

**Transportation Management Center Pooled Fund Study**  
**Member Quarterly Conference Call**  
**February 28, 2007, 1:00 PM EST**

**Minutes**

**1. Introductions and Review of Agenda**

Dave Kinnecom (Utah DOT) and Jeff Galas (Illinois DOT) co-chaired the meeting. The agenda was reviewed and introductions were made. The attendees are listed at the end of the minutes.

**2. Membership and Financial Status**

- Raj Ghaman (FHWA) reported on the membership status.
- Ming-Shiun Lee (URS) reported on the financial status. A financial summary was provided in the quarterly progress report. Ming encouraged members who had not made commitment for 2007 to start the process.
- Raj and Tom Granda (FHWA) would contact states for outstanding contributions.
- Raj noted that states were approved to use 100% SP&R funds to participate. All expenses for meeting arrangement, travel costs, program administration, consultant support for program management, etc., were from FHWA as part of FHWA's contribution to the study.

**3. Project Progress Report**

Progress and status of projects were summarized in the quarterly progress report. Ming highlighted the progress of a number of projects:

TMC Clearinghouse Development and Initiation

- This project has been completed. A link to the clearinghouse website could be obtained from the project webpage.
- The second phase of the clearinghouse development would be initiated in the spring or summer of 2007.

Regional, Statewide, and Multi-State TMC Concept of Operations and Requirements

- The final handbook would be available in March 2007. The handbook would be formally published on the FHWA website upon the completion of the 508-compliant HTML version.

Recovery and Mitigation for TMCs

- The final draft document was submitted in February 2007 and was posted on the project webpage for review.
- The final version of the document would be available in March 2007.

Procuring, Managing, and Evaluating the Performance of Contracted TMC Services

- The project kickoff meeting was held in October 2006.
- The first draft annotated outline would be available for comments in March 2007.

#### Driver Use of Real-Time En-Route Travel Time Information

- The kickoff meeting was held on February 26, 2007. The meeting was very successful and many members participated and provided guidance in the meeting.
- An information request would be sent to all members in a few days. Ming encouraged the members to provide input to the request.

#### TMC Clearinghouse Support Services, Phase 2

- The statement of work was nearly complete. This project would assess user feedback and make improvements to the clearinghouse.

#### TMC Human Factors Design Guidelines: Requirements Analysis

- The statement of work was completed and would be moved into contract process in a few weeks.
- The project was expected to start in the next three months.

Ming noted that several projects selected by the group last year were pending due to funding availability. He encouraged members who had not made contributions for 2007 to start taking actions.

#### **4. 2007 Annual Meeting Planning**

- Raj reported on the annual meeting planning activities. The annual meeting was tentatively set for August 14-15 in Irvine, California. The Beckman Center would be the preferred facility for the meeting. Raj would follow up with TRB to get a confirmation.
- Raj would provide a list of preferred hotel options to Ming for making lodging arrangement.
- Details on the meeting location and lodging arrangement would be firmed up in the next few weeks. Ming would keep the members posted.
- The group expressed an interest of visiting the City of Anaheim TMC and the new Caltrans TMC in Los Angeles. Ming would coordinate with Caltrans for making arrangement.

#### **5. Next Meetings**

- Next Quarterly Conference Call was scheduled for Wednesday, May 23, 2007 at 1:00 PM EDT.

#### **6. Other Issues**

- None.

#### **7. Adjourn**

- The conference call was then adjourned.

**Transportation Management Center Pooled Fund Study  
Quarterly Conference Call, February 28, 2007  
Attendees**

<b><u>Name</u></b>	<b><u>Representing</u></b>
Raj Ghaman	FHWA
Bob Koeberlein	Idaho TD
Jeff Galas	Illinois DOT
Suzette Peplinski	Michigan DOT
Jason Gutting	Michigan DOT
Jim McGee	Nebraska DOR
Ali Farhangi	Tennessee DOT
Dave Kinnecom	Utah DOT
Catherine McGhee	Virginia DOT
Doug Dembowski	Wisconsin DOT
Jeff Benson	URS
Ming-Shiun Lee	URS