

# Transportation Management Center Pooled Fund Study 2003 Annual Meeting – June 3<sup>rd</sup> & 4<sup>th</sup>

National Highway Institute, 4600 N. Fairfax Drive, Suite 800, Room 8  
Arlington, VA 22203

## Minutes

### Tuesday, June 3

08:00 AM *Introductions, Welcome, & Opening Remarks (Jon Obenberger/Tom Granda, FHWA)*

*FHWA Welcome:*

- *Jeff Lindley, Director, FHWA, Office of Transportation Management*
- *Introduction of new members*

Jon Obenberger began the day by welcoming everyone to the TMC Pooled Fund Study Annual Meeting. He recognized new participants and noted the strong growth of the program.

Jeff Lindley, Director of FHWA's Office of Transportation Management, also welcomed participants. He noted the importance of TMCs in various aspects and the challenges TMCs are facing. He acknowledged the accomplishments of the TMC Pooled Fund Study.

08:20 AM *Review Agenda (Co-chair: Robert Copp, CALTRANS)*

Robert Copp reviewed agenda items for the first day of the annual meeting.

08:30 AM *Presentation – Preliminary Results of Special Events Project (Walter Dunn, Dunn Engineering)*

Walter Dunn of Dunn Engineering Associates gave a presentation on the status of the Managing Travel for Planned Special Events Project. Discussion on the project included definition of planned special events, state of the practices, intended users of the handbook, and special event categories. Draft chapters of the handbook are currently available on the project web page. A final version of the handbook is expected by September 2003. Jon Obenberger indicated FHWA would build off this project with a training course/workshop on planned special events. Members expressed strong interest in the final results of this project and felt that the issues involved had great relevance to many of the challenges they encountered regarding managing travel for planned special events.

09:30 AM *Break*

09:45 AM *Presentation – Preliminary Results of Coordinated Freeway and Arterial Project (Tom Urbanik, University of Tennessee)*

Tom Urbanik of the University of Tennessee gave a presentation on the preliminary results of the Coordinated Freeway and Arterial Operational Plans and Procedures Project. Discussion on the

project included study approach, organization of the study, coordinated management and operations, institutional issues, technology assessment (both software and hardware), ITS architecture and standards, and concept of operations and systems engineering perspectives. Tom indicated a draft technical reference document will be available in late summer or early fall for review. A final version of the document is expected in December 2003.

*10:45 PM Arterial Operations and Traffic Signal Systems: Overview of National Initiatives (Pam Crenshaw, FHWA)*

Pam Crenshaw of FHWA gave a presentation on the Arterial Management Program, including an overview of the program, current and planned initiatives, available products, and contact information. Several handbooks are being updated, including the Traffic Control Systems Handbook, the Detector Handbook, and the Communications for Traffic Control Systems Handbook. Courses are also being updated including Traffic Control Signalization and Software course and Traffic Signal Web Courses. In terms of future initiatives, plans are being made in creating an E-Learning Course for Traffic Signal Design, developing guidance for establishing MOE's for signal retiming, creating a CD-ROM Detector course, and updating Computerized Signal System course.

*11:30 AM Freeway Management & Traffic Operations: Overview of National Initiatives (Jon Obenberger, FHWA)*

Jon Obenberger provided an overview of ongoing and planned national freeway management and traffic operations related research initiatives. Following his presentation, Jon requested that ideas from each agency as to needed research, testing, technical guidance/references, outreach, and training may be forwarded at any time to consider including in this program and to obtain necessary budget support.

Jon also gave a presentation on FHWA's perspective and activities on surface transportation security. Discussion included FHWA's role, top priorities related to transportation security, integration issues, AASHTO Task Force on transportation security, and current and planned FHWA activities.

*12:15 PM Lunch*

*12:45 PM Presentation –Results of Configuration Management Project (Brian Smith, UVA)*

Brian Smith of the University of Virginia gave a presentation on the result of the Configuration Management for Transportation Management Systems Project. He provided an overview of configuration management, purpose and objectives of the project, intended audience of the guidance document, and an overview of the document. Brian and Jon Obenberger indicated a training course has been developed based on the project. Brian also indicated phase 2 of the project is underway. The purpose of the phase 2 effort is to develop outreach materials based on the core document developed in phase 1. Sample outreach materials developed to date were presented.

*01:45 PM Presentation –TMS Concept of Operations and Requirements (Brian Smith, UVA)*

Brian Smith gave a presentation on the status of the Transportation Management Systems Concept of Operations and Requirements Project. Discussion on the project included the definition of concept of operations, systems engineering process, relationships between a concept of operations and highway/traffic/TMC operations plans, benefits of developing concepts of operations for new as well as existing TMCs, and capability maturity model. Brian indicated the project would kick off in July 2003 and a final project report is expected in the summer of 2004.

*02:15 PM      Discuss Status Report on Other Current Projects*

- *TMC Business Planning and Plans Handbook (Jon Obenberger)*
- *TMC Operator Requirements and Position Descriptions – Phase 2 (Tom Granda)*
- *Impacts of Dynamically Displaying Messages on CMS (Tom Granda)*

Jon Obenberger gave a brief overview of the status of the TMC Business Planning and Plans Handbook project, including project purpose and objectives, key issues and topics, major tasks and activities, project deliverables, and schedule and milestones. The project kickoff meeting is expected to be held in late July/early August. Jon inquired if members could provide examples and experience as technical references and case studies for the project. The statement of work for the project will be posted in the members only portion of the TMC PFS web site for members review.

Tom Granda of FHWA gave a brief overview of the status of Phase 2 of the TMC Operator Requirements and Position Descriptions Project, including project objectives, intended audience, tasks and activities, deliverables, and project schedule and milestones. Tom would inquire Mark Demidovich of Georgia DOT for his availability to serve as a project champion. Tom also noted that the project would look for volunteers to participate in beta testing of the software. The project kickoff meeting is expected in July 2003, and an interactive software tool will be available by September 2004.

Tom also gave a brief overview on the status of the Impacts of Dynamically Displaying Messages on Changeable Message Signs Project, including purpose and objectives, key issues and parameters to be considered, tasks and activities, and schedule and milestones. The project kickoff meeting is expected in July 2004, and the final project report will be completed by October 2004. Members inquired if the project could provide examples on the use of amber alert. Jon noted that FHWA would have available a 30- to 40-page document on amber alert in the near future.

*02:45 PM      Break*

*03:00 PM      TMC Pooled Fund Study Communication Plan (Jeff Benson, URS)*

Jeff Benson of URS gave a overview presentation on the TMC PFS Communication Plan. Discussion included goals and objectives, key messages, communication tasks and processes, outreach and marketing tools, tools development schedule, and communication strategies and tactics. Jeff also provided examples of outreach materials that URS developed for other programs. Members stressed the importance of having good outreach and marketing products to demonstrate the value and benefits of the TMC PFS program. Jeff noted the plan was in its draft

form and would like members to review and provide comments by June 19. He indicated a finalized communication plan would be available for further review by June 30.

*03:45 PM Succession of Co-Chair & TMC PFS Future Directions (Jon Obenberger, FHWA)*

- *Report from Future Direction Ad Hoc Committee*
  - *Recommendations for future directions and focus areas*
  - *Recommendations for charter revisions*
  - *Recommendations for co-chair*
  - *Discussion/Recommendations for annual meeting locations*
  - *Communications Plan*
- *Discussion and members feedback*

Robert Copp of CALTRANS provided a brief background of the TMC PFS Future Direction Ad Hoc Committee. As a result of the TMC PFS Quarterly Conference Call on April 16, 2003, an ad hoc committee was formed to recommend the strategic focus of the TMC Pooled Fund Study, including types of projects to pursue in the future and recommendations for a new co-chair before the Annual Meeting.

#### Recommendations for Future Directions and Focus Areas

Ming-Shiun Li of URS gave a summary report on the recommended strategic focus of the TMC PFS for the next five years. The focus areas were structured in five key categories: (1) TMC Internal Operations; (2) TMC Planning and Design; (3) TMC and Traffic Management Systems; (4) Interface with Drivers; and (5) TMC Technology Transfer. Members discussed how to take this strategic focus to the next five years. Suggestions included identification of specific projects or a series of projects to highlight the focus of the TMC PFS for the next five years. Members also shared concerns regarding the uncertainty related to making decisions for the future. There is a need to reassess where the program are now, where we should go next, and how we can reach our goals. It was decided that members would review the summary report document and provide comments and suggestions to Ming by June 13. The document will be revised and sent to members for review.

#### Recommendations for Charter Revisions

Ming provided a brief overview of the proposed revisions on the TMC PFS Charter. He indicated most of the proposed changes were minor. Major revisions were proposed for the sections of "Guiding Principles" and "Scope." Ming encourage members to review the proposed revisions and provide comments.

#### Recommendations for Co-Chair

Nick Thompson of Minnesota DOT was recommended by the ad hoc committee to succeed Bill Stoeckert as Co-Chair of the TMC PFS. The recommendation was approved by consensus. The group thanked Bill for his leadership and dedication to the program for the past 3 years as Co-Chair. Bill has retired from the Connecticut DOT but will be representing the I-95 Corridor Coalition and continue his active involvement in the TMC PFS.

It was decided that the Co-Chairs will serve two-year terms and will be rotating on the different schedule to prevent both Co-Chairs are rotating at the same time.

### Annual Meeting Locations

Members suggested to rotate the locations for the annual meetings. In the past, all TMC PFS Annual Meetings were held in Washington, DC area. It was suggested to rotate the location every year or every other year. Members discussed issues and concerns associated with the suggestion. It was also suggested to hold the annual meetings twice a year. It was decided the next TMC PFS Annual Meeting will be held in Minneapolis, MN. A tour to the new TMC will be offered. There was a consensus that the ad hoc committee would make recommendations on the location for the Annual Meeting in 2005.

### Members Feedback

Several members suggested to use videoconferencing to supplement teleconferencing for future quarterly meetings. Members also suggested to schedule future conference calls for the next 12 months to reduce conflicting schedules and obtain more participation. Jon Obenberger noted a rough schedule could be discussed tomorrow.

*05:00 PM Review Day 2 Agenda/Adjourn for Day (Co-chair: Robert Copp, CALTRANS)*

Prior to adjourn for the day, Jon Obenberger briefly reviewed the TMC PFS financial status. Jon pointed out the expected amount available at the end of 2003 and recommended to take it into consideration when selecting new projects on day two.

Robert briefly described activities planned for the following day.

## **Wednesday, June 4**

*08:00 AM Pooled Fund Study Funding Status (Tom Granda, FHWA)*

- *Commitments and obligations 2002-2003*
- *Planned expenditures 2003*
- *Proposed commitments & level of expenditures 2004*

Tom Granda reviewed the funding status and discussed funding related issues. Tom and Jon Obenberger noted several member agencies have committed to the TMC PFS for 2004 and beyond and some of them have obligated for 2004 and 2005. It was decided the funds that have been obligated for future years could be used to support projects to be selected and initiated in 2004.

*08:15 AM Review and Discuss Potential New Projects \* (Co-chairs: Stoeckert/Copp)*

- *Review project selection process*
- *Review of current project proposals*
- *Identify potential changes and issues to consider*
- *Identify any new projects not previously presented to members*

Robert Copp reviewed the project selection process. He reminded the members to take a strategic look for the future of the TMC PFS when selecting projects.

Jon Obenberger gave an overview of the new project ideas. As a result of previous ranking exercises, eight potential projects were listed for the members to consider:

- TMC Operations Manual
- TMC Clearinghouse
- TMC Performance Monitoring, Evaluation and Reporting
- TMC Staffing Model
- TMC Building and Control Center Design Handbook
- Link Travel Time Options
- Information Displays at Freeway Entrances/Interchanges
- Integrated Control for Improved Operation of Freeways and Surface Streets in Urban Corridors

The revised two page project proposals were distributed for each of the proposed projects that were reviewed, feedback provided, and identified prior to this meeting as warranting further consideration for selection by the members.

Tom Granda indicated that FHWA may have budget for the Information Displays at Freeway Entrances/Interchanges Project. Jon Obenberger noted FHWA may also have budget for the Integrated Control for Improved Operation of Freeways and Surface Streets in Urban Corridors Project in 2004 or 2005. Members provided review comments on the two project proposals. The following is a list of the issues that were identified by the members to be considered for inclusion in the projects if they are considered further:

#### **Proposed Information Displays at Freeway Entrances/Interchanges Project**

- Look at different Technologies like HAR
- Security, Evacuation, Closures
- Correlate with Ramp Control
- Research on Driver Decision-Making (where to place info, etc.)
- Credibility of Information/Educational Strategies
- Rural as well as Urban
- Feasibility of Study?
- Lessons learned from current ATIS Systems related to diversions
- Sharpen focus of what is going to be tested and where
- Dynamic Alternate Routing
- CB Wizards

#### **Proposed Integrated Control for Improved Operation of Freeways and Surface Streets in Urban Corridors Project**

- Hold off for results of Coordinated Freeway and Arterial Project
- Significant Problem – Coordination needed
- An institutional and operational planning issue
- Systems Interoperability: software translation capabilities, data protocols
- Infeasible? Due to broad spectrum of institutional and operational issues?
- Focus on traffic control aspects only?
- Not clear on next step, but an important area to move forward with

It was decided the two projects should be dropped from this year's project selection since they may be funded by FHWA. The group may re-visit the two projects next year if they are not funded by FHWA.

*10:00 AM Break*

*10:15 AM Review and Discuss Potential New Projects - Continued*

Participants were asked if there should be any additions to the list of new projects for consideration. The following project ideas/subject areas were brought to discussion:

- Transportation Emergency Management/Security Synthesis
- Capability Maturity Model
- TMC Regional Workshops
- Communications Technologies (including virtual TMC and ISP's)
- Commercial Vehicles/Border Crossing Traveler Information
- Corridor Management
- Emerging TMC Control & Computing Systems/Technologies
- Interstate/International Corridor Highway Operations
- Alternate TOCs

Members felt some of the project ideas could be included in current TMC PFS projects. It was recommended that the following project ideas would be incorporated into the *TMC Concept of Operations and Requirements Project*:

- Capability Maturity Model
- Commercial Vehicles/Border Crossing Traveler Information
- Corridor Management
- Emerging TMC Control & Computing Systems/Technologies
- Interstate/International Corridor Highway Operations
- Alternate TOCs

The following project ideas would be incorporated into the Migration Plans and Procedures for Transportation Management Systems Project:

- Communications Technologies (including virtual TMC and ISP's)
- Emerging TMC Control & Computing Systems/Technologies

Based on the discussion, it was determined that the following two projects should be added to the list of new projects for further discussion:

- Transportation Emergency Management/Security Synthesis
- TMC Regional Outreach Workshops

*12:00 PM Lunch*

*12:45 PM 2004 New Project Selection (Co-chairs: Robert Copp/Nick Thompson)*

The members provided review comments on each of the proposed projects. The following is a list of the issues that were identified by the members to be considered for inclusion in these various projects if they are considered further:

**Proposed TMC Operations Manual Project (\$200,000)**

- Expand to include policies, procedures and programs
- Standardization
- Center-to-center communications should be included
- Interstate/international highway operations
- Corridor management
- Alternate TOCs/Virtual TOCs
- Rural issues – RWIS

**Proposed TMC Clearinghouse Project (\$100,000)**

- Build off Peer-to-Peer program
- Add want-ads column (equipment, software, etc.)
- Integrate with existing mechanisms
- Affiliate with existing initiative (e.g., ITE TMC Committee)
- Forum for discussion
- Links to other discussion groups
- Sustainable beyond project

**Proposed TMC Performance Monitoring, Evaluation and Reporting Project (225,000)**

- TMC vs. TMS – Building or operations?
- Rules, responsibilities, functions
- Benefits of people making decision in TMC – influences of people in the control center
- Premature, need to complete business planning project first
- Return on investment – important
- Include service patrol, services, etc.?
- Scan TMCs already in existence for performance measure/methodologies
- Tie to Cost/benefit ratios
- Qualitative measures should be included
- Cross-reference with other initiatives
- Big picture operational benefits
- Focus on enhancing TMC performance

**Proposed TMC Staffing Model Project (\$200,000, including tool development)**

- Complete the project in a single phase
- Findings on Fact, not Theory
- Build off of Human Factors Guidance Document on task analysis
- Not just Operators, consider all personnel (including Tech personnel)
- Public vs Private contractors
- Alternative staffing arrangements (e.g., students. job sharing, public safety, etc.)
- Recognize contract management overhead

- Capture program administration tasks
- Correlate staff quality (alternative staffing) with TMC outputs
- Look outside industry for other ideas
- Could be huge – lots of variables
- Union issues, state policies and procedural issues
- Security, Virtual TOCs, etc.
- Training

**Proposed TMC Building and Control Center Design Handbook Project (\$175,000)**

- Existing Freeway Management Handbook has chapter on this, should provide more details
- Include lessons learned
- Consider more than building – temporary control centers, facilities, alternatives, etc.
- Support multi-agency co-location considerations
- Out of date?
- Small centers
- Renovation/expansion of existing buildings and functions/services provided
- Technology advancement implication
- Innovative design concepts
- Let architects to do the job
- Discuss why this is or is not a cookie cutter
- Human factors
- What is the design team that should be develop to allow innovation and incorporates all user needs

**Proposed Link Travel Time Options Project (\$150,000)**

- Short distances versus long distances
- Pandora's box
- Intercity travel times
- Could exceed \$150,000
- Arterial travel times
- No existing national guidance
- Other studies underway

**Proposed Transportation Security Synthesis Project (\$100,000)**

- Better define the role of TMCs in Traffic Incident Management and Transportation/Homeland Security – broad view
- Link to other related studies currently underway
- Communication of TMC operations with Security
- Impact on Staffing

**Proposed TMC Regional Outreach Workshops Project (\$50,000)**

- 10 Regional Workshops across the country
- 2-Day Workshop
- Local Registration, Fee-driven

- AM 1st day – Executive Overview – linked to adjacent states?
- PM 1st day – Introductory presentations/briefings on TMC concepts/ projects (e.g., CM)
- AM 2nd day – Briefings continued
- PM 2nd day – Discussion of Local Issues/ Local Input into TMC PFS
- TMC PFS provides, content, FWHA & consultant staff, set-up of initial workshop, etc.
- Intended audience – those that state members represent

Following the discussion, members proceeded with voting and prioritizing the projects to pursue in 2004. Results of the project selection are summarized in the table below:

<b>Project</b>	<b>Score</b>
TMC Operations Manual	37
TMC Clearinghouse	36
TMC Performance Monitoring, Evaluation and Reporting	34
TMC Staffing Model	37
Link Travel Time Options	3
TMC Building and Control Center Design Handbook	0
Transportation Security Synthesis	35
TMC Regional Outreach Workshops	38

Since six of the eight projects were so close in terms of the scores, a second vote on those projects was conducted. Each member was given one vote to cast. Results of the second vote are shown below:

<b>Project</b>	<b>Votes</b>
TMC Operations Manual	4
TMC Clearinghouse	4
TMC Performance Monitoring, Evaluation and Reporting	4
TMC Staffing Model	4
Transportation Security Synthesis	2
TMC Regional Outreach Workshops	4

Thus, the following projects were selected as the priorities to consider pursuing further in 2004:

- TMC Operations Manual
- TMC Clearinghouse
- TMC Performance Monitoring, Evaluation and Reporting
- TMC Staffing Model
- TMC Regional Outreach Workshops

Jon Obenberger noted that he may look for funding within FHWA to support the Transportation Security Synthesis Project.

02:15 PM *Review ITS Surveys, Benefits, and Unit Costs Information (Steve Gordon, ORNL)*

Steve Gordon of ORNL gave a presentation on the ITS Benefits and Unit Costs Database. Discussion included review of ITS surveys, ITS Benefits and Unit Costs Database, where and how to access the information on-line, how can members access & use this information, and possible revisions for future surveys. Several members suggested to include statewide information regarding specific programs and areas (e.g. traffic operations programs) in the database.

03:15 PM *Freeway Management & Traffic Operations Program – Goals and Measures (Jon Obenberger, FHWA)*

Jon Obenberger provided an overview presentation on the FHWA Freeway Management and Traffic Operations Program. Discussion included status of the Freeway Management Handbook, current state of practice, program area initiatives, and possible goals, measures, and targets. Jon encouraged the group to review and comment on the list of possible goals, measures and targets in the presentation.

04:15 PM *Remaining TMC PFS Activities for 2004 (Granda, FHWA)*

- *Discuss date and agenda for next meeting*
- *Discuss schedule and process to solicit participation for 2004*

#### Project Champions

FHWA solicited volunteers to serve as project Champions. It was suggested that Dottie Shoup to inquire Paul Cammack's availability to serve as a champion for the TMC Operations Manual Project. Mark Wilson of Florida DOT would inquire Lap Hoang's availability to serve as a champion for the project as well. Projects and associated champions are listed below:

- TMC Operations Manual (TBD)
- TMC Clearinghouse (Nick Thompson, Minnesota DOT and Robert Copp, CALTRANS)
- TMC Performance Monitoring, Evaluation and Reporting (Mark Newland, Indiana DOT)
- TMC Staffing Model (Manny Agah, Arizona DOT)
- TMC Regional Outreach Workshops (John Corbin, Wisconsin DOT)

#### Discussion of Dates and Agendas for Next Meetings/Conference Calls

The next TMC PFS Annual Meeting was tentatively scheduled for the second week of June 2004 (June 10<sup>th</sup> and 11<sup>th</sup>). The meeting will be held in Minneapolis, MN.

It was determined that future conference calls would be scheduled for the second Tuesdays of September, December, and March at 11:00 AM ET. The schedule for the next three quarterly conference calls is listed below:

- September 9, 2003 at 11:00 AM ET
- December 9, 2003 at 11:00 AM ET
- March 9, 2004 at 11:00 AM ET

### Discussion of Schedule and Process to Solicit Participation for 2004

Jon Obenberger noted membership solicitation will follow a standard procedure. A solicitation letter along with other supporting material will be prepared and ready for distribution by late fall or early winter. Jon asked the attendees to talk with colleagues in other states, cities, or other public agencies (e.g., toll, turnpike, or port authorities) to gain their support to join the TMC PFS.

Comments were provided related to the preparation of meeting material and handouts. It was recommended to have pre-prepared packets of handouts prior to the start of the meeting rather than having handouts during presentations.

*04:45 PM      Adjourn*

Jon and Tom again thanked the members for their participation and encouraged them to stay involved in projects, as their guidance is a key element in ensuring that the projects meet the needs of the members and other practitioners.

Meeting was then adjourned.

### **Attendees**

<u>Name</u>	<u>Organization</u>
Manny Agah	Arizona Department of Transportation
Robert Copp	CALTRANS
Monica Kress	CALTRANS
Vinh Dang	Washington Department of Transportation
Jeffrey Galas	Illinois Department of Transportation
Paul Barrett	New York State Department of Transportation
Mark Wilson	Florida Department of Transportation
Dottie Shoup	Nebraska Department of Roads
John Corbin	Wisconsin Department of Transportation
Gene Donaldson	Delaware Department of Transportation
Bill Stoeckert	I-95 Corridor Coalition
Nick Thompson	Minnesota Department of Transportation
Mark Newland	Indiana Department of Transportation
Richard Reeves	Texas Department of Transportation
Catherine McGhee	Virginia Transportation Research Council
Thomas Granda	Federal Highway Administration
Deborah Curtis	Federal Highway Administration
Jon Obenberger	Federal Highway Administration
James Colyar	Federal Highway Administration
Brandy Meehan	Federal Highway Administration
Jeff Benson	URS Corporation
Ming-Shiun Li	URS Corporation