

**MEETING MINUTES
PROGRAM MANAGEMENT COMMITTEE**

March 25, 1999
Philadelphia, PA
10:00 AM – 3:00 PM

AGENDA: See attached

ATTENDEES: See attached list

1. Year 6 Unallocated Funds Requests

Three requests for Year 6 unallocated funds were considered by the Committee. The criteria and approval process for use of those funds were reviewed. Following are the requests and the Committee's decisions:

- A. Project: 800 MHz Systems Sharing
Track: 3: Coordinated Incident Management
Funding: \$50,000 (Coalition Funds)
Agencies: Delaware Valley (NJDOT, NJSP, DRPA, PennSP, PennDOT & Others)
Objective: To improve interagency communications and enhance incident management activities during major incidents.

Tom Martin reviewed the project details. Comments from the group included concerns regarding the control of the handsets and the budget for the final evaluation (\$5,000).

ACTION: It was agreed that the concept of the project is acceptable. If the following items are completed, the project can move forward to the Steering Committee (if the funding request goes over \$50,000) or back to the Program Management Committee (\$50,000 or less): (1) determine the proper amount for evaluation, and (2) clarify the operational procedures.

- B. Project: Regional Diversion Plans: Woodrow Wilson Bridge/Springfield Interchange
Track: 3: Coordinated Incident Management
Funding: \$50,000 (Coalition funds)
Agencies: Potomac Region (Virginia, Maryland, Washington DC, Delaware, North Carolina, Pennsylvania and New Jersey)
Objective: Develop and implement coordinated regional diversion plans required as a result of reconstruction of the Woodrow Wilson Bridge and Springfield Interchange.

Jude Depko reviewed the project details. It was noted that the request was similar to a Year 7 project idea submitted by Program Track #3 for consideration.

ACTION: The proposal was returned to Program Track #3 to consider combining the unallocated funds request with the Year 7 project idea. If combined, a detailed proposal needs to be submitted for consideration either for Year 6 unallocated funds or Year 7 funds, depending on the urgency of the situation. The combined project would possibly exceed \$50,000 and would then need Steering Committee approval.

- C. Project: NTCIP Standards Project (INCH)
Track: 1: Agency Support
Funding: \$10,000 per participating agency
Agencies: Corridor-wide
Objective: To facilitate I-95 Corridor Coalition abilities to specify, procure, install and test NTCIP compliant hardware and to potentially support the NTCIP committee's efforts to field-test NTCIP-compliant devices.

J.R. Robinson reviewed the project details. It was indicated that this proposal was originally distributed in December and mentioned at the Steering Committee in January. Delaware DOT, New York State DOT, and New Jersey DOT have expressed interest in participating.

ACTION: The Committee approved an upper limit of \$50,000 to participate in this project, with a maximum of \$10,000 per agency.

An update was requested on the IBTTA proposal, originally sent to the PMC chairs. It was indicated that the proposal was forwarded to the Intermodal Program Track Committee for consideration at their March 30 meeting. If they are not interested in the proposal as written or with modifications, it will be returned to the PMC for review.

**2. Year 7 Proposed Project Ideas – Tracks 1, 7 & 8
Staff Support, Consultant Support, and TRANSCOM Estimates**

J.R. Robinson indicated that the proposals developed for Program Tracks 1 (Agency Support) and 7 (Coalition Support) were based on input from several sources. Jeff Gaber reviewed the proposals with the Committee. Following are the comments and actions on the proposals for Program Tracks 1 & 7:

COMMENTS:

PROGRAM TRACK #1: AGENCY SUPPORT

IEN Support: The IEN Task Force is currently reviewing the cost of IEN support. It was mentioned that a thorough review may impact the scope and costs.

Systems Engineering Analysis for Coordinated Transportation Management: The idea developed from the last PMC Meeting and from discussions with JR Robinson, Gene Donaldson, Jim Paral, Al Karoly and NEC staff. Concerns were expressed regarding the level of detail and user services. The Coalition's Project 16 (Coordination and Operational Options) may provide definitions of user services throughout the Corridor.

Identification of Standards Testing Needs (\$130,000) and Promote National ITS Standards Education Testing & Compliance (\$700,000): These two proposals contained similar activities and it was suggested that they be given to the Standards Task Force. The Task Force should consider combining the two requests into one and eliminating duplicate activities.

ITS Coverage Information System: A demonstration of this project idea was given at the Steering Committee meeting in January. The member agencies would have access to hard copy output.

PROGRAM TRACK #7: COALITION SUPPORT

Training: The April 28 Information Exchange Forum should help develop the Training Task Force. Training costs under Coalition Support (PTC #7) are not anticipated.

Outreach: These costs include the Alert Map (\$200,000) and other existing internal and external activities.

ACTIONS:

<i>Prog. Track</i>	<i>Project Name</i>	<i>Funding Requested</i>	<i>PMC Action/Recommendation</i>
1	IEN Support	\$350,000	Reduce to \$250,000
1	Systems Engineering Analysis for Coordinated Transportation Management	\$314,000	Review Project 16 report, determine what has been done and what needs to be done, then re-scope
1	Identification of Standards Testing Needs	\$130,000	Reduce to \$80,000
	Promote National ITS Standards Education Testing & Compliance	\$700,000	Combine with other Standards project, provide specific activities, and submit to Steering Committee
1	ITS Coverage Information System	\$35,000	Revise detail to include long-term maintenance costs and submit to Steering Committee when better defined
7	Training	\$40,000	Eliminate
7	Outreach	\$400,000	No change

STAFF SUPPORT, CONSULTANT SUPPORT & TRANSCOM ESTIMATES

John Baniak distributed information regarding project funding, program track consultant support costs, and the Year 6 workplan. It is estimated that there will be \$2,977,034 available for Year 7 project funding. This figure is derived from taking the federal earmark, adding in the Year 6 unallocated funds balance, and reducing it by the estimated staff, consultant and TRANSCOM costs. The estimated staff (\$365,000), consultant (\$1,446,000) and TRANSCOM (\$150,000) costs for Year 7 are based on past expenditures and anticipated activities. The cost of consultant support will be reviewed with the Program Track Committee chairs and with the Steering Committee. Details of Year 7 funding and the Year 6 workplan are attached to these minutes.

3. Year 7 Proposed Project Ideas – Tracks 2-6

Dennis Lebo reported that the primary focus of this meeting would be to review the project ideas for Year 7 and propose a set of projects for submission to the Steering Committee at the April 29 meeting. Each Program Track was given the opportunity to give a brief presentation of their proposed ideas, then questions and comments were allowed. J.R. Robinson referenced the Project Screening Criteria and reminded the Committee that cost sharing and match requirements could be a deciding factor in approving a project. Comments were made about the difficulty of acquiring match funds on a project while in the “idea” stage.

Following are the Program Management Committee’s comments and decisions on the proposed ideas, by Program Track.

PROGRAM TRACK #2: INTER-REGIONAL MULTIMODAL TRAVELER INFO

Bruce Bender provided an update of PTC #2 activities. The Committee met on March 24 in Annapolis at the ARINC facility to review the status of FOT-4. It is the intention of the Committee to complete and manage the existing projects before adding too many more.

COMMENTS:

New England Tri-State Rural ATIS: This project was originally discussed in Year 6 and is now ready to begin. Mr. Bender expressed confidence about securing a hard match for the project.

Expansion of the Transit Itinerary Planning System (TRIPS): The TRIPS system is beginning the operational phase; at this time, it is an unproven product. It might be best to add features and functions rather than to expand the product. The Intermodal PTC may have interest in a joint TRIPS project.

ACTIONS:

<i>Prog. Track</i>	<i>Project Name</i>	<i>Funding Requested</i>	<i>PMC Action/Recommendation</i>
2	New England Tri-State Rural ATIS	\$250,000	No change
2	Expansion of the Transit Itinerary Planning System (TRIPS)	\$1,000,000	Reduce and redefine the scope to increase the functionality only, then submit to Steering Committee at a lesser amount.

PROGRAM TRACK #3: COORDINATED INCIDENT MANAGEMENT

Jude Depko and Tom Martin discussed the proposals from PTC #3. There were originally 24 ideas and, after reviewing against the criteria, the number was reduced to 9. PTC #3 is comprised primarily of individuals at the “hands-on” level of their agency and the proposals represent the needs of users.

COMMENTS:

New England Regional VMS Deployment Plan and Implementation: Phase I of the project was acceptable; however, Phase II required the purchase of equipment and the group discouraged that action. Concern was raised regarding the commitment of the agencies to build on the results of the project.

NY Metro HOGs Communication Project: Discussion revolved around attempts to successfully develop a data interface with computer aided dispatch systems.

Portable VMS Deployment: This proposal was considered an addition to infrastructure only and did not fit within the screening criteria.

Non-Real Time Dissemination of Diversion Plan Info for Planned Incidents: This proposal is similar to the Year 6 unallocated funds request for Regional Diversion Plans.

Demonstration and Evaluation of Emerging Accident Investigation Technologies: This proposal involves some procurement.

Evaluate Expansion of TRANSMIT to Delaware Valley and Potomac Regions: Although some agencies are not ready for implementation, TRANSMIT may be viable in the region.

Holiday Traffic Management Plan for the Delaware Valley: This project has already been tested in the Corridor.

Incident Management Operations Staff Conference: This conference would provide an opportunity to exchange information on incident management activities within the region.

Expand TRANSMIT through NY/NJ/CT: Concerns were expressed over the procurement of hardware and funding in future years.

ACTIONS:

<i>Prog. Track</i>	<i>Project Name</i>	<i>Funding Requested</i>	<i>PMC Action/Recommendation</i>
3	New England Regional VMS Deployment Plan & Implementation	\$150,000	Redefine scope using only Phase I, acquire commitment from the agencies, and then submit to Steering Committee
3	NY Metro HOGs Communication Project	\$150,000	No change
3	Portable VMS Deployment	\$210,000	Eliminate
3	Non-Real Time Dissemination of Diversion Plan Info for Planned Incidents	\$75,000	Combine with Year 6 unallocated funds request and submit to Steering Committee as either unallocated funds or Year 7 project.
3	Demonstration and Evaluation of Emerging Accident Investigation Technologies	\$110,000	Eliminate procurement aspect and expand on evaluation process, then submit to Steering Committee

3	Evaluate Expansion of TRANSMIT to the Delaware Valley and Potomac Regions	\$60,000	No change
3	Holiday Traffic Management Plan for the Delaware Valley	\$40,000	Eliminate
3	Incident Management Operations Staff Conference	\$25,000	No change
3	Expand TRANSMIT through NY/NJ/CT	\$180,000	Redefine scope to eliminate purchase of readers, focus on connectivity, and include an evaluation process, then submit to Steering Committee

PROGRAM TRACK #4: COMMERCIAL VEHICLE OPERATIONS

Dan Smyser and Kevin Holland reviewed the activities of PTC #4 and the project ideas.

COMMENTS:

Field Implementation Funding Incentive: The purpose of this project would be to provide funding for implementation of ITS CVO technology throughout the Corridor. State funding would be required; the Coalition would not be the major source of funding. A detailed approval process has been established for access to the funds by Coalition members. The proposal represents an open-ended project with the Program Track Committee having discretion on project type and dollar amount. Concern was expressed by other Program Track Committee chairs that this was basically a “slush fund” and other PTC’s would want to establish similar open-ended pools. Additional concern was expressed regarding the size of the request (\$1,500,000); approximately one half of the total Coalition funds available for projects.

Corridor Wide Technical Assistance: This request is a duplication of an approved project in Year 6. An evaluation of the Year 6 project should be completed prior to the allocation of additional funds.

Senior Management Outreach: This project represents a benefit to all agencies throughout the Corridor.

Dynamic Real-Time Traveler Information for CVO: This project is an enhancement of the Fleet Forward Program and Fleet Forward is currently unproven.

Industry Outreach: Many small companies lack knowledge of ITS/CVO, and these funds would be used to encourage participation.

ITS/CVO Training: In order for agencies to participate in CVISN, employees must attend training. These funds would be used to pay for the trainers; agencies would continue to cover the costs of employee attendance at training sessions.

ACTIONS:

<i>Prog. Track</i>	<i>Project Name</i>	<i>Funding Requested</i>	<i>PMC Action/Recommendation</i>
4	Field Implementation Funding Incentive	\$1,500,000	Reduce the amount and redefine the scope to include specific project application then submit to Steering Committee
4	Corridor Wide Technical Assistance	\$500,000	Defer to Year 8
4	Senior Management Outreach	\$100,000	No change
4	Dynamic Real-Time Traveler Information for Commercial Vehicle Operations	\$200,000	Defer to Year 8
4	Industry Outreach	\$110,000	No change
4	ITS/CVO Training	\$80,000	No change

PROGRAM TRACK #5: INTERMODAL TRANSFER OF GOODS AND PEOPLE

PTC #5 did not present specific projects to the Program Management Committee for review. The PTC has access to \$600,000 approved in a prior year for Intermodal activities. PTC #5 will be meeting on March 30 to develop projects.

PROGRAM TRACK #6: ELECTRONIC PAYMENT SERVICES

Don Spero reviewed the proposals from PTC #6.

COMMENTS:

Analyze and Assess the State EPS Occurring within the Corridor: This proposal is a continuation of a Year 6 project, which has not yet started.

Incorporate CVO Applications into Existing ETC Operations: This project represents the JPO's highest priority and would require \$400,000 in Year 7 and \$800,000 in Year 8. The Coalition would take the lead role.

ACTIONS:

<i>Prog. Track</i>	<i>Project Name</i>	<i>Funding Requested</i>	<i>PMC Action/Recommendation</i>
6	Analyze and Assess the State EPS Occurring within the Corridor	\$225,000	Defer to Year 8
6	Incorporate CVO Applications into Existing ETC Operations	\$1,200,000	Redefine the scope to clarify the Coalition's role, then submit to Steering Committee.

4. Task Force Update

IEN Task Force – Mary Ameen provided an update of the Task Force’s activities. The group met in February and the tasks were identified; one of which was to bring the users together. Also, TRANSCOM will be considered as an interim support service in an effort to reduce costs and operating problems. It is expected that by June there will be a completed assessment of the IEN and then, September, a recommendation of action for the future of the IEN.

Standards Task Force – Jim Paral indicated that this Task Force was recently organized and that initial discussions revolved around Year 7 projects. The group plans to develop a vision in response to member needs.

Training – A report from Mike Zezeski on training activities was submitted to the group; a copy is attached to these minutes. The next Information Exchange Forum is scheduled for April 28 in Boston and will focus on education, recruitment and training issues.

Outreach – John Baniak indicated that a chair was still needed for this Task Force.

5. Next Meeting

The next scheduled Program Management Committee meeting is June 16 at MdTA in Baltimore. The agenda may include any unallocated funds requests submitted and a review of the PMC’s program track responsibilities for project development.

Attachments

Agenda

Attendance List

Status of Project Funding

Program Track Committee Support Costs

Year 6 Workplan

Training Task Force Status Report