

**STEERING COMMITTEE MEETING MINUTES
I-95 CORRIDOR COALITION
WILMINGTON, DE
FEBRUARY 1, 1994**

ATTENDEES: See attached list

AGENDA: See attached

1. Public/Private Partnerships Update

Bill Stoeckert and Charles McManus, co-chairs of the Public/Private Partnership (PPP) Working Group, led the discussion which was based on a handout (attached) outlining the issues and options related to private sector involvement. They stated that many in the private sector want more information about Coalition business opportunities and the activities of the Coalition in general. The businesses are anxious to work with the Coalition, but have the impression, correctly, that the Coalition is not prepared at this time to enter into partnerships. They feel that the four to six weeks typically allotted for proposal submittals is too brief for the types of projects contained in the Business Plan. These issues need to be addressed before the Coalition can evolve from a working relationship with the private sector that focuses on vendor opportunities to one that focuses on partnerships. The PPP working Group will play a key a role in addressing these issues.

The following options are being considered for private sector participation in the Coalition:

1. Full membership in the Coalition for a number of private firms;
2. Associate membership in the Coalition for a number of private firms;
3. Umbrella membership in the Coalition representing the private sector as a whole;
4. Project-specific PPP working groups convened by Technical Review Committee Chairs.

Larry Yermack pointed out that the first option would allow the Coalition to expand its leadership beyond the ranks of government with private sector firms playing a role more meaningful than the usual one of vendor. He called for a second workshop to focus on mechanisms for fostering Public/Private Partnerships. Mr. McManus said that representatives of the private sector had offered to organize a second conference, and this will be taken under consideration.

Steve Kuciemba suggested that private sector involvement in the Coalition should follow the natural progression represented by the options taken in reverse order (4, 3, 2, 1).

There was general support for pursuing the fourth approach for the short run.

There was some discussion of making information more widely available. Mr. McManus recommended that the Coalition regularly apprise several key publications (such as IVHS America's newsletter and Transportation Research News) of the information items we have available to the public. Mr. McManus also suggested that the Coalition consider charging those who request information in order to recover the costs of providing the documents. Jim Robinson of FHWA said that this would be allowed, although several people present disagreed with this idea. It was noted that the following items are publicly available, although they have not necessarily received widespread public distribution: (1) the Business Plan; (2) the quarterly newsletter; (3) RFP notices via IVHS America's Information Clearinghouse; and (4) the inventories of projects and technologists. The PPP Working Group will consider establishing a subscription service procurement publication as recommended by Jim Robinson.

Mr. McManus and Mr. Edelman recently met with a group of New Jersey-based universities and companies to discuss upcoming Coalition activities. This meeting helped clear up any misunderstanding that the Coalition is ready to enter into partnerships with business. Mr. Mcmanus and Mr. Edelman stressed that the Coalition should, of course, accommodate requests from Universities and businesses from other states for similar meetings in the future.

2. Highway Operations Group Update

Bernie Wagenblast, co-chair of the Highway Operations Group (HOGs), discussed recent HOGs activity and plans for the near future. The most recent meeting of the HOGs was hosted by Pennsylvania DOT in St. Davids, Pennsylvania, on January 26. The meeting was well attended, despite adverse weather conditions. The Maine State Police were represented for the first time at a HOGs meeting.

State police departments are a key contact on incidents, sometimes as a source of information and other times as a recipient. Their increased involvement in the Coalition is critical if region-wide incident response is to improve. To this end, a letter of invitation has been drafted and will be sent to those police departments which are not yet active participants in the Coalition.

Mr. Wagenblast noted that the volume of incidents reported to the Coalition through TRANSCOM, particularly in January, was much higher than anyone expected when the HOGs was created.

Mr. Wagenblast reported that the Coalition's HAR message was aired on systems throughout the corridor over the Thanksgiving and Christmas holidays. Future messages will be aired on upcoming major holiday weekends. Several attendees of the HOGs meeting commented that the message, by mentioning the words *I-95 Corridor Coalition*, gave listeners the impression that only I-95 would be the subject of updated messages. This may have confused listeners traveling on facilities other than I-95. The Steering Committee decided that future messages should avoid this ambiguity by not mentioning *I-95*; instead, a suitable substitute such as *Northeast Corridor Coalition* should be used, and the participation of various agencies in the Coalition should be emphasized. Larry Yermack stated that, in general, the name *I-95 Corridor Coalition*

confuses the public and other constituents about the true geographic and modal scope of the Coalition. He suggested, therefore, that the Coalition consider changing its name. Mr. Edelman agreed to present the issue to the Executive Board.

The Construction Advisory has been issued approximately once a month, with spring and summer distribution planned for once every two weeks. The increased frequency will be needed to keep up with the increase in construction activity during these seasons.

Mr. Edelman requested that the HOGs share a periodic listing of incidents with the Steering Committee and the Executive Board. It was agreed that the I-95 N.E. Consultants would handle the distribution of this list.

All Coalition Agencies are now on the HOGs mailing list.

The next HOGs meeting will take place in April in Richmond, Virginia (specific time and location to be determined). A September meeting will take place in Maine.

3. Functional Requirements and Technology Update

Don Hubicki, chair of the Functional Requirements and Technology (FRAT) Working Group, gave a brief description of the agenda for the February 2nd FRAT meeting. The meeting would include presentations by IVHS America, a GIS firm, and FHWA. Mr. Hubicki stated that for future technology-related presentations, the FRAT group is trying to avoid sales pitches. Rather, the purpose will be to educate the Coalition about the capabilities of state-of-the-art technologies. Upcoming presentations may include NYNEX on cellular phone technology and a firm on market research. Also, on the next day the FRAT group made recommendations on revisions to the second year of the Business Plan in light of the request from FHWA.

Several Coalition members have begun using America Online's Electronic Mail. Over the next several months, Steering Committee members, the working groups, and the Technical Review Committees are expected to make much greater use of E-mail for day-to-day correspondence.

4. Budget and Policy Working Group

Matt Edelman announced that Larry Yermack would be the new Co-Chair of the Budget and Policy (B&P) Working Group, replacing Henry Peyrebrune. Dennis Lebo, the other Co-Chair of the B&P Working Group, reported that the Funding Task Force has developed DBE and matching guidelines for Coalition projects. The B&P Working Group will be working on an annual budget element of the Business Plan, implementing Funding Task Force guidelines, and doing external affairs and outreach for the Coalition. It is also addressing the following organizational issues:

- At what point does the Coalition need to be more formally organized (possibilities include by-laws and incorporation, among others)?

- Does the Coalition as a whole need legal assistance in addition to that currently received by individual member agencies, particularly in light of the increasingly complex relationships with the private sector that are likely to evolve from the Public/ Private Partnerships group?

Larry Yermack requested volunteers to serve on the B&P Working Group. Volunteers should be agency staff with a background in government and policy. Matt Edelman said that the membership of B&P does not have to have representatives from every Coalition member agency, in contrast to HOGs, which needs representatives from every agency in order to function effectively.

Matt Edelman noted that the AAA Foundation for Traffic Safety, representatives of key users of the I-95 corridor, would become a new member of the Steering Committee. Two people noted that wreckers and towers have been disappointed in the past because they were not included in discussions between DOTs and AAA. Someone asked if other interest groups (such as the American Association of Retired Persons (AARP), the Environmental Defense Fund (EDF), municipal government organizations, etc.) will be allowed to join the Coalition, assuming they express a desire to do so. Matt Edelman responded that for the foreseeable future, membership in the Coalition will be restricted to the major modal transportation interests and industry groups that provide transportation. He noted that the National Industrial Transportation League should be considered for membership given their representation of shippers.

5. Project Management Plan

Matt Edelman discussed the recently-developed Project Management Plan, including the need for the plan and its components. A key element of the plan is the Technical Review Committees (TRCs). Each project will have a TRC, consisting of a Chair and volunteer members from Coalition agencies. Each TRC will also include a representative of the procurement agency and a representative from FHWA. The TRC will be responsible for contractor selection and oversight. The Chairs of the various TRCs are as follows:

<u>Project</u>	<u>TRC Chair</u>
1. Information Exchange Network	Al Karoly (NY State DOT)
2. Incident Management	Jim Mona (ConnDOT)
3. Surveillance Requirements/Technology	Paul Carris (NJ DOT)
4. Commercial Vehicle Program	Marygrace Parker (NYS Thruway)
6. User Needs and Marketability	Mary Ameen (NJ Hwy. Auth.)
8. Traveler Information System	Harvey Knauer (PennDOT)
9. Coordinated VMS/HAR System	Brian Smith (VDOT)
12. Intermodal Outreach and Info. Exchange (Amtrak)	David Carol

The Steering Committee accepted the Management Plan, which will now be presented to Hal Kassoff.

6. Administrative Management Position

While at the meeting, it was announced that we were ready to advertise the position publicly. Since then, four candidates from Coalition agencies have come forth. A selection committee of Steve Kuciemba, Morey Rothenberg, as well as Jerry Kerwin, who volunteered at the meeting, will select from among the four candidates.

7. Technology Coordination Management

At the last Executive Board Meeting, Dennis Lebo, Don Hubicki, and Matt Edelman were charged with developing a proposal for the Executive Board which would ensure rigorous technical coordination among various Coalition projects. After full discussion it was agreed that the Steering Committee will recommend to the Executive Board that the Coalition hire one or more technical coordination staff to meet this need. It was suggested that the job specifications presented to the Executive Board should include sample job tasks. It was also recommended that the Coalition investigate the possibility of receiving a loan of staff from the private sector similar to IVHS America's recent arrangement. Matt Edelman, Don Hubicki, and Dennis Lebo will now prepare a recommendation to the Chairs of the Executive Board noting position description(s), appropriate level(s), and function(s).

8. Status of Year 1 Projects

Morey Rothenberg discussed the status of Year 1 projects. Their status is summarized here:

<u>Initiative</u>	<u>RFP Status</u>	<u>Contracting Agency</u>
Information Exchange Network	Start Work Imminent	Delaware DOT
Incident Management	Start Work Imminent	Delaware DOT
Surveillance Requirements/ Technology	RFP Complete, Advertisement this Week	Virginia DOT
Commercial Vehicle Operations Program	RFP Complete, Advertisement this Week	Pennsylvania Turnpike
Public/Private Sector Outreach	Forum Complete, Effort Continuing	Delaware DOT
User Needs and Marketability	RFP Complete, Advertisement this Week	Pennsylvania Turnpike
Consulting Services	Underway	Delaware DOT
Traveler Information Systems	RFP Complete, Advertisement this Week	Pennsylvania Turnpike
Coordinated VMS/HAR System	Start Work Imminent	Delaware DOT
Intermodal Outreach/ Information Exchange	RFP Complete, Advertisement this Week	Port Authority of NY/NJ

A Notice of Availability of Requests for Proposals for five Coalition projects was recently advertised in Engineering News Record, Urban Transportation Monitor, agency business publications, and newspapers throughout the corridor (see attached notice).

Don Hubicki recommended that the TRC Chairs should develop more detailed time schedules for their projects and that these schedules should be used at future Steering

Committee meetings to monitor progress.

Jim Robinson recommended that for each project, the Coalition adopt the contracting and evaluation process of the contracting agency; if this is done, FHWA Division Offices will not have to approve a new contracting procedure.

9. Future Federal Funding

Steve Kuciemba said that recent discussions with the FHWA indicate that the Coalition may be able to increase its 1994 funding above the current level of \$1 million by submitting specific project proposals to FHWA.

The Coalition will also seek funding from other sources, including Congressional earmarking. A Congressional Briefing on the Coalition took place on February 7. A briefing for Del Davis, Representative Carr's staff member on the Transportation Appropriations Subcommittee, also took place on the same day.

10. Year 2 Projects, and the effect of 1994 funding uncertainties

The Coalition requested \$12.5 million in funding for Year 2, but received only \$1 million.

By using its discretionary funds, FHWA may be able to increase this amount. The Coalition must submit a proposal for funding to FHWA by March 1, 1994. Jim Robinson recommended that the proposal describe potential sources of funding in addition to FHWA.

Morey Rothenberg discussed several options for maintaining a viable program in the face the Year 2 funding shortfall. Options include stretching out the program, cutting back the program, or some combination. Until actual funding levels for FY 94 and FY 95 are determined, the future program will remain flexible.

Jim Robinson suggested that the Steering Committee review the phasing and priority of the Business Plan projects in the near future and thereafter on an annual basis. This was agreed to, with the first step to be an initial review to be performed by the FRAT group at their upcoming meeting.

The next meeting of the Steering Committee is scheduled for April 27 in Richmond, Virginia.

ATTACHMENTS

- Agenda
- Attendance Sheet
- Public/Private Partnership Working Group Agenda for 1/28/94 meeting
- Notice of Availability of RFPs