



**Space Coast TPO – ITS Master Plan
Stakeholder Meeting #7**

MEETING MINUTES

May 13, 2015 from 10:00 AM – 12:00 PM

Government Center - Building B, First Floor, Magnolia Room
2725 Judge Fran Jamieson Way, Melbourne, FL 32940

Attendees:

Steven Bostel	Space Coast TPO
Dale Cody	Metric Engineering
Renata Caetano	Metric Engineering
Corrine DiSanto	Metric Engineering
Steeve Koloko	Metric Engineering
Jack Freeman	Kittelson & Associates
Kwabena Ofori	City of Palm Bay
Jenni Lamb	City of Melbourne
Scott Arnold	City of Melbourne
Alton Robinson	Brevard County Traffic operations
Corrina Gumm	Brevard County Traffic Operations
John Denninghoff	Brevard County Public Works
John Denninghoff	Brevard County Public Works
Devin Swanson	Brevard County Traffic Ops
Lonnie Dunn	City of Cape Canaveral

Previous Task(s) Overview and Meeting Introduction

- Tasks 1- 6 are complete.

Final ITS Master Plan Draft – Due 5/29/15

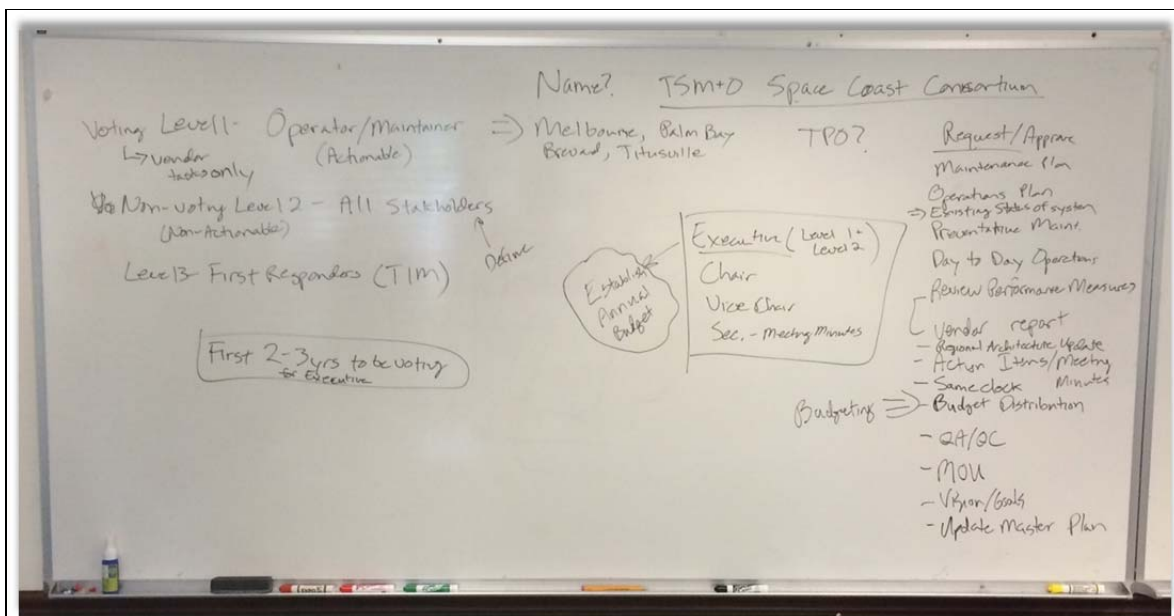
Potential Regional Consortium Implementation Plan *(please refer to presentation given during this meeting)*

I. Regional Consortium

- Policy procedures
- Conduct
 - FDOT looking in funding
- Split into two: Maintenance & Structures. Preventative Maintenance -> enhanced services
- Staffing -> (Brevard doesn't have)
 - Reliable equipment on the street
 - Trying to fill gap
 - Not a good plan for ITS - "Maintain by fire"

- Preventative Maintenance -> Maintenance Plan – Two base incorporate with scope
- Operations side – Same idea
 - Written plans in place. (Avoid two authorized as needed)
 - Consistent
- TPO -> “Liaison” - voting member or not? (To be determined)
- Vendor -> Written recommendation for two pots of money (Operations / Maintenance)

II. White Board Discussion



- Level 1 - Voting Level: Actionable – Vendor Tasks Only
 - Operator / maintainer
 - Melbourne
 - Palm Bay
 - Brevard County
 - Titusville
 - TPO?? (Tie breaker?)
- Level 2 - Non-Voting: Non-Actionable
 - All Stakeholders
- Level 3 - First Responders: Participate Actively
 - TIM- (Moving to arterials)
- Executive (Level 1 and 2) – 2-3 years term - Establish Annual Budget



- Chair
- Vice-chair
- Secretary (Meeting minutes) -> could tell vendor to do.
- Vendor only charges around 2.2 multiplier
- Request/Approve tasks to be performed by the vendor
 - Maintenance plan
 - Operations plan
 - Needs
- Meeting minutes – very important
 - Especially a year to two later (when more money is needed)
- Maintaining action items
- Structure
- Preventative maintenance
- Day to day operations
- Review performance measures
 - Level of accountability (Performance of operations) trust with vendor
- Vendor report
- Budget distribution
- QA/QC
- MOU
- Vision and Goals update
- Update ITS Master Plan

IV. Open Discussion

- Stakeholders – *How is money management going to take place?*
 - Dale Cody (DC):
 - DOT hopefully fund first 2-3 years and manage contract.
 - Two contracts (operations and operations) - Should be as needed. Need preventative plan in place.
 - Part of an overall plan
 - Performance plan – Justify to commissioners, DOT, etc.
- Stakeholders – *If DOT is funding (Managing), would DOT give the TPO the money?*
 - DC:
 - TPO did not feel it was appropriate
 - TPO is not deciding how funding is being used.
- Stakeholders – *Certain amount of money will be addressed in the end - “Rainy day” fund. Group needs to know decision made based on money available.*
 - TPO:
 - Meantime, we need to come up with a financial plan, if DOT does not fund.
 - TPO would endorse elected officials for possible funding.



- TPO - Final Master Plan – Presented in September
 - More forward thinking
 - DC: Every year the committee is in charge of establishing an annual budget.
- Stakeholders – Structure. Executives do not need to be voting members?
 - DC: For the first year or two, Chair & Vice Chair should be voting members.
- Stakeholders – Goal of group is to educate other stakeholders making decisions and action. So voters are educated to make a well informed decision.
 - DC: We will provide a 2-page Technical memorandum to be used as road map moving forward
- Use the last stakeholders meeting voting for Chair/Vice Chair?
 - Lunch? RSVP? Free food attracts people: Lunch and Learn.
- Important key for Commissioners: No legislative changes in agreements.
- MOU - (Dale will help draft)
- Data Share - Simple.
 - Vendor
 1. Control traffic signal controllers
 2. Goal: Trust. – No trust, they can't touch system.
 3. Data from field.
 4. Maintain coordination
 5. Retiming as needed
 6. Reporting costs money, but once it's the norm, you build off it. No reporting = no funding.
 7. TMC is necessary - goes from cube to conference room.
 8. Consider structure of budgeting each year
 9. Add vision/goals to request/approve list
 10. Real time management (ATMS)
 11. Don't jump to 4 before 2 (Levels)
 12. GPS Clock - Cities need.
 - Executive (Level 1 & 2)
 1. Tough decisions - Saying NO
 2. Top Priorities: Budget and committee.
 3. Important to finish