

IVI SV Partnership Meeting April 20, 1999 Minutes

There was some question over the characteristics of the ITS America IVI SV Steering Group. Ray Resendes, Program Manager for the IVI Program, confirmed that the ITSA groups will reconvene approximately two times per year. Private representatives can participate in this advisory group.

Reviewed the draft Charter and Memorandum of Understanding

- It was agreed that the Charter is the guidelines for a new DOT to consider joining.
- There was a question about whether to include non-government entities in the partnership. After some discussion, we decided to allow them to participate with in-kind contributions on a project through proposals, but private representatives cannot participate in the Partnership Steering Council decisions due to the complexities of avoiding conflicts of interest. Private representatives can sit in meetings but not in voting capacity. Membership is limited to contributing government agencies.
- Gene McHale will send some wording to add FHWA oversight according to Ray Resendes' advice. Ray suggests referring to the Work Plan in the Charter.
- The MOU should be signed only by states.
- The tenure for a steering group chairmanship was discussed and agreed to be two years.

Reviewed the draft RFP

- It was noted that the results of VA Tech study on national needs (their first report due out May 1, 1999) should be incorporated into the project targets listed in the RFP.
- August Burgett encouraged, and it was agreed, the addition of wording outlining the "special" nature of Specialty Vehicles. This should be easy since it has been discussed in prior presentations.
- August Burgett also recommended, and it was agreed, the addition of an introduction to the Intelligent Vehicle Initiative and its goals. Emphasize the "safety" language. We will use the IVI Business Plan as a source of information on this.
- It was considered, discussed and agreed NOT to include fleet utility or motorcycle vehicles in the definition of "Specialty Vehicle" in the RFP. We will stick with the standard definition in the IVI Business Plan.
- It was suggested and agreed to change the "invoicing" listed in "3.B. Deliverables" to invoicing "per task" rather than monthly.
- We will wait for input from the VA Tech study report to publish the RFP. Members will take advantage of this time to further review the RFP draft and recommend updates.
- Gene McHale will provide the VA Tech report as soon as possible. Monica Kress will update the RFP and prepare the contracting cycle at Caltrans for RFP publication.

Internet Website Discussion

- It was suggested and agreed to have a link from (and to) FHWA to the IVI Specialty Vehicles Program Partnership website.
- It was suggested to offer an email mailing list for partnership updates. Monica Kress will look into the feasibility and practicality of that.

Closing

- Next meeting site was discussed. It will possibly be at the ITS America Rural Conference in Phoenix, Arizona August 31, 1999 or at a California or Minnesota site.
- Gene McHale's new phone number was announced.
- Travel reimbursement procedures were discussed. Monica Kress will send information to Bill Bushman and Marthand Nookala outlining the procedure.
- A report on the budget and funding allocations will be put on the agenda next meeting.

Adjournment