



I-95 CORRIDOR
COALITION

Meeting Minutes Program Management Committee

**April 4, 2001
BWI Airport, Maryland**

1. Introductory Comments and Agenda Overview

Bruce Bender opened the meeting at 10:00 a.m. with a review of the day's agenda. Self-introductions were made.

2. Procedural Guidelines Review/Discussion/Adoption

Procedural Guidelines

The Committee was provided with a draft of proposed changes to the Coalition's Procedural Guidelines manual. The three types of changes (minor, major and new) were defined and summarized. The two most significant changes were to (1) add "Associate" to the levels of Coalition membership, and (2) to increase the Executive Director's funding approval authority to \$75,000 from \$50,000.

The following comments/decisions were made following the review:

Section I. Organization and Management

Membership Guidelines

- In the definition of Associate Membership, the word "certain" appearing before "motor vehicle agencies" should be deleted.

Core Organizational Structure

- The requirement to have representation from both a state DOT and a toll authority on the leadership of the Executive Board and the Steering Committee was deleted. This language had been written in the early days of the Coalition and was no longer relevant.

Coalition Staff

- The initial MOU for Coalition staff has been changed to two years (from one); renewals will be on an annual basis.

Section II. Program Development and Implementation

- The schedule on Page II.7 should be edited to reflect the partial submittal made to FHWA on the preliminary work plan.

Section III. Project Management

- Pages I.12 and III.1, referencing the Project Management Team were discussed in detail. It was decided that page III.1 should be edited to clarify the requirement that the Program Track Leaders be on each project team.
- A new section of the Program Track Leaders’ Handbook is being developed to outline project requirements from the proposal stage through to completion.
- The requirement that a project coordinator should be either a member of the Program Track Committee or Coalition Staff should be edited to include representatives from member agencies.

Section IV. Contract Management

- Page IV.1 should be edited to state that the Coalition would participate with the procuring agency to the extent allowed. The Coalition should accept the host agency’s procurement process.

ACTION: The Committee approved the draft proposed guidelines, as well as those changes suggested at this meeting (outlined above). The recommendations will be forwarded to the Steering Committee for consideration.

Pending Membership Requests

ACTION: The Coalition received four requests for membership in the last few months. Based on the proposed membership levels and the earlier discussion, the following recommendations will be made to the Steering Committee:

<u>Name</u>	<u>Recommended Membership Category</u>
Greater Bridgeport (CT) Transit Authority	Associate
New Brunswick (Canada) DOT	Associate
Baltimore Metropolitan Council	Affiliate
New York State Bridge Authority	Associate

3. Task Force Updates

Training – Mike Zezeski, Chair, outlined the activities of the Task Force, including the two Year 9 project proposals, the roles of the Task Force, and the Incident Management training activities. Kathy Frankle then provided an update on CITE, detailing the courses available, the enrollment and the resulting revenue. Currently, CITE offers twelve distance learning courses, with one more soon to pilot and another under construction. Sixty universities are now involved in the CITE program.

IEN – Mary Ameen, Chair, noted that the Task Force had not met since the last PMC meeting; however, they are planning to meet in the near future. The Task Force was charged with three tasks: (1) determine if the IEN should be kept up, (2) if so, determine how to bring it current, and (3) decide whether or not to enhance/upgrade the system. Tasks 1 & 2 have been completed through a survey of users and by resolving some operational issues. Task 3 will be the focus of future meetings. At this time, no additional funding is requested.

Clearinghouse – JR Robinson, Chair, introduced Kathy Frankle to provide an update on Clearinghouse activities. User statistics were reviewed and are available on the web site at

www.i95coalition.org\log. A project management section is under construction that will provide detailed information on current and past Coalition projects. A meeting is scheduled on April 18 to discuss making the web site more user friendly.

Outreach – Nancy Ross, Chair, introduced Noreen Hazelton to review Outreach activities. Current outreach activities include: Meeting Support (upcoming events in cooperation with ITSA, TRB, AASHTO, FHWA and more), Track Support (handbook updates, Match FAQ, Event Planning Checklists, Press Releases, Publication Consistency Check, etc.), Print/Electronic Materials (Stakeholders Report, Alert Map, Construction Advisory, Newsletter), Public Education (several recent newspaper articles), Legislative Communications and Industry Relations.

Standards – Jim Paral, Chair, indicated that on April 8 new rules will go in to place for the use of Federal monies for ITS standards. The activities of the Task Force include the completion of documentation for Project 9B: NTCIP, supporting PANYNJ to deploy a VMS project and real-life case study, a follow-up users workshop on DMS functionality to test the real-life project, consideration of future workshops, and working with agencies to facilitate existing courses. Mr. Paral will be speaking about Coalition activities at the National Summit on Testing of ITS Standards.

Operations Forum – Bill Stoeckert, Chair, announced the formation of this Task Force as a joint effort between the I-95 Corridor Coalition and the ITS America State Chapters. The Task Force will be coordinating a Forum on July 26 & 27 in Albany, NY, on the National Operations Initiative. A conference call will be held at the end of April to develop the preliminary agenda.

4. PMC Year 9 Work Plan Discussion

General Consultant/Staff Support/Ongoing Costs Update

John Baniak provided an overview of Year 9 funding. The earmark will be \$3,968,073, ongoing costs are anticipated to be \$2,103,000 and savings from project closeouts will total \$1,100,000, resulting in \$2,965,073 available for Year 9 projects. The ongoing costs consist of staff salaries/travel, operations and maintenance of the Coalition Connection, TRANSCOM fees for the communications center and IEN support, and consultant support.

The Coalition will be recruiting an additional staff person to assist with oversight of projects, work plans, match, quarterly reports, web page and more. The leadership of both the Executive Board and Steering Committee have agreed to the hiring, noting that the salary will be offset by savings in consultant support costs.

Year 9 PMC Projects

Bruce Bender indicated that the PMC is submitting four project ideas to the Steering Committee for Year 9 funding. The Steering Committee will be considering merit, priority, timing, status and match when reviewing each of the proposals. It was noted that the four projects have not been prioritized since they are considered cross-cutting efforts for the various program tracks.

Listed below are the four project proposals:

Project	Funding Request	Match	Description
One-Day Professional Training Course: Practical Project Management for Transportation Professionals	\$19,625	Pooled	Delivery of five one-day courses to be held at various locations within the corridor.
Intermodal Operations Centers Tour(s)	\$16,000	Pooled	Tours for Coalition members to visit various types of operations centers in the Corridor.
Information System for Corridor Operations and Management	\$500,000	Pooled	Develop a Corridor-level management and analysis tool.
Education and Outreach	\$490,000	Pooled	Coalition Connection, Meeting Support, Member Inreach, Track Support, Print/Electronic Materials, Alert Maps, Public Education, Legislative Liaison.

Additional details were provided on the Information System for Corridor Operations and Management (ISCOM) project, including the Year 8 efforts and the proposed Year 9 tasks. It was suggested that a Task Force or Oversight Committee be formed to coordinate the efforts of this project. Because of the size of the request, it was mentioned that the Committee should be prepared for a possible cut in the proposed funding amount.

There was some discussion on the category of fixed costs and whether the TRANSCOM, Coalition Connection and Education/Outreach expenses should be designated as fixed costs or as program track projects. No decision was made at this time.

ACTION: The Committee agreed to send the above mentioned proposals to the Steering Committee for consideration.

5. Upcoming Events and General Update

The following upcoming events were highlighted:

Event	Dates/Location	Details
511 Workshop/511 National Policy Committee	January 25, 2001 Arlington, VA	<ul style="list-style-type: none"> • A joint forum was held with ITS America • National Policy Committee Workshop Held • Coalition conducted interviews to determine range of opinions/knowledge in NE on the subject. • 511 Efforts have been coordinated through PTC #2: Traveler Information

Multi-State Jurisdictional Transportation Issues Forum	June 18 & 19, 2001 Arlington, VA	A Forum sponsored by FHWA, I-95 Corridor Coalition, AASHTO, and two subcommittees of TRB. A white paper, containing five case studies, is being developed for discussion at the Forum. The Coalition will be one of the case studies.
National Operations Forum	July 26 & 27, 2001 Albany, NY	A task force is developing the agenda based on the National Operations Initiative. The Forum is co-sponsored with ITS America State Chapters.
I-95 Corridor Coalition Executive Board Meeting	May 13, 2001 Portland, ME	The meeting will be held in conjunction with NASTO. Agenda items include the Year 9 work plan, operations agenda, 511, and reauthorization update. The Coalition is co-sponsoring the ITS Track of the NASTO conference.
Rural Advanced Technology and Transportation Systems Conference	August 25-28, 2001 Burlington, VT	This conference is a joint effort between Vtrans, ITS America and USDOT. Additional information can be found on www.vaot.state.vt.us . Vtrans is seeking assistance in developing the safety and the telematics sessions.
Northeast & Mid-Atlantic EPS Workshop	April 26 & 27, 2001 Hartford, CT	This Workshop is a joint effort with ITS America. Information is available on both the Coalition and ITS America web sites.

6. Next Meeting

It was suggested that the next meeting of the Program Management Committee be held on Friday, August 24, in Burlington, VT, in conjunction with the Rural Advanced Technology and Transportation Systems Conference. Additional information will be distributed when available.