

**State of Alaska**  
**Alaska Department of Transportation and Public Facilities**  
**State Connected and Autonomous Vehicle Charter**

Connected and Autonomous Vehicles (CAV) present opportunities and challenges to Alaska. CAV is a transformative technology that will change Alaska's transportation system. This charter allows the State of Alaska to better prepare for the future. The purpose of the charter is to organize a CAV Team to lead the State in implementing the state's transportation vision as it relates to CAV. This Team will coordinate across the State's various agencies to plan for CAV and manage vision and investment.

The CAV Team is responsible for keeping up-to-date with developments in the CAV field and preparing the State of Alaska on critical CAV investment decisions. CAV will affect the way that the State's Department and outside agencies relate to each other. The CAV Team will:

1. Prepare, Manage and Update a Strategic Framework that includes timelines, resources and goals and identifies implementation actions.
2. Select and champion specific CAV efforts from the strategic framework.
3. Review and recommend department agreements engaging with third parties on pilot studies or other partnering opportunities.
4. Identify and champion national best practices, assuring that Alaska is following industry standards and best value investments.

**Authority**

Alaska Department of Transportation and Public Facilities (DOT&PF) Commissioner, in cooperation with Municipality of Anchorage, Metropolitan Planning Organizations and other State agencies, hereby creates this Team. The Team is responsible for developing a work plan for each agency's approval. The Team has the authority to set agenda items within the work plan and may establish sub-committees to carry out its work plan. In many cases the actual authority may reside within a particular business area, but the Team will evaluate and issue recommendations regarding those investments.

**Membership**

See attachment A. Attachment A may be changed with the vote of the Team and a copy provided to this charter's signatories.

**Purpose**

This Charter establishes Alaska's Connected and Autonomous Vehicles Team and defines its mission, scope and responsibility, membership, and administration.

**Vision/Mission**

The CAV Team will foster a collaborative statewide planning effort for the purpose of preparing the State of Alaska for the use of Connected and Autonomous vehicles in Alaska. Facilitating the implementation of Connected and Autonomous Vehicles use in Alaska through all levels of state and local government and throughout the private and non-profit sector will ensure smart, efficient investment in Alaska's highway infrastructure.

**Scope and Responsibility**

The CAV Team shall provide multi-disciplinary expertise to help guide and monitor successful CAV deployment in Alaska. The objectives and duties of the Team shall be to identify and recommend ways to ensure that Alaska responds to key issues and challenges. The Team will regularly update the State Transportation Innovation Council (STIC) led by DOT&PF.

### Roles

**Leadership** - The Team lead is appointed by the DOT&PF Commissioner and represents executive leadership as the Chair. This member will cast a vote only when the membership results in a tie.

**Facilitator** - The facilitator is appointed by the DOT&PF Commissioner and organizes meetings and coordinates knowledge transfer. The facilitator tallies votes and keeps track of participation. This is a non-voting member.

**Members** - The Team's voting membership includes representation from a variety of agencies and functions.

**Resource** - Key division representatives that are invited to every meeting and receive all agenda's and materials and are encouraged to participate fully in discussions and consensus-building. Resource members do not vote.

### Responsibilities

- Members, or their proxies, must attend all meetings.
- Make decisions that are in the best interest of the State of Alaska.
- Support decisions made by the Team through its work plan, actions and resources.

### Work Plan

The Team will fulfill a work plan that is developed collaboratively and is adopted by consensus. The work plan identifies decisions, issues and initiatives under consideration by the Team, along with the responsible Team member, current status and anticipated completion date for each.


### Meetings

The Team will determine the frequency, not less than quarterly. A majority of voting members must attend the meetings to establish a quorum. Agendas and meeting materials will be provided by the facilitator at least 5 days before the meetings.


The rotation of membership will occur as best fits the needs of their respective organizations. Rotations will generally occur through events such as retirement, changes in employment and career changes, or at the request of the respective organizations.

Meeting attendance may be in person or any two-way, interactive communications means, such as conference call or video conference.


This Charter has been approved by:

  
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John MacKinnon  
Commissioner, DOT&PF Commissioner

11.8.19  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Amanda Price  
Commissioner, Department of Public Safety

11/12/19  
\_\_\_\_\_  
Date


  
\_\_\_\_\_  
Kelly Tshibaka  
Commissioner, Department of Administration

11-12-19

Date

Craig Lyon  
Anchorage Metropolitan Area Transportation Solutions

Date

  
\_\_\_\_\_  
Jackson Fox  
Fairbanks Area Surface Transportation

11-15-2019

Date

William Falsey  
Municipal Manager Municipality of Anchorage

Date



APPENDIX A: Team Members

<b>Member Name</b>	<b>Role</b>	<b>Representing</b>
Carolyn Morehouse	Chair	
Vacant	Team Facilitator	DOT&PF Intelligence Transportation Systems
Joseph Michel	Team Member	Alaska Trucking Association
Sjamie Acton	Team Member	MOA Public Transportation Director
Leon Morgan	Team Member	Department of Public Safety
Dave Donley	Team Member	Department of Administration Division of Motor Vehicles
Anna Bosin	Team Member	DOT&PF SW Research/State Transportation Innovation Council Liaison
Craig Lyon	Team Member	Anchorage Metropolitan Area Transportation Solutions
Jackson Fox	Team Member	Fairbanks Area Surface Transportation
Val Rader	Resource	DOT&PF CR Traffic Design
Margret Carpenter	Resource	DOT&PF NR CMAQ Planner
John Crapps	Resource	MOA Traffic Signals
Jason Jacobs	Resource	DOT&PF NR M&O
Steven Thater	Resource	DOT&PF SCR Traffic Design
Kathleen Graber	Resource	FHWA AK Division Office
Meadow Bailey	Resource	DOT&PF Communication CR PIO
Jeff Carleton	Resource	DOT&PF CR Electrical Engineer
Vivian Underwood	Resource	Anchorage Metropolitan Area Transportation Solutions