

**Transportation Management Center Pooled Fund Study
Member Quarterly Conference Call
October 12, 2005, 1:00 PM EDT**

Minutes

1. Introductions and Review of Agenda

Dave Kinnecom (Utah DOT) and Manny Agah (Arizona DOT) co-chaired the meeting. The agenda was reviewed and introductions were made. Dave welcomed the Tennessee DOT as the newest member of the group. Don Dahlinger is the lead technical contact for Tennessee.

2. Membership and Financial Status

- Tom Granda (FHWA) reported on the financial status. A financial summary was provided in Attachment #1- Quarterly Progress Report.
- Tom noted the projected balance at the end of FY2006 would be \$125,000, assuming members provide the same level of commitment as they did in 2005.
- Tom and Raj Ghaman (FHWA) encouraged members who have not made commitment for 2006 to start the process.
- Tom and Raj would also contact states that have not made contributions in 2005.
- Ming-Shiun Lee (URS) would send a gentle reminder to individual agencies regarding their funding commitment and obligation for 2006.

3. Project Progress Report

Ming provided progress reports on current and future projects.

- **Current Projects:**

- Coordinated Freeway and Surface Street Operational Plans and Procedures

- Draft technical document has been completed and posted on the project web page for review.
 - The document was currently under final editing. The final document was expected in December 2005.

- TMC Business Planning and Plans Handbook

- Draft final handbook has been posted on the project web page.
 - Final handbook and supporting materials would be submitted in the next two to three months.

- Developing and Using a Concept of Operations in TMS

- Final version of the handbook has been posted on the project web page.
 - Draft Primer and supporting materials have been reviewed.
 - All final products, including 508A compliant versions would be available in November 2005.

TMC Operator Requirements and Position Descriptions, Phase 2

- The project was essentially completed. All products, including the software tool, project report, and outreach materials, have been posted on the project web page.

Impacts of Dynamically Displaying Messages on CMS

- The project was virtually completed. All products have been posted on the project web page.
- The contractor was developing the 508A compliant documents.

TMC Operations Manual

- Draft final handbook has been reviewed.
- Final handbook was expected in October/November 2005.

TMC Performance Monitoring, Evaluation and Reporting Handbook

- Draft handbook has recently been posted on the project web page.
- Final handbook was expected in December 2005.

TMC Staffing and Scheduling for Day-to Day Operations

- Draft tool has been submitted for review.
- Incremental delivery of the draft chapters has begun in September 2005. Completed draft handbook was expected at the end of October 2005.
- Final document and outreach materials were expected in January 2006.

TMC Clearinghouse Development and Initiation

- Sample resource databases were submitted for review in September 2005.
- A draft version of the website design would be available in January 2006.
- The final clearinghouse website would be available on-line by April 2005.

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

- Contract has been awarded.
- A project kick-off meeting/teleconference was expected in the next 3-4 weeks.

Recovery and Redundancy of TMCs

- Contract has recently been awarded.
- Members would be informed of the project kick-off activities.

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

- Solicitation of proposals would begin shortly.
- Project initiation was anticipated within the next 3 months.

Integration of TMC and Law Enforcement – Needs Assessment

- Scope of the project has been narrowed to perform an initial needed assessment. Results from the assessment would be used to construct a follow-on effort.
- Project budget has been reduced to reflect the narrowed scope.

TMC Pilot Workshop Development and Delivery

- The statement of work has been completed. It was currently in contracting process.

TMC Clearinghouse Support Services, Phase 2

- URS was currently developing the draft statement of work.
- Project initiation was expected at the end of the current phase 1 project (April/May 2006).

4. Review of Revised Project Proposals

- Ming reviewed the revised proposals for the 6 projects selected at the annual meeting in Rhode Island. Ming noted revisions were made based upon feedback from the members. Changes made and key issues to be covered in each project were highlighted. The estimated project costs were analyzed and adjustments to reflect the changes in the project scopes.
- Ming would send an e-mail to the group and request for review comments. Comments and suggestions should be sent to Ming by November 4th.
- Volunteers to serve on the review teams for the 6 projects were needed. Members and others within their organizations who are interested in participating in the project development should contact Ming.

5. Next Meetings

- Next Quarterly Conference Call: Wednesday, January 11th, 2006 at 1:00 PM EST
- The 2006 Annual Meeting would likely be held in late July or early August in Seattle, Washington.
- Options on the 2006 annual meeting arrangements were discussed:
 - Meeting could be held at the TMC in the north suburb of Seattle. The group might stay at a hotel nearby the TMC but not many activities could be offered in the area. Another possibility would be to stay at a hotel in the Seattle downtown area.
 - The group could stay at a downtown hotel and use the hotel facility for the meeting. Renting hotel facilities for the meeting would incur additional costs.
 - Jeff Benson (URS) noted the HOV PFS group had its annual meeting in Seattle in May 2005. The group stayed at a hotel in downtown Seattle and the meeting took place at the DOT office (where the TMC located) in the north suburb. Washington DOT provided transportation.
 - URS would further investigate the options and report to the group.

6. Other Issues

- None.

7. Adjourn

- The conference call was then adjourned.

**Transportation Management Center Pooled Fund Study
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Attendees**

<u>Name</u>	<u>Representing</u>
Manny Agah	Arizona DOT
Raj Ghaman	FHWA
Tom Granda	FHWA
Merrill Sharp	Idaho DOT
Mia Silver	Michigan DOT
Lisa Vieth	Missouri DOT
Jim McGee	Nebraska DOR
John Domina	Nevada DOT
John Bassett	New York State DOT
Don Dahlinger	Tennessee DOT
Dave Kinnecom	Utah DOT
Doug Dembowski	Wisconsin DOT
Jeff Benson	URS
Ming-Shiun Lee	URS