



MEMORANDUM

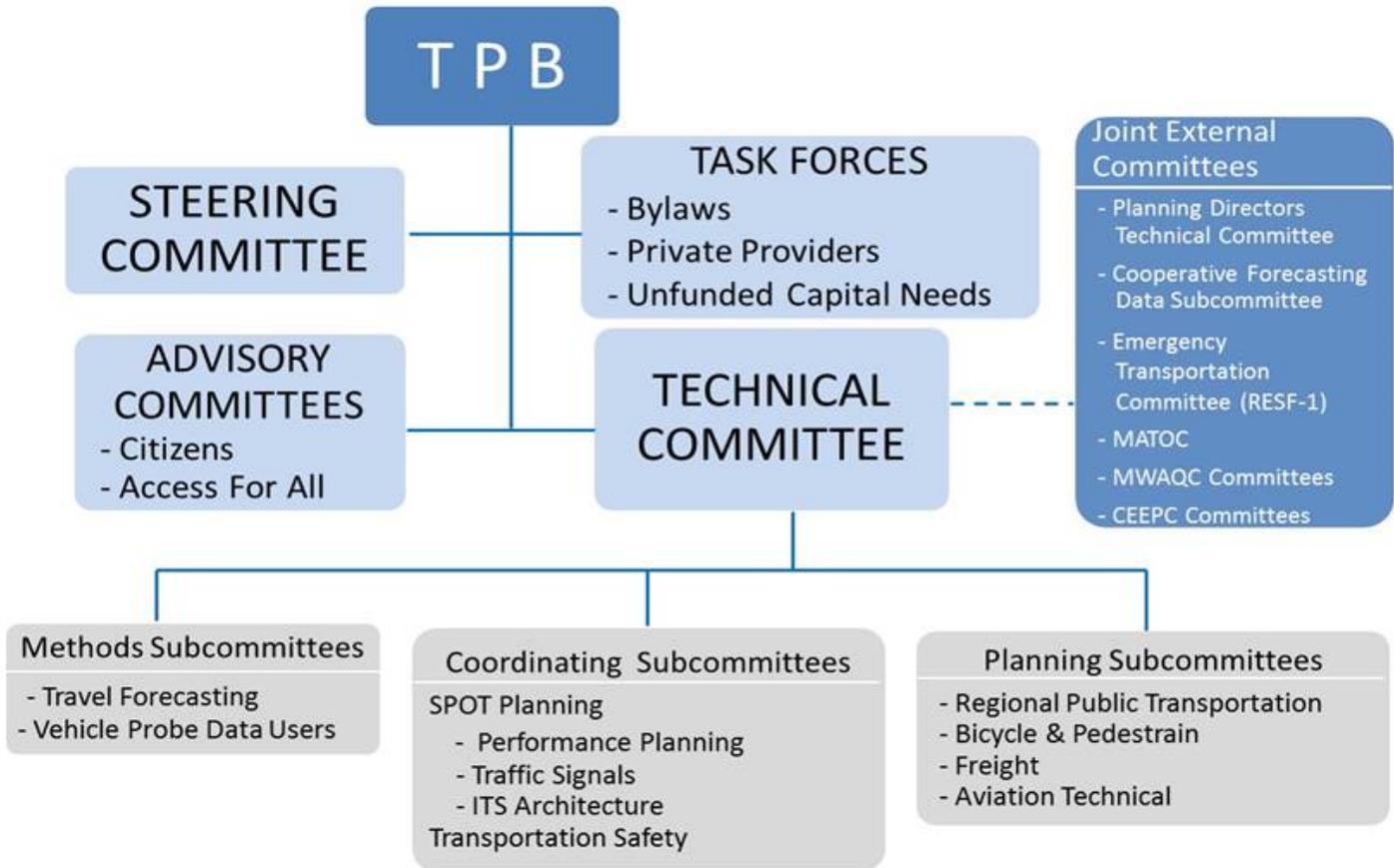
TO: TPB Technical Committee
FROM: Lyn Erickson, TPB Plan Development and Coordination Program Director
SUBJECT: TPB and Technical Committee: Subcommittee Activities
DATE: January 6, 2016

This memo provides an overview of the TPB’s Committee and Subcommittee structure. The purpose of the review is to both highlight the mission and the activities of the subcommittees that report to the Technical Committee and TPB and also to encourage representatives of the member jurisdictions to participate in the activities of these subcommittees.

TPB COMMITTEE AND SUBCOMMITTEE STRUCTURE

Figure 1 demonstrates the TPB Committee and Subcommittee structure.

Figure 1



The following section describes the TPB Committees and Subcommittees (in alphabetical order).

Name: Access for All Advisory Committee

Website: <https://www.mwcog.org/tpbafa/>

Chair for CY 2016: Honorable Charles Allen

Chair for CY 2017: Honorable Charles Allen

TPB staff liaison: Wendy Klancher, Lynn Winchell-Mendy and Bryan Hayes

Rotation of the chair: Generally every 2 years (at the Chair's discretion). the Chair is a TPB member and an elected official, and the position generally rotates between DC, MD, V. The chair can appoint a co-chair but no co-chair has been appointed to date.

Mission: The Access for All Advisory Committee (AFA) advises the TPB on transportation issues, programs, policies, and services important to traditionally underserved communities, including low-income communities, minority communities, people with limited English proficiency, people with disabilities, and older adults. The committee identifies issues of concern to traditionally underserved populations in order to determine whether and how these issues might be addressed within the TPB process.

Meeting schedule: The AFA meets five times a year usually in February, April, June, September and November on the fourth Thursday of the month from 12 noon to 2pm.

AFA oversight areas:

- Coordinated Human Service Transportation Plan
 - Sets priorities based on the Coordinated Plan for the solicitation of grant applications for Section 5310 Enhanced Mobility funding
 - The Chair of the AFA has typically chaired the selection committee that makes funding recommendations to the TPB for Enhanced Mobility funding (and in the past JARC and New Freedom funding)
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Name: Aviation Technical Subcommittee

Website: <https://www.mwcog.org/committees/aviation-technical-subcommittee/>

Chair for CY 2016: Tony Storck, Maryland Aviation Administration (MAA)

Chair for CY 2017: Michael Hewitt, Metropolitan Washington Airports Authority (MWAA)

TPB staff liaison: Rich Roisman

Rotation of the chair: Every calendar year, between MAA, MWAA, and the District of Columbia Department of Transportation (DDOT)

Mission: The Aviation Technical Subcommittee of the TPB Technical Committee is responsible for the coordination of airport system planning with the regional transportation planning process. The Subcommittee provides technical review for projects and reports stemming from the Continuous Airport System Planning (CASP) program. Presentations regarding such projects are made to the Subcommittee, and comments and suggestions are solicited. Then, presentations are made to the TPB Technical Committee, and the TPB. All CASP program products follow this technical review process, prior to submission to the funding agencies, which includes the Federal Aviation Administration (FAA), the Metropolitan Washington Airports Authority (MWAA), and the Maryland Aviation Administration (MAA).

Meeting schedule: The ATS generally meets on the fourth Thursday of the month in January, March, May, July, September, and November (held the third Thursday due to Thanksgiving Day). Meetings generally run from 10:30 AM to noon.

ATS oversight areas:

- Continuous Airport System Planning
 - Regional Air Passenger Survey
 - Airport Ground Access Forecasts
 - Airport Ground Access Element
 - Airport Ground Access Travel Time Study
 - Regional Air Cargo Study
 - Regional Airport System Plan
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Name: Bicycle and Pedestrian Subcommittee

Website: <https://www.mwcog.org/committees/bicycle-and-pedestrian-subcommittee/>

Chair for CY 2016: James Carrington, WMATA

Chair for CY 2017: Karyn McAlister, Prince George's County DPW&T

TPB staff liaison: Michael Farrell

Rotation of the chair: Every calendar year, among DC, MD, VA, and WMATA

Mission: The Bicycle and Pedestrian Subcommittee provides advice and assistance to the Technical Committee and is responsible for the update and evaluation of the Regional Bicycle and Pedestrian Plan, as well as advising the pedestrian and bicycle aspects of the long range transportation plan. The also group facilitates technology transfer and information sharing, as it relates to state and local programs, and provides technical advice to the Street Smart regional pedestrian and bicyclist safety outreach campaign.

Meeting schedule: The B&PS is scheduled to meet bimonthly on the third Tuesday of odd-numbered months. Meetings are from 1:00 p.m. to 3:00 pm. The subcommittee also supports special professional development or best practices workshops as opportunities arise.

B&PS oversight areas (based on FY 17 UPWP):

- Planning Programs
 - Bicycle and pedestrian planning
 - Bicycle and pedestrian coordination with TPB Long-Range Plan Task Force activities
 - Bicycle and pedestrian best practices and professional development
 - Technical advice to the Street Smart campaign; facilitate the Street Smart Advisory Group

Members (Participation): Participants feature transportation engineers and planners from member agencies, supporting consulting firms, and members of the community interested in subcommittee topics.

Name: Citizens Advisory Committee

Website: <https://www.mwcog.org/tpbcac/>

2016 Chairman: Douglas Stewart, Virginia

2017 Chairman: To be appointed

TPB staff liaison: Bryan Hayes

Rotation of the chairman: The CAC chairman is named by the incoming TPB chairman. This person is often, but not always, from the same state as the TPB chairman.

Mission: The mission of the CAC is: 1) to promote public involvement in transportation planning for the National Capital Region; and 2) to provide independent, region-oriented citizen advice to the TPB on transportation plans, programs, and issues in the region, including responding to requests from the TPB for comment on specific issues or subject matter.

Meeting schedule: The first meeting CAC session is in February. The last is in January of the following year. The CAC does not meet in August. The CAC meets on the Thursday six-days before the TPB meeting. The CAC meeting occurs on the same days as TPB mailout.
Oversight (based on FY 17 UPWP): n/a

Name: Commuter Connections Subcommittee

Website: <https://www.mwcog.org/committees/commuter-connections-subcommittee/>

Current Chair (Sept 2016 – August 2017): Fatemeh Allahdoust, VDOT

TPB staff liaison: Nicholas Ramfos

Rotation of the chair: Every calendar year, between DC, MD, and VA, (WMATA is included in the DC rotation)

Mission: Commuter Connections assists and encourages people in the Washington region to use alternatives to the single-occupant automobile.

Meeting schedule: The Commuter Connections Subcommittee meets on the third Tuesday of every other month (January, March, May, July, September, and November).

Commuter Connections oversight areas and related committee groups (based on FY 17 CCWP – the State TDM Work Group meets monthly and oversees CCWP activities):

- Commuter Operations Center (Ridematching Committee – meets quarterly in March, June, September, and December - <https://www.mwcog.org/committees/commuter-connections-ridematching-committee/>)

Current Chair (Sept 2016 – August 2017): Holly Morello, PRTC

- Ridematching Coordination and Technical Assistance
- Transportation Information Services
- Transportation Information Software, Hardware & Database Maintenance
- Commuter Information System
- Regional Guaranteed Ride Home Program (Two programs - Washington DC region and Baltimore metropolitan region)
 - General Operations and Maintenance
 - Process Trip Requests and Provide Trips
- Marketing (Regional TDM Marketing Group – meets quarterly in March, June, September and December <https://www.mwcog.org/committees/commuter-connections-regional-tdm-marketing-group/>)

Mission Statement - To provide a cooperative regional transportation document designed to serve as a marketing resource plan to reduce drive alone behavior by maximizing use of commuter transportation alternatives in the Washington-Baltimore Metropolitan commute areas).

Current Chair (Sept 2016 – August 2017): Jeannie Fazio, MTA

- TDM Marketing and Advertising
- Bike To Work Day (Bike to Work Day Steering Committee meets every other month from September to May <https://www.mwcog.org/committees/commuter-connections-bike-to-work-day-steering-committee/>)

Current Chair (Sept 2016 – August 2017): Michelle Valeri, Capitol Hill BID

- Employer Recognition Awards
- 'Pool Rewards
- Car Free Day (Car Free Day Steering Committee meets every other month from March to September – <https://www.mwcog.org/committees/commuter-connections-car-free-day-steering-committee/>)

- Current Chair (March 2017 – September 2017): Traci McPhail, North Bethesda TMD
- Monitoring and Evaluation (TDM Evaluation Group – meets as needed - <https://www.mwcog.org/committees/tdm-evaluation-work-group/>)
 - TERM Data Collection and Analysis
 - Program Monitoring and Tracking Activities
 - Employer Outreach (Employer Outreach Committee – meets quarterly in January, April, July, and October - <https://www.mwcog.org/committees/commuter-connections-employer-outreach-committee/>)
 - Regional Employer Database Management & Training
 - Employer Outreach for Bicycling
 - Maryland Local Agency Funding and Support
 - DC, Maryland, and Virginia Program Administration
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Name: Freight Subcommittee

Website: <https://www.mwcog.org/committees/freight-subcommittee/>

Chair for CY 2016: Andrew Meese (acting) and Laura Richards, DDOT

Chair for CY 2017: Laura Richards, DDOT

TPB staff liaison: Jon Schermann

Rotation of the chair: Ad Hoc

Mission: The Freight Subcommittee provides advice and assistance to the Technical Committee and is responsible for the development and maintenance of the National Capital Region Freight Plan and the incorporation of regionally relevant freight planning concepts within the Constrained Long-Range Plan. The Freight Subcommittee also serves as a forum where both public- and private-sector representatives share information on best practices in freight planning and provide input on the regional transportation planning process.

Meeting schedule: The Freight Subcommittee meets bimonthly, usually on the first Thursday of odd numbered months. Meetings are held from 1:00 pm to 3:00 pm.

Freight Subcommittee oversight areas (based on FY 17 UPWP):

- Planning Programs
 - Freight planning
 - Freight element of the CLRP
 - Maintenance of the regional freight-significant network and designation (in collaboration with state DOTs) of FAST/MAP-21 required critical urban freight corridors

Members (Participation): Participants feature transportation engineers and planners from member agencies, supporting consulting firms, private sector representatives from the freight industry, shippers and carriers, and members of the community interested in freight-related topics.

Name: Regional Public Transportation Subcommittee

Website: <https://www.mwcog.org/committees/regional-public-transportation-subcommittee/>

Chair for CY 2016: Pierre Holloman, City of Alexandria

Chair for CY 2017: Kyle Nembhard, MTA (Parsons Brinckerhoff)

TPB staff liaison: Eric Randall

Rotation of the chair: Every calendar year, among DC, MD, VA, and WMATA

Mission: To “provide a permanent process for the coordination of public transportation planning throughout the Washington region, and for incorporating regional public transportation plans into the Constrained Long Range Plan (CLRP) and Transportation Improvement Program (TIP).”

Meeting schedule: The RPTS is scheduled to meet on the fourth Tuesday of every month, with the exception of May, August, and December. Meetings are from noon to 2:00 pm. In May, the RPTS is scheduled to facilitate the Private Providers Annual Transit Forum (11:00 am to 1:30 pm). Meetings may be re-scheduled or cancelled in light of changing requirements and member readiness.

RPTS oversight areas (based on FY 17 UPWP):

- Planning Programs
 - Reginal Public Transportation Planning

Members (Participation): Members are usually principal transit planners for local, state, and regional agencies.

Name: Systems Performance, Operations, and Technology Subcommittee (SPOTS)

Website: <https://www.mwcog.org/committees/spots/>

Chair for CY 2016: Jean Yves Point-du-Jour, MDOT/SHA

Chair for CY 2017: Jean Yves Point-du-Jour, MDOT/SHA

TPB staff liaison: Andrew Meese

Rotation of the chair: Ad Hoc

Mission: SPOTS advises the National Capital Region Transportation Planning Board on matters of performance outcomes of the transportation system; transportation operations and management, including considerations of Intelligent Transportation Systems (ITS) technologies in improving those operations; and emerging transportation technologies. This is in conjunction with federal requirements for regional transportation systems management and operations. The Subcommittee also provides a regional forum for coordination among Transportation Planning Board member agencies and other stakeholders on these topics. SPOTS also advises development of the Regional Intelligent Transportation Systems (ITS) Architecture in accordance with the National ITS Architecture.

Meeting schedule: SPOTS is scheduled to meet on the second Wednesday of every month except August, subject to change. Meetings are from 1:00 p.m. to 3:00 p.m. On occasion, meetings are arranged jointly with other committees such as the Traffic Signals Subcommittee, the Transportation Safety Subcommittee, the Vehicle Probe Data Users Group, and the COG Regional Emergency Support Function #1 – Emergency Transportation (RESF-1) Committee, to discuss topics of mutual interest. The Traffic Signals Subcommittee is structured as a subcommittee of SPOTS; the Vehicle Probe Data Users Group is structured as an adjunct to SPOTS.

SPOTS oversight areas (based on FY 17 UPWP):

- Planning Programs
 - Congestion Management Process (CMP), including congestion monitoring and analysis using vehicle probe data and other emerging data sources
 - Technology, operations and systems performance documentation for the CLRP
 - Documentation for FAST/MAP-21 performance and target reporting requirements
 - Regional ITS Architecture
 - Technical advice to the Metropolitan Area Transportation Operations Coordination (MATOC) Program
 - Coordination with related member agency activities and with COG’s RESF-1 Committee

Members (Participation): Participants feature transportation operations and technology engineers and planners from member agencies and supporting consulting firms.

Name: Traffic Signals Subcommittee

Website: <https://www.mwcog.org/committees/traffic-signals-subcommittee/>

Chair for CY 2016: Piotr Rachtan, MDOT/SHA

Chair for CY 2017: Piotr Rachtan, MDOT/SHA

TPB staff liaison: Daivamani Sivasailam

Rotation of the chair: Ad Hoc

Mission: The Traffic Signals Subcommittee provides advice and assistance to the Systems Performance, Operations, and Technology (SPOTS) Subcommittee. The group facilitates technology transfer and information sharing, as it relates to state and local programs, and cooperation across jurisdictional boundaries in the operation of traffic signals.

Meeting schedule: Meetings are scheduled on an as-needed basis, approximately bimonthly.

Traffic Signals Subcommittee oversight areas (based on FY 17 UPWP):

- Planning Programs
 - Traffic signals information exchange and surveys on traffic signal timing and power back-up systems

Members (Participation): Participants feature traffic signals engineers from member agencies and supporting consulting firms.

Name: Transportation Safety Subcommittee

Website: <https://www.mwcog.org/committees/transportation-safety-subcommittee/>

Chair for CY 2016: Tim Davis, City of Frederick

Chair for CY 2017: TBD

TPB staff liaison: Jon Schermann

Rotation of the chair: Ad Hoc

Mission: The Transportation Safety Subcommittee fosters coordination among safety planners, engineers, law enforcement personnel, and the medical community to reduce the number of crashes, fatalities, and serious injuries in the National Capital Region. The Safety Subcommittee supports the actions recommended in the three State Strategic Highway Safety Plans, maintains the Safety Element of the Constrained Long-Range Plan, and serves as a forum to exchange information on best practices in transportation safety planning.

Meeting schedule: Meetings are scheduled on an as-needed basis, approximately quarterly.

Transportation Safety Subcommittee oversight areas (based on FY 17 UPWP):

- Planning Programs
 - Transportation safety planning
 - Safety element of the CLRP
 - FAST/MAP-21 safety performance planning and target setting

Members (Participation): Participants feature transportation engineers and planners from member agencies, supporting consulting firms, and members of the community interested in transportation safety related topics.

Name: Travel Forecasting Subcommittee

Website: <https://www.mwcog.org/committees/travel-forecasting-subcommittee/>

Chair for CY 2016: Bob Josef, VDOT

Chair for CY 2017: Melissa Chow, WMATA

TPB staff liaison: Mark Moran

Rotation of the chair: Every calendar year, between DC, MD, VA, and WMATA

Mission: To “provide guidance to, review of, and oversight to the COG/TPB information, analysis, and forecasting systems, and to serve as a forum for coordinating and enhancing such systems throughout the greater Washington region” (adopted April 21, 1995). In FY 2004, the Travel Monitoring Subcommittee was merged into the TFS, so the mission of the TFS now also includes oversight of travel monitoring activities.

Meeting schedule: The TFS generally meets on the Friday following the third Wednesday of the month in January, March, May, July, September, and November. Meetings generally run from 9:30 AM to noon.

TFS oversight areas (based on FY 17 UPWP):

- Travel Forecasting
 - Network Development
 - Models development and Support
- Travel Monitoring and Data Programs
 - Household Travel Survey
 - Travel Monitoring Counts/Studies

Name: TPB Steering Committee

Website: <https://www.mwcog.org/committees/tpb-steering-committee/>

Chair for CY 2016: Tim Lovain, 2016 TPB Chairman

Chair for CY 2017: Bridget Donnell Newton, TPB Chairman

TPB staff liaison: Lyn Erickson

Rotation of the chair: The TPB Chairman chairs the Steering Committee

Mission: The TPB Bylaws establish that: There shall be a Steering Committee to facilitate work program planning and management of the transportation planning process. The Committee's responsibilities include:

1. Working with the staff in developing the annual transportation planning work program and budget for consideration by the TPB;
2. Reviewing monthly recommendations from the staff and Technical Committee on technical procedures, work program progress and the overall technical conduct of the planning process;
3. Working with the TPB Chairperson and the staff in developing recommendations for the TPB on revisions to the adopted regional transportation plan and transportation improvement program, and on major transportation planning policies;
4. Recommending for TPB approval criteria for grouping by function, geographic area, and work type those non-regionally significant projects that are not of appropriate scale for individual identification in the Transportation Improvement Program;
5. Providing a mechanism to assist the TPB Chairperson in preparing for meetings and working with other COG Policy Committees;
6. In months when the full TPB is not scheduled to meet, act on behalf of the TPB on proposed amendments to the Unified Planning Work Program (UPWP) or to the annual element of the Transportation Improvement Program (AE/TIP) and advise the TPB of such action. Notice of proposed amendments to the UPWP or the AE/TIP shall be given to the full TPB at least five days prior to action by the Steering Committee; if a voting member objects in writing to action

by the Steering Committee, the proposed amendment shall be considered by the full TPB. The member objecting to the amendment shall have the option to have the Chairperson call a special meeting of the TPB to consider the amendment or agree to hold the amendment over to the next regular TPB meeting. Notwithstanding the above, the Committee shall have the full authority to approve non-regionally significant items, and in such cases it shall advise the TPB of its action.

Members (Participation): The Steering Committee shall be composed of ten (10) members of the TPB as follows: the TPB Chairperson and immediate past Chairperson, one (1) local government representative of the District of Columbia, one (1) elected local government representative of Maryland, one (1) elected local government representative of Virginia, one (1) representative each of the State Transportation Agencies, one (1) representative of WMATA, and the Chair of the Technical Committee. The Steering Committee shall be chaired by the current TPB Chairperson and shall meet on a regular basis or as determined by the Chairperson.

Meeting schedule: Meetings are scheduled on the first Friday of each month except August.

Name: TPB Technical Committee

Website: <https://www.mwcog.org/committees/tpbtech/>

Chair for CY 2016: Tim Roseboom

Chair for CY 2017: Tim Davis

TPB staff liaison: Lyn Erickson

Rotation of the chair: Every calendar year, among DC, MD, VA, and one transit agency

Mission: The TPB Bylaws establish that: There shall be a Technical Committee to advise and assist the TPB in the technical actions of the planning process, to review the cost and content of the work program, to review methodology and procedures, and to review plans and programs. Members of the Committee shall be appointed by the TPB from persons nominated by the various jurisdictions, public agencies, and private organizations in the region having cognizance over transportation matters or an interest or special competence in the field of transportation. Members may also be appointed from persons of special competence nominated by TPB members. The Technical Committee shall make recommendations to the TPB concerning data collection procedures to ensure coordination of procedures and standards between city, county, State and local planning agencies and this transportation process, and shall consider and make recommendations concerning any other matters referred to it by the TPB. The Technical Committee shall elect such officers as may be appropriate, and shall meet once each month or on an as needed basis as determined by the Technical Committee Chairperson.

Meeting schedule: Meetings are scheduled on the first Friday of each month except August.

Technical Committee oversight areas (based on FY 17 UPWP):

Oversees or supports all Methods Subcommittees, Coordinating Subcommittees, Planning Subcommittees, Advisory Committees, and Joint External Committees.

Name: Vehicle Probe Data Users Group (VPDUG)

Website: <https://www.mwcog.org/committees/vehicle-probe-data-users-group/>

Chair for CY 2016: N/A [Meetings led by TPB staff]

Chair for CY 2017: N/A

TPB staff liaison: Daivamani Sivasailam

Rotation of the chair: N/A

Mission: The mission of the Vehicle Probe Data Users Group (VPDUG) is to enhance regional coordination, consistency, and capabilities in the use of vehicle probe-based traffic data toward performance-based transportation planning and programming. Probe data such as those supplied by the I-95 Corridor Coalition Vehicle Probe Project (VPP) and the Federal Highway Administration's National Performance Management Research Data Set (NPMRDS) reveal unprecedented coverage and details of traffic conditions on surface roads, providing data support for a major transportation policy shift to establish accountable and performance-based transportation programs as required by the MAP-21 legislation. As an emerging data source, probe data comes with some technical challenges, inconsistencies, and the state of practice is still fast evolving. It is anticipated that the VPDUG will be a limited-term group in the region's transition to a broad and appropriate utilization of probe data.

Meeting schedule: Meetings are scheduled on an as-needed basis, approximately quarterly.

Oversight areas (based on FY 17 UPWP):

- Planning Programs
 - Foster technical and methodological coordination in the application of vehicle probe data, in conjunction with the Congestion Management Process.

Members (Participation): Participants feature transportation engineers and planners from member agencies and supporting consulting firms.

