ITS Technical Committee – NCITE/ITS Minnesota
February 4, 2014
1:00 p.m. – 3:00 p.m.
MnDOT Arden Hills Training Center

MINUTES

1. Introductions
   - Attending: Matt Mayer (Kimley-Horn), Gary Nyberg (Metro Transit), Steve Rippey (Metro Transit), Steve McHenry (SRF), Ginny Crowson (Athey Creek), Ray Starr (MnDOT), Dan Rowe (MnDOT)

2. December 3 meeting minutes approved

3. February 4 agenda approved

4. Old business
   - ITS Design Manual Update and Course Feedback
     - Steve Rippey and two other Metro Transit staff attended both days of the recent training
     - There were approximately 40 attendees with representation from agency and consulting staff at the training
     - Training attendees noted a desire for an ongoing venue for real-time discussions about manual topics
     - Proposed using this committee as a venue for ongoing dialog about manual content, lessons learned, etc.
     - Adding a section on transit in the manual or providing links to existing yet separate materials would be useful
     - Original purpose of the manual was to drive consistency in the more broadly deployed ITS (e.g. DMS, cameras, detection) by providing in-depth design guidance, specifications and other information, but it’s not yet reached this depth of detail
     - It was asked if there are other states with model design manuals that could be used to further develop the depth of Minnesota’s manual
     - **ACTION:** Forming what the committee could/would do needs to be discussed by both MnDOT (what they’d like) and the group (what we’re able/willing to offer)
   - Systems Engineering Training Course
     - Course is scheduled for February 18; 18 people are registered as of this meeting
     - ITS Architecture update will also be completed in 2014 and ties well into systems engineering
     - There was general discussion about when and to what degree to use systems engineering on projects, tailoring model documents to specific projects, applying systems engineering for quality management, etc.
     - Mileage based user fee project recently completed by MnDOT was noted as an example of systems engineering being successfully used
5. New Topics
   - Brainstorming: Topics and Meeting Format
     o There was additional discussion about limitations with ITS procurements – there are separate rules for construction, procuring equipment and professional/technical services
     o **Project debriefing** to hear about their contractors, agency and other partners’ experiences (e.g. RICWS)
     o How does ITS fit within the context of lower cost, higher return on investment strategies noted in the recent *Minnesota GO series of transportation plans* (e.g. 50-year vision, 20-year state transportation plan, state highway investment plan)?
     o It was noted that **MAP-21** allows ITS to be eligible for all categories of funding
     o It was also noted that **Met Council also publishes a regional plan** that is fiscally constrained and highlights managed lanes (ITS related) as a key strategy for their future
     o **Alternative power sources** for remote or rural ITS deployments; an example from Rochester was noted as a potential case study for future discussion
     o **Educating agency IT and communications staff** about ITS impacts and opportunities (e.g. network security, capacity)
     o **Examples of design manuals** used from or developed for other states
     o Future, potential impacts of **Connected Vehicle** and NHTSA’s February 3 V2V announcement or prospective V2I aspects of further Connected Vehicle
     o Changing meeting format to encourage city/county participation – potentially quarterly frequency, outstate venues and remote participation options
     o How can we make NCITE/ITSMN members more aware of committee meetings and get their input on how the committee should continue
     o Suggestion to switch meeting time to over lunch (e.g. 11:00-1:00) and venue (e.g. Waters Edge, Metro Transit Control Center)
     o **Maintaining round robin** was also suggested as a valuable way to learn more about what others are doing
     o **ACTION**: Committee should prioritize brainstormed topics and select a specific topic for the April 1 meeting
   - Committee Co-Chair
     o Matthew Mayer volunteered to co-chair with Steve for 2014

6. Round Robin
   - Discussed the next meeting topic – focus on design manuals from other states (e.g. KS, MI)
     **ACTION**: Committee members should bring examples of other design manuals to next meeting
   - Ray: NHTSA announced V2V decision on February 3; Connected Vehicle pooled fund is doing a project to explore V2I options with signals
   - Dan: Working on I-694/I-94 loop on east side of town to reconstruct; project in Cokato along TH12 to install roadway sensors on icy conditions; Safe Intersections project (precursor to RICWS) and CICAS project are both winding down; developing scope of work for winter snow gate signage
• Gary: Vehicle area network is a key project for Metro Transit to improve vehicle communication within garages (across buses, transit police units, train cars); first arterial BRT design is in progress for Snelling Avenue from Rosedale to MOA – plan to implement one each year for the next 12 years hereafter; working on various priority signal projects and a bus enunciator project to announce upcoming stops (plan to have enunciators on all bus routes within a year)
• Steve: Nebraska has a low-band state radio system and a trunked 800 MHz system they’re studying for coordination options
• Matthew: Working on large signal design project on CSAH 144 and TH101; still finishing up some Arizona DOT projects (recently transferred to Minnesota Kimley-Horn offices)