



## Space Coast TPO – ITS Master Plan Stakeholder Meeting #6

### MEETING MINUTES

March 11, 2015 from 10:00 AM – 12:00 PM

Government Center - Building C, Third Floor, Atlantic Room  
2725 Judge Fran Jamieson Way, Melbourne, FL 32940

#### Attendees:

Steven Bostel	Space Coast TPO
Dale Cody	Metric Engineering
Renata Caetano	Metric Engineering
Jessica Moses	Metric Engineering
Travis Hills	Kittelson & Associates
Jack Freeman	Kittelson & Associates
Georganna Gillette	Space Coast TPO
Kwabena Ofose	City of Palm Bay
Rob Strong	City of Cocoa Beach
Jeff Ratliff	City of Cape Canaveral
Scott Morgan	City of West Melbourne
Jenni Lamb	City of Melbourne
Scott Arnold	City of Melbourne
Alton Robinson	Brevard County Traffic operations
Corrina Gumm	Brevard County Traffic Operations
Laura Carter	Space Coast TPO
John Denninghoff	Brevard County Public Works

#### Previous Task(s) Overview and Meeting Introduction

- Task 2 and 3 are complete; everyone reminded to make sure these documents reflect stakeholders preferences or know why something was included and the reason behind it

#### Task 4 – Identification of Applicable ITS Strategies

- Comments/responses will be sent out this week
- 2 major comments from stakeholders is staffing rates
  - Would like to see the rates go up
  - Stakeholders encouraged to email their idea of what the rates should be
- Priority of Segments
  - Please rank segments from highest priority to lowest and give reasons why and included new suggested limits as recommendations, if desired
  - Reminder to stakeholders that some segments that are ranked #1 may end up being ranked #3 due to infrastructure shortages, i.e. there is no fiber to that location or another segment takes precedence in order to create a redundant ring for the overall segment
  - Task 3 matrix will be updated to include new priority list



- Priority of projects allows the TPO and stakeholders to communicate effectively how Operations and Maintenance (O&M) funding will be used
  - Consistent with FDOT (Jeremy Dilmore), TPO and Central Office
- *Comment to All Stakeholders: Priority Projects – some roadway projects are already coming down the pipeline within the work program – we need to be sure we coordinate with these projects and incorporate ITS within the design phase.*
  - Metric will review the Work Program for all segments within the region to ensure early coordination
- *Question to TPO regarding multijurisdictional cooperation – how to incorporate ITS Master Plan projects into everything that will be within the work program*
  - Suggested to submit Priority Project Application in order to request funding
    - Use ITS Master Plan as a back-up for needing the project
    - Submit applications by end of April
    - When submitting, FDOT looks for SEMP with application; use Master Plan and ConOps to submit that information
    - Dale added that when submitting for a certain segment, include what can be accomplished and be sure to work TPO, Counties and other agencies to get what needs to be accomplished done. The funding request needs to address O&M
      - Because funding is tied to Federal, they want to hear about interagency cooperation, O&M funding/planning
    - Metric offered to run a SEMP workshop or help out with how to prepare that document
  - *Comment: Funding for O&M needs to be competitive with the private industry*

#### **Task 5 – Regional Architecture Update (ongoing)**

- Stakeholders are providing input; will include a wish list at the end of the document.

#### **Task 6 – ConOps Update (under review)**

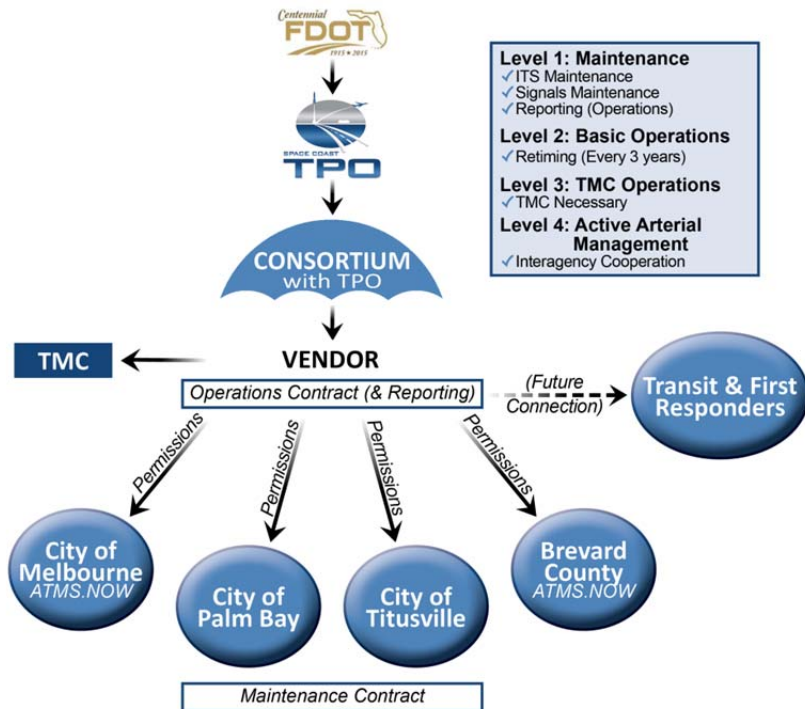
- This document should be a direct reflection of our ITS Master Plan
- TMC is up for discussion – note that some information was added
- ConOps will be posted within the week
  - When commenting – edit with the “lens” of our discussion today

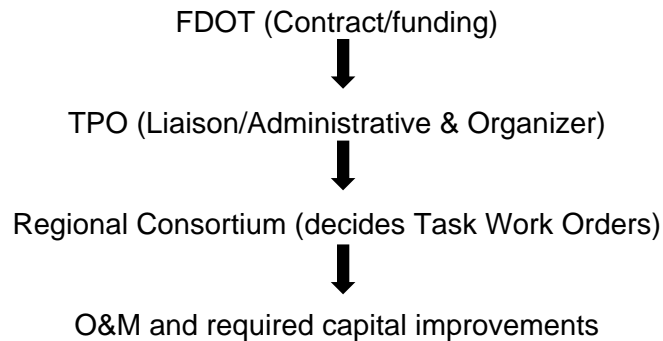
#### **Implementation Plan - please refer to presentation given during this meeting**

- Helps define our outline of the Master Plan and get a flavor of how it can be a reality
- Implementation does not mean building stuff necessarily
  - This is an understanding of how we use these tools on a regional basis
- Stakeholder buy-in is a must
- TPO as a coordination umbrella
  - TPO is okay with serving as the coordinating agency but not as a management agency
  - Wants to continue conversations bi-monthly (or however often its decided) as a group
  - TPO will act as a liaison to FDOT
  - FDOT to manage/fund
    - Our group (or consortium) will decide on the Task Work Orders (TWOs)

- o Dale (Metric) spoke to Jeremy (FDOT) – they have no problem doing the contracting; they just don't want to be decision makers - regional consortium is suggested to be the responsible party
- Regional Consortium - Two levels: 1) Owner Maintainer/Operators and 2) Vendor Maintainer/Operators
  - o 1) Owner Maintain/Operators: this is an actionable level by the agencies that are invested in operations and maintenance
  - o 2) Vendor Operator: this is a data level; sharing of data between agencies but not necessarily as invested
  - o The difference between the two is experience, expertise and overall investment in the program
  - o How formal does the group need to be?
    - MOU, MOA and/or interlocal agreement should be in place.
    - Should be founded by the ITS Master Plan stakeholders
    - Focus on O&M and not in capital improvements as much
    - O&M needs to be accomplished in order to build infrastructure appropriately
      - Capital investment based on Operations and Maintenance needs
    - Over the next 4 – 5 months, this can be discussed and developed
  - o TPO to help coordinate regionally

### Regional Consortium/Roles





- Example: An O&M contract comes out, there should be performance measures and analysis/evaluation (Performance Measures) of everything to come out of the contract
  - Consortium, or committee, learns through reporting of performance measures what works and are able to utilize lessons learned
  - This reporting also demonstrates how everything is working
  - This committee could also have a liaison to the Traffic Incident Management (TIM) meetings to help solve problems that the TIM Teams run into; perhaps incident clearance times could be improved through an additional camera installed or a wider roadway in a certain corridor.
- Consortium should have a chain of command: President, Vice President, etc. to provide structure. Not a free for all
  - Eventually other owner/maintainers need to be included: port, transit, etc.
    - These are the ones that initiate actions from data, which ends up having an outcome that can be defined, evaluated and reported on
  - Start simple and build the program correctly
- Consider roles/responsibilities – structure needs to be in place
  - Formalize how to handle the contract before getting the money for one
  - Private contract – held to performance measures
    - Consortium needs to be hold agencies to those requirements
  - Maintenance demarcation points
    - Localized maintenance
    - Maybe share a contractor but it is recommended to stay as is which is consistent with FDOT compensation procedures – keep it simple
    - Infrastructure is maintained specifically
    - Only problem is perhaps the need for more resources
  - Operations/Reporting
    - Needs to be regional – the traveling public does not care about jurisdictional lines
      - Could be the consortium which would be a resource everyone can tap into and know what is happening and can communicate effectively as a region
- Operations Contract: a vendor of some sort (consultant/contractor)
  - Held to the standards defined by the contract; should adhere to performance measure goals
    - Travel Times – 95%



- Travel Time Reliability – 90%
    - Up Time (loops, signals, etc.) – 90%
  - If a loop is down, vendor would call Melbourne (as an example) and let them know – they either fix (maintenance) or perform a timing change (operations)
  - Is the maintenance vendor able to fix things? To help out?
    - Perhaps they can to assist in filling the gaps of low resources
  - Agencies can choose their level of involvement
    - Little involvement but vendor reports/coordinates
    - Conditional involvement allowing the vendor to report but decisions need to be approved by the stakeholder agency before moving forward
    - Full involvement allowing the vendor to take over the system completely
    - *Comment: What happens when the vendor is not responsible for an agency that is not willing to implement plans of action?*
    - Example: Maybe Melbourne wants little involvement but is okay with seeing how the vendor does in Titusville
      - Perhaps they see great responses and Melbourne becomes okay with vendor helping more often just may have restrictions on certain priority corridors
      - Perhaps contracts like reporting/data collection can go to the vendor and that frees up other consultant contracts to utilize resources for other things
      - *Comment: Councilmen may feel like the local agency may not have control*
        - Consortium should be able to coordinate with the vendor and get answers when necessary
- Operations Vendor as a consultant contract
  - When there is an issue, this agreement would be implemented (a defined plan that all the stakeholders agree on)
  - At least 1 operator, 1 manager overseeing reporting and 1 network engineer (can only make sure the network communicates effectively; does not have a role such as a signal engineer)
  - Vendor is a mechanism to help achieve all of this
  - Vendor responds to consortium of what is working and reports the levels at which they work
    - Something that may come back to the consortium is “there needs to be a redundant ring on this corridor to help a recurring incident”. This leads to possible capital improvement projects.
  - Key to it all – funding is not coming without results, reporting and performance measures, etc.
- Asked stakeholders if this is a viable plan – can this be worked with?
  - Yes
  - Big picture looks like a viable plan and would just to need to work the details out, what does daily operations look like?



### **Capital Improvements/TMC**

- Understanding funding is 5 years out
  - Not building a TMC in 5 years but we do need some sort of TMC (a room)
  - TMC needs to be focused, freestanding (for security purposes)
    - Data sharing with cities/counties
    - Security procedures documents (how to handle)
      - Access information
      - Network, ATMS.now, cabinets (lock down network)

### **Overview of Levels to Move Towards**

(Build trust and develop SOGs to work towards these goals/levels):

1. Maintenance Level
  - a. No TMC requirements (does not track/report)
2. Operation Level
  - a. Operations, reporting/security documents
3. Traditional TMC Operations
  - a. Operators in seats
  - b. TMC required – TIM Meetings; able to talk to the port, transit, etc.
  - c. Everything should route through the TMC and be disseminated out to the local agencies
4. Active Arterial Management (AAM)
  - Need to be at least at Level 2
  - TMC could become a large entity one day once the program has developed and is performing well
  - Try to work towards co-location with other agencies
  - Funding should not be spent evenly; some agencies will need more due to what is needed within the region and based on local needs.

### **Closing**

Now is the time to get comments in and get these documents right (stakeholder buy-in 100%)