



**I-95 CORRIDOR
COALITION**

I-95 Corridor Coalition, CVO Program Track

Advisory Group Meeting Minutes

To: Advisory Group Members
From: Kevin Holland and Dan Smyser
Date: Tuesday, March 2, 1999
Re: Advisory Group Meeting Minutes

Meeting

Date: Monday, February 22, 1999

Attending: Kevin Holland, Dan Smyser, Dennis Keck, Al Karoly, Noreen Hazelton, Ray Walker, Joe Foster, Norm Schneider, Dave Barry, Vince Babich, Jeff Secrist, Dennis McGee, Chris Hill, Nick Owens, and Shelley Feese.

Location: Parsons Brinkerhoff Offices, New York

Time: 10:30 a.m. thru 2:00 p.m.

Agenda

1. Welcome and Introductions
 2. Year 6 Work Plan – Proposal Review and Status Discussions
 3. Lunch
 4. Year 7 Work Plan – Review Project Summaries
 5. Close & Summary
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The purpose of this Advisory Group Meeting was to review and discuss proposal submissions for the Year 6 projects, approve application packets for Additional FOT Funding and Technical Assistance projects, and approve the CVO Program Track's Year 7 Work Plan prior to submission.

The meeting was structured, yet informal, to allow for the open exchange of ideas and concerns. The above agenda was used to guide the presentations and discussions. Handouts were given to all participants including the presentation materials.

INTRODUCTIONS

Co-Chair, Dan Smyser started the meeting with welcome and thanks to the Advisory Group members for their attendance and accomplishments over the recent months. Self- introductions were conducted in round table style.

AGENDA REVIEW

Dan Smyser reviewed the day's schedule and stressed the importance of adhering to the tight timeline in accomplishing the full agenda. The need to reach consensus on the Year 7 Work Plan was critical in making the submission date of February 26, 1999; approval of the application packets and proposals was critical in moving the Year 6 projects ahead as scheduled.

YEAR 6 WORK PLAN – PROPOSAL REVIEW & STATUS DISCUSSIONS

ITS/CVO Training and CVISN Deployment Workshops

The ITS/CVO Training and CVISN Deployment Workshop Proposal was discussed first. This effort reflects the continuation of the historical training deliveries with the addition of CVISN Deployment Workshops to be delivered once states have completed the three individual state deliveries. Castle Rock Consultants, Cambridge Systematics and SAIC all participate in the training deliveries, with Castle Rock taking the lead. The proposal tasks and deliverables were reviewed and approved by the Advisory Group. Recent changes in proposed budget by the APL for their participation in the CVISN Workshops led to discussions pertaining to the budget and allocations for training deliveries vs. CVISN Workshops in the activities of Year 6. Consultant support prepared a handout which addressed the training deliveries (historical and projected) and the CVISN Workshop projection for the group to review. It was agreed upon by the Advisory Group that Year 6 funding will cover 11 training deliveries and one CVISN Workshop at the increased budget level; future CVISN Workshops are projected to take place in Year 7 and will be funded from the applied-for Year 7 funds.

Regional Credentialing Study

The Regional Credentialing Study Proposal was next discussed. This proposal reflects the combined efforts of SAIC, Castle Rock Consultants, and Cambridge Systematics, with SAIC leading. Concern had been expressed at the last Advisory Group meeting related to the reviewed scope of work prepared for this project. Questions related to the end product of this study were raised again resulting in the expressed need for the Credentialing Subcommittee Co-Chairs and identified members of the Advisory Group to participate in a conference call. This call has been scheduled to take place on March 5, 1999.

Regional Oversize/Overweight Permitting Study Industry Market Research

The Regional Oversize/Overweight Permitting Study and the Industry Market Research Study were not discussed at length due to specific contract and process related issues; both studies will be addressed in the very near future.

Additional FOT Funding Corridor Wide Technical Assistance

Draft materials had been distributed for review of the application packets for Additional Funding for FOTs and the Corridor Wide Technical Assistance projects. The review process, criteria to be used in evaluation, and the timeline were approved with slight modification for the Additional FOT Funding packet. Modifications included the addition of FOT definitions to ensure a better understanding of project parameters, the elimination of two additional review parties beyond the Subcommittee Co-Chairs, and clarification of review criteria.

Approval of the Corridor Wide Technical Assistance application packet was given after a modification in the turn-around schedule; the change allows for a 45 day turn-around vs. the originally stated 30 days.

Both application packets and an accompanying leadership memo will be distributed on Monday, March 1, 1999, to the full CVO Program Track Committee. Completed FOT applications will be received by consultant support, reviewed for completion status, bundled and distributed to the appropriate Subcommittee Co-Chairs and leadership according to schedule. Completed Technical assistance applications will be received by consultant support, reviewed for completion status, and sent to the appropriate Subcommittee Co-Chairs and leadership with an attached consultant response including proposed staffing, estimated hours, and estimated labor and direct costs. Corridor Wide Technical Assistance application packets will be processed as they are received.

YEAR 7 WORK PLAN – REVIEW PROJECT SUMMARIES

A synopsis of the process used in developing the Year 7 Work Plan and summaries of the CVO Program Track Committee's projects, as developed in the regional meetings, were distributed for review prior to the Advisory Group meeting. Discussions focused on ensuring the proper wording and prioritization was given to the work plan prior to its submission and future presentation to the Program Management Committee. Clarifications were made in some of the project summaries. The group felt the work plan should be submitted at the full value agreed upon during the regional meetings with understanding that re-allocation of specific project funding may be necessary later. Upon discussion of the approval process by the Program Management Committee, the Advisory Group felt it was important to submit the projects in the following order:

- Field Implementation funding Incentive
- Corridor Wide Technical Assistance
- Senior Management Outreach
- Dynamic Real-Time Traveler Information for Commercial Vehicle Operations
- Industry Outreach
- ITS/CVO Training

The CVO Program Track Committee's Year 7 Work Plan will be submitted on February 26, 1999.

CLOSE AND SUMMARY

Kevin Holland closed the meeting, as scheduled, expressing gratitude for the achieved results with such an aggressive itinerary. The next meeting has not yet been scheduled.