

New York City Sub-Regional ITS Architecture Steering Committee Meeting Minutes – November 4, 2004

A meeting of the Sub-Regional Architecture Steering Committee was held at 10:00 AM on November 4, 2004. The meeting was held at NYSDOT Region 11's offices at 47-40 21st 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 November 19, after which these minutes will be considered final.

Draft MOU

Mr. Lai reported that NYSDOT has revised the Memorandum Of Understanding (MOU) and has distributed them for final review. Appendix A has been removed and the local share has been modified such that NYSDOT pays for the project activities. There were no final comments on the language.

Mr. Huttner requested an official copy of the MOU to be sent to the PANYNJ Board. At that time, it can be scheduled for review and approval by the PANYNJ Board. When NYSDOT sends out the official copies to the representatives, it will be ready for signatures. The representatives are Mr. Huttner, Mr. Vollaro, and Mr. Ukegbu/Mr. Athanilos. The draft MOU does not have to be notarized since the MOU does not involve funding.

Resolution Document

The draft Resolution Document which NYSDOT previously sent to the partner agencies for comment was reviewed. The comments received by Mr. Lai on behalf of the NYCDOT and FHWA were reviewed.

Other changes made at the meeting by the committee included removing the phrase "Over the next subsequent months" from the beginning of the 3rd paragraph and adding the phrase "on an as needed basis in accordance with the Maintenance Plan" to the end of the 4th paragraph.

In addition, additional text on the dedication to Mr. Chris O'Toole was reviewed. This dedication will be added to the front of the final document. The dedication will be sent to Patrick Chan after all comments to the draft are received.

Mr. Lai will make the agreed-upon changes and will e-mail the final resolution document to the same above representatives for signature.

FHWA Transmittal Package

The transmittal package will be sent to the FHWA New York Division office in Albany with a cc to Mr. O'Connor in the FHWA NYC Metropolitan Office and Mr. Hans Point du Jour (FTA–Region II) and other stakeholders.

Deliverables

Mr. Insignares reviewed the deliverables for the project. 12 hardcopies will be delivered to NYSDOT. ConSysTec will provide additional copies of CD-ROMs. The exact number is to be determined.

It was agreed that no hardcopies of final drafts are needed. All stakeholders can download the draft documents from the website.

Mr. Insignares indicated that ConSysTec still needs to complete the Use Plan and Implementation Plan. ConSysTec plans to meet with individual agencies to review agency priorities for projects, and to review existing agreements.

ConSysTec was asked if it could support future workshops or other NYCSRA needs in the future. Dr. Jaffe indicated that he expects there will be some funds remaining after completion of the current work. ConSysTec committed to maintaining the NYCSRA website on the ConSysTec website for two years after submitting the deliverables.

Website

There was a request for addition links on the website and on the documents for users unfamiliar with regional ITS architectures. ConSysTec proposed writing an executive summary section with links.

The username and password for the NYCSRA website is **itswg**.

All agencies are to perform a security review of the website for any security sensitive content that should be removed. Any potential problems should be reported within 4 weeks, at which time the Steering Committee will consider (by email) removing the username and password for the website.

Incident Management – FHWA

Mr. O'Connor requested consideration to continue the efforts and initiatives that were discussed during a 2-day “Managing Traffic Incidents & Roadway Emergencies” workshop (7/'04). The course summary notes were briefly discussed.

Mr. O'Connor would like to use this group to check on further opportunities to maintain momentum in order to create a ‘post NYCSRA group’ (similar to the ‘Post EDP’ group from several years ago). The IIMS User Group may provide the initial opportunity to advance this effort. A partial objective is to be in a position to improve upon the scores of '03 & '04 as reflected in the FHWA NYC TIM National Assessment. As noted, another Assessment will be performed in early '06.

Mr. Batz commented that upon reviewing the course summary notes, a few of the items are already discussed during the periodic TRANSCOM operations meeting. There is a Strategic Planning meeting for TRANSCOM scheduled for later in November. They will

address the items at that meeting, including noting which items are currently not handled by the TRANSCOM operations group. Mr. Batz noted that TRANSCOM is involved with regional coordination, but not with on-site incident management. Items related to on-site incident management needs to be addressed by others (i.e. NYCDOT, NYPD and NYSDOT). However, there may be an opportunity to jointly address these needs by expanding the TRANSCOM operations group or developing a subgroup. Both the Port Authority and MTA weighed in on the issue of not duplicating resources and efforts regarding incident management.

Mr. Currey indicated that the State, working jointly with the City agencies (NYCDOT, NYPD) will identify opportunities for coordinating incidents and emergency management between stakeholders of the IIMS and TRANSCOM groups.

National ITS Architecture Version 5.0

The NYCSRA currently uses Version 4.0 of the National ITS Architecture. Mr. Insignares commented that most of the changes in Version 5.0 are related to additional user services for emergency management and security. Also, there are a few changes in the architecture flows. Dr. Jaffe has a powerpoint presentation outlining the changes in Version 5.0 of the National ITS Architecture, which he will forward to Mr. Lai for distribution.

Mr. O'Connor commented that there is no 'requirement' to use Version 5 of the National ITS Architecture. Version 4 is acceptable providing it serves the region's needs. If not, features of Version 5 should be pursued. It was noted that New Jersey uses Version 5, and Connecticut will also use Version 5.

ConSysTec was asked to review what changes exist in Version 5 and what level of work may be required to update the NYCSRA to Version 5. However, the transmittal of the NYCSRA to FHWA will be Version 4.

The status report of nationwide regional architectures was distributed (effective 10/01/04).

Boundaries Meeting

ConSysTec is to recommend a list of stakeholders to invite to the Boundaries meeting. ConSysTec will develop an agenda for the proposed meeting or meetings. It was suggested that the NYCSRA working group or steering committee spend 30 minutes before the actual Boundary meeting to review the status of the NYCSRA and make any final comments regarding the content of the meeting.

Project Systems Engineering Analysis

As per the Rule 940, NYSDOT recently performed a "Project Systems Engineering Analysis Report" (i.e. how to use the NYCSRA) on two projects. They have been submitted to FHWA for review and approval. It was requested that Mr. Lai distribute those analyses to the stakeholders for reference.

Closing Remarks

The participants saw no need at this time to schedule another Steering Committee meeting. The Working Group will continue to complete the NYCSRA for final transmittal to FHWA. As agreed, the Working Group will meet at a minimum of once per year to update the NYCSRA, or as necessary.

Mr. Currey thanked the Partner Agencies and the stakeholders for their participation in the process, especially Mr. O'Connor and Mr. Lai for their efforts. Similarly, Mr. O'Connor expressed his thanks for the significant work that has been accomplished.

The meeting adjourned at 12:15 PM.

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) by Friday, November 19, 2004.

Meeting Participants

Name	Affiliation	Phone
Fred Lai	NYSDOT R.11	718-482-4733
Doug Currey	NYSDOT	718-482-4526
John Tipaldo	NYCDOT	718-433-3375
Arthur O'Connor	USDOT/FHWA	212-668-2206
Ernest Athanailos	NYCDOT	718-786-8853
David Harris	NYCDOT	212-442-7677
Karen Johnson	NYCDCP	212-442-4717
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Patrick Chan	ConSysTec	718-767-5120

INTERAGENCY ITS SUB-REGIONAL ARCHITECTURE COMMITTEE

Date: November 4, 2004 **Time:** 10:00 AM to 04:00 PM

Location: NYSDOT - REGION 11
47-40 21st Street, LIC, N.Y. ROOM 820

AGENDA

1. Status of MOU (10 min.)
2. Draft Resolution Document (15 min.)
3. Transmittal Package to FHWA (10 min.)
4. Project Completion and Deliverables (20 min.)
5. Website for NYC Sub-Regional Architecture Document (10 min.)
6. Incident Management - FHWA (10 min.)
7. National ITS Architecture Version 5.0 (10 min.)
8. Uncomplete Working Group Items (30 min.)
 - Status of Determining Agency Priorities
 - Existing Agreements and Existing Projects
 - Boundaries Subgroup Meeting
9. Meeting Adjourn – Closing Remarks (5 min.)