



## **Meeting Minutes Steering Committee**

**October 19, 2005  
Charleston, South Carolina**

*Note: Detailed presentations were made on the agenda items below. The presentations are posted on the web with the minutes at <http://www.i95coalition.org/meeting-minutes.html>.*

### **1. Welcome, Introductions, Outline of Meeting Goals**

Steering Committee Acting Chair Steve Koser welcomed everyone to the Steering Committee meeting, especially those in attendance for the first time and those participating by web conference. Self-introductions were made. Jim Mona was thanked for his efforts in closing out the Coalition's administrative contract with Connecticut DOT and the successful completion of the audit.

Steve Koser discussed the agenda for the day, including leadership elections, task force and projects updates, and discussions on the Coalition's name, awards program, and Reauthorization and its impact on the Coalition's priorities.

### **2. Leadership Elections**

John Baniak indicated that Mary Ameen had been serving as the Steering Committee Chair and, with her retirement earlier this year, nominations for leadership were solicited. The Steering Committee leadership term is initially two years and is staggered with the Executive Board leadership's two year terms. John Baniak reviewed the nomination process and reported on the nominations received.

**ACTION:** It was motioned, seconded and approved that Steve Koser (Pennsylvania DOT) and Donald Baker (New York State DOT) serve as Co-chairs of the Steering Committee for an initial term of two years, ending December 31, 2007.

### **3. Impact of Reauthorization on the Coalition's Program**

Nancy Ross provided an update on the Coalition's funding under SAFETEA-LU, the transportation bill signed by President Bush on August 10, 2005. The bill provides \$7,000,000 annually for the Coalition; the take-downs and actual annual obligation authority (i.e., real cash) for each year are not yet known. There are a significant number of opportunities in the bill for Coalition involvement in the rulemaking process and a sample of those were provided and discussed. It was suggested that the Coalition consider submission of testimony on management and operations rulemaking issues in the bill. The Coalition may also choose to submit formal comments to the docket.

Jeff Lindley, FHWA's Director of the Office of Transportation Management, provided the FHWA perspective and Coalition-specific details of the Reauthorization bill. Now that the bill has been passed, there's a significant amount of activity that will occur in operations and ITS, with emphasis on congestion management, traveler information, and freight movement. FHWA will be seeking input from a variety of sources through program guidance and possibly rulemaking. The administration of ITS will continue through the Joint Program Office (JPO) and the Coalition's earmark will most likely be delegated to JPO for monitoring. The Coalition has received pro-rated funding through each extension of TEA-21, amounting to 10/12 of the \$5,000,000 annual earmark under that bill. A one-time windfall is likely to occur since the funding of SAFETEA-LU is retroactive to the beginning of the TEA-21 extension period. Mr. Lindley encouraged the Coalition to participate in national efforts and to "think big" when considering the use of the additional funds.

#### **4. Task Force and Project Updates**

##### *Electronic Payment Services(Presented by Bill Stoeckert)*

- Regional Interoperability Standard (RIS) – The RIS was completed in July 2005 and includes a users' guide, physical and electrical specifications, software and protocol specifications and clearinghouse and messages specifications. It provides an open interoperable technical platform for contactless smart cards, card interface device (readers), a message set for standardized transactions, and a clearing and settlement process and system for inter-agency fare revenues. The next step is to develop an RIS Prototype.

##### *Intermodal Transfer of People and Goods (Presented by Marygrace Parker)*

- Rail Projects:
  - Northeast Rail Operations Study (NEROPs) – Interviews have been conducted with regional stakeholders to identify initial physical chokepoints, operational constraints and institutional issues. Next steps include completion of remaining interviews and continue efforts to develop consensus on definition, location, type, and impacts of regional chokepoints.
  - Mid-Atlantic Rail Operations Study (MAROPs) – Phase II is underway and involves revising the scope of work to refine the framework and specific activities, and working with the states and FHWA to finalize transfer of SPR funds.
  - Southeast Rail Operations Study (SEROPs) – This project will complete the rail picture in the Coalition region by identifying key rail activities, choke points and institutional issues in the Southeastern states. The approach will reflect key regional characteristics including population growth, changing shipper logistics patterns, and development of new passenger rail corridors and commuter services.
- Intermodal ATIS – Current tasks include work on the rural and mapping module, the adjacent agency trip planner integration module, the long distance/short distance coordination module, and the airport information module.
- Short Sea and Coastal Shipping – The final report and executive summary are almost complete and work is being conducted with MARAD to develop the study distribution list and identify the appropriate follow-on activities.

Commercial Vehicle Operations (Presented by Don Baker)

- Technical Assistance Projects:
  - Credentialing – This project will recommend a solution that will overcome barriers and improve the sharing of commercial vehicle credential data among I-95 Corridor Coalition states. Key factors to be examined and discussed include barriers to deploying and coordinating e-credentials systems and technical, institutional and funding issues.
  - Roadside – This project will provide an assessment of alternative electronic screening and roadside enforcement models in the I-95 Corridor Coalition. Some of the key issues to be addressed deal with current models meeting the needs of the states, the states' investigation of alternate technologies, and the tools/information available to roadside personnel.

Coordinated Incident Management (Presented by Henry de Vries)

- Milepost Marker/Ramp Designation Signing Study – This project will provide agencies with information on mile marker and ramp designations for implementation or improvement of such signing programs. It will also provide a foundation to initiate dialogue on a uniform mile marker/ramp designation sign standard for the Corridor and/or nationally. Tasks will include a review of best practices and a test of perceptions of the various signs and designations. The final report will document best practices in signing.
- Quick Clearance/Move It Best Practices – The objective of this project is to increase safety by achieving more consistent application of quick clearance and move-it practices throughout the Corridor. The Executive Summary of the full report was developed and has been distributed to Coalition members. Current activities and next steps include the establishment of a Safety Task Force QC/MI Working Group, discussing policy and legislative initiatives with the Safety Task Force, and development of the implementation toolkit and strategy.
- National Incident Management System (NIMS) – The Coalition is supporting the member states in complying with federal requirements to implement NIMS. Current projects include the development of a NIMS training package for TOCs and standardization of emergency responder apparel.

Inter-regional Multimodal Travel Information (Presented by Bill Stoeckert and Rob Bamford)

- Baltimore MMTIS – This project will provide accurate and timely traveler information, encourage transit use, and develop a self-sustaining ATIS that is owned, operated, and maintained by the private sector. The current prototype demonstration will use data from cellular probes, CHART, and the Baltimore County 911/PSAP. It was noted that the State of Missouri is implementing a statewide program using the same technology as the Baltimore MMTIS.
- Trips123 TransitAdvisor Enhancement – The enhancement's functional requirements and system design have been approved and the software development has been completed. The final systems acceptance testing and production environment integration will be completed by November 2005.

## Program Management

- Safety Task Force – Nancy Ross provided an update of the Safety Task Force’s evolution and progress since its inception earlier this year. Recent activities include the development of a mission statement and objectives, outreach to other safety organizations, a Safety Task Force page on the web site, and a safety e-mail group. A Safety Forum is planned for October 20 in Charleston, South Carolina; the agenda addresses non-traditional approaches to safety, updates on safety requirements and funding in SAFETEA-LU, and host state experiences as the lead state in lane departure and work zone crashes. The Task Force’s next steps include identification of leadership for each working group, moving forward with one goal for each working group, and collaborating with PTC co-chairs regarding support to existing projects.
- Performance Measures Task Force – Noreen Hazelton provided an overall perspective on the recent and upcoming activities of the Performance Measures Task Force. Information on the Task Force’s priorities, membership, current and future work, and survey results were outlined. The Task Force’s upcoming work includes an assessment of how Coalition programs and projects have helped achieve the Coalition’s strategic objectives, and initiating discussions on how Coalition collaboration has improved system performance in the corridor.
- Information Systems Network (ISN) - This project is developing the architecture and concept of operations to link real-time information systems access across jurisdictional boundaries of the Coalition. Bill Stoeckert provided an update on the Information Systems Network project, detailing the background, ISN Concept of Operations, and future activities. The Concept of Operations was recently completed and addresses the current systems, justification for and nature of changes, concepts for the proposed system, operational scenarios, summary of impacts, and analysis of the proposed system. Next steps for the project are to assess architecture alternatives, review the preliminary assessment by the ISN project team and, if satisfactory, proceed to the Year 13 project of developing detailed functional requirements and a high-level design of alternatives.
- Integrated Corridor Analysis Tool (ICAT) – ICAT is a tool for providing archived operational data across jurisdictional lines. Bill Stoeckert reviewed the status of the ICAT project, including the background, overview, and objectives. The objective of the project is to make the corridor network the source when looking for regional (multi-state/multi-jurisdictional) transportation information. Of the current project components, the following are complete: base line layer and evaluation, initial corrective processing on line work, develop/apply LRS for National Data (NHPN), and obtain transportation databases for integration. The integration of 8-10 data sources is in progress. Next steps for the project include continuing to obtain and relate state and local data, develop the data delivery system (FTP site), and document and develop the data dictionary. Year 13 activities are to complete state & local data integration (for a total of 17 jurisdictions), develop network analysis tools, and develop truck & auto trip tables for the entire corridor.
- Member Services & Outreach Program - Noreen Hazelton detailed recent and upcoming Member Services & Outreach Program activities including website updates, meetings and events, NTOC/NAWG efforts, and reauthorization outreach. To increase participation at Coalition meetings and to better utilize technology, research is being conducted on web and video conferencing options. The winner of the recent photo contest was announced, noting that 158 entries were received from 21 different sources.

## 5. Discussion Items

- Post-Reauthorization Priorities – John Baniak moderated a discussion on the direction of the Coalition’s program now that funding is secured through SAFETEA-LU. The focus areas discussed were in the categories of projects, program, performance, partners, participation and policy support. Comments noted were as follows:
  - Communications:
    - The Coalition should assist with communications between DOT’s and Public Safety officials.
    - Among other efforts, the Coalition could conduct a communications forum.
  - Private Partnerships:
    - Reaching out to the private sector may reap additional partnerships and funding sources.
    - Program Track Committees are creating outreach plans and discussing targeting specific public and private sector membership.
    - Private roadway ownership creates a new role for private partners and for their affiliation with DOT’s.
  - Meeting Participation:
    - Subsidizing travel is a slippery slope and should be avoided.
    - Videoconferencing is being evaluated and its primary challenge pertains to the trade-off between access and cost. Certain forums and meetings are more suited for web and videoconferencing.
    - Summaries or CD’s can be created following forums and events for distribution to those unable to attend.
  - Additional Funding (“Windfall”) – Options suggested for the unexpected funding include: folding them into the next year’s work plan process; releasing an RFP for ideas; accelerating key projects that have been funded in small segments; and revisiting previously deferred projects. It was also suggested that some of the funds be set aside for the immediate funding of new and time-sensitive projects. The Coalition may want to concentrate on the Board’s priorities of Rail, CVISN, Quick Clearance, ICAT/ISN, Safety, Communications, Privatization, and Security. Coordination with FHWA should occur for these efforts. Any additional thoughts or ideas should be forwarded to John Baniak at [jbaniak@nycap.rr.com](mailto:jbaniak@nycap.rr.com).
- Coalition Name Change – To distinguish the I-95 Corridor Coalition as a multimodal transportation organization rather than a group dedicated to a single interstate, the Committee was asked to consider the impact and possibilities of a name change. If a name change is decided upon, brand recognition needs to be in place by January 2007 to prepare for the next reauthorization cycle. The options include keeping the same name and doing nothing, marketing it, and/or adding a tag line to describe it better, or selecting a new name. The majority at the meeting indicated that keeping the name the same and marketing it better was the preferred option.
- Awards Program – An Awards Dinner will be held at the Coalition’s Annual Meeting in December and nominations will be sought for awards in the categories of project, champion and leadership. The awards will be based on worthy nominations as judged by Coalition leadership and all may not be awarded annually. Information on the nomination process will be distributed in the near future and will include a simple form for completion and submission.

## **6. Events and General Updates**

### Upcoming Events

The agenda for the following upcoming Coalition events were reviewed:

- Safety Forum – October 20 – Charleston, SC
- Coordinated Incident Management Annual Meeting – December 11 & 12 – Saratoga Springs, NY
- 2005 I-95 Corridor Coalition Annual Meeting – December 12, 13 & 14 – Saratoga Springs, NY

Committee members noted the following upcoming events:

- Tri-region Incident Management Conference (Washington DC, Maryland and Virginia) – January 5 & 6 – Washington, DC
- Road Pricing Workshop – January 22 (in conjunction with TRB) – Washington, DC

### Next Meeting

The next meeting will be held in April, 2006; details will be provided when the date and location are determined. The primary activity will be the review of the Year 14 project ideas and submission of a proposed Work Plan to the Executive Board. It was noted that the 2006 ITS America meeting was planned for early May in Philadelphia and that the Steering Committee may want to meet during that event. It was also stated that the receipt of the unexpected windfall may necessitate a meeting prior to the spring meeting on the annual work plan.

### Other Business

There being no further business, the meeting was adjourned.