FDOT CHANGE MANAGEMENT BOARD MEETING AT JULY WORKING GROUP

Tuesday, July 25, 2006

ROSEN CENTRE HOTEL
Orlando

Purpose:

This Change Management Board (CMB) meeting was held to review and make changes to the board's membership and to take nominations for a new chair. There were also status reports presented on several ongoing projects.

Attendees: *Refer to the meeting sign-in sheet for attendee names*.

Current board Chairman Gene Glotzbach opened the meeting and had everyone introduce themselves. Gene briefly recapped the previous CMB meeting, which was held December 7, 2005. At that session, Engineering Change Order (ECO) No. 2 was approved, increasing the contract value for SunGuide.

The next regularly scheduled meeting will be held in November 2006, but Gene said there may be another meeting held in the interim for things that come up. There was mention of possibly having a teleconference for board members to take action on matters requiring votes. No actual date was set.

Regarding the CMB's membership, Steve Corbin is replacing Dong Chen as District 4's voting member. Jerry Woods from District 5 is stepping down, to be replaced by Rick Morrow or possibly Michael Smith. Jerry had been the interim voting member from that District after the departure of Larry Rivera. Trey Tillander has replaced Liang Hsia and Randy Pierce has taken Nick Adam's seat. Gene remains a member of the board, though he mentioned that the FDOT Central Office members (i.e., he, Trey, and Randy) constitute only one vote between the three of them.

The membership changes were approved in a voice vote.

Gene explained that each year the CMB is to rotate the chairman's post. Gene has done it this year. Pete Vega nominated Rick Morrow. Jesus Martinez was nominated by Bill Wilshire, but he declined. Bill Wilshire nominated Pete, but Pete made a motion that the vote on CMB chair be postponed until next teleconference (tentatively August). After that discussion, Steve Corbin was nominated by John Easterling.

Nominations for chair were closed at that point. The board members agreed to vote at the next teleconference.

Trey then talked about SunGuide developments, including fulltime support for the software. This includes deployment support, particularly someone to answer questions, add new devices, and add new software modules once the software is deployed for operational use at a transportation management center (TMC). Additional tasks would consist of diagnosing problem reports, and determining whether a problem is a software failure or operator/network error. The support provider would fix bugs and maintain a 24/7 SunGuide support telephone line. There would be maintenance of a SunGuide Footprints Issues Tracking Database, including an area devoted to frequently asked questions.

Trey said the support would include travel and on-site presence, which would be one trip a month for a San Antonio-based staff member of the Southwest Research Institute (SwRI). The period covered in the support plan is July 1, 2006, to June 30, 2007. The additional cost is $328,000.

There was a report on the status of the ramp metering subsystems. Jesus gave a brief summary. He noted that the Florida Department of Transportation (FDOT) has been working with the Washington State Department of Transportation (WSDOT) for 2.5 years. District 6 had decided to use WSDOT's fuzzy logic algorithm, something that has been proven and that will reduce the FDOT's risk. District 6 had hoped for a license agreement, but was not successful. Jesus said the bottom line is there is no firmware to operate the controllers and without controllers, there is no ramp metering. He said this will not occur before the fall, then asked whether the FDOT should develop its own firmware. Should the FDOT go to SwRI for help? The FDOT also examined the purchase of commercially available programs and evaluated three of them. They decided that SwRI was the best option and the least risky solution for the FDOT. SwRI would develop the firmware, which would enable District 6 to keep its schedule, he noted, but does not anticipate having the ramp metering system ready until first quarter 2007.

Trey says there is extensive testing necessary before the ramp metering is activated. It has to work when the system is delivered. Jesus says SwRI is very familiar with how the WSDOT system works and what it takes. Trey also mentioned that all the requirements are the same; none of that needs to be revised or changed. The FDOT also wants to retain the approach that everybody agreed to – the fuzzy logic algorithm.

Cost and schedule: Once approved, the firmware would be ready for testing at District 6 within 90 days. The cost is $283,000 and is included in ECO No. 2.1.

Liang Hsia was to present information about ITS device compatibility testing, but he could not attend. Trey said the purpose of this relates to the standard specifications and the Approved Product List (APL). Devices that have standard specs as of July 1 must be evaluated for placement on the APL. Draft FDOT guidelines state that the vendor follows the interface control documents (ICDs) for SunGuide. The vendor must also follow the APL process at the Traffic Engineering Research Lab (TERL), including the required quality assurance (QA) evaluation and the SunGuide device driver. Trey said the process is explained on the FDOT Web site. All that has been added is the requirement that the device be compatible with SunGuide.

Trey asked the board members to examine the policy document and respond to Liang with any input or ideas, copying Trey on any correspondence. He and Liang will then finalize the guidelines for SunGuide Software compatibility.

Bill Wilshire asked about the products already bought that will be utilized for upcoming jobs. Can a contractor only install APL-listed items? Bill specifically asked about microwave vehicle detectors. Ron Meyer responded that detection devices will not be affected until January 2007, when the new Section 786 on vehicle detection and data collection is published. The current APL requirement only applies to the items in the July 2006 Workbook.

Next was a discussion of the "fast-track" listing, which involves devices that have already been in use in the Districts and are the subject of a recent letter from Lap Hoang. Certain items can be approved pending the device getting a recommendation from the District. That interim acceptance only continues through January 1, 2007. Trey said Ron would be covering this topic on Wednesday in a separate presentation during the ITS Working Group Meeting.

Steve Dellenback of SwRI presented information on a preset scheduling concept. This is a feature in SunGuide that enables the TMC operator to allow one or more closed-circuit television (CCTV) cameras to be easily moved to a predefined preset. It can be a "perform now" function or one scheduled to occur at a certain time of day.

The proposed solution is a preset scheduler. This would let the operator establish a list of presets for a single camera and how long to hold it there before moving to the next preset. The other function type is establishing a schedule for presets, i.e., start and end times and days of the week. Steve said this covers systemwide presets involving one or more cameras, repeated daily at a certain time (such as shifting to morning or afternoon travel patterns). In preset homing, the operator would have cameras move to a preset and stay there for 30 minutes, go to another for a certain period, then another, then repeat.

There are disadvantages. Some Districts do not want a camera to move without an operator initiating the action. There are questions about logging who moved the camera and when, and whether a camera can be exempted.

Presets can cover pan, tilt, and zoom, which are the three attributes that SunGuide programs. Also, there are questions about preserving blankout zones.

Steve said the remaining requirements in the slides he brought should be reviewed and board members should consider them for a possible vote at an upcoming board meeting. Trey agreed.

Next was a discussion of performance measures. Trey said the FDOT Secretary's office has asked about performance measures for tracking the effectiveness of intelligent transportation systems (ITS). He said there has to be a way for this to be tracked automatically, such as for travel-time reliability or incident duration. Five time stamps for incident duration were approved by the CMB in December. When Districts got into it, they found that most of the data is collected by Road Rangers and they do not always have the capability to record this information.

District 4 volunteered and provided resources to be the pilot District. The plan is to come up with an approach involving Districts 4 and 6, and their Road Rangers in the tracking of performance measures. The immediate need is satisfied by making small changes to SunGuide to support a separate module to be developed by District 4's software developer. Incident duration, in fact, must be reported to the FDOT Executive Board in July 2007.

It was also mentioned that a concept of operations has been done for SunGuide Release 2.2, but it doesn't conform to the SunGuide architecture. This version addresses the utilization of performance measures.

Steve Corbin of District 4 then talked about an incident scenario. An operator receives a call from the Florida Highway Patrol (FHP) about an incident. The TMC verifies the incident using CCTV. The TMC operator enters the data that starts the dispatch process. There is a data entry screen calling for location, vehicles involved, agency time stamps, lane blocks, event status, Road Ranger dispatch, comments, event notifier, injuries, hazardous materials (HAZMAT)/ fire/rollovers, congestion, and weather conditions. John Bonds asks why District 4 would change the look of their legacy software to match the look and feel of SunGuide when SunGuide is changing.

The operator then enters data that generates a response plan, such as what dynamic message sign (DMS) messages to post and what alerts to issue. This helps consistent messages be displayed by neighboring jurisdictions, such as District 6, the Miami-Dade Expressway (MDX), and Florida's Turnpike. The information is also added to the Web site for users to make travel decisions.

Steve noted that legacy software includes the Road Ranger dispatch form, a screen that asks for notification, arrival, activities, departure, vehicle selection, and current Road Ranger availability.

SunGuide suggests travel times on the signs to help return traffic to normal and dissipate queues; to reduce the potential for secondary accidents; and to speed incident clearance.

Outputs: Version 2.2 allows you to collect performance measures and report that information. The system will automate the report function and allow you to produce one with a few button clicks. The reports are provided in portable document format (PDF) format.

John Bonds talked about the draft Event Manager (EM)/Performance Measurement (PM) subsystem requirements specification he wrote. He showed a diagram of the major functions for event management and performance measures.

ACTION ITEMS

1) Gene will schedule the next CMB teleconference or meeting. (*Update: The meeting has been scheduled for August 29, 2006.*)

2) Michael Smith of District 5 will verify whether Rick Morrow is staying on board (and in so doing, remain the nominee for chair). (*Update: After the meeting, it was confirmed that Michael Smith is the District 5 representative and that his nomination for chairman has been withdrawn.*)

3) The board will vote on a new chair to replace Gene.

4) Ron Meyer will discuss APL questions with Liang Hsia.

5) John Bonds will provide draft requirements on automated vehicle location (AVL) in about two weeks. (*Update: The draft AVL requirements were distributed for review on August 14, 2006.*)

6) Steve Dellenback will develop CCTV camera preset schedule requirements and present them in August to be voted on.

7) Steve Dellenback is to develop a white paper analyzing map solutions available from newer technologies for potential use in the SunGuide Software.

8) The board will consider the concept of adding AVL to SunGuide Release 3.x at the next CMB meeting.

9) SwRI will research the ease of integrating AVL data with the SunGuide Software map.

The meeting adjourned at 5:20 p.m.