

NATIONAL CAPITAL REGION TRANSPORTATION PLANNING BOARD

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**MINUTES OF THE
TRANSPORTATION PLANNING BOARD
January 17, 2007**

Members and Alternates Present

Deborah R. Burns, FTA
Nat Bottigheimer, WMATA
Rick Canizales, Prince William County
Andrew Fellows, City of College Park
Charles Graves, DC Office of Planning
Jason Groth, Charles County
Catherine Hudgins, Fairfax County Board of Supervisors
Sandra Jackson, FHWA
Charles Jenkins, Frederick County
Michael Lyles, City of Bowie
Phil Mendelson, DC Council
Sam Minnitte, MDOT
David Moss, Montgomery County
Glenn Orlin, Montgomery County Council
Kathy Porter, City of Takoma Park
Rick Rybeck, DDOT
David Snyder, City of Falls Church
JoAnne Sorenson, VDOT
C. Paul Smith, City of Frederick
Linda Smyth, Fairfax County
Kanti Srikanth, VDOT
David M. "Mick" Staton, Jr., Loudoun County
Victor Weissberg, Prince George's County
Patrice Winter, City of Fairfax
Chris Zimmerman, Arlington County Board

MWCOG Staff and Others Present

Ron Kirby	
Michael Clifford	
Jim Hogan	
Bob Griffiths	
Nick Ramfos	
Wendy Klancher	
Debbie Leigh	
Deborah Etheridge	
Andrew Meese	
Michael Farrell	
Dusan Vuksan	
Erin Morrow	
Michael Eichler	
Darren Smith	
Paul DesJardin	COG/HSPPS
Joan Rohlf	COG/DEP
Dave Robertson	COG/EO
Lee Ruck	COG/LEG
Naomi Friedman	COG/EO
Makeda Saggau-Sackey	COG/OPA
Jim Maslanka	City of Alexandria
Alex Verzosa	City of Fairfax
Tamara Ashby	Arlington County
Mark Rawlings	DDOT
Bill Orleans	PG ACT
John Townsend	AAA Mid-Atlantic
Bob Owolabi	Fairfax County DOT
Ian Beam	MDOT
Tamara Ashby	Arlington County
Bob Owolabi	Fairfax County DOT
Al Francese	Centreville Citizens for Rail
Harriet Tregoning	DC Office of Planning
Emeka Moneme	DDOT
Mark Rawlings	DDOT
Tony Chinyere	Tri-County Council
Sharmila Samarasinghe	Dept. Rail & Public Transportation
Betsy Massie	PRTC
James Hamre	WMATA

1. Public Comment on TPB Procedures and Activities

There were no speakers for public comment.

2. Approval of Minutes of December 20, 2006 Meeting

A motion to approve the minutes of the December 20, 2006 meeting of the TPB was moved and seconded. The motion was passed unanimously.

3. Report of the Technical Committee

Mr. Harrington of WMATA introduced himself as the new chair of the TPB Technical Committee. He said that the Committee had met on January 5 and discussed four items on the TPB's January agenda, beginning with the Regional Bus Subcommittee. He said that the Committee is supportive of the idea and had a good discussion about the role of the subcommittee and how it could be modeled after the Bicycle and Pedestrian Subcommittee. He said that the Committee had also been briefed on the implementation of an online bike route mapping Web site, and had recommended that the item be placed on today's agenda rather than waiting until the February TPB meeting. Related to the status of the Call for Projects for the 2007 Constrained Long-Range Transportation Plan (CLRP), he said the Committee recommended that the January 26 deadline for project submissions be pushed back one month to allow for better information on projects and costs. He also noted that the Committee was briefed on the draft Unified Planning Work Program (UPWP) and would continue to work with TPB staff to review the document.

Mr. Harrington said that the Committee had also been briefed on several other items, including possible use of more sophisticated visualization techniques to explain the CLRP and scenario study to the public. He said that other items dealt with correspondence with the Metropolitan Washington Air Quality Committee (MWAQC) regarding calculation of Transportation Emissions Reduction Measures (TERMs), efforts to comply with safety planning and natural resource agency consultation provisions of SAFETEA-LU, and a review of the 2006 CLRP Brochure.

There were no questions regarding the report of the Technical Committee.

Chairman Hudgins departed from the agenda briefly to introduce Mr. Jenkins, a newly appointed member of the TPB representing Frederick County, and asked Mr. Rybeck to introduce Mr. Moneme, new Acting Director of DDOT, and Ms. Tregoning, new Acting Director of the D.C. Office of Planning.

Mr. Rybeck introduced Mr. Moneme and Ms. Tregoning, summarizing their previous experience and goals for their respective agencies.

4. Report of the Citizens Advisory Committee

Mr. Larsen, 2006 Vice Chairman of the Citizens Advisory Committee (CAC), gave the report of the committee in the absence of Mr. Tydings. He said that the 2007 CAC would likely meet for the first time in February, although all 15 members of the committee may not yet have been appointed by the TPB in time for the February meeting. He said that the CAC had changed the date of the February meeting to February 8 to allow committee members to attend a TPB scenario study outreach forum scheduled for February 15 in Reston.

Mr. Larsen said that the report included in the mailout packet was more of a summary of the CAC's 2006 activities rather than a report on the January meeting. He mentioned highlights from the report, noting that CAC members continue to be interested in the TPB's Regional Mobility and Accessibility Scenario Study and are developing recommendations regarding the future of the study to be presented to the TPB in February. He also noted the CAC's support of the new Transportation/Land-Use Connections Program over the past year, including the passage of a CAC resolution in support of the program. He said that CAC members are pleased to see progress made by TPB staff in improving information and analysis on the Constrained Long-Range Transportation Plan (CLRP), partly in response to CAC recommendations, and look forward to further progress on that front. He said that the CAC is also involved in the ongoing evaluation of the TPB's public involvement activities and eagerly awaits the final report.

Mr. Larsen said that in the coming year, the CAC hopes to discuss the findings of the public involvement evaluation and help develop the new Public Participation Plan, promote public involvement surrounding the scenario study, and identify and promote emerging transportation issues in the region.

Chairman Hudgins said that the TPB appreciates the CAC's work and in particular its strong support of the TLC Program.

There were no questions regarding the report of the CAC.

5. Report of the Steering Committee

Mr. Kirby said that the Steering Committee had met on January 5th and addressed one action item, amending the FY 2006-2011 and FY 2007-2012 Transportation Improvement Programs (TIPs) to add several projects at the request of VDOT, including an enhancement project in the City of Fairfax, a traffic signal and ITS project, two safety projects, and six maintenance

projects. He said that the Committee had also discussed the prospect of significant amendments to the FY 2007-2012 TIP in process by Virginia and the District of Columbia, and that Items 15 and 16 had been placed on the TPB agenda for discussion of those amendments. However, the materials were not yet available so the items would have to be deferred until next month.

Mr. Kirby also drew attention to items in the letters packet including a response from the Metropolitan Washington Air Quality Committee (MWAQC) to a letter from then-TPB Chairman Knapp. The letter offered the TPB's assistance in reviewing any Transportation Emissions Reduction Measures (TERMs) that might be received by MWAQC in response to a resolution passed by the COG Board asking for input from local governments on development of State Implementation Programs (SIPs). He said that the response from the new MWAQC Chair Nancy Floreen accepted the offer of TPB assistance and that any TERMS received would be submitted to the TPB for review.

Mr. Kirby said that a second item in the letters packet was the final policy statement by the Federal Transit Administration (FTA) on the inclusion of high-occupancy toll (HOT) lanes in FTA funding formulas. He said that comments submitted to the docket by the TPB in October urged that all variably-priced lanes be included in FTA funding formulas as fixed-guideway transit miles, as opposed to only those converted from existing high-occupancy vehicle (HOV) lanes, as several major projects in the region would be impacted. He said that the FTA had not accepted this recommendation and had limited the scope of the final policy statement to classifying as fixed guideway miles only those HOT lane facilities that are converted from HOV lanes, not permitting new facilities to be added into the formula. He said that the FTA had stated a desire to leave to the Congress and not to determine on an administrative basis the question of whether and on what terms new facilities should be counted in the formula.

Mr. Zimmerman asked if his understanding was correct that the FTA decision would not affect the prospective HOT lane project on Shirley Highway (I-395), but would mean that the Beltway HOT lane project would not be eligible for FTA formula funds.

Mr. Kirby said that was correct.

Mr. Zimmerman asked if it mattered at all what transit service is provided as part of the project, meaning that there could be extensive transit service on the Beltway HOT lanes and no transit service on the Shirley Highway HOT lanes, but the Shirley Highway HOT lanes would still be credited in the FTA formula and not the Beltway lanes.

Mr. Kirby said that the level of transit service would not affect the FTA formula calculation, unless it is a conversion from an existing HOV facility. He said that the policy does resolve the issue of whether or not HOV lanes converted to HOT lanes would still be given credit based on the bus service, which had been a concern of the TPB.

Mr. Zimmerman sought to clarify that a reduction or expansion of bus service provided would

affect the FTA formula, but that it did not matter for the sake of the formula calculation if the quality or performance of the service was affected by the HOV to HOT conversion.

Mr. Kirby noted that there are other requirements in the FTA policy about maintaining high levels of transit service as a condition for inclusion of the HOT lanes in the formula calculation, in particular that the transit service must be unimpeded.

Mr. Zimmerman said that he would be interested in exploring further how the quality of service is defined in the FTA policy and any related implications for facilities in the region.

Mr. Fellows asked if there was a list of the facilities in the region that do qualify for the FTA formula funds.

Mr. Kirby said that all of the existing HOV lanes currently included in the FTA formula calculation as fixed guideway miles would continue to gain credit if converted to HOT lanes, while any new HOT facilities would not unless that policy is changed by the Congress.

Chairman Hudgins sought to clarify that the TPB essentially did get part of what it wanted out of the FTA policy, the inclusion of HOT lanes converted from existing HOV lanes in the funding formula.

Mr. Kirby said that was correct, and noted that MDOT had submitted comments to the FTA similar to those of the TPB, but that WMATA, similar to the rest of the transit industry, had expressed to the FTA concern that broad inclusion of HOT lanes in the formula calculations would fundamentally alter the distribution of transit funds around the country, and that such a change should not be made as an administrative action by FTA.

Mr. Orlin asked if a newly created HOV lane that was later converted to a HOT lane would continue to count in the formula calculation after conversion.

Mr. Kirby said that was correct, but that the HOV lane would have to be in existence long enough to get incorporated into the FTA formula. He said this meant that a facility could not be opened as an HOV lane and then converted to a HOT lane days later and be included in the FTA formula.

Mr. Orlin asked if a delay in conversion of a year or two would at least make the idea feasible.

Mr. Kirby said it could, in that it normally takes a few years before an HOV facility actually gets into the FTA formula.

Mr. Weissberg asked if, over time, the policy of including HOT lanes could reduce the amount in the FTA formula program that would go specifically to transit.

Mr. Kirby said that the funds are primarily meant for rehabilitation and operation of existing transit service. He said that in the sense that there is a national pot of money for the program, it is a zero-sum game, and to the extent that one metropolitan area adds new fixed-guideway transit miles, it reduces the money available for other areas. He said that the FTA policy statement acknowledges that there are several HOT lane projects in development around the country that could be completed in the near future, and that the effect of including them all in the formula would be significant.

Chairman Hudgins said that the discussion on this issue was important and that the TPB needed to continue to keep an eye on related developments.

Mr. Kirby said that the TPB may want to take an active interest in the issue as it is discussed as part of the next reauthorization process, since it will affect the region in the future.

Mr. Kirby said that the final item in the letters packet describes the legal action filed by Environmental Defense and Sierra Club against USDOT and FHWA, as well as MWCOG and the TPB, including Jay Fisette and Mr. Knapp in their capacities as 2006 chairmen. He said that copies of the entire lawsuit were available, though the document is quite lengthy. He introduced COG/TPB General Counsel Lee Ruck to describe how COG and the TPB are addressing the legal challenge.

Mr. Ruck said that the lawsuit is very complex, and one of two filed on the same day regarding the Intercounty Connector (ICC), the other being a traditional NEPA suit filed by the Audubon Society against the same federal defendants in federal district court in Maryland. He said that COG/TPB legal staff have discussed the matter with the General Counsel's office at USDOT and are looking into getting assistance from three area law firms experienced in related matters. He said that COG and the TPB were served with the suit in the past week, and a response is due by January 31, though an extension will likely be requested. He said that the case is broad and could have significant policy ramifications beyond just the ICC.

Mr. Kirby drew attention to copies of the brochure for the Transportation/Land Use Connections (TLC) Program, which were distributed at the meeting along with the application form for technical assistance through the program. He noted that the application requests a letter of transmittal and endorsement from the applicant jurisdiction's chief elected official or chief administrative officer. He said that TPB staff had received some feedback from local jurisdictions that an extension of the application deadline would be necessary given the new request, and said the Board may want to consider taking action to extend the deadline to the end of February.

Mr. Zimmerman moved to extend to February 28, 2007 the deadline for applications for technical assistance through the TLC Program.

Mr. Canizales seconded the motion, which was passed unanimously.

Mr. Canizales asked if a County Board of Supervisors resolution would satisfy the requirement of endorsement from a chief county official for the purposes of the technical assistance application.

Mr. Kirby said that would suffice if accompanied by a letter of transmittal from the County Board.

Mr. Kirby also drew attention to a brochure distributed at the meeting describing a new initiative under Commuter Connections called Live Near Your Work. He said it fit nicely with the TLC Program effort, and focuses on getting information out to employers, and in turn, employees, about opportunities for living closer to work.

6. Chairman's Remarks

Chairman Hudgins thanked the TPB for electing her as chairman for 2007. She said she hopes to continue the direction established by 2006 TPB Chairman Michael Knapp. She said she thinks the focus of the TPB should continue to be the provision of transportation for everyone in the region.

7. Report of the Nominating Committee for Year 2007 TPB Vice Chairs

Mr. Zimmerman said the Nominating Committee was making the following nominations: Andrew Fellows for second vice chair and Phil Mendelson for first vice chair. Mr. Zimmerman said he has agreed to be nominated to be chairman of the Value Pricing Task Force.

A motion was made to approve these nominations. The motion was seconded and was approved unanimously.

Chairman Hudgins thanked the committee for its work.

8. Approval of Appointments to the TPB Citizens Advisory Committee (CAC) for the Year 2007

Chairman Hudgins said the final appointments for the CAC for Maryland and the District of Columbia would be deferred until the March 21 meeting. However, she said she was nominating three individuals from Virginia to serve on the CAC: Steve Cerny, Jim Larsen and Alexandra Simpson.

A motion was made to approve the three nominations. The motion was seconded and was approved unanimously.

Chairman Hudgins announced that she was appointing Jim Larsen as CAC chairman for 2007.

9. Approval of the Establishment of the Regional Bus Subcommittee of the TPB Technical Committee and of an Amendment to the FY 2007 Unified Planning Work Program (UPWP) to Fund a New Regional Bus Planning Work Activity

Mr. Kirby noted that the Board received a presentation on the proposed subcommittee at its December meeting. He said that the funding for support of the committee in the remainder of the fiscal year would be reprogrammed from the Household Travel Survey. He described the proposed subcommittee including its governance and structure, and said that it would be similar to the Bicycle and Pedestrian Subcommittee. He said that considerable support has been expressed for establishing the subcommittee, and that it will enable greater focus on the bus service components of several new projects coming forward.

Mr. Bottigheimer asked if the Laurel Connect-a-Ride and Georgetown Metro Connection could be added to the list of service providers in the subcommittee proposal, along with a statement that the list is non-exclusive. He said that perhaps the text could state “. . . and other transit service providers, as may be appropriate.”

Mr. Zimmerman moved to approve the establishment of the Regional Bus Subcommittee of the TPB Technical Committee and approve Resolution R13-2007 to amend the FY 2007 UPWP to fund a new regional bus planning work activity, with the amendments suggested by Mr. Bottigheimer. Ms. Porter seconded the motion.

Mr. Zimmerman said that the subcommittee is much needed and will be particularly helpful at a time when there are toll lane projects with bus service being proposed. He said he hopes that the subcommittee will begin work soon, and asked how the membership of the subcommittee will be filled and the chair designated.

Mr. Kirby said that each of the agencies listed will be called upon to suggest individuals interested in serving on the subcommittee. He said that Jim Hamre of WMATA has been leading the effort to get the subcommittee up and running, and that he will likely serve as the initial chairman. He said that it would be appropriate for someone from WMATA to chair the committee at its inception.

Mr. Zimmerman agreed that it was appropriate for Mr. Hamre to chair the subcommittee. He praised former TPB member Michelle Pourciau for spurring the creation of the subcommittee and said he hoped there would be an opportunity to formally recognize her extensive service as a

TPB member.

Chairman Hudgins asked Mr. Zimmerman to hold that thought until the end of discussion of Item 9 and then make a motion to invite Ms. Pourciau back to a TPB meeting to be recognized.

Several TPB members suggested adding transit agencies from the City of Frederick, Frederick County, and the City of Bowie to the list of transit service agencies to be involved in the subcommittee.

Mr. Kirby said that these could all be added to the list.

Chairman Hudgins said that the subcommittee is intended to be all-inclusive, and the more agencies involved the better.

Mr. Weissberg asked to clarify if Mr. Bottigheimer's amendment referred to the Corridor Transportation Corporation (CTC) serving the Laurel Area.

Mr. Bottigheimer confirmed that he was speaking of the CTC.

Ms. Porter said that she supported the creation of the subcommittee and noted that bus service is especially important to the low-income population of the region. She said that the issue of how many residents of the region are extremely dependent on bus service has come up repeatedly during her time as chair of the TPB Access for All Advisory Committee.

Chairman Hudgins said that she thinks the subcommittee will help bring balance to the TPB's consideration of different transportation modes by allowing for explicit focus on bus service. She asked Mr. Kirby to clarify a timeframe of actions and goals of the subcommittee.

Mr. Kirby asked Mr. Hamre to speak about the plans for the subcommittee.

Mr. Hamre said that the first meeting of the subcommittee would be in February, and the goal of that meeting would be to develop a work plan for the rest of the year with the intent of providing input to the UPWP for FY 2008.

The motion to approve the resolution was passed unanimously.

10. Approval of an Amendment to the FY 2007 UPWP to Fund Phase I of the Planning and Implementation of a Bicycle Route-Finding Web Site for the Washington Region

Mr. Sebastian described the Web site idea as a "MapQuest for bikes." He said that a common reason people choose not to ride a bicycle for transportation is not knowing how to get from one

place to another on a bike as opposed to with a car. He said that such Web sites, which exist in a few cities around the country, choose the best and safest route from one point to another by bicycle.

Mr. Sebastian said that the project can have a large positive effect without very much of an investment – a \$33,000 increase to the bicycle and pedestrian portion of the current UPWP to fund the first phase, with additional funds to be sought in FY 2008. He stressed that the effort would be tied closely to the Commuter Connections program, so that people see bicycling as another option for commuting. He said the initial work would be gathering GIS data from the various jurisdictions and from COG on roadway volumes and speeds.

Ms. Porter asked if the system could be of help to individual jurisdictions in their efforts to identify existing routes as well as important connections that may need investment in bicycle infrastructure.

Mr. Sebastian said that the system could likely be used for that purpose as well.

Mr. Jenkins asked if the system would identify different optimal routes based on the time of year.

Mr. Sebastian said that the system probably would not be able to control for different seasons, and emphasized that bicycling is a year-round activity, especially for those who use it for transportation. He said that he hoped there would be something ready in time for Bike to Work Day in May.

Chairman Hudgins asked for clarification on how the system would identify routes.

Mr. Sebastian said that the route identification would be based on existing information about locations of bike trails and lanes along with basic roadway information as to “bicycle-friendly” roads. He said the primary utility of the system is in identifying a route that ties together these different types of facilities.

Mr. Minnitte said that MDOT supports the idea and asked how the Web site would be promoted, especially in relation to events like Bike to Work Day. He suggested that it would be useful for the Board to receive information on promotion efforts at some point in the future.

Mr. Sebastian said that the Web site will certainly be promoted at Bike to Work Day and other events with the help of Commuter Connections and the Washington Area Bicyclists Association, which is also a partner in the effort.

Ms. Sorenson said that VDOT also supports the effort, and emphasized that it should be integrated fully with Commuter Connections Transportation Demand Management software. She encouraged those working on the system to have an early focus on compatibility. She also

expressed concern about continued funding for the effort after the initial phase. She said that the issue of continuation of the program, especially in terms of funding for integration with other systems, should be dealt with at this stage.

Mr. Sebastian said he agreed with both suggestions and that the development team will seek to resolve those issues with the relevant parties as soon as possible.

Mr. Zimmerman said that he thinks the Web site is an important step, and he appreciates it as a bicyclist. He said that even in a jurisdiction like Arlington County that prides itself on being bicycle-friendly, only recently has there been a focus on wayfinding tools. He said that tying together on a regional level the tools and information each jurisdiction has is very important, and noted that people tend to take for granted being able to get route information for other modes of transportation. He said that it seems like a small investment with a large return, and that he is not particularly worried about funding the continuation of the effort because the value will be easily apparent. He said that if funding ends up being an issue, he could suggest a few sources of money in the VDOT budget for such a low-cost program.

Mr. Fellows asked if there would be a report generated as a result of the effort that identifies the important streets that need to be addressed to safely accommodate bicycles.

Mr. Sebastian said that the Web site would be focused on showing the safest or best routes, but that the task of identifying important needs has always been a goal of the Bicycle and Pedestrian Subcommittee and would continue to be a priority, regardless of how useful this tool is in identifying gaps.

Mr. Zimmerman moved to approve Resolution R14-2007 to amend the FY 2007 UPWP to plan and begin implementation of a bike route mapping Web site for the region.

Mr. Canizales seconded the motion, and it was passed unanimously.

11. Status Report on Project Submissions for the Air Quality Conformity Assessment for the 2007 Constrained Long Range Plan (CLRP) and FY 2008-2013 Transportation Improvement Program (TIP), and Approval of Revised Schedule for those Submissions.

Mr. Kirby noted that the TPB approved the Call for Projects document for this year's CLRP and TIP at its December 2006 meeting, and at that time the deadline for project submissions was listed as January 26. He said that the general consensus at the January meeting of the Technical Committee was that the deadline needed to be extended due to uncertainty about funding levels and other issues. He said that the new proposed schedule would move the cycle back a month, with the new deadline for submissions on February 23, release of conformity analysis results and the CLRP and TIP for public comment in October, and final approval of the conformity

determination and the CLRP and TIP in November as opposed to October.

Mr. Kirby said that there are several major projects that may be coming forward for inclusion in this year's CLRP and TIP, including improvements related to Base Realignment and Closure (BRAC) as well as the I-95/395 HOT lanes project. He said that given the uncertainty surrounding state and federal actions on these projects, a delay seems appropriate.

Mr. Zimmerman moved to approve the revised schedule for submitting projects for the air quality conformity assessment.

Ms. Sorenson seconded the motion, and it was approved unanimously.

12. Update on the Washington Region Metropolitan Area Transportation Operations Coordination (MATOC) Program

Mr. Meese gave a brief update on the status and activities of the MATOC program since Richard Steeg of the Virginia Department of Transportation updated the Board at the December 20 TPB meeting. He said that activity is currently focused on obtaining official signatures from the four major transportation agencies on a package of agreement documents to fund and guide the program. The package includes a multi-state funding agreement, and a memorandum of understanding addressing the MATOC steering committee. These documents will enable this multi-state entity to move forward.

Mr. Meese said that the Maryland Department of Transportation signed the necessary paperwork in December. He said Virginia law requires the approval of the Commonwealth Transportation Board before the VDOT Commissioner can sign a multi-state agreement. He said that review was scheduled for January 18, and that approval was anticipated. He said the approval signatures for the District of Columbia, WMATA, and COG were anticipated soon.

Mr. Meese said that last year COG had selected a consultant team with a program manager and support contractors, but because of concerns about the procurement process, the process for selecting these consultants would have to be conducted again, beginning with a re-advertisement, which will take place in the near future.

Vice Chairman Mendelson said he continues to be concerned about the length of time it has taken to get these activities in place. Specifically, he asked why it takes 60 days to get the necessary signatures in place.

Mr. Meese said he did not have specific answers for each agency, but he did note in the cases of the District of Columbia and WMATA that administrative changes have recently taken place.

Mr. Rybeck said that with regards to the District of Columbia, it was necessary to get the legal department to review the agreement. When it identified changes, the memorandum had to be circulated again. Several rounds of changes occurred. However, he said that the legal department had signed off on it and the director's final review and signature was expected in the near future.

Mr. Bottigheimer said the same situation occurred at WMATA. He said approval was expected in the near future.

Vice Chairman Mendelson asked why the legal review did not occur earlier, as the agreement was being prepared. He said he understood it went through several iterations of legal review before it was circulated in December.

Mr. Meese confirmed that it went through several months of legal review.

Vice Chairman Mendelson again expressed concern about the lack of a sense of urgency. On the procurement issue, he asked why that could not have been started already. He asked why more activities have not been conducted concurrently.

Mr. Meese said the COG contracts manager recommended that the procurement should not proceed until the funding is definitively in place.

Vice Chairman Mendelson asked if the Board would be getting another update next month.

Chairman Hudgins said she would be glad to schedule an update in February if that is what the Board would like. She emphasized the Board's sense of urgency on this effort.

Mr. Kirby emphasized that the procurement process had already been conducted once, but now would have to be conducted again. He said there was a hesitancy to get this new process started until there was complete certainty that it would be successfully completed this time.

13. Review of Outline and Preliminary Budget for FY 2008 Unified Planning Work Program (UPWP)

Referring to the draft UPWP outline, which was included in the mailout, and the handout PowerPoint presentation, Mr. Kirby briefed the board on the FY 2008 UPWP. He said a complete draft of the UPWP would be presented to the Technical Committee and to the Board in February. Final approval is scheduled for March. He said the UPWP would then be transmitted to the states and to the federal agencies for approval effective July 1. Regarding the budget, he said that staff's best estimate at present is to assume the same funding level next year as for this year. He said the grand total is \$11.75 million. He explained that this UPWP budget utilizes funding in the federal FY 2007 USDOT budget which has not yet been finalized by Congress.

The final federal FY 2007 USDOT budget could change this UPWP budget total.

Mr. Kirby explained that federal funding from the Federal Highway Administration and Federal Transit Administration make up 80 percent of the funding. The state departments of transportation for Maryland, Virginia and the District provide a ten percent match and the remaining ten percent is provided from the dues paid by local governments as part of their membership in COG.

Mr. Kirby described some key considerations affecting this year's UPWP, including new requirements of the 2005 federal transportation reauthorization (SAFETEA-LU), recommendations of the March 2006 federal certification review of the TPB planning process, and additional initiatives that have recently been put into the TPB's work program.

Referring to the PowerPoint presentation, Mr. Kirby described the various sections of the UPWP along with activities found under each section.

14. Briefing on the Regional Household Travel Survey

Referring to a PowerPoint presentation, Mr. Griffiths briefed the Board on the Regional Household Travel Survey. He said that one of the reasons this was being presented to the Board was that the survey was beginning in January and some of their constituents would be asked to participate in it, and therefore the Board members should be aware of it.

Mr. Griffiths' briefing included the following topics: Background on the survey; household travel survey basics; survey challenges; survey design elements; sampling plan; GPS vehicle data collection; non-respondent follow-up; and survey schedule.

Regarding the overall schedule, Mr. Griffiths said that the pilot test was completed in November. He said that advance letters for the actual survey would be mailed out the next week. He said that between 800 and 900 households would be interviewed per month throughout the coming year. The survey data would be available in March 2008 and a findings report would be presented to the TPB in June of 2008. Mr. Griffiths noted other travel-related surveys for WMATA, VRE and MARC that would be conducted this year.

Mr. Rybeck thanked Mr. Griffiths for this extensive effort. Specifically on the topic of teleshopping, he questioned whether shopping online would actually eliminate travel because in many cases it increases the travel of delivery trucks.

Mr. Griffiths said that 17 percent of workers interviewed in the pilot survey reported that they telework, five percent were doing personal business online, particularly online banking, but less than one percent were teleshopping. He said that such opportunities will increasingly cut out a few trips.

Mr. Zimmerman said he was excited about the survey, although he was somewhat disappointed it would be taking so long to get results. He said he was impressed by Mr. Griffiths' description of the challenges, summarized on slide 5. He said he was also impressed by the staff's plans to address potential challenges, including concerns about undercounting and other potential biases. He said it was especially important to have the whole project designed in a way that will allow the TPB, after the fact, to have an understanding of how good the sample was and how well anticipated challenges and potential biases were handled and overcome.

Mr. Zimmerman said he was also intrigued by the use of the GPS device. He wondered whether there could be an application for nonvehicular trips as well.

Mr. Griffiths said the equipment is not quite ready for a personal GPS. He said that systems that have been tested require individuals to wear a battery pack, which survey participants tend not to want to wear. He said in the future, he anticipated that cell phone technology would be used.

Mr. Zimmerman said he also believed that cell phone technologies would be able to provide this data in the future. He said that staff should be thinking about using that for the not-too-distant future.

Ms. Winter asked if 10,000 households would be statistically significant.

Mr. Griffiths said the sampling error is actually pretty small and would be more than adequate. But referring to Mr. Zimmerman's earlier comments, he noted that it would be the non-sampling bias that staff wants to be sure to control.

Ms. Porter noted that the Census Bureau conducted a public relations campaign for the last Census to increase participation from hard-to-reach communities. She asked if something similar could be done for this survey. She said that people may need to be told why they should participate.

Mr. Griffiths said that was a good point. He noted that the TPB had issued a press release that morning on the survey.

Ms. Porter asked if the press release would be sent to the TPB members, as well as to all the smaller media, including community newspapers.

Mr. Griffiths said he would check with the Public Affairs staff.

Chairman Hudgins emphasized the importance of reaching out to populations with limited English proficiency.

15. Other Business

Mr. Snyder noted that federal legislation has been introduced to provide funding assistance for WMATA. He said he hoped the TPB would be strongly supporting the region's Congressional delegation on this issue.

Chairman Hudgins agreed and said she hoped the TPB would continue to promote a sense of urgency on this issue.

16. Adjournment

There being no other business, the meeting was adjourned at 2:00 p.m.