

Minutes: TMC Pooled-Fund Study Tele-Conference March 6, 2001

Attendees:

Manny Agah, AZ
Robert Copp, CA
Bill Stoeckert, CT
Jeff Galas, IL
Mark Newland, IN

Rick Bennett, MO
Keith Maki, NV
James Paral, NJ
Mike Hartman, NY
Cathy McGhee, VA

Tom Granda, FHWA
Jon Obenberger, FHWA
Randy VanGorder, FHWA
Dennis Collins, SAIC
Vaughan Inman, SAIC

Introductions and Review of Agenda

1. Tom Granda led the introduction of conference call participants (see list of Attendees).
2. Robert Copp gave a brief overview of the agenda and the items to be discussed.

Voting on Membership of I-95 Corridor Coalition

1. This item was moved to the end of the agenda to allow Bill Stoeckert to join the conference call and provide background and information on the I-95 Corridor Coalition (I-95 CC).
2. Once Bill joined the call, he provided a brief overview of the history of the I-95 Corridor Coalition, its purpose, and its membership.
3. The membership raised a question about the voting powers of the I-95 Corridor Coalition – since the I-95 CC is made up of different organizations, including some states already members of the TMC PFS, would it get multiple votes, and would this result in some states have two votes. Tom Granda addressed the issue, stating that the technical representative from the Coalition would have one vote on TMC PFS issues, and that the one vote should represent the interests of the I-95 CC as a whole.

TMC PFS Projects Progress Reports

1. Jon Obenberger provided information regarding the status of the Operator Requirements Matrix project and the Guidelines for CMS Messages project. The award of the Operator Requirements Matrix project was delayed by the need to get a Human Resources subcontractor onboard, but is now progressing. The FHWA anticipates having the contract signed by April 1st. Conrad Dudek, TTI, will subcontract to PB Faradyne on the Guidelines for CMS project. The FHWA also anticipates having this contract signed by April 1. Kickoff meetings for both projects would occur in April. Representatives from the members are welcome to participate in these kick-off meetings; either via teleconference or in person. The kick-off will both be in the Washington, DC area, probably at the Turner-Fairbank Highway Research Center.
2. Vaughan Inman reviewed the status of the Maintenance Concept and Plans project. The Statement of Work (SOW) had been sent to the members. Comments on the SOW should be sent to Vaughan no later than March 8th. Once he has incorporated the members' comments, he will try to get it through contracts and out to the contractors in time for FHWA to award the contract in April. Manny Agah (AZ) requested the SOW's for the first two projects. [These files were sent to Manny following the conference call.]

3. Jon Obenberger indicated that the development of the web site is wrapping up, and that he expects the site to be "live" by the end of the month. Within the next two weeks, Jon plans to send a URL to the members to allow them to review the site and provide feedback.

TMC PFS Financial Status

1. Tom Granda reviewed the current funding picture for the Pooled-Fund Study. As of March 6th, 2001, the TMC PFS had \$657,000 on hand and an additional \$207,000 in committed funds outstanding for 2001. Funding the web site (\$25,000), the Operator Requirements Matrix project (\$200,000), the Guidelines for CMS project (\$150,000), and the Maintenance Concept and Plans project (\$250,000) will result in expenditures of \$625,000. Tom raised the idea of waiting to award the Configuration Management (CM) project (estimated cost of \$250,000) because the Study does not have sufficient funds on hand to award the project now. A discussion on the idea of waiting to award the CM project ensued. Jon Obenberger pointed out that returning the CM project to the pool of potential studies would allow the five new members (GA, MI, NJ, PA, I-95CC) to participate immediately in the selection of projects. Robert Copp asked if the new members would be attending the May meeting, and if the financial picture would be more solid then. Tom Granda responded in the affirmative to both questions. It was suggested that the FHWA team focus on obtaining the funds committed but not received. Cathy McGhee wanted the issue of the approximately \$250,000 from 2001 clarified, and was told that the money would either be used to fund the CM project or new projects selected at the May meeting. Some members were in favor of pursuing the CM project, while others wanted to seek input from the new members. As a compromise, Dennis Collins will send a message to the new members, describing the CM project and assessing their level of interest. The members deferred a final decision on the CM project to evaluate that feedback.
2. It was suggested that the May meeting could be postponed to the fall to allow more time to address the travel and funding issues. The members were in favor of having the meeting in May, provided the travel and funding issues could be resolved and projects would be selected at the meeting. Robert Copp suggested continuing with the planning, preparation, and prioritization of projects, and selecting projects at the May meeting based on available/expected funds.

Development of Projects for 2001

1. Vaughan Inman briefly covered the list of potential projects for 2001. The members requested a "ballot" be sent to all members to allow them to indicate their level of interest in each project and comment on each (if so desired). Vaughan Inman will send out a message containing the project titles and checkboxes to allow the members to indicate their level of interest. After all replies have been received, Vaughan will send a "scorecard" e-mail to all members.

Revision of TMC PFS Charter

1. Jon Obenberger proposed changing section 5.3 of the TMC PFS Charter to allow use of DOT Invitational Travel and for the PFS to reimburse members for travel to the annual meeting. Use of Invitational Travel would allow members to fly at US Government negotiated rates, which are almost always the lower than those offered to the public. The members were in favor of the change. Several people commented that this

was more of a re-wording than a change. All members participating in the conference call gave consent to the proposed change. However, because the charter requires that $\frac{3}{4}$'s of the members be present for votes to amend the charter, there was not a quorum. This issue will be addressed in a ballot to be sent to the members via e-mail by Vaughan Inman.

Preparation for TMC PFS 2001 Annual Meeting

1. Tom Granda mentioned briefly the inability to use the same method for reimbursing travel this year as we did last year and the efforts to put a new system in place. As soon as this situation is resolved, Dennis Collins will send all relevant information and forms to the members.
2. Jon Obenberger covered the rationale behind and the content of the Weather Systems Focus Group. The several conference call participants expressed interest in attending this focus group. There was a discussion on timing and duration of the group meeting. It was decided that the FHWA would poll the members to see (1) how many people would be interested in participating in the focus group if it could be worked into two (longer) days, and (2) how many people would be interested if participating meant staying for a third day. This question will be included with the ballot mentioned above.

Need for Teleconference Prior to May Meeting

1. The members did not think a conference call prior to the May meeting would be needed.

Other Issues

1. No other issues were raised

Actions

1. FHWA will continue to work on the travel issues and notify members as soon as the issues are resolved.
2. Dennis Collins will continue to follow up with remaining members to get 2001 funds obligated.
3. Vaughan Inman will send out an e-mail to the members to have them vote on:
 - a. Membership for the I-95 Corridor Coalition
 - b. Projects to develop prior to the May meeting
 - c. Inclusion of the Weather Systems Focus Group
 - d. Proposed Charter revision
4. Jon O. will send the members a URL to evaluate the TMC PFS web site.
5. FHWA will prioritize and develop selected projects.