



**I-95 CORRIDOR
COALITION**

Thursday, October 8, 1998

Date: Thursday, September 10, 1998

Attending: Dennis Keck, Kevin Holland, Dan Smyser, Dave Barry, Ray Walker, Joe Foster, Tricia Faust, Norm Schneider, Marygrace Parker, Jeff Loftus, Dave McBath, Charlie Katz, Debbie Rogers, Chris Hill, and Nick Owens.

Location: Parsons Brinkerhoff Offices, New York

Time: 10:00 a.m. thru 3:30 p.m.

Agenda

1. Welcome and Introductions
 2. Year 6 Work Plan: Allocation of Funds and Agency Proposals
 3. Guidelines on Use of Funds
 4. Lunch
 5. Guidelines on Use of Funds, *continued*
 6. Proposed Organization Structure
 7. Full CVO PTC: Proposed Agenda
 8. Close and Summary
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The purpose of this Advisory Group Meeting was to continue discussions which took place during the Thursday, August 13th meeting and Thursday, July 9th meeting of the Advisory Group. The discussions on August 13th, started the dialogue regarding the CVO Program Management, Organization, and Structure, which were follow-up to the break-out groups structured at the Thursday, July 9th meeting.

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. Much of this agenda was carried over from the previous meeting. Handouts were given to all participants including the presentation materials.

INTRODUCTIONS

Co-Chairs, Kevin Holland and Dan Smyser, started the meeting with welcome and introductions in continued praise and thanks to the Advisory Group members for all they have helped to accomplish in the recent months.

AGENDA REVIEW

Nick Owens presented the results from the previous Advisory Group meeting (August 13th) to bring all participants up to date. Five objectives, and corresponding strategies, had been identified by the participants of the August 13th meeting. These objectives are proposed to be the most important priorities of the PTC and may be used as a starting point in framing out the delegation of roles and responsibilities. The five objectives are as follows:

1. Identify Issues
2. Define Solutions
3. Advance Solutions
4. Share Information
5. Influence National Policy and Solutions

YEAR 6 WORK PLAN: ALLOCATION OF FUNDS AND AGENCY PROPOSALS

The three Regional Meetings held over the summer helped greatly in defining the projects which would be submitted by the program track for Year 6 funding. Projects submitted to the Program Track Committee, and for consideration include:

1. Additional Funding for the FOTs
2. Regional Oversize/Overweight Permit – System Design
3. Corridor-Wide ITS/CVO Technical Assistance
4. Corridor-Wide Credentialing Architecture Study
5. Truck Rest Stop Information Study
6. ITS/CVO Training and CVISN Project Design Workshop Assistance

Additional projects for consideration include:

1. Corridor-Wide IRP Fee Module Feasibility Study
2. Improvements to DOT Numbering System
3. Industry Market Research Study

In addition to these projects identified by the CVO Program Track, member agencies also submitted project proposals for the Year 6 Work Plan to the Corridor Coalition. These agency proposals were distributed (in summary) prior to the meeting on September 10, 1998, for review by the Advisory Group. Part of the morning agenda was dedicated to discussing these agency proposals and determining the extent to which they could be incorporated into the originally submitted six projects.

GUIDELINES ON USE OF FUNDS

Break-out groups were used to continue the discussions pertaining to the Year 6 Work Plan and the Proposed Organizational Structure. Discussions within the break-out group focused on the projects and funding also included reallocation of funds, as the Program Management Committee met in late August to determine the funding for each program track. The following funding allocation of \$1.85 million was agreed upon by the Advisory Group:

1. Additional Funding for the FOTs - \$500,000
2. Regional Oversize/Overweight Permit – System Design - \$150,000

3. Corridor-Wide ITS/CVO Technical Assistance - \$500,000
4. Corridor-Wide Credentialing Architecture Study - \$400,000
5. Corridor-Wide IRP Fee Module Feasibility Study - \$ 50,000
6. ITS/CVO Training and CVISN Project Design Workshop Assistance - \$250,000
7. Truck Rest Stop Information Study – *not funded; to pursue unallocated funds from CC*
8. Improvements to DOT Numbering System – *to be funded through existing contracts*
10. Industry Market Research Study – *to be funded through existing contracts*

Discussions of allocating the funds led to dialogue regarding the specific manner in which these projects would be contracted as well as the steps and processes related to implementing each. The possibility of grouping certain projects together and utilizing in-place contracting vehicles was raised. Consultant support was charged with the task of sketching out these ideas for presentation at the next Advisory Group meeting.

PROPOSED ORGANIZATION STRUCTURE

The proposed organizational structure was discussed in a break-out forum. In order to accomplish the five objectives, identified by the Advisory Group on August 13th, the group thought it best to propose some fundamental changes in the current organizational structure. The addition of the Advisory Group to the structure had resulted in some natural changes within the PTC. As certain strengths and determined roles and responsibilities are now more centralized, this group can now oversee many of the activities within the full PTC. It was decided that the basic structure of the CVO Program Track would be comprised of the Advisory Group, Subcommittees, and the full PTC. Subcommittees are to replace the current TRCs, while remaining similar in leadership and expertise. Roles and responsibilities for each of these three groups were discussed. Consultant support was charged with the task of more clearly defining the organizational structure as well as the associated roles and responsibilities of each. The resulting work will be reviewed at the next Advisory Group meeting. Upon approval, it will be proposed to the full PTC in December for consensus vote.

FULL CVO PTC: PROPOSED AGENDA

The next meeting of the full CVO PTC has been scheduled for December 15th thru 17th, 1998, in Baltimore's Inner Harbor. A proposed agenda was presented to the advisory Group for basic approval of the theme and direction of the meeting. It has been agreed that the meeting structure will be a half day, full day, half day approach in order to allow participants more comfortable and convenient travel. The agenda reflects the inclusion of a national panel of speakers, presentations by the CVO Co-Chairs with support of the Corridor Coalition staff, speeches made by members of the PTC, a number of break-out groups for consensus building, and specific Subcommittee meetings to ensure proper attention and focus is given to projects and planning. Details of the agenda will be presented as the meeting draws closer.

The next Advisory Group meeting is scheduled for Thursday, October 29, 1998, in New York. This meeting will finalize the group's decisions regarding the Year 6 projects as well as the organizational structure, roles and responsibilities of the CVO PTC. With these decisions made, leadership and consultant support will begin planning the details of presenting these items to the full PTC in December.