



Meeting Minutes Program Management Committee

February 1, 2006
Hanover, MD

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

1. Introductory Comments and Agenda Overview

Bob Pento welcomed everyone to Maryland and opened the meeting with a review of the day's agenda. Self-introductions were made.

2. Report of Annual Meeting

John Baniak reviewed the Coalition's 2005 Annual Meeting agenda and the summary of feedback received from the meeting's participants. In addition to the comments reviewed, the following suggestions were made:

- To encourage discussion among the Executives at the Board meeting, either separate the event from the Annual Meeting or segregate the Board at a hollow-square table (with observers in seats away from the table).
- The Coalition's and the HOGs Annual Meeting had an "Operations" focus. Consider a different focus for future meetings (i.e., Freight/CVO, Electronic Payment Services, Travel Information).
- North Carolina and New York have each hosted an Annual Meeting and provided a showcase to kick-off the event. Consider rotating the location of the Annual Meeting to allow more states to host the event and to highlight their key projects and activities.

3. Task Force/Project Updates

Task Forces:

- Safety Task Force – Nancy Ross provided an update of the Safety Task Force's activities and working groups. Recent activities include a Safety Task Force Meeting & Information Exchange Forum (held October 2005) and outreach directed to National Safety Organizations (planned for early spring 2006). Three working groups have been established:
 - Quick Clearance & Move-it – A webcast is being planned for state policy makers on the subject of enabling legislation for QC/MI. The scope is being developed for the Year 13 QC/MI Implementation Project- Toolkit.
 - Coordinated Enforcement Campaign Working Group – This Group will work with Coalition states and national organizations. The initial focus will be on driver behavior (work zones, impaired driving, and seat belts).

- Safety Conscious Planning – A webcast is planned to serve as an Information Exchange Forum to be held prior to the first Statewide Strategic Highway Safety Plan.
- Performance Measures Task Force – John Baniak, speaking on behalf of Dan Jiji (Chair), provided an overall perspective on the goal, focus and programmatic view of the Coalition's Performance Measures activities. Accomplishments to date include the development of a framework, best practices survey and white paper, and a sample survey of Member Agencies' practices. The Year 13 project will develop a Performance Measures Plan related to the impact of multi-state collaboration on mobility, safety and security, and economic vitality. The Year 14 project is being submitted to the Program Management Committee for consideration.

Projects:

Mark Muriello is chairing the Project Team for both the ICAT and ISN, and provided the following updates:

- Integrated Corridor Analysis Tool (ICAT) – ICAT is a tool for providing archived operational data across jurisdictional lines. Several initial tasks are complete, and current coverage includes the data for 8 states. Data has been obtained, but not processed, for 3 states and data has not yet been obtained for 5 states. Next steps are to develop and implement the data delivery system (through an FTP site), develop and document the data dictionary, obtain and relate data for the remaining 8 states, develop auto and truck trip tables for the entire corridor, and apply ICAT data for pilot mapping and analysis (of volumes, routing, diversion, travel times, bottlenecks, etc.). Additional funded activities include coordination with the Safety Task Force, the use of ICAT to support the Bottleneck project, and coordination with the Performance Measures Task Force regarding potential mobility measure applications. The Year 14 project proposal will include the demonstration of useful applications.
- 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. Currently, the ISN Concept of Operations has been published and the draft ISN Architecture Alternatives and Recommendations were just completed. Upcoming activities are to identify member agency systems that will be part of the ISN, to develop the functional requirements and system design, evaluate existing software for applicability, define costs and who will pay, and conduct the initial deployment.

In response to the ICAT/ISN project updates, the following comments were noted:

- It is important that the ICAT/ISN Project Team be aware of all current and proposed Coalition projects involving data tracking.
- The systems need to be user-friendly for all interested parties, particularly non-GIS trained planning staff. Documentation for the end user needs to be developed.
- The portal, when developed, should be accessed through the Coalition's website.
- Long-term maintenance costs need to be determined and potential sources of funding should be identified.
- The systems should be marketed to members through demonstrations by web casts and road shows.

- A users group, perhaps a “Planning Information Group,” (as a complementary group to the HOGS) might be established once the systems are operational.
- The Executive Board should be solicited to assign a representative from each state for the ICAT/ISN Project Team. The projects support the SAFETEA-LU mandate for statewide condition reporting and FHWA’s travel information/511 priority. Similarly, an ISN presentation could be made at the May Executive Board meeting to reinforce the need for participation from all states.

It was noted that an ICAT/ISN Project Team meeting is scheduled for February 9th; the Year 14 proposals for both projects will be further developed at the meeting and the above comments will be taken into consideration.

4. Year 14 Work Plan Development

In preparation for a review of project proposals, John Baniak reviewed the Executive Guidance for development of the Year 14 work plan. He further provided a summary of the Coalition’s annual meeting with FHWA (held during TRB week), highlighting FHWA’s interest areas:

- 511 Deployment
- Travel Time Dissemination
- Traffic Incident Management Programs and Policies
- Work Zone Management
- Application of Analysis Tools
- Operations Performance Measures

Estimated funding for the Coalition’s FY ’06 (Year 14) Work Plans is as follows:

FY ’06 (Yr 14) Estimated Funding		\$5,480,000
Less: Operating Costs		<u>-2,115,000</u>
Staff	675,000	
Coalition Connection O&M	100,000	
TRANSCOM	450,000	
University of Maryland	90,000	
Consultant Support-Project Management	400,000	
Consultant Support-Track Logistics	400,000	
	Subtotal	\$3,365,000
Plus: FY ’05 Additional Project Funds		<u>4,880,000</u>
	Total Project Funds	\$8,245,000

Project Ideas Discussion

The following ideas were presented for discussion:

Project	Description	Comments/Decision
Member Services & Outreach Program <i>Funding Requested: \$445,000</i>	Program Elements: •Coalition Connection •Meeting/Event Development and Support •Member Inreach/Track Support •Print/Electronic Materials •Public & Legislative Education	• The requested amount is \$160,000 less than Year 13, reflecting a shifting of Information Exchange Forum costs from the Outreach Program to the Track Committees.

		ACTION: No changes recommended.
Pilot Project to Apply Performance Measures to the Operation of the Transportation System in the Corridor <i>Funding Requested: \$250,000</i>	Elements: <ul style="list-style-type: none"> • Pilot Project to monitor effects of Coalition efforts on the Corridor’s transportation system • Test applications of ICAT with real data • Cooperate with NTOC through a joint pilot test. 	ACTION: No changes recommended.
Operations Academy <i>Funding Requested:</i> <ul style="list-style-type: none"> • <i>Option 1 (Development Costs): \$75,000</i> • <i>Option 2 (Development Costs + 20 students): \$148,560</i> • <i>Option 3 (Development Costs + 40 students): \$190,560</i> 	Development of a pilot program (two-week total immersion course) that can be offered for 20 or 40 Coalition members. The Academy would provide knowledge and skills spanning a significant range of operations activities through a combination of hands-on training, exercises, workshops and exams.	<ul style="list-style-type: none"> • Emergency response should be added. • The program length is consistent with AASHTO programs. • The student profile is too narrowly defined and needs to be broadened. • The program is aimed at developing/retooling staff to become operations managers. • Consider requesting that participants become involved in the Coalition. • The draft curriculum will be circulated for comments during the planning process. ACTION: Incorporate above comments and re-submit for consideration.
I-95 Traffic Flow Probe Backbone <i>Funding Requested: \$1,500,000</i>	The project would fund one full year of data collection using a traffic-probe based system. The system would cover a 25-mile wide corridor centered on I-95 from Richmond to Boston.	<ul style="list-style-type: none"> • This would be a major initiative and many questions/issues need to be further developed. • Must be open procurement process .. • Perhaps a pooled funds project could be used. • Consider surveying Coalition states to determine interest or thoughts on the concept. • Policy issues would need to be addressed, including privacy, procurement, systems integration, and others. • Further evaluation should be conducted by the ICAT/ISN project team and possibly the Travel Info Program Track. ACTION: After ICAT/ISN Project Team review, consider developing a white paper that discusses concept, benefits, issues, etc. for transmittal to other states

		to determine interest in pursuing. This will not be ready for the Year 14 Work Plan,
Partnership with CITE to Provide Training Courses for Coalition Members <i>Funding Requested: \$26,750</i>	Provides a combination of certificate and individual ITS courses to Coalition members.	ACTION: No changes recommended.
Integrated Corridor Analysis Tool (ICAT) <i>Funding Requested: \$425,000 (early estimate)</i>	Demonstrates useful applications of the system.	ACTION: Review against earlier discussions of the ICAT/ISN projects and the I-95 Traffic Flow Probe Backbone.
Information Systems Network (ISN) <i>Funding Requested: To be determined</i>	Year 13/14 Work Activity: •Identify member agency systems to participate •Develop functional requirements and system design •Evaluate existing software •Define costs and who will pay •Initial deployment	ACTION: Review against earlier discussions of the ICAT/ISN projects and the I-95 Traffic Flow Probe Backbone.
Remote Meeting Participation <i>No Funding Requested; Discussion Item Only</i>	Consider general options, with associated pros and cons, for alternatives to face-to-face meetings for those unable to travel.	<ul style="list-style-type: none"> • A survey could be conducted of Access Grid sites in the Corridor to determine availability and costs. • The Access Grid network wouldn't address out-of-state travel issues, and might only be beneficial for "important" meetings. • Phone systems could be researched to determine if the quality of meeting conference calls could be improved. • A standard for webcasting services could be developed to ensure consistent presentation and archiving capabilities.

OVERALL ACTION: Revised proposals are to be submitted by Wednesday, February 22. A conference call, for the entire Program Management Committee, will be held on March 3 (at 2:00 p.m.) to review the proposals and develop a Year 14 Work Plan for submission to the Steering Committee.

5. PMC Strategic/Organization Review

To prepare for a discussion on the roles and membership of the Program Management Committee (PMC), the Growth & Change Report conducted previously was reviewed. A discussion followed the presentation; these comments were noted:

- The PMC traditionally maintains two roles: (1) advisory group to the Steering Committee on procedural issues; and (2) oversight of cross-cutting issues.
- The PMC typically “rolls up its sleeves” and discusses projects and activities in more detail than the Steering Committee.
- There are redundancies in the PMC and Steering Committee discussions; however, the PMC tends to be more conversational, the Steering Committee more scripted.
- The PMC provides a forum for the generalists and planners; the Steering Committee is not geared towards those members or discussions.
- Recruitment of PMC members should be directed towards agency planning staff.

This issue should be revisited as part of the strategic plan update conducted after the new executive director is onboard.

6. General Updates & Other Business

Upcoming Events – The following upcoming events were highlighted:

- Steering Committee – April 20, 2006 – Portsmouth, VA
- Executive Board – May 23, 2006 – Arlington, VA

Attachments

Presentations

Annual Meeting Evaluation Summary

Remote Meeting Participation Matrix