



I-95 CORRIDOR
COALITION

Meeting Minutes Steering Committee

**April 5, 2001
BWI Airport, Maryland**

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 Aviation 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.

2. Work Plan Development

Mr. Stoeckert informed the Committee that representatives from the Coalition met with FHWA staff in January to provide an update on activities and receive feedback. Steve Clinger, FHWA, followed up by noting that Match Credit commitments are a major concern and that approved Year 9 projects should have match that can be documented and auditable.

Mr. Stoeckert reviewed the work plan development timetable, noting that the Year 9 work plan produced at this meeting would be forwarded to the Executive Board for approval on May 13. The Coalition will then be required to submit the work plan to FHWA by June 1. In reviewing projects for the Year 9 work plan, the Steering Committee was asked to consider the merit, priority, timing, status and match. All projects approved by the Steering Committee must have firm commitment on match prior to submission to the Executive Board. The Program Tracks will have until May 1 to confirm match on the approved projects. Coalition staff will coordinate this effort.

Preliminary Overview of Funding

John Baniak reviewed the available funding for Year 9 projects. The Federal Earmark for the year (less standard FHWA reductions) is \$3,968,073. Coalition staff (\$475,000), Coalition Connection Operations & Maintenance (\$98,000), TRANSCOM – IEN & Communications Center (\$430,000), and Consultant Support (Program Management - \$400,000; Track Logistics - \$700,000) expenses reduced the available funds for projects by a total of \$2,103,000. Adding the balances of closed projects/savings from consultant support (\$1,100,000) results in \$2,965,073 in funds available for Year 9 projects.

The Coalition will be recruiting an additional staff person to assist with oversight of projects, work plans, match, quarterly reports, web page and more. The leadership of both the Executive Board and Steering Committee have agreed to the hiring, noting that the salary will be offset by savings in consultant support costs.

Year 9 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. 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 9 work plan.

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

Program Track #1: Program Management

Bruce Bender and Nancy Ross reviewed the proposals for Program Track #1:

Project	Requested for Year 9	Steering Committee Comments	Approved for Year 9
One-Day Professional Training Course: Practical Project Management for Transportation Professionals	\$19,625	<ul style="list-style-type: none"> • Project developed by training task force in response to needs expressed by members. • Virginia Tech has developed the course; these costs are for delivery throughout the corridor. 	\$19,625
Intermodal Operations Centers Tour(s)	\$16,000	<ul style="list-style-type: none"> • Project developed by training task force in response to needs expressed by members. 	\$16,000
Information System for Corridor Operations and Management	\$500,000	<ul style="list-style-type: none"> • The proposed stakeholders forum should further define the potential users and contents. 	\$400,000
Education & Outreach	\$490,000	<ul style="list-style-type: none"> • These expenses are ongoing. • The travelers alert map is very popular with the public. 	\$400,000
Totals	\$1,025,625		\$835,625

Program Track #2: Inter-regional Multimodal Travel Information

Kevin Barron reviewed the proposals for Program Track #2:

Project	Requested for Year 9	Steering Committee Comments	Approved for Year 9
Baltimore Multi-modal Traveler Information System, Development and Deployment	\$200,000	<ul style="list-style-type: none"> • Additional funding for existing project • Significant match available 	\$200,000
Enhancement to the Regional Transit Itinerary Planning System	\$165,000	<ul style="list-style-type: none"> • Significant match available 	\$165,000

Rural Advanced Traveler Information System (RATIS)	\$250,000	• Funding for this project can be deferred until Year 10.	\$0
Newark Airtrain Access & Information System	\$400,000	• This project was also presented by the Intermodal Committee and the decision was deferred until that presentation was made.	\$0
Selective Integration of TRANSCOM Information into PATHVISION	\$200,000	• This project was also presented by the Intermodal Committee and the decision was deferred until that presentation was made.	\$0
HAR Enhancement to Support Automated Travel Time Update	\$330,000	• No match indicated • Regional project • Probably could be done by an agency, without the support of the Coalition.	\$0
Totals	\$1,545,000		\$365,000

Program Track #3: Coordinated Incident Management

Jude Depko and Henry deVries reviewed the proposals for Program Track #3:

Project	Requested for Year 9	Steering Committee Comments	Approved for Year 9
Operation Center Peer-to-Peer	\$72,000	<ul style="list-style-type: none"> • The \$36,000 to pay for travel should not be funded by the Coalition • FHWA's Peer-to-Peer program may assist with travel expenses • This project is related to one proposed by PTC #1; there may be some opportunity to combine efforts. 	\$36,000
Quick Clearance & "Move It" Best Practices	\$75,000	• Valuable project for all members; good first step.	\$75,000
Media Incident Management Familiarization	\$25,000		\$25,000
Continuation of Delaware Valley Video Sharing	\$100,000	<ul style="list-style-type: none"> • Deferred to Year 10 • Continuation of project; a balance remains in prior year's funding. 	0
Continuation of Delaware Valley Diversion System	\$75,000	<ul style="list-style-type: none"> • Deferred to Year 10 • This project needs to be brought to the attention of ITS Managers in each of the agencies for support/coordination. • Continuation of project; a balance remains in prior year's funding. 	0
Intermodal Information Sharing	\$100,000	• Defer to other program tracks for future consideration	0
Totals	\$447,000		\$136,000

Program Track #4: Commercial Vehicle Operations

Don Baker reviewed the proposals for Program Track #4:

Project	Requested for Year 9	Steering Committee Comments	Approved for Year 9
Heavy-Duty Diesel Emissions Testing Data Exchange	\$200,000	<ul style="list-style-type: none"> • This project may have difficulty meeting match requirements • Near term project with measurable initiatives 	\$200,000
Electronic Toll Collections and Electronic Screening Interoperability	\$580,000	<ul style="list-style-type: none"> • Evaluation can be delayed if necessary. • \$200,000 from a similar existing EPS project can be redirected to this project 	\$380,000
NASTO/Oversize-Overweight Regional Permitting Support	\$150,000	<ul style="list-style-type: none"> • All CVO proposals are regional in nature, combining efforts of several states/regions. 	\$150,000
Totals	\$930,000		\$730,000

Program Track #5: Intermodal Transfer of People and Goods

Gene Donaldson reviewed the proposals for Program Track #5:

Project	Requested for Year 9	Steering Committee Comments	Approved for Year 9
Freight Project #1: Evaluation of the FIRST Intermodal Project	\$75,000	<ul style="list-style-type: none"> • Extension of existing project 	\$75,000
Freight Project #2: Airport Outreach and Intermodal Coordination	\$25,000		\$25,000
Freight Project #3: Multi-Client Port/Terminal Access Deployment Initiative: Marine Program (add on)	\$25,000	<ul style="list-style-type: none"> • Extension of existing project 	\$25,000
Freight Project #4: Augmentation of the Philadelphia Region Freight Management Center with Drayage Monitoring Capabilities	\$70,000		\$70,000
Freight Project #5: Analysis of Water-Based Transportation Alternatives for the Reduction of Domestic Trailer Traffic Along the I-95 Corridor	\$85,000	<ul style="list-style-type: none"> • This project may occur even if the Coalition does not financially support • Appears redundant of other projects. 	\$0

Passenger Project #1: Phase 2B of the Intermodal Passenger Travel Information System	\$250,000	• Continuation of existing project.	\$250,000
Passenger Project #2: Newark Airtrain Access and Information System	\$400,000	• Intermodal facility in the Northeast Corridor for users from all over the region. • Airline putting up cash as hard match.	\$400,000
Passenger Project #3: Airport Outreach and Intermodal Coordination	\$25,000	• Approved – as shown under Freight Project #2.	\$0
Passenger Project #4: Selective Integration of TRANSCOM Information into PATHVISION	\$200,000	• Not approved for funding at this time.	\$0
Totals	\$1,130,000		\$845,000

Program Track #6: Electronic Payment Services

John Baniak reviewed the proposals for Program Track #6:

Project	Requested for Year 9	Steering Committee Comments	Approved for Year 9
Electronic Payment Services Framework for the I-95 Corridor Coalition, Phase 3	\$660,000	• There is a need for a full project review, including the relationship to the CVO/EPS interoperability project. • The Coalition’s EPS workshop is being held in April. • A full report of this ongoing project’s activities should be made available. • In prior years, sections have already been deferred; shouldn’t delay any more.	\$250,000
5.9GHz On-board Equipment and Roadside Equipment Performance Specifications for Electronic Toll Collection	\$50,000	• Provides the performance specifications missing from standards.	\$50,000
Electronic Toll Collections and Electronic Screening Interoperability	\$580,000	• This project was approved under Program Track #4.	\$0
Totals	\$1,290,000		\$300,000

Discussion/Approval

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

Available Funding for Year 9	\$2,965,073
Projects	
Approved Projects:	
Track #1: \$835,625	
Track #2: \$365,000	
Track #3: \$136,000	
Track #4: \$730,000	
Track #5: \$845,000	
Track #6: \$300,000	
Total Approved Projects	<u>-3,211,625</u>
Balance Remaining	(\$246,552)

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 9 funding levels as outlined above. The balance remaining will be covered from the closeout of additional projects or from projects unable to secure adequate match. It was noted that those projects deferred for future funding may become eligible for Year 9 funds if outstanding issues are resolved and/or the tasks from prior years’ funding are completed. A draft work plan, based on the approved funding, will be prepared for submission to the Executive Board. In future years, the Program Management Committee will be asked to review the project ideas submitted to more than one track for placement in the appropriate Program Track.

3. Procedural Guidelines Review/Membership Requests

Procedural Guidelines Review

The Committee was provided with a draft of proposed changes to the Coalition’s Procedural Guidelines manual. The three types of changes (minor, major and new) were defined and summarized. The two most significant changes were to (1) add “Associate” to the levels of Coalition membership, and (2) to increase the Executive Director’s funding approval authority to \$75,000 from \$50,000. The Program Management Committee, during its review of the draft, edited the contract procurement process to indicate that the Coalition will adhere to host agency requirements.

A discussion followed the presentation, particularly focusing on membership levels and the authority of committee leadership.

ACTION: The Committee edited the draft guidelines by removing the term “non-transportation” from the Associate Membership definition. The proposed guidelines were approved as edited.

Pending Membership Requests

ACTION: The Coalition received four requests for membership in the last few months. Based on the proposed membership levels, the earlier discussion and the recommendations of the Program Management Committee, the Steering Committee approved the following new members. These requests are subject to Executive Board approval of the edits to the procedural guidelines regarding membership:

<u>Name</u>	<u>Recommended Membership Category</u>
Greater Bridgeport (CT) Transit Authority	Associate
New Brunswick (Canada) DOT	Associate
Baltimore Metropolitan Council	Affiliate
New York State Bridge Authority	Associate

4. Events and General Updates

The following events were highlighted:

Event	Dates/Location	Details
511 Workshop/511 National Policy Committee	January 25, 2001 Arlington, VA	<ul style="list-style-type: none"> • A joint forum was held with ITS America • National Policy Committee Workshop Held • Coalition conducted interviews to determine range of opinions/knowledge in NE on the subject. • 511 Efforts have been coordinated through PTC #2: Traveler Information
Multi-State Jurisdictional Transportation Issues Forum	June 18 & 19, 2001 Arlington, VA	A Forum sponsored by FHWA, I-95 Corridor Coalition, AASHTO, and two subcommittees of TRB. A white paper, containing five case studies, is being developed for discussion at the Forum. The Coalition will be one of the case studies.
National Operations Forum	July 26 & 27, 2001 Albany, NY	A task force is developing the agenda based on the National Operations Initiative. The Forum is co-sponsored with ITS America State Chapters.
I-95 Corridor Coalition Executive Board Meeting	May 13, 2001 Portland, ME	The meeting will be held in conjunction with NASTO. Agenda items include the Year 9 work plan, operations agenda, 511, and reauthorization update. The Coalition is co-sponsoring the ITS Track of the NASTO conference.
Rural Advanced Technology and Transportation Systems Conference	August 25-28, 2001 Burlington, VT	This conference is a joint effort between Vtrans, ITS America and USDOT. Additional information can be found on www.vaot.state.vt.us . Vtrans is seeking assistance in developing the safety and the telematics sessions.
Northeast & Mid-Atlantic EPS Workshop	April 26 & 27, 2001 Hartford, CT	This Workshop is a joint effort with ITS America. Information is available on both the Coalition and ITS America web sites.

5. Next Meeting

The next meeting of the Steering Committee will be held in conjunction with the Fall Executive Board meeting, probably in November or December of this year. The Coalition is seeking a host

for this joint meeting. The preliminary topics include: the ISCOM Stakeholders Workshop, a showcase of projects/products, and revisiting the Coalition's vision and mission.

6. Other Business

Support Consultant Contract – The current contract with Connecticut DOT ends March 6, 2002; Connecticut is willing to extend the contract for one year as a transitional period until March 6, 2003. The new support consultant contract will be with the University of Maryland, through Maryland State Highway Administration, with a targeted start date in the Spring of 2002. The Coalition is seeking volunteers to serve on Task Forces for the development of the RFP and for evaluation of the proposals. Anyone interested in volunteering should contact John Baniak or Noreen Hazelton.

There being no other business, the meeting was adjourned.