



**WisDOT Traffic Operations Sketch Planning
SPT Meeting 1 – Project Kick-Off
July 26, 2006 | 10:30 a.m. – 3:00 p.m. | Room 501 Hill Farms**

MINUTES

Attending:

Marie Treazise, WisDOT
John Corbin, WisDOT
Sharon Bremser, WisDOT
Phil DeCabooter, WisDOT
Dave Kreitzmann, WisDOT
Aileen Switzer, WisDOT
Darren Schoer, WisDOT
Peter Rafferty, UW-Madison
Todd Szymkowski, UW-Madison
Bridgett Barrett, TranSmart

Brian Scott, SRF
Janelle Monette, SRF
George Stuempfig, SRF
Erik Minge, SRF
Chad Hammerl, E&K
Steve Cyra, HNTB
Marty Hawley, HNTB
Ken Lenard, Cambridge Systematics
Chris Hedden, Cambridge Systematics
Ginny Crowson, SEH

Actions:

Actions represent tasks that require follow-up as a result of this or previous meetings. They are numbered for reference only and their status will be discussed at each of the SPT meetings.

1. **Ginny Crowson:** Prepare and distribute SPT 1 meeting minutes.
2. **Sharon Bremser:** Send Outlook meeting notices to WisDOT staff for upcoming Sketch Plan meetings (dates noted within minutes below).
3. **Ginny Crowson/Sharon Bremser:** Identify traffic engineering conference dates in January 2007 and prospective time for Sketch Plan interaction with the group.
4. **Consultant Team:** Prepare an "illustration" of what the final sketch plan product(s) will be for reference at workshops.
5. **Consultant Team:** Develop a contingency plan for concluding work sooner than planned in the schedule.
6. **Brian Scott/Ginny Crowson:** Revise schedule with details feedback from SPT 1 discussion.
7. **Chris Hedden/Steve Cyra/Todd Szymkowski:** Develop a current list of literature reference for review with SPT as part of the Early Activities: Wisconsin Environmental Scan and National Best Practices Scan.
8. **Chris Hedden/Steve Cyra:** Develop the Wisconsin and national scan interview candidate lists and tentative questions/discussion points for SPT 2.
9. **Sharon Bremser:** Prepare a list of planning and budget stakeholders for the Consultant Team to reference as they complete the Early Activities tasks.

10. **Todd Szymkowski:** Create a secure portion of the project site for sharing potentially sensitive information.
11. **Brian Scott/Ginny Crowson:** Prepare Project Relations Definition outline for SPT 2.
12. **Brian Scott/Ginny Crowson:** Prepare Communications and Outreach Plan outline for SPT 2.
13. **Sharon Bremser:** Provide a copy of the fiber network to UW-Madison for posting with other document on the project web site.
14. **Sharon Bremser:** Reserve teleconference line for SPT 2 on August 31, 10:00-12:00.
15. **Chad Hammerl/Chris Hedden:** Send Ginny Crowson copies of SPT 1 meeting handouts to include with the meeting minutes.
16. [Note them here]

Minutes:

1. Project Schedule

Brian Scott reviewed the project schedule. Tentative monthly meetings and stakeholder workshop dates have been added. Whenever possible, meeting dates have been coordinated with other meetings, such as the ITS Forum in October. It was agreed that the SPT meeting in October would be on Monday, October 30, 1:00 – 4:00 at the Milwaukee TOC. John Corbin requested that Outlook meeting notices be sent as soon as possible for all upcoming meetings. Sharon Bremser will distribute Outlook meeting notices.

John Corbin also noted that there may be an “SPT plus” group that needs to be included in various meetings depending on the agenda content. For example, planning or regional traffic staff should be included when possible and appropriate. Ginny Crowson pointed out that the SPT meetings could be held at various locations throughout the state to accommodate additional stakeholders when possible or necessary. She and Brian Scott will consider this when developing the Communications and Outreach Plan.

Workshop 1 will be held in January 2007 and will focus on reviewing performance goals and criteria, as well as a preliminary vision of the con ops. Todd Szymkowski recommended avoiding TRB week that month, and he noted that WisDOT will be undergoing National Incident Management System (NIMS) training January-February. Sharon Bremser noted that a traffic engineering conference will also take place in January. She will coordinate with Ginny Crowson once the conference date(s) have been selected. It was also noted that primarily infrastructure and operations stakeholders will be most interested in this workshop.

Workshop 2 will be held in March/April 2007 in coordination with the SmartWays Annual Meeting, if possible. Todd Szymkowski noted that there will be an ITE meeting in Waukesha in April that the workshop could be held in conjunction with. The purpose of the second workshop is to discuss the planning methodology and review the preliminary application of criteria to identify technology alternatives. Chris Hedden emphasized the need for feedback on methodology from the SPT prior to the workshop. It was suggested that the March SPT meeting be held live for that discussion. John Corbin commented that there will be key deliverables requiring input throughout the project. He encouraged the consultants to make them strong to get solid stakeholder response. He also noted that planning and programming stakeholders will be most interested in this workshop, and he requested (if possible) a big picture “illustration” of what the final sketch plans will encompass to help stakeholders grasp the final product.

Workshop 3 is targeted for July 2007 to discuss the technology alternatives assessment and infrastructure and operations plans. Sharon Bremser suggested that regional traffic engineering staff could be used as communications/outreach conduits to other stakeholders. As such they should be kept abreast of project progress.

Workshop 4 is planned for October 2007 to review more complete infrastructure and operations plans. Because this is another key deliverable, the September SPT meeting may need to be live to ensure adequate review prior to the workshop.

Workshop 5 is targeted for March 2008 to present the final sketch plans. John Corbin emphasized the need to be realistic about potential impacts to project schedule and scope (i.e., administration changes). He requested the Consultant Team to develop a contingency plan for concluding the planning work quickly if an unplanned end arises. Ken Leonard pointed out that SAFETEA-LU pushes stronger ties to planning and operations, which could be a key message to use with higher level decision makers.

The Consultant Team will discuss if any interim meetings are needed between SPT meetings. Chad Hammerl suggested consultant meetings one week prior to the SPT meetings to allow for discussion on agenda, materials, etc. Brian Scott and Ginny Crowson will revise the schedule based on this discussion and maintain future versions in Excel. They will also make schedule larger and add additional detail bars to illustrate progress. Additional details will be capable of being hidden to present a summary view.

2. Detailed Work Plans

Marie Treazise and John Corbin presented a map of the Draft Strawman Backbone Corridor Strata 2006, which has been developed to identify priority along major routes in Wisconsin and understand the operational importance of those routes. For “super” routes, efforts may be made to preserve parallel or alternate routes, ensure proper signalization, provide adequate traveler information, etc. Sharon Bremser noted that the strata map illustrates a minimum for the sketch planning corridor identification. Brian

Scott pointed out that crash data, AADT, freight movement and other characteristics could be used to establish our performance criteria, and that may naturally lend itself to identifying a firmer picture of the backbone. John Corbin noted that the signal systems sketch plan should focus on parallel/alternate routes for now, particularly in the absence of a signal engineer.

Corridor Planning Methodology for Traffic Operations and Early Activities: Wisconsin and National Scans

Chris Hedden distributed a handout illustrating the next six months of work for the Early Activities: National Best Practice Scan and the Corridor Planning Methodology Sketch Plan Task 1: System Performance Goals and Criteria. He pointed out the need for close coordination with HNTB on the Early Activities: Wisconsin Environmental Scan, particularly as it relates to the first task in the Corridor Planning Methodology Sketch Plan. Cambridge Systematics will begin the national scan immediately and will include interviews key states, FHWA (Office of Operations) and AASHTO (SSOM). Sharon Bremser asked if all of the relevant documents have been provided yet on the project web site. Chris Hedden, Steve Cyra and Todd Szymkowski will develop a current list for review with SPT.

Steve Cyra added that the Wisconsin and national scan interviews should be acknowledged as a high-level with the potential need for additional, detailed data collection as the sketch plans progress. John Corbin asked how the Wisconsin and national scans will be coordinated. Marty Hawley and Steve Cyra will lead the Wisconsin scan building off the TOPS work previously done. They will also request input from the individual sketch plans on what points need to be covered in interviews. For example, they may ask what the current practices are, what projects are going on, what have been the challenges, etc. John Corbin asked for a tentative schedule and list of interview targets for scans. Chris Hedden and Steve Cyra will develop an interview candidate list and tentative questions/points for discussion with the candidates by SPT 2. Ken Leonard requested a list of planning and budget stakeholders, and Sharon Bremser agreed to prepare the list.

Early Activities: Project Relations Definition

Brian Scott and Ginny Crowson explained that the document prepared for the Early Activities: Project Relations Definition will include, at a minimum:

- Processes for coordination and communication among primes and subs
- Norms and distribution lists for sharing documents
- Formats for agendas, minutes and other plan documents (i.e., tech memos)
- A project progress report format
- Target advance times for meeting material distribution
- Software preferences for information sharing (i.e., Microsoft Word, Excel and PowerPoint, and .pdf files)

- Issue resolution through individual SPT project managers and then to SPT, as necessary, depending on level of risk associated with the issue

Todd Szymkowski asked if there could be sensitivity with any of the documents. Sharon Bremser requested that everything be marked “draft” until final version are approved and also asked that UW-Madison create a secure portion of the project site for use, if necessary. Steve Cyra noted that we should allow for tracking written/oral comments in addition to electronic comments via feature like “track changes” in Microsoft Word.

Ginny Crowson added that most documents will be shared via the project web site vs. e-mail. She also added that standard agenda items may include: project progress reports, communication/outreach activities; deliverables review; upcoming (next two months) activities. She and Brian Scott will prepare an outline of the Project Relations Definition for SPT 2.

Early Activities: Communications and Outreach Plan

Brian Scott and Ginny Crowson reviewed their approach to developing the Early Activities: Communications and Outreach Plan. The plan will include, at a minimum:

- A baseline project presentation
- Project one-pager that may be updated on occasion to illustrate progress
- Speaking points potentially tailored to various stakeholder groups

Sharon Bremser requested the communications/outreach task be shown as ongoing throughout project. Although a plan will be submitted early on, the activities will be ongoing throughout the project.

John Corbin pointed out three projects that could present themselves as early winner opportunities for sketch planning coordination

- I-94 from Racine to Kenosha (north-south) corridor work
- US41 reconstruction – has tasks specifically focused on ITS
- Portable CMS/DMS siting plan project

Phil DeCabooter noted that DTIM is also looking at ITS from the safety perspective. The department’s strategic highway safety plan should be included as a key document to review and the plan is expected to be complete by the end of July.

Brian Scott and Ginny Crowson will prepare a draft outline of the Communications and Outreach Plan for discussion at SPT 2.

Travel Warning and Information Systems

Ginny Crowson explained that the first two tasks for the Travel Warning and Information Systems sketch plan will build off the information gathered through the Wisconsin and

national scans, as well as the performance goals and criteria established in the Corridor Planning Methodology sketch plan.

Steve Cyra asked for clarification on the Portable CMS/DMS siting plan project to better understand how it may be folded into the scope. Dave Kreitzmann explained that an RFP for this project is being reviewed and provided a brief background. The counties are primarily responsible for deploying signs when needed and this doesn't allow for easy tracking or maintenance of signs. The project is exploring the use of mobile data radios (using the State Patrol network to resolve cellular communication issues) and the use of a web-based software application for tracking and maintenance. Depending on the RFP review, there may still be some level of deployment by the end of 2006, with Wausau and FonDuLac as two key areas for deployment. Brian Scott noted that the Southwest Region may have some initial thoughts on placement in some of their counties. Steve Cyra added that it may be a good time to get a CMS/DMS user group together again. Dave Kreitzmann added that this approach may also be expanded to track portable detectors and other devices in the future.

Sharon Bremser asked how the UW-Madison RFI on cellular probe info may impact the project. Dave Kreitzmann answered that an XML data bit may be used for traveler information on congestion in work zones, but all data will be fed to the Transportal and any data exchange will be managed by the TMC in Milwaukee.

Sharon Bremser also noted that Peter Rafferty has been hired by UW-Madison to coordinate the state's 511 deployment. Peter Rafferty noted the optimistic target for 511 deployment could be early 2007, but it will be dependent upon political climate. Dave Kreitzmann commented that 511 could even be deployed as part of a major construction project. The primary challenges 511 faces are related to deployment and operations funding. Dave Kreitzmann is a member of the 511 working group and Ginny Crowson will continue receiving working group correspondence to facilitate coordination with the sketch planning.

Steve Cyra commented that Amber Alert coordination should be considered, particularly with Illinois, as part of the sketch plan. Todd Szymkowski added that the Mississippi Valley Traffic Operations Coalition, North/West Passage and Gary-Chicago-Milwaukee corridors should also be assessed as part of the sketch planning effort.

Ramp Control and Surveillance Sketch Plan

Brian Scott explained that the Ramp Control and Surveillance sketch plan will build off the backbone map discussed earlier and other existing plans, such as the Connections 2030, to identify which corridors will be evaluated and focused on in the project. Under the data collection task, additional key documents will be reviewed – Ramp Meter Statewide Control Plan is one of them and Marie Treazise noted that it should be coming out in the next couple weeks. Brian Scott added that roundabouts will also be

evaluated as an alternative in the plan. Steve Cyra noted that roundabouts are currently a hot topic for the department – Cabella's is putting in several of them.

Traffic Signal Systems Sketch Plan

Chad Hammerl provided a handout as an overview to the Traffic Signal Systems sketch plan. SRF and TranSmart will be supporting E&K on this project. Chad emphasized that establishing the corridors up front and identifying their priority is essential for this sketch plan as well. Data will be collected on the individual corridors once those priorities have been established. The base used to develop the Connections 2030 corridor maps would be useful for the sketch plan effort. Sharon Bremser confirmed that the maps could be made available.

Chad continued by noting that the traffic signal inventory is nearing completion and is being done in SignalView. By January, a map of the corridors will be available for discussion at Workshop 1. A database of signals (existing and planned) will also be developed for the key corridors. Technology to be evaluated will include controllers and detection, and the National Traffic Signal Report Card will be reviewed to identify strategies that have worked well in other areas. Target dollar amounts for various technologies will be used to assess desirable levels of service.

Todd Szymkowski asked that emerging signal platforms also be evaluated with the technology alternatives noted earlier. He also mentioned evaluating the impact of an aging population. John Corbin asked where fiber and wireless communications network implications fit within the sketch plans. It was agreed that it's an aspect of all three plans and should be considered along with other technology alternatives and in relation to the infrastructure and operations plans. Sharon Bremser added that phase three of the fiber project is going on now. She will provide a copy of the fiber network for the project web site documents.

3. Review for Planning

The sketch planning overview that was delivered at the SmartWays Annual Meeting was presented to Aileen Switzer and Darren Schoer. The Consultant Teams reviewed background and discussed each of the sketch plans and their relationship to one another.

Aileen Switzer commented that she would like to be closely involved with the process, but isn't sure yet how that may occur. Sharon Bremser pointed out that we've just begun the sketch planning process and won't really be digging into details until October. Aileen Switzer confirmed that monthly planning manager meetings still occur and the next meeting is August 24. John Corbin requested time on their agenda to present the sketch plan overview.

4. Meeting Coordination

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The following SPT meeting dates, times and locations were confirmed:

- SPT 2 – Thursday, August 31, 10:00-12:00 by teleconference
- SPT 3 – Thursday, September 28, 10:00-12:00 by teleconference
- SPT 4 – Monday, October 30, 1:00-4:00 live at the Milwaukee TOC

Potential agenda items for SPT 2 include:

- Outlines for Wisconsin and national scans (questions, interviewees and dates)
- Draft Project Relations Definition outline
- Draft Communications and Outreach Plan outline
- Revised project schedule
- Draft corridors for discussion

Sharon Bremser noted that she will be on vacation from August 1-11.

Minutes prepared by Ginny Crowson, SEH