



Meeting Minutes Steering Committee

**September 15, 2003
Alexandria, VA**

1. Welcome, Introductions, Outline of Meeting Goals

Steering Committee Chair Mary Ameen welcomed everyone, especially those in attendance for the first time. Self-introductions were made. Steve Clinger, FHWA, was recognized for his significant contributions to the Coalition and for his recent promotion to head FHWA's ITS Deployment Team.

Mary Ameen discussed the agenda for the day, to include updates on Steering Committee Leadership, Program Track and Task Force Activities, and Upcoming Events.

2. Steering Committee Leadership

John Baniak indicated that the normal term for Steering Committee leadership is two years and that the terms of Mary Ameen, Chair, and Carl Croce, Vice Chair, are set to expire at the end of this year. Since most of the Coalition member DOT's have new secretaries, it was believed that continuity in Steering Committee leadership would be beneficial to the Coalition throughout the Reauthorization process.

ACTION: The Committee provided consensus to continue the current Steering Committee leadership until Reauthorization status is determined. Appreciation was expressed to Mary Ameen and Carl Croce for agreeing to continue in their roles as Chair and Vice Chair, respectively, and for their leadership and vision.

3. Program Track Updates

The Program Track Committees and Task Forces provided updates on current activities and projects, as follows. Copies of the presentations are attached to these minutes.

Track #1: Program Management Committee

- Reauthorization Task Force – Nancy Ross, Chair

Under TEA-21, the Coalition received a six-year earmark of \$5,000,000 per year. That bill is set to expire and there is not enough time to enact a new bill. It is currently anticipated that a five or six month extension will be granted until a new bill can be approved. The draft extension of TEA-21 will preserve the current language for existing earmarks.

- Outreach Task Force – Noreen Hazelton on behalf of Nancy Ross, Chair

Recent outreach activities include the publication of the new Travelers Alert Map (containing all states from Maine to Florida), the Update, and the Summer 2003 Newsletter. Upcoming activities include updating the Stakeholders Report, Strategic Plan, One-Pagers, and Business Plan; improving communications with video/web conferencing; reviewing the website contents and layout; and continuing to visit with member agencies.

- Training Task Force – Kathy Frankle on behalf of Mike Zezeski, Chair

It was reported that a TMC Technician Knowledge/Skills/Assessment Workshop was held on July 24th and a summary of that workshop would be available soon. Gene Donaldson, Delaware DOT, noted that future activities on this project might be coordinated with the TMC Pooled Funds Study.

FHWA has released a two-day course on project management, which is available in three formats: in person, on the web, and as an instructor/web combination. The Coordinated Incident Management Track conducted a “Train the Trainers” session on February 4th and is scheduling an “Advanced Incident Management” session later this year. The Commercial Vehicle Operations Track has conducted three ITS/CVO courses and three CVISN workshops recently in New England.

- Information Architecture (Coalition Information Systems) Task Force – Gary Euler

The presentation outlined the functional depiction, user perspective, sources of information, program issues, task forces, and recommendations for the proposed Coalition Information System. The major points of the presentation suggested that the distinction between information systems and ISCOM be eliminated, the applications (long distance trip planning, freight/movement analyses, and operations/evacuation planning) and supporting information needs be considered, and next steps be determined.

Following the presentation, comments included:

- Emphasis should be on the planning needs of agencies and tying together the efforts of individual states.
- To avoid duplication of efforts, a study should be conducted to investigate existing tools.

The Program Management Committee, at its next meeting, will further review the project and recommendations to determine next steps.

- Integrated System for Corridor Operations and Management Task Force – Julie Colby

The most recent activity for ISCOM was to review options and investigate different building methods for a transportation network from Maine to Florida. Examples of networks and available resources were provided, showing the level of detail, ownership issues, accuracy, limitations and costs. Because of its superb data, it was recommended that the commercial network be used to support the ISCOM system. Next steps for the project include establishing a technical advisory group, finalizing the network decision, procuring the network, and data integration.

Following the presentation, comments included:

- The cost of operating and maintaining the system needs to be considered during the planning/development stages.
- It needs to be clarified whether this is a tool for agency use (i.e., freight movement analysis) or for public use (i.e., trip planning analysis)
- Each of the Program Track Committees should have a representative on the ISCOM Task Force.
- The Program Management Committee will focus on the Coalition Information System/ISCOM at its next meeting.

- Standards Task Force – Bill Stoeckert on behalf of Ed Roberts, Chair

An update was provided on the three phases of the Integrating NTCIP Compliant Hardware (INCH) project. INCH Phase III is a joint venture among 13 state agencies, the I-95 Corridor Coalition and FHWA. This phase covers test procedures, conducting workshops and testing field devices. Workshops held were well received and are being considered by FHWA in regard to national sponsorship.

- Impact of Growth and Change Task Force – Bob Pento, Chair

At the request of the Steering Committee, a task force was organized to study the impact of growth and change on the Coalition. The primary goals of this task force were to assess implications of geographic growth and diversity of member agencies on the Coalition and to identify possible structures and processes to better manage the organization. Throughout the summer, Task Force representatives attended committee meetings and conducted several “conversation circle” conference calls to gather feedback on the Coalition’s strengths, weaknesses, opportunities, threats, strategies, mission, vision and goals. The resulting recommendations were:

- Continue current program and planning process
- Ask Program Track Committees to identify topics of interest to broader membership, explore structural options, and regularly assess two-way communications.
- Develop opportunities to meet as a full Coalition (i.e., Information Exchange Forums, Annual Meeting)
- Focus on internal growth, not geographic expansion
- Explore technology to supplement face-to-face meetings
- Capture and document the value of member contributions
- Revisit the topic in a year to assess how the Coalition is doing.

The Steering Committee was provided with copies of the draft final report and asked to submit comments by September 30th to Patty Reich at patty.reich@transcore.com. Those comments will be incorporated into the final document and presented to the Executive Board at its meeting in December.

Following the presentation, comments included:

- Meeting locations should be moved around the corridor, and possibly tied with other meetings.
- It’s a good idea to revisit this in a year to ensure the best utilization of resources.
- It should be noted that the strategic orientation has expanded from operations to information management.

- The original focus was on deployment, which gave members a sense of ownership. It was subsequently noted that many of the Coalition's current projects are similar to the early field operational tests.
- As suburbs of the corridor grow and become more active, it's important to ensure that the participation of the inner corridor doesn't fade away.
- An annual meeting could cover business, technical sessions and an information exchange.

Track #2: Inter-regional Multimodal Travel Information – Sandra Check

The North Carolina/Virginia 511 project was highlighted, noting that the project goal was to look at the interoperability of the 511 systems between the two states either through call transfers or data transfers. It was also noted that the Coalition had sponsored a 511 Forum in July to review the status of member states' 511 programs, discuss lessons learned and how the Coalition can help its members.

- ATIS Task Force – Sandra Check, Chair

At the request of the Steering Committee, a Task Force was organized to propose a clear direction for future Coalition efforts in ATIS. This effort will involve the review of current Coalition projects pertaining to travel information, determine external products and services, and determine how the Coalition can best help its member agencies in their ATIS efforts. The Task Force will conduct an analysis and report back to the Program Management and Steering Committees in April 2004.

Track #3: Coordinated Incident Management – Jude Depko and Henry de Vries, Co-chairs

Several Coordinated Incident Management (CIM) projects were highlighted, including Quick Clearance and "Move It" Best Practices, Incident Management Familiarization, Delaware Valley Video Sharing, Delaware Valley Diversion and the Hudson Valley CAD projects. The CIM Track is holding their annual meeting on October 7 & 8 in Baltimore; the agenda includes tours of Maryland SHA's CHART center and the Baltimore Raven's stadium, updates of Coalition activities and major projects, and a keynote speech by the Coalition's Vice Chair, Ken Philmus. Presentations on federal, state and regional IM initiatives will highlight public safety, the TMC pooled funds study, the Florida Hurricane Evacuation Workshop, Minnesota's IM Best Practices, DC Traffic Management and Security, and Connecticut's Homeland Security Efforts.

Track #4: Commercial Vehicle Operations – Don Baker, Chair

The Commercial Vehicle Operations Track's recent activities include state scans and outreach efforts, receiving the ITS/NY Project of the Year Award for the IFTA project, and the Track Annual Meeting. The Track is currently seeking a Co-chair and is planning to recruit from enforcement personnel and from the new Coalition member states. Active CVO projects noted were the ETC & E-Screening Interoperability and the ITS/CVO and CVISN Workshops. The Track is currently developing scopes of work for its Year 11 projects (IFTA Phase II, One Stop Credentialing and Registration Phase II, and License Plate Reader Technology).

Track #5: Intermodal Transfer of People and Goods – Karen Ryan Tobia, Co-Chair

An update was provided on several Intermodal projects including Mid-Atlantic Rail Operations Initial Benefits Assessment, Multi-Client Port Access, and Container Security. The Container Security project will conduct a scan to identify the agencies involved in freight security, existing

freight security programs and initiatives, and issues surrounding freight security. Recommendations will then be developed for the Coalition's role in addressing regional freight security issues. The next step is to have the track leadership review the draft report and present it at the Intermodal Track meeting to determine the approach for the next phase of the project.

- Rural Intermodal ATIS – Julie Colby

This map-based passenger information system, a case study from Maine to Boston, is being created to provide long distance inter-city traveler information that is easy-to-use, intuitive, interactive and web accessible. The system is intended to fill a traditional gap by providing information to rural and under-served communities and help the public make informed choices by integrating schedules from multiple transportation providers and modes. A live demonstration, on the web site <http://maps.camsys.com/website/mainetoboston>, showed the components and usability of the system. Next steps include the integration of more information, providing an “optimal” solution for specific trips, and expanding it to include more of the I-95 Corridor Coalition region.

Track #6: *Electronic Payment Services – Corey Hill, Co-chair*

The EPS Framework Study is entering its third and final phase, continuing with its primary goal of providing a framework in which different agencies can exchange information and revenue. In an effort to shift the project from a study to operational tests, two project proposals were presented:

- Regional Interoperability Standard for Electronic Transit Fare Payments: Proof of Concept Prototype – Brooke Dixon

This project, proposed by the Port Authority of New York and New Jersey, designs and develops a prototype smart card system and regional interoperability standard for transit fares. Benefits to Coalition members include being provided invaluable information, proof of system capabilities, and development of a platform for current efforts that will not preclude future functionality. The anticipated funding is \$300,000 from the I-95 Corridor Coalition and an equal amount in match from the Port Authority of New York and New Jersey.

- Northern Shenandoah Valley Public Mobility Program: SmartCard Identification and Payment Initiative - Greg Cross

The Northern Shenandoah Valley Public Mobility Program is a three-phase project consisting of (1) networked computer aided dispatch, automatic vehicle location and Medicaid bridge, (2) full deployment with integration of multiple networks, and (3) the SmartCard identification and payment initiative. Phase 3 tasks include the operational concept, functional and performance requirements, system architecture, SmartCard RFP and pilot deployment, and evaluation (case study, lessons learned and migration plan). The project is seeking \$75,000 from the Coalition, to be matched by Virginia DOT with \$40,000 and in kind match of \$78,000 from various other organizations.

ACTION: The Steering Committee, by consensus, did not object to either project or to the shift in the EPS Framework project to move from a study into deployment activities.

4. General Updates

Federal Highway Administration Update – John Baniak introduced Jeff Lindley, FHWA, noting that the Coalition and FHWA representatives met on July 16 for an update on Coalition activities. Mr. Lindley further detailed the meeting and indicated that FHWA has now designated liaisons to each of the Coalition’s Program Tracks to ensure continued coordination and information exchange. Additionally, Mr. Lindley discussed the following:

- FHWA has developed a list of current program activities and plans to update the list every few months; a copy of the list is attached to these minutes.
- Personnel changes were noted, including the promotion of Tony Furst as the new Director of Freight Management. Chung Eng will now focus on regional transportation issues.
- There continues to be a push to pass a full Reauthorization bill by September 30; however, at this time it doesn’t seem likely. There’s activity in both the House and the Senate and a short-term extension is expected to pass.

Federal Motor Carrier Safety Administration Presentation – Milt Schmidt, FMCSA, presented John Baniak with a plaque of appreciation for the Coalition’s support of the CVO Showcase held earlier this year.

Information Exchange Forum – John Baniak indicated that the Coalition will be conducting an Information Exchange Forum and requested potential topics for the event. Suggestions included:

- Gap Between Deployment and Maintenance/Operations on ITS Equipment
- Performance Measurements
- Best of ITS Forum
- Electronic Enforcement
- Work Zone Safety (in conjunction with FHWA and/or AASHTO)

Additional suggestions should be forwarded to John Baniak at jbaniak@nycap.rr.com.

Annual Work Plan Development – John Baniak indicated that, despite the unknowns regarding Reauthorization, the Coalition would proceed with the normal work plan development schedule (October – March) using the guidance from the Executive Board that was provided last year. Any supplemental advice resulting from the December Executive Board meeting would also be distributed to the Track Committees.

5. Upcoming Events

The following events were highlighted:

Coordinated Incident Management Annual Meeting – This two-day event will be held October 7 & 8 in Baltimore and will feature tours of both Maryland SHA’s CHART operations center and the Baltimore Ravens football stadium. Additional information is on the Coalition’s web site at <http://www.i95coalition.org>.

Executive Board Meeting – The Executive Board meeting will be held on December 2 in Washington, DC. Key agenda topics include Reauthorization, a report from the Coalition’s Task Force on the Impact of Growth and Change, a review of key projects, and leadership elections.

6. Other Business

The following items were discussed:

Connecticut DOT – Connecticut DOT was thanked for acting as the host agency of the Coalition’s administrative contract. The efforts of Connecticut DOT’s staff and the support of the agency enabled the Coalition to coordinate all project activities for the past five years.

ACTION: It was motioned and seconded that a letter be sent to Connecticut DOT thanking the agency for its time and efforts in supporting the Coalition.

TRANSCOM – It was noted that the Coalition’s contract with TRANSCOM is expiring in December and negotiations are in process for a new contract.

7. Next Meeting

The next meeting of the Steering Committee will be held in the spring of 2004 to review and recommend the Year 12 annual work plan. Florida DOT has offered to host the meeting at their new traffic management center in Miami. It was suggested that, in order for Steering Committee representatives to attend a meeting in Florida, the support of the Executive Board be acquired.

8. Adjourn

There being no further business, the meeting was adjourned.

Attachments:

PowerPoint Presentations
FHWA Program Activities