

# **New York City Sub-Regional ITS Architecture Steering Committee Meeting Minutes – June 3, 2004**

A meeting of the Sub-Regional Architecture Steering Committee was held at 2:00 PM on June 3, 2004. The meeting was held at NYSDOT Region 11's offices at 47-40 21<sup>st</sup> Street, Long Island City. A copy of the agenda and the attendance sheet are attached at the end of these minutes. The period of comment for these draft minutes ends June 30, after which these minutes will be considered final.

## **Introductions**

The meeting began with introductions.

## **Draft MOU**

Mr. Lai reported that NYSDOT is still working on the Memorandum Of Understanding (MOU). The remaining issue concerns the applicability of Appendix A – required state contract clauses in the MOU. The New York State Comptroller's office said that it was a standard clause required in all state contracts.

It was suggested that the clauses regarding the financial obligations be dropped from the MOU, so that the disputed clause can be removed, so that the remainder of the MOU can be executed and established. There were no objections from the Steering Committee. NYSDOT to pursue these changes and will submit a new draft.

## **Market Packages**

Mr. Insignares reported that the final comments for the customized Market Packages (MP) from the stakeholders were incorporated. The web site was updated with the comments incorporated on April 13, 2004.

ConSysTec has since discovered and incorporated 2 minor corrections. The corrections were to link ITS elements to its proper stakeholders. These corrections did not change the customized MP diagrams.

The Steering Committee agreed to establish this current "snapshot" of the customized MP diagrams as the baseline for the New York City Sub Regional ITS Architecture.

## **Maintenance Plan**

Mr. Insignares reviewed the highlights of the maintenance plan. NYSDOT will send out an annual reminder to all the stakeholders to update their parts of the NYC Sub-Regional ITS Architecture.

Mr. Lai asked that the agencies send any final comments on the maintenance plan within 2 weeks, or else the current version of the Maintenance Plan will be established as the baseline.

## **Website**

A question was posed about who owns and maintains the website? At the end of the project, ConSysTec will provide the entire website on 12 CD-ROMs, which can then be hosted by any agency.

Note: After the meeting, ConSysTec checked the contract and Consystec is not contractually obligated to continue to host the website after the project. However, ConSysTec is willing to commit to hosting the website for 3 years, or until ConSysTec is told not to, and can always provide a link to a new website if the contents are moved to a new host.

Beyond the contractual obligations, for maintenance purposes, ConSysTec will be willing to make minor changes to the website, e.g., add a document with a project link, at no cost to the customer. More significant changes may require a task order.

The Steering Committee agreed that there should be only one “official” version of the website, all other agencies or users should link to that “official” version.

An item for future consideration was whether to keep the user name and password on the website, or making it open to the public.

### **Implementation Plan**

The Implementation Plan satisfies 3 of the 9 requirements for the Rule 940. The draft was distributed and put on the website on April 13, 2004. ConSysTec has received limited comments, and propose to have a half-day meeting to discuss the Implementation Plan. Agency attendees agreed to meet between 9:30 AM-12:30 PM on Monday, June 28, to review the Implementation Plan.

A question was posed about the project sequencing, and whether an agency MUST implement that project within the desired time frame. Mr. O’Connor stated that the intention is to adhere to the initial and agreed upon project sequencing scheme. However, that may be subject to change. The ITS architecture is a plan or framework and an agency could, in fact, implement ITS elements outside of the project sequencing scheme by providing the necessary justification for doing so.

The Steering Committee agreed that the project sequencing represents a regional view of priorities, which is based on the NYMTC Integration Strategy, which all the agencies participated in and fundamentally agreed upon. The project sequence may be flexible and non-binding. There may be extenuating circumstances whereby agencies implement projects that have a different agency priority than from the regional priority. Priorities can also warrant changes.

### **Agreements**

The Implementation Plan includes discussion on agreements. Need to list existing agreements – IRVN, SATIN, TRANSCOM Regional Architecture, TRIPS123.

Clearly define agreement as a potential understanding has to be achieved. Verify that the Implementation Plan clearly states that agreements are not required. It was also recommended to separate the list of elements exchanged between stakeholders (acknowledged as a useful list) from the concept of an “agreement”, to avoid confusion that the list must be agreed to, instead of may be agreed to and included in an agreement.

### **Use Plan**

The Steering Committee requested that the Use Plan include how NYMTC uses it, and how to incorporate it for the TIP. ConSysTec suggested having a half day meeting to review the Use Plan with the working group. The date and time for this review will be scheduled after the Implementation Plan review on June 28, 2004.

#### **FHWA**

Mr. O'Connor distributed some materials to the Steering Committee:

- Executive Guideline
- System Engineering Process – will use the CalTrans process to see how the project fits into the regional ITS architecture.
- Training Classes - System Engineering Standards, incident management.

#### **Submission to FHWA:**

The Steering Committee suggested to have a Resolution prepared that is used to certify the Committee's approval of the NYCSRA. All four partner agencies would have an appropriate manager in their agency execute the resolution for their agency. Based on the Resolution, the State would be authorized to forward to the FHWA the NYCSRA documents on behalf of the Committee.

#### **Project Schedule – Follow up:**

The next meeting of the Steering Committee meeting is scheduled for September 2004, after the Rule 940 Sub Regional ITS Architecture package had been submitted.

The meeting adjourned at 4PM.

#### **Action Items:**

- ConSysTec to provide a list of stakeholders.
- Steering Committee to identify agencies to invite to the Boundaries Functional Area meeting.
- Future item – discussion to remove the user name/password to access the web site.
- Next working group meeting will be Monday, June 28, between 9:30 AM -12:30 PM, to discuss the Implementation Plan.

We believe that these minutes are an accurate depiction of the discussions and agreements at the meeting. If there are any additional comments, additions or clarifications needed, please contact or e-mail to Patrick Chan (718-767-5120, [patrick.chan@consystec.com](mailto:patrick.chan@consystec.com)) by Wednesday, June 30, 2004.

## Meeting Participants

| Name                | Affiliation | Phone        |
|---------------------|-------------|--------------|
| Fred Lai            | NYSDOT R.11 | 718-482-4733 |
| Doug Currey         | NYSDOT      | 718-482-4526 |
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| Arthur O'Connor     | USDOT/FHWA  | 212-668-2206 |
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| Dr. Robert S. Jaffe | ConSysTec   | 914-248-8466 |
| Manny Insignares    | ConSysTec   | 212-687-7911 |
| Patrick Chan        | ConSysTec   | 718-767-5120 |

# INTERAGENCY ITS SUB-REGIONAL ARCHITECTURE COMMITTEE AND WORKSHOP

**Date:** June 3, 2004    **Time:** 02:00 PM to 04:00 PM

**Location:** NYSDOT - REGION 11  
47-40 21<sup>st</sup> Street, LIC, N.Y. ROOM 820

## AGENDA

1. Status of Draft MOU (5 min.)
2. Finalization of Market Package Plan (15 min.)
3. Maintenance Plans Update (15 min.)
4. Implementation Plan (30 min.)
  - Project Sequencing
  - List of Agreements
5. Project Deliverables (15 min.)
6. FHWA – Update on Final Rule (15 min.)
  - Regional ITS Architecture Assessment Checklist
7. Submission Package to FHWA (15 min.)
8. Next Steps/Questions (10 min.)
  - Use Plan