



## **Meeting Minutes Steering Committee**

**September 18, 2002  
Alexandria, 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. Howard Moore, Maryland Transportation Authority's representative to the Steering Committee, was recognized for his many years of service to the Coalition. Howard will be retiring from MdTA; Joe Waggoner will now serve as Steering Committee representative from that agency.

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

### **2. Track Committee and Project Updates**

Each Program Track provided an update on current activities and projects, as follows. Copies of the presentations are attached to these minutes.

#### *PTC #1: Program Management Committee*

Nancy Ross, Committee Co-chair, detailed the current Outreach Task Force efforts, including the production of multiple publications, visits to member agencies, website improvements, legislative communications, and representation at industry events. John Baniak indicated that Coalition staff is trying to visit executive staff of every member agency, especially after November when some staffs will change with the elections. Anyone interested in a Coalition briefing should contact John Baniak.

Gary Euler, reporting on behalf of ISCOM Task Force Chair Jerry Lutin, indicated that three workshops were being organized to determine end-users needs. Gary also reviewed the Year 10 project scope, recent events, and early work activity for the Information System Network Concept and Architecture Project.

#### *PTC #2: Inter-regional Multimodal Travel Information*

Kevin Barron, Committee Co-Chair, reported on a recent committee meeting, a 511 Leaders session held in August, and the status of the TRIPS, Baltimore MMTIS, Travel Shenandoah, and the TRIO projects. Kevin recommended that the Program Management and Steering Committees review the charter of the IMTI Track regarding information management activities.

PTC #3: Coordinated Incident Management

Jude Depko and Henry deVries, Committee Co-chairs, detailed the committee's meetings, projects and training activities. Highlighted were the NY Metro HOGs Communications (demonstrated), 800 MHz Radio, Delaware Valley Video Sharing, Quick Response Benefit/Cost Analysis Tool, TRANSMIT Expansion, and IEN projects. The Coordinated Incident Management Annual Meeting will be held October 2 & 3 in Atlantic City.

PTC #4: Commercial Vehicle Operations

Don Baker, Committee Co-chair, reviewed the Committee's Electronic Toll Collection & E-Screening Interoperability project, the Heavy-Duty Diesel Emissions Testing Data Exchange project, the One-Stop Credentialing and Registration Project, and the IFTA Web-based application. Jay Van Patten, NYS Department of Taxation and Finance, demonstrated the IFTA (International Fuel Tax Agreement) electronic filing software. It was also noted that the CVO Annual Meeting will be held December 3 & 4 in Hartford, CT.

PTC #5: Intermodal Transfer of People and Goods

Gene Donaldson, Committee Chair, announced that Karen Tobia (Port Authority of New York and New Jersey) agreed to become Co-chair of the Committee. Highlighted activities included the Philadelphia Port Access, the Container and Truck-Trailer Security, Newark AirTrain, Intermodal Passenger ATIS, Airport Outreach, and Intermodal Leadership Forum projects.

PTC #6: Electronic Payment Services

Al Karoly, on behalf of the Committee Co-chairs, provided an update of the EPS Framework and the 5.9 GHz projects. An EPS Summit will be held on November 14 & 15 in Philadelphia. The focus of the Summit is to identify key challenges and potential approaches to integrating EPS payment systems across modes and geographic regions. The outputs of this Summit will formulate the direction of programmatic activities of the EPS Committee for the next funding cycle.

**3. New Brunswick DOT Presentation**

Mary Ameen introduced Nancy Lynch, New Brunswick (Canada) DOT, noting that Coalition representatives recently met with New Brunswick staff and toured the border crossing area. Ms. Lynch gave a detailed presentation on the Atlantic Provinces ITS Strategic Plan, the Atlantic Provinces Harmonized Trucking Strategy, a Resolution of Eastern Premiers and New England Governors, and International Borders Issues. Resolution #27-1, recently passed by the Conference of Eastern Premiers and New England Governors concerning the Steering Committee on Trade and Globalization, recommended membership for the Eastern Provinces in the Coalition. Copies of the presentation and the Resolution are attached to these minutes.

**4. Business Plan Update**

Representatives from each Program Track Committee reviewed the proposed changes to the goals and objectives for their committees. The updated Business Plan will include the changes and are highlighted as follows. The Committees' full presentations are attached to these minutes.

- PTC #1 – The “tactics” in the narratives for all Tracks will be removed and projects will be cross-referenced to the objectives.

- PTC #2 – The goals and objectives of this track were edited to reflect the evolution of this committee’s scope to include information system management.
- PTC #3 – Goals were edited to include more emphasis on communication and security. Expanded range of coordination to include fire departments.
- PTC #4 – Increased emphasis has been placed on security and regulatory issues, and information exchange.
- PTC #5 – The goals and objectives were reviewed and edited during the development of the Intermodal Strategic Plan.
- PTC #6 – The objectives have been edited to reflect the mission of the Committee and promote interoperability between systems.

## **5. Reauthorization**

Nancy Ross discussed the following reauthorization topics; her full presentation is attached to these minutes:

- Background – TEA 21 expires 9/30/03; Reauthorization will fund surface transportation programs for six years.
- Timetable & Status – The Reauthorization schedule of events provides a guideline for the Coalition’s efforts to educate the Administration.
- Coalition Talking Points – A “Talking Points” document has been developed to highlight the Coalition’s activities and its proposed funding under the next transportation bill. Any proposed edits to the document should be forwarded to John Baniak.
- “What if” Considerations – The Coalition needs to consider possible funding variations under a new program and an alternative funding source if ITS is not designated as a separate program. The funding issues need to be considered during the development of the Year 11 work plan.
- Activities to Date – Includes visits to member agencies, meetings with DOT/FHWA offices and representatives, a FEMA solicitation response that reinforced the role of transportation agencies as first responders, and meetings with Congress and others.
- Member Agency Assistance – The Coalition and its members can provide mutual support to each other throughout the Reauthorization process.

## **6. FY 03-04 (Year 11) Funding**

Given the unknowns surrounding possible reductions to the current earmark and the potential delay in funding during the reauthorization process, the Steering Committee was asked to consider alternative processes for developing the Year 11 work plan. The three options offered were (1) to continue with the normal process (runs from October to March), (2) to develop an abbreviated process (to run from January to March), and (3) to consider ready-to-go projects only.

**ACTION:** The Steering Committee approved the Program Management Committee’s recommendation for the abbreviated process, and emphasizing that clear information be provided to Program Tracks regarding available funding. The Executive Guidance for the Year 11 program should direct the Program Tracks to determine the funds needed to cover ongoing efforts and outgrowth of existing projects, and consider long-term initiatives to implement after Reauthorization.

## **7. Events and General Updates**

The following upcoming events were highlighted:

- Coordinated Incident Management Annual Meeting – October 2 & 3 – Atlantic City, NJ
- Electronic Payment Services Summit – November 14 & 15 – Philadelphia, PA
- ISCOM Workshops – November 6 (Washington, DC); November 13 (New York, NY); and November 18 (Boston, MA)
- CVO Annual Meeting – December 3 & 4 – Hartford, CT
- Intermodal Leadership Forum – February 2003 - TBD

**8. Next Meeting/Other Business**

The next meeting of the Steering Committee will be scheduled following the November elections and determination of the work plan schedule and contents.

There being no further business, the meeting was adjourned.

Attachments

Program Track Presentations

New Brunswick DOT Presentation

Resolution #27-1

Reauthorization Presentation

Talking Points Document