MINUTES
JACKSON REGIONAL ITS ARCHITECTURE AND DEPLOYMENT PLAN
Deployment Plan Workshop

October 18, 2006
City Hall
Jackson, Tennessee

ATTENDANCE

Lt. Ronald Adams, Jackson Police Dept.   Jason Moody, Tennessee DOT
Scott Chandler, City of Jackson Engineering Dept. Stanley Pilant, City of Jackson
Marty Clements, Jackson/Madison County EMA   Joe Roach, Tennessee DOT
Keith Donaldson, City of Jackson Planning Dept.   Joe Warren, Tennessee DOT
Donald Gedge, FHWA Tennessee Division   James Collins, Kimley-Horn and Associates
Michele Jackson, Jackson Transit Authority   Amy Lewis, Kimley-Horn and Associates
Gary Leforgee, City of Jackson Street Dept.

MINUTES

1.   Introductions

      Amy Lewis welcomed the attendees and thanked them for their continued participation in the ITS
      Architecture and Deployment Plan development for the Jackson Region. The stakeholders and
      project team members introduced themselves.

      Amy provided a brief overview of the status of the Regional ITS Architecture and Deployment
      Plan project as well as the purpose of the ITS Deployment Plan Workshop. The purpose of the
      workshop was to walk through the Regional ITS Architecture developed at the last workshop and
      present the initial project recommendations for the ITS Deployment Plan. Copies of the team's
      initial project recommendations were provided at the workshop. The project team is looking for
      feedback from the stakeholders about the project recommendations, including timeframe, project
      feasibility, implementation/operation/maintenance responsibility and funding status if applicable.

2.   Regional ITS Architecture Discussion

      Amy presented an overview of the Regional ITS Architecture report and encouraged stakeholders
      to closely review several key tables to make sure that their agency was appropriately
      documented. Those tables include stakeholder descriptions in Table 3, the inventory of elements
      in Table 4, and stakeholder roles and responsibilities in Table 8. Comments can be sent to her or
      any other member of the project team.

3.   Draft Recommended Projects

      A handout of the recommended projects for the Draft Regional ITS Deployment Plan was
      provided to attendees. Based on the needs identification, ITS architecture, and discussions with
      stakeholders, projects were identified and recommended for the Jackson Region. The projects
      were sorted by stakeholder to facilitate their review at the meeting but in the ITS Deployment Plan
      projects will be categorized into short-term (5-year), mid-term (10-year), and long-term (20-year)
      timeframes within each of the following categories:

      ▪   Travel and Traffic Management;
      ▪   Emergency Management;

- Maintenance and Construction Management;
- Public Transportation Management; and
- Archived Data Management.

James and Amy reviewed each of the recommended projects with attendees. The purpose of this discussion was to obtain feedback, consensus, and additional details about what should be accomplished by each of the recommended projects. It was also intended to identify any additional project needs. Stakeholders provided feedback on what time frame they felt was most appropriate for each project. The following tables summarize the projects that will be presented in the Draft ITS Deployment Plan.

Travel and Traffic Management Projects

Timeframe	Project
Short-Term	City of Jackson Traffic Operations Center (TOC) Phase 1
	City of Jackson Signal System Fiber Interconnect
	City of Jackson Signal System Upgrades Phase 1
	City of Jackson Vehicle Detection Phase 1
	City of Jackson TOC Coordination with TDOT SmartWay Center
	City of Jackson Police Department Automated Enforcement
	City of Jackson Portable Speed Detection
	TDOT Madison County Highway Advisory Radio (HAR)
Mid Term	City of Jackson TOC Phase 2
	City of Jackson Closed Circuit Television (CCTV) Cameras
	City of Jackson Signal System Upgrades Phase 2
	City of Jackson Vehicle Detection Phase 2
	TDOT SmartWay Deployments on I-40 – Dynamic Message Signs (DMS)
	TDOT SmartWay Deployments on I-40 – Vehicle Detection
	TDOT SmartWay Deployments on I-40 – CCTV Cameras
	Regional Media Liaison and Coordination
Long-Term	City of Jackson Signal System Upgrades Phase 3

Emergency Management Projects

Project	Project
Short-Term	City of Jackson Emergency Vehicle Traffic Signal Preemption Expansion
	City of Jackson Police Department Helicopter Surveillance Real-Time Upgrades
	City of Jackson TOC Coordination with Jackson/Madison County EMA
Mid-Term	Madison County E911 CCTV Camera Image Sharing
Long-Term	TDOT HELP Vehicle Service Area Expansion
	TDOT HELP Vehicle Automated Vehicle Location (AVL)

Maintenance and Construction Management Projects

Project	Project
Short-Term	City of Jackson Portable DMS
	City of Jackson Street Department Vehicle AVL Expansion
	City of Jackson Street Department Maintenance Tracking System
	TDOT Portable DMS Upgrade to Support Remote Communications
Mid-Term	City of Jackson Additional Portable DMS
	City of Jackson Consolidated AVL System

Public Transportation Management Projects

Project	Project
Short-Term	Jackson Transit Authority AVL
	Jackson Transit Authority SmartBus
	Jackson Transit Authority Transit Vehicle Security Cameras
Mid-Term	Jackson Transit Authority Real Time Arrival Information
	Jackson Transit Authority Bus Stop Security Monitoring
	Jackson Transit Authority Electronic Fare Collection

Archived Data Management

Project	Project
Long-Term	Jackson MPO Archive Data Warehouse

The next step is to develop a Draft Regional ITS Deployment Plan based on today's discussion and additional input from stakeholders. Since Southwest HRA Transit was unable to attend this workshop, the team will contact them to discuss potential projects for inclusion in the draft plan. This draft document will be sent to stakeholders before the November 15, 2006 Comment Resolution Workshop.

4. Procedures for Updating the ITS Architecture and Deployment Plan

A key component of the Regional ITS Architecture and Deployment Plan is a process for maintaining and updating the Regional ITS Architecture as well as revising and adding new projects to the Regional ITS Deployment Plan.

It was agreed that the Jackson MPO would take the lead in maintaining the Jackson Regional ITS Architecture and Deployment Plan. Stakeholders recommended that the project listing in the ITS Deployment Plan be reviewed once a year to determine which projects had been implemented. Any necessary architecture changes discussed will be documented for inclusion in the next complete update. It was agreed that complete updates would be performed every three years in coordination with the Transportation Improvement Program (TIP) update.

An ITS architecture maintenance documentation form was developed to document changes that need to be made outside of a complete update. Stakeholders should utilize this form to document changes needed to accommodate a project and coordinate with other stakeholders that might be impacted by the change. The Jackson MPO will maintain a record of the changes

that need to be made and forward a copy to the appropriate TDOT and agency representatives for their records.

5.   Next Workshop Dates

The Comment Resolution Workshop is scheduled for November 15, 2006 from 9:00 AM – 11:00 AM at the Jackson City Hall. Amy requested that stakeholders submit any comments on the architecture to the project team by November 10, 2006 or bring them to the workshop on the 18th.