

**Interagency Connected and Automated Vehicle Team  
(I-CAV Team)**

**Monday, April 9, 2018**

**Meeting Minutes**

**1:30 pm – 4:00 pm**

## **Meeting Summary**

### **Agenda**

1. Introductions
2. Advisory Council Applications
  - a. Review Sub Group Recommendations
  - b. Finalize AC Council Recommendations
3. I-CAV Team Charter
  - a. Review Draft Charter
  - b. Review proposed sub-committees
  - c. Identify champions and stakeholders
4. EO Implementation Schedule
  - a. Review Draft Schedule
  - b. Review I-CAV meeting dates
5. Next I-CAV Team meeting – May 7<sup>th</sup> at 1:30 pm, MnDOT Rm 461

### **1. Introductions**

Please see attached roster.

### **2. Advisory Council Applications**

#### **2.a. Review Sub Group Recommendations**

A total of 75 applications were received as of April 9<sup>th</sup> for the CAV Advisory Council. Applications were grouped into various areas and were sent to relevant I-CAV Team members prior to the meeting for review and ranking so that their recommendations could be forwarded to the Governor's office for consideration.

Applications to the Advisory Council will be solicited until the positions have been filled. There was substantial discussion as each group made their recommendations. It was suggested if it would be possible to hold one seat to represent Tribal Nations. I-CAV Team members were encouraged to continue to reach out and encourage people to apply for the Advisory Council. More outreach was suggested to fill in some of the gaps in the diversity of the Advisory Council applicants.

## 2.b. Finalize Advisory Council Recommendations

Based on the applications that were received to date, I-CAV Team made recommendations for the Advisory Council.

## 3. I-CAV Team Charter

### 3.a. Review draft Charter

The Organization Structure for the Executive Order was shared with the I-CAV Team. The Advisory Council will be facilitated by the Co-Chairs MnDOT Commissioner Charles Zelle and Chris Clark, President of Excel Energy. Operational support for the Advisory Council meetings will be provided by MnDOT staff.

A draft Charter for the I-CAV Team was provided to the members for review and comment. The I-CAV Team will be chaired by Jay Hietpas, MnDOT. Two members of the I-CAV Team – Jay Hietpas and another member will act as Co-Liaisons between the Advisory Council and the I-CAV Team. MnDOT will be responsible for writing the legislative report and the I-CAV Team members will be responsible for reviewing the draft report before forwarding to the Advisory Council. It was suggested that alternates for each member be identified for the Charter.

### 3.b. Review proposed Sub-Committees

Proposed Sub-Committees for a) Transportation b) Cyber Security and Data Privacy 3) Vehicle Registration, Driving, Training and Licensing 4) Insurance 5) Traffic Regulations 6) Economic, Business, and Workforce Development and 6) Accessibility and Equity were reviewed by the I-CAV Team members. The Sub-Committees will be Co-Chaired by a member from the Advisory Council and a member from the I-CAV Team. There was concern from the I-CAV Team members on the time-commitment to Co-Chair a Sub-Committee and what kind of support would be provided to the Co-Chairs to facilitate the Sub-Committees. A sub-committee for advocacy was suggested.

Issues regarding the format of the Sub-Committees meetings, duration, and budget for people attending the meetings were discussed. MnDOT staff noted that they are meeting with Office of Collaboration and Dispute Resolution (OCDR) from Bureau of Mediation Services to design a process for facilitation of the Sub-Committees and stakeholder involvement. The goal is to create a structured process that will make the best use of stakeholder time to efficiently gather input on the process. Information from the OCDR design process will be shared with the I-CAV Team when available.

### 3.c. Identify champions and stakeholders

I-CAV Team members were requested that they identify Co-Chairs for the Sub-Committees from their agencies. MnDOT can group people from the stakeholder list into the various Sub-Committees and provide for review to I-CAV Team.

## 4. EO Implementation Schedule

### 4.a. Review draft Schedule

A draft comprehensive schedule for the Executive Order was shared with the I-CAV Team. The schedule was developed keeping in mind the deadline for submitting the CAV Legislative Report which is December 1, 2018. The first Advisory Council meetings is scheduled for May 30th in the State Capitol, Room 316 from 9 am to 2 pm. Advisory Council meetings will be held monthly until November. There will be no meeting in June due to the CTS CAV Visioning Workshop on June 25<sup>th</sup> and 26<sup>th</sup>.

#### 4.b. Review I-CAV Meeting Dates

A list of potential I-CAV Team meeting dates were handed out to the members. I-CAV Team meetings will be held right after the Advisory Council meetings from 2 pm to 4:30 pm. A smaller group of the I-CAV Team consisting of MnDOT, DPS and MnIT will meet via conference call in between the larger I-CAV Team meetings to follow up on action items as needed.

#### 6. Next I-CAV Meeting

The next I-CAV Team meeting was moved to May 10<sup>th</sup> from 1:30 to 4 pm at MnDOT Central Office.

#### Attendance Roster

State Agency	Name	Attendance
Governor's office	Tenzin Dolkar	
Governor's office	Madelyn Nelson	X
DOT	Sue Mulvihill	
DOT	Jay Hietpas	
DOT	Mark Nelson	X
DOT	Ray Starr	X
DOT	Craig Gustafson	X
DOT	Praveena Pidaparthi	X
DPS	Dawn Olson	
DPS	Tom Henderson	X
DPS	Mike Hanson	X
DPS	Colonel Langer	X
DPS	Brian Reu	
Commerce	Martin Fleischacker	
Commerce	Anne O'Connor	X
Commerce	Alison Groebner	
Commerce	TJ Patton	
Metropolitan Council	Nick Thompson	X
Agriculture	Whitney Place	
DEED	Blake Chaffee	
DEED	Kevin McKinnon	via phone
MDH	Alyssa Haugen	
MDH	Emily Smoak	X
IRRRB	Marianne Bouska	via phone
MnIT	Aaron Call	via phone
Revenue	Justin Stofferahn	X