

TransPort / Meeting Summary DRAFT

Wednesday, February 13, 2019

1:00 to 3:00 p.m.

ODOT Region 1, Room A/B

Meeting Attendees:

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| Kate Freitag – Chair | Oregon Department of Transportation |
| Anastasia Roeszler | Global Transportation Engineering |
| Bikram Raghubansh | Clackamas County |
| Caleb Winter | Metro |
| Chi Mai | Oregon Department of Transportation |
| Dominique Huffman | City of Wilsonville |
| Eliot Rose | Metro |
| Jean Senechal-Biggs | DKS |
| Jim Gelhar | City of Gresham |
| Jonathan Horowitz | Oregon Department of Transportation |
| Justin Bernt | Oregon Department of Transportation |
| Ken Lobeck | Metro |
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| Kristin Tuft | Portland State University |
| Matt Fouts | TriMet |
| Michael Burkart | Oregon Department of Transportation |
| Mike Ward | City of Lake Oswego |
| Pat Marnell | Intelight |
| Rick Buen | Multnomah County |
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| Scott Turnoy | Oregon Department of Transportation |
| Shaun Quayle | Washington County |
| Stacy Shetler | Washington County |
| Tammy Lee | Portland State University |
| Ted Leybold | Metro |
| Tim Collins | Metro |
| Tina Nguyen | City of Beaverton |
| Willie Rotich | City of Portland |
| Ya-Min Ha | Kittelson |

Introductions and Announcements

Chair Kate Freitag called the meeting to order at 1 p.m. and asked for introductions and announcements.

'Round the Table Updates

- Stacy Shetler discussed PORTAL stating that the current work order contract was still going through the approval process. Caleb Winter mentioned that it would likely be complete in April. Kristin Tufte said the PORTAL power users meeting would take place on Wednesday and would include updates, check-in and a forum discussion on how to use PORTAL data with example demonstrations. She also mentioned a data science workshop coming up in April through Transportation Research and Education Center (TREC).
- Stacy Shetler mentioned that Washington County was working on their Intelligent Transportation System (ITS) plan update and on asset management for traffic signals, ITS equipment and process mapping for traffic management.
- Willie Rotich discussed the January Central Signal System Users Group meeting. Additionally, he stated that ___ Traffic Data contacted him concerning supplying data. He mentioned they would first need to be able to provide data to their website and push it to the DTS port. He stated that for anyone needing data, they had a process of getting that out to requestors per written agreement.
- Caleb Winter stated that there was an ITS Network meeting on February 25 where they would be talking about the Memorandum of Understanding (MOU), a conversation that would continue to include Washington State partners. He stated that TriMet was looking into cyber security policy, future network data needs such as financial transactions for Hop Fast Pass.
- Mike Burkart discussed the last Cooperative Telecommunications Infrastructure Committee (CTIC) meeting which discussed preparing for small cell, 5G wireless requests from providers. Caleb mentioned that City of Hillsboro had completed updates to their code and that the Cities of Tigard and Tualatin were working towards it as well.
- Caleb Winter mentioned that the Traffic Incident Management (TIM) Coalition was cancelled and would be rescheduled. Additionally, he mentioned that Metro had sent out Automated Driving System (ADS) notice of funding opportunity. The City of Beaverton is interested in this opportunity for testing a small automated vehicle shuttle service. Explore Washington Park is also interested in this opportunity for a shuttle loop as is Portland Bureau of Transportation (PBOT).
- Chair Freitag mentioned that the Oregon Department of Transportation (ODOT) was looking into the possibility of purchasing Automatic Traffic Controllers (ATC) using Biennium funds. They would be replacing ODOT owned and maintained ATCs at intersections within Region 1.
- Willie Rotich briefly discussed the Swan Island and North Columbia projects. Additionally, he stated that the City of Portland had a project that had ___ radio units at Broadway and Morrison with data coming in.
- Jim Gelhar stated that City of Gresham's ITS project was wrapping up. All communications are up and running and the project has been successful.
- Bikram Raghubansh mentioned that Clackamas County's Regional Freight ITS project had run into a funding issue and that they are waiting on the Request for Proposal (RFP). Once they have that they will get the IGA signed. Canby Ferry ITS has also run into a barrier with the funding estimate. They may split the project into a stabilization project and an ITS project. He mentioned that ATC conversions were also moving forward and should be completed in a four-year span of time. ___ mentioned a one day workshop on sensors and ITS technology. They will confirm the event date for April or May.
- Tina Nguyen discussed and adaptive system for Allen Boulevard. She mentioned that the IGA had been executed after receiving funding and that they would have more traffic signal modifications coming up.

Update TransPort Bylaws (action item)

Chair Freitag reviewed the TransPort bylaws. She stated that the current TransPort Bylaws were from 2005 and did not address structure for transitioning the role of Chair, or which agencies should be involved. An updated set of Bylaws were drafted with input provided to the subcommittee. Caleb Winter stated that they were in the refinement stage and mentioned that they had repurposed the mission statement and delved into the role that TransPort plays as a subcommittee of the Transportation Policy Alternatives Committee (TPAC), with regard to their purpose and mission. He stated that they would need to be transparent in terms of their rolls and responsibilities and how much authority they had in the process as it related to TPAC. Additionally, they would need to further define the rolls and responsibilities for funding, membership, and technology and data communication.

The subcommittee asked if there was discussion about increasing TransPort membership. Caleb responded that there was but that they weren't ready to build that in, in terms of equity for community representatives. He encouraged more discussion on this. Additionally it was mentioned that Multnomah County likely should not be a member of this committee as they were not involved in ground floor ITS projects. It was requested that they consider opening up the subcommittee for a broader range of membership, or have Multnomah County and Gresham come to an agreement on how voting should work. Caleb mentioned that it was currently by proxy, when needed.

Further, the subcommittee discussed criteria for membership and that perhaps partners from the State of Washington or EMS services should attend. They felt that any entity that created a TSMO plan should be up for consideration as a member of TransPort, and that counties should be the primary coordinating agencies. Caleb pointed out that this was the partnership that currently existed and mentioned stakeholder agencies brought in work in which everyone worked together.

Caleb mentioned that they would continue to handle the congestion management piece federally mandated across the region. Further he stated that ITS data informed what local agencies are doing and implementing. Maintaining, owning and operating assets are also part of working functionally together is a task of TransPort, which gives Metro (a non-voting TPAC member) the opportunity to take these things back to the table for discussion for plan implementation and policy. Further, Metro makes recommendations, which are then delegated back to TransPort to make decisions on how best to move forward in the process. Caleb encouraged the subcommittee to take action in this item today.

Further, the subcommittee encouraged Metro to amend the language to move the four-sevenths voting and membership strength to five-sevenths of total votes possible. Ted Leybold suggested that the language reflect any action taken would require five votes of the official members, and requested that they change five-sevenths to "five members approved." Additionally they discussed proxy voting in terms of a five-sevenths vote with a quorum present, including an alternate or a proxy. The Five-sevenths decision would also be required for a quorum and for calling meetings.

Caleb also encouraged members to update their bylaws once the Transportation Systems Management Operation (TSMO) plan was updated. Ted Leybold pointed out that through federal rules the Metropolitan Planning Organization (MPO) board and Metro Council would decide how to allocate the funds and then delegate that authority back to TransPort. He suggested a change under the Funding section to read, "...update criteria to which TSMO candidate projects will be reallocated...evaluate the project and not the funding," which is consistent with federal rules. Second, he also suggested they change the phrase, "...has the authority to direct," to, "...has the authority to recommend..." wherein JPACT and the Metro Council can delegate funding authority back to TransPort, which is the current practice. This makes the law more

consistent with the new language. Finally, Caleb pointed out a minor language change that reflects the phrase “official membership” under the Membership section.

Chair Freitag asked TransPort members for a motion to finalize the TransPort bylaws with the changes noted above. Chair Freitag moved to accept the bylaws as amended to the conversation during this meeting. _____seconded the motion. Chair Freitag asked for a vote from the subcommittee. The Subcommittee was in favor of the updated TransPort bylaws with the amended language to be taken to TPAC.

ODOT Traffic Performance Report Highlights

Chair Freitag introduced Chi Mai and Scott Turnoy with ODOT who would discuss the Traffic Performance Report highlights. She stated that the report would look at the region’s freeways, where bottlenecks are, hours of congestion and what data sets are available and accessible.

Scott Turnoy stated that the report was an initial look at the 2018 edition of the Portland region’s six major freeways, using information from 2015-2017. He pointed out that the data sources were different from the last report, but followed the overall trends per the last edition. He stated that the report used census and Oregon employment data, HERE data and travel times with speeds and PORTAL Data for volume. Crash data and traffic incident management clearance time was also used. The report Helps ODOT monitor performance measures and indicators on the freeways, informs system management, targets program needs and helps prioritize targeted projects. Freight addressed Commodity flows and truck volume. The report is a before and after analysis that addresses congestion delay and reliability of travel time, as well as freight and safety performance measures and indicators.

The subcommittee asked how the data compared to national performance measure standards and how that compared to the data used for this report. Chi Mai mentioned that data was based on free-flow speed per federal requirement and not posted speed. Ted Leybold recognized that there was coordination with the Transportation Planning Analysis Unit (TPAU) and asked if there was any coordination with the Regional Transportation Plan (RTP). Chi stated that there was not, since they are only covering Region 1 project trends.

Scott mentioned that the data from the report would also be crucial for Transportation Systems Management Operations (TSMO) strategy for providing travel time, incidents and variable speed information. Ted Leybold requested that there be some investment coordination and conversation with Corridor Bottleneck Operations Study (CBOS) at the RTP level, as there may be some different focus on policy and priorities around congestion, purpose, and safety and operations.

Best Prep to Propose and Deliver TSMO in 2019

Chair Freitag introduced Ken Lobeck and Justin Bernt, who shared essential elements on how to deliver federally-funded projects. Ken discussed how to pre-scope ITS projects and pointed out that ITS projects don’t follow the standard federal project delivery process. He reminded the subcommittee that the project begins once it is in the Metropolitan Transpiration Improvement Program (MTIP) or the State Transportation (STIP). He stated that when pre-scoping a project, it should be logical and well developed, with a detailed scope of work and budget to avoid slips and obligation target misses. He noted that projects cannot be slipped going forward.

Additionally, Ken pointed out that New Local Agency Guidelines (LAG) manual also had a stronger emphasis on pre-scoping. He stated that there was a formal project monitoring processes in development and that obligation targets were being established with new updated roles and responsibilities between

ODOT, MPO and Transportation Management Associations (TMAs) which were accepting increased project monitoring responsibilities. ODOT funded programs will remain under existing ODOT obligation targets processes. However, ODOT and MPOs would be using an integrated approach to improve federal project delivery. Determining the status of a project includes looking into the STIP Financial Plan (FP) System, providing project overviews during monthly meetings and project milestone report updates. Milestone reports should include time to evaluate existing and potential delivery problems, review of project delivery topics including amendments, civil rights, expenditures, reimbursements, National Environmental Protection Agency (NEPA) environmental issues, schedules, emerging mitigation requirement and funding. Ken noted that at least 80% of annual programmed projects must obligate. Salem will present the Obligation Targets Program overview to TPAC on April 5, 2019. Fiscal Year (FY) 2020 will begin phase-in of the Obligation Targets Program.

The Subcommittee had questions concerning Inter-governmental Agreements (IGAs), pre-scoping, and if they should schedule a follow up meeting. Justin Bernt stated that once a project was programmed into the STIP and MTIP, they should call the Local Area Liaison (LAL) and start the IGA process. He reminded them that ITS projects required con-ops with the prospectus that showed what they were replacing or improving, as well as an estimate of all costs. He reminded them to have everything in place before the project starts in order to mitigate delays or loss of funding. Caleb Winter stated that there would be additional meetings to answer further questions.

Adjourn

There being no further discussion, Chair Freitag adjourned the meeting at 3:13 p.m.

*Meeting summary respectfully submitted by
Caleb Winter
Pamela Blackhorse*