

# Connected and Automated Vehicles Advisory Council Transportation Infrastructure Subcommittee Charter

## Executive Order/Purpose

Governor Dayton issued an executive order on connected and automated vehicles. The executive order recognizes that technology is evolving rapidly, and that Minnesota must prepare. The executive order established an advisory council comprised of 15 members appointed by the Governor and ex-officio members from state agencies and the legislature. The council will submit a report to the Governor and Legislature by December 1, 2018. The report will recommend changes in statutes, rules, and policies in eight areas, including transportation infrastructure. The subcommittees are part of a larger effort to hear ideas about CAV from many Minnesotans. More information about the advisory council and this process is on Mn DOT's CAV website at: <http://www.dot.state.mn.us/automated/index.html>.

## Goal

"The goal of the CAV Transportation Infrastructure Subcommittee is to develop recommendations for changes to statutes, rules and policies in the areas of transportation infrastructure for the Governor's Advisory Council on Connected and Automated Vehicles, and assist other Advisory council subcommittees as needed. "

## Roles

Mn DOT CAV Office is implementing the Executive Order.

- Jay Hietpas, P.E.  
Connected and Automated Vehicles Executive Director  
[Jay.Hietpas@state.mn.us](mailto:Jay.Hietpas@state.mn.us)
- Kristin White  
Connected and Automated Vehicles Innovation Director  
[Kristin.White@state.mn.us](mailto:Kristin.White@state.mn.us)

Co-liaisons will provide expertise to CAV X and the facilitation teams, review agendas and meeting notes prior to distribution, provide input on meeting logistics and process, and are engaged in the presentation of recommendations to the Advisory Council. (The subcommittee will decide how it wishes to present.)

- Jay Hietpas, P.E.  
Connected and Automated Vehicles Executive Director  
[Jay.Hietpas@state.mn.us](mailto:Jay.Hietpas@state.mn.us)
- Mark Krebsbach  
Dakota County Transportation Director/County Engineer

Mark.krebsbach@co.dakota.mn.us

Facilitators will manage scheduling and meeting logistics, communication, draft agendas and notes, facilitate meetings and provide process guidance, and assist with compiling presentation materials.

- Susan Mainzer  
Facilitator  
[CAVFacilitators@mediationcentermn.org](mailto:CAVFacilitators@mediationcentermn.org)

Anyone who wants to attend is welcome at meetings. Subcommittee members will provide their knowledge and expertise by participating in meetings in person, or electronically and/or by commenting on meeting notes and recommendations. Meeting participants will be asked to sign in at the meetings. Those commenting on meeting notes will be asked to provide their name and contact information for follow up clarification, however comments will be aggregated and not attributed to any individual.

### **Meetings & Meeting Materials**

The following two meetings have been scheduled. Participants are encouraged to attend in person. If unable to attend, participants can attend via a remote Skype session. Remote attendees will be able to provide their input electronically only through the Skype session.

Monday, September 10  
9:00-11:00 a.m.  
MnDOT Shoreview Training Center, Room 1  
1900 County Road I West, Shoreview, MN 55126

→ [Join Skype Meeting](#)

Friday, October 12  
9:00-11:00 a.m.  
MnDOT Shoreview Training Center, Room 1  
1900 County Road I West, Shoreview, MN 55126

→ [Join Skype Meeting](#)

Members will be informed of meetings via email. Meetings will be announced and agendas will be available on the MnDOT website (<http://www.dot.state.mn.us/automated/index.html>) at least one week before the meeting. Meeting materials will be posted on the website after each meeting and will be emailed to subcommittee members prior to the meeting.

### **Meeting Notes**

Facilitators will provide notes of meetings. The liaisons will approve the notes, and subcommittee will have the opportunity to review and comment on them. Subcommittee members who were unable to attend a meeting may provide additional comment. Additional comments may be summarized by the facilitator.

## **Meeting Evaluation**

All subcommittee members and those who signed in that they attended the meeting will receive a post-meeting evaluation.

## **Communication**

The facilitator will include CAV X staff and the co-liaisons on subcommittee communication regarding logistics and planning. If the facilitator chooses to open a dialogue via email, all subcommittee members will be included.

## **Meeting Process**

**FACILITATION.** Meetings will be facilitated. Meetings are expected to be two to three hours. Meetings will end on time and with a clear understanding of assignments and next steps. Extension of time, which is not encouraged, will require the consent of a majority of members attending that meeting by a show of hands.

**TIMLINESS.** Participants understand that their work needs to be presented to the Advisory Council by October 30, 2018. They will do their best to meet the deadlines for giving feedback and other participation.

**RESPECTFUL COMMUNICATION.** Participants recognize that divergent ideas ensure robust recommendations and agree to listen respectfully to all opinions. The group may, if they choose, develop other meeting guidelines to facilitate communication.

**NATURE OF RECOMMENDATIONS.** Recommendations will focus on maximizing the benefits and preparing MN for the adoption of automated and connected vehicles. Note that the recommendations are expected to be general rather than specific wording for state law, rules and policies.

**DECISIONS/CONSENSUS.** Recommendations from this group may be unanimous. If there is general consensus for a recommendation, meaning everyone is willing to support it, then it will be so noted for the Advisory Committee. If there is not a consensus, a summary of the rationales for different perspectives will be provided to the Advisory Council.

**OPEN MEETINGS.** Meetings will be open to all. The subcommittee meetings are public meetings, and people who are not on the subcommittee may attend. Depending on timing and number of participants, the facilitator may provide opportunity for members of the public to address the subcommittee in consultation with the co-liaisons.

**PARKING LOT.** Items raised for discussion which are not on the agenda may be listed for discussion or resolution at another time.

**RECORD.** The facilitator will keep a record of meeting attendees and meeting notes as outlined above. Comments from individual members will generally not be attributed and verbatim record of the meeting will not be prepared.

## Outcomes

- Clear, consensus-based or rationales for divergences recommendations for the Advisory Council
- Subcommittee members participate in a meaningful way in developing recommendations
- Recommendations consider the for themes of safety, risk, equity and environment
- Recommendations consider immediate needs and longer term planning for CAV