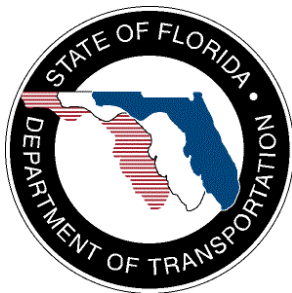# Meeting Minutes

Florida Department of Transportation Change Management Board Meeting Notes — December 11, 2007

Prepared for:
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List of Acronyms

CMB .... Change Management Board
DMS .... Dynamic Message Sign
EM .... Event Manager
FDOT .... Florida Department of Transportation
GIS .... Geographic Information System
ITS .... Intelligent Transportation Systems
RAID .... Redundant Array of Inexpensive Disks
RTMC .... Regional Transportation Management Center
SwRI .... Southwest Research Institute
SUM .... SunGuide Users Manual
TERL .... Traffic Engineering Research Laboratory
TMC .... Transportation Management Center
TSS .... Traffic Sensor Station

CHANGE MANAGEMENT BOARD MEETING MINUTES

Tuesday, December 11, 2007
8:30 A.M. to 11:30 A.M.

Sheraton Airport Hotel, Manatee Room
Tampa, Florida

Purpose:

The purpose of this meeting was to review and vote for SunGuide^{TM} Software issues and requirements, and to provide update of Statewide Intelligent Transportation Systems (ITS) Architecture process.

Attendees:

Trey Tillander, CO	Steve Corbin (Chair), District 4	Chris Birosak, District 1
Peter Vega, District 2	Mark Nallick, District 3	Dong Chen, District 4
Guy Francese, District 4	David Ashton, District 4	Mike Smith, District 5
Jennifer Heller, District 5	Javier Rodriguez, District 6	Manuel Fontan, District 6
Bill Wilshire, District 7	Robert Lopes, District 7	Eric Gordin, Turnpike
Robert Heller, SwRI	David Chang, PBS&J	Erik Gaarder, PBS&J
Khue Ngo, PBS&J	Hong-Ting Chen, PBS&J	Walter Townsend, Siemens
Craig Carnes, Metric	Tim Garrett, HNTB	James Bitting, Lucent Group

The Florida Department of Transportation (FDOT) Change Management Board (CMB) Chairman Steve Corbin opened the meeting at 8:30 a.m. He gave a brief introduction about the agenda items and reviewed action items since the last CMB meeting.

Action Items Recap from the August 14, 2007 CMB Meeting:

1. Steve Corbin will distribute the *CMB Charter* with comments to the CMB for review by August 17. Trey Tillander asked if any members had reviewed the CMB *Charter* and asked for any comments. The proposed changes to the *Charter* were passed unanimously.
2. James Bitting will distribute comments regarding District 2's Travel time Enhancement by August 24. James Bitting did not provide any comments and the issue was closed.
3. Southwest Research Institute (SwRI) will send out questions for input regarding Footprint No. 101. David Chang explained that Footprint No. 101 is for radar detectors

(Traffic Sensor Station devices). Robert Heller mentioned that no progress was made and he would follow up on this.

4. Tahira Faquir will update the SITSA memo to include the Rule 940 procedure.
5. Tahira Faquir will send out stakeholders' information to Districts and send out remainder to Districts for update.
6. The issue of SunGuide with clustering will be voted on in the October CMB. Trey will ask the Districts to provide update of their servers' environment. Trey Tillander moved that the vote for SunGuide with clustering be moved to the next CMB Meeting.
7. Steve Corbin will find funding for SwRI to provide report of SunGuide with clustering.
8. Steve Corbin will invite Conny from TTI to next ITS WGM. Steve Corbin stated that he would meet with Conny in January for further discussion.
9. Steve Corbin will distribute the study from Canada regarding the dynamic message signs (DMS) with graphics to address lane closures. Steve Corbin will put requests out to MTO and will follow-up on this (Request sent on December 17, 2007).

CMB Process Revisions

CMB Process Revisions has been done by Trey Tillander, Steve Corbin and Gene Glotzbach. The Chairman term will be two years. Steve Corbin called the Board for voting on current process and revisions. The Districts and the Central Office passed the CMB Process Revisions unanimously. Florida's Turnpike Enterprise (FTE) was absent and did not vote.

SunGuide^TM Footprints Issues

Robert Heller: Reviewed and updated the current deployment of SunGuide Release 3.0 at the Districts. SunGuide Release 3.0 was successful deployed last December 6, 2007 at 2:00 a.m. and is now live at District 5. The installation went well at Districts 6 and 7. SunGuide deployment will take place at District 2 the second week of January 2008.

Review of Notable Footprints Issues
1. Footprints Issue No. 257: Response plan generation always returns at least one node. When an Event is entered upstream of all nodes, it will return the closest downstream node (DMS).

Possible solutions:
a. Operator can delete the downstream sign from response plan.
b. Use device sequencing editor to add a pseudo node upstream (very close to) the last DMS.

The instruction will be added in the document for administrator training.

2. Footprints Issue No. 300: Need to put a safety message on the DMS from 10:00 a.m. to 10:00 p.m. for ten minutes of every hour. Cannot select DMS on the Device type in SAS.

Robert Heller commented that SAS was designed to be extensible and it can be extended to support DMS schedules and sequences.

SITSA Update Process

Trey Tillander introduced the I-95 Express project which implements High Occupancy Toll (HOT) lanes. The new Express Lanes functionality will be included in the SunGuide Release 3.1 in April 2008. David Chang made a presentation introducing new architecture updates: ATMS10 – Electronic Toll Collection; ATMS09 – Traffic Forecast and Demand Management; and APTS7 – Multi-Modal Coordination. Bill Wilshire asked if Districts 4 and 6 still have their own Statewide ITS Architecture (SITSA) and Trey responded that they had their own Regional ITS Architecture (RITSA) that fit into the SITSA. Steve Corbin called for a vote on the issue. All Districts, the Central Office and FTE unanimously passed the issue.

SunGuide^{TM} Software Supported Environment – Clustering

David Chang introduced Khue Ngo, a new team member of SunGuide project who would be making a presentation on the SunGuide clustering overview. Khue Ngo presented "Overview of Deployment, Configuration and Operation of SunGuide in a Clustered Environment using Windows Server 2003" document.

Discussion took place on the current status of clustering implementation at the Districts after the presentation, as follows:

Trey Tillander asked the Districts to review their current system configurations:

- Steve Corbin/David Ashton reviewed the history of clustering at District 4.
- Mike Smith indicated that District 5 was currently using different server configurations — Dell Blade server.
- Manny Fontan indicated that District 6 would install cluster soon. Currently there are 24 servers at the Miami RTMC.
- Bill Wilshire stated that District 7 does not currently have a server cluster, but that the SAN is ready.
- Pete Vega stated that District 2 had blade server with six Redundant Arrays of Inexpensive Disks (RAID).
- Chris Birosak explained that District 1 was waiting for the SunGuide clustering document to be released.
- Mark Nallick stated that District 3 does not currently have a server cluster implemented.

Trey Tillander asked if the Districts needed to standardize the server clustering implementation.

Robert Heller stated that there may be the need for a customized plan for each District since the system configurations are different.

Trey Tillander stated that the Central Office would send out the SunGuide clustering document to the Districts for review and comment. He also asked to what level the Districts want to standardize the clustering process and what type of document/procedure the Districts want. The document/procedure does not need to go to the hardware level of implementation.

Other Items

Bill Wilshire announced that HNTB and its the subcontractor Lucent Group become new Transportation Management Center (TMC) Operations contractor for District 7 RTMC.

Break – from 10:00 am to 10:15 am

SunGuide^{TM} Software Release 4.0

Steve Corbin mentioned that the presentation introduced a high-level of requirements for vote for Release 4.0. David Chang presented issue with Florida Location Code and Eric Gaarder presented requirement DF004G: Offset distance. Traceability S018→DF019→DF004G. Trey Tillander mentioned the issue was the conversion from foot distance unit to mile.

Eric also presented a new requirement DF006F3: fields to be included in the Data Fusion component in its output if the event or incident is within defined geographic boundaries for a city, a county and a metro area.

Steve Corbin called for vote on changes. All Districts, the Central Office and FTE passed the changes unanimously.

DMS Messaging for Multiple Lane Blockage Events and Rules for Combining Types of Messages.

Steve Corbin mentioned the need for CMB consensus on DMS Messaging before bringing it up to the ITS Working Group meeting. It was decided to bring Conny from TTI to the next WGM. Trey Tillander mentioned an approach to two-phase DMS messaging was needed and took consensus for the need for SunGuide expansion for two-phase DMS messaging. The measure passed unanimously.

VS GUI Modification – Virtual Video Wall

Robert Heller presented the current situation at District 2 with single display of video streams on single plasma or LCD monitor and proposed solutions:
- 	Eliminate the need of Barco controller
- 	Use decoder behind each monitor
- 	Use VS to control decoders

Robert Heller proposed the estimated cost for implementing the changes with a $14K funding request. Steve Corbin asked if anyone conducted the cost analysis yet. Trey Tillander surveyed if

any other Districts were interested in adding this new feature to SunGuide. The changes were voted on and passed unanimously.

Trey Tillander decided to get it done by SwRI in three months.

Closing and Action Item Review

David Chang: Review of Action Items generated from this meeting.

ACTION ITEMS

1. SwRI will check footprints 257 and 300 and provide additional instruction to the SunGuide Users Manual (SUM).
2. The Central Office will distribute the SunGuide clustering document to CMB members, SwRI and SunGuide User group for review and comments.
3. PBS&J will rework requirement DF004G4.
4. SwRI will provide a detailed scope for District 2 Video wall project ($14K)
5. District 4 will put together rules for combining messages on DMS signs.

The meeting was adjourned at 11:30 a.m.