

MINUTES
MAG ITS STRATEGIC PLAN UPDATE
REGIONAL ITS STAKEHOLDERS GROUP MEETING NO. 2

October 20, 1999
11:10 AM - 12:15 PM
MAG Office Building
302 North 1st Avenue
Phoenix, Arizona

ATTENDANCE

Sarath Joshua, MAG, Project Manager
Steve Hogan, City of Scottsdale, Chairman
Brian Latte, City of Chandler
Gary Thomas, Town of Gilbert
Scott Nodes, City of Peoria
Dave Sabers, City of Glendale
Ed Stillings, FHWA
Tom Buick, MCDOT
Bruce Ward, MCDOT

Alan Sanderson, Mesa
John Taylor, PAG
Paul Casertano, PAG
Manny Rosas, PAG
Sheng-Wen Seow, ADOT
Scott Miller, RPTA
Jim Decker, City of Tempe
Don Dey, SAIC

PROJECT TEAM

Henry Wall, Kimley-Horn and Associates
Pierre Pretorius, Kimley-Horn and Associates
Tom Fowler, Kimley-Horn and Associates

Lisa Burgess, Kimley-Horn and Associates
Renee Hoekstra, R.H. and Associates

1. Project Introduction and Welcome

Chairman Steve Hogan called the meeting to order at 11:10 AM and introduced attendees from PAG and FHWA. Henry Wall, project manager for the Kimley-Horn team, introduced the consultant team members present. Sarath Joshua explained the review process for technical memoranda. RISG members were asked to provide all comments on technical memoranda to Sarath within two weeks of receiving their draft copies. Sarath will take all comments and provide the Kimley-Horn team with a consolidated list of comments to incorporate. Draft Technical Memoranda Nos. 1 and 2 were distributed for review by the RISG. Project binders, which will be used to store technical memoranda developed in the project, were also distributed by Sarath Joshua.

2. Approval of RISG Meeting No. 1 Minutes

There were no additions or corrections to the RISG Meeting No. 1 minutes from September 15, 1999 and the minutes were approved.

3. Progress Report

3.1 Draft Technical Memorandum No. 1

Draft Technical Memorandum No. 1 was distributed for comment by the RISG. Comments should be returned to Sarath Joshua no later than November 3.

3.2 Task 3, Stakeholder Involvement Plan

Renee Hoekstra and Lisa Burgess explained the process that will be used for stakeholder involvement. An introduction and overview of the project will be given, as well as an explanation of the importance of the stakeholder feedback to the development of the plan. The Overview of ITS Presentation will be given at the workshops. Following the presentation, a brainstorming session will be held to define transportation problems and needs. Stakeholders will then be asked to rank the priority of ITS needs. The RISG asked if the brainstorming technique would be effective for a large number of stakeholders. Renee Hoekstra answered that she felt she could effectively work with a large group and that the ranking process for the ITS needs should allow adequate involvement. The RISG also commented that the technologies should be explained so that stakeholders understand what they are ranking. Renee answered that through the Overview of ITS Presentation the technologies should be adequately explained. Members of the project team will also be available to provide detailed explanations of technologies if needed. The RISG also asked how the team was encouraging people to attend the focus groups. Lisa Burgess responded that the focus groups were advertised in the project newsletter that was mailed to the stakeholder database. She also explained that workshop reminders will be sent to key stakeholders via fax or e-mail. The RISG was asked if funding should be brought up in the focus groups and used as a method to rank projects. Sarath responded that because the costs of the ITS technologies will not be available at the focus groups, funding should not be used as a basis for ranking needs.

3.3 Task 3, Overview of ITS Presentation

Tom Fowler presented the Overview of ITS Presentation that will be used at the focus groups and also distributed to the RISG and other stakeholders on CD-ROM. A hard copy of the presentation was distributed to members of the RISG as part of Draft Technical Memorandum No. 2. The Overview of ITS Presentation was designed for stakeholders with a non-technical background to provide a general overview of ITS, including benefits and local applications. Comments during the presentation were noted and will be incorporated into the presentation. Major comments included add a slide on bicycle and pedestrian ITS activities, add more information on incident and emergency management for the Public Safety Access Point focus group, incorporate 'crash' or 'collision' instead of 'incident' where practical, and replace CVO photos with more local pictures. The MAG ITS Strategic Plan vision statement was discussed during the presentation and the RISG agreed to change the term 'intermodal' to 'multimodal' in the vision statement. In addition to the comments received during the presentation and written comments that will be provided on Draft Technical Memorandum No. 2, the presentation may also be revised based on the reaction of stakeholders during the focus groups. The final Technical Memorandum No. 2, including the CD-ROM, will be provided to the RISG during the December RISG meeting.

3.4 Task 5, Define Problems, Existing and Planned Systems, and Establish Regional Goals

Pierre Pretorius asked the members of the RISG for copies of the ITS projects that they have recently submitted for inclusion in the MAG TIP as well as projects that are on their own CIPs. These projects will help the project team in determining planned systems and regional goals as part of Task 5.

4. Next Meeting

Henry Wall discussed the agenda for the next RISG meeting, which will take place on December 15, 1999 at 9:45 AM following the MAG ITS Committee Meeting. The agenda will include distribution of final Technical Memorandum No. 2 and a review of Draft Technical Memorandum

No. 3. (The final Technical Memorandum No. 1 will be distributed at the MAG ITS Committee meeting in November.)

5. Adjournment
Chairman Hogan adjourned the meeting at 12:15 PM.