

Transportation Systems Management Operations Leadership Team Meeting

Burns Building, Executive Conference Room
Tallahassee, Florida

December 9, 2011
1:00 – 2:00 pm

Attendees:

Elizabeth Birriel, CO

Melissa Ackert, D4*

Ingrid Birenbaum, Atkins*

Steve Lockwood, Parsons*

Brian Blanchard, CO

Mark Plass, D4*

Marie Tucker, Atkins

Jerry Ausher, D2*

Debora Rivera, D6*

Anita Vandervalk, Cambridge*

**Attended via video / teleconference*

Introduction / Review of Meeting Minutes

After a roll call, Elizabeth Birriel welcomed everyone to the teleconference and confirmed that attendees had all received the documents that were sent out prior to the meeting (previous meeting minutes, meeting agenda, Capability Maturity Model presentation and the TIER 2 Business Plan). There were no corrections to the previous meeting minutes noted.

Previous Action Items Update

Action Item 1:

*Executive Board presentation to be completed. Assigned to E. Birriel, Atkins and Cambridge. – **Complete.***

Action Item 2:

*District Training to be finalized and included in the Executive Board presentation. Assigned to E. Birriel, Atkins and Cambridge. – **Completed.***

Capability Maturity Model Presentation – Steve Lockwood

Steve Lockwood reviewed the Capability Maturity Model presentation. Brian Blanchard referred to slide and asked what is Georgia doing that is special. S. Lockwood stated that he would guess it is the HELP program contributing to those numbers. B. Blanchard stated that he was just wondering if there was something there that Florida could implement. E. Birriel suggested looking at some NHRP studies to get further clarification.

B. Blanchard stated that the leadership team has discussed training the Districts, is there a training agenda or will it be the Federal Highway Administration (FHWA) training. E. Birriel stated that she envisioned two separate trainings. The internal workshops will be held at each District but we can also have the FHWA presentation as well and I believe they are looking at District 4. S. Lockwood stated that the workshops done by FHWA are not training; they are more of a self assessment and work better at a statewide level or a specific region and I would suggest the specific region as it would be more relevant. Debora Rivera stated that is why they are going to District 4; the Broward Metropolitan Planning Organization (MPO) requested this workshop. E. Birriel stated that she would discuss with FHWA about holding a more centrally located workshop because other Districts are implementing Transportation Systems Management and Operations (TSM&O). S. Lockwood stated that he has done several statewide workshops but they are different and usually have representatives from Districts, State Patrol, MPO's, etc. and the result is focused on common things that can be done on a statewide level. E. Birriel asked S. Lockwood if he could assist in getting a statewide meeting setup to be held at a central location and he stated that the best way for this to happen is to contact your local FHWA representative. E. Birriel then stated that she will get in contact with the local representative for FHWA.

Mark Plass stated that the FHWA workshop that has been referenced is the one that the Broward MPO has been pursuing and I believe that District 6 is suppose to be included along with other agencies from that region. S. Lockwood stated that he wanted to make sure everyone knew that these workshops are most effective when you are looking at a specific region and the folks around the table know about the specific activities that the agency / Districts are involved in and might be difficult to apply to two Districts at once. M. Plass stated that he has had several conversations about the best audience and a coherent theme and what objectives we would like to achieve. D. Rivera stated that in this case District 6 is working close with District 4 on a number of projects and since there are some things the Broward MPO wants to use this is an opportunity to continue discussing those joint projects. S. Lockwood stated that with what M. Plass and D. Rivera have just explained the workshop would work; these workshops really need to be co-sponsored by Department of Transportation (DOT)s and MPOs and it is critical to have the right key players there and especially management.

B. Blanchard asked if the Department holds the workshops could we have several to make it more region specific. S. Lockwood responded by stating that is logical to make the workshops work but it would be a question of resources. B. Blanchard stated that he is just trying to get the most out of the workshops and asked how the FHWA workshop deviates from the training we proposed for the Districts. D. Rivera stated that as she recalled the training for the Districts was discussing awareness to our folks and was intended to them know what TSM&O really is and get ideas to move forward. B. Blanchard stated that is question is should we move in both directions and E. Birriel responded by stating I think we should and get as much from FHWA as we can and B. Blanchard liked that idea. S. Lockwood stated there needs to be a relationship between the two but there is more need in certain areas for more awareness than others.

D. Rivera stated that on slide 5 that list various strategies and the last slide offered next steps, I would like the Department to consider the development a statewide active traffic management plan or guide and this would complement the managed lanes document. M. Plass stated that B. Blanchard noted there would be value in trying both workshops, perhaps we could link them through slide 5 and FHWA would provide insight as to where each District stood through the maturity model and go with the most mature item and the second workshop each District could flush out the plan more. S. Lockwood also suggested looking at the FHWA website for the self evaluation.

Action Item 1:

Contact local FHWA representative to coordinate workshops. Assigned to E. Birriel.

Action Item 2:

Development a Statewide Active Traffic Management Plan or Guide. Assigned to E. Birriel.

TSM&O Strategic Plan

E. Birriel stated that some minor revisions have been made to the document and it was sent out yesterday for your review. Please review and provide comments to myself so that we can wrap up this document and make it final as it will be on the agenda for next month. D. Rivera stated that on the table on page 10 she would like to see slide 5 from the presentation replicated into this document.

Implementation Plans

E. Birriel stated that this item will be postponed until the next meeting. L.K. Nandam wanted to see more formal discussion on how we are going to implement the focus areas. D. Rivera stated that some of these things you do not do in all areas and you cannot have Consistency, Predictability and Repeatable (CPR) in all projects; before we get to far along in developing CPR guidelines we probably should discuss it further. E. Birriel stated that she understand that some Districts will need flexibility.

TIER 2 Plan

E. Birriel stated that some minor modification have been made and please provide any comments.

Next Meeting: January 13, 2012 1:00 – 2:00 pm