advisory Committee for the Steering Committee.
- Karen will be working with Howard and Peter to compile a list of stakeholders. The stakeholders will be the key focus – interviews with them will be intended to identify the needs for our approach.

- DKS will be working with Karen on the newsletter. It will be added to Transportation's quarterly newsletter. January will be the first article.
- Task2: Inventory/analysis. Identifies institutional issues and constraints. This task effectively begins now. Odetics will put together what we already have and what we need.

SCHEDULE

- Twelve monthly progress meetings (Steering Committee). Will include a quick review of the schedule.
- Draft agenda for each of the twelve meetings was passed out. The Committee reviewed the agendas. DKS will bring in the appropriate people to deal with the key elements of each agenda.
- SWOT: stands for strength, weaknesses, opportunities, threats
- Odetics will attend the 4th meeting for the Steering Committee.
- The first user workshop will be between the 4th and 5th Steering Committee meetings. The "sausage diagram" will be used to show where we are and where we need to be. This workshop will identify the needs of the project and will be the largest group. The workshop will include the Steering Committee, stakeholders, fire and police departments, neighborhoods, etc.
  Discussion on whether emergency service providers should be in a different group rather than the overall group. Consensus: best to have all views in the group to represent all interests.
  Discussion on the time needed for a group that large, possibly three hours rather than two. The timeframe for the meeting can be looked at after a list is developed.
  All members should have been through an interview prior to coming together.
- Workshop #2: stakeholders will attend and the plan will be presented.
- DKS will have agendas and information to review one week prior to meetings.

VISION STATEMENT

- Cut the statement down to the last sentence. Use the first portion as the goals and objectives. Vision statement to read:
-

"Enhance transportation mobility, efficiency and safety, promoting economic prosperity and livability through the use of ITS technologies and coordinated regional systems."

DKS will work on the wording for the goals and objectives.

DEFINITIONS & TERMINOLOGY

- Discussion of development being ITS. The use and application is ITS, development is not. Drop the word development from the definition.

- Use regional in place of TIMACS in the wording.
- Take the bullets out.

USER SERVICES

- Committee agreement that user services should be listed out and that the "sausage diagram" should be used.

PROJECT NAME

- The name TIMACS brings the perception of a signal improvement project and that it is only a City project.
- The name needs to be tied to the market packages. Possibly turn it over to the PR people to rename?
- Lewis and Clark logo should be incorporated in the project logo.
- EXPEDITION was thrown on the table as a possible name.

PROJECT DESCRIPTION

- The project description wording (page 9) was changed to read as follows:
-

  "The development and implementation of intelligent transportation systems to:
  - **Enhance transportation mobility, efficiency and safety of the urbanized area of Clark County.**
  - **Develop the supporting plans, procedures, guidelines and operations."**

DEFINE OCTOBER AGENDA

- Workshop #2 agenda will be used. A stakeholders list will be presented.

MISC.

- Kevin would like to give a heads up to the County Commissioners prior to the interviews taking place.
- The Steering Committee will review the list of stakeholders prior to the interviews.
- One email to each stakeholder with questions for each stakeholder will go out prior to October 13th.

Next Meeting:

- Next meeting is October 13th.

Notes by: B. Martin
Notes approved: _____

MEETING MINUTES

Vancouver/Clark County ITS Plan
Steering Committee Meeting #10

Wednesday September 13th, 2000
City of Vancouver
601 Evergreen Way
8:30a.m. - 10:30a.m.

Attendants:

☒ Howard Long	☒ Connie Kratovil	☒ Bonnie Martin	☒ Kevin Gray
☐ Heath Henderson	☐ Michael Haggerty	☒ Peter Van Wyhe	☒ Bob Hart
☐ Dale Robins	☐ Eric Levison	☒ Les Rubstello	☐ Stan Markusson
☒ Bill Pierce	☒ Habib Shamskhou	☒ Peter Coffey	☒ Jim Peters
☒ Chris Long	☐ Katlin Smith	☐ Doug Zenn	☐ Warren Tighe
☐ Richard Hooper	☒ Tu Ho		

I. REVIEW OF PREVIOUS MEETING MINUTES AND ACTION ITEMS

There were no comments on the minutes.

Pete Van Wyhe was introduced as the new representative for C-Tran on the Committee. Below is his contact information:

2425 NE 65th Avenue
PO Box 2529
Vancouver, WA 98668-2529
Phone: (360) 696-4494
Fax: (360) 906-7490
petev@c-tran.org

II. VAST SYMBOL

1. The following comments were made about the project symbol:
    - Possibly use more contrasting colors.
    - Bob suggested change the name to just Smart Trek.
        - Chris noted that nationally, the project could be confused with the Seattle project. This could be a problem when applying for federal funding.
    - Howard suggested hiring someone to pick a new name and modify the logo.
    - Les noted that the project could eventually become part of the Portland Transport System.
2. All agreed to have DKS and Pacific Rim make one more attempt at improving the symbol.

- Pete offered to have C-Tran's marketing department review the symbol.

III. CMAQ APPLICATION UPDATE

1. RTAC submitted the project list to the TIB on Friday September 15th.
2. Board will take action on the list of projects on October 3rd. The VAST application is currently high on the project list. Bob believes the project will receive funding.
3. If accepted, money will be available in early July 2001.
4. Bob noted that the Committee must spend time discussing how they will be managed after VAST I is complete.
    - Habib offered to create a short document discussing roles and responsibilities for its members. This will be distributed at the next meeting.
5. It was noted that the specific projects within the CMAQ application (Transit Operations, Freeway Operations, etc.) will be managed by the agency that will operate the equipment or system installed. The money for each of these projects will go directly to the responsible agency.
6. Connie asked what needs to be done to get ITS funding outside of CMAQ.
    - Habib suggested meeting with the local FHWA representative to discuss this.
7. Connie also asked if the project could receive TIB money to use as a match to the CMAQ money. She thought applications were due by the end of September.
    - Bob noted he would investigate this.

IV. VAST WEBSITE

Bob stated that RTC would cover the cost of the website once the project is complete. The project is estimated to be complete at the end of the year.

V. FINAL REPORT REVIEW

1. The System Architecture section of the final report is not complete because more effort was being done to explain why it was needed, how it will help, and how it was used. This section will be distributed before the next draft of the report is completed.
    - The funding analysis section is also still being drafted. It will be distributed with the System Architecture.
2. Bob asked what the ATIS initial investment project was.
    - Habib noted that this project is used to "jump start" the implementation of ATIS in the region. Most of this money should be earned back through private partnering.
3. Connie stated concern about staffing needs.

- Habib noted that staffing should be investigated through the development of an Operations and Maintenance Agreement/Report. The VAST ITS Plan report will briefly discuss staffing, but will not go into the detail necessary to determine the needs for each individual agency.

4. Kevin noted concern with spending money on ITS when the County can't cover the cost of their general plan.
5. Estimated cost for 20-year VAST plan is $38 million. Howard asked for DKS to find out what the estimated cost is for Smart Trek's 20-year plan. He thought the initial phase was $34 million.
    - Habib noted ODOT has spent $10 million to date and estimates they will spend $80 million for the complete build out.
6. The final report recommends the Strategic Plan be updated every three years.
7. All agreed that $38 million over 20 years seemed reasonable.
8. A comment was made that the project table should include an indication of which projects were included in VAST II.
    - Connie requested that a schedule be made for the implementation. In addition to displaying the time frame for the projects, it should show what projects are existing and which future projects are funded.
9. Les suggested that the VMS and HAR projects be moved from the Traveler Information to the Incident Management project list. The cost benefit for these items can be more accurately calculated when considered part of Incident Management.
10. The Committee would like to see benefit statistics in the benefit section of each project description.
    - It was noted that Tri-Met recently did a report on benefits for Transit related ITS projects.
11. Make sure all assumptions related to cost are included in the report.
12. Howard and Les would like to arrange a separate meeting to discuss the communications plan.

VI. OTHER ITEMS

1. Bob noted he would be interested in a quantitative assessment of the ITS projects. Suggested that IDAS possibly be used.
    - Habib said benefit software is not useful until at least 5 years of deployment is in place.
2. Habib stated that the committee should start developing the scope for the next phase of the project in October.

ACTION ITEMS

1. (All) Review final report and submit comments to DKS by September 27th.
2. (Bob Hart) Determine if TIB money can be used to match the CMAQ grant.
3. (DKS) Provide committee with document discussing roles and responsibilities for Committee members for after VAST I is complete.
4. (DKS) Submit System Architecture and Funding discussion to Committee for review before next meeting.
5. (DKS) Determine 20 year cost for Smart Trek project.
6. (DKS) Obtain copy of Tri-Met benefit analysis report.
7. (DKS) Arrange meeting with Howard and Les to discuss the communication plan.

NEXT MEETING

Wednesday October 11, 2000
RTC Building Main Conference Room
1351 Officer's Row
8:30-10:30 AM

MEETING MINUTES

Vancouver/Clark County ITS Plan
Steering Committee Meeting #5

Wednesday, January 12, 2000
City of Vancouver
601 W. Evergreen
8:30a.m. – 10:30 a.m.

Attendants:

☒ Howard Long	☐ Connie Kratovil	☒ Bonnie Martin	☒ Kevin Gray
☒ Heath Henderson	☒ Michael Haggerty	☐ Deb Wallace	☒ Bob Hart
☐ Dale Robins	☒ Eric Levison	☒ Les Rubstello	☐ Stan Markusson
☒ Bill Pierce	☒ Habib Shamskhou	☒ Peter Coffey	☒ Jim Peters
☒ Chris Long	☒ Katlin Smith	☒ Doug Zenn	☐ Hunter Fulghum
☐ Warren Tighe	☒ Arya Rohani	☒ Jim West	☒ Susan Lee
☒ Jean Aslokson			

I. WORKSHOP ACTIVITY UPDATE

1. Habib noted that he would like to finalize the workshop agenda during the Steering Committee Meeting.
2. All agreed that all questions during presentations should wait until the end. Each presentation will be approximately 20 minutes with a 10 minute question and answer period.
    - The last 15 minutes of the AM session will be set aside for general questions.
3. DKS will look into having someone from ODOT or Tri-Met on the panel for the afternoon session.
4. The panel should be prepared to discuss questions regarding the I-5 Trade Corridor Study.
5. All agreed that community members and media should be welcome to attend the workshop as long as they pre-register.
6. Kevin noted that the word "Plan" on the brochure should be changed to "framework" or "strategy". His concern is he doesn't want the County to be tied to the results of this project since it won't necessarily become part of the County's Transportation Plan. In addition, if the project is titled a "plan" then the County Commissioners will have to adopt it and this may limit his flexibility in determining what ITS elements are implemented at what times.
    - It was noted that most federal grants require the ITS system architecture to develop a plan. The feds realize that the plans must remain flexible because of grant amount limitations and rapid changes in technology.
    - All agreed to change the word "plan" on the brochure to "strategy".
7. Susan suggested that the City of Vancouver logo be placed on the brochure. Howard noted that since this project is a partnership with all the local agencies, we could not use just the City of Vancouver logo on the brochure.
    - All agreed to list the participating agencies on the cover.

- Habib noted that for future publications, a project logo will be used to represent all the involved agencies.

8. Howard noted that the City of Vancouver Transportation Department is now called "Vancouver Transportation Services".
9. The following was discussed about the afternoon portion of the workshop.
    - Howard will open the panel discussion by answering the following questions about ITS in the Vancouver region: Where are we; What do we have; and Where are we going.
    - Howard will be the only panel member with opening remarks.
    - The panel discussion will be focused around the Needs Assessment. The discussion will begin by listing ITS needs for the region. We will then open the discussion to the workshop participants for comments and questions.
10. Habib noted that the brochure should be mailed out by January 14th.
11. Habib added that we will request that presenters provide us with their presentation one month in advance so we can review their material.
12. By the second workshop, we will have the tailored architecture complete. The next step will be to develop the implementation plan. The second workshop will be in June.

II. SYSTEM ARCHITECTURE

1. The system architecture discussion started with reviewing the Architecture Concept graphic that was distributed by DKS.
    - All agreed to separate the agency symbols for WSDOT, Clark County and 911 even though they may all be located in the same building.
2. Arya did a presentation on the process of developing a system architecture.
3. Arya noted the following benefits of designing a regional ITS architecture: provides system functionality; attracts more funding; develops flexibility for implementation; identifies needs; and provides a pool for educational/regional information exchange.

III. STATUS OF SYSTEM INVENTORY/CURRENT ACTIVITY

1. Jim West noted that he mailed out an 11"x17" map of the inventory to each agency for review. He would like comments back by January 14th.
    - Jim added that a few traffic signals showed up in multiple jurisdictions. The proper owner will need to be determined for these signals.
    - All agreed that the maps should display which agency has ownership of each device, not which agency operates or maintains the device.

IV. OTHER ITEMS

Habib discussed the phases of the project that will start after the workshop.

1. Three subjects will be addressed beginning in March: situation analysis, needs assessment (based on discussions from workshop) and the development of the system architecture.

2. Also beginning in March, we will start collecting lists of projects that match the selected Market Packages.
3. Options for a project logo will be presented at the March meeting.
4. There will not be a Steering Committee Meeting in February because of the workshop, however we will have a meeting on February 9th to prepare for the workshop presentations and panel discussion. Any agency representative that will be participating in the panel discussion or doing a presentation should plan on attending this meeting. It will be held on February 9th at 8:30 at the City of Vancouver office at 601 W. Evergreen.

NEXT STEERING COMMITTEE MEETING

City of Vancouver,
601 W. Evergreen
Wednesday, March 8th, 2000
8:30a.m. – 10:30a.m.

ACTION ITEMS

1. (Susan Lee) Send Pacific Rim any additional names that should be added to the workshop brochure mailing list.
2. (Susan Lee) Contact the local Cable Access channel about broadcasting a portion of the workshop.
3. (DKS) Collect presentations from all the workshop presenters for review.
4. (DKS) Start developing options for a VAST project logo.
5. (All) Review inventory maps and send comments to Jim West by January 14th.

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