

MINUTES

I-95 CORRIDOR COALITION STEERING COMMITTEE MEETING

**JULY 20, 1993
FHWA - WASHINGTON, D.C.**

ATTENDEES: See Attached List

INTRODUCTIONS AND NEW MEMBERS

Norm Van Ness (FHWA) welcomed the group and discussed several recent accomplishments of the IVHS community, including progress on development of a national IVHS architecture, completion of the TRAVTEK demonstration in Orlando, initiation of ADVANCE in Chicago, and securing additional IVHS funding from Congress. He stressed that increased funding carries with it increased Congressional expectations of results, especially in the form of substantial deployments of useful IVHS technologies. He urged the Coalition to focus its efforts on deploying systems. He concluded that Congressional and Administration support for IVHS is based largely on the cooperative nature of many IVHS activities, including the Coalition, which involve Federal, State, and Local governments and the private sector. It was announced that Norm would be retiring as Director of FHWA's Office of Traffic Operations and IVHS in one week. Committee Chair Steve Kuciamba (MdSHA) read a letter from the Coalition to Norm thanking him for his invaluable support of the Coalition.

Committee Chair Matt Edelman (TRANSCOM) welcomed the following new members to the Steering Committee: Gene Bergoffen of the National Private Truck Council (NPTC), Susan Perry of the American Bus Association (ABA), Astrid Glynn of the Massachusetts Executive Office of Transportation and Construction (MassEOTC), Paul Violette of the Maine Turnpike Authority, and Paul Carris of the New Jersey Department of Transportation (NJDOT).⁵

BUSINESS PLAN YEAR ONE DIVISION OF LABOR

Steve noted that the Business Plan has been approved by Dennis Judycki (FHWA), and he distributed copies of Dennis's letter of approval.

Matt distributed copies of a matrix which showed the division of labor (I-95 NEC or RFP; contracting agency; and project oversight volunteers) for first-year Business Plan Projects. The division of labor was determined at a June 21 meeting in Albany attended by Matt, Steve, Bill Stoeckert (Pub/Priv/ConnDOT), Don Hubicki (FAT/NYSTWA), Bernie Wagenblast (HOGs/TRANSCOM), Barry King (HOGs/MdSHA), Hank Peyrebrune (Instnl/NYS DOT), Jim Robinson (FHWA 3), and John McDade (FHWA 1). Matt, Steve, and the other attendees discussed the basis for each decision as to whether a project would remain with the current prime or be assigned to a new consultant. After discussion by the Steering Committee, the recommended division of

labor was endorsed. Several members of the Steering Committee stated that they would like to be added to the one or more of the project oversight groups. The following additions were noted:

Gene Bergoffen (NPTC) - Projects 4, 6, and 8;
Raman Patel (NYCDOT) - Project 3;
Paul Carris (NJDOT) - Project 2;

Any additional volunteers should fax their names to Steve Kuciemba.

Matt noted that agency volunteers are not being asked to do staff work; rather they will perform oversight activities related to consultant selection and procurement. Several members of the Steering Committee expressed concern that agency volunteers would be overburdened with administering Coalition contracts. Larry Yermack (TBTA) added that the contracting agency will want its own staff to manage the contract rather than relying on volunteers. Matt said that the Funding Task force is examining the possibility of hiring a person to coordinate the administrative aspects of the contracts (their level of technical involvement has yet to be determined). Jim Robinson (FHWA) stated, and the group generally agreed, that more than one person may need to be hired in the long run, considering that 10 or more contracts will be underway simultaneously. Larry and the group concurred that the job description for the program coordinator position should clearly define the respective roles of the contracting agency's lead person and the program coordinator.

Next, the group discussed the issue of reimbursing agencies for staff time applied to Coalition projects. Dave Gehr (VDOT) said that VDOT would be able to cover their own costs; Bruce Littleton (DelDOT) could not yet indicate whether DelDOT would be able to; and Elizabeth Voras (PTC) said that PTC would like to be reimbursed, but this is not a precondition for PTC taking on this role. Someone suggested that staff time be counted toward an agency's soft match. The issue was left unresolved, with the Funding Task Force to determine the mechanism for funding agency staff time. It was generally agreed, however, that the provision of agency staff will not be contingent upon receiving funding.

Morey Rothenberg (I-95 NEC) said that a draft version of the scope-of-work for each project will be distributed to the appropriate oversight committees in two to three weeks for their review. I-95 NEC will be responsible for coordinating the preparation of the RFPs, including drafting scopes and revising them based on committee feedback, and attaching the required contract "boilerplates" of the relevant agency(ies). The contracting agency will still need to negotiate any necessary agreements with other agencies. It is anticipated that the schedule for completing the project RFPs will allow Federal funds to be obligated by the end of this fiscal year (September 30, 1993). Mike Halladay (FHWA) said that up to \$4.5 million to \$5 million of \$10.5 million can be obligated by that time. Money not obligated would carry over to FY 94. Congress prefers FY 93 funds to be fully obligated in FY 93.

HOGS

Bernie Wagenblast (TRANSCOM), co-chair of the Highway Operations Group (HOGs), cited several recent examples of incident and construction related information sharing among Coalition members and the interagency use of VMS and HAR. Lines of communication are developing, he said, but much work remains to be done. An important step will be a letter to State police forces seeking their cooperation in incident-related information exchange, especially during off hours, since so many DOTs do not yet have 24 hour operations. The possibility of inviting state police agencies to join the Coalition was also discussed, but not resolved. It was agreed that:

- Bernie and Barry King (MdSHA) will draft the letter;
- for each state, the letter will be addressed to the head of the state police force and will be signed by the appropriate DOT/Toll Authority Commissioners;
- each letter should include the name of one contact person; states with multiple agencies should decide who to name as the contact and inform Matt or Steve;
- the letter will be submitted to the Executive Board for its approval.

David Goldstein (I-95 NEC) distributed a draft version of the Coalition Construction Advisory for the Steering Committee's review and comment. Recommendations included:

- organizing information by region rather than state;
- incorporating maps ASAP;
- including AMTRAK and certain commuter rail systems;
- providing exit numbers and town names whenever possible.

Distribution will be via fax beginning in several weeks, after the rest of the Steering Committee reviews and comments on the draft advisory. The distribution list will include all the agency staff members who provide I-95 NEC with construction information for the Advisory. These staff members will be responsible for distribution within their agency. There was a discussion about potential users/customers of the Advisory, the legality of selling public information, and the need to copyright the Advisory. It was agreed that the Public/Private Partnerships group should examine these issues.

INSTITUTIONAL ISSUES - OUTREACH

Steve and Morey discussed the results of their recent outreach efforts. Meetings were held with the following organizations:

- **Ozone Transport Commission (OTC)** - an organization created by the Clean Air Act with membership including the environmental directors of every Coalition state. Mike Saunders (ConnDOT) suggested that the Coalition send a representative to OTC's meeting on mobile sources. The Coalition should also be represented at OTC's fall meeting in Mystic, CT. Mike also recommended that the Coalition expand its outreach efforts to include directors of state environmental agencies, who are wielding increasing power in transportation policy-making. Many in the environmental community argue that IVHS, by reducing congestion, will increase VMT and air pollution. To this end, the

Steering Committee agreed that the scope for Project 2 (incident management) will include an objective environmental assessment. (A recent Bay Area study shows that IM is by far the most beneficial IVHS measure in terms of AQ. There is a draft JHK report summarizing the literature on AQ impacts of TCMs.) It was also agreed that project coordinators need to be sensitive to environmental issues and to impacts on historic structures.

- **Association of American Railroads** - they recommended that the Coalition contact the AAR's technical research people (who work on IVHS-type technology) and some of AAR's members, particularly CONRAIL.
- **American Bus Association** - they focus on intercity bus transport, charter and tour buses. Susan Perry has joined the Steering Committee.
- **Federal Transit Administration** - contacts are being made with FTA to identify common objectives. Members of the Steering Committee recommended the following approaches to encourage FTA to become more active in the Coalition:
 - Matt: find substantive linkages to transit; perhaps interconnections between transit and intercity rail is one. Matt and Morey have talked with Herman Shipman (FTA, Philadelphia) and will meet with him in the near future.
 - David Carol (AMTRAK): rely on the support of the Federal Railroad Administration, the Office of Intermodalism, and individual local transit agencies. Also, focus on AMTRAK's role in meeting holiday and event travel demand, rather than transit serving as an alternative to auto during incidents, which is usually unrealistic. Matt stated that the HOGS will work with AMTRAK on an information program for the upcoming Labor Day and Thanksgiving holidays.
 - Sherri Alston (DCDPW): Grace Crunican (recently appointed FTA Deputy Administrator, formerly of the Surface Transportation Policy Project (STPP)), is a strong advocate of intermodalism and is familiar with the Coalition.
 - Stress the Coalition's ATIS activity.
 - Harvey Knauer (PennDOT): PennDOT has worked well with SEPTA and FTA on transit/IVHS linkages. PennDOT agreed to attend the FTA meeting noted above.
- **National Private Truck Council** - they are very interested in IVHS and CVO in particular. Gene Bergoffen testified before the House Transportation Committee during their IVHS hearings.
- **USDOT's Office of Intermodalism** - they are very interested in IVHS and supportive of the Coalition. Mike Huerta is the new Director of the Office of Intermodalism. He is also the Associate Deputy Secretary of Transportation, and is very supportive of the Coalition.

INSTITUTIONAL ISSUES - FUNDING TASK FORCE

Steve Lockwood (I-95 NEC) discussed the results of the Funding Task Force meeting held on July 9. MBE/WBE participation requirements should be established -- possibly as the average requirement of participating agencies -- and should apply to all projects, including those allocated to I-95 NEC. The Coalition should advertise widely to the MBE/WBE community to solicit their participation, and each agency should use its outreach mechanisms to get the word out to its consultant community. Larry Yermack and Betty Francis (DCDPW) will develop general guidelines for Coalition projects to be bid.

A set of principles regarding funding are needed to avoid "cost-allocation mentality" which could be divisive. The FHWA target is a minimum of 20 percent non-federal funding with indications of a special flexibility for FY 93. It was felt that Coalition matching requirements should be on a program -- rather than a project -- basis, allowing overmatch on certain projects to be transferred to other projects. It was also felt that match credit should be given for "softer" non-federal contributions, including space and post-project continuing operational responsibilities relating to common Corridor functions. These issues should be discussed with the FHWA Deputy Administrator Garvey at the August 9 meeting to get approval in writing. The next meeting of the Funding Task Force will take place after this meeting. Lastly, agencies should establish charge numbers for their staff activities related to the Coalition for match purposes.

FAT

Don Hubicki (NYSTA), chair of the Functional/Technical Requirements Group, discussed the results of FAT's last meeting, held on May 18 in Boston. FAT currently has several efforts underway or planned, including GIS inventories and maps, a Coalition E-mail system, an Inventory of Agency Technologists, and an Inventory of Deployed Systems. David Goldstein (I-95 NEC) distributed a draft inventory of IVHS Projects in the I-95 Corridor for the Steering Committee's review and comment. Recommendations included: order agencies geographically rather than alphabetically; include user services projects; include Coalition projects; explore a graphical link to a GIS; include data on non-federal match. A final version of the inventory will be distributed to Coalition members in three to four weeks, and quarterly thereafter. The next meeting of the FAT group will be August 18 at TRANSCOM.

PUBLIC/PRIVATE PARTNERSHIPS

Steve Lockwood (I-95 NEC) discussed details of the 1½ day *Workshop on Public/Private Partnerships in the I-95 Corridor* tentatively scheduled for sometime between November 14 and 16 (in conjunction with the Executive Board meeting) at the Radisson Hotel at Newark Airport. The workshop is intended to: (1) increase Coalition members' awareness of opportunities for private sector "partnering"; (2) identify major hurdles; and (3) determine if and where common Coalition approaches to partnering may be appropriate. Tentative topics for the seven technical sessions have been identified by the Committee, including revenue/cost sharing from fiber optic right-of-

way, commercial support for roadside information, and consumer markets for in-vehicle/home/office traveler information. Speakers will come from Coalition membership, from highway agencies outside the corridor with relevant experience, and from private sector participants. Private sector participants will be selected (with input from the Steering Committee) so as to demonstrate the range of opportunities. An attendance of 150 (200 maximum) is expected.

COORDINATION WITH FALL EXECUTIVE BOARD MEETING

Steve Kuciemba said that the Steering Committee must meet again approximately one month before the next Executive Board meeting tentatively scheduled for November 14. October 18 in Providence, RI, has been set as a likely date for the Steering Committee meeting.

STEERING COMMITTEE MEMBERSHIP ISSUES

In order to keep Steering Committee membership at a reasonable size, it was decided that new member agencies will be limited to two Steering Committee members. Attendance at future meetings may need to be limited to one representative per agency, but this issue was left unresolved. Morey noted that there are people within Coalition agencies who would like to receive information on the Coalition's activities. He suggested a "Friends of the Steering Committee" list for receipt of such information. Matt felt that such a procedure would be overly burdensome, and that intra-agency distribution should be the responsibility of each agency.

OTHER BUSINESS

The Steering Committee agreed that it should be notified of all future Working Group meetings by mail.

Jim Robinson (FHWA) noted that USDOT's Research and Special Programs Administration (RSPA) has reprints of many reports of interest to Coalition members, including:

- Texas Highway Operations Manual;
- Pennsylvania Turnpike Commission Incident Management Team;
- California Smart Traveler

Anyone who would like copies of these reports or to be added to RSPA's mailing list should contact Jim at (410) 962-3815. Additionally, agencies with reports of national interest should pass them along to Jim for reprinting and distribution by RSPA.

Matt stated that the Coalition still does not need by-laws; the need will come when the Coalition begins to make transactions involving large dollar amounts.

Elizabeth Voras (PTC) stated the Coalition needs to think about defining and measuring its success, including setting quantifiable goals. Matt suggested that next year's strategic plan should include quantifiable goals.

Steve noted that he has available a set of slides on the Coalition which are useful for presentations to legislators, agencies, etc.

The meeting was adjourned at 3PM.

ATTENDEES

Matt Edelman - TRANSCOM
Steve Kuciemba - MdSHA
Jonathan McDade - FHWA
Norm Van Ness - FHWA
Alan Cherrin - DE Tpk
Bruce Littleton - DelDOT
Harvey Knauer - PennDOT
Dennis Lebo - PennDOT
Bernie Wagenblast - TRANSCOM
Michael Saunders - ConnDOT
Lawrence Yermack - TBTA
Astrid Glynn - MassEOTC
Donald Hubicki - NYSTWY
Dennis Keck - NJDOT
Paul Carris - NJDOT
Sherri Alston - DCDPW
Paul Annarummo - RIDOT
Cynthia Levesque - RIDOT
David Carol - AMTRAK
Paul Violette - ME Tpk Auth
Gene Bergoffen - NPTC
Tom Hannan - PANYNJ
Michael Halladay - FHWA
Jim Robinson - FHWA
Elizabeth Voras - PTC
Sam Sadler - PTC
Tom Werner - NYSDOT
Charles McManus - NJHA
Richard Lockwood - VDOT
David Gehr - VDOT
Charles Hall - VDOT
Sergio Luchian - MHD-CA/T
Susan Perry - ABA
Morey Rothenberg - I-95 NEC
Steve Lockwood - I-95 NEC
Jack Kay - I-95 NEC
Greg Benz - I-95 NEC
David Goldstein - I-95 NEC

ATTACHMENTS

Agenda

Dennis Judycki's (FHWA) letter approving Business Plan
Coalition letter to Norm Van Ness (FHWA) on his retirement
RSPA publications list (from Jim Robinson, FHWA)