

**MEETING MINUTES  
STEERING COMMITTEE  
CONNECTICUT DOT  
SEPTEMBER 25, 1996**

**ATTENDEES:** See attached list

**AGENDA:** See attached

**1. Welcome, Introductions and Goals for the Day**

Dennis Keck opened the meeting and thanked Bill Stoeckert from Connecticut DOT for hosting the meeting. He welcomed several people who had never attended a Coalition Steering Committee meeting including: Ernesto Butcher from Port Authority of NY & NJ, Jay Bockisch from ITS America, Glenn McLaughlin from MdSHA, Dan DiBidsio from Rhode Island DOT, Ed Betancourt from FHWA-CT and Bob Ramirez from FHWA-CT. Self introductions were made. Using the attached overhead, Mr. Keck went over the goals for the meeting.

**2. Conceptual Framework for Strategic Thinking**

Chris Cox used the attached overhead titled "Coalition Future" to lay the groundwork for the morning's discussion. It ties together various ongoing projects to the Strategic Planning Process.

**3. The Future of Priority Corridors**

Jon McDade from FHWA Region 1 gave an update on funding for the upcoming federal fiscal year (FY 97) and the current thinking for the reauthorization of ISTEA. The two main points were that the Coalition will probably receive between \$8-10 million in FY 97 and currently there is no dedicated funding for priority corridors in USDOT's proposal for ISTEA II.

Based on the information that Mr. McDade provided at the meeting and a conversation that occurred in August with Jeff Lindley of the USDOT Joint Program Office, the staff developed a Funding Update white paper for the Executive Board leadership. That white paper is attached.

**4. Status of Project #25: Long Term Financing**

Phil Leshinsky, the Technical Review Committee (TRC) Chair for Project #25, gave an update on the activities of the project to date. The consultant team, lead by TransManagement, conducted more than 50 interviews with Coalition members, private vendors and innovative finance experts. Through the interviews and a literature search, the Consultant identified 30 potential sources of revenue. The TRC (the Budget and

Policy Working group) reviewed the potential sources and provided some input and direction on the financing priorities. TransManagement is currently working on the final report.

Mr. Leshinsky stressed how closely related this project is to other related on-going efforts of the Coalition. Discussions with regard to the Coalition's organizational structure as well as the effort in Project #16 to define Corridor and Coalition functions all influence the types of financing approaches that might be taken.

See the attached slides for more information on the Project.

## **5. Strategic Plan Update Process**

Using the attached overheads, Kathy Stein-Hudson from Howard/Stein-Hudson presented the summary of discussions to date on the Strategic Plan update process. She indicated that a meeting was held on August 19th dedicated solely to discussions on the Strategic Plan. The next day, the Budget and Policy Working Group met and discussed the recommendations from the previous day.

Major topics discussed at both meetings included the Coalition's changing external environment, key successes, fundamental principles, and apparent needs for funding and other resources. Ultimately, the group agreed that a number of factors already in place can be built on for the Coalition's future direction, although a number of things need to happen and the Coalition itself will be faced with an increasing number of policy questions as it tries to define its future. Some key questions for the Steering Committee and Executive Board to consider include:

- What does the Coalition want to be that's different from what it is now, and how will it be different?
- What does the Coalition want to preserve and sustain into the future?
- How does the Coalition need to evolve to get where it wants to be?
- What is going to drive the consensus around the Coalition's future, and how can members affect that process?

Next steps include: revision of Vision and Mission for the November 1st Budget and Policy meeting, input from the Executive Board at their meeting on November 7th and outreach meetings with individual agencies. Member agencies will be sent Strategic Plan Status memos as we get further along in the process.

## **6. Break-out Discussions and Summary**

The meeting attendees were divided into three breakout groups to discuss "Who we are and what we want to be." Each group was lead by a facilitator from Howard/Stein-Hudson. Draft questions used to stimulate the discussions are attached. Each group was given one hour for brain storming before the group reconvened for a summary of the group discussions. Attached is a summary of the breakout group discussions.

## **7. Luncheon Speaker: Matt Edelman - TRANSCOM**

Matt Edelman, General Manager of TRANSCOM, was asked to report to the Steering Committee the status of TRANSCOM as the interim communications center for the Coalition. Using a recent closure of the New Jersey Turnpike as an example, Mr. Edelman went through the process TRANSCOM uses for any regional incident. Attached are copies of the overheads he used for that incident plus a few other sample incidents. One overhead shows the incidents reported to TRANSCOM by each state. It was noted that the states which currently have Information Exchange Network (IEN) workstations had more reported incidents.

## **8. Action Items**

a) Organizational Structure for CVO Program - Dennis Keck presented a strawman of an organization structure for the CVO Program. A lengthy discussion about how best to add the CVO Program to the Coalition structure followed. The Steering Committee felt that a separate coordinating council reporting to the Executive Board was not necessary and could cause duplication and confusion in the decision-making process. A separate CVO working group is a good idea and should be implemented. The group agreed that policy and program input from executives of motor vehicle agencies, revenue departments and law enforcement is critical, but a separate council wasn't the best way to accomplish that. Policy input could be accomplished by inviting the CEO's from those agencies to Executive Board meetings when CVO issues are discussed. Several regional CVO forums should solicit input and direction from all CVO players. Recognizing that the decision making process within the Coalition is a consensus process, the Steering Committee felt that input from non-transportation agencies would be provided as a part of the working group report/recommendations to them. Chair(s) of working groups are "automatically" included on the Steering Committee, whether their agency is represented on the Executive Board or not. **DECISION:** The Steering Committee decided to create a new working group for Commercial Vehicle Operations (CVO). Membership and chairs of the group will need to represent all the various kinds of agencies involved in CVO and their appointment needs to be endorsed by their executives.

b) New Highway Operations Group (HOGs) Co-chair - At the June 6th meeting of the HOGs group, Bernie Wagenblast announced he was stepping down as co-chair since he was leaving TRANSCOM to join the private sector. Dennis Keck thanked Mr. Wagenblast for his hard work and dedication to the Coalition. He indicated that Bernie has been a co-chair of the HOGs since its inception in 1992. The HOGs group has nominated Jon DuFresne from Virginia DOT as his replacement. Mike Eadicicco indicated that he is a strong leader who has been very active in the Virginia DOT Statewide Incident Management System committee. Co-chair Lt. C.D. Tyler stated that the group should not be concerned that both co-chairs are from southern Coalition states because he plans on stepping down as co-chair in February and they would be looking for his replacement to be another state police representative from a more northern state. **DECISION:** The Steering Committee approved the nomination of Jon

DuFresne as the new co-chair of the HOGs.

c) New Steering Committee Leadership - At the May Steering Committee meeting, Steve Kuciemba announced he would be stepping down as co-chair as of the September meeting due to increased responsibilities at his job in Maryland. On Monday, Mr. Kuciemba announced that he would be leaving Maryland SHA to join SmartRoutes as the General Manager of their new Washington, DC office. Dennis Keck stated that Mr. Kuciemba was unable to attend the meeting today because of both personal and professional conflicts. Mr. Keck indicated that Steve would be invited to the next Steering Committee meeting in order to receive a certificate of appreciation. Mr. Keck stated that the nominee for Steering Committee Vice Chair is Bill Stoeckert, Manager of Highway Operations from Connecticut DOT. Mr. Stoeckert has been active on the Steering Committee for many years and has also been the Co-chair of the Public/Private Partnerships Working Group. **DECISION:** The Steering Committee approved the nomination of Bill Stoeckert as the new Vice Chair.

Upon closing the action items, Dennis Keck indicated that in the near future, the Core Team would be reviewing the current organizational structure and staffing of the Coalition. He stated that in order to meet the demands of the changing environment in which the Coalition operates, it might be necessary to make some changes. He and Bill Stoeckert will keep the Steering Committee informed.

## **9. Coalition Vision for Electronic Toll and Traffic Management (ETTM)**

Dennis Keck, TRC Chair for Project #15: Corridor-wide AVI/ETTM Strategy, indicated that the TRC had developed a draft ETTM Vision for the Coalition. The vision was produced from the input that was received at the forum in June. Project Manager, Rick Gobielle from Vollmer & Associates, presented the vision using the attached handout. Mr. Keck stated that it is not his intention to get Steering Committee approval on the vision today. He suggested that the group bring the vision back to their agencies for discussion and would like to have any written comments sent by mail or fax to Vollmer by Wednesday, October 17th. The vision will be modified based on comments received and presented to the Executive Board in November.

## **10. Project #12: Intermodal Outreach Presentation**

Chris Cox indicated that this was the first Coalition project dedicated to intermodal travel. The final report has been completed, and it is currently on its way to the Steering Committee points of contact for deliverables. An abstract of the final report's Executive Summary was included in the package that was sent out prior to the meeting. The final report suggests a test over the Internet of a multimodal trip planning service. Currently, there are very good individual travel pieces available, but there is no system that will assist the user with linking together a multimodal trip. The project also suggested expanding the Information Exchange Network (IEN) to intermodal agencies.

## **11. Year 5 Program Presentation and Discussion**

Using the attached overheads, Chris Cox presented ideas generated by the Coalition staff on funding priorities for Year 5. She indicated that there are several "Core Elements" to the Coalition program that the staff feels are very important. These elements include: Agency ITS Coordination, Staff and Services Related Support, the CVO Program, and Innovative Projects. After the exact allocation for FY 97 is received from USDOT, a specific proposal will be developed for Budget and Policy and Steering Committee review. No other input was provided by the Steering Committee.

## **12. Status Reports**

a) Questions/comments on Working Group and Staff Written Reports - Bill Stoeckert asked if there were any question or comments on the reports that were sent out before the meeting. There were none.

b) Operational Test Procurement Issues -

i) Chris Cox stated that the Traveler Information Service (ATIS) RFP was released on September 9th and responses are due on November 8th. The Open Ended RFP was released on September 23rd and proposals are due on December 6th. Both are being contracted through Delaware DOT. Currently, the Coalition has a "pool" of Coalition members who have volunteered to be an evaluator. Ms. Cox indicated that she is going to wait until after the proposals come in before choosing evaluation teams so that no evaluators are from agencies who are named in a proposal.

ii) The Coalition has received \$328,000 from the FHWA Office of Motor Carriers for two CVO Regional Champions.

iii) The Coalition will allocate \$70,000 of its CVO Program Support budget to FHWA to fund the evaluation of a pilot Safety and Fitness Electronic Records System (SAFER) project. This project is an operational test being undertaken by six of our member agencies with Delaware DOT as the lead. The FHWA evaluator, Battell, will keep the CVO Safety Technical Review Committee (TRC) informed of their progress.

c) Immediate Deployment Actions: Holiday Travel - Mike Eadicicco stated that the Coalition contracted with both Shadow and Metro Traffic to broadcast regional travel information over the Labor Day Weekend. He personally did not hear any mention of the Coalition over the weekend, and he also did not hear from anyone from the Coalition who indicated that they heard anything. Mr. Eadicicco recommended that the Coalition discontinue this action. **DECISION:** The Steering Committee agreed with the recommendation to discontinue the Holiday Travel IDA.

## **13. Next Meeting**

The next meeting was scheduled for Thursday, January 30th in Boston, MA. It is being

hosted by the Massachusetts Executive office of Transportation and Construction.

The meeting was adjourned at 4:15 PM.

## Attachments

- Agenda
- Attendance List
- Goals for the Day Overhead
- Coalition Future Overhead
- Funding Update White Paper
- Project #25: Long Term Financing Overheads
- Summary of Strategic Plan Update discussions to date
- Draft Questions for Breakout Group discussions
- Summary of Breakout Group Discussions
- TRANSCOM, Interim Communications Center, Overheads
- CVO Organizational Chart Used for Discussion at the meeting
- Revised CVO Organizational Chart based on Discussions at the meeting
- Draft Vision for ETTM
- Year 5 Program Overheads