

**Transportation Management Center Pooled Fund Study  
Member Quarterly Conference Call  
December 6, 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 and the agenda was reviewed.

**2. Membership and Financial Status**

- Tom Granda of FHWA reported on the membership and financial status.
- The Kentucky Transportation Cabinet joined the PFS as the newest member. Leon Walden is the lead technical contact for Kentucky.
- 15 agencies have made funding commitment for 2005. URS would follow up with individual agencies regarding funding commitment and obligation.

**3. Project Progress Report**

Ming-Shiun Lee of URS provided a progress report 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. Review comments are due December 13, 2004
- Final document would be expected by early January 2005.

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 December 2004.
- Final handbook and supporting materials would be submitted in Spring 2005.

TMS Concept of Operations

- Final draft version of the handbook has been submitted and posted on the project web page.
- 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 Winter 2004.
- Final software tool would be available in Spring/Summer 2005.

Impacts of Dynamically Displaying Messages on CMS

- Final version of the research work plans has been posted on the project web page.
- Contractor is currently collecting data.

- A draft research report would be available in Spring 2005. The final report will be submitted in Summer 2005.

#### TMC Operations Manual

- Draft version of the annotated outline for the technical document has been submitted and posted on the project web page. Comments on the draft outline are due December 10, 2004.
- 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

- Draft version of the annotated outline of the handbook was submitted in November 2004.
- A project team teleconference was held on November 19, 2004 to review and discuss comments on draft annotated outline.
- Final version of the annotated outline would be submitted in the next two weeks.
- 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 was distributed. Proposal review and selection was made in October 2004.
- Anticipated project kick-off would be in January 2005.

#### TMC Clearinghouse Development and Initiation

- RFP was distributed. Proposal review and selection would be made in December 2004/January 2005.
- Anticipated project kick-off would be in early 2005.

#### TMC Pilot Workshop Development and Delivery

- URS was revising the scope based on input from FHWA, Project Champion, and the members.
- Draft SOW is anticipated in January 2005.

#### **Projects to be initiated in 2005:**

##### Integration of TMC and Public Safety

- Draft SOW was essentially completed. FHWA Infrastructure Security group is currently reviewing the draft SOW.
- URS would forward the draft SOW for project champion's review. Members who are interested in reviewing the draft SOW should contact Ming.
- Leon Walden of Kentucky Transportation Cabinet and John Corbin of Wisconsin DOT indicated their interest in reviewing the SOW.
- Leon suggested adding homeland security issues to the SOW.

#### Recovery and Redundancy of TMCs

- Draft SOW was near completion. It would be forwarded for project champion's review.
- Members who are interested in reviewing the draft SOW should contact Ming.
- Final SOW is expected in January 2005.

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

- Draft SOW would be completed by the end of December 2004.
- Final SOW is expected in January 2005.

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

- Draft SOW was near completion.
- SOW would be finalized in January 2005.

#### TMC Clearinghouse Support Services, Phase 2

- SOW would be developed once the Phase 1 effort is underway. The draft SOW is expected in Spring 2005.

### **4. Process to Develop and Select Projects for 2006**

- Nick Thompson briefly reviewed the process and schedule for developing and selecting project ideas for 2006 that was presented in Attachment 2.
- Attachment 2 also included a list of project ideas carried over from the annual meeting in June 2004.
- Solicitation of new project ideas would begin in January 2005. URS would send a request to the members for project ideas via e-mail in mid-January.
- Nick encouraged the members to start thinking about project ideas that the group could consider pursuing in 2006.

### **5. Preparation for the 2005 TMC PFS Annual Meeting**

- The Annual Meeting would take place in Providence, Rhode Island.
- The meeting would be held in late May or early June. Members noted the desire to pick the date for the meeting.
- Raj inquired if the format used in June 2004 (i.e., meeting starts on Day 1 PM and adjourns on Day 3 noon) would be desirable. Groups concurred.
- John Corbin noted the TRB Freeway Operations Committee's mid-year meeting would be on the second week of June and advised that the group should avoid holding the annual meeting that week.
- URS would send three or four options of meeting dates for the members to consider.

### **6. Discussion of Future Project Visions**

- Raj 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.
- Raj noted that it was important to produce products that could encourage people to use and benefit the user. Raj indicated he would like to discuss this subject at the annual meeting. He suggested URS adding this to the annual meeting agenda for a 30-minute

discussion. He encouraged the members to give some thoughts about this and be prepared for the discussion at the annual meeting.

- John Corbin noted two areas that may be considered for developing future projects: (1) how future project fits into other national programs and initiatives and support activities, such as traffic incident management and special events traffic management; and (2) development of peer review and certification programs for TMC.
- Raj suggested having Mia Silver of Michigan DOT giving a presentation on opportunity for agency coordination at the annual meeting.
- Raj noted the TMC PFS would have a booth at the TRB Annual Meeting. The TMC News Bulletin (formally TMC PFS Newsletter) would be available at the booth. Paper and electronic copies of the TMC News Bulletin would be sent to members as well.

## **7. Next Meetings**

- Next Quarterly Conference Call: Tuesday, March 8, 2004 at 2:00 PM EST

## **8. Other Issues**

- None.

## **9. Adjourn**

- The conference call was then adjourned.

## **Action Items:**

1. *URS would follow up with individual agencies regarding funding commitment and obligation for 2005.*
2. *Volunteers who are interested in participating on the project review teams for current and future projects should contact Ming.*
3. *Ming to forward draft SOW for Integration of TMCs and Public Safety Project to Leon Walden and John Corbin upon its availability.*
4. *Solicitation of project ideas would begin in January. URS would send a notice to members for project ideas in mid-January.*
5. *Members are encouraged to start thinking about project ideas.*
6. *Ming to poll members' preference regarding the annual meeting dates.*
7. *Next Quarterly Teleconference: Tuesday, March 8, 2004 at 2 PM EST.*

**Transportation Management Center Pooled Fund Study  
Quarterly Conference Call, December 6, 2004  
Attendees**

<b><u>Name</u></b>	<b><u>Representing</u></b>
Monica Kress	Caltrans
Raj Ghaman	FHWA
Tom Granda	FHWA
Jessie Yung	FHWA
Henry de Vries	I-95 Corridor Coalition
Jeff Galas	Illinois DOT
Cash Centers	Kentucky Transportation Cabinet
Leon Walden	Kentucky Transportation Cabinet
Nick Thompson	Minnesota DOT
Lisa Vieth	Missouri DOT
Michael Pilsbury	New Jersey DOT
John Bassett	New York State DOT
Doug Tomlinson	Pennsylvania DOT
Dave Kinnecom	Utah DOT
John Corbin	Wisconsin DOT
Todd Szymkowski	Wisconsin DOT
Jeff Benson	URS
Daryl Taavola	URS
Ming-Shiun Lee	URS