ITS DEPLOYMENT PLAN WORKSHOP MINUTES

MEETING DATE: October 1, 2008

MEETING TIME: 9:00 AM

MEETING LOCATION: Hamblen County Courthouse

ATTENDEES:

Terren Barret, Lakeway MTPO
Arthur Bohanan, Jefferson County EMA
Jeff Branham, City of Morristown
Rich DesGroseilliers, Lakeway MTPO
Terry Gladden, TDOT
Michael Jones, Cumberland Gap Tunnel Authority

Gary Lowe, City of Morristown Police Department
Joseph Roach, TDOT
Randall Woods, Jefferson County Sheriff's Office
Tom Fowler, Kimley-Horn and Associates
Amy Lewis, Kimley-Horn and Associates

SUBJECT: Lakeway Regional ITS Deployment Plan Development Workshop

1.   Introductions

Amy Lewis welcomed the attendees and thanked them for their continued participation in the development of the Lakeway Regional ITS Architecture and Deployment Plan. Amy provided a brief overview of the status of the Regional ITS Architecture project as well as the agenda and purpose of the workshop. The ITS Deployment Plan Workshop is the third of four workshops scheduled for the Lakeway Region to develop the Regional ITS Architecture and Deployment Plan. The final remaining workshop is scheduled for Thursday, November 13, 2008 from 9 AM – 11 AM.

2.   Regional ITS Architecture Discussion

Amy presented an overview of the Draft Regional ITS Architecture report that was made available on the project website on September 24, 2008. He encouraged stakeholders to closely review several key tables, figures, and appendices to make sure their agency's needs, existing infrastructure, and future plans are appropriately documented. Key tables, figures, and appendices include:

Table 1 – Stakeholder Agencies and Contacts
Table 3 – Stakeholder Descriptions
Table 4 – Inventory of ITS Elements
Figure 4 – System Interconnect Diagram
Table 5 – Market Package Prioritization by Functional Area
Table 6 – ITS Needs and Corresponding Market Packages
Table 8 – Stakeholder Roles and Responsibilities
Table 9 – Existing and Potential Agreements
Appendix B – Customized Market Packages

Comments on the Draft Regional ITS Architecture were requested prior to the final project workshop on November 13, 2008. Comments can be provided by phone, fax, or email to Amy Lewis (Ph: 512-418-4508, Fax: 512-418-1791, amy.lewis@kimley-horn.com) or Tom Fowler (Ph: 512-418-4504, Fax: 512-418-1791, thomas.fowler@kimley-horn.com).

3.   <u>Draft Recommended Projects</u>

A handout of recommended projects for the Draft Regional ITS Deployment Plan was provided to the stakeholders. The handout represented a very preliminary list of projects developed by the consultant team and served as the basis for discussion by the stakeholders to decide which projects to include in the ITS Deployment Plan. Projects were identified for the following agencies based on the needs identified, market packages selected, and discussions at previous workshops:

- City of Morristown
- City of Jefferson City
- Other Municipalities (including the Town of White Pine)
- Hamblen County
- Jefferson County
- Lakeway MTPO
- TDOT

For each project identified a brief description was provided as well as a recommendation for which agency should lead the implementation of that project and an opinion of probable cost. It was also noted if any funding had been identified for the project.

Tom Fowler reviewed each of the recommended projects with stakeholders at the workshop. The purpose of this discussion was to obtain feedback, consensus, and additional details about what should be accomplished by each of the recommended projects. It was also intended to identify any additional project needs. The following tables summarize the ITS projects that were discussed at the workshop and through subsequent discussions with several agencies that were unable to attend the workshop. It should be noted that including a project in the ITS Deployment Plan does not commit an agency to funding or deploying the project. The ITS Deployment Plan is meant to show all of the priority ITS projects for the Region. Deployment of the projects will be dependent on future funding availability and the priority of each ITS project in comparison to other transportation needs in the Region such as road widening or bridge projects.

City of Morristown Projects

Project	Responsible Agency or Agencies
City of Morristown TOC	City of Morristown
City of Morristown Traffic Signal System Upgrades	City of Morristown
City of Morristown CCTV Cameras	City of Morristown
City of Morristown DMS	City of Morristown
City of Morristown Portable DMS	City of Morristown
City of Morristown Railroad Grade Crossing Advance Notification System	City of Morristown
City of Morristown Weather Detection	City of Morristown
City of Morristown Real-Time Traveler Information	City of Morristown
City of Morristown TOC Coordination with TDOT SmartWay Center	City of Morristown, TDOT
City of Morristown TOC Coordination with Hamblen County 911 Dispatch	City of Morristown, Hamblen County
City of Morristown Public Works Department Vehicle AVL	City of Morristown
City of Morristown Fire Department AVL and MDTs	City of Morristown

City of Jefferson City Projects

Project	Responsible Agency or Agencies
City of Jefferson City TOC	City of Jefferson City
City of Jefferson City Closed Loop Traffic Signal System Upgrades	City of Jefferson City
City of Jefferson City Railroad Grade Crossing Advance Notification System	City of Jefferson City
City of Jefferson City Speed Monitoring System	City of Jefferson City
City of Jefferson City TOC Coordination with TDOT SmartWay Center	City of Jefferson City, TDOT
City of Jefferson City TOC Coordination with Jefferson County 911 Dispatch	City of Jefferson City, Jefferson County
City of Jefferson City Public Works Department Vehicle AVL	City of Jefferson City
City of Jefferson City Fire Department AVL and MDTs	City of Jefferson City
City of Jefferson City Fire Department Signal Preemption	City of Jefferson City

Other Municipalities Projects

Project	Responsible Agency or Agencies
Town of White Pine Fire Department Signal Preemption	Town of White PIne

Hamblen County Projects

Project	Responsible Agency or Agencies
Morristown-Hamblen County EMS AVL and MDTs	Hamblen County, City of Morristown
Morristown-Hamblen County EMS Signal Preemption	Hamblen County, City of Morristown, Municipalities
Hamblen County 911 Dispatch CCTV Camera Image Sharing	Hamblen County, City of Morristown, TDOT
Hamblen County 911 Dispatch Railroad Crossing Blockage Notification System	Hamblen County, City of Morristown
Hamblen County EMA Back-up Operations for City of Morristown TOC	Hamblen County, City of Morristown
Hamblen County Public Works Department Weather Detection	Hamblen County

Jefferson County Projects

Project	Responsible Agency or Agencies
Jefferson County EMS AVL and MDTs	Jefferson County
Jefferson County EMS Signal Preemption	Jefferson County, City of Jefferson City, Municipalities
Jefferson County 911 Dispatch CCTV Camera Image Sharing	Jefferson County, City of Jefferson City, TDOT
Jefferson County 911 Dispatch Railroad Crossing Blockage Notification System	Jefferson County
Jefferson County EMA Back-up Operations for City of Morristown TOC	Jefferson County, City of Jefferson City

Lakeway MTPO Projects

Project	Responsible Agency or Agencies
Lakeway MTPO Archive Data Warehouse	Lakeway MTPO

TDOT Projects

Project	Responsible Agency or Agencies
TDOT SmartWay Deployment – CCTV Cameras	TDOT

Regional Projects

Project	Responsible Agency or Agencies
Regional Media Liaison and Coordination	City of Morristown, City of Jefferson City

The consultant team will develop the Draft Regional ITS Deployment Plan based on discussions at the workshop and post a copy on the project website for review prior to the final project workshop. Stakeholders will be notified by email when the Draft Regional ITS Deployment Plan is available on the project website. If possible, please submit any comments on the Draft Regional ITS Deployment Plan prior to the Comment Resolution Workshop on November 13, 2008 so that we may discuss any significant changes as a group.

4.   <u>Next Workshop Dates</u>

The final workshop will take place on Thursday, November 13, 2008 from 9 AM – 11 AM at the Hamblen County Courthouse in Morristown. The purpose of this workshop will be for the consultant team to address any comments received on the Draft Regional ITS Architecture or Draft Regional ITS Deployment Plan. The use and maintenance of the Regional ITS Architecture will also be discussed at the workshop.