



Meeting Minutes Steering Committee

**April 22, 2005
Hanover, Maryland**

1. Welcome, Introductions, Outline of Meeting Goals

Steering Committee Chair Mary Ameen welcomed everyone to the Steering Committee meeting, especially those in attendance for the first time. Self-introductions were made.

Mary Ameen discussed the agenda for the day, including updates from the Safety, Performance Measures, and ATIS Task Forces, and the development of a proposed annual work plan.

2. Task Force Updates

Safety Task Force

John Baniak, speaking on behalf of Henry de Vries, outlined the Safety Task Force's role, organization and activities, noting that over 35 people had volunteered to participate in the Task Force. The upcoming activities include a member survey of issues and initiatives and the preparation of draft mission, goals and objectives for the Task Force.

Performance Measures Task Force

Mary Ameen, Performance Measures Task Force Chair, provided background on the organization and mission of the Task Force and detailed current, near term and long term efforts. A workshop was held in March, resulting in the designation of two focus areas:

- Programmatic assessment of the Coalition's performance; results and benefits from projects and other work of Program Track Committees
- Transportation system performance improvements in the corridor resulting from the Coalition's collaboration.

A Year 13 project proposal, discussed later in the meeting, further detailed the Task Force's next steps.

ATIS (Alert Map) Task Force

Gene Glotzbach, Co-Chair of the ATIS Task Force, reported on a survey recently conducted on the Coalition's Travelers Alert Map to determine the usefulness of the Map, to assess the contents and determine need for improvement, and to explore the web-based product as alternative. The majority of the respondents represented the individual user making long-distance personal/recreational trips, although surveys were also received from Coalition members (a random survey) and bulk recipients (DOT's, trucking companies, etc.). The results overwhelmingly found the map easy to use and the content useful. Most adjusted their travel

based on the map information. The Task Force recommended continued printing of the map, with additional content (related to E-ZPass, HAR, and 511), and to explore sponsorship to offset the printing costs.

A discussion followed the presentation and the following additional actions will be lead by Member Services:

- Coordinate all map efforts with the ATIS group.
- Pursue a partner/sponsor to offset printing costs; considering organizations such as E-ZPass Interagency Group and other transportation/service providers.
- Conduct a survey of all map recipients to determine usefulness of map (include a survey with each map printed) and a survey of bulk recipients to determine the number of maps discarded at the end of each season.
- Provide printing costs for maps through the Spring/Summer 2006 edition to allow time for the survey to be conducted and potential sponsors located.

Member Services & Outreach

Noreen Hazelton detailed recent and upcoming Member Services & Outreach activities, noting efforts related to the website, meetings and events, recruiting and retaining members, member recognition, and participation with industry partners. In coordination with the ATIS Task Force, Member Services & Outreach distributed random map surveys at various events and through e-mail. All who responded to the random survey were automatically entered into a drawing, held at this meeting, for the winner to receive a roadside kit. The drawing winner was John Cucurullo of the Port Authority of New York and New Jersey.

3. Work Plan Development

Preliminary Overview of Funding

John Baniak reviewed the available funding for FY '05 (Year 13) projects. The estimated Federal Earmark for the year (less standard FHWA reductions) is estimated at \$4,177,000. This does not consider changes that may occur when reauthorization is concluded. When the initial estimates were prepared in January, Program Support and Operations Costs were expected to be as follows:

<u>Program Support</u>	
Coalition Staff (5) Support	\$640,000
Consultant Support	750,000
Program Management (\$300,000)	
Track Logistics (\$450,000)	
University of Maryland	90,000
<u>Operations:</u>	
Coalition Connection: Operations & Maintenance	100,000
TRANSCOM – IEN & Communications	<u>450,000</u>
Total Funding Required	\$2,030,000

A comparison of the prior year's program support and operations costs was provided (at the request of meeting attendees, details on the Coalition Connection Operations & Maintenance Costs are attached to these minutes). For FY '05 (Year 13) deducting the anticipated Program Support and Operations from the estimated Federal earmark results in a balance of \$2,147,000 available for projects. It was noted that additional funds would be available from the close-out and audit of the Connecticut DOT contract and from the close-out of prior years' projects. With those adjustments, the available funding for Year 13 projects is as follows:

1. FY 05 (Year 13) Earmark (estimated)	\$4,177,000
2. Less: FY 05 (Year 13) Funding – Operating Costs	<u>-2,030,000</u>
Sub-Total	\$2,147,000
Plus: ConnDOT Close-out/Audit	+200,000
Project Close-outs	<u>+150,000</u>
Total Available Funding for FY 05 (Year 13) Projects	\$2,497,000

Project proposals total \$2,842,000, resulting in a negative variance of \$345,000.

Project Selection Process

Steve Koser detailed the process to be used in evaluating the project submissions, noting that the work plan produced at this meeting would be forwarded to the Executive Board for approval at the May 24th meeting. Representatives from each program track would make a short presentation to review their current activities and their project proposals, followed by a discussion period. The Steering Committee would then revisit each proposal of the Program Track and decide whether it had the merit for submission to the Executive Board and inclusion in the work plan.

Listed below are the proposed projects, comments, and approved funding levels. The presentations are provided with these minutes.

Program Track #6: Electronic Payment Services

Greg Garback provided an update on current activities and reviewed the proposal for the Electronic Payment Services Program Track Committee:

<i>Project</i>	<i>Requested</i>	<i>Steering Committee Comments</i>	<i>Approved</i>
Regional Rail On-Board Electronic Payment Project	\$75,000	Approved as submitted.	\$75,000
Prototype Development and Feasibility Test of a Contactless Bankcard for all Fare and Toll Micropayments	\$250,000	Approved as submitted	\$250,000
Totals	\$325,000		\$325,000

Program Track #5: Intermodal Transfer of People and Goods

Karen Ryan Tobia and Scott Ornstein provided updates on current activities and reviewed the proposals for the Intermodal Transfer of People and Goods Program Track Committee:

<i>Project</i>	<i>Requested</i>	<i>Steering Committee Comments</i>	<i>Approved</i>
Airport Terminal Ground Transportation Access Information Project	\$95,000 (w/IMTI Track)	Approved as submitted	\$95,000
Inventory of Freight Safety and Security Initiatives		Submitted under CVO Track	
PIDN/Virtual Container Yard Initiative	\$150,000	Approved as submitted	\$150,000
Identify Regional Highway Bottlenecks Affecting Long-Distance Trips	\$80,000	Approved as submitted	\$80,000
Multi-state Rural Mapping and Transit Itinerary Integration		Submitted under IMTI Track	
Sponsorship of Transportation Capacity Building Activities	\$60,000	Approved as submitted	\$60,000
Totals	\$385,000		\$385,000

Program Track #4: Commercial Vehicle Operations

Don Baker provided updates on current activities and reviewed the proposals for the Commercial Vehicle Operations Program Track Committee:

<i>Project</i>	<i>Requested</i>	<i>Steering Committee Comments</i>	<i>Approved</i>
Enforcement Application of Commercial Vehicle to Infrastructure Communication: Phase I, Vehicle-to-Roadside	\$72,000	Approved as submitted	\$72,000
Inventory of Freight Safety and Security Initiatives	\$100,000 (w/ Intermodal Track)	Approved as submitted	\$100,000
Electronic Renewal of IFTA Credentials	\$150,000	Approved as submitted	\$150,000
Regional Permitting Portal	\$25,000	Activity approved; will be conducted under Track Logistics	\$0
Totals	\$347,000		\$322,000

Program Track #3: Coordinated Incident Management

Jude Depko and Karl Ziemer provided updates on current activities and reviewed the proposals for the Coordinated Incident Management Program Track Committee:

<i>Project</i>	<i>Requested</i>	<i>Steering Committee Comments</i>	<i>Approved</i>
Development of a Regional Hurricane Evacuation Plan	\$125,000	Approved as submitted	\$125,000
A Resource Guide to the National Incident Management System: What it means to Traffic Operations Centers and Interdisciplinary, Interagency Coordinated Incident Management	\$80,000	Activity approved to begin immediately; funded through emerging issues pool.	\$0
Comprehensive Implementation Strategy for Quick Clearance/Move It	\$75,000	Approved as submitted	\$75,000
IEN Data Interface among Coalition Member Legacy Systems	\$150,000	Deferred for discussion at the October Steering Committee meeting.	\$0
Scanning Tour of Innovative Towing Programs	\$50,000	Approved as submitted	\$50,000
Totals	\$480,000		\$250,000

Program Track #2: Inter-regional Multimodal Travel Information

Gene Glotzbach provided updates on current activities and reviewed the proposals for the Inter-regional Multimodal Travel Information Program Track Committee:

<i>Project</i>	<i>Requested</i>	<i>Steering Committee Comments</i>	<i>Approved</i>
511 Support	\$40,000	Activity approved; funding to be provided under Track Logistics	\$0
Multi-state Rural Mapping and Transit Itinerary Integration	\$100,000 (w/ Intermodal Track	Approved as submitted	\$100,000
Airport Terminal Ground Transportation Access Information Project		Submitted under Intermodal Track	
ATIS Information Exchange Forums	\$35,000	Activity approved; funding to be provided under Outreach Information Exchange Forum funds	\$0
Totals	\$175,000		\$100,000

Program Track #1: Program Management

Nancy Ross introduced Noreen Hazelton (Member Services & Outreach Program), Mary Ameen (Performance Measures) and Bill Stoeckert (ICAT and ISN) to detail project proposals for the Program Management Committee.

<i>Project</i>	<i>Requested</i>	<i>Steering Committee Comments</i>	<i>Approved</i>
Member Services & Outreach Program	\$605,000	The proposed funding will include the cost of printing the Spring/Summer Alert Maps, The ATIS information exchange forums proposed under Year 13, and alert map survey & sponsorship initiative..	\$605,000
Measuring Performance: Program and Transportation System Benefits from the I-95 Corridor Coalition	\$150,000	Activity approved; amount reduced by \$15,000.	\$135,000
Complete Data Integration and Develop Data Integration for the Integrated Corridor Analysis Tool (ICAT)	\$250,000	Approved as submitted	\$250,000
Information Systems Network (ISN) Phase 2 – Design and Operating Options	\$125,000	Approved as submitted	\$125,000
Totals	\$1,130,000		\$1,115,000

Discussion/Approval

The recommended funding amounts were determined by considering the project’s compliance with the Executive Leadership guidance, the timing of project phases, the program track priorities, the match and the available funds.

ACTION: The Committee recommended the FY ‘05 (Year 13) funding levels as outlined above. A draft work plan will be prepared for submission to the Executive Board for consideration.

4. Events and General Updates

Executive Board/Annual Meeting

The next Executive Board Meeting will be held on May 24th in Philadelphia; Steering Committee members are encouraged to attend and to promote attendance by their Executives.

The Coalition will hold an annual meeting on December 13th & 14th in Saratoga Springs, New York. Additional information will be provided as the meeting nears.

Reauthorization

Nancy Ross provided a detailed update on the status of Reauthorization, including the bills on the Senate and House sides. Support for the Coalition is in the Senate version of the bill; there is no language for the Coalition in the House bill. The Senate will be voting to move the bill to the floor for debate. If there is no vote on the bill before the August recess, it's expected that there will be another extension providing funding through Spring 2006.

5. Next Meeting

The next Steering Committee meeting will be held on October 19, 2005, in Charleston, South Carolina. Additional information can be found on the Coalition's website at <http://www.i95coalition.org/steering.html>.

6. Other Business

At the Annual Meeting in December, the Steering Committee and Program Track Committee Chairs were recognized for their contributions and leadership roles with the Coalition. Because Jude Depko (Co-Chair of the Coordinated Incident Management Committee) was not able to attend the Annual Meeting, his plaque was presented to him at this Steering Committee Meeting.

Also, Gene Donaldson stepped down late last year as Co-chair of the Intermodal Program Track Committee – having served in that capacity since its inception in 1998. A certificate of appreciation was presented to Gene for his role in the formation and leadership of the Intermodal Committee.

There being no further business, the meeting was adjourned.

Attachment: Operation & Maintenance of the Coalition Connection

The \$100,000 in funding for FY 05 (Year 13) will cover the period from December 1, 2005 through November 30, 2006 (12 months) and includes the operating and maintaining the Coalition Connection web site and list serves. There are basically three tasks for this project which are described below.

Task 1: Operate and Maintain the Existing Web Site

Under this task the Coalition Connection web site will be kept current on a weekly basis. This includes things such as the calendar, the member database, working group minutes and upcoming meetings, What's New, construction advisory, etc. Web links will be checked for service and functionality and any new ones will be added as necessary.

Task 2: Make Additions to the web site as necessary

Under this task, items can be added to the web site that were not originally included in the Coalition Connection. As with any organization, each day brings about activity and changes within the organization. Undoubtedly, the Coalition will need to add new things to the web site.

During Year 13, UMD will work with the Member Services and Outreach Task Force to continue to improve the web site's user friendliness and utilization as a project and program management tool. Any additions or changes to the web site will be made as necessary.

Task 3: Operate and Maintain E-mail Groups

The Coalition's Email Groups are an easy way for members to exchange topic related information in a timely manner by having direct email access to their peers. Participants can ask questions about specific information or provide advice/information to others that need assistance. Email groups form and maintain relationships between agency member staff throughout the Corridor. There are currently 16 Email Groups with the Incident & Traffic Management Group being the most successful and active. Other Groups have been formed around Program Tracks, national and educational activities/initiatives. During Year 13, UMD will work with the Member services and Outreach Task Force to assess the e-mail groups by each Program Track and based on that assessment, the e-mail groups will be fed, eliminated and or perhaps new groups initiated.

The goals of the Coalition Connection's Operation & Maintenance include:

- To broaden the Coalition's use of list serves to make it easier for both Coalition members and non-members to share ITS related information.
- To improve the Coalition's web presence to external audiences (outside of Coalition members).
- To provide improved access to traveler information from Maine to Florida.
- To improve the coordination and flow of important information among Coalition member agencies.
- To improve the coordination and flow of important information with Coalition working groups.