

**MEETING MINUTES
PROGRAM MANAGEMENT COMMITTEE**

December 9, 1998
Washington, D.C.
9:30 AM - 3:00 PM

AGENDA: See attached

ATTENDEES: See attached list

**1. Program Management Committee
--Management of Program Track Responsibilities and Task Forces**

A draft outline of proposed task forces was presented for review and discussion. The four task forces encompass the following:

- Information Exchange Network
- Outreach/Communications
- Training
- Standards/Testing/Certification

Each Task Force will be provided guidance on objectives, initial tasks and budget. Potential members have been suggested and additional volunteers will be solicited. Participants will be asked to provide input on conference calls; face-to-face meetings will be limited.

It was suggested that the Clearinghouse project also be conducted by a smaller, separate group, and that Mike Zimmerman may be available to chair a Clearinghouse Task Force. Other individuals were suggested as potential task force members.

ACTION: The group agreed to the formation of the Task Forces as outlined in the attached document. The Task Force chairs will prepare workplans and will report activities to the Program Management Committee. Status reports will be provided to the Steering Committee and will include task force activities and emerging issues.

ACTION: John Baniak will ask Mike Zimmerman to chair the Clearinghouse Task Force. The PMC indicated that the Clearinghouse should be based on the needs of the Coalition and requested that the task force provide a workplan and cost projections.

2. Implementation of the Year 6 Program

Dennis Keck reviewed the projects approved in the Year 6 program and the possible allocation of the funds. He mentioned that the Northeast Consultants (“NEC”) contract was the result of a competitive procurement and that it was written broad enough to allow additional work orders. The NEC consists of the primary consultants, PB/Farradyne and SAIC, and twelve other companies, providing a full range of services. It was suggested that the Coalition consider procurement outside of the NEC on any project where the NEC participated in the development of operational test guidelines.

ACTION: A list of NEC team members will be attached to these minutes and distributed to the Steering Committee and the chairs of the Program Track Committees.

3. Match Approach for Year 7 and Beyond

Steve Clinger reviewed the history of the match credit program for the Coalition since its inception. During the early years of the Coalition, the match pool concept was approved on an initial basis because of the uniqueness of the Coalition. Now that the Coalition has been in existence for over five years, it is time to move toward harder match. FHWA is currently in the process of developing guidelines for a new method of match for TEA-21. These new guidelines would be in effect for the Year 7 program and beyond. The Coalition has been advised that the provisions of TEA-21 provide for a 50% match requirement, 20% of which must be non-federal funds, and 30% of which may be matched with other federal funds.

The Coalition will continue with the pooled match credit program for Year 6 and Noreen Hazelton is in the processing of securing those match credits. For the Year 7 program, the match credit projects should have closer ties to the Coalition projects. It was suggested that Program Track Committees be advised that matching funds will be a highly weighted factor when considering project ideas.

ACTION: John Baniak was asked to prepare a letter to FHWA outlining the proposed match credit program for the Coalition for Year 7 and beyond. The purpose of the letter would be to get FHWA guidance for the Coalition’s planning process. It was also requested that a memo be sent to each Program Track Committee indicating that it appears certain the agencies will have to match projects for Year 7. Further, because of the anticipated requirements, the availability of match credits will weigh heavy in project selection. This information is to be distributed prior to the Steering Committee meeting on January 26.

4. Set PMC Meetings for the Calendar Year 1999

Kathy Frankle reviewed the calendar of meetings scheduled in 1999 and suggested dates of Program Management Committee meetings. It was determined that the PMC meetings for 1999 will be on March 25, June 16, August 11 and December 8.

5. Coalition’s Role in Deployment

The Committee reviewed a draft paper on the Role of the I-95 Corridor Coalition in ITS Deployment. Dennis Keck mentioned that this subject was discussed at the last Executive Board meeting. Although feedback from the Executive Board was varied, the general consensus was that the Coalition shouldn't be afraid of deployment and that we should work towards it when it meets the goals of the Coalition. It was mentioned that the activities of the Coalition directly contribute to making deployment better. The PMC decided to consider deployment projects and make decisions on a case-by-case basis.

ACTIONS: It was requested that the NEC provide the PMC and the Steering Committee with the following items to assist in future discussions on deployment and interoperability:

1. A paper on interoperability and integration (directly related to Standards); and
2. An inventory of Traffic Management Centers in the Corridor. This inventory should include data on coverage area, hours, operational support, basic surveillance tools (radar, loop detectors, transponders), camera coverage, and trends. A map will be developed showing the coverage area of the centers and will be presented at the Steering Committee meeting on January 26.

6. Potential New Year 6 Projects via Unallocated Funding

John Baniak reviewed with the group the criteria and process for accessing the Year 6 unallocated funds pool. Currently, there is \$974,846 available in the pool and any Program Track Committee can come forward to the PMC with a project for consideration. Depending on the dollar amount of the project, it may need to go to the Steering Committee and/or the Executive Board for approval, after approval of the PMC.

The following projects were submitted for consideration:

1. The PTC for Track #2: Inter-Regional Multimodal Travel Information, has requested \$89,000 from the unallocated funds pool. The additional funds will be used to produce a new version of the Northeast Travelers Alert Map in 1999. Two focus groups of business people and recreational travelers were held in October to provide feedback on the current map and three proposed style changes. The focus groups preferred a more detailed map and made suggestions on additional information to be provided. The PTC voted, by ballot, and elected to produce the more detailed map for both printings in 1999. The cost of the new map style exceeds the Year 6 allotment by \$89,000. The request is attached to these minutes.

ACTION: The group approved the \$89,000 request. Because the cost exceeds the PMC authority, a ballot will be sent to the Steering Committee for approval.

2. JR Robinson mentioned an opportunity to join an Enterprise project already approved. The project involves integrating NTCIP hardware (environmental sensors and dynamic message signs) to develop a national database. Enterprise will provide specs to the agency, testing services and then connect the devices through the internet. The result will be a national database of weather related information. The cost would be

\$5,000 to \$10,000 per agency involved and does not include procuring any devices. Depending on interest, the Coalition may consider paying for the agency shares.

ACTION: A memo will be sent to the Steering Committee soliciting any member agency interested in participating.

3. The CVO Program Track Committee has requested \$150,000 to conduct a truck rest stop information study and \$80,000 to conduct an industry market research study. There will be \$235,000 in funding de-obligated from Delaware's portion of FOT-8 & 9. The CVO PTC has requested the use of those funds to conduct these studies. These projects were originally requested for Year 6 and not funded. The request is attached to these minutes.

ACTION: The Program Track Committee decided not to allocate the funds to conduct either study. The unallocated funds pool is to be used for urgent projects that cannot wait for the next year's budget. Unless the unallocated criteria are met, John Baniak will advise the CVO Program Track leaders they should be sent back to the Program Track Committee for Year 7 submission. The money deobligated by DelDOT will be added to the unallocated funding pool.

4. JR Robinson indicated that there is an I81 conference planned for May, 1999 in Winchester, Virginia, and wondered if the Coalition would be willing to help sponsor or participate. It would be a rural conference offering ITS opportunities from New York to Tennessee. At this time, the conference is still in the planning phase. Without more information about the conference, it was decided that sponsorship would be considered when more details are available.

Attachments:

- Agenda
- Attendees List
- Task Force Outline
- NEC Team Members List
- Project Requests
 - Travelers Alert Map
 - CVO Projects