Meeting Notes

Change Management Board

November 29, 2017 – 1:30 to 4:30 p.m.

Version 0.1

List of Acronyms and Abbreviations

C2C .... Center-to-Center
CFX .... Central Florida Expressway Authority
CMB.. Change Management Board
CO .... Central Office
ConOps... Concept of Operations
CoT ....City of Tallahassee
FDOT ....Florida Department of Transportation
FHWA ....Federal Highway Administration
FTE..Florida's Turnpike Enterprise
IP ....Internet Protocol
ITS .... Intelligent Transportation Systems
MDX...Miami-Dade Expressway Authority
PTZ.. Pan-Tilt-Zoom
RITIS ....Regional Integrated Transportation Information System
SSUG .... SunGuide® Software Users Group
SwRI .... Southwest Research Institute®
TERL .... Traffic Engineering Research Laboratory
TSM&O..Transportation Systems Management and Operations
UMD ....University of Maryland
WAN .... Wide Area Network

Florida Department of Transportation
CHANGE MANAGEMENT BOARD MEETING NOTES
Wednesday, November 29, 2017
1:30 to 4:30 P.M
Rhyne Building, 330 Conference Room, Tallahassee, Florida

Attendees:

Bryan Homayouni, CFX	Jason Summerfield, D2	Nathan Mozeleski, D5
John Hope, CFX	Ryan Crist, D2	Eddie Grant, D5
Tucker Brown, SwRI	Dee Dee Johnson, D2	Shannon Waterson, D5
Derek Vollmer, CO	Amy DiRusso, D3	Alex Mirones, D6
Russell Allen, CO	Kevin Mehaffy, D3	Javier Rodriguez, D6
Mark Dunthorn, CO	Jonathan Bailey, D3	Alejandro Motta, D6
Aylen Guevara, CO	John McFadden, CoT	Mark Laird, D6
Jennifer Rich, CO	Daniel Smith, D4	Rodney Carrero-Vila, D6
Mark Mathes, D1	Dee Mctague, D4	Chester Chandler, D7
Justin Merritt, D1	Dong Chen, D4	Vinny Corazza, D7
Robbie Brown, D1	Neena Soans, IBI	Jared Roso, D7
Pete Vega, D2	Tushar Patel, D5	Charles Keasler, D7
Dee Dee Johnson, D2	Clay Packard, D5	Eric Gordin, FTE
Ryan Crist, D2	Jeremy Dilmore, D5	Karla Smith, FTE
Edwardo Gomez, D2	Mark Lucas, D5	
Craig Carnes, D2	Claudia Paskauskas, D5	

Purpose: The purpose of this meeting is to review and vote on statewide issues and requirements, and review footprint issues.

Welcome: CMB Chairman B. Homayouni opened the meeting at 1:30 p.m.

Call for Quorum and Review of Agenda: A quorum was established ten of the eleven voting districts were present. B. Homayouni reviewed the meeting agenda there were nine agenda items and five are voting items.

Previous Meeting Recap and Action Item Review
First, did everyone receive the meeting minutes from the last meeting? Does anyone have any questions or concerns from the meeting minutes? We will review the previous meeting action items.

1. Tucker Brown - Look into any potential permissions need to be added to account for the removal of the Administrative Editor.
   a. Tucker indicated that it would be resolved in 7.1 releases.
      i. **Mark Laird:** I originally brought it up because we ran into something that had changed at one point. I can't remember exactly what it was, but it is related to reports and being able to change them.
      ii. **Tucker Brown:** I think the ability to configure reports and run reports were on the same permission, then we needed to separate them out

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which is the type of information we are looking to change. They should all have the option to add, modify, delete specific to the devices. So you should be able to restrict your admin users from your regular operators. Your regular operators should not need admin permission to do their everyday functions.

2. Russell Allen – Add the color DMS guidance to the ITS Working Group meeting.
   a. Russell Allen: Complete, the outcome of that was Dana Knox from our office was going to head up a color/graphics DMS task team. We think she received only one volunteer; Ryan Crist. Does anyone else want to volunteer?
      i. The following volunteers were added to the DMS task team: District 1: Robbie Brown, District 2: Ryan Crist, District 3: William "Greg" Reynolds, Kenny Shiver, and District 7: Vincenzo "Vinny" Corazza.
3. David Heupel – From District 5, just wanted clarification on if there were any segments left out of the required range. David has been communicating with District 5 and everything should be good to go.
4. Derek Vollmer – Keep the Districts informed on the architecture update process.
   a. Derek: The update is that we will not be able to do an architecture update through our current GEC contract. Our GEC project manager is working on a scope to try to get a vendor on board to work on the architecture updates. We can do a five-year contract with a major update and have it translated over to the newest architecture update. We would also include in the budget with the vendor to do exception updates, where if something small needs to be added to the contract it would be easy to do. I have not seen the draft scope yet, but Steve has made a lot of progress and I should be able to see it soon.
5. Derek Vollmer – Remove ITS Communications Update from the future agenda items and remove them from the CMB meeting invite. We will not be giving an ITS Communications update at the CMB; they will give updates at the ITS Working Group meeting.
6. Derek Vollmer – Talk to Jennifer Fortunas and Tucker Brown about the naming of the managed lanes sub-system.
   a. Derek: I spoke to Jennifer Fortunas and she is okay with it being named the Managed Lanes Sub-System because managed lanes covers more than express lanes.
7. Derek Vollmer – Get with Ryan Crist about intersections in SunGuide's EM location configuration.
   a. Derek: I have not done that yet.
8. Derek Vollmer – Send Tucker an email to delete the inventory management.
   a. Derek: this was completed. As of release 7.1 the inventory management will no longer be accessible in SunGuide but we will still have the code.
9. Derek Vollmer – Will provide Districts with dollar amounts for voting items that didn't specify dollar amounts.
   a. Derek: We did that and we voted on the remaining items that had the dollar amounts missing.

10. Derek Vollmer – Identify Routes of Significance to flag which will require more than one roadway type.
    a. **Derek:** Let's discuss this topic during the open discussion towards the end of the meeting. I sent an email out a week ago asking if anyone had roadway names from going from a limited access facility to an arterial facility the road way name doesn't change. District two has a good way of handling it. They are going to do the State Road/Local Road for the limited access portion of the roadway and just the local roadway name when it is just the arterial portion.

11. Derek Vollmer – add footprint 1685 to future SSUG agenda items.
    a. Derek: It has not been done but it is on my list of things to add to a future SSUG meeting.

12. Derek Vollmer – Add item to SSUG meeting to work out design details of module to control lane availability.
    a. **Derek:** I believe that since this deals with Part Time Shoulder Use, Jennifer Fortunas will be creating a concept of operations on the I-75 corridor and I am not sure where it will land. It might not go the SSUG immediately and will further down the road.

13. Derek Vollmer – Add saving accurate device locations to the SSUG and the next CMB.
    a. **Derek:** That has been completed and we will vote on that today.

14. Derek Vollmer – Add RWIS enhancements to the SSUG meetings
    a. **Derek**: That has not happened.

15. Derek Vollmer – Follow up with Alan El-Urfali on the RWIS developmental specification.
    a. **Derek:** There is another action item about following up with Chester and him wanting lightening detection language added to the developmental specification. I spoke to Alan about adding the lightening language to the specification but he asked questions that I did not know the answer to. Chester, if you could reach out to him since he is the owner of the RWIS developmental specification and explain what you want added I think that would be the best route.
    b. **Russell:** Is this related to lightening detection? Is this a sensor?
    c. **Derek:** I guess it is a sensor, I wasn't sure. Chester, it would be great if you would reach out to Alan.

Derek: I believe that is all of the action items.

AGENDA ITEMS
SunGuide Software Update – Derek Vollmer
With the release of 7.1, we had the factory acceptance testing in San Antonio. Now we are in the middle of the IV&V.

- Just as a memory refresher, it finishes up the GUI transitions from Internet Explorer to WPF. This version will remove the admin editor. It also includes the ramp meter NTCIP protocol, TAPCO protocol, and device/group permissions.
- SunGuide contract update: the intent to award was posted and SWRI was announced as the intended awardee. Right now, the contract is going through the signature process and it has not been added to Docusign yet. The contract had to go through some management reviews before it can go into Docusign.

- Once the contract is in place we will start authorizing developmental work on 7.1.1, 7.1.2 and 7.2.0.
  - At the last meeting, we did not have a set list of what changes would be included in which release so here it is.
    - FP 3808 lane by lane detector data: 7.1.1
    - FP 2736 Links on map first part: 7.1.1
    - FP 2736 Links on map part fourth part: 7.2.0
    - FP 1422 Audit Chronology: 7.2.0
    - FP 3860 Planned Events: 7.2.0
    - FP3855 Include travel time destination and DMS messaging reports: 7.1.2
    - FP 3873 Traffic Signal Malfunction: 7.1.1
    - FP 3849 Roadway type flags: 7.1.1
    - FP 3848 Change how roadways are handled (naming of roadways): 7.2.0
  - That is all for the SunGuide Software updates but I did see an email from Pete Vega for an update on the executive notifications. That is up to me right now, I am trying to get that into a Concept of Operations. I want to experience the Concept of Operations writing process to help me determine what is needed in these Concepts of Operations (ConOps) and how we can improve it for better use.
    - **Bryan:** Are you saying you're writing the ConOps or working on updating the ConOps?
    - **Derek:** No, there was never a ConOps for it so I am working on creating one.
  - **Jeremy:** Do you have the accompanying dates to go with the release versions?
  - **Derek:** I will not have those dates until the contract is in place and I can work with them to get the dates established.
  - **Jeremy:** Would you happen to have a date of when the dates will be available?
  - **Derek:** The contract is going into Docusign today, so I am hoping within the next few weeks. The current contract ends within two weeks, so it has to be within the next few weeks.
  - **Jeremy:** Okay, thank you.
  - **Bryan:** One question regarding 7.1, my understanding is that you are underway with testing in the TERL and the last I heard, there were issues with the sub-systems communicating with each other, do you know the status?
  - **Derek:** I don't recall the issue of sub-systems communicating with each other. We have had some issues with the TAPCO sub-system and receiving images from the TAPCO device. We've had issues with TSS where we can't add new detectors. There are a few other minor issues but we are still planning on releasing in January.
  - **Bryan:** A few SSUG meetings ago you mentioned there was a test version of 7.1. We went ahead and started to deploy that at CFX and ran into a few issues and put in a footprint ticket.
  - **Derek:** I did not notice that one… you will have to fill me in on that one.

- o **Tucker:** We have not had a chance to look into that ticket yet, so we don't know the issue. It is nothing we have seen with the control system but we haven't had a chance to look at it yet.
  - o **Derek:** It might be the crazy test system. We have not had a chance to deploy it yet so the more people that deploy and test it the better off we are with finding all of the bugs.
  - o **Bryan:** we will continue to issue footprint tickets as we see issues. Does anyone else have any questions on the software update?
  - o No further questions.

DMS Configuration Improvements (VOTE) – Derek Vollmer
The footprint that initially started this was to monitor and regulate DMS fonts, it was entered in by District 5. They were having issues with the maintenance folks going out and the signs might have been reset to the factory defaults. When the signs get reset to the factory defaults, the fonts change and go back to the factory setting. Then you might be posting messages with the wrong font, they are typically a smaller font. They were asking for the ability to push designated fonts to a DMS if it is determined to be different but we aren't necessarily going to do it that way. They are asking to periodically poll DMS for the configured fonts. We will walk through our proposal on how we want to address this request.

This is what is typically shown on the DMS (slide 17) and basically the factory defaults are 7X5 font size. SunGuide does not have a way to detect when a factory reset happens so that is what gets displayed to the public.

- • **Russell:** What is the purpose of that? Using the same default size regardless of the sign size?
- • **Derek:** That is correct. The manufacturer just loads all of the signs with 20 fonts and typically in the first slot it's 7X5.

The current system in SunGuide – the fonts are configured so the SunGuide software knows how many characters can fit on a line and how many lines will fit on a page. This part is really important, SunGuide DOES NOT communicate with a sign about fonts right now so they are completely decoupled. From a communications standpoint, what is in SunGuide and what's on the sign are completely decoupled and they need to match configuration wise in order for everything to work properly. The administrator who is entering the fonts needs to know all of the font details to add this font to the SunGuide software. You need to know your character width, so in SunGuide you have to know the width or the majority of the characters. If you have a 7X5, the 5 is the width but not all characters can be displayed in 5 so you might have some exception characters. You need to know which of the characters are an exception to the rule. Characters are added to show a character width from the default. You need to know the width of all of your characters an example could be the letter I it might be 3 pixels instead of 5. In a narrow font, you can't do the letters M and W because the width is too narrow, it would have to be a normal width.

As part of an earlier presentation in the SSUG we were going to look into whether or not we want to standardize fonts at the statewide level. It was presented at the ITS Working Group

meeting in October and did not get any interest. We are proceeding with solutions that don't involve standardizing fonts. We can still have good font management without having standardized fonts.

Font Management Proposal – First I want to mention that we will only do this for the DMS that support the NTCIP protocol. There are some legacy signs still out there and we will not be making changes to support those signs. The signs that support the NTCIP protocol will support most of the signs in the state. We are going to retrieve the first four font slots on the DMS in the default font object. Our specifications or supplemental requirements require that our signs support a minimum of four fonts on the sign or at least support the ability to have four fonts on the sign. We are just going to manage the first four. When we retrieve fonts from the different signs, we are going to store one font name from the signs, if they are the same, to help with storage. We will not have a way to view the character bitmaps, but will store the unique fonts with a mapping to each sign's font table which includes the character bitmap. If you want to know what the font looks like, you can post the alphabet on the sign. Also, the vendor master software will often have something for you to see the characters themselves. We are going to leave the existing font configuration for the older signs (non-NTCIP). They will remain the same and we will move onto something different for the newer signs. It will include the ability to retrieve and set the default font (NTCIP object). In the NTCIP protocol there is a default font object and you can set it to the font number that you want the sign to display when you send a message that doesn't include a font tag. If your message doesn't have a tag, it defaults to that font. SunGuide doesn't currently send a font tag in the messages. It could also be that you send the font tag and don't specify a font number, it would default to that font.

We're going to retrieve the font configurations from the sign and we are going to show the difference of what SunGuide has configured for the sign and what was just retrieved from the sign. We will put them side-by-side so you can see the difference. It will help show us any planned or unplanned font changes. If the character bitmap changes, there is an object in there like an ID for a font and it would be different. We would know it and be able to report that the font changed. We can retrieve the information from the sign, look at it and if you like it then you would be able to store it. You also have the ability to store what is currently in SunGuide to the sign. You start off with a configuration you want, detect a change, and you have the ability to go back to what was in SunGuide and to send that back to the sign to reconfigure it so it is consistent with what is in SunGuide. We will also add the ability to poll the DMS to get the font configuration. There are a few font objects that are important when polling the sign. The most important is the fonts version ID which is a redundancy calculation that they do on the entire font. All of the character bitmaps and everything runs through an algorithm and produces a number and if anything changes most likely that version ID will be different. So we would be able to tell if a font change happened when we poll signs. If you do that and there is a difference then SunGuide could produce an alert to an administrator that a configuration difference was detected. An approved user could go in and retrieve the configuration from the sign and do the checks to see what we want to do and could make the changes from SunGuide. We will not automatically restore fonts to the sign. There will be a person in the middle that retrieves it and then changes it if needed.

The other areas that will be impacted are:

- Travel time templates, right now, are device specific so they will default using the default font for the sign. Whenever travel time messages go out, it will use that font number in the messages. But we will also allow the selection of a different font for the travel time messages other than the default font.
- EM templates can be device specific but there is also a default template. If a default template is used then a default font must be used. For device specific templates you can choose any font.
  - o We should always send the font number and the version ID with each message. The reason why we would want to do that is if we specify the font ID and the font version ID in the tag that goes out to the sign, and it doesn't match what the sign has configured because something changed, then the sign itself will not post that message. The sign itself is going to report that error message. So we will be able to detect quicker than the polls that a font change has happened. Which is one benefit to sending that font ID and version ID to the sign. The sign will be in an error state which was requested by D5 because this is how their maintenance personnel would know there is an issue that needs to be addressed.
- When we upgrade to a new version of the software that has this, we will create an external tool to retrieve all of the NTCIP DMS font configuration values prior to performing the SunGuide software update. This will allow you to go through all of your signs and check on the configuration ahead of time. You can determine if things are the way you want them to be or you can make changes if you need to. Once you are good with it then the output of that tool and all configurations that were grabbed will be used in the upgrade process. So when your system comes back online it has all of the information it needs to be able to post messages right away. That covers the font configuration aspects of the request.
- There are other DMS configuration items that can sometimes be a little tricky to know about and get into SunGuide, like the width and pixels, height and pixels and what you should enter there when it is character matrix vs full matrix vs line matrix. We want to add more to what we retrieve to be able to help make configuration of signs easier in the future. We can determine if the sign supports graphics because there will be a checkbox and will be able to determine that automatically. We will be able to determine if it is a color sign or not a color sign, sign type (which most of the sign types are LED), sign technology, height and width in pixels (it won't be configured manually anymore).
- This is how it works, if the sign says it supports zero graphics and it supports graphics if it replies with color 24 it means it's a full color sign. The technology could be LED or flip disk. For full matrix signs, we will be able to determine if it is full matrix or not by looking at some of the objects. These are all read only objects so we can't change any of them on the sign using the protocol. So if the sign itself is configured wrong then you will want to use the vendor tool to make the corrections. We are also going to add the additional configuration objects to this tool and we will be able to look at those and verify things prior to upgrading to the new software.
  - o **Effort: 14 Weeks**
  - o **Cost: $85k**
  - o **Version 7.2.0;** Noting that if we do any color DMS improvements and put graphics anywhere on the sign, this type of information is something we will need

to be able to implement it properly. Look at this as step 1 for getting us to where we need to be for color DMS.

- o **Vote: D1: yes, D2: yes, D3: yes, D4: yes, D5: yes, D6: yes, D7: yes, FTE: yes, CO: yes, MDX: not present, CFX: yes. 10 yes, 1 not present; so the measure passes.**

Bluetooth Reader Enhancements (VOTE) – Clay Packard

For a minimal effort, we would like to be able to have devices participate in the Bluetooth travel time links without everything having to be the same make and model. We are trying to make it more interoperable. We have coordinated with Central Office and Tucker offline and have come up with a solution that we will discuss today.

Part of the enhancement is to collect data while maintaining privacy. But collect data in a way that will enable our researchers to do data analytics and origin destination and other analytics that would prove extremely valuable with where we are heading in the future with data technology.

We've started out with the existing operations to show what we currently have. We currently collect MAC addresses from Bluetooth devices in vehicles. What happens is the Bluetooth readers will truncate different parts of the MAC address for privacy and different vendors may truncate it differently. Then our own probe fusion driver generates travel times by matching the Bluetooth MAC addresses. We can match the MAC addresses in SunGuide if captured from the same vendor. We want to eliminate the constraint of having to have the same vendor to match up the MAC addresses.

- The benefits are to have travel times between Bluetooth readers of different vendors. The modifications are cost effective and does not require changes to field deployment.
- A proposed change is for SunGuide to go ahead and make the change so it will match between Bluetooth readers from different vendors.
- Challenges: There will be a little bit of an investigation that will need to happen at the TERL so we can make sure we understand what truncation is happening so we can ensure the interoperability between devices.

Another benefit of this enhancement is that we want to be able to support offline analysis that we could have researchers do. An example is origin/destination analysis which will provide value to planning activities. SunGuide could do this cost effectively and we wouldn't have to deploy additional devices, we could use the data that is already collected. We have research contracts available for doing this type of analysis and just having this data will help in the future.

In order to do this, we would need to go ahead and store the hashed MAC addresses. Hashing the MAC addresses is to ensure the privacy and anonymity while allowing matching. A couple SunGuide system considerations would be to have a configurable purge interval.

Assumption: TERL support needed to evaluate and characterize how each vendor truncates Bluetooth MAC addresses.

- **Effort: Minimal**

- **Cost: $4k**
- **Timeline: 1ˢᵗ short release after 7.1 – end of April or May, 2018.**
  - o **Derek:** I would like to add a couple of comments to this, our Planning/Transtat office is also very interested in having the manufacturers provide either the MAC address or a consistently truncated MAC address so that they can match MAC addresses across different vendors as well. As part of that, we are looking to doing a Spec change that will require the manufacturers to have the capability to send us the full MAC address or a truncated version of the MAC address. We are in the beginning stages of this and the Transtat office is trying to set up a meeting with the parties who should be involved.
  - o **Vote: D1: yes, D2: yes, D3: yes, D4: yes, D5: yes, D6: yes, D7: yes, FTE: yes, CO: yes, MDX: not present, CFX: yes. 10 yes, 1 not present; so the measure passes.**

Accurate Device Locations (VOTE) – Derek Vollmer

I believe Jeremy Dilmore brought this up at the previous CMB meeting and we have brought this up to the SSUG. Now, we are bringing it up for a vote at this CMB meeting. It has been a long discussion since 2013 (footprint 2507). The initial request was to allow two sets of coordinates for devices one would be where the device is actually located and the other would be display coordinates to avoid crowding on the map. The initial request morphed into looking at icon grouping, but it became too complex and we are not going to discuss icon grouping today. All of our options are going to assume that we take the current latitude/longitude fields that will be used for the actual device location.

Tucker Brown: I will try to present it as what we are actually going to implement instead of both sides that is shown on screen. Essentially, what we are looking for is to put the latitude and longitude of an actual location and a display location. We talked about two options at the SSUG:
1. Using a second set of coordinates
2. Using an offset

The SSUG decided that using a second set of positions would be a better use mostly because it has a fixed position at every level and offset changes at higher levels vs. lower levels, the offset is different. Instead of trying to figure it out we will be using fixed locations. We also discussed how we would enter in this information and we decided on a single dialogue. As far as editing this information we went with a single position editor and it's going to include the actual location (a list of every single device in the system not just a specific one). It would have filterable grids like the style we have now and it would also have a search feature. It would also allow you to click on a button, on a point and actually have it there and put it on the map or you have the option of typing in a location as well. Since it is a display position meant for SunGuide to display it on the SunGuide map, right now, it is not intended to send out the display coordinates using Center to Center. The existing latitude and longitude that gets set to the devices is what gets sent out to third parties.

We went with an independent latitude and longitude as opposed to offsets. Note that they are system wide, they are not on a user basis. They will be set at a system level and will apply to every operator. Note that the device name column will be the name of the device in your system

and the device type will give the device type (DMS, CCTV, etc.). The actual latitude and longitude will not be edited at this level. It will just give you an idea of where you are actually located. You can modify the display latitude and longitude with your "place on map" in the ribbon then the display latitude and longitude will automatically populate.

Standard dialogue will show you what's being modified and what you're able to save here. The map editing mode is where you can select some of your devices from here and enter into the map editing mode where only those devices show up and you would be able to drag them to the locations you want and you could save them. This list starts with every device and you have the option to filter it down before entering the map editing mode.

- **Effort:** 2.5 Weeks
- **Cost:** $12k
- **Version:** 7.1.2.

Bryan: Does anyone have any questions or comments? As Derek mentioned earlier, the icon grouping was pulled out of this.

Derek: Something mentioned at the SSUG was to do this first and then look into revisiting the icon grouping. Jeremy do you agree?

Jeremy: I think there are a lot of different enhancements we are asking for and we should narrow it down to the items that will have a greater impact and the grouping is not one of them.

Bryan: Any other questions?

Ryan: Yes, Tucker you were saying that you click on the map and you will see the latitude and longitude change automatically?

Tucker: That is one way, essentially the same way you put devices on the map you can do it this way and it will set a display location instead of an actual device location.

Bryan: we will proceed with the vote.

- **Vote: D1: yes, D2: yes, D3: yes, D4: yes, D5: yes, D6: yes, D7: yes, FTE: yes, CO: yes, MDX: not present, CFX: yes. 10 yes, 1 not present; so the measure passes.**

VOD Multiple Streams (VOTE) – Derek Vollmer

This is to be able to display multiple video streams and the footprint associated with this one is 3881 from District 2. The use case involves having the ability to check that multiple streams configured on a camera are working. You would have the ability to see high resolution streams as well as on your desktop. It also allows us to see both visual and IR streams from thermal cameras like the FLIR camera. Right now, if you want to do that, you have to have two separate cameras configured.

We did the backend work for this when 6.1 was released the configuration is already in place and we support both the local and remote streams. You still have select which will be your local default and default remote stream. Now the name of your stream might become more important so you need to differentiate which stream you are looking at from your camera. It is all available in your current configuration of your video streams.

When you drag and drop a camera on the desktop dialogue, the default stream will be the one that is selected. You also have the ability to right click on the camera which will bring up the context menu and you can select a different stream and send to video desktop, if you chose. If you already had your camera in video on desktop, you would have the ability to switch which stream you are viewing from the dialogue.

This item was discussed at the SSUG on 8/31. At a previous CMB meeting it was brought up to have the SSUG vote on items and we did. There was an issue with consultants not feeling comfortable enough to vote on the item on behalf of the District. Moving forward we will capture any comments on the topic and bring those to the CMB meeting instead of having an official vote happen at the SSUG.

- The votes for this topic were 4 yes, 3 yes but not sure they had authority to vote, 1 abstain from voting.
- **Effort:** 7 days
- **Cost:** $8.5k
- **Version:** 7.1.2
- Are there any questions? Hearing none, we will vote.
  - **Vote: D1: yes, D2: yes, D3: yes, D4: yes, D5: yes, D6: yes, D7: yes, FTE: yes, CO: yes, MDX: not present, CFX: yes. 10 yes, 1 not present; so the measure passes.**

Connected Vehicle Protocol Update (VOTE) – Derek Vollmer

Currently, we support an older version of the SAE J2735-2009-11 code. In 2016, there were changes to standard and the new standard is not backwards compatible with the old standard. The technology that is being deployed now won't work with SunGuide, which is a problem. We had a few pilots in D5 and it didn't work because we did not support the new standard.

It will not cause any GUI level changes but the traveler information message might need to have changes made. We might also need some assistance testing this, we will have the new equipment at the TERL from the Signal Phase and Timing Project. Testing will be the tricky part.

- **Effort:** 6 Weeks (changes to protocol for traveler information message is significant)
- **Cost:** $35k
- **Version:** 7.1.2

Derek: it is a simple change and with more connected vehicle projects coming in the future, it is important to support the newest standard. Any questions?
Bryan: Hearing no questions, we will vote.
- **Vote: D1: yes, D2: yes, D3: yes, D4: yes, D5: yes, D6: yes, D7: yes, FTE: yes, CO: yes, MDX: not present, CFX: yes. 10 yes, 1 not present; so the measure passes.**

CMB Process Discussion – Bryan Homayouni

This was updated per a resolution from the last CMB meeting. We made updates and distributed the document to everyone for review. We received a few comments and have addressed them. We want to see if you have any other comments or questions.

Vinny: I am looking at the version that was just sent out November 17th, Section 6 says: "The inclusion of a new CMB member would be at the request of a current member and seven votes are required to approve the addition of the new voting member." I think it should be majority vote instead of seven. Just for in the future if we have more members, it would not make seven a minority vote.

Bryan: I saw that as well and it is a good comment. Right now, seven is more than the majority. We had seven as the voting number when we had less members. So, my thought was that we want to have a more of a majority to add a new member. I'd be open to changing that. Derek do you have any thoughts?

Jeremy: Do we want to look at the percentage that it makes up? We could look up what seven would be equivalent too percentage wise that way if our membership grew the number would grow with it.

Derek: I am okay with that approach.

Bryan: Right now, we are looking at a 65% vote or 66% vote.

Pete: I think we should keep what we have and keep it at seven. That way we will have a large majority. Originally, we had to have seven out of eight votes.

Bryan: Do you want to increase the number or keep it at seven?

Pete: I think we should keep at seven.

Derek: I would like it to go to nine.

Pete: I am okay with that.

Bryan: What about making it 75%? Are we in agreement? If that sounds good then we can make the change and redistribute. There were other comments as it relates to the voting members in attachment A. We will also make those updates and redistribute to everyone and give you the chance to make any additional comments.

Does anyone have any concerns with the survey form methodology for the online voting?

Derek: I really liked how it worked out, I thought it worked great.

Bryan: Anyone have any issues? With none heard, we will continue that method for the minor voting items. Are there any other questions regarding the process?

Looking at our schedule, what do you think we need for planning future CMB meetings?

Derek: Right now, I am not going to do four releases, we will stick with three to work out any kinks. We will have 7.1.1, 7.1.2 and 7.2.0 which spaces them out further. For 7.1.1 we might be able to fit in the Bluetooth enhancement into that release other than that I would like to keep 7.1.1 small. Any additional smaller enhancements will go into 7.1.2 and the larger enhancements will go into 7.2.0. The ones I want to get out for 7.2.0 are the executive notification automation, the intersection concept from District 2 and there might be a few additional things we need to do from District 5. The Districts can come to us and we can flesh out the enhancements through the different processes. There are also enhancements from District 4 that we are looking at that were submitted about a year ago. They might not make it into one of these three releases but we want to create a backlog of the ideas and have them fleshed out so we can have them ready to go. As far as the scheduling of the releases, I cannot do that until my new contract is in place and I can work with SWRI on getting that set-in stone.

Bryan: So, it sounds like 7.1.1 and 7.1.2 are full for enhancements and there might be some room in 7.2.0 for enhancements?

Derek: There is room in 7.1.2 and 7.2.0 there is no more room in 7.1.1 I just want to make it simple.

Bryan: I think it is a good idea to find out for our next meeting where things might fall. Does anyone have any other questions about the process document? If not, we will work on getting it updated and redistributed to you. Please continue to provide feedback and we will continue to move forward with the document.

Open Discussion – Bryan Homayouni

Derek: I have an item. What I am trying to bring up is in regard to the email I sent concerning the roadway naming.

Vinny: There was a discussion I want to bring up – the preference of using Exit local names vs. an Exit number. We had an issue here where someone was complaining about it and they just want to see the Exit number and not the local name on the DMS. Have any Districts adopted one system over the other? What are your thoughts?

Pete: In 2007, we had a very similar discussion and the reason why everyone agreed to go with the name was because the commuters rely on it the most. The direction they gave us here in Florida is to use the roadway name for the exit.

Bryan: Does that answer your question? Does anyone have this clarified in their SOG or SOP that we could send to the team?

Pete: It was never in a guidance document, we talked about naming conventions and what to do. We stuck to the roadway name because back then we didn't think we would go outside of the municipalities.

Bryan: Is that specified in your SOG?

Pete: It is in our process but it is not in a statewide SOG. Our SOG does contain that guidance.

Bryan: Is that documentation you can send to District 7?

Pete: It could be incorporated into the DMS policy where it talks about the travel time, which is a statewide document.

Justin: I remember that if you put the local name you can include the exit number. That's what I remember from 2008.

Pete: I don't think we have something official for statewide but that is an option. It would help both the tourist and the locals.

Bryan: There is a 2008 DMS Guideline document I was able to pull up but I am not sure it is the most updated version of this document. I am not sure who is responsible or in charge of this document.

Derek: We have started a draft update to that guideline.

Bryan: Where are you in that process?

Russell: It is still in internal review here before submitting to the Districts for further review.

Bryan: I assume it will be sent to all of the Districts for review once it is ready?

Russell: Correct, there are other issues in there that need to be addressed as well like color DMS.

Bryan: Do you know if that specific issue will be addressed? The mile marker vs cross street name.

Russell: Yes, we will discuss with Fred to make sure this is the correct publication to include that language.

Derek: At the previous meeting we approved the Roadway Naming item. What we are dealing with is when the limited access roads turn into arterials and vice versa and the roadway name stays the same. In order for it to work properly in SunGuide, those names need to be different. District 2 had one of those roadways and what they do for the naming is on the arterial section they call it Butler Blvd and for the limited access portion they will call it SR 202/Butler Blvd. Would everyone be okay with that type of solution? I am not sure how many of you have limited access roadways that turn into arterial roadways and actually keep the same roadway name but I think this is a good approach for keeping the name unique.

- **Jeremy:** We are planning a causeway that is a limited access facility and access level 3 roadway. It contains driveways on it and I would like to be able to float that idea to our DTOE.
- **Derek:** If you could email the results within a few weeks, that would be great.

Tucker: Did you want to bring up the event headers?

Derek: Yes, this request comes from District 6.

Tucker: Essentially, what we are looking at here is the 7.0 event list. It used to be an HTML page and you will notice under the grey headers there is something called: group active events with blockage and group active events without blockage. These use to be on the event page and were color coordinated and we tried to bring that functionality over and the difference between the older version and the new version is that these have a white background with blue writing. We received feedback from operators that they were having trouble distinguishing these events from standard events which have a grey background. They would like to reintroduce the coloring that was on the old dialogue into the headers so they would be more noticeable at a quick glance. We wanted to the CMB opinion, the only thing that might be problematic is when an event is owned by an operator, they can configure any color they want so potentially a header color could be the same as an owned event. Any issues if we colored the headers back to the colors that were on the old dialogue?

Derek: I don't have a problem with it since it was used in previous versions.

Eric: Could you send me the screen capture to send to managers to make sure they like it?

Derek: Yes.

Alan from D6: We just went through the upgrade and it is a significant change so the visual change is dramatic and the coloring of the headers would help the operators with the visual que. The colors helped the operators prioritize the events.

Derek: Brian, we can send this out via online vote.

Review Action Items
- Derek Vollmer: Add footprint 1685 to the SSUG meeting.
- Derek Vollmer: Add RWIS to the SSUG meeting.
- Chester Chandler: Reach out to Alan El-Urfali about the RWIS developmental specification.
- Derek Vollmer: Work on Concept of Operations for the Executive Notifications.
- Derek Vollmer: Provide the dates for the next releases of SunGuide.
- Bryan Homayouni: Follow up with MDX about attending the CMB meetings.
- Derek Vollmer: Update the CMB process document the voting requirements section.
- Jeremy Dilmore: Send information to Derek on the Roadway naming after receiving DTOE feedback.

- Derek Vollmer: Keep the Districts in the loop on the architecture update process.
- Derek Vollmer: Send Eric Gordin the screen capture of the event headers.
- Derek Vollmer: Send out the online vote for the event headers.

Meeting adjourned at 4:38 p.m.