

**Transportation Management Center Pooled Fund Study
Member Quarterly Conference Call
September 20, 2004, 2:00 PM EDT**

Minutes

1. Introductions and Review of Agenda

Nick Thompson of Minnesota DOT and Dave Kinnecom of Utah DOT co-chaired the meeting. Introductions were made.

The agenda was reviewed. Agenda item "User Assessment of Project Products" for 2:55 was moved up to 2:30, after the project progress report.

2. Membership and Financial Status

- Agency commitment and obligation of funds are essentially completed for 2004. URS would follow up with individual agencies that still have outstanding funding commitment and obligation for 2004.
- Commitment for 2005 has been received from a number of agencies. Tom Granda of FHWA encouraged members to provide commitment for 2005 and beyond.
- Raj Ghaman and Tom would contact member agencies for 2005 commitment and obligation.

3. Project Progress Report

Ming-Shiun Lee of URS provided a progress report on current projects. A quarterly progress report was provided to the members prior to the meeting. Ming indicated a modified format was used to improve the layout and contents of the report. The report included status of completed, current and new projects, as well as a financial summary of the TMC PFS.

Coordinated Freeway and Surface Street Operational Plans and Procedures

- The contractor is currently producing 508A compliant documents.
- Final products were expected to complete by December 2004.

TMC Business Planning and Plans Handbook

- Draft chapters were submitted and have been posted on the project web page.
- Completed draft handbook was expected at the end of September or early October 2004.
- Final handbook and supporting materials would be submitted in January 2005.

TMS Concept of Operations

- Draft handbook has been submitted and posted on the project web page.
- The contractor was looking for additional comments on the draft handbook.
- Completed revised draft handbook was expected at the end of October 2004.
- Final handbook and supporting materials would be submitted by the end of 2004.

TMC Operator Requirements and Position Descriptions, Phase 2

- Project was on schedule. The prototype software was available on the project web page.

- Software testing was expected to commence in Fall 2004.
- Final software tool would be available in Spring 2005.

Impacts of Dynamically Displaying Messages on CMS

- The contractor was currently finalizing the research work plans as well as collecting data.
- Data collection would be completed in October 2004.
- A draft research report would be available in December 2004. The final report will be submitted in Spring 2005.

TMC Operations Manual

- Project was kicked off on August 10, 2004.
- The contractor was working on the initial version of the annotated outline for the technical document.
- The draft technical document would be expected in April 2005, and the final document would be available in August 2005.
- Ming indicated volunteers were needed to serve on the project review team. Volunteers could be member representatives or others within their agencies with interested and/or experience related to the subject. Volunteers should express their interests by e-mailing Ming.

TMC Performance Monitoring, Evaluation and Reporting Handbook

- Project was kicked off on August 19, 2004.
- The contractor was working on the initial version of the annotated outline of the handbook.
- The final handbook was expected in Fall/Winter 2005.
- This project was also looking for volunteers to participate on the project review team.

TMC Staffing and Scheduling for Day-to Day Operations

- RFP distributed. Proposal review and selection would be made in early October 2004.
- Anticipated project kick-off would be in November/December 2004.

TMC Clearinghouse Development and Initiation

- In contract process. RFP would be distributed in the next two weeks.
- Anticipated project kick-off would be in November/December 2004.

TMC Pilot Workshop Development and Delivery

- Due to budget constraint, this project would deliver a pilot workshop, instead of 10 workshops as initially planned.
- URS would revise the scope based on input from FHWA, Project Champion, and the members.
- Draft SOW is anticipated in November 2004.

4. User Assessment of Project Products

- Tom offered thoughts on types of products the PFS might consider for future projects and how the user's perspectives and benefits should be factored into project development process.

- Tom noted that it was important to produce products that could encourage people to use and benefit the user. Tom iterated proposals for future projects should be carefully written to indicate the types of products to be produced and the benefits to the end users.
- It might be worthwhile to assess (1) who the end users are and (2) what types of products they are looking for. In essence, the PFS should produce products that users could use right away.

5. Progress and Schedule of Developing 2005 Projects

- Ming reviewed the schedule for development the statements of work for the projects selected at the annual meeting in June 2004. Ming would work with URS senior technical experts and FHWA to develop the statements of work.
- Ming noted the final draft version of the statements of work would be provided to the project champions and other members who would be interested in reviewing the scopes.
- Project champions for the new projects were identified:
 - Recovery and Redundancy of TMCs – Monica Kress, Caltrans
 - Integration of TMC and Public Safety – John Domina, Nevada DOT
 - Procuring, Managing, and Evaluating the Performance of Contracted TMC Services – Manny Agah, Arizona DOT
 - Statewide, Multi-state and Regional TMC Concept of Operations and Requirements – Dottie Shoup, Nebraska DOR
 - TMC Clearinghouse Support Services, Phase 2 – Nick Thompson, Minnesota DOT and Dave Kinnecom, Utah DOT
- Ming to add Nick and Dave on the project review team for the Integration of TMC and Public Safety.

6. Discussion of Future Project Visions

- Raj noted that completed and current projects primarily focusing on producing handbooks, syntheses, and case studies. He suggested members to start thinking about the direction of future PFS projects and what types of products the PFS might focus in the future. He iterated that this would be discussed further at the annual meeting next year.

7. Review of Draft TMC PFS Newsletter

- Jeff Benson of URS reviewed the draft newsletter and requested members to provide comments by Friday, September 24.
- Nick suggested adding types of funds could be used by members in “How to Join” column.
- Raj suggested for future issues the newsletter could include (1) columns/articles by members and (2) biographies of members with photos. He recommended the “Feature” column for the next issue could introduce the co-chairs.
- Raj also mentioned URS would develop a design for exhibit display that could be used at the TRB Annual Meeting.
- Raj inquired members’ desire for electronic and/or paper copies of the newsletter. It was suggested paper copies were desirable. 15 to 20 copies for each member agency would be sufficient.

8. Next Meeting

- Next Quarterly Conference Call: Monday, December 6, 2004 at 2:00 PM EST

9. Other Issues

- None.

10. Adjourn

- The conference call was then adjourned.

Action Items:

1. URS will contact agencies that have not committed or obligated funds for 2004.
2. Volunteers who are interested in participating on the project review teams for current and future projects should contact Ming.
3. Ming to add Nick and Dave on the project review team for the Integration of TMC and Public Safety Project.
4. Members to provide comments on the draft newsletter to URS/Ming by Friday, September 24.
5. Next Quarterly Teleconference: December 6, 2004 at 2 PM EST.

**Transportation Management Center Pooled Fund Study
Quarterly Conference Call, September 20, 2004
Attendees**

<u>Name</u>	<u>Representing</u>
Manny Agah	Arizona DOT
Monica Kress	Caltrans
Raj Ghaman	FHWA
Tom Granda	FHWA
Mark Demidovich	Georgia DOT
Jeff Galas	Illinois DOT
Michael Floberg	Kansas DOT
Nick Thompson	Minnesota DOT
Lisa Vieth	Missouri DOT
Dottie Shoup	Nebraska DOR
John Domina	Nevada DOT
Michael Pilsbury	New Jersey DOT
Dave Kinnecom	Utah DOT
Jeff Benson	URS
Ming-Shiun Lee	URS