

MINUTES

Committee ADA30
Transportation Planning for Small and Medium Sized Communities
Monday, July 9, 2006, 8:00 AM to 11:45 AM
Chicago, IL

MEMBERS PRESENT:

Libby Rushley, Chair	Ohio DOT
Stacey Bricka, Secretary	NuStats, TX
Michael Anderson	University of Alabama
Jerry Everett	University of Tennessee
Marsha Fiol	Virginia DOT
Jeff Moore	Kentucky Transportation Cabinet
Elaine Murakami	Federal Highway Administration, WA
Ron Poole	NCDOT (retired)
Tom Schwetz	Lane Transit District, OR
Montie Wade	Texas Transportation Institute

MEMBERS JOINING BY PHONE:

A. T. Stoddard	LSC Transportation Consulting, CO
Lynn Zanto	Montana DOT

FRIENDS PRESENT:

Steve Kale	SR Kale Consulting, OR
David Vomacka	CH2M Hill, OH
David Kriger	ITrans (Canada)

AGENDA:

Attachment 1

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

1. Introductions

Libby Rushley opened the meeting with a welcome to all attendees. Introductions took place

2. Chair's Report. Libby updated the committee on section activities.

a. **TRB Report from Mark Norman.** Libby referred the committee to the email distributed prior to the meetings, with Mark Norman's full report as well as her synopsis. Highlights include:

- We were the only committee in our section to submit research statements to the database and are being used as an example for other committees.
- The benefits associated with Emeritus status are being modified – not only the criteria to advance to emeritus status, but also the associated benefits.
- In terms of committee composition, we are doing well, except we have no international members. Given our committee scope, this is not a critical issue.
- Due to construction at the Marriott, the annual meeting schedule may include more sessions Wednesday evening and Thursday.

3. **Minutes of 2007 Annual Meeting.** The full committee and conference subcommittee minutes from January 2007 were approved as submitted.
4. **Vice Chair's Report.** **AT Stoddard** indicated that the main focus was on the annual meeting events (covered in Item 6).
5. **Paper Review.** **Tim Chelius** has volunteered to lead the annual paper review process for the committee.
6. **Annual Meeting Sessions.**
 - a. **Paper Session.** **Tim Chelius** will coordinate the paper review.
 - b. **Co-sponsored Session on State Legislation and MPOs.** It is not clear whether this will be a panel or invited papers. The main focus will be on the relationship between state enabling legislation and what this means for how MPOs can function. **Tom Schwetz** will be our committee representative for this joint session, aided by **Jeff Moore** and **Montie Wade**.
 - c. **Co-Sponsored Session on Freight and AQ.** **Vicky McLane** is leading up this joint session, and our committee is the lead committee. The session focus is on best practices in locating freight terminals.
 - d. **Possible Session with Public Involvement.** **Jeff Moore** has been working with the Public Involvement research subcommittee in developing a synthesis statement on involving minority and lower-educated populations in the planning process. The focus is on best practices and efficient approaches. The goal is to develop a 2nd volume to an earlier publication on this topic.
 - ➔ **Libby** will follow up with the Public Involvement committee to see if this will lead to a co-sponsored session.
 - e. **Possible Session on Minority Travel.** **Elaine Murakami** indicated that the public involvement and socio-economic committees have been discussing a co-sponsored session on travel by immigrant populations and the changing demographics.
 - ➔ **Any committee members** with leads on co-sponsored sessions should contact **Libby**.
 - f. **Possible Session on Cross-Cutting Issues.** Of the cross-cutting issues listed in Mark Norman's packet, the committee identified "coordinating regional transit and land-use planning" as our main focus for the annual meeting. **Marsha Fiol** will represent the committee in the development of this session, and will coordinate with **Vicky McLane**, who is the committee representative for the upcoming Denver conference on the same topic.
7. **Staff Report.** **Kim Fisher** reviewed the following:
 - There will be an overall strategic review of committees, focusing on overlaps and gaps in mission statements. This is done periodically to ensure that the committees are relevant and that as issues change, the committees cover relevant issues.
 - Research statements – ADA30 did submit our research statements to the database as requested. This database will be announced in September, and they are looking for a broad array of issues.

- Annual paper review – Kim will be offering software webinars for those coordinating sessions and conducting the paper reviews. A main responsibility of committee members is to provide solid reviews of these papers.
- Paper submissions: papers in PDF format are due August 1st. Those in non-PDF format are due July 27th.
- Kim has assumed responsibility for some NCHRP project management. She is specifically overseeing the quick response projects now, so encourages the committee to submit statements.
- Annual meeting schedule: Expect more Thursday sessions, maybe Wednesday evening as a last resort. There will not be any committee meetings on Thursday.
- The summer 2008 meeting will be in Baltimore or Philadelphia. Arrangements are pending. The summer 2009 meeting will be in Seattle.
- There will be a new “ambassador” program for the 2008 annual meeting. More details to come, but essentially, this is for the more experienced attendees to help newer attendees find their way around and get involved in TRB more easily.
- We will be seeing trading cards and a call for poster competition focusing on techniques for communicating technical transportation issues to the public and decision-makers.

8 Subcommittee Reports.

- a. **Conference.** **Libby Rushley** indicated that we are close to finalizing a hotel contract, which determines the contract dates. The call for abstracts has been distributed electronically and will be mailed shortly.
 - ➔ **Stacey** will follow up Todd Ashby of the APA – Transportation Planning Division to see what is necessary to enable the conference to contribute to AICP continuing education requirements.
 - ➔ **Any committee member** interested in chairing the conference subcommittee should see Libby.
- b. **Air Quality.** **Libby Rushley** reported for **Vicky McLane**. The annual subcommittee meeting had a strong attendance. The subcommittee’s focus is on developing the annual meeting session on Freight and AQ.
- c. **Research.** **Mike Anderson** reported that he had submitted the research statements to the TRB database, using the January subcommittee meeting minutes (thanks **Jeff** for doing such a good job with those!) The 08-36 quick response statements are due July 13th, so Mike will be submitting portions of the same research statements. The quick response projects are budgeted at \$50,000 and \$100,000 and are geared towards projects that can be completed within 6 to 12 months. The committee also discussed submitting either a quick response or a synthesis statement to update NCHRP report 252 (the effect of ISTEA legislation on small and medium-sized MPOs), given that SAFETEA-LU was authorized. This was a heavy topic of debate at the MPO caucus. Finally, **Mike** organized all the papers for the last five conferences and will be posting them on-line shortly.

- ➔ **Stacey** will ensure that the caucuses held at the 2008 conference have both a moderator and a reporter assigned. This will enable us to include the summaries on the conference CD, as well as provide the evidence in support of research statements.
- 9. Website.** **Tom Schwetz** reviewed the main purpose of the website is to support the conference. **Libby** confirmed that TRB's only support planned for committee websites is to provide the link to each committee webpage on the main committee page.
- 10. Liaison.** **Lynn Zantos** indicated that we have 22 committees for which there are liaisons. Committee members should look for opportunities to work together.
- **Elaine Murakami** indicated that she distributed the call for abstracts to the Travel Survey Methods committee. Also, there is an international conference on Travel Survey Methods to be held in France in May 2008. The 2008 national survey is not yet funded, although several states and MPOs have committed to the add-on program already.
 - **Elaine Murakami** also indicated that the Women's Issues committee will be holding another conference in 2010. The issues addressed by that committee and the upcoming conference are directly applicable to small and medium-sized communities: safe routes to school, travel by children, trip chaining, etc. Committee members (both male and female) interested in helping with conference planning and/or committee membership should contact **Elaine**.
 - **Marsha Fiol** attended the Socio-Economic Factors in Transportation meeting, but there are no opportunities to report.
 - **Ron Poole** attended the section meeting for the Economic Development Committee. This particular committee has a quarterly newsletter (**Katie Turnbull** is considering a section newsletter for our group). Also, this committee is discussing public education opportunities on what TRB is and does.
 - **Montie Wade** indicated that the Metropolitan Policy, Planning and Processes committee (ADA20) is focusing on research statements and a joint annual meeting session with our committee.
 - **Montie** also indicated that the Statewide Planning committee (ADA10) will be sponsoring a conference in June of 2008. The focus of the conference will be best practices under SAFETEA-LU. They will be commissioning papers. **Montie** will represent ADA30 in those planning efforts.
 - **Jeff Moore** recapped the research efforts of the Public Involvement committee. They drafted a research statement, which Jeff will forward to Mike.
 - **Steve Kale** attended the Freight committee meeting. They held a workshop at the last annual meeting. There is a NCHRP report forthcoming on freight issues in smaller metropolitan areas (#540).
- ➔ **Committee Members** should pass the call for abstracts to the chair of the committees for which they serve as liaisons.
- 11. Summer 2008.** The mid-year meeting next year will be either in Baltimore or Philadelphia.
- 12. Announcements.**

- a. David Kriger thanked the committee for submitting information for the Canadian study on Transportation Issues for Small and Medium-sized communities in Canada. This study is focused on data and modeling specifically, looking at tools and techniques for communities between 10,000 and 250,000 in size. The report will be posted to the internet by the end of 2008.
- b. The 2010 Tools of the Trade Conference will be sponsored by Virginia DOT, and most likely held in Williamsburg!

Attachment 1 – Agenda

TRB Committee on Transportation Planning for Small and Medium
Sized Communities

ADA30

2007 Summer Meeting

Monday, July 9, 2007

8-11:45 AM

AGENDA

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| 1. | Welcome | Libby Rushley |
| 2. | Chair's Report | Libby Rushley |
| 3. | Secretary's Report | Stacey Bricka |
| 4. | Vice Chair's Report | A.T. Stoddard |
| 5. | Paper Review | Libby Rushley |
| 6. | 2008 Annual Meeting Sessions | Libby Rushley |
| | Paper session – 1 | |
| | State Legislation & MPOs - <1 | |
| | Air Quality & Freight - <1 | |
| | Public Involvement - <1 | |
| 7. | TRB Staff Report | Kim Fisher |
| 8. | Sub-Committee Reports | |
| | a. Conference | Libby Rushley |
| | b. Air Quality | Vicky McLane |
| | c. Research | Mike Anderson |
| 9. | Website | Tom Schwetz |
| 10. | Liaison Program | Lynn Zanto |
| 11. | Summer 2008 | Libby Rushley |