San Luis Obispo County MSAA Project –

Technology Subcommittee Meeting

Tuesday, February 28, 2017 – Ride-On Conference Room

2:00 – 3:00 pm PDT

Call: (571) 317-3122; Access Code: 507-051-845

Committee Chair: Jason Portugal, Ride-On

AGENDA & Notes

1. **Welcome and Introductions** **Jason Portugal**
    a. Welcome. Mark Shaffer welcomed all members.
    b. Attendees. Mark Shaffer and Jason Portugal, Ride-On; Mallory Jenkins, SLOCOG; John Osumi, Bishop Peak Technologies; Dawn Hardesty, Noblis; Omar McPherson, RTA; Gamaliel "G" Anguiano; Todd Allen, RouteMatch.

2. **MSAA Project Update** **Mark Shaffer**
    a. Draft System Requirements – Submitted to FTA for review.
        i. Mark stated the draft System Requirements have been submitted to FTA for review and comment.
    b. Next Deliverable – High-Level System Design (the TMCC "how").
        i. Mark stated the next project deliverable to be addressed is the High-Level System Design.
    c. New term: "TMCC Technology Tool (TTT)" – addresses the TMCC's technology (electronic) components
        i. Mark recommended the new term, TTT or T3, to specifically discuss the technology elements of the TMCC.
    d. Other Items (new agenda item).
        i. Mark discussed the proposed T3 service provision requirements related to trip scheduling, fares, and reporting.
        ii. Functional requirements and processes document. To be further developed as a process document.
        iii. The subcommittee discussed the following topics:
        iv. Data. How to manage?
            1. GTFS vs. GTFS flex. Nothing in the data about the user.
                a. GTFS Flex – beta stage seeking to include paratransit data.
                b. Potential external integration
            2. What data is needed for the system to operate? Eligibility data, others.
                a. Need to determine data captured in DRT Provider database and ability to push data to T3.

b. One-way vs. two-way data integration.
c. Need for DRT Provider technology to accept project's minimum technology standard.
d. Data for customer trip reservations – location – use Google maps to pull addresses from public sources.

v. Integration – between T3 and DRT Providers.
1. Need for API's to communicate between DRT Provider systems and T3.
2. John suggested developing a standard, such as base level technology (i.e. something above Excel) to interact with the T3. Using Excel and uploading data could cause system failure. Mark stated another option is for Ride-On (or other stakeholder) to record another agencies' trips in their technology to route and schedule.

vi. Establish minimum requirements for DRT Provider inclusion in the project.
1. DRT Provider technologies.
a. Computer assisted scheduling and dispatching technology.
b. AVL/GPS on-board vehicles.
c. How to address DRT Providers that wish to participate and do not have these technologies? Partner with other participating DRT Providers.
2. Operational requirements. See Draft System Requirements, Section 4.
3. Data expectations. Schedule separate meeting for subcommittee to discuss.

vii. Customer allowance of data use? Mallory asked how the customer will approve the use of their data from by the DRT Provider to the T3. John stated the DRT Providers could ask customers their approval to use the T3.

viii. Mark stated there is also an interest for customers to make advance after hours and weekend trip requests to DRT Providers. These requests are proposed to be addressed during next business hours.

ix. Mallory mentioned the importance of agreeing on technology requirements.

x. Need to investigate other DRT Provider's technology and their ability to integrate with the T3.

3. **High-Level System Design: Initial Questions for Discussion Mark Shaffer**

a. DRT Provider availability. How should the TTT communicate with the DRT Providers to determine customer trip request availability?

b. DRT Provider communication with TTT. How should DRT Provider information be communicated to the TTT (for the customer and staff portal)?

c. Customer profile – information required. What information do DRT Providers require in a customer's profile?

d. Customer profile – data management. What type of database is necessary to manage customer profile information?

e. Trip management. If a customer schedules a trip directly with the DRT Provider, how can they check their ride status through the TTT?

f. TMCC scalability. How do other DRT Providers (i.e. dial-a-ride, human service agencies, others) do not have the routing & scheduling technology communicate with the TTT?

4. **Questions and Comments** **Committee Members**

5. **Next Steps** **Mark Shaffer**

a. System Requirements Deliverable - finalize per comments from FTA

b. Continued work on High-Level System Design elements

i. Mark asked the subcommittee to review the T3 System Requirements and Processes. Provide comments and additional items to consider in the next two weeks.

ii. Jason asked the subcommittee members to review the questions in Item 3 above and provide any feedback to either he or Mark. The subcommittee was unable to address.

c. Next Subcommittee meeting.

i. March 28, 2:00 pm. Mark will send out an e-mail addressing the meeting date and time.

ii. March. The subcommittee will meet in smaller work groups to address specific issues (i.e. data, etc.) prior to the March full subcommittee meeting.

6. **Closing Remarks** **Mark Shaffer**