

**MEETING MINUTES
STEERING COMMITTEE
PORTLAND, ME
SEPTEMBER 19, 1994**

ATTENDEES: See attached list

AGENDA: See attached

1. Welcome and Introductions

Matt Edelman thanked Peggy Trueworthy (Maine Turnpike Authority) and Gid Picher (Maine DOT) for hosting the meeting. He welcomed new Steering Committee members and then self introductions were initiated.

2. Administrative Manager's Report

Elizabeth Voras gave a report on several items.

- a) The status of the procured business plan projects: Project 3 had its kick-off meeting on September 16th, Projects 4 and 6 are having their kick-off meeting on October 5th, Project 8 had its kick-off meeting on September 15th and Project 12 will be underway in late fall.
- b) Meetings Summary Listing: Due to the increased level of Coalition activities, the Coalition is now producing and distributing a list of all Coalition and related transportation meetings. A list will be distributed monthly on the back of each monthly "Update". Ms. Voras reminded everyone to schedule meeting through Kathy Frankle to ensure coordination.
- c) Project Coordination Meeting: A coordination meeting was held on June 30th and a second one is scheduled for October 13th at PB in Princeton, NJ beginning at 9:30 AM. All invited were encouraged to attend.
- d) Technical and Operations Coordinator Positions: These two positions are not filled yet. Several candidates have submitted resumes and have or will be interviewed. If you know anyone that you think is qualified and may be interested, please call Liz Voras at (717) 986-9601. We will be giving notification to the Steering Committee for concurrence prior to a selection being finalized.
- e) Marketing: Through the NEC, the Coalition is pursuing a consistent look for all of the items it produces (ie. the business plan, project deliverables, the inventory of projects, a new Coalition brochure, etc.). A sample of a draft brochure was passed around the room.
- f) CONEG: The Coalition was invited by the Coalition of Northeast Governors (CONEG) to speak at one of their committee meetings. Liz Voras participated on

the Coalition's behalf. It was a very successful meeting, collaboration seems very likely in the future.

Matt informed the group of several Coalition members that have changed positions: Mike Saunders is leaving Connecticut DOT to be the Program Manager for the Federal Railroad Administration's Northeast Corridor Improvement Program; Jerry Kerwin has retired from New Jersey DOT; and Paul Carris left New Jersey DOT and has gone back to the Port Authority of NY & NJ as the Manager of Client Services.

3. Working Group Reports

- a) HOGs (Highway Operations Group)** - Bernie Wagenblast, Co-Chair of the group, reported on several items. First, the HOGs are having a meeting Sept 20 (the next day) and will discuss wider distribution of critical information and critical VMS/HAR locations in the corridor. He also indicated that he, Steve Kuciemba and Morey Rothenberg had met recently with representatives of all major traffic reporting services to improve communications between the Coalition and the services. Major Craig Masterson from New York State Police gave an update on Woodstock '94. He thanked New York State DOT, New York State Thruway Authority and TRANSCOM for all their help in coordinating the event. Major Masterson stressed that this event is a good example of what can be accomplished when agencies coordinate; he indicated how successful the event was in terms of traffic. Marygrace Parker spoke about a major incident on I-287; a propane truck exploded and caused an 18 hour closure of the highway. Major backups were avoided due to agency coordination of this important information. Barry King, Co-Chair of the HOGs, gave a brief summary of the Emergency Traffic Patrol "Round-Up" that was held at MdSHA in May. He indicated that there were over 65 Coalition members in attendance and the event was a success.
- b) FRAT (Functional Requirements and Technology)** - Don Hubicki, Co-Chair of the group, gave a brief report on the outcome of their July 27th meeting including updates on Project 1 planning recommendations, a vendor presentation and technical project coordination. The next FRAT meeting is scheduled for October 27, 1994 at MdSHA.
- c) Public-Private Partnerships** - Bill Stoeckert, Co-Chair of the group, gave a brief summary of recent activities. He indicated that several members of the private sector will be personally invited to the Fall Retreat to participate in the Strategic Planning process. The next meeting will be after the Fall Retreat and they plan to involve the private sector in the meeting. Jon McDade from FHWA stated that there are a series of Public/Private forums that are currently being planned by FHWA. He also stated that the ITS America clearinghouse database can be a good source for outreach to the private sector.
- d) Budget & Policy** - Larry Yermack, Co-Chair of the group, reported on the outcome of their last meeting on May 12. In all Business Plan projects, DBE goals of 12% have been proposed in the project budget. The NEC is currently at 16%. The Coalition submitted a match credit proposal to FHWA for all money received through FY 94 (Year 2). If anyone has an IVHS (ITS) project that is not federally funded and is not currently being used as match, please contact Morey

Rothenberg at (703) 370-2411. The Coalition participated in the Eastern States CVO meeting to discuss CVO coordination. To date, they are much farther ahead than the Coalition so they indicated a desire to pursue their projects alone. However, they indicated a willingness to work with the Coalition over the long term. MPO Coordination: The group decided to have Liz Voras contact each agency and find out who is in charge of contacting MPO's. Liz would be in charge of sending out a package and a letter to the MPO's from each agency.

4. Project Reports - TRC Chairs

Each Technical Review Committee (TRC) chair gave an update of their project. A status report for each project is attached. Jim Mona, TRC Chair for Project #2, was unable to attend and his report was presented by Bill Stoeckert. Charlie Hall has replaced Paul Carris as TRC Chair for Project #3 (due to Paul Carris changing agencies). Mary Ameen, TRC Chair for Project 6, was unable to attend and her report was presented by Arnold Mercer. Steve Kuciemba thanked the Pennsylvania Turnpike Commission, Virginia DOT, Delaware DOT and the Port Authority of NY & NJ for all their help in procuring the projects for the Coalition.

Specific comments were noted and received for certain projects during the TRC reports. A listing of these are below:

Project 6 - Jon McDade spoke about a project called "Discover America." The tourism directors for Maryland and Virginia are working together on Welcome Kiosks with fiber optic hook ups. Charlie Hall indicated that he has been trying to get information on the project for us and when he does he will pass it along to the Coalition.

Project 8 - Gid Picher expressed a concern not to let special interests distort the project.

5. Immediate Deployment Actions (IDA)

Steve Kuciemba introduced the topic using the attached slides. IDAs are a series of project related actions which could be implemented in the near future, are relatively low in cost, would provide name recognition for the Coalition and would be of immediate benefit to the user.

Morey Rothenberg and Phil Tarnoff went over the first IDA and there was a lengthy discussion concerning it. It was noted that the Coalition should think about whether it is going to give out regional traffic information for free (to traffic reporting services) or not.

After a lengthy discussion on the scope of IDAs, it was decided that the proposals needed to be reworded, restructured and cut back. A survey will be distributed to everyone the following week so that everyone will have a chance to rate and make comments on current ideas and provide any new ideas. The IDAs will also be a subject of discussion at the upcoming retreat and Executive Board meeting in October.

6. Strategic Planning Project

Larry Yermack, Co-Chair of the Budget and Policy group, indicated that the Budget and Policy group is serving as the TRC for Project 17, Long Range Strategic Plan. He presented the goals and a schedule for the strategic planning process (see attached). He introduced Kathy Stein-Hudson, principal of Howard/Stein-Hudson, who is the Project Manager from the consultant. Kathy gave an overview of the survey results that were gathered from the questionnaire distributed to Coalition members in August. Steve Lockwood of the I-95 NEC went over the various dimensions of the strategic planning process (see attached). Next he distributed a survey asking everyone in attendance to fill out where "you" feel the Coalition should be for each dimension in the year 2015. Surveys were collected at the meeting. They will be used to help develop long range scenarios and to determine where the Coalition members have differences of opinion on major topics. Everyone filled out the surveys.

7. Fall Retreat/Executive Board Meeting

Elizabeth Voras indicated that the Fall Retreat will be held at The Scanticon Conference Center Hotel in Princeton, NJ on Thursday, October 20th and Friday, October 21st. The Executive Board meeting will be from Noon - 3:00 PM on Friday. Ms. Voras spoke in detail about several of the Board agenda items.

a) Contract with TRANSCOM - Ms. Voras indicated that a proposal would be made at the Executive Board meeting to establish a formal agreement with TRANSCOM to act as the Coalition's Communications Center. See attached draft agendas for both meetings.

b) Succession - A proposal will be presented to the Executive Board recommending a new leadership slate for the upcoming years.

c) Passenger/Freight Data Task Force - Ms. Voras indicated that a report will be presented to the Executive Board describing the Coalition's position on developing freight/passenger data relative to Project 13 and will discuss the suggestion by Secretary Canby to establish a Freight/Passenger Data Task Force.

8. Intermodalism Conference

Larry Yermack indicated that ITS America, FHWA and the Coalition were hosting an "Intelligent Intermodalism" Conference on Friday, October 14th in New York City. Funding is being provided by FHWA and ITS America. The registration fee is \$35, which includes lunch. See attached information.

9. Funding for FY 95 (Year 3)

Matt Edelman indicated that the House has earmarked \$7 million for the Coalition and the Senate has earmarked \$10 million. The conference committee meets on September 21st to decide how much we will get. Since the meeting, the conference committee has allocated \$7.5 million to the Coalition. A special thanks to FHWA and everyone who signed (or helped get signed) the letters that were sent to the Senate and House subcommittees.

10. CVO Initiatives

This topic was discussed extensively under the Budget and Policy report. Marygrace Parker attended the Eastern States meeting for the Coalition and Dennis Lebo is the chair of the Eastern States Group (and is also on the TRC #4 - CVO).

11. Next two meetings

The next meeting will be hosted by the New Jersey Highway Authority at their Garden State Arts Center on February 2, 1995. The Spring meeting will be hosted by the Massachusetts Highway Department in Boston.

12. Other Business

Matt Edelman brought up the idea of meeting with the other priority corridors to compare activities. Jon McDade is going to schedule a meeting with the Coalition and the other priority corridors at the TRB meeting in January.

Steve Kuciemba reported that he and Morey Rothenebrg had met with IVHS America staff to better coordinate the interactions of the two organizations. Steve reviewed the products generated by the Coalition and provided copies of each to them. IVHS America described the services available from their organization, including the use of their IVHS Clearinghouse.

Steve Kuciemba gave a brief summary of the Coalition's Study Tour which took place on August 2-4th. Eighteen members of the Coalition attended the three day tour of Minneapolis/St. Paul, Chicago and Toronto. The tour included agency personnel from operations to senior executives. A follow up summary was distributed to all that attended and the consensus was that the trip a success and that a west coast tour should be planned next year in conjunction with the PacRim Conference.

The meeting was adjourned at 3:00 PM.

ATTACHMENTS

- Agenda
- Attendance Sheet
- TRC Project Status Reports
- IDA Introductory Overheads
- Strategic Plan Goals and Schedule
- Overview of Strategic Plan Survey Results
- Strategic Plan Dimensions and Survey
- Fall Retreat Draft Agenda
- Executive Board Draft Agenda