

## MINUTES

Committee ADA30  
Transportation Planning for Small and Medium Sized Communities  
Monday, July 11, 2005, 11:30 AM to 1:30 PM  
Boston, Massachusetts

### MEMBERS PRESENT:

Jerry Schutz, Chair	BTC, WA
Stacey Bricka, Secretary	NuStats, TX
Michael Anderson	University of Alabama
Gaylord Burke	Merrimack Valley Planning Commission
Jerry Everett	University of Tennessee
Marsha Fiol	Virginia DOT
Elaine Murakami	FHWA
Libby Rushley	Ohio DOT
Thomas Schwetz	Lane Council of Governments, OR
A. T. Stoddard	LSC Transportation Consulting, CO
Montie Wade	Texas Transportation Institute
Lynn Zanto	Montana DOT

### FRIENDS PRESENT:

Janet Bell	Jefferson County Planning & Zoning (CO)
David Burwell	The BBG Group
Ruth Dillard	Florida DOT
Kim Fisher	TRB
Barna Juhasz	FHWA
Marcy Schwartz	CH2M Hill
Nandu Srinivasan	Cambridge Systematics
Fawn Thompson	FHWA Resource Center
Katie Turnbull	Texas Transportation Institute

### 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 introduced themselves.

#### 2. TRB Reports.

**a. Kim Fisher, TRB Staff**, presented the following items to the committee.

- 1) NCHRP 8-36 (Quick Response Planning) is a research program that can fund committee research statements that are short (~ 1 year) and cheap (maximum of \$100,000). The deadline for this year's submissions is July 22<sup>nd</sup>. To submit an idea, email **Kim** or **Ron McCready** with the research program title, a few sentence problem statement/description, the general cost, and time frame.

➔ **Jerry S.** will submit a research problem statement on where transportation planning fits into the technology transfer process.

- 2) TRB is also seeking nominations for the Sharon Banks Award (given every other year). Nominations are due August 31, 2005 and the award will be presented at the 2006 Annual Meeting. Sharon Banks brought a human touch to the work she did and nominees should demonstrate a similar approach. For more information, see [http://trb.org/news/blurb\\_detail.asp?id=1335](http://trb.org/news/blurb_detail.asp?id=1335)
- 3) Kim has scheduled web training for those committee members and friends who will be developing sessions or coordinating paper reviews for the 2006 Annual Meeting. The focus is mainly on the software, and will be a teleconference supported by a web cast.
- 4) Next year's mid-year meeting will be in San Diego.
- 5) **Jerry S.** summarized for Kim the committee and section discussion on mid-year meeting site and costs. He indicated that many of our members and friends could not attend the Boston meeting as the registration and associated travel costs were prohibitive. He suggested choosing one central site or selecting locations that would result in a more reasonable registration fee. Kim indicated that one of the problems they have is that many groups want to tag their meetings on to the mid-year meeting, which makes it difficult to finalize site plans.
- 6) **Stacey** will coordinate with Freda to make sure our member list matches that of the official TRB website. (As of 7/16/05, the lists match).

**b. Katie Turnbull** (Section Chair and Group Chair) updated us on the status of the "Critical Issues" document being updated by the TRB Executive Committee. As background, the TRB Executive Committee identified 14 critical issues in 2002 (see [http://gulliver.trb.org/publications/trnews/2002\\_critical\\_issues\\_article.pdf](http://gulliver.trb.org/publications/trnews/2002_critical_issues_article.pdf)). In 2005, standing committees were asked to review and provide input on those issues, particularly as they related to committee scope and relevancy. (See 6/29/05 email from Jerry S. for the related documents). The TRB Executive Committee and its Subcommittee on Planning and Policy Review (SPPR) have been using this input as they continue to develop the update to the TRB Critical Issues document. At this point, they are asking each Group, Section, and committee to consider how we will address the following issues:

- Increasingly congested facilities across all modes;
- Continued accessibility challenges;
- Extraordinary energy and environmental challenges;
- Inadequate financing;
- 20<sup>th</sup> century institutions facing 21<sup>st</sup> century challenges;
- Vulnerability to terrorist strikes;
- Lost leadership in road safety; and
- Enormous stock of facilities to maintain

**Katie** indicated that the Executive Committee is asking for our input and feedback, particularly on which of these issues relate to the focus and charge of our committee. Once adopted at the 2006 Annual Meeting, each committee will be asked to update their strategic plans to incorporate how we will address these issues.

→ **All committee members and friends** are asked to review the documentation for these critical issues and email your thoughts/comments to **Jerry S.** He will compile and submit our committee's response.

c. **David Burwell**, chair of the Transportation and Sustainability committee (formerly task force ADD40T) introduced his new committee as having a focus on demand-side strategies for sustainability. He asked our committee to join his in a joint session at the annual meeting on the Challenges and Impediments to Sustainability in Small and Medium-sized Communities. **Tom Schwetz, Jerry Schutz, and Janet Bell** were nominated to work with **David** as needed for the joint session.

3. **Chair's Report.** **Jerry S.** updated the committee on section activities. He reiterated Katie's request for input on the Critical Issues. He also updated us on a discussion that the section chairs had about the annual meeting – a desire for more committee meeting time (so we won't be as rushed), as well as the cost and locations.

#### 4. Subcommittee Reports.

a. **Conference.** At the Sunday night meeting, the conference subcommittee focused on the 2006 conference logistics. Session moderators were assigned, and committee members and friends should let **Mike Anderson** know areas of interest so that they can help to review abstracts. We will be offering a student paper session for the first time and **Tom Schwetz** will be drafting an updated logo for the Nashville conference (to be presented at the annual meeting). Any proposed conference logo changes will have a specific purpose.

b. **Air Quality.** This subcommittee did not meet at the mid-year meeting. However, **Jerry Schutz** announced the new subcommittee chair as **David Hyder.** **David** was unable to make the mid-year meeting but would assume responsibilities for organizing the annual meeting.

c. **Research.** **Mike Anderson** indicated that the research subcommittee's current focus is to disseminate on-going research through the new committee web page. The committee did not submit any synthesis topics this year.

**Group Chair Marcy Schwartz** indicated that over the next few months, TRB will be working on a portal into the TRB website to help disseminate planning materials. This would also lead people to specific committees, where compendiums of research (or other documents of interest) would be available.

→ **Tom Schwetz** will coordinate with **Marcy and Kim Fisher** to ensure that our new website will be compatible with this new service that TRB will be offering.

**Jerry Everett** requested that our committee website include links to other disciplines with relevant research, such as survey research links or the Department of Agriculture. **Tom Schwetz** indicated that the website will have the topical links we developed in 2003.

- 5. National Data Project.** **Elaine Murakami** introduced a national data project being sponsored by FHWA to provide communities with census tract level travel survey data. Given that many small and medium-sized communities either do not have travel survey data, or what they have is out of date, FHWA is sponsoring a project for Oak Ridge National Labs to develop a transferable data set from the 2001 NHTS (similar to the transferability data set developed by ORNL after the 1995 NPTS). The idea is that this would provide smaller communities with a way to combine census data, national travel data, and local data in a way that allows calculation of the travel details necessary for updating travel demand models. The project output would be similar to what agencies can now obtain from NCHRP Report 365 – person and vehicle trips, VMT, etc. ORNL is doing the clustering and validation of census tracts now.

FHWA would like to continue the project to migrate from tracts to TAZ level geography, and is looking for non-FHWA resources for support. At this point, North Dakota State University, Georgia Tech, and the Brookings Institute have indicated interest. If any committee member or friend is interested in finding out more about the project or wants to help sponsor the project, please contact **Elaine**. (The total project cost is \$100,000, so contributions would be relatively small). For details of the 1995 project (which provided summaries at the regional level), see <http://npts.ornl.gov/npts/1995/doc/transfer.html>

- 6. Liaison Program.** The purpose of the liaison committee is to identify areas or issues that other committees are addressing that are of interest to or directly parallel issues or areas that ADA30 is addressing. In the past, we identified potential committees through reviewing committees that our members and friends already attended or whose goals/objectives were similar to ours. We then assigned committee members and friends to those committees. The liaisons attended the committee meetings, summarized events of the committees, and a coordinator summarized the summaries.

The value of the liaison program is in identifying groups working in similar areas so that we can (1) pursue joint sessions, (2) obtain research sponsorship or support, (3) keep up to date with news or pertinent information, and (4) find out about other conferences while we publicize our national conference. In discussing the liaison program, several important issues were raised:

- **Tom Schwetz** questioned whether we needed to coordinate with 27 committees. Shouldn't we rather be more strategic about this and form stronger relationships with fewer but more carefully targeted committees?
- **Janet Bell** indicated that it's been her experience that the program works best if the liaison is a participating member or friend of the other committee. This provides for a closer connection and clearer identification of tasks.
- **Mike Anderson** asked whether we could have a web page to input the liaison information (rather than filling out a form and mailing/faxing that to the coordinator to retype and summarize).

**Lynn Zanto** agreed to serve as liaison coordinator. Her first task will be to review the list of committees and liaison assignments (updated at least for those in attendance at the meeting). Prior to the annual meeting, she will remind committee members/friends of their liaison

assignments and ask them to attend the meetings, then be prepared to report on the four areas of interest (opportunities for joint sessions, research sponsorship/support, news/pertinent information, and conferences). She will work with **Jerry S.** to provide the liaisons with a list of items to mention at the meetings they attend.

When the committee website is up, **Stacey Bricka** offered her programmer's services to develop a liaison reporting tool that will allow the liaisons to enter their reports into one site for Lynn to summarize. In addition, the tool will be designed to email the research subcommittee chair if any research opportunities have been identified or the committee chair if any joint session opportunities are identified.

7. **Awards Program.** At the 2005 annual meeting, **John Edwards** proposed a formal awards or recognition program. At that time, the committee recognized that there were 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. 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.** were tasked with drafting a one-page policy statement for the procedures manual to be discussed at the summer meeting (see Attachment 2).

The committee agreed to the policy in general. It was noted that the letter of appreciation for members rotating off would come from the chair of the committee. In addition, **Jerry E.** suggested that the best student papers might be a fourth area. Also discussed was whether the secretary and subcommittee chairs might receive recognition at the conclusion of their terms of service. Finally, although slightly unrelated, the committee expressed a desire for a photo archive space on the website.

8. **Operations Manual.** This document was designed to guide the committee on different tasks. It allows new members to understand how we go about our committee business. **John Edwards** was the keeper of the manual and it is now in need of a leader to ensure that it is updated/revised in a timely basis.

- ➔ **Jerry S.** will put this on the agenda for January 2006.
- ➔ **Libby Rushley** offered to translate the graphics into electronic form so that the manual is fully electronic.

9. **Bibliography.** The original purpose of this assignment was to replicate a document prepared by the committee in the mid-1980s that summarized the best documents in areas of interest to the committee and its customers. At the annual meeting, several members and friends were assigned specific topic areas and asked to provide a "top ten" list of reference documents. Progress on this document stalled in the following months.

There was some discussion among the group in terms of the purpose of the document, whether it should reference documents or technical experts, and how it would help our customers. **Jerry S.** indicated that it should be of service to our core customer – planners in small communities. At the conclusion of the discussion, it was agreed that:

- **Jerry S.** would distribute a list of topical areas.
- **All committee members and friends** are to identify at least one item for one topic (more than one item and/or more than one topic is okay too!)

In terms of promotion, this will be posted on our committee website (with links where possible), it will be used to promote our committee’s resources at conferences, and be a part of our conference notebook. It can also be used by committee members, friends, and customers in educating elected officials.

→ **Jerry S.** will put this on the agenda for January 2006.

**10. Website.** **Tom Schwetz** updated the committee on the website development activities. It is in the prototype stage now, but will eventually have a home page, then specific pages for the conference, the research subcommittee, the air quality subcommittee, and resources (weblinks and the bibliography noted above). Each subcommittee chair will be responsible for the content of the subcommittee pages. The web site will also have a place for meeting minutes, award recognition, and other items as noted throughout the meeting.

The main barrier in activating or making the new web site be “live” is the lack of a domain name. Even if we change it later, we need to have a domain name soon so that we can publicize the conference and make progress with other committee activities. As a result, the committee agreed to sponsor a domain name contest.

NAME THE DOMAIN

You are invited to submit a domain name for the new ADA30 website. Proposed names should be clever, catchy, and usable (i.e., can’t already be in use by someone else).

SUBMIT YOUR IDEAS TO TOM SCHWETZ BY AUGUST 11<sup>TH</sup>  
[tschwetz@lcog.org](mailto:tschwetz@lcog.org)

WINNING SUBMISSION WILL RECEIVE A PRIZE AT THE ANNUAL MEETING

- **Everyone** is invited to submit a domain name for consideration. The winning submission will receive a prize at the annual meeting. Deadline is August 11<sup>th</sup>. Email your submissions to **Tom at [tschwetz@lcog.org](mailto:tschwetz@lcog.org)**
- **Tom** will email the test access link for committee members and friends to test out the site. We are asked to review the site for content and completeness (in terms of areas).

**11. Profiles.** **Stacey Bricka** asked all members and friends to submit resumes or bibliographies so that she can update the committee member profiles. In addition, as 2006 Paper Chair, she will use this information to help distribute papers to the correct reviewers.

- **If you have not already done so**, please email your resume or bibliography (or a listing of areas of expertise) to Stacey by **August 1, 2006**.

**12. Strategic Plan.** **AT Stoddard** indicated that the strategic plan is up to date and our committee is on-track in terms of goals. The main activity is website development right now, but prior to the meeting in January, he will email committee members and friends to remind them of action items they are responsible for in the coming year.

**13. Annual Meeting – Public Involvement Workshop.** **Janet Bell** indicated the public involvement committee will again host a hands-on workshop on the Sunday prior to the annual meeting. The proposed topic this year will be “Effective Boards and Committees.” **Jerry S.** indicated that our committee would lend support and co-sponsor the workshop in name and session points, but that we could not supply in-person resources as all committee members are needed at the all-day Sunday conference planning meeting.



Attachment 2: Draft Recognition Policy

**TRB Committee on Transportation Planning for Small and Medium-Sized Communities  
Recognition Policy – Draft**

- Members who have served at least nine years will be recognized with a letter of appreciation and a certificate upon completion of their membership.
- Chairs of the Host and Technical Conference Committees will receive a plaque for their hard work.
- Those selected for Best Presentations at the committee's biennial conference will receive a certificate when presenting their papers at the TRB Annual Meeting the following year and receive recognition on the committee's website.