

MEETING NOTES

AD HOC METROPOLITAN AREA TRANSPORTATION OPERATIONS COORDINATION (MATOC) PROGRAM STEERING COMMITTEE

DATE: Tuesday, February 20, 2007

TIME: 2:00 PM

PLACE: Maryland State Highway Administration State Operations Center,
Hanover

ATTENDANCE:

Yanlin Li, DDOT
Amy Tang McElwain, VDOT
Glenn McLaughlin, MSHA
Andrew Meese, COG/TPB
Mark Miller, WMATA
Michael Pack, University of Maryland
Richard Steeg, VDOT

ACTIONS:

1. Welcome

2. Review of Notes from the January 30, 2007 Meeting

No comments were discussed.

3. Status of Funding Agreement and Signatures Package Approvals

The status of the signature packages was as follows:

- DDOT: The package had been signed by the new Director, Emeka Moneme. Additional signatures from legal and procurement officials were still in process.
- MDOT: It was still under review whether MDOT had to sign the revised Version 7.0, or if their signature on the previous Version 6.2 stood. The time frame was uncertain.
- VDOT: Signatures were complete in January.
- WMATA: Mr. Miller announced that WMATA signatures had just been completed.
- COG: Signatures were still in process.

4. Preparation for Actions at the First Formal Meeting of the MATOC Steering Committee in Accordance with the MATOC Funding Agreement, Memorandum of Understanding, and Proposed Bylaws

Mr. Meese referred to a memorandum that was distributed. The Metropolitan Area Transportation Operations Coordination (MATOC) Program becomes an official program, and thus the Steering Committee becomes official, when all signatories have signed the funding agreement package. The intention of the package of signed documents was that once the agreement has become official, subsequent meetings of the formerly ad hoc MATOC Steering Committee also become official rather than ad hoc. This necessitated planning for a number of actions slated for the first official meeting of the official MATOC Steering Committee:

- Appointment of Steering Committee representatives and alternates
- Adoption of the proposed bylaws in the signatures package
- Election of Chairpersons
- Confirmation of the designation of COG as the agency to undertake administrative and contractual support
- Meeting Minutes: The bylaws specify that the (contracted) Program Manager shall keep meeting minutes. Until such time that a Program Manager is designated and on board, COG staff volunteered to keep these minutes.

After discussion, the group tentatively set Wednesday, March 21, 2007, immediately before the Transportation Planning Board meeting scheduled at day at 12:00 noon, for this first official meeting [this MATOC meeting was later postponed]. The group also scheduled a preparatory Ad Hoc Steering Committee meeting on the usual date and time of March 13 immediately after the MOITS meeting.

The group also discussed the need to form without delay the technical and operational subcommittees to support the MATOC Steering Committee. Mr. Meese asked that members provide him names of agency representatives to these subcommittees.

It was discussed that both the MATOC and the RESF-1 committees were proposing to form operators or operations subcommittees. There was a need for coordination to avoid conflicts and redundancy. It may be preferable for MATOC to be the home of an operators subcommittee rather than RESF-1. It was suggested that members bring this up at the next RESF-1 meeting.

5. Update on COG Contracting Issues and Re-advertisement

Mr. Meese distributed a draft Request for Proposals (RFQ). The topic of revising the RFQ had been discussed at the January 30 meeting. Mr. Meese today discussed his budget assumptions, and agreed to email a spreadsheet explaining these assumptions

subsequent to the meeting. Mr. Meese discussed the major proposed changes, and the Steering Committee provided feedback that would be incorporated into the next version.

Mr. Meese noted that COG's director of procurement had recommended against COG moving forward with the new RFQ until all funding signatures were in place. After all signatures are in place, COG will provide the draft RFQ to the Federal Highway Administration Virginia Division office as discussed at the January 30 meeting to demonstrate the changes made to the COG Disadvantaged Business Enterprise procedures. If signatures were in place soon, this might be accomplished in time for issuing the RFQ before the March 21 meeting.

6. RITIS Concept of Operations

Mr. Pack distributed a draft Concept of Operations document for the Regional Integrated Transportation Information System (RITIS) for the review and comment of Steering Committee members. Feedback was particularly important on the tables that characterized agency activities.

Mr. Pack also distributed, as had been requested at the January 30 meeting, a draft slide presentation with an overview of RITIS. After discussion, it was proposed to plan for a MATOC/RITIS briefing as a Work Session of the TPB. Such sessions were usually 1-2 hours, held in the morning immediately prior to the main TPB meeting, to provide the Board an opportunity to examine topics of interest in detail. The group discussed this and set the goal of providing a briefing at a TPB Work Session in conjunction with the April or May TPB meeting.

Comments on the RITIS two documents were to be provided to Mr. Pack by March 14.

7. Preparation for MATOC Program Update for the February 21 Transportation Planning Board Meeting

Mr. Meese was to provide this briefing. He would try to discuss with TPB member Timothy Lovain of Alexandria the concept of holding a Work Session on a future date.

8. Discussion of Next Steps

Action items from the February 20 meeting were as follows.

1. Provide information on the status of Maryland's signatures on the agreement package. (Contestabile)
2. Obtain COG/TPB signatures on the agreement package. (Meese)

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3. Hold the dates, confirm, or find alternate dates for upcoming meetings: March 13 immediately after MOITS for an ad hoc Steering Committee meeting, and March 21 at 11:00 AM immediately prior to the TPB meeting for the first official MATOC Steering Committee meeting to transact formal business [later changed]. (All)
4. Share a MATOC budget spreadsheet for error checking, review and comment, following from the discussion of how the budget in the RFQ should reflect what is in the funding agreement. (Meese)
5. Make changes to the draft RFQ identified during the February 20 meeting, circulate the new draft RFQ for a very short review, and then send it as previously agreed to Virginia FHWA representatives in advance of issuance. (Meese)
6. Determine whether there is an FHWA time limit for MATOC grant expenditures to begin. (McElwain)
7. Provide comments on the draft RITIS Concept of Operations to Michael Pack as soon as possible. (All except VDOT, who have already provided their comments)
8. Provide comments or edits on the draft RITIS PowerPoint presentation reviewed at the February 20 meeting to Michael Pack as soon as possible. (All)
9. Provide names to Andrew Meese for nominations to the proposed MATOC Technical and Operations Subcommittees. (All)
10. Discuss the coordination of the proposed MATOC operators subcommittee with the proposed RESF-1 operations subcommittee at the next RESF-1 meeting. (Contestabile, Miller, Meese, and/or Steeg)
11. Explore scheduling of a TPB Work Session immediately prior to the April 18 TPB meeting (or another future date) to discuss MATOC in depth, including Michael Pack's RITIS presentation. (Meese)
12. Notify TPB member Timothy Lovain on the proposed MATOC TPB work session as an opportunity to discuss the questions raised in his February 12 email. (Meese)