



## Meeting Minutes Program Management Committee

September 26, 2005  
Alexandria, VA

*Note: Detailed presentations were made on the agenda items below. The presentations are posted on the web with the minutes at <http://www.i95coalition.org/meeting-minutes.html>.*

### 1. Introductory Comments and Agenda Overview

Nancy Ross welcomed everyone to Virginia and opened the meeting with a review of the day's agenda. Self-introductions were made.

It was announced that, after six years in the position, Nancy Ross would be stepping down as Co-chair of the Program Management Committee. Volunteers or recommendations for a replacement should contact John Baniak.

### 2. Task Force/Project Updates

#### Task Forces:

- Member Services & Outreach Program Update - Noreen Hazelton detailed recent and ongoing Member Services & Outreach Program activities including website updates, meetings and events, recruiting & recognizing members, communications and publications, and an update on Travelers Alert Map efforts. In an effort to evaluate the contents, usefulness and cost of the Map, the Committee reviewed recent surveys and sponsorship options.

**Action Item:** Following discussion, it was determined that more detailed information about the map distribution survey would be circulated to the Committee and the Coalition would seek a high-visibility sponsor to raise awareness of both the product and the Coalition. Suggested sponsors included radio stations providing traffic reports, 511 systems, and other transportation-related organizations.

**Action Item:** To increase participation at Coalition meetings and to better utilize technology, a draft plan will be developed on web and video conferencing options.

- Reauthorization - Nancy Ross provided an update on the Coalition's funding under SAFETEA-LU, the transportation bill signed by President Bush on August 10, 2005. The bill provides \$7,000,000 annually for the Coalition; the amount for FFY 05 and the take-downs and actual annual obligation authority (i.e., real cash) for each year are not yet known. There are a significant number of opportunities in the bill for Coalition involvement in the rulemaking process and a sample of those were provided and discussed. It was suggested that the Coalition's Chairman consider submission of

testimony on management and operations rulemaking issues in the bill. The Coalition may also choose to submit formal comments to the docket.

**Action Item:** It was determined that a listing would be prepared of areas within the bill of possible interest or involvement by the Coalition. That list would be discussed with Coalition Staff to assign each item to the appropriate Program Track Committee to further evaluate opportunities and related projects.

- Coalition Name Change – To distinguish the I-95 Corridor Coalition as a multimodal transportation organization rather than a group dedicated to a single interstate, the Committee was asked to consider the impact and possibilities of a name change. The following comments and questions were noted:
  - If a name change is decided upon, brand recognition needs to be in place by January 2007 to prepare for the next reauthorization cycle.
  - The entire membership should be surveyed on the issue.
  - The interstate does tie the Coalition together.
  - No single alternative will satisfy all members or aspects of the Coalition.
  - Will a name change encourage participation?
  - By using the word “State” in the name, it removes reference to a single road and covers all transportation entities within that boundary.
  - As a null hypothesis, perhaps the Coalition’s scope should be narrowed back to just the interstate and surrounding corridor.
  - The alternatives appear to be:
    1. Keep the current name and do nothing
    2. Keep the current name and market it
    3. Keep the current name and add a tag line
    4. Select a new name

**Action Item:** The results of this discussion will be taken to the Steering Committee for their input and consideration.

- Performance Measures Task Force – Noreen Hazelton provided an overall perspective on the recent and upcoming activities of the Performance Measures Task Force. Information on the Task Force’s priorities, membership, current and future work, and survey results were outlined. The Task Force’s upcoming work includes an assessment of how Coalition programs and projects have helped achieve the Coalition’s strategic objectives, and initiating discussions on how Coalition collaboration has improved system performance in the corridor.
- Safety Task Force – Nancy Ross provided an update of the Safety Task Force’s evolution and progress since its inception earlier this year. Recent activities include the development of a mission statement and objectives, outreach to other safety organizations, a Safety Task Force page on the web site, and a safety e-mail group. A Safety Forum is planned for October 20 in Charleston, South Carolina; the agenda addresses non-traditional approaches to safety, updates on safety requirements and funding in SAFETEA-LU, and host state experiences as the lead state in lane departure and work zone crashes.

## Projects:

- Information Exchange Network (IEN) Update – The project to update the IEN is scheduled for system acceptance testing in November, and final acceptance in Mid-December, 2005. New functionality has been added to the system, including transit incidents, construction and special events, TRANSMIT and CCTV mapping layers, enhanced alarm filtering, message sent-received verification, four new states (NC, SC, GA, FL), and additional information distribution via fax/pager/e-mail interface. Additional enhancements will be considered following the system testing.
- Information Systems Network (ISN) - This project is developing the architecture and concept of operations to link real-time information systems access across jurisdictional boundaries of the Coalition. Chris Hill provided an update on the Information Systems Network project, detailing the background, ISN Concept of Operations, and future activities. The Concept of Operations was recently completed and addresses the current systems, justification for and nature of changes, concepts for the proposed system, operational scenarios, summary of impacts, and analysis of the proposed system. Next steps for the project are to assess architecture alternatives, review the preliminary assessment by the ISN project team and, if satisfactory, proceed to the Year 13 project of developing detailed functional requirements and a high-level design of alternatives.
- Integrated Corridor Analysis Tool (ICAT) – ICAT is a tool for providing archived operational data across jurisdictional lines. Bill Stoeckert reviewed the status of the ICAT project, including the background, overview, and objectives. The objective of the project is to make the corridor network the source when looking for regional (multi-state/multi-jurisdictional) transportation information. Of the current project components, the following are complete: base line layer and evaluation, initial corrective processing on line work, develop/apply LRS for National Data (NHPN), and obtain transportation databases for integration. The integration of 8-10 data sources is in progress. Next steps for the project include continuing to obtain and relate state and local data, develop the data delivery system (FTP site), and document and develop the data dictionary. Year 13 activities are to complete state & local data integration (for a total of 17 jurisdictions), develop network analysis tools, and develop truck & auto trip tables for the entire corridor. It was noted that a presentation on the ICAT project had recently been given at NYSDOT.

### **3. Systems Management and Operations**

Guest Speaker: Steve Lockwood, PB Consult, Inc.

To prepare for the upcoming discussions on the Coalition's program under the new reauthorization bill, Steve Lockwood was asked to speak on current activities in mainstreaming operations and ITS. Mainstreaming systems operations and management implies development of operations activities as a managed program consolidating related activities within a consistent policy, organizational and budget framework – on the same level of formality as construction and maintenance. Driving forces and challenges to mainstreaming systems management and operations were reviewed and detailed; as well as promoting a culture of systems operations in state and local transportation agencies. AASHTO's SSOM conducted a mainstreaming survey of State DOT's, addressing policy, planning, budget, organization, performance measures, and partners. Information was also provided on preparing a multi-year business plan for

mainstreaming operations/ITS. A copy of Mr. Lockwood's summary handout is attached to these minutes.

#### **4. 2005 Annual Meeting**

Agenda Review – Agendas for both the Coordinated Incident Management and the 2005 Coalition Annual Meetings were reviewed. Details were provided on the speakers, sessions, and logistics.

Awards Criteria – Noreen Hazelton opened the discussion on Coalition awards by posing questions on types, criteria and process for an awards program. The following comments were noted:

- Keep it simple
- “Distinguished Service” awards tend to devalue over time if the organization is mandated to give them out annually.
- Recognition might be reserved for those stepping down from service to the Coalition.
- Provide an award for a project or activity that transcends boundaries or responds to priority areas.
- Offer three awards categories; not necessarily granted every year:
  - Project (progress and dedication) – submitted by Program Track Leadership
  - Spreading the Word (Coalition champion) – submitted by Members
  - Leadership Award – submitted by Members
- Nominations should be reviewed first by the Executive Director and Coalition Staff for accuracy; then by Steering Committee Leadership. Final selection would be made by the Executive Leadership.

**Action item:** Draft a document outlining the three types of awards and the review/selection process. The draft will be submitted to Program Management Committee leadership for review, and then to Steering Committee at the October 19<sup>th</sup> meeting.

#### **5. Post-Reauthorization Priorities**

John Baniak moderated a discussion on the Coalition's priorities now that the Coalition's funding under reauthorization is known. The priorities should address not only projects, but also marketing of the Coalition. The six “P’s” of post-reauthorization priorities are:

- Projects
- Programs
- Partnerships
- Policy Support
- Participation
- Performance Measurement

The following comments were noted during the discussion:

- Agencies will endorse participation if value is brought back to them.
- Projects and deliverables will bring people to the table.
- Reimbursing agencies for travel may improve participation; however, caution should be taken (1) to not reward agencies that restrict travel, and (2) to not make some meetings or attendees appear more important than others.

- Projects might consider including travel costs in their budgets.
- Web casting and video conferencing options are being developed and will be tested on future events to promote attendance from remote locations. It was suggested that these options be evaluated for a period of time before considering travel reimbursement for select attendees.
- A survey should be conducted for this PMC meeting to determine the reasons members did not attend.

**Action Item:** survey PMC Members that did not attend meeting as to why they did not attend.

## **6. General Updates & Other Business**

Upcoming Events – The following upcoming events were highlighted:

- Steering Committee – October 19 – Charleston, SC
- Safety Forum – October 20 – Charleston, SC
- Coordinated Incident Management Annual Meeting – December 11 & 12 – Saratoga Springs, NY
- I-95 Corridor Coalition 2005 Annual Meeting – December 13 & 14 – Saratoga Springs, NY

### Next Program Management Committee Meeting

The next meeting date will be held in January; details will be provided when the date and location are determined.

### Attachments

Presentations

Systems Management and Operations Handout