



I-95 CORRIDOR  
COALITION

## MEETING MINUTES STEERING COMMITTEE

April 4, 2000  
Hanover, Maryland

AGENDA: See attached

ATTENDEES: See attached list

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

Steering Committee Chair, Bill Stoeckert, welcomed everyone, especially those in attendance for the first time. Self introductions were made. Maryland State Highway Administration was thanked for providing the meeting facility.

Mr. Stoeckert discussed the agenda for the day, including the items requiring action by the Steering Committee: AAMVA request for affiliate membership and the Year 8 work plan.

### 2. AAMVA Request for Membership

The American Association of Motor Vehicle Administrators (AAMVA) requested affiliate membership in the I-95 Corridor Coalition. The Program Management Committee, at its meeting on February 11, 2000, determined that the request should be forwarded to the Steering Committee for consideration. The Coalition's membership guidelines require Steering Committee approval for affiliate membership.

**ACTION:** Following a discussion, the Steering Committee voted to approve AAMVA's request for affiliate membership in the I-95 Corridor Coalition.

### 3. Work Plan Development

Mr. Stoeckert reviewed the work plan development timetable noting that the Year 8 work plan produced at this meeting would be forwarded to the Executive Board for approval on April 30. The Coalition will then be required to submit the work plan to FHWA by June 1. In reviewing projects for the Year 8 work plan, the Steering Committee was asked to consider the results of the Coalition meeting with FHWA in January and the Executive Guidance issued following the Fall Leadership Meeting. The meeting agenda with FHWA included the following topics:

- Continued Match Flexibility
- Link Goals/Projects to Integration
- Incremental Approach to Framework
- Participate in National Standards Testing
- Evaluation – Self/National
- Training – Strategic Focus/Context
- Interoperability Goal
- CVISN Support

The Executive Guidance issued in November recommended the following standards for Year 8 projects:

- Focus on Goals and Objectives
- Plan for the Longer Term
- Consider Intermodal Needs
- Consider Information Exchange, Education and Training Needs
- Identify Opportunities to Work with Other Organizations
- Assess Performance

Mr. Stoeckert also mentioned that the agenda for the Executive Board Meeting will include the Year 8 Work Plan, a discussion on Transportation Operations, the Business Plan 2000 Update, and the Stakeholders Report.

#### Preliminary Overview of Funding

John Baniak reviewed the available funding for Year 8 projects. The Federal Earmark for the year (less standard FHWA reductions) is \$3,932,105. Adding the balances available from closed projects (\$348,374) to the Earmark results in \$4,280,479 of total available funds. Coalition staff (\$425,000), consultant support - program management (\$600,000), consultant support – track logistics (\$700,000), TRANSCOM – communications (\$200,000), and TRANSCOM – IEN Operations & Maintenance (\$180,000) expenses reduced the available funds for projects to \$2,175,479.

A discussion followed the funding review. It was mentioned that the funding for the above mentioned items should be monitored and possibly reduced to provide additional funds for projects. The Program Track Committees will be provided with support cost details and budgets in an effort to control expenses.

**ACTION:** By show of hands, the Committee decided to accept the funding as outlined. The Committee also decided that (1) the Program Management Committee should review the annual costs prior to the Year 9 work plan process, and (2) that Transcom activities should be considered a program function for reporting purposes.

#### Year 8 Project Presentations

Mr. Stoeckert introduced the format for presentation and discussion of the proposed project ideas. Representatives from each program track would make a short presentation to review their proposals, followed by a discussion period (see presentations attached). 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 Year 8 work plan. Unlike prior years, the Program Management Committee did not conduct an initial review of the proposed projects. Project requests (\$4,262,475) significantly exceeded the available funding (\$2,175,479) and Program Track Leaders were asked to consider either reducing the amount requested or shifting some phases of the projects to Year 9.

Following the presentations, Steering Committee leadership developed a recommended work plan based on comments made. Listed below are the proposed projects, comments, and approved funding levels.

Program Track #6: Electronic Payment Services

Leisa Moniz, representing Dave Moretti, reviewed the current projects and the proposals for Program Track #6.

Project	Requested for Year 8	Steering Committee Comments	Approved for Year 8
EPS Framework for the I-95 Corridor Coalition, Phase II	\$470,000	<ul style="list-style-type: none"> <li>• Time critical to conduct in Year 8.</li> <li>• concern was expressed regarding whether an op test could be leveraged with related projects in the Corridor.</li> <li>• No match indicated; partners are recommended.</li> <li>• Track Priority: 1</li> </ul>	\$250,000
Active Transponder Tech. for Vehicle Access at the Rensselaer Rail Station	\$25,000	<ul style="list-style-type: none"> <li>• No other organization is currently conducting a similar project.</li> <li>• Track Priority: 2</li> </ul>	\$25,000
Totals	\$495,000		\$275,000

Program Track #5: Intermodal Transfer of People and Goods

Gene Donaldson reviewed the current projects and the proposals for Program Track #5.

Project	Requested for Year 8	Steering Committee Comments	Approved for Year 8
Freight #1: Multi-Client Port/Terminal Access Deployment Initiative	\$80,000	<ul style="list-style-type: none"> <li>• Track Priority: 1</li> </ul>	\$80,000
Freight #2: Philadelphia Port Access System and Data Requirements	\$77,000	<ul style="list-style-type: none"> <li>• Track Priority: 3</li> </ul>	\$77,000
Freight #3: Intermodal Freight and ITS Course	\$45,000	<ul style="list-style-type: none"> <li>• Defer – consider Year 9 funding.</li> <li>• Track Priority: 5</li> </ul>	\$0
Passenger #1: Intermodal Passenger Traveler Information System – Phase 2	\$420,000	<ul style="list-style-type: none"> <li>• Consider two-phase funding with balance in Year 9.</li> <li>• No other funding or match listed.</li> <li>• Phase I will be complete; not yet ready for deployment/integration.</li> <li>• Track Priority: 2</li> </ul>	\$250,000
Passenger #2: Intercity Bus Operations/Roadway Information Systems	\$60,000	<ul style="list-style-type: none"> <li>• Defer – consider Year 9 funding.</li> <li>• Review against other projects (i.e., Fleet Forward).</li> <li>• Track Priority: 4</li> </ul>	\$0
Passenger #3: ITS Integration Guidelines for Intermodal Passenger Facilities	\$100,000	<ul style="list-style-type: none"> <li>• Defer – consider Year 9 funding.</li> <li>• Track Priority: 6</li> </ul>	\$0
Totals	\$782,000		\$407,000

Program Track #4: Commercial Vehicle Operations

Dan Smyser reviewed the current projects and the proposals for Program Track #4.

Project	Requested for Year 8	Steering Committee Comments	Approved for Year 8
Generation 2: Advanced Traveler Information System for CVO	\$187,275	<ul style="list-style-type: none"> <li>Recommendation is to focus on business model based on Phase I report, and rest stop survey.</li> <li>Track Priority: 1</li> </ul>	\$75,000
CVISN Training/Project Planning for New States	\$100,200	<ul style="list-style-type: none"> <li>Funding may be available from unused portions of prior years' CVO projects.</li> <li>Track Priority: 2</li> </ul>	\$100,200
Totals	\$287,475		\$175,200

Program Track #3: Coordinated Incident Management

Jude Depko and Tom Martin reviewed the current projects and the proposals for Program Track #3.

Project	Requested for Year 8	Steering Committee Comments	Approved for Year 8
Continuation of the Incident Management Training Program	\$130,000	<ul style="list-style-type: none"> <li>Continuation of ongoing project.</li> <li>NHI may have similar training programs.</li> <li>CITE program may have a module that can be modified to fit incident management training needs.</li> <li>Resources should be used to investigate existing courses which cross jurisdictional boundaries.</li> <li>Track Priority: 1</li> </ul>	\$50,000
Coordination of Coalition Incident Management Activities with Other Priority Corridor and Model Deployment Initiative Sites	\$15,000	<ul style="list-style-type: none"> <li>Can be included in Coalition Connection project.</li> <li>Track Priority: 4</li> </ul>	\$0
Delaware Valley Diversion System	\$150,000	<ul style="list-style-type: none"> <li>Track Priority: 3</li> </ul>	\$75,000
Delaware Valley Video Sharing	\$150,000	<ul style="list-style-type: none"> <li>Consider funding balance in Year 9.</li> <li>Track Priority: 5</li> </ul>	\$50,000
Multi-state Electronic Data Recorder Enhancement, Implementation & Training	\$100,000	<ul style="list-style-type: none"> <li>Continuation of ongoing project.</li> <li>Track Priority: 2</li> </ul>	\$100,000
Totals	\$545,000		\$275,000

Program Track #2: Inter-regional Multimodal Travel Information

Kevin Barron reviewed the current projects and the proposals for Program Track #2.

Project	Requested for Year 8	Steering Committee Comments	Approved for Year 8
Tri-State Rural Advanced Information System	\$500,000	<ul style="list-style-type: none"> <li>Track Priority: 2</li> </ul>	\$200,000
TRIPS 123	\$165,000	<ul style="list-style-type: none"> <li>Track Priority: 3</li> </ul>	\$0
Baltimore Regional Multi-modal Traveler Information System	\$300,000	<ul style="list-style-type: none"> <li>All of the projects were determined to have merit. Funding was approved based on the Program Track's priorities.</li> <li>Track Priority: 1</li> </ul>	\$300,000
Totals	\$965,000		\$500,000

Program Track #1: Program Management Committee

Bruce Bender reviewed the current projects and the proposed Information System for Operations and Management project. The task force chairs reviewed their project proposals, as follows: Nancy Ross (Outreach), Mary Ameen (IEN/Northeast Transportation Information Network), and JR Robinson (Coalition Connection/Clearinghouse).

Project	Requested for Year 8	Steering Committee Comments	Approved for Year 8
Northeast Corridor Transportation Information Network (IEN)	\$350,000	<ul style="list-style-type: none"> <li>Track Priority: 4</li> </ul>	\$200,000
Coalition Connection: Operate and Maintain	\$112,000	<ul style="list-style-type: none"> <li>Cost reduction could be achieved by removing database; however, it was determined that database development should remain in the project.</li> <li>Track Priority: 1</li> </ul>	\$112,000
Information System for Corridor Operations and Maintenance	\$340,000	<ul style="list-style-type: none"> <li>No other organization has taken the lead; it's the Coalition's place to do so.</li> <li>Consider "pooled" funding for future phases.</li> <li>Track Priority: 2</li> </ul>	\$250,000
Education & Outreach	\$386,000	<ul style="list-style-type: none"> <li>Track Priority: 3</li> </ul>	\$300,000
Totals	\$1,188,000		\$862,000

Discussion/Approval

The funding levels approved (as shown above) resulted in the following financial situation:

Available funding for year 8 projects	\$2,175,479
Additional funds to be made available from prior unused balances	+290,000
Subtotal – Revised Available Funds	\$2,465,479
Approved funding:	
Track #1: \$862,000	
Track #2: \$500,000	
Track #3: \$275,000	
Track #4: \$175,200	
Track #5: \$407,000	
Track #6: \$275,000	
Total	<u>-\$2,494,200</u>
Balance remaining	(\$28,721)

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

**ACTION:** The Committee approved the year 8 funding levels as shown above. A draft workplan, based on the approved funding, will be prepared for submission to the Executive Board. Details of the Steering Committee’s work plan decisions will be forwarded to each of the Program Track Chairs immediately for review.

Comments following this process included mention that a trend was developing toward fewer/larger projects rather than several small projects. It was also noted that several projects span multiple years. Gary Euler requested information on project evaluation from the Program Track Leaders; all indicated that evaluation was a component of the appropriate projects.

**4. Business Plan 2000 Update (Draft)**

Mary Ameen reviewed the Draft Business Plan purpose and basis, contents and status (see attached presentation). The Business Plan Update will be modified to include the Year 8 work plan and projects, following approval by the Executive Board at the meeting to be held on April 30.

**5. Report to Stakeholders**

The Coalition’s Chairman, Harry Harris, requested the development of a Stakeholder’s Report as an executive level publication with a focus on programs and projects. A draft of the report will be presented at the Executive Board Meeting on April 30.

**6. Next Meeting**

The next Steering Committee Meeting and an Information Exchange Forum will be held on September 11<sup>th</sup> and 12<sup>th</sup> in Saratoga Springs, New York. The topic of the Information Exchange Forum will be “Resource Sharing.” Volunteers are needed to provide guidance on this topic; please contact John Baniak, Al Karoly or Gary Euler, if available to assist.

## **7. Other Business**

Mary Ameen mentioned that Mike Eadicicco, the Coalition's Operational Coordinator, will be returning to employment at the Port Authority of New York and New Jersey some time before the end of this year. The position will need to be filled and advertisements will be posted in the near future. Anyone interested in the position should contact John Baniak. Mike Eadicicco has served over five years with the Coalition and members of the Committee gave appreciation for his service.

### Attachments

Agenda

Attendees List

Program Track Presentations

Business Plan Presentation