

MINUTES

Committee ADA30
Transportation Planning for Small and Medium Sized Communities
Tuesday, January 11, 2005, 8:00 AM to 12:00 PM
Washington, DC

MEMBERS PRESENT:

Jerry Schutz, Chair	BTC, WA
Stacey Bricka, Secretary	NuStats, TX
Michael Anderson	University of Alabama
John Edwards	Transportation Consultant, GA
Jerry Everett	University of Tennessee
Paul Hershkowitz	Wilbur Smith Associates, MI
Vicky McLane	North Front Range MPO, CO
Ron Poole	NCDOT (retired)
Thomas Schwetz	Lane Council of Governments, OR
A. T. Stoddard	LSC Transportation Consulting, CO
Melissa Tooley	University of Arkansas
Montie Wade	Texas Transportation Institute

FRIENDS PRESENT:

Meiwu An	University of Kentucky
Daniel Badoe	Tennessee Tech University
France Bernard	City of Montreal
Kathryn Briscoe	Minnesota DOT (retired)
Jim Brogan	Cambridge Systematics
Gaylord Burke	Merrimack Valley Planning Commission
Richard Calhoon	US Government Accounting Office
Pat Dellin	Santa Cruz County Regional Transp. Commission
Heather Engle	Pennsylvania DOT
Liz Fischer	FHWA
Alan Hachey	Jack Faucett Associates
Debbie Hale	Transportation for Monterey County
Kevin Heanue	Consultant, VA
Sue Kimbrough	US EPA
Dianne Kresich	Arizona DOT
Carol Landsman	Landsman Transportation Planning
Phil Mescher	Iowa DOT
Jeff Moore	Kentucky Transportation Cabinet
Odessa Phillip	Dewberry & Davis, LLC
Marcy Schwartz	CH2M Hill
Adam Shell	Iowa State University
Ben Steinberg	National Association of Regional Councils
Jerilyn Swenson	North Dakota State University
Peggy Tadej	National Association of Regional Councils

Tiansia Tang
Glen Trochelman
Michael Williamson
Mohan Venigalla
Gail Yazersky
Lynn Zanto

FHWA
US GAO
Cambridge Systematics
George Mason University
BEM
Montana DOT

AGENDA:

Attachment 1

(Minutes are not necessarily in the sequence in which items were considered)

1. Introductions

Jerry Schutz opened the meeting with a welcome to all attendees. Introductions took place

2. Minutes of Summer Meeting. These were approved as submitted.

Stacey asked for the help of committee members and friends in updating the committee profiles. These are used to help tap committee resources for paper reviews and topic-specific requests for assistance, as well as document committee structure and diversity. Profiles are also a part of the Procedures Manual.

→ **All committee members and friends** are asked to email their resumes to **Stacey** (sbricka@nustats.com) by **April 1, 2005**. Stacey will update the profiles and procedures manual prior to the mid-year meeting.

3. Chair's Report. Jerry S. updated the committee on section activities. In particular, the section has planned a brainstorming session to focus on value added – mainly how the committees in the Transportation Systems Policy, Planning, and Processes section relate to each other, TRB, and their customers. After the brainstorming session, the section will select one action item and pursue that this year.

4. Vice Chair's Report – AT Stoddard

a. Strategic Plan. The most up-to-date version is posted on the committee webboard (at <http://webboard.trb.org/~A1D05/guests>). **Jerry S.** reminded the group of the definition of the strategic plan – a structured to-do list. The original version had specific due dates to ensure action, then we took those out to make the document focus on on-going activities. We have also updated it to remove some activities and add others. **Kathy** said that having a strategic plan was what made performing the triennial review very easy and reminded us that the next one is due in 2006.

One item in the strategic plan is to get more involved in the mid-year meeting. **Jerry S.** indicated that it would be difficult to get “small and medium-sized communities” as its own topic for the mid-year meeting since the mid-year meetings typically focus on more cross-cutting issues. However, **Jerry** has asked the planning committees to think broader than just urban areas as they structure the sessions, and to remember that most issues and needs impact small and medium-sized areas too. **Ron** encouraged **Jerry S.** to be proactive and raise cross-cutting issues important to our customers as potential conference themes. **Jerry** indicated he would try, but the timing of when the topics are made and moderators assigned isn't clear.

Another item in the strategic plan is assigning and maintaining **Committee Liaisons**. Official committee liaisons serve to provide a systematic process for receipt of and provision of information to partner committees. This was previously coordinated by **Janet Bell**, then **Virginia Porta**. Since **Virginia** is rotating off the committee, having served for nine years, the committee needs a new coordinator. This was discussed in more detail under agenda item #14.

- b. **2006 Annual Meeting Sessions.** Each committee has 2.2 sessions available. For the 2005 annual meeting, we had 3 sessions because we co-sponsored sessions with other committees. For 2006, we are looking at a paper session (**Stacey** will coordinate the call for papers and paper review process) and an AQ session (to be coordinated by the AQ subcommittee – will most likely be a joint session). **Vicky McLane** indicated that a joint session with the Metropolitan Planning & Processes committee might be an option, and **Kathy** suggested also the statewide planning and public involvement committees as potential co-sponsors.

In addition, we can also have a poster session (which is outside the 2.2 session limitation). The committee would basically create a poster that shows our “service” area (perhaps a map of all small and medium-sized MPOs, counties with less than 200,000 population, etc.), a summary of our committee work (including the national conference highlights), visuals of the web page, and staff with committee members to talk about our work.

- ➔ **Mohan Venigalla** will serve as ADA30 liaison in pursuing a joint session at the 2006 annual meeting with the other AQ committee (of which he is a member).
- ➔ **Tom Schwetz, AT, Jeff Moore, and Liz Fischer** will design a committee poster for the 2006 annual meeting. **Vicky** will man the poster booth to discuss our committee efforts with session attendees.

5. Subcommittee and Task Force Reports.

- a. **Conference.** The 2004 National Conference was a success, thanks to the hard work of the committee. The conference had outstanding attendance, the feedback was positive and the presentations well done. In the technical wrap-up of the conference, Paul and AT were recognized as technical and logistical chairs. The 2006 conference plans are underway for Nashville, with a focus on the logistical decisions. **Jerry E.** will coordinate the logistics, while **Mike A.** will be technical chair. The 2008 conference will be in Oregon, with Tom Schwetz working with ODOT to formalize that. Eugene, Salem, and Portland are potential sites.
- b. **Air Quality.** **Jerry S.** and **Jerry E.** led the AQ subcommittee meeting, in Virginia’s absence. A new chair has not yet been named. The subcommittee is building a list of AQ websites and developing synthesis research ideas (probably for submittal in 2006). They have defined broad areas of research that needs to be tackled, agreed on the need for interaction among various committees, and are brainstorming subcommittee actions. They also are working on a session for the 2006 annual meeting.
- c. **Research.** **Mike Anderson** updated the committee on the research subcommittee meeting, held Monday evening. The subcommittee reviewed 2004 submittals, which

included two synthesis statements (one on trip generation models and parameters and another on regional planning efforts in non-MPO areas). Neither were accepted, so both will be resubmitted this year. In addition, Ron will send the NCHRP project idea (updating NCHRP Report 365) back through the NCDOT for consideration. New topics under consideration for 2006 include land use and zoning impacts on urban goods movement, security needs, and planning technology transfer. The subcommittee also discussed the use of the web page, keeping briefs updated, and using the 2006 DOT, MPO, and Transit Caucuses to hear from our constituency in terms of research needs.

➔ **Mike** will send the submittals to **John** for inclusion in the procedures manual.

- d. **Web. Tom Schwetz** summarized the ad hoc subcommittee meeting, held after the national conference in September. At the meeting, **Jerry S., AT, Mike, Stacey, and Tom** discussed the current web board, which is best suited for internal committee communications but cannot support a customer survey, posting conference proceedings, or other activities as specified in the strategic plan. So the group agreed to pursue a new website. **Debbie Hale** indicated that her agency just updated their web site, using a lot of visuals and text from an agency brochure. They used an intern, who might be available, but he needed everything organized before he began. The Access Management committee hired a developer for \$15,000 to develop their site, and they pay \$5,000 for a two-year maintenance agreement. All agreed this seemed expensive, but the idea of using that developer as a consultant (for a much lower fee) seemed more agreeable. **Montie Wade** offered the use of a staff member who is skilled in web site development and operation to assist the web subcommittee in the development process as well.

Someone asked whether we could set up a list-serve. However, those take daily maintenance and wasn't something that the group wanted to pursue at this time.

➔ **Tom** will have a draft website for the summer meeting. This will be accomplished by having the task force develop the specs, then the subcommittee chairs each outlining what should be on the respective subcommittee page, by early February. **Jerry S.** will set up conference calls to facilitate the process.

- e. **Subcommittee Chair Rotation. Jerry S.** indicated that we have never formed an official policy regarding subcommittee chair rotation. **Montie** was recognized for carrying the conference subcommittee and treasurer positions for many years. **Libby** will be assuming the role of conference subcommittee chair and **Tim Chelius** will take on the treasurer role. The group discussed and agreed on the following:

Subcommittee Chairs will serve 3-year terms with one renewal. The subcommittee chair rotation will take place one year after the chair rotation, to ensure continuity.
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6. **Presentation.** Michael Williamson of Cambridge Systematics presented on an NCHRP Project Guidebook for Freight Policy, Planning, and Programming in Small and Medium-Sized Metropolitan Areas. Meeting attendees offered the following suggestions:

- Recommend a step-by-step guide
- Appendices should include resources to help more advanced areas

- The level of effort in implementing this is very important for these communities to understand as they plan their own efforts.
- The guide should include some information on how this document relates to the long-range plan and the UPWP.
- The guide should provide justification for regional level political buy-in
- An electronic reference manual that can be easily accessed and updated is preferred.
- Some stratification by industry would be helpful.

➔ **Anyone** interested in reviewing web sites and draft products should contact Michael Williamson at mwilliamson@camsys.com

7. Presentation. Glen Trochelman and Rick Calhoon of the US GAO presented on Federal and State Efforts to Address Rural Road Safety Challenges.

8. Critical Issues. TRB is planning to update the Critical Issues document, last published in 2002. Each committee has been asked to provide input by the end of January.

➔ **All committee members and friends** are asked to review the document and provide input to **Jerry S.** by the end of January. In particular, TRB is looking for input on whether this is the right list of critical issues and if anything is missing.

9. TCRP Panels. **Jerry S.** strongly recommends subscription to the TRB e-newsletter, which is used as a medium to provide notices for application to TCRP and NCHRP panels. The deadline for this year's TCRP Panel appointments is January 17, 2005. Those interested in serving should contact **Jerry S.** ASAP. NCHRP panel nominations are due in April.

10. Committee Awards Program. **John** introduced the idea of formalizing committee recognition. Given the high level of activities and commitment on the part of committee members and friends, its important to recognize and show appreciation for those contributions. There are different approaches depending on the circumstances. The best papers will be recognized by designation on the paper compendium. TRB recognizes outstanding service through certificates, and the committee also provides plaques.

However, the committee agreed that a program to recognize members who are rotating off with nine years of service should be instituted. In addition, something at the annual meeting presentation of best papers should be started.

➔ **John and Jerry S.** will draft a one-page policy statement for the procedures manual to be discussed at the summer meeting.

11. Small & Medium Bibliography. In 1984, our committee published through TRB a bibliography of planning documents for small and medium-sized communities. It was a large report with small bits of information about each document. Given how much time that has elapsed since its original publication, its not very useful now. **Kathy Briscoe** provided this document to **Jerry S.**, along with other documents she had collected during her tenure at the Minnesota DOT. **Jerry** liked the idea and called **Kim Fisher**, who had been thinking along similar lines. **Kim**, in particular, felt that our committee produces a lot of research that is not

filtering through to the end-user community. In addition, we often start discussing research ideas when someone will say, “Wasn’t there a report on that?” One good source right now is the AASHTO Center for Environmental Excellence (www.environment.transportation.org).

After some discussion, the committee agreed to form an ad-hoc subcommittee to develop a new bibliography, focusing on those documents, Internet sites, agencies, and other committees working in similar areas that would be most useful to planners in small and medium-sized communities. This subcommittee will provide “Top 10” reports of those items planners should have on their bookshelves for various topical areas, which will be posted on the updated committee website. The idea is to focus on those documents published no later than 1998.

- ➔ **John, Montie, Ron, and Kathy (along with other members as tapped by Jerry S. and members of the AQ subcommittee)** will compile “Top 10” lists, relevant Internet sites, ongoing projects, etc. for assigned topical areas. These will be posted to the ADA30 website once its updated.
- ➔ **AT** will send **Kim** the 2004 conference proceedings CD-ROM (which includes the proceedings for the prior three conferences as well). **Kim** will set those up so that they are available to anyone doing a TRIS search.

12. Recognition. AT and Paul were recognized and thanked for their leadership in the National conference. **Paul, Virginia and Linda** were recognized and thanked for their nine years of service as members of the committee.

13. TRB Report. Kim Fisher provided the committee with details about upcoming conferences and annual meeting details.

- a. Upcoming Conferences include Transportation Planning Applications (Portland, April 24-28), Census Data for Transportation Planning Conference (Irvine, May 11-13), the TRB Mid-Year Meeting (Boston, July 10-13), and the Environmental Stewardship and Transportation (Charlotte NC, July 17-19). Links to all these conferences and others sponsored by TRB are available at www.trb.org.
- b. **Kim** reminded us of two awards for papers that advance the profession with a substantial contribution. These include the Fred Burggraf Award for young authors (under 36) that includes a stipend, and the Pyke Johnson Award.
- c. **Annual Meeting Stats.** There were 2,600 papers submitted, of which 468 focused on planning and the environment. As of mid-December, there were 7,500 registrants for the conference. New features include (1) moving the poster sessions to the International Ballroom and building committee rooms in the exhibition hall and (2) audio recording of sessions, synchronized with the powerpoint presentations, that are posted on the website for those who couldn’t make it to the annual meeting.
- d. **2006 Annual Meeting.** January 22-26 due to an issue with the hotels.
- e. **Kim** also reminded us that all her contact information is on the trb website. Feel free to call her if she can help with something.
- f. **Kim** recognized and congratulated new Emeritus Members **Ron Poole and Montie Wade** for their many years of service to TRB and our committee. Emeritus Members are those who have been with a committee for a long period of time (20+ years), have

contributed greatly, and advanced the practice substantially. She also recognized **AT**, **Paul**, and **Stacey** for their work on the 2004 Tools of the Trade Conference.

- ➔ **Kim** will email **Jerry S.** electronic copies of all handouts. These are included with the minutes as a separate attachment.

14. Committee Liaisons. As discussed earlier, we are working to strengthen this committee activity. In the meantime, the following reports were given by committee liaisons.

- **Montie** reminded us of the upcoming Transportation Planning Applications conference in Portland (April).
 - **Jerry S.** asked that we talk about joint meetings and overlap in terms of service areas with the Technology Transfer committee.
 - **Vicky** suggested the Metropolitan Planning committee as another joint meeting option.
 - **Stacey** let the group know that the Urban Data Committee is also developing an NCHRP research idea to update Report 365 (**Ron** will coordinate our statement with theirs). Also, the urban data committee has the upcoming census data conference.
 - **Ron** indicated that the freight committee had the same Freight Guidebook presentation as was held today.
- ➔ **Jerry S.** will allocate 30 minutes at the summer meeting to revisit and re-establish the liaison assignments. The activity includes keeping a list of relevant committees to cover, asking for an opportunity to update the other committee of our activities and updating ADA30 of activities of interest, and sending in a report. A coordinator (to be determined) summarizes the reports, focusing on highlights, and distributes that to committee members and friends. Also, Jerry needs to ensure official communications with the other committee chairs to recognize the assignment. The environmental justice committee was suggested as having a process that works well.

15. Round Table. The meeting concluded with a round robin reporting of activities and projects of interest by committee members and friends.

16. Other. The summer meeting agenda should include the following items:

- ➔ Updated Committee Profiles (Stacey)
- ➔ Update on Committee Poster (Tom)
- ➔ Update on Web Site Design (Tom)
- ➔ Update on Committee Recognition Program (one page policy statement for procedures manual) (Jerry S. and John)
- ➔ Update on Committee Bibliography (ad hoc task force)
- ➔ Committee Liaison Program (Jerry S.)