

**Transportation Management Center Pooled Fund Study
Member Conference Call
March 4, 2003**

Draft Minutes

Actions:

1. *URS will contact each agency to commit and obligate FY 2003 funds or send funds to FHWA if they are already committed.*
2. *When final project documents are posted, URS will send out a notice to team members, including distribution plan for external agencies.*
3. *URS is revising how material is presented on the TMC PFS web site. For completed projects, URS will indicate on the project web pages the status of the projects and final products, and where to direct questions and feedback.*
4. *Members should send the initial rankings on project ideas to URS by March 10.*
5. *URS will work with John Corbin on developing a project to identify the state of the practice in TMC security and emergency preparedness.*
6. *Jon Obenberger will see what efforts are underway at FHWA dealing with TMC security and emergency preparedness.*
7. *Jon Obenberger will send out a state-of-the-practice white paper on highway traffic operations and freeway management to team members by the end of March.*
8. *URS will send travel notices for the annual meeting to members in April.*

1. Introductions and Review of Agenda

Bill Stoeckert of Connecticut DOT and Robert Copp of Caltrans co-chaired this meeting.

2. TMC PFS Membership Status and Financial

Welcome to new members

- Utah has joined the TMC Pooled Fund Study. Dave Kinnecom is the technical contact and Martin Knopp is the financial contact.

Review available funding for 2003

- URS will contact each agency to commit and obligate FY 2003 funds or send funds to FHWA if they are already obligated.

3. TMC PFS Projects Progress Reports

- When final project documents are posted, URS will send out a notice to team members, including distribution plan for external agencies.
- URS is revising how material is presented on the TMC PFS web site. For completed projects, URS will indicate on the project web pages the status of the projects and final products, and where to direct questions and feedback.

Changeable Message Sign Operation and Messaging

- FHWA is initiating a contract to convert the final document to a 508A compliant version.
- The document is available on the TMC PFS web site, though there are still some minor editorial changes to make. The final report (508A compliant version) is expected to be submitted by April or early May.

Configuration Management for TMS

- The document is available on the TMC PFS web site, though there are still some minor editorial changes to make.
- FHWA is initiating a contract to convert the final document to a 508A compliant version.
- Brian Smith of the University of Virginia will also develop a primer geared toward senior manager, a brochure, and a technical fact sheet for project.
- All final deliverables are expected to be completed by April or early May.

TMS Maintenance Concepts and Plans

- The project is completed and the final document is available on the TMC PFS web site.
- FHWA is initiating a contract to convert the final document to a 508A compliant version.

TMC Operators Requirements Matrix – Phase 1

- The project is completed and the final document is available on the TMC PFS web site, though some minor changes are still being made.
- Editorial and technical revisions of the final document will indicate to the reader that a spreadsheet tool is available and Phase 2 project to develop an automated software tool is under way.

Coordinated Freeway and Arterial Operations

- A synthesis of practice was developed in October 2002.
- FHWA is working with contractor to get back on schedule and get Annotated Outline delivered. The initial Annotated Outline did not meet the project requirements/expectations.
- Incremental delivery of Annotated Outline chapters will start the week of March 10. Chapters will be forwarded to members as FHWA receives them.
- A revised project schedule will be posted on the TMC PFS web site.

Managing Travel for Planned Special Events

- A project conference call was held February 27 to review the revised Annotated Outline.
- A revised project schedule will be posted on the TMC PFS web site this week.
- The final project will be submitted by August 2003.

4. Progress on Development of New Projects or Initiatives

TMC Operations Concept & Requirements

- Several documents from FHWA came out in December, and FHWA decided to wait until January to revise SOW based on these new FHWA documents.
- FHWA has had initial discussions with Brian Smith of the University of Virginia to work on this project.

Multi-Year TMC Business Plan

- The RFP for this project will be issued soon. The SOW will be placed on the TMC PFS site and URS will send a notice to members to see if anyone in their organization is interested in participating in the project.

TMC Operator Requirements Matrix – Phase 2

- The Phase 1 has been completed, but the final product is not user-friendly. Phase 2 of this project will develop a software tool for TMC managers/supervisors to easily and quickly arrive at the basic knowledge, skill, and ability (KSA) requirements for the operator jobs and associated tasks.

- Phase 1 will be updated based on any new information from Phase 2.
- The SOW includes a task for the contractor to develop a summary review of Phase 1.
- The SOW will be sent to members for review by March 11.
- FHWA will try and identify who can perform Phase 2 of the project, and may need members help in identifying experienced parties.

CMS Operation & Messaging Research – Phase 2

- FHWA is reviewing the SOW for Phase 2.
- FHWA has initiated two other related projects outside of the PFS, and this project will build on those 2 project and make deliverables and results compatible.

5. Review and Discuss List of Proposed Project Ideas

Review proposed process, schedule and key milestones

- Project selection process, schedule and key milestones were reviewed.
- If members have new project ideas at any point in the process, they can submit them to URS. URS will work with members to develop the scopes of the projects.

Review Next Steps and Member Action Items

- Members should send initial rankings of the project ideas to URS by March 10.
- URS will summarize the rankings and by observing a natural break in voting results to identify projects to advance to the next round of project selection.
- URS will develop more detailed 1-page proposals for the projects advanced. URS will send project proposals to team members for review on March 31. Members will have an opportunity to ask questions and provide comments on the proposals during the April conference call. Members will be asked to provide second round rankings one week after the conference call.

Questions and review comments on proposed project ideas

- Acceptance Testing for Transportation Management Services and Migration Plans and Procedures (Projects #1 and #2) are linked and the group may consider combining them in the future.
- Ramp Management and Control Handbook (Project #4) – should include ramp closures during peak periods.
- The TMC Marketing Toolbox and the TMC Marketing Handbook (Projects #5 and #12) will be combined and could be a two-phase activity depending on the amount of work required.
- In the future, the TMC Regional Outreach Workshop (Project 6) could include Traffic Incident Management and Highway Operations Regional themes.
- John Corbin, WisDOT, suggested a project to identify the state of the practice in TMC security and emergency preparedness. URS will work with Corbin on developing the project. Jon Obenberger, FHWA, will see what efforts are underway at FHWA that would affect this project.
- A draft Communications Plan, which will focus on internal communication to the TMC PFS participants, will be sent out for review prior to the April conference call. The Communications Plan will also include estimated budgets for various communications and outreach activities.
- Corbin suggested developing a vision for where the PFS plans to go in 3-5 years. This vision would provide structure and progression in the thematic areas where TMC PFS should focus. This can be discussed at the Annual meeting, and may be included in the

Business Plan. The PFS could develop a mini-business plan to show the progress of projects and thematic areas.

- Obenberger will send out a highway traffic operations and freeway management state-of-the-practice white paper to team members by the end of March.
- Integrated Control for Improved Operation of Freeways and Surface Streets in Urban Corridors (Project #15) will build off the current TMC PFS project – Coordinated Freeway and Arterial Operational Procedures and Plans. This project will provide greater amount of details.

6. Next Meeting

Next conference call – Mid-April

- The next conference call was scheduled for April 16 at 2:00 p.m. ET.

Annual Meeting (Tentatively 1st or 2nd week in June)

- The Annual Meeting will be held on June 3 and 4. The tentative site for the meeting is the National Highway Institute facility in Arlington, VA. URS will send travel notices to members in April.

Transportation Management Center Pooled Fund Study Quarterly Conference Call, March 4, 2003 Attendees

<u>Name</u>	<u>Representing</u>	<u>Phone</u>
Bill Stoeckert	Connecticut DOT	(860) 594-2630
Robert Copp	Caltrans	(916) 654-6912
Jeff Galas	Illinois DOT	(708) 524-2145
Mark Newland	Indiana DOT	(317) 232-5523
Mia Silver	Michigan DOT	
Tom Mullen	Michigan DOT	
Nick Thompson	Minnesota DOT	(612) 341-7269
John Domina	Nevada DOT	(775) 888-7237
Tom Moore	Nevada DOT	
John Dickinson	Nevada DOT	
Mike Hartman	New York State DOT	(518) 457-2384
Kurt Aufscheneider	New Jersey DOT	(609) 530-4690
Dan Leonard	Pennsylvania DOT	(717) 705-1448
Richard Reeves	Texas DOT	(512) 416-3321
David Kinnecom	Utah DOT	(801) 887-3707
Joe McBride	Utah DOT	
Catherine McGhee	Virginia DOT	(434) 293-1973
Vinh Dahg	Washington DOT	(206) 440-4462
John Corbin	Wisconsin DOT	(414) 227-2150
Jon Obenberger	FHWA	(202) 366-2221
Cherie Kittle	FHWA	
Tom Granda	FHWA	(202) 493-3365
Felipe Luyanda	FHWA	(202) 493-3368
Jeff Benson	URS	(612) 373-6444
Ming-Shiun Li	URS	(612) 373-6335