



Meeting Minutes Steering Committee

**March 13, 2002
Portsmouth, Virginia**

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. A moment of silence was held in remembrance of Stephen Moore (Delaware River and Bay Authority), a Steering Committee member who passed away in December. John Baniak expressed appreciation for Steve's active participation in and contributions to the Coalition.

Mary Ameen discussed the agenda for the day, including the items requiring action by the Steering Committee.

2. Strategic Plan Update

Steering Committee Vice Chair Carl Croce outlined the activities leading up to the development of the draft Strategic Plan Update provided for discussion at this meeting. The initial concept was presented to the Program Management Committee in January, and was based on discussions from the Joint Leadership Workshop in December.

Gary Euler reviewed the proposed outline of the Strategic Plan Update, indicating that the document would explain who the Coalition is, describe the problems and growth, detail the strategic level guidance, what the Coalition has and what the Coalition plans to accomplish, and its resource needs. The conclusions reached are that travel crosses jurisdictional boundaries and that the Coalition provides the forum and framework for cooperatively resolving issues.

Carl Croce opened the floor for discussion on the draft document. The following comments were noted:

- All members generally agree that 'transportation operations' needs to be done; the Coalition is positioned to look at operations on a regional basis. Strengthen reference to operations in the document.
- The document includes substantial statistics; these need to be linked to conclusions about the Coalition's role based on the analysis of those statistics.
- There's too much in the front of the document; the reader won't get to the issues/resolutions quick enough. An Executive Summary should fill the first 1-2 pages.
- The Strategic Plan and Business Plan aren't on the same timetable and it doesn't seem reasonable to combine them into a blended document.
- The statistics should be more concise/visual.
- Consolidate the vision, mission and goals.
- Add a bullet on the ATIS projects in the "Benefiting the Traveling Public" section.
- Outline the Coalition's training programs in the "Benefiting Member Agencies" section.

These comments will be considered with those made by the Strategic Planning Task Force and Program Management Committee. Don Baker, Kevin Barron and Mark Muriello volunteered to review the document following the next revision. The resulting document will then be presented to the Executive Board at its April meeting. Any additional comments should be sent to Gary Euler at euler@pbworld.com.

3. Work Plan Development

Mary Ameen informed the Committee that representatives from the Coalition met with FHWA staff in January to provide an update on activities and receive feedback. Coalition Staff and Leadership reviewed major projects, the future of the Coalition, financial management and program management. FHWA indicated that the Coalition should consider additional emphasis on 511 and security issues to assist member agencies with their efforts.

Preliminary Overview of Funding

John Baniak reviewed the available funding for FY '02 (Year 10) projects. The Federal Earmark for the year (less standard FHWA reductions) is \$4,100,000. Coalition staff (\$500,000), Coalition Connection Operations & Maintenance (\$100,000), TRANSCOM – IEN & Communications Center (\$350,000), and Consultant Support (Program Management - \$400,000; Track Logistics - \$700,000) expenses reduced the available funds for projects to a total of \$2,050,000.

Project Selection Process

Mary Ameen 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 on April 14. 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.

Program Track #1: Program Management

Robert Pento reviewed the proposals for Program Track #1:

<i>Project</i>	<i>Requested</i>	<i>Steering Committee Comments</i>	<i>Approved</i>
Outreach Program	\$490,000	• These costs include the printing and development of the popular travelers alert map.	\$400,000
Information System Network Concept and Architecture	\$450,000	• Need to look for overlap with ISCOM; possible efficiencies	\$400,000
IEN Update Phase II	\$0	• Funded under PTC #3	\$0
ISCOM Standards Definition and Outreach	\$100,000	• Deferred; remaining funds from prior years may be sufficient.	\$0
Totals	\$1,040,000		\$800,000

Program Track #2: Inter-regional Multimodal Travel Information

Kevin Barron reviewed the proposals for Program Track #2:

<i>Project</i>	<i>Requested</i>	<i>Steering Committee Comments</i>	<i>Approved</i>
Enhancing the Development of Integrated 511 Systems in the Corridor	\$75,000	• \$25,000 is available from funding allocation in prior year for this activity.	\$0
TRIO (Traveler Information on Line)	\$350,000		\$200,000
Totals	\$425,000		\$200,000

Program Track #3: Coordinated Incident Management

Marygrace Parker reviewed the proposals for Program Track #3:

<i>Project</i>	<i>Requested</i>	<i>Steering Committee Comments</i>	<i>Approved</i>
IEN Web-based Enhancements	\$250,000	• Having funding lined up now will leverage upgrade currently in process.	\$225,000
Continuation of NY Metro HOGs Communication Project	\$90,000	• Not unique to the Coalition.	\$0
Continuation of Delaware Valley Video Sharing Project	\$50,000		\$50,000
FHWA Incident Management Pooled Fund Studies	\$10,000	• Committee Co-chairs will attend and relay information between FHWA and the Coalition	\$10,000
Totals	\$400,000		\$285,000

Program Track #4: Commercial Vehicle Operations

Don Baker reviewed the proposals for Program Track #4:

<i>Project</i>	<i>Requested</i>	<i>Steering Committee Comments</i>	<i>Approved</i>
Training and CVISN Workshop Support	\$80,000		\$80,000
CVISN Safety and Security Screening	\$150,000		\$125,000
FMCSA CVISN Deployment and Information Exchange Forum	\$40,000	• Other sponsor funds may be available.	\$25,000
Truck Stop Electrification Feasibility Study	\$150,000	• This project needs further clarification.	\$0
CVISN Outreach Video	\$50,000	• The Committee offered to cut its two lower priority projects.	\$0
Totals	\$470,000		\$230,000

Program Track #5: Intermodal Transfer of People and Goods

Gene Donaldson reviewed the proposals for Program Track #5:

<i>Project</i>	<i>Requested</i>	<i>Steering Committee Comments</i>	<i>Approved</i>
Freight #1: Port Pass	\$75,000	• Endorsed by PTC #6	\$75,000
Freight #2: Container Security	\$125,000	• Endorsed by PTC #4	\$125,000
Freight #3: Port Inland Distribution Network (PIDN)/ FIRST Interface	\$241,250	• Several agencies submitted letters endorsing this project. • Deferred by Chair because of fund limitations.	\$0
Passenger #1: Phase III of the Intermodal Passenger Traveler Information System	\$150,000	• Joint project with PTC #2	\$150,000
Freight/Passenger #1: Funding Supplement for the Intermodal Leadership Conference	\$35,000		\$35,000
Totals	\$626,250		\$385,000

Program Track #6: Electronic Payment Services

Corey Hill reviewed the proposals for Program Track #6:

<i>Project</i>	<i>Requested</i>	<i>Steering Committee Comments</i>	<i>Approved</i>
Clearinghouse Demonstration Project	\$200,000	• Consider waiting until partners come together.	\$150,000
Expansion of E-ZPass Technology for Exclusive Bus Priority Turning Lanes in New York City	\$150,000	• Would not be of significant benefit to the Corridor. • Needs clarification.	\$0
Totals	\$350,000		\$150,000

Discussion/Approval

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

ACTION: The Committee recommended the FY '02 (Year 10) 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

The following events were highlighted:

Rural Information Exchange Forum – The Coalition and the University of Massachusetts co-hosted a Rural Transportation Issues Forum on March 7 in Amherst. Of the approximately 70 attendees, a substantial number were from the northern region of the Corridor. John Cogliano, Acting Commissioner for MassHighway, moderated the afternoon panel.

Executive Board/NASTO – The Coalition’s Executive Board meeting will be held on April 14 in conjunction with the NASTO conference in Newport, RI. The Coalition will also be represented on a NASTO panel featuring the Mid-Atlantic Rail Operations Study (Tuesday morning); John Melrose will serve as moderator for that panel.

AASHTO Washington Briefing – John Baniak and Noreen Hazelton attended this event, bringing back information on the negative RABA and on reauthorization issues. Discussions were also held on Amtrak and the passenger rail situation.

Security Forum – The Coalition has been approached by FHWA to sponsor a regional security forum. FHWA is planning to do 5-10 forums around the nation. The courses are currently being developed; the Coalition’s role would be to help with coordination and facilitation. The event will most likely be held in the New England area and include discussions on multi-state and border issues.

5. Next Meeting

The next meeting of the Steering Committee will probably be held in conjunction with the FHWA Security Forum, in August or September. The preliminary topics include reauthorization, major project reviews, and the Coalition’s role in security.

6. Other Business

- TRB is conducting an INFOstructure Forum (August 21-23); it was suggested that the Coalition send a representative to that event.
- The Southern Resource Center has again suggested that South Carolina, Georgia and Florida are interested in joining or participating in Coalition activities. A meeting may be set with representatives from those state DOT’s for further discussions.

There being no other business, the meeting was adjourned.