

MINUTES

Committee ADA30
Transportation Planning for Small and Medium Sized Communities
Tuesday, July 11, 2006, 8:00 AM to 9:45 AM
La Jolla, CA

MEMBERS PRESENT:

Jerry Schutz, Chair	BTC, WA
Stacey Bricka, Secretary	NuStats, TX
Michael Anderson	University of Alabama
Jerry Everett	University of Tennessee
Marsha Fiol	Virginia DOT
Libby Rushley	Ohio DOT
Tom Schwetz	Lane Council of Governments, OR
A. T. Stoddard	LSC Transportation Consulting, CO
Montie Wade	Texas Transportation Institute

MEMBERS JOINING BY PHONE:

Tim Chelius	South Jersey Transportation Planning Organization
Leta Huntsinger	North Carolina State University
Vicky McLane	North Front Range MPO, CO
Jeff Moore	Kentucky Transportation Cabinet
Elaine Murakami	Federal Highway Administration, WA
Ron Poole	NCDOT (retired)
Melissa Tooley	Texas Transportation Institute
Lynn Zanto	Montana DOT

FRIENDS PRESENT:

Richard Rolland	NW & AK Tribal Technical Assistance Program
Barna Juhasz	FHWA

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 2006 Annual Meeting.

These were approved as submitted.

3. Chair's Report.

Jerry S. updated the committee on section activities.

- a. **TRB Report from Mark Norman.** This is a 16-page report distributed to committee chairs. The most significant communication was regarding TRB's budget, which is \$1.2 million short due to SAFETEA-LU provisions (typically these funds are distributed to FHWA for provision to TRB). Other agencies are similarly affected. There is a "technical corrections" bill that has passed the House and is at the Senate to correct this shortfall, although the correction is anticipated to be at 70% of the \$1.2 million shortfall.

As a result of this shortfall, TRB is not filling staff vacancies nor planned staff additions. In addition, they are aggressively moving TRR publications to electronic format.

- b. **USDOT Planning Regulations Rulemaking Review.** There was a Sunday evening meeting (7/9). The current rules are a direct transfer from legislation. It is up to those affected to request clarification or more detail. The issue is that “one size does not fit all” and smaller communities have less resources, not the same relevancy. Visualization will require some work and there is a July 1, 2007 deadline to demonstrate that all plans and programs are SAFETEA-LU compliant.

→ **All committee members and friends** are encouraged to review the regulations and provide comments through the FHWA site.

4. Website Survey – Stacey Bricka and Tom Schwetz

- a. The new committee website is up and running at www.trbtoolsofthetrade.org. The different portions of the website were presented to attendees. This includes on-line conference registration and a visitor’s survey, as well as a place to submit research ideas. A new “add me to your mailing list” entry option will also be added shortly.
- b. The visitor’s survey requests the most important issues facing planners in small and medium-sized communities. This question will be included in the conference survey and the results will be summarized and presented at the annual meeting. The purpose of this survey is to obtain input and direction from our constituents for the development and support of research ideas. The survey issues will be reviewed periodically and if contact seems appropriate, **Jerry S.** will review the submissions and reply or assign the topic to a committee member or friend as needed.

→ **Stacey** will summarize the survey results for the annual meeting.

→ **Tom** requested that all committee members look for ways to proactively market the website and provide input for anything that’s missing.

→ **Jerry E.** will include a one-page summary of the website in the conference notebook.

→ **Jerry S.** will send the millennium paper to **Tom** to post on the website once the 2006 focus topics are added..

5. Annual meeting – AT Stoddard

- a. **Sessions.** Session #1 is the Best Papers from the Nashville session, to be moderated by **Mike Anderson**, as Conference Technical Chair.

Session #2 is the regular paper session, to be moderated by **Montie Wade**.

Session #3 is a poster session that **Tom Schwetz** will moderate – this is an enhanced poster showing locations of small and medium-sized communities from throughout the US as well as prior conference site. The booth will also include web site details, conference proceedings (if available), and committee mission and activities. The purpose of the poster is to increase awareness of the committee. **Vicky, Jeff, and Melissa** will help **Tom** assemble the booth details.

Session #4: This leaves 0.2 sessions to allocate. **Jerry S.** indicated that the National Parks committee had asked us to co-sponsor a session. **AT** will coordinate with that committee and represent our committee’s interests at that session.

- **All committee members and moderators** – please plan to attend the post-conference debrief to decide best papers. This meeting will begin immediately following the last conference session. To ensure maximum participation, members and moderators are asked to look for departing flights at or after 5 pm.
 - **All committee members and friends** – If you receive a paper review request from Montie, please review the paper and provide input sooner rather than later (no later than September 6) so that you're not trying to enter your review results while at the Nashville conference.
 - **Jerry S.** will request a poster slot from TRB when requesting our annual meeting space needs. **Kim Fisher** indicated that this might be made part of the planning poster session.
 - b. **Sub-Committee Meetings.** Each subcommittee will receive a slot. The Conference Subcommittee will hold a conference debrief meeting Sunday morning (8 am to noon).
 - c. **Workshops.** The committee is not involved in any workshops at the 2007 annual meeting.
- 6. Subcommittee Reports**
- a. **Conference.** **Libby Rushley** indicated that the pre-conference activities are on track. The subcommittee will meet at the full committee meeting. The block of rooms at conference rate is available through the early bird registration period. This ends August 13th.
 - **Jerry E.** will email the registration form to all committee members. Please fill out and send/fax back to Jerry. All committee members and moderators will have to register, even if conference registration is waived for that group.
 - b. **Air Quality.** **Vicky McLane** reported that the Transportation and AQ committee has asked us to co-sponsor a 2007 Summer Conference in Orlando – July 9-11 -- with either financial or non-financial support. Issues pertaining to small and medium-sized communities will be specifically addressed at this conference. The committee agreed that we were interested and directed **Vicky** to confirm our co-sponsorship of this conference. **Vicky, Jerry E.,** and **Mohan** are main committee representatives for this event.

From January through July, the AQ subcommittee prepared a quick-response proposal to do a survey of key conformity variables specific to small and medium-sized communities. It was not funded, so subcommittee is pursuing NARC and AMPO to see if that information is available elsewhere. **Vicky** is also working with the Transportation and AQ committee to incorporate this information need into the Summer 2007 conference.
 - **Jerry E.** will email the registration form to all committee members. Please fill out and send/fax back to Jerry. All committee members and moderators will have to register, even if conference registration is waived for that group.
- 7. Committee Desk Manual.** **Mohan Venigalla** has taken on this committee responsibility. The goal is to make it fully electronic, which means that the focus is on digitizing the appendices. The manual references a National Conference Manual with details for the logistics and technical chairs. **Libby** has this and will provide it to **Tom**.

- 8. Liaison Program.** **Lynne Zantos** reported that we have 31 committees on our list, with members and friends having existing relationships with 16 of them. The program is intended to improve communications across related committees. For ADA30, the liaison attends the committee meeting, sends the completed forms to Lynne, who summarizes and reports back to the committee on joint research and other opportunities.
- **AT Stoddard** reported that the public transit committee is having a conference in Denver, August 2007. The focus is on integrating land use and transportation planning.
 - **Libby Rushley** reported that the MPO committee conference is at the end of August 2006 in DC. Registration is now open. The focus is future oriented, particularly on issues such as growing urban areas (with separate MPOs) that are merging together. This is a particularly timely conference, as **Tom S.** reported that NARC has formed a committee to focus on the future of MPOs.
 - **Jerry S.** indicated that the T2 committee is having a national conference in St. Petersburg, Florida July 30 – August 3.
- ➔ **Jerry S.** will send official letters of introduction to the appropriate committee chairs before the annual meeting.
- 9. TRB Strategic Plan/Mission & Goals.** **Jerry S.** encouraged us to review the report that was emailed to us and provide him with comments as soon as possible.
- 10. TRB Staff.** **Kim Fisher** (*congrats Kim on a well-deserved promotion!!!*) reiterated the budget situation. She also reminded us of the August 1st paper deadline. Finally, remember that NO TRB committees in our division can make policy recommendations. Any opinion pieces or recommendations that members choose to make CANNOT bear reference to TRB affiliation.

There is a new feature on the TRB webpage: TRB Snapshots (on the lefthand side list of items on the main page). This is an attempt to provide information in a more focused manner. Right now, the key words are not real tight, so email Kim with recommendations on how to subdivide literature and materials your areas of expertise, as well as any suggestions for additions or deletions (if you think something doesn't belong there).

➔ **Tom** will add a link from our webpage to the TRB Snapshots.

- 11. HPMS Reassessment Project.** **Barna Juhasz**, OPHM, discussed the FHWA Highway Performance Monitoring System (HPMS) Reassessment Project. This project is an attempt to proactively look at FHWA data needs in HPMS related areas anticipated for 2010 or beyond. The identification now is necessary, given the lead-time necessary to work the changes into the program. The question is how to make HPMS more useful – for example, 8-10 states are now using state-level versions of the federal HERS model.

The reassessment project seeks to capitalize on technology improvements since 1998 and make sure data needs are met. For example, the EPA air quality conformity rule requires that HPMS data be used for baseline VMT data if no alternative data is available. Is this still viable? Who uses HPMS for VMT estimates? This summer the project focuses on Webinars and other venues to draft recommendations. The recommendations will be presented at the 2007 annual meeting, as part of a draft report discussion. There are 10 issue areas. The general motto is to collect once and use often.

Any members or friends that want to participate can go to the FHWA website (for unofficial comments) or to the DOCKET to submit official comments.

In terms of the national household travel survey (NHTS), since congress did not allocate any money for policy research, there are no funds for the NHTS. The consensus is that the survey data are needed before the next reauthorization. FHWA is supporting the program through a program manager, survey briefs, and approaching funding opportunities with possible partner agencies such as the EPA, CDC, and Energy Department. The add-on program will provide oversight and administration of any state add-ons. In addition, FHWA has waived the requirement for matching PL funds.

Attachment 1 – Agenda

TRB Committee on Transportation Planning for Small and Medium
Sized Communities

ADA30

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2006 Summer Meeting Agenda

July 11, 8:00 am

1. Welcome and introductions
2. Minutes of 2006 meeting Stacey
3. Chair's report Jerry
4. Website survey Stacey and Tom
5. Annual meeting
 - a. Sessions A.T./Monty
 - b. Sub-Committee meetings
 - c. Workshops
6. Sub-Committee reports
 - a. Conference Libby
 - b. Air Quality Jerry
 - c. Research Michael
7. Committee desk manual Mohan
8. Liaison program Lynn
9. TRB Strategic Plan/Mission & Goals Jerry
10. TRB Staff Kim
11. HPMS Reassessment project Anita Vandervalk and/or
Barna Juhasz
12. Student section on website Jerry
13. Resources on website Jerry