MINUTES
JACKSON REGIONAL ITS ARCHITECTURE AND DEPLOYMENT PLAN
Comment Resolution Workshop

November 15, 2006
City Hall
Jackson, Tennessee

ATTENDANCE

Lt. Ronald Adams, Jackson Police Dept.	Stanley Pilant, Jackson Area MPO
Joe Armstrong, Tennessee DOT	Joe Roach, Tennessee DOT
Scott Chandler, City of Jackson Engineering Dept.	Mike Robinson, City of Jackson Engineering Dept.
Marty Clements, Jackson/Madison County EMA	Joe Warren, Tennessee DOT
Keith Donaldson, Jackson Area MPO	Amy Lewis, Kimley-Horn and Associates
Donald Gedge, FHWA Tennessee Division	Richard Plowes, Kimley-Horn and Associates
Michele Jackson, Jackson Transit Authority	

MINUTES

1. Introductions and Meeting Overview

    Amy Lewis welcomed the attendees to the final ITS Architecture and Deployment Plan meeting for the Jackson Region and thanked them for their continued participation in the development process. The stakeholders and project team members introduced themselves.

    Amy provided a brief overview of the status of the Regional ITS Architecture and Deployment Plan project as well as the purpose of the Comment Resolution Workshop. The purpose of the workshop was to review both the ITS Architecture and the Deployment Plan and address comments or concerns that stakeholders may still have regarding each. Additionally, Amy provided training and guidance as to how to use the Architecture and Deployment Plan documents during the regional planning process.

    The Draft Regional ITS Architecture document had been posted on the project website, www.kimley-horn.com/projects/tennesseeitsarchitecture, before the workshop held in October. On November 2, 2006, the Draft Regional ITS Deployment Plan was also uploaded to the project website.
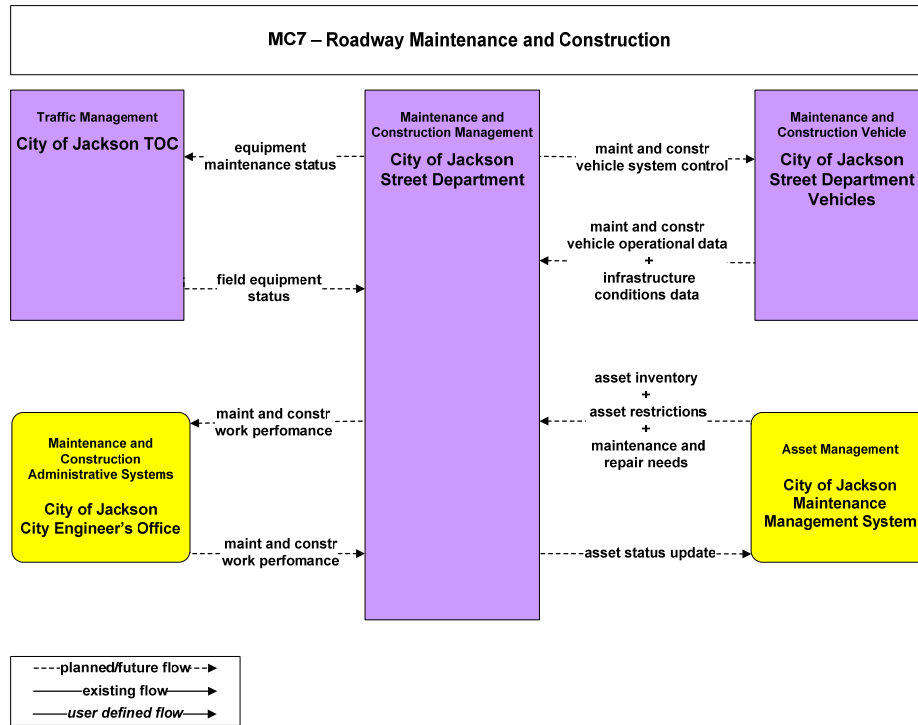
2. Draft Regional ITS Deployment Plan

    Amy led a discussion on the Draft Regional ITS Deployment Plan and provided examples from key sections to familiarize the stakeholders with the document. At the request of the stakeholders, the Deployment Plan will no longer include the column in the project tables indicating whether a project has received funding or not. Attendees were asked to provide any additional comments on the project recommendations and priorities. During this discussion, it was noted that funding for the Jackson Transit Authority SmartBus project had been identified. The SmartBus project was already a short-term project so no change to its timeframe status was necessary.

3. Draft Regional ITS Architecture

    In the development of the Deployment Plan, a project for a City of Jackson Street Department Maintenance Tracking System was included. The project supports the tracking and scheduling of maintenance activities by street sweeper vehicles. To document this project an additional market

package, MC07 – Roadway Maintenance and Construction, needs to be added to the architecture. This market package is included below for stakeholder review.

4.   ITS Architecture and Deployment Plan Use and Maintenance Discussion

At the ITS Deployment Plan workshop in October stakeholders briefly discussed maintenance procedures for the Region. Based on that information the project team developed a use and maintenance plan that will be included in ITS Architecture document. That procedure was presented to stakeholders at the Comment Resolution Meeting.

Any project involving ITS components should conform to the Regional ITS Architecture. In the event a project does not conform to the architecture, the architecture needs to be modified using the Regional ITS Architecture Change Form included in the Appendices of the document. In the event of a change, all impacted stakeholders should be made aware of the update. Until the next complete update of the Regional ITS Architecture and Deployment Plan the Jackson Area MPO will collect the change forms. Stakeholders agreed that the plans should be updated every 4 years to correspond with the TIP update. Therefore, the next Regional ITS Architecture update should occur in 2010.

5.   Wrap Up

Stakeholders were asked to submit any comments on the Draft Regional ITS Architecture and Deployment Plan by November 30, 2006. After the comments have been incorporated, draft final documents will be posted to the website. Stakeholders will be notified of their availability and given a short time to make any final comments. Kimley-Horn will then finalize the ITS Architecture and ITS Deployment Plan documents, develop an executive summary, and send stakeholders copies of the final reports.

Amy thanked everyone for attending and for their participation throughout the project and encouraged the stakeholders to contact her if there are any questions in the future. There are no additional workshops scheduled for the Jackson Regional ITS Architecture and Deployment Plan.