



**NOACA ITS Architecture Comprehensive Update  
Monthly Project Meeting  
Thursday, August 30, 2018, 9:30 AM – 10:30 AM (EDT)**

**Meeting Minutes**

**1. Introductions**

The meeting was conducted via teleconference and WebEx. The following individuals participated in the meeting:

- Brian Blayney, NOACA Project Manager
- Kathy Sarli, NOACA
- Ming-Shiun Lee, AECOM Project Manager
- Dale Schiavoni, AECOM
- Peter Voorhees, AECOM
- Dan Nelson, AECOM

**2. Project Status Report**

Ming reported the project status report provided to the participants via email prior to the meeting. Project is currently on schedule and on budget with about 25% of budget spent.

**3. Project Steering Committee Meeting Recap**

- Ming requested a brief recap of the steering committee meeting from August 8<sup>th</sup>.
- Brian noted that the meeting went well with the group. Following the meeting, there was one survey completed and returned from the Ohio Turnpike (Travis Bonnett).
- Kathy noted that upcoming stakeholder workshops will likely include more discussion about ITS elements in the region.

**4. Stakeholder List**

- Brian noted that there might be additional changes to the stakeholder list following any updates made by NOACA to the survey.

**5. Stakeholder Needs Survey**

- Brian noted that he plans to get the stakeholder survey distributed to the stakeholders after the Labor Day holiday.
- Ming noted that Wednesday morning Wed. Sept. 5<sup>th</sup> may be a good time to send it out. This would put the due date for all the surveys to be returned by Wed. Sept. 12<sup>th</sup>.
- Kathy Sarli requested a reminder email to be sent by NOACA to the stakeholders on Mon. Sept. 10<sup>th</sup> to encourage responses.
- Brian noted he would copy Ming on the survey email and ask stakeholders to “reply all” so that Ming receives copies of the surveys that are returned via email.
- **Action:** Brian to send survey email to stakeholders on Wed. Sept. 5<sup>th</sup> with Ming copied on the email.



## 6. First Round of Stakeholder Workshops

- Brian noted that dates and locations have been finalized for the September workshops as noted below.
- Ming noted that the Wednesday workshop may be difficult to complete prior to 12 noon if starting later than planned.
- Brian discussed logistics on the three locations. Room setup may be needed at the Lake-Geauga location. AV equipment should be provided at all three locations.
- Ming noted that a WebEx recording of the workshops could be made through the mobile applications on Ming's phone as well as Dan Nelson's phone.
- Brian noted that a sign-in sheet could be provided at the workshop and would not need to be pre-printed for each workshop.
- Ming asked about providing coffee and / or cookies to the stakeholders that attend the workshops. Costs would not be charged to the NOACA project, but would be covered by AECOM.
- Brian noted that RSVPs for the workshops should be delivered to NOACA for maintaining a listing of attendance at each workshop.
- Kathy Sarli asked if an additional location might be added in Cuyahoga County to ensure a higher attendance. An additional workshop in Cuyahoga County might be helpful to ensure a high amount of input and feedback.
- Ming noted that with the RSVP's being received by Brian, that those RSVP's could be monitored to see how many would be added.
- Dale Schiavoni noted that phone calls could be made prior to the stakeholder workshops to further encourage attendance that are chosen.
- Ming reviewed the draft agenda for the workshop and the topics of discussion related to ITS projects in each area that may be underway.
- Brian requested that the timing could be reduced from 3 ½ hours to about 3 hours. The order of agenda items was also re-ordered during the discussion to encourage more input before the break in the middle of the workshop.
- Brian noted that the other presentation handouts looked good for the workshops.
- **Action:** AECOM to modify the draft agenda per the meeting discussion and re-send to NOACA for final review and comment.
- **Action:** NOACA to check on Wi-Fi availability of the three locations to be used for the WebEx application that can record the stakeholder workshops.

## 7. Upcoming Activities

- Ming reviewed the upcoming project activities:
  - Next Monthly NOACA Project Meeting – Thursday Sept. 20<sup>th</sup> at 9:30am ET / 8:30 am CT
  - First Round of Stakeholder Workshops – Tues. Sept. 25<sup>th</sup> to Thurs. Sept. 27<sup>th</sup>

## 8. Other Discussion

- Group discussed AECOM contract with ODOT for AV / CV topics. Oct. 11<sup>th</sup> and Oct. 12<sup>th</sup> were proposed by ODOT as potential dates for AECOM and ODOT to meet with NOACA.
- Ming provided an overview of the input desired from stakeholders that were being requested to attend a CV / AV stakeholder meeting.
- Ming recommended NOACA to follow up with ODOT to confirm that October 11<sup>th</sup> and 12<sup>th</sup> are the correct dates for the proposed meeting times.
- Brian recommended adding a bullet point at the top of the stakeholder workshop agenda to make the group aware of the separate AV / CV effort underway with ODOT and AECOM.