



**NOACA ITS Architecture Comprehensive Update
Monthly Project Meeting
Thursday, July 26, 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
- Ming-Shiun Lee, AECOM Project Manager
- Dale Schiavoni, AECOM
- Peter Voorhees, AECOM
- Dan Nelson, AECOM
- Dan Krechmer (for Sam van Hecke), Cambridge

2. Project Status Report

Ming reported the project status. A Monthly Project Status Report was provided to the participants via email prior to the meeting. Project is currently on schedule and on budget.

3. Project Steering Committee Meeting

- Ming noted that the upcoming Steering Committee Meeting has been scheduled for Wednesday, August 8th from 10:00am to 11:00am ET. A draft agenda for the meeting was provided for review and comment.
- Brian noted the agenda looked good for the meeting on August 8th.
- Ming added that AECOM was preparing a PPT file based on the agenda items. The PPT file will be sent to NOACA for review and comment.
- Other handouts for the Steering Committee meeting include the one-pager on What's ITS and the stakeholder list.
- Brian added that he would like to make the PPT file and other meeting materials available to the Steering Committee prior to the meeting for their preparation.
- Brian also requested AECOM to utilize the WebEx system to record only the audio of the Steering Committee meeting.
- **Action:** AECOM to prepare a Steering Committee presentation for NOACA's review.
- **Action:** AECOM to provide all meeting materials to NOACA by August 6th.
- **Action:** Brian to email the meeting materials to the Committee prior to the meeting.

4. First Round of Stakeholder Workshops

- Ming noted that the upcoming first round of Stakeholder Workshops is planned for Tuesday Sept. 25th through Thurs. Sept. 27th.
- Brian noted that NOACA staff are working on logistics related to reserving locations and facilities for the workshops. Further updates will be provided to AECOM when available.
- Brian also noted that Marvin Hays recently left NOACA and Jocelynn Clemings would be replacing his role in public relations for the project.
- Brian also requested AECOM to record only the audio of the stakeholder workshops.
- Ming noted that an updated stakeholders list was provided from Dan Nelson to the group back on July 13th.



- Brian noted that he would provide alternate Ohio State Patrol contacts for AECOM to use in updating the list.
- Brian also noted that Case Western Reserve University contacts had been provided via email to Ming for inclusion into the stakeholder list.
- Peter Voorhees noted that could follow up with US Coast Guard to verify which individuals from that agency could attend the stakeholder workshops as well.
- Brian noted he would review the city level contacts further and return comments to AECOM via email separately.
- Dan Nelson noted that AECOM would re-send the stakeholder list after all updated contacts are made to the list.
- Brian noted that he will perform further review on the stakeholder introduction email provided by AECOM via email on July 24th.
- Ming noted that a one-page brochure has been created to provide an overview to stakeholders on the different types of ITS that can exist in the region.
- Brian noted that the one-pager looked good. He would have Jocelynn to review as well. The one-pager would be provided to the Steering Committee in advance of the August 8th meeting.
- **Action:** AECOM to provide updated ITS needs survey by the second week of August.

5. Stakeholder Survey

- Ming noted that a draft stakeholder survey was provided on July 9th for review and comment. The survey was initially developed with two parts, with Part 1 focusing on ITS needs in the region, and Part 2 focusing on ITS capabilities.
- Ming noted that AECOM has internally discussed only providing Part 1 of the survey to NOACA stakeholders via email prior to the stakeholder workshops, then conducting Part 2 of the survey during the workshops.
- Brian agreed with the approach of splitting the survey as proposed by AECOM.
- Brian noted that written comments on Part 1 of the survey were provided to AECOM by email.
- Ming noted that AECOM would incorporate those comments into an updated version of the survey.
- Ming noted that AECOM has considered using Survey Monkey as an option for stakeholders to complete the survey online.
- Brian noted that an online option is not necessary. It was agreed that the survey would be provided in MS-Word format and distributed to stakeholders via email.
- Brian noted that he would like to maintain a record of stakeholders' survey responses by individual agency.

6. Project Website

- Ming noted that a draft website has been prepared for NOACA review and comment. The website is available at: <https://noaca-its.aecomonline.net/>
- The website would be further developed, and additional information would be added.
- Dan Nelson noted that the Steering Committee meeting date and time would be updated. The agenda and meeting materials would be added as well.
- Agendas and minutes for the monthly project team meetings would also be posted on the project website.



- **Action:** AECOM to update the project website to include information related to the Steering Committee meeting and monthly project team meetings.

7. Upcoming Activities

- Ming reviewed the upcoming project activities:
 - o Steering Committee Meeting #1 -- August 8th from 10 to 11am ET
 - o Distribute Stakeholder Survey in late August or early September
 - o Next Monthly NOACA Project Meeting – August 30th
 - o First Round of Stakeholder Workshops – September 25th – 27th

8. Other Discussion

No other items were discussed beyond what has been noted in these meeting minutes.