

**Transportation Management Center Pooled Fund Study
Quarterly Team Member Conference Call
December 17, 2002**

Minutes

1. Introductions and Review of Agenda

- Bill Stoeckert of Connecticut DOT and Robert Copp of Caltrans co-chaired this meeting.
- John Obenberger, FHWA, introduced URS, the new Program Management team. Jeff Benson is the lead, and Ming-Shiun Li is the lead technical contact. Their team contains a number of experts on TMC areas around the country.

2. TMC PFS Membership Status and Financial

Welcome to new members

- Mississippi DOT is a new member, with Bob Mabry, Assistant State Traffic Engineer as the technical contact.
- John Domina is the new technical contact for Nevada DOT
- Solicitation letters for 2003 have been sent out to FHWA Division Offices. URS will post the solicitation materials on the PFS web site. The FHWA wants to make sure that the solicitation letters get to the appropriate people in each state.

Review available funding & actions required to obligate funding for 2002

- There are still two agencies that need to obligate funds for 2002.
- Some states have already obligated funds for 2003.

Review of process and schedule for solicitation to participate for 2003

- States should send completed commitment forms to Jon Obenberger and/or URS. FHWA would like all commitments submitted by February 28, 2003. When URS receives the commitment forms, they will contact people from the state agencies.
- FHWA would like to make sure that other state agencies that may be interested in joining receive the solicitation material.
- All states will receive solicitation letters, even states that have already committed funds for 2003.

3. TMC PFS Projects Progress Reports

Changeable Message Sign Operation and Messaging

- The Draft Final Document of the project is posted on the PFS web site. The project contractor is preparing a White Paper on Future Research.
- The final documents will be released in February after they are made 508A compliant. FHWA is currently finalizing agreements to make the documents compliant.

Configuration Management for TMS

- Final Configuration Management documents are available on the PFS web site.
- The contractor will make the documents 508A compliant in January and February.
- The contractor will also be producing a brochure and other marketing material for the project.

TMS Maintenance Concepts and Plans

- A Draft of the Maintenance Handbook has been prepared. The contractor is incorporating comments from FHWA, and will submit a revised draft at the end of December.
- The contractor will make the document 508A compliant in January and February.
- URS will send a notice out to the work team when the document is posted.

TMC Operators Requirements Matrix

- The final matrix document is posted on the PFS web site. The document contains much information, but it is not in a user-friendly format. There will be a follow-up Phase 2 project to put the information in a format that is easier to use.

Coordinated Freeway and Arterial Operations

- This project is a couple of months behind. The contractor hopes to catch up in January.
- Synthesis of Practice is posted on the PFS web site. URS to post the initial Annotated Outline on the web.
- The second version of the Annotated Outline is scheduled for February. There will be a conference call at the end of February for the work team to review the document.

Managing Travel for Planned Special Events

- The Annotated Outline and Synthesis of Practice are available on the PFS web site. There was a conference call for the project review team in early November to review them. The consultant will begin writing the chapters in January. An initial draft should be completed by March. Once FHWA has the initial chapters, they will be sent out for review.
- FHWA has funding for a training course on Planned Special Events. They will initiate a contract to develop the training course in Summer of 2003.
- John Corbin, Wisconsin DOT, noted that the project will be reviewed and discussed at the Traffic Incident Management Session at TRB on January 12
- Jon Obenberger noted that URS is developing a TMC Communications and Outreach Plan, and the program will try and include project outreach in future conferences.
- John Corbin suggested that while developing the Communications and Outreach Plan, URS consider expanding the consultant's role in communicating direction with the states. Some state contacts are very busy and have a hard time conveying PFS developments to state DOTs. One possibility is that the technical contact could submit a small group of agency employees to whom the consultant could convey developments.

TMC Operations Concept & Requirements

- Manny Agah should be listed as the Champion for this project, and Felipe Luyanda-Andino is the FHWA task manager.
- This project is behind schedule because 1) FHWA wanted to wait until the URS Program Management Team was hired so they could be brought up to speed in the beginning of the project, and 2) FHWA was working to release an overview of requirements for the project.
- There is currently a draft SOW, and a final SOW is expected to be released in January.

4. Progress on Development of New Projects or Initiatives

Multi-Year TMC Business Plan

- This project will develop a guidance document that will identify components and different business models and explain how this will be identified with other strategic documents.
- URS is working on a draft SOW. One draft version has already been completed.

- A draft is scheduled to be completed in early January.
- URS has contacted CalTrans and Georgia DOT to see what they have been developing for a business plan.
- Copp will send FHWA a preliminary draft of the CalTrans Business Plan for internal use only.
- URS will send Copp and Corbin a draft of the SOW by December 20.
- John Corbin suggested looking at the Washington DOT Freeway/Highway Operations Plan.

TMC Operator Requirements Matrix – Phase 2

- This project will build upon the effort in Phase 1 and develop a software tools to place the information generated in Phase 1 in a more user-friendly format. The original Operator Matrix document will have to be modified to fit the software used. The concept is similar to Turbo Architecture, but on a smaller scale.
- FHWA has a preliminary draft of the work order for this project.
- FHWA will send comments on the Requirements Matrix to Mike Hartman, NYDOT, the week of December 23.
- FHWA will work with Hartman on identifying what kind of people will be included on this work team.

CMS Operation & Messaging Research–Phase 2

- This project will test and provide guidance on the impacts of dynamically displaying messages on changeable messages signs. It will take issues identified in Phase 1 and match them with priorities from the White Paper. The project will also make recommendations on proposed changes to existing sections or need for new sections in the MUTCD.
- URS is revising an initial draft of the SOW. A final draft of the SOW should be sent out in mid-January.
- After the final SOW is sent out, FHWA will work with the project champion, Jeff Galas of IDOT, to identify team members.

5. Process to Develop and Select Projects to Pursue in 2003

Proposed process, schedule and key milestones

Carry over list of existing issues

Milestones to obtain project ideas from members & other interests

- Jon Obenberger reviewed Attachment 3, which outlined the process for selecting new projects. He noted that some of the dates are incorrect.
- URS will send out an email this week asking members to start thinking about new projects.
- States, FHWA, and URS experts will submit titles and brief project descriptions by the end of January.

New Project Ideas

- Corbin suggested the program consider developing a document defining the role of TMCs in planning, preparing for, and managing emergencies. Dan Leonard, Pennsylvania DOT, seconded the idea.

6. Next Meeting

Next conference call – February 4, 5 or 6 (11:00 am EST)

- URS will poll members to see if February 4, 5, or 6 work best for the next conference call.
- URS will send out Meeting Minutes this week.

- URS will post a draft agenda of the next meeting on the PFS web site.
- Agenda items for the next meeting include 1) review draft of Communications and Outreach Plan, and 2) review and discuss project ideas and next steps.

Annual Meeting (May of 2003)

- FHWA will work with Stoeckert and Copp, the co-chairs, to determine a rough date for the Annual Meeting in May.

7. Other Issues

Incident Management PFS

- The Incident Management Pooled Fund Study has not been initiated yet due to FHWA's internal reorganization. It is not clear how this will affect the schedule for that program. Solicitation material was originally going to be issued in February of March.
- California, Pennsylvania, and New York indicated interest in joining the Incident Management Pooled Fund Study.
- There will be a Traffic Incident Management session at TRB on January 12 beginning from 8:30 a.m. to 2:30 p.m.
- There will be a VMS workshop at TRB from 9:00 a.m. to 5:00 p.m on January 12.
- URS will put together a list of events at TRB of interest to PFS participants.
- Jon Obenberger is looking for TMC and Freeway Management Surveys from select states and metropolitan areas. State representatives will send him information on who those surveys should be issued to.

**Transportation Management Center Pooled Fund Study
Quarterly Conference Call, December 17, 2002
Attendees**

<u>Name</u>	<u>Representing</u>	<u>Phone</u>
Bill Stoeckert	Connecticut DOT	(860) 594-2630
Robert Copp	Caltrans	(916) 654-6912
Mark Newland	Indiana DOT	(317) 232-5523
Dan Leonard	Pennsylvania DOT	(717) 705-1448
John Corbin	Wisconsin DOT	(414) 227-2150
Mike Hartman	New York State DOT	(518) 457-2384
Jon Obenberger	FHWA	(202) 366-2221
Tom Granda	FHWA	(202) 493-3365
Jeff Benson	URS	(612) 373-6444
Ming-Shiun Li	URS	(612) 373-6335