

NASHVILLE AREA REGIONAL ITS ARCHITECTURE UPDATE WORKSHOP MINUTES

MEETING DATE: April 29, 2010

MEETING TIME: 10:00 AM – 11:30 AM

MEETING LOCATION: Nashville Public Library, Nashville, TN

ATTENDEES:

Max Baker, Nashville Area MPO
Don Gedge, FHWA Tennessee Division
Terry Gladden, TDOT Long Range Planning
Cheryl Hunter, Mid-Cumberland Human Resource
Agency Transit

Mike Presley, TDOT Long Range Planning
Britta Stein, FHWA Tennessee Division
Robert Weithofer, Metro Nashville
Tom Fowler, Kimley-Horn and Associates
Amy Lewis, Kimley-Horn and Associates

SUBJECT: Nashville Area Regional ITS Architecture Update – Comment Resolution
Workshop

Introductions

Tom Fowler welcomed everyone to the last workshop and thanked the stakeholders for their continued participation in the update of the Nashville Area Regional Intelligent Transportation System (ITS) Architecture. Those in attendance introduced themselves and identified the agency or organization they were representing.

Project Overview Presentation

Tom Fowler provided an overview of the project and the remaining steps. Tom noted that this was the last of four workshops scheduled in Nashville to update the Regional ITS Architecture and Deployment Plan. Drafts of the Regional ITS Architecture and Regional ITS Deployment Plan are both available on the project website at the address below:

<http://www.kimley-horn.com/Projects/TennesseeITSArchitecture/nashville.html>

Comments on the Draft Regional ITS Deployment Plan were requested by May 7, 2010. Comments can be provided to Tom Fowler at Kimley-Horn or Max Baker at the Nashville Area MPO. Based on the comments received a Final Draft Regional ITS Deployment Plan, as well as a Final Draft Regional ITS Architecture, will be developed.

ITS Deployment Plan Document Review

Tom provided a review of the Draft ITS Deployment Plan document. Two key sections were noted as the highest priority for stakeholders to review.

- Section 4 – ITS Project Recommendations
- Section 5 – Use and Maintenance of the Regional ITS Architecture

Stakeholders asked that the Regional ITS Deployment Plan include a discussion on the importance of maintenance and operations for ITS. Funding for maintenance and operations, including additional staff, should be identified prior to deployment of any ITS project.

Use and Maintenance of the Regional ITS Architecture

Use and maintenance of the Regional ITS Architecture was discussed. The process presented in the Regional ITS Architecture document and discussed at the last stakeholder workshop was reviewed. It was decided by stakeholders that the review period for the Regional ITS Deployment Plan should be changed from annually to as needed. There may be some years when little has changed regarding deployment and others when there are several changes and the review timeframe for the ITS Deployment Plan will vary depending on the level of deployment activity.

To assist with documenting any necessary changes to the Regional ITS Architecture, a form was developed. A MS Word version of the form will be available on the project website and should be used to document future changes that need to be made to the Regional ITS Architecture. A copy of the form, which has been revised since the stakeholder workshop, is included at the end of these minutes.

In addition to the use and maintenance of the Regional ITS Architecture, use of the Regional ITS Architecture in the systems engineering process was also discussed. The Regional ITS Architecture can assist in the development of a systems engineering analysis. For example, the Regional ITS Architecture can be useful in meeting the following systems engineering analysis requirements:

- Project conformity to the Regional ITS Architecture;
- Concept of operations;
- System requirements; and
- High level design.

Don Gedge noted that TDOT will be hosting US Department of Transportation's System Engineering for ITS Workshop on May 19-20, 2010 in Nashville.

Concluding Comments and Next Steps

The following next steps were identified for the project:

May 7

- Draft Regional ITS Deployment Plan comments due

End of May

- Final Draft Regional ITS Architecture and Final Draft Regional ITS Deployment Plan available for review

June

- Final documents delivered including Executive Summary, Regional ITS Architecture, and Regional ITS Deployment Plan, and Turbo Architecture Database

Tom thanked everyone for their participation and encouraged them to contact him or Max Baker with any questions or comments. Max will be sending out notices when the Final Draft Regional ITS Architecture and Final Draft Regional ITS Deployment Plan are available for review.



Nashville Area Regional ITS Architecture ITS Architecture Maintenance Documentation Form

Please complete the following form to document changes to the 2010 Nashville Area Regional ITS Architecture. Forms should be submitted to the Nashville Area Metropolitan Planning Organization (MPO) for review and acceptance. All accepted changes will be kept on file by the MPO and shared with the TDOT Long Range Planning Division. Changes will be incorporated into the 2010 Nashville Area Regional ITS Architecture during the next scheduled update.

Contact Information

Agency	
Agency Contact Person	
Street Address	
City	
State, Zip Code	
Telephone	
Fax	
E-Mail	

Change Information

Please indicate the type of change to the Regional ITS Architecture or Deployment Plan:

- Administrative Change: Basic changes that do not affect the structure of the ITS market packages in the Regional ITS Architecture.
Examples include: Changes to stakeholder or element name, element status, or data flow status.
- Functional Change – Single Agency: Structural changes to the ITS market packages that impact only one agency in the Regional ITS Architecture.
Examples include: Addition of a new ITS market package or changes to data flow connections of an existing ITS market package. The addition or changes would only impact a single agency.
- Functional Change – Multiple Agencies: Structural changes to the ITS market packages that have the potential to impact multiple agencies in the Regional ITS Architecture.
Examples include: Addition of a new ITS market package or changes to data flow connections of an existing ITS market package. The addition or changes would impact multiple agencies and require coordination between the agencies.
- Project Change: Addition, modification, or removal of a project in the Regional ITS Deployment Plan.
- Other: _____

Submittal

Please submit ITS Architecture Maintenance Documentation form to:

Nashville Area Metropolitan Planning Organization
800 Second Avenue South
Nashville, Tennessee 37210
Phone: 615-862-7204
Fax: 615-880-2450

Form Submittal Date: _____



Nashville Area Regional ITS Architecture ITS Architecture Maintenance Documentation Form

<p>Question 1 Describe the requested change to the Regional ITS Architecture or Deployment Plan.</p>	<p><i>Example: City A is planning to deploy CCTV cameras for network surveillance on arterial streets. In the Regional ITS Architecture, the City A Traffic Operations Center (TOC) is shown as the only center controlling the CCTV cameras. The City A TOC is now planning to provide images and control of the CCTV cameras to the City A Police Department for use during incidents.</i></p>
<p>Question 2 Are any of the Regional ITS Architecture market packages impacted by the proposed change?</p>	<p><input type="checkbox"/> Yes: Please complete Questions 2A and 2B <input type="checkbox"/> No: Please proceed to Question 3 <input type="checkbox"/> Unknown: Please coordinate with the Nashville Area MPO to determine impacts of the change to the Regional ITS Architecture</p>
<p>Question 2A List all of the ITS market packages impacted by the proposed change.</p>	<p><i>Example: ATMS08 – Traffic Incident Management System ATMS01 – Network Surveillance</i></p>
<p>Question 2B Include a copy of the ITS market packages impacted by the proposed change and mark any proposed modifications to the ITS market packages. Add any additional notes on proposed changes in this section.</p>	<p><i>Example: A sketch of the ATMS08 – Traffic Incident Management System market package diagram for City A is attached. Changes have been marked by hand to indicate the new data connections that will be established to allow the City A TOC to send traffic images to the City A Police Department and for the City A Police Department to control the CCTV cameras. The deployment of the CCTV cameras will also result in several of the data flows in ATMS01 – Network Surveillance being changed from planned to existing. These have also been marked on the market package diagram. (Note: The ITS market package diagrams can be found in Appendix B of the Regional ITS Architecture.)</i></p>
<p>Question 3 Does the proposed change impact any stakeholder agencies other than the agency completing this form?</p>	<p><input type="checkbox"/> Yes: Please complete Questions 3A and 3B <input type="checkbox"/> No: Form is complete <input type="checkbox"/> Unknown: Please coordinate with the Nashville Area MPO to determine impacts of change to other agencies in the Regional ITS Architecture</p>
<p>Question 3A Identify the stakeholder agencies impacted by the change and a contact person for each agency.</p>	<p><i>Example: The City A TOC and City A Police Department are the two agencies impacted by this change. (Note: Assuming the City A TOC representative is completing this form, the contact person from the City A Police Department working on this project should be listed.)</i></p>
<p>Question 3B Describe the coordination that has occurred with the stakeholder agencies and the results of the coordination?</p>	<p><i>Example: The City A TOC and City A Police Department have had several meetings in the last year to discuss the operations of the arterial CCTV cameras. An operational agreement for the joint operations of the CCTV cameras is currently being developed.</i></p>